**MINUTES OF THE**





 **MEETING OF THE STAMBRIDGE PARISH COUNCIL**

 **HELD AT St MARY’S & ALL SAINTS, CHURCH HALL, STAMBRIDGE ROAD, SS4 2AP**

 **ON THURSDAY 28th SEPTEMBER 2017.**

**89 17/18 Members and Public present: 7.30 pm.**

 Chairman Councillor Mrs P Holmes.

 Councillors: Mrs J Gooding, Mr D Nelson and Mr P Shaw.

 Members of the public: None.

 The Parish Clerk: Mr B Summerfield.

**90 17/18 Chairman's opening remarks.**

 The Chairman welcomed all persons attending the Meeting and made safety announcements for the Church Hall.

**91 17/18 Apologies for absence.**

To be received by the Clerk in person via: email, letter and telephone.

Received from Councillors: Mr G Ioannou. (Finance meeting) and Mrs L Shaw (Meeting).

**92 17/18 To Receive Declarations of Interests:**

i **To receive all declarations of interests:** None.

ii **The Chairman reminds Councillors to declare any further interests now and as they became evident to them, during the progress of the meeting.**

**93 17/18 Public Forum:** ( 5 min per person only )

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

 None.

**94 17/18 To Receive the Minutes of the Extraordinary Combined Meeting of the SPC**

 **and the Trustees of the MHT of 27th July 2017.**

The Minutes were Resolved agreed.

 Proposed by Councillors: Mr P Shaw, seconded by Mr D Nelson and agreed by all.

 The Chairman signed the Minutes as a true record.

**95 17/18 Matters Arising from the above Minutes** (not on the Agenda)

i (Minute 76/i ) **SPC and MHT** **Fundraising Committee.**

 A Fundraising Meeting date was agreed held over to after the Finance meeting.

ii (Minute 76/ii ) **Bus shelter base progress.**

 The Base has been concreted.

iii (Minute 76/iii ) **Stambridge Parish Fete.**

 i Councillors reported lots of people attending an excellent and successful Fete.

 ii The MHT are finishing the financial aspects, with Councillor Mr G Ioannou organising the

 production of two large Bank presentation cheques for donations to: the Cancer Outpatients and the MS Unit

 of the Southend Hospital.

**96 17/18 Container Inspection Meeting.**

i The Working Party container inspection report of Sunday 6th August 2017:

 Present Councillors: Mr G Ioannou and Mr P Shaw and the Parish Clerk Mr B Summerfield.

 Attending later Councillors Mrs P Holmes and Mrs J Gooding.

 i The Clerk removed 6 SPC document boxes from the top of the Cabinet for inspection at home.

ii The Clerk reported:

 i The only items belonging to the SPC in both containers is a filing cabinet and two types of flood/sand bags.

 Items in the filing cabinet are mostly old planning docs.

 Items in the 6 boxes can be amalgamated with the above into the filing cabinet.

 ii All above items not pertinent to the SPC will be delivered to the MHT for perusal!

iii After discussion it was agreed:

 i The flood bags/sand bags to be outside the containers wrapped in a tarpaulin together with a static dehumidifier unit, ready (with easy access) for the public/Councillors, in a flooding emergency!

 ii The re-collated filing cabinet to reside in the office.

**97 17/18 Finance:**

i i The SPC financial Statement of September 2017 (Appendix) was recorded. ii Councillors Mr D Nelson. and Mr P Shaw checked the Barclays Bank Statements against

 the SPC financial statements.

ii The Clerk’s HMRC PAYE-RTI running balances update for September 2017 was recorded.

iii The Clerk’s logged hours invoices: (8) June/July, (9) July/Aug. (10) Aug/Sept 2017 were agreed, cosigned and recorded.

iv The Clerk reported that VAT (August – October) will be claimed in November and online.

v i Councillor Mrs P Holmes reported the signed Mandate papers re: the Clerk’s access to the Bank accounts, were

 handed to Councillor Mr G Ioannou.

 ii Councillors agreed that Councillor Mr G Ioannou is requested to kindly forward all the above Mandate papers to Councillor Mr D Nelson.

vi i Councillors agreed to pay the second Green Gateway invoice from the RDC @ £1,117-80.

 The RDC invoice email confirms that future invoices will go to the MHT.

 ii The Clerk will invoice the MHT for the second Green Gateway invoice @ £1,117-80.

vii The Councillors Planning training @ £40-00 were agreed and recorded.

viii The Clerk’s Data training @ £45-00 was agreed and recorded.

ix Councillors requested that the Coarse Angling invoice @ £160-00 to be clarified as to content?

x The Payment of September 2017 to Mrs J Hindley (Auditor) @ £200-00 was agreed and recorded.

xi The Payment of September 2017 to PKF Audit Commission @ £240-00 was agreed and recorded.

xii The Payment of September 2017 to B Summerfield August salary @ £505-22 was agreed and recorded.

xiii The Payment of September 2017 to B Summerfield September salary @ £505-22 was agreed and recorded.

xiv Councillors Resolved: The following cheques to be written and paid when the cheque book is available:

 i The Payment of September 2017 to B Summerfield/Stambridge Church PCC @ £ 15-00.

 ii The Payment of September 2017 to HMRC August Balance: £70.45 @ £ 00-00.

 iii The Payment of September 2017 to HMRC September Balance: £36.65 @ £ 00-00.

 iv The Payment of September 2017 to HMRC October Balance: £02.65 @ £ 00-00.

 v The Payment of September 2017 to EALC Data info course x 1 @ £ 45-00 when presented.

 vi The Payment of September 2017 to RDC - Planning course x 2 @ £ 40-00 when presented.

xv The EXCEL September Nett Running Costs (2017 – 2018) copies were recorded.

xvi i The Clerk’s advice copies re: projected debits/credits to 31st March 2018 was recorded.

 ii Items raised: Allotment rent 2017-2018, 3 quotations for Newsletter printing, a parish member volunteer to

 put together the Newsletter, shared costs with MHT re: bus shelter base, the unknown deposit of £300-00.

xvii The Audit Commissions ‘no-comments’ on the SPC Annual Return 2016-2017 of September 2017 was recorded.

xviii The Clerk’s research report re: potential MHT debits for 2016/2017 to be updated after the Financial Meeting.

xix The commissioned Independent Auditor’s report re: 2015-2017 was received and recorded.

xx Councillors agreed: the Clerk’s request for a Financial Committee Meeting to discuss the Auditors Financial Report,

 ‘The SPC Financial Regulations’, SPC Container use and the End of Financial Year (2017-2018) projected Balances.

 The agreed date of Thursday 12th October 2017.

xxi Resolved: all above agreed payments, all actions, financial statements, transfers, grants, countersigned cheques, etc.

 Proposed by Councillors: Mrs P Holmes seconded by Mr P Shaw and agreed by all.

**98 17/18 Planning:**

i Application no. 17/00682/LDC The Bungalow, Stambridge Road, Stambridge, Essex.

 (Application for a Lawful Development Certificate for Existing Use Continuous Breach of Agricultural Ocupancy

 Condition) **– RDC have decided to agree the LDC**

ii Application no. 17/00743/LBC Gore House, Gore Road, Ballards Gore, Essex. SS4 2DA

 (Undertake Crack Repairs and Redecoration)

 **– Stambridge Parish Council agree the application.**

iii Application no. 17/00755/LBC Post Office House, Stambridge Road, Stambridge. SS4 2AX.

 (Replacement of Sole Plates and Renew Rotted Timber Floor with Concrete Slab with Integral Damp Proof

 Membrane Layer)

 **– Stambridge Parish Council agree the application.**

iv Application no. 17/00790/LBC Post Office House, Stambridge Road, Stambridge. SS4 2AX.

 (Replacement of Windows in ‘Television Room’)

 **– Stambridge Parish Council agree the application.**

v Application no. 17/00869/DPDP3M Little Hall Farms, Poultry 1, Little Stambridge Hall, Little Stambridge

 Hall Lane, Stambridge.

 (Prior Notification for a Proposed Change of Use of an Agricultural Building to a Flexible Business Use)

 **– Stambridge Parish Council agree the application.**

**99 17/18 Correspondence:**

i An e/letter July 2017from Barclays Bank, Rochford re: Closure of the Rochford Branch was recorded.

ii An e/letter August 2017 from Natural England re: Consultation meeting on the Public Access along the

 Coast from Southend to Wallasea Island, to be held in the Parish Rooms, West Street, Rochford SS4 1AS on Thursday

 28th September from 5pm to 8pm was recorded.

iii An e/letter August 2017 from Essex Air Ambulance re: Go Red - Go Yellow Event was recorded.

iv An e/letter August 2017 from RR Citizens Advice re: their locally provided communities help was recorded.

v Letters/emails, Publications and Bundles: Making the Links, Fieldwork, Bus timetables, Essex Area Forum,

 etc: placed on the table.

**100 17/18 Allotments**:

i i The Clerk reported correspondences with Plot holders.

 ii Councillors agreed that plot 14 to be cleared @ £45-00.

ii Plot Y have responded and have responsibly acted and cleared their weeds

iii Councillors agreed: that the one month non reply/compliance with the SPC letter of request to Plot X, will

 promote a letter to inform the plot holder that in a further one month, a contractor will clear the weeds and

 the plot holder will be charged.

**101 17/18 Streetlighting:**

 The Clerk reported no grant funding found at present, for LED streetlighting.

 However, a Salix promoted Government scheme is presently being investigated.

**102 17/18 Highways and Public footpaths**

 Councillors reported the complaint re: overgrowth on the bus shelter at Mill Lane.

 The Clerk to action the bus shelter’s green clear up and shelter condition report.

 Councillors reported a speed-watch on the Stambridge Road is to take place tomorrow Friday 29th September 2017.

**103 17/18 Notices and Website**

i Councillor Mr D Nelson reported his setting up of email addresses for the SPC.

ii The potential cancelling of the Vodaphone account for the SPC is constrained by its contract (contract end date)?.

iii i Councillor Mr D Nelson reported that the Website handover has not happened due to the sad demise

 of Mr Bernard Crix.

 ii The Clerk reported that Councillor Mr G Ioannou has kindly volunteered to place all of the Transparency documents and details on the website, as he has access to the website.

iv After discussion and with thanks to Councillor Mr G Ioannou, it was Resolved that the Clerk is to be responsible

 for updating the website and to that end request that Councillor Mr G Ioannou kindly pass over to the Clerk all

 the information re: The website ‘Sign-in name’, ‘password’ and any documents received from the late Bernard Crix.

 Proposed by Councillors: Mr D Nelson, seconded by Mrs P Holmes and agreed by all.

**104 17/18 Next Agenda Items from Councillors. *for next Agenda and exchange of information only.***

 **Items:** The police commissioners meeting was attended by Councillor Mr P Shaw – as proposed; Police Specials

may be funded by Parish Councils at £3,000 for one years presence in the parish being guaranteed.

Councillors requested:

 i a letter of condolence from the SPC to the family of the late Bernard Crix

 ii Complaint received re: Fir trees overgrowth on the Stambridge Road

 iii ‘Sports Awards’ to be circulated to all.

**105 17/18 The Extraordinary Stambridge Parish Council Meeting: (Finance)**

 Agreed: **12th OCTOBER 2017**

 **at Stambridge Memorial Hall, Stambridge Road, SS4 2AR at 7.30pm.**

**106 17/18 The next Stambridge Parish Council Meeting:**

 Agreed: **26th OCTOBER 2017**

 **at Stambridge Memorial Hall, Stambridge Road, SS4 2AR at 7.30pm.**

**There being no further business the Chairman closed the meeting at 9.39 pm.**

**21st October 2017. B Summerfield, Stambridge Parish Council Clerk/RFO.**