**MINUTES OF THE**





DRAFT

 **ORDINARY MEETING OF THE STAMBRIDGE PARISH COUNCIL**

 **HELD AT STAMBRIDGE FOOTBALL PAVILION, STAMBRIDGE ROAD, SS4 2AR**

 **ON TUESDAY 19th DECEMBER 2017.**

**160 17/18 Members and Public present: 7.30 pm.**

 Chairman Councillor Mr G Ioannou.

 Councillors: Mrs J Gooding and Mrs P Holmes.

 Members of the public: None

 The Parish Clerk: Mr B Summerfield.

**161 17/18 Chairman's opening remarks.**

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

**162 17/18 Apologies for absence.**

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

Received from Councillor Mr P Shaw and Ward Councillor: Mrs L Shaw (Flue).

**163 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.

**164 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.

**165 17/18 Public Questions:**

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

i Ward Councillor reports: None.

ii Councillors: None.

**166 17/18 To Receive the Minutes of the Meeting of Thursday 29th November 2017.**

The Minutes were Resolved agreed.

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

 The Chairman signed the Minutes as a true record.

**167 17/18 To Receive the Minutes of the Finance Committee Meeting of Wednesday 13th**

 **December 2017.**

 The Minutes were Resolved agreed.

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

 The Chairman signed the Minutes as a true record.

**168 17/18 Matters Arising from the Minutes:**

i The Precept recommendations:

 i Resolved: the Precept demand on Rochford District Council for 2018-2019 is £30,900-00: subject to

 adjustment down for any % capping, imposed by the Government.

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

 ii Agreed the Clerk to notify Councillors by email re: any % adjustments to the Precept amount when advised

 by the NALC or RDC.

ii The Financial Regulations:

 Advice received from Mrs Sue Sheppard (RCCE) on additions to items 16 (Charities) were agreed in full.

 Clerk to update and circulate to all.

**169 17/18 The SPC Container use:**

i The Clerk reported hoping to consolidate the SPC paperwork over Xmas.

ii The Council agreed to the purchase of a suitable emergency flood container @ £87-00.

iii Stambridge PC emergency Notice contact numbers, were updated.

 Clerk to confirm that the Church and Ballards Gore Golf Club are still willing to be Emergency Centres.

**170 17/18 The Resolved Financial Year costs savings:**

i MHT container’s contract, to be discussed at the MHT meeting in January 2018.

ii The Chairman reported the cancellation of The Vodaphone service, is in progress..

iii The Chairman reported the switch from 1&1 to [www.one.com](http://www.one.com), is in progress.

**171 17/18 The Bank Mandate:**

 The Clerk reported the Mandate detail has been questioned by the Barclays team (a repair is required).

 Subsequently the Clerk and a Councillors actions have resolved the issue and the Mandate is expected to become

 ‘live’ around 28th December 2017. All payments are on hold until the mandate clearance is confirmed.

**172 17/18 Finance:**

**(A)**i i The SPC financial Statements of December 2017 (Appendix) was recorded.

 ii All above invoices and payments to be resolved were 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 (13) for November/December 2017 was recorded and signed.

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

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

v The Clerk’s report re: Draft August to December 2017 VAT claim @ £278-00, was recorded.

vi **The latest ‘to date’ invoices as per Appendix above** :

 Cheque no. 200664 (B Summerfield) Clerk’ Salary - January £505-20.

 Cheque no. 200665 (HMRC-PAYE) January PAYE-TRI £ 33-80.

 Cheque no. 200666 (Essex Driveways Ltd) Bus Shelter Base £440-00.

 Cheque no. 200667 (AACA/Nick Watkins) 022 Fishing Program tuition £500-00

 The above were recorded as agreed, co-signed and put on hold till the Mandate is cleared.

vii An invoice from (Little Hall Farms ltd), allotment rent for 2018-2019 @ £1,000-00 was recorded.

**(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 To record November 2017 to B Summerfield Clerk’ Salary - December £ 505-20.

xvii To record November 2017 to HMRC-PAYE December PAYE-TRI £ 33-80.

xviii To record November 2017 to W&H (Romac) Ltd) 133326 Cagefield Road streetlight £ 161-64.

xix To record November 2017 to B Summerfield/Royal British Legion) 3 Wreaths £ 47-00.

xx To record November 2017 to AACA/Nick Watkins) reissued/622: 0210 Fishing tuition £ 280-00.

xxi To record November 2017 to AACA/Nick Watkins) 0218 Fishing Program tuition £ 625-00.

xxii To record November 2017 to Salisbury Creative Fishing Program tuition/supplies £ 168-69.

xxiii To record November 2017 to B Summerfield/HMRC replaces 649/HMRC target date £ 31-15.

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

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

**173 17/18 Planning:**

 Application no. 17/0 None.

**174 17/18 Correspondence:**

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

 was discussed.

ii An e/letter November 2017 from RDC re: (SEAT) promoting bicycling and funding was passed to the MHT.

iii Essex Heritage Trust grants to be investigated by the Clerk.

iv Clerk to write to allotment landlord to request a meeting in the New Year.

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

**175 17/18 Allotments**:

 The Clerk reported all quiet and will investigate a chain link fence costs, for the inside of the road side hedge boundary.

**176 17/18 Fishing Program:**

 Current balance: £2,795-00 (2018-2019).

**177 17/18 Highways and Public footpaths**

 Councillor discussed: FP survey re: leaning and missing guide posts – leylandii tree overgrowth on the Stambridge

 Road are seen as potentially a cause of an accident (Cllr Mr G Ioannou to send round details of his enquiries) – the

 entry signs to Great Stambridge Village, are in poor condition (costs of refurbishment to be sort) – a proposed

 safer footpath for School children is to be investigated -

**178 17/18 Streetlighting:**

i The Clerk reported the Salix LED lighting Grants may not be required because of the developed Osram LED

 replacement bulbs that are allegedly becoming available.

ii Mill Lane Streetlights, P5 and the streetlight outside the Memorial Hall are to be surveyed by the Clerk.

 Clerk to circulate the Streetlighting survey list.

**179 17/18 Next Agenda Items from Councillors. *for next Agenda and exchange of information only.***

 **Items:**

Neighbourhood Planning: Sarah Sapsford is booked for the 23rd January 2018 at the Memorial Hall at 7.30pm.

**180 17/18 Next Stambridge Parish Council Meeting:**

 Agreed: **Thursday 25th January 2018.**

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

**181 17/18 Next Stambridge Finance Committee Meeting:**

 Agreed not required in January 2018**.**

**There being no further business the Chairman closed the meeting at 8.44 pm.**

**DRAFT 2017. Barry Summerfield, Stambridge Parish Clerk/RFO.**