**MINUTES OF THE**





 **ORDINARY MEETING OF THE STAMBRIDGE PARISH COUNCIL**

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

 **ON THURSDAY 29th NOVEMBER 2017.**

**136 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: None

 The Parish Clerk: Mr B Summerfield.

**137 17/18 Chairman's opening remarks.**

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

**138 17/18 Apologies for absence.**

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

Received from Ward Councillor: Mrs L Shaw.

**139 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.

**140 17/18 Co-option of a member of the public for a vacancy on the SPC:**

 Members of the Public did not attend the meeting.

 The Council agreed to wait till the next meeting for the interested party to apply.

**141 17/18 Public Questions:**

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

i Ward Councillor Mr G Ioannou reported: the draft Local Plan is now published and the consultation period will run

 from 20th December for three months – help distributing the RDC Local Plan leaflets is requested – all Local Plan

 information is available on the RDC web site.

ii Councillors: None.

**142 17/18 To Receive the Minutes of the Meeting of Thursday 26th October 2017.**

The Minutes were Resolved agreed.

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

 The Chairman signed the Minutes as a true record.

**143 17/18 The resignation of Councillor Mr Dan Nelson.**

i Agreed: The Clerk to write to Mr D Nelson in appreciation of his contribution to the Stambridge Parish Council.

ii Agreed: Councillor Mr G Ioannou will replace Mr D Nelson on the Finance Committee.

**144 17/18 The Resolved SPC ‘Financial Regulations’.**

i The NALC updated Regulations Template of May 2016, combined with the Chairman’s SPC copy of December 2015,

 as circulated was discussed at length and the formatted content, was agreed.

ii Clerk to issue the agreed new Financial Regulations by circulation and potential agreement at the next meeting.

**145 17/18 The Resolved SPC Container use:**

i The consolidation the SPC Container paperwork is ongoing.

ii i **Agreed:** the sand bags and flood expanding bags to be stored outside in a receptacle, readily available

 to the public/councillors, in the event of a Flooding Emergency!

 ii The Clerk to purchase a suitable container.

iii The updated 2015 Stambridge PC emergency contact numbers Notice, was agreed with additions.

**146 17/18 The Resolved Financial Year costs savings:**

i i The Clerk reported on the updated MHT container’s contract, scheduled from 1st December 2017.

 ii The MHT will not be meeting until January 2018 and therefor the Clerk will cancel the above.

ii Agreed the Chairman will arrange the cancellation of The Vodaphone service.

iii Changing from PayPal/1&1:

 i The Chairman reported his research to transfer all branded ‘stambridgepc.co.uk’ email addresses from 1&1

 and after discussion:

 ii [www.one.com](http://www.one.com) is the favoured site at £10.80 for the first year and a yearly cost of £31-15 per year, equating to

 £3.49 per month with unlimited email accounts.

 iii Resolved that the Chairman will set up www.one.com and the Clerk (when notified by the Chairman that the

 transfer is completed) will cancel the 1&1 account.

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

**147 17/18 The Bank Mandate:**

 The Clerk reported the updating of the latest Mandate forms by individual Councillors and his ongoing actions to

 complete the Mandate verification process, with Barclays Bank, Thorpe Bay.

 The Clerk is arranging with Councillor Mr P Shaw (with his documents), a meeting with the Manager at Barclays Bank,

 Thorpe Bay, ASAP.

**148 17/18 The 2018-2019 Precept Finance Committee Meeting:**

 **Agreed:** a Finance Committee meeting is to be held on Wednesday 13th December 2017 at 12 pm in the Football Club.

**149 17/18 Finance:**

(A) i The SPC financial Statements of November 2017 (Appendix) were discussed.

 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 A received payment November 2017 from MHT re: SPC invoice 005/2017 @ £1,117-55 was recorded.

iii The Clerk’s logged hours update invoice (12) for October/November 2017 was recorded.

iv The Clerk’s EXCEL November Nett Running Costs totals (2017 – 2018) was recorded.

v The Clerk’s Projected DRAFT Nett Costs to March 2018 was recorded.

vi The Clerk’s report re: August to December 2017 VAT claim was recorded.

vii The Chairman’s circulated questions re: the training costs was discussed.

viii The Chairman’s circulated question as to the laptop use was discussed.

ix The images@crownprinters (KES) newsletter quotation/samples were received and the heavier paper x 170 gsm

 (Quote £68-00 x 300 off per issue) was agreed and was recorded.

x **To agree the latest ‘to date’ invoices as per Appendix above** :

 Cheque no. 200656 (B Summerfield) Clerk’ Salary - December £505-20.

 Cheque no. 200657 (HMRC-PAYE) December PAYE-TRI £ 33-80.

 Cheque no. 200658 (W&H (Romac) Ltd) 133326 Cagefield Road streetlight £161-64.

 Cheque no. 200659 (B Summerfield/Royal British Legion) 3 Wreaths £ 47-00.

 Cheque no. 200660 (All About Coarse Angling/Nick Watkins) reissued/622: 0210 Fishing tuition £280-00.

 Cheque no. 200661 (All About Coarse Angling/Nick Watkins) 0218 Fishing Program tuition £625-00.

 Cheque no. 200662 (Salisbury Creative) Fishing Program tuition/supplies £168-69.

 Cheque no. 200663 (B Summerfield/HMRC) replaces 200649 Paid to meet HMRC target date £ 31-15.

(B) **The following are resolved cheques that cannot be paid, as currently only one signature is recognised on the Bank Mandate**:

i To record September 2017 to B Summerfield Clerk’ Salary - October £ 505-20.

ii To record September 2017 to B Summerfield/Stambridge PCC Church Hall Meeting £ 15-00.

iii To record September 2017 to EALC re: Clerk’s Data Protection Course November £ 45-00.

iv To record September 2017 to RDC re: Councillors Planning Training Course October £ 40-00.

v To record September 2017 to HMRC-PAYE August Balance: £70-45 £ 00-00.

vi To record September 2017 to HMRC-PAYE September Balance: £36-65 £ 00-00.

vii To record September 2017 to HMRC-PAYE October Balance: £2-85 £ 00-00.

viii To record October 2017 to B Summerfield Clerk’ Salary - November £ 505-20.

ix To record October 2017 to HMRC-PAYE November Balance: £31-15 £ 31-15.

x To record October 2017 to Salisbury Creative Fishing Program 23/09 – 18/11 £ 700-00.

xi To record October 2017 to MHT Unauthorised deposit £ 300-00.

xii To record October 2017 to Mr Pitts 28296 Allots grass/plot 14/bus shelter £ 62-50.

xiii To record October 2017 to B Summerfield 2 x allotment locks £ 21-94.

xiv To record October 2017 to Little Hall Farms Ltd Allotment Rent for Jan-Dec 2017. £2,000-00.

xv To record October 2017 to Mr N Watkins 8xStudents (Replacing 636) £ 160-00.

xvi 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.

**150 17/18 Planning:**

i Application no. 17/00989/FUL Pie and Pints Inns, Cherry Tree, Stambridge Road, Rochford, Essex. SS4 2AF.

 (Demolish Rear Extension’s and Conservatory and Construct Rear and Side Extensions, Form Patio Surface to Garden

 Area and Form Access Through Wall to Provide Overflow Car Park)

 – The Stambridge Parish Council has no objections.

ii Application no. 17/00990/LBC Pie and Pints Inns Cherry Tree, Stambridge Road, Rochford, Essex. SS4 2AF.

 (Demolish Rear Extension’s and Conservatory and Construct Rear and Side Extensions and Internal Alterations)

 – The Stambridge Parish Council has no objections.

The Chairman allowed an extra half an hour:

iii Application no 17/01027/FUL 4, Cagefield Cottages, Stambridge Road, Rochford. SS4 2BD.

 (Single Storey Front Extension) ) – The Stambridge Parish Council has no objections..

iv Application no 17/01068/FUL 10, Wheatfields, Stambridge, Rochford. SS4 2BT.

 (Proposed Single Storey Rear and Two Storey Side Extension and Part Garage Conversion).

 – The Stambridge Parish Council approve subject to the application not overlooking its neighbours property.

v i An introductory talk by Sarah Sapsford (RCCE) on ‘A Neighbourhood Plan’ was agreed as Tuesday 23rd January

 2018 at the Stambridge Memorial Hall.

 ii Clerk to set up the meeting.

**151 17/18 Correspondence:**

i An e/letter November 2017 from a resident of Cagefield Road re: pavement condition and street lighting was noted.

ii i The Chairman reported that the Parish Council is a statutory authority, created by an act of parliament.

 It therefore cannot become a charity.

 ii The Clerk reported on a document covering Stambridge Parish Council’s role as a Sole Charity Trustee.

 The Clerk will circulate to all.

iii The following items will be forwarded to the next meeting, due to time constraints:

 i An e/letter November 2017 from a resident re: complaint of nuts and bolts by the new bus shelter.

 ii Correspondence with Essex Highways re: a complaint that the bus shelter obstructs the view of approaching traffic.

 iii An e/letter November 2017 from RDC re: (SEAT) promoting bicycling and funding.

 iv Letters/emails, RDC/EALC/Gov Circulars, Publications and Bundles: etc, etc: placed on the table.

**152 17/18 Allotments**:

 The Clerk reported all OK.

**153 17/18 Fishing Program:**

 Current balance: £3,295-00 - A next Agenda item!

**154 17/18 Highways and Public footpaths**

i The Clerk’s report re: the bus shelter at the Memorial Hall. A next Agenda item!

ii Councillor reports: Tree strimming was discussed.

**155 17/18 Streetlighting:**

i The Clerk’s report: None.

ii The Clerk’s report re: Salix LED lighting a next Agenda item!

iii Councillors reports: None.

**156 17/18 Training reports:**

i Councillors training to date have been found to be very instructive.

ii The Clerk’s Data Protection training report: Training attended at the EALC and a further update report will be made

 available when the Government decides the full Data Protection details, in 2018.

**157 17/18 Notices and Website**

 The Clerk reported that he is nearly up to date with the workings of the website.

**158 17/18 Next Agenda Items from Councillors. *for next Agenda and exchange of information only.***

 **Items:** The Chairman will forward his suggested digital ‘Clerk’s Report’ information to the Clerk for future discussion

 – a request for the Clerk’s MH keys from 15th December fortwo weeks, was received from the MHT manager Mrs

 S Ioannou.

**159 17/18 Next Stambridge Parish Council Meeting:**

 Agreed: **TUESDAY 19th December 2017.**

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

 There being no further business, the Chairman closed the meeting at 10.05 pm.

**14th December 2017. Barry Summerfield, Stambridge Parish Clerk/RF).**