**MINUTES OF THE**





 **ORDINARY MEETING OF THE STAMBRIDGE PARISH COUNCIL**

 **HELD AT STAMBRIDGE MEMORIAL HALL, STAMBRIDGE ROAD, SS4 2AR**

 **ON THURSDAY 26th OCTOBER 2017.**

**116 17/18 Members and Public present: 7.30 pm.**

 Chairman Councillor Mr G Ioannou.

 Councillors: Mrs J Gooding, Mrs P Holmes and Mr P Shaw.

 Members of the public: Mr B Robertson.

 The Parish Clerk: Mr B Summerfield.

**117 17/18 Chairman's opening remarks.**

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

**118 17/18 Apologies for absence.**

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

Received from Councillors: Mr D Nelson (Meeting) and Mrs L Shaw (Meeting).

**119 17/18 Declarations of Interests: on items on the Agenda.**

i To receive all declarations of interests:

ii The Chairman declared a Pecuniary interest as the husband of Mrs S Ioannou the Memorial Hall Trust Manager.

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

**120 17/18 Co-option of a member of the public for a vacancy on the SPC:**

 A Member of the Public has expressed an interest in becoming a co-opted member of the Stambridge ParishCouncil.

**121 17/18 Public Questions:**

 (Guest Speakers, visiting Ward/County Councillors, Councillors and Questions/Statements from members of the public).

i Ward Councillors: None.

ii Councillors: None.

iii Member of the Public Mr B Robertson recorded his interests in the community and revealed his past connections with

 the Memorial Hall as a Builder by trade and as a retired Stambridge Parish Councillor.

iv The Clerk will send an SPC co-option application form to Mr Robertson.

**122 17/18 To Receive the Minutes of the Meeting of Thursday 28th September 2017.**

The Minutes were Resolved agreed.

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

 The Chairman signed the Minutes as a true record.

**123 17/18 Items arising from an informal meeting at Ballard’s Gore Golf Club on**

 **7th October 2017:**

Present: Mr G Ioannou, Mrs J Gooding, Mrs P Holmes, Mr P Shaw and Mr B Summerfield.

 Councillor Mrs J Gooding’s notes: suggestions including a Finance Meeting held each month before an ordinary

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 SPC meeting……………………. Noted.

**124 17/18 To Receive the Minutes of the Extra Ordinary Meeting of Thursday 12th**

 **October 2017.**

The Minutes were Resolved agreed.

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

 The Chairman signed the Minutes as a true record.

**125 17/18 The Financial Committee Meeting recommendations** (12th October 2017):

The Financial Committee Chairman Councillor Mr P Shaw introduced and led the discussions:

**i The Independent Auditors Financial Report** was discussed and it was agreed that the report is

 accepted in its entirety.

 The Report was Resolved agreed.

 Proposed by Councillors: Mrs P Holmes, seconded by Mr G Ioannou and agreed by all.

**ii The SPC ‘Financial Regulations’.**

 i The NALC updated Regulations Template of May 2016 is to be combined with the Chairman’s SPC copy of

 December 2015.

 ii Having checked the contents of both documents the Clerk will forward to all, the main differences between

 the December 2015 version and the May 2016 version for the Council’s approval.

**iii SPC Container use:**

 i The Filing cabinet in the container to be emptied of all paperwork and disposed of.

 ii Resolved: The paperwork from the cabinet together with the boxed paperwork to be sorted and installed in

 the Filing cabinet in the office. All remaining paperwork to be gone through by the SPC and MHT and any

 historic paperwork to be offered to be archived, on a date TBA.

 Proposed by Councillors: Mrs P Holmes, seconded by Mr G Ioannou and agreed by all.

 iii i All sand bags and flood expanding bags to be stored outside and encased in a tarpaulin or receptacle,

 together with a static dehumidifier, readily available to the public/councillors in the event of a

 Flooding Emergency was discussed and **no decision was taken.**

 ii Agreed emergency contact numbers to go on the notice boards and Website.

**iv The Financial Year costs savings recommendations:**

 i Resolved: The SPC container monthly costs to be cancelled and moved to the MHT.

 Proposed by Councillors: Mr G Ioannou seconded by Mr P Shaw and agreed by all.

 ii Resolved: The Vodaphone service is not required by the SPC, the monthly costs to be cancelled.

 Proposed by Councillors: Mr G Ioannou seconded by Mr P Shaw and agreed by all.

 The Clerk agreed to contact Vodaphone to cancel the agreement.

 iii i The PayPal/1&1 payments are not required by the SPC and the monthly costs are agreed to be

 cancelled.

 ii Agreed: the Chairman to research suitable alternatives.

 iii The Clerk agreed to contact 1&1 to work out the procedure for closing the account.

 iv The list of 2016-2017 MHT invoices that were currently outstanding to the SPC was discussed at length.

 The subject was agreed to be further discussed, under Finance.

**v General:**

 i Councillor Mr G Ioannou updated the Council on the present position of the banking mandate in that there

 is only one present signature allowable. New Mandate forms are to be filled in at the end of the meeting.

 ii An invoice for the allotment rent from the Landlord, for the year January – December 2017 is received.

**126 17/18 Finance:**

i i The SPC financial Statement of October 2017 (Appendix) was discussed and recorded.

 ii All above invoices and payments were Resolved agreed. iii Councillors Mrs J Gooding and Mrs P Holmes checked the Barclays Bank Statements against the above.

ii The Clerk’s logged hours update invoice (11) for September/October 2017 was recorded.

iii Councillors to complete their Bank Mandate papers together with papers for the Clerk’s access to the Bank accounts

 at the end of the meeting.

iv The Coarse Angling invoice clarification by email (£160-00) was read to the Council, agreed and recorded.

v A Fundraising Meeting was not required.

vi 3 quotations for Newsletter printing were received and it was agreed the Clerk to request a copy of each weight

 (glossy) from the preferred quotation from Images@crownprinters (KES).

 Chairman to send to Clerk the copy PDF.

vii The Clerk’s EXCEL October Nett Running Costs totals (2017 – 2018) was circulated.

viii The list of potential MHT debits for 2016/2017 were further discussed.

 i Resolved: to write off the potential MHT debits in the interest of financial efficiency.

 Proposed by councillors: Mrs P Holmes, seconded by Mr G Ioannou with two abstentions.

 The Chairman Councillor Mr G Ioannou gave his casting vote to secure 3 votes for the resolution.

ix All the cheques were signed by the Chairman and it was Resolved: the Clerk can have the Cheque book

 further co-signed outside the meeting, but only when the Mandate has been updated.

 Proposed by Councillors: Mr G Ioannou, seconded by Mr P Shaw and agreed by all.

x The Chairman to announce when the SPC Mandate is accepted by the Bank, as ‘active’ in the interest of all payments.

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

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

**127 17/18 Planning:**

i Application no. 17/00915/FUL Cattery adjacent Kensal Bridge House, Apton Hall Road, Stambridge SS4 3RG.

 (Detached, Single Storey, Double Garage) – Stambridge Parish Council approve.

ii An introductory talk by Sarah Sapsford (RCCE) re: A Neighbourhood Plan to be arranged by the Clerk for the latter

 part of November (Tuesday) at the Memorial Hall.

iii The Clerk agreed to send all future emails from clerk@stambridgepc.co.uk.

iv Councillors reported a very interesting and instructive RDC Planning training.

Resolved an extra half an hour to 10 pm. to conclude the SPC business

**128 17/18 Correspondence:**

i An e/letter October 2017 from the EALC was received confirming that the Minutes of the previous meeting was

 correctly placed by the Clerk on the Extraordinary Meeting Agenda.

ii A letter of condolence of October 2017 to Mrs B Crix and family was read to the Council.

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

 etc: placed on the table.

**129 17/18 Allotments**:

 The Clerk reported Plot 14 is cleared, Plot 12 to be divided into 3 or 4 for new starters, manure has been received

 and the Allotment service road potholes have been filled in by Highways.

**130 17/18 Fishing Program:**

 The Clerk recorded that the current balance of the fishing account is £4,088-00.

**131 17/18 Highways and Public footpaths**

i The Clerk reported re: the request from the SPC re: the Fir trees overgrowth on the Stambridge Road, has been

 hand delivered by letter - the Contractors are informed of the newly finished Bus shelter base - the Mill Lane bus

 shelter overgrowth has been cleared and the Clerk has seen in, the Winter rock salt supply.

ii Councillor reports: Speedwatch has noted many speeding car owners.

**132 17/18 Streetlighting:**

i The Clerk reported re: the Cagefield Road streetlight repair progress.

ii The Clerk reported re: Salix LED lighting in progress for an estimate.

iii Councillors reports: None

**133 17/18 Notices and Website**

 The Clerk reported re: he is in the middle of updating the website as an administrator.

**134 17/18 Next Agenda Items from Councillors. *for next Agenda and exchange of information only.***

Items: Clerk to research if a Parish Council can be a Charity? – EALC training?

**135 17/18 Next Stambridge Parish Council Meeting:**

 Agreed: **Wednesday 29th November 2017.**

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

There being no further business the Chairman closed the meeting at 9.59 pm.

**24th November 2017. Barry Summerfield**

 **Stambridge Parish Clerk/RFO.**