

SUTTON PARISH COUNCIL

www.suttonwithshoplandparishcouncil.com

CHAIRMAN:

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CLERK:

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AGENDA

**YOU ARE HEREBY SUMMONED TO A MEETING OF THE SUTTON PARISH COUNCIL
TO BE HELD BY AN EMAIL EXCHANGE DURING SATURDAY 4th JULY 2020.**

1. To record the Members Present:

- i Councillors
- ii Members of the Public

2. Apologies for absence:

- i To be received by **the Clerk in person only** via: email, letter and telephone.
- ii To discuss the SPC's acceptance of reasons for absence:

Councillor apologies?

3. To Receive Declarations of Interest.

- i To receive all declaration of interests;

Councillors Declarations?

- ii The Chairman reminds Councillors to declare any further interests now and/or as they become evident to them.

4. Public Forum: (5 min per person only for a total of 15 minutes).

Councillors, Guests, visiting Ward/County Councillors and questions from members of the public.

- i To receive emailed statements from Ward Councillors. (as circulated)
- ii To receive emailed statements/questions from Members of the Public: (as circulated)

5. To Receive the Minutes of the Meeting of 2nd May 2020: (as circulated)

Councillors Agree/Disagree?

6. Matters Arising from the Minutes: (Not on the Agenda)

None

7. Leading Policies:

- i Standing Orders July 2020: (as circulated)
- ii Financial Regulations July 2020: (as circulated)
- iii Risk Assessment July 2020: (as circulated)
- iv Asset List July 2020: (as circulated)
- v GDPR Privacy Statement July 2020. (as circulated)
- vi Freedom of Information July 2020. (as circulated)
- vii Code of Conduct (March 2017) July 2020. (as circulated)

8. Planning:

- i To receive Southend United Football Club updates?
- ii Application no 20/00356/FUL Butlers Farm Cottage, Shopland Road, Sutton.
(Proposed Repairs, Alterations and Extension to Existing Cottage)

Re-Consultation on the Above Application Due to Amended Description. (as circulated)

Councillors further Agree/Disagree?

9. Correspondence.

- ii Letters/emails, Publications and Bundles: Making the Links, Fieldwork, Bus timetables, Essex Area Forum, etc.

10. Finance:

- i To receive the SPC Financial Statements ending May 2020. (as circulated)

Councillors Agree/Disagree?

- ii To receive the Barclays Bank statements x 2 (redacted): (as circulated)

Councillors Agree/Disagree?

Proposed by Councillors:, seconded byand agreed by all.

Councillors Agree/Disagree?

- iii To receive the Auditing Solutions (Internal Auditors) report, June 2019-2020. (as circulated)

Councillors Agree/Disagree?

- iv To receive the Sutton Parish Council AGAR Part 2, June 2019-2020. (as circulated)

Councillors Agree/Disagree?

- v To receive, discuss, sign and complete the Annual Governance Statement 2019-2020 (Page 5) (as circulated)

Councillors Agree/Disagree?

- vi To receive, discuss, sign and complete the Accounting Statements 2019-2020 (Page 6) (as circulated)

Councillors Agree/Disagree?

- vii To resolve and sign the completion of the Certificate of Exemption for AGAR Part 2 (Page 3) (as circulated)

Councillors Agree/Disagree?

- viii To receive the RFO dates set for the Period of the Exercise of Public Rights (Notices) (as circulated)

ix To receive an Invoice May/June 2020 from (Mr R Pitts) (034A) (03?A) Green Maintenance £ 220-00.

x To agree the payment July 2020 to (HMRC) PAYE-RTI 1st quarterly payment (Less credit @ £51.60) £ 114-45.

xi To receive an Invoice June 2020 from (Auditing Solutions Ltd) Internal Audit 2019-2020 £ 168-00.

xii To receive an Invoice June 2020 from (RCCE) Annual subscription £ 52-80.

Councillors Agree/Disagree above invoices?

xiii The payment May 2020 to Came and Co's Annual invoice covering insurance for 2020-2021 @ £449-20 was recorded.

xiv The payment May 2020 to B Summerfield re: Annual Office expenditure 2019-2020 @ £87-57 was recorded.

xv The payment May 2020 to B Summerfield re: Annual Petrol allowance 2019-2020 @ £49-68 was recorded

xvi The payment May 2020 to W&H (ROMAC) Ltd: Site visit to P7 (Dead Service) £44-10 was recorded

xvii The payment May 2020 to EALC re: Annual 20/21 Affiliation Fees @ £ 64-78 was recorded

xviii The payment May 2020 to Mr R Pitts re: Green Maintenance March/April @ £ 220-00 was recorded

xix The D/D Invoices May 2020 to E-on re: streetlighting @ £ 97-07 CREDIT.

xx The D/D Invoices May/June 2020 to 1&1 IONOS re: website @ £9.60/ £29-75

xxi The Clerk's salary standing order payments for May/June 2020 @ £221-41/£221-41.

xxii To resolve: all payments, Invoices, Internal Audit, financial statements, receipts, transfers and countersigned cheques.

Councillors Agree/Disagree?

Proposed by Councillors:, seconded by and agreed by all.

11. Streetlighting.

The Clerk's night Survey report: P7 Energy fault.

12. Highways:

i Essex Highways Salt Bag Partnership 2020/21 Winter season.

ii Councillors reports:

13. Website:

i The website is to be brought up to date with the inclusion of this meetings' information.

ii To notify that the public's potential involvement at the all SPC email meetings, are advertised on the Website and Parish Notice boards.

iii Clerk to set up a Sutton with Shopland Facebook?

Councillors Agree/Disagree?

14. Next Agenda Items from Councillors. *for next Agenda and exchange of information only.*

Items:

15. The next Sutton Parish Council Meeting: to be held by 'email exchange'

To agree: **29th AUGUST 2020.**

30th June 2020.

B. Summerfield Sutton Parish Council Clerk/RFO.