



Stambridge Parish Council
Minutes of the Annual Meeting of the Council
held on Monday 18th May 2015 at 8pm.
Venue: Stambridge Memorial Hall.



Members present: - Cllr George Ioannou, Cllr Peter Perkins, Cllr Bernard Crix

Officer: Mrs Linda Hare

Apologies of absence received from Cllr Denise Vanderson.

Meeting commenced at 20.23hours

Cllr George Ioannou opened the meeting.

1. Members Declaration of Acceptance of Office:

1.1. The declaration of acceptance of office as a member of Stambridge Parish Council were signed and received from the Cllr George Ioannou, Cllr Bernard Crix, and Cllr Peter Perkins. Cllr Peter Richmond attended his resignation.

2. Election of Chairman (Section 15 and 34 of the 1972 Act):

- 2.1.** Nomination for Cllr George Ioannou – Proposer Cllr B Crix, Seconder Cllr P Perkins.
2.2. Declaration of acceptance of office of Chairman to the Council signed.

3. Election of Vice Chairman (Section 15(6) and 34(6) of the 1972 Act):

- 3.1.** Nomination for Cllr Peter Perkins – Proposer Cllr G Ioannou, Seconder Cllr Bernard Crix.
3.2. Declaration of acceptance of office of Vice Chairman to the Council signed.

4. Receive Declarations of Interest:

- 4.1.** To receive Declarations of Interest (Pecuniary/ Other Pecuniary/ Non Pecuniary) for items on the Agenda. Members must register their interests within 28 days of election as per the Code of Conduct Order 2007 No 1159 requirement. – Forms to be forwarded to councillors to complete and return by the 8th June. Updated version requested by the Clerk.

5. Election of Committees:

- 5.1.** To determine the membership of the Councils Standing Working Committees as Follows:
5.1.1. Stambridge Memorial Hall - Hall Manager, Cllr George Ioannou, Cllr Peter Perkins
5.1.2. Human Resources Committee – Cllrs Denise Vanderson, Bernard Crix, Peter Perkins
5.1.3. Finance Committee- RFO Linda Hare, Cllrs Bernard Crix, Peter Perkins, George Ioannou.
5.1.4. Planning Committee - no committee needed - to be discussed in main meetings

6. Election of Media Representatives:

- 6.1.** Stambridge Parish Council Webmaster - Cllrs Bernard Crix, George Ioannou and Clerk Linda Hare.
6.2. Stambridge Parish Council Newsletter - Cllrs Bernard Crix, George Ioannou.
6.3. Stambridge Community Facebook – Cllrs Bernard Crix, George Ioannou and Clerk Linda Hare.

7. Election of Outside Body Representatives:

- 7.1.** Members are asked to determine the Councils Representatives on outside bodies:
7.1.1. RHALC (1 + 1 Sub) – to be reviewed.
7.1.2. Parish Transport Representative (1) – to be reviewed.
7.1.3. Community Meetings (formerly NAPS) – Clerk Linda Hare.
7.1.4. Stambridge Sewerage Treatment Works Representative – Cllr Bernard Crix.
7.1.5. Stambridge Community Forum -Clerk Linda Hare, Cllr George Ioannou.
7.1.6. Footpath Representative (2) – to be reviewed.
7.1.7. RRAVS (Clerk +1) – to be reviewed.
7.1.8. Citizens Advice Bureau – Cllr George Ioannou.
7.1.9. EALC (Clerk +1) – to be reviewed.
7.1.10. RCCE (Clerk +1) – to be reviewed.
7.1.11. Parish Summit – Clerk Linda Hare, Cllr George Ioannou.
7.1.12. Rochford District Environmental (1) – to be reviewed.
7.1.13. Neighbourhood Watch – Cllr George Ioannou.

Meeting closed at 21:10 hours

Stambridge Parish Council
Minutes of the Ordinary Meeting of the Council

Meeting opened at 21:11 hours

6. Members present:- Cllr George Ioannou, Cllr Peter Perkins, Cllr Bernard Crix

7. Apologies for Absence.

7.1. Apologies were received from Cllr Denise Vanderson.

8. Approval of Minutes.

8.1. Minutes from the Parish Council Meeting held on the 13th April 2015. Were approved to be a true record.
Proposer Cllr P Perkins, Seconder Cllr G. Ioannou.

8.2. Minutes from the Extra Ordinary Meeting held on the 28th April 2015. Were approved to be a true record.
Proposer Cllr G Ioannou, Seconder Clerk L Hare.

9. Receive Applicants for Councillor Vacancies.

9.1. 3 applications were received and considered.

9.2. Motion to co-opt Daniel Nelson – unanimous

9.3. Motion to co-opt Jack Harrington-Grace – unanimous

9.4. Motion to co-opt Darren Parsons – application to be review with another 2 applications.

10. Adjournment of Meeting - If required for **15 minutes** only or such other time determined by the Chairman to receive **contributions from members of the public**. (Please Note that members of the public cannot participate at any other time unless authorised by the Chairman). – None present.

11. To discuss/Agree to receive the Council Summons and Agenda Electronically. – Cllrs G Ioannou, B Crix agreed and signed consent forms. Cllr P Perkins wishes to receive Hard copies. Cllr D Vanderson to complete.

12. All Elected Councillors must submit their expenses form from the recent Parish Election to the District. – Cllr G Ioannou expressed the urgency for this to be done as soon as possible.

13. Finance

13.1. Approve Parish Council monthly breakdown. – Accounts discussed and approved. Signed by the chair.

13.2. Approve Parish Council End of Year Accounts. – Accounts accepted and approved – signed by chair.

13.3. Payment of Accounts - Members to discuss and approve cheques for payment - All signed.

Agenda Reference	Description	Amount (£)	Cheque No.	Notes
12.3.1	Cllr George Ioannou (Expenses)		200	To be initialled by VC – Not submitted
12.3.2	Clerks Salary (Confidential-Linda)	-	200448	
12.3.3	Clerks Salary (Confidential-Sarah)	-	200458	
12.3.4	Clerks Expenses (Linda)	12.87	200449	
12.3.5	Lisa Fox	53.89	200451	1&1 Internet Subscription
12.3.6	Chris Wood – Barnmead Garden Taming	170.00	200452	Allotment maintenance
12.3.7	EALC	197.00	200453	Affiliation Fee
12.3.8	EALC	47.00	200454	End of Year Account course
12.3.9	Prokill Essex	79.82	200455	
12.3.10	RJS Builders & Renovations	6350.00	200456	
12.3.11	SSSG Ltd	300.00	200457	

14. Members to ratify cheques: All ratified.

Description	Amount (£)	Cheque No.	Notes
SLCC	128.00	200447	Annual Renewal
Clerks Salary (Confidential-Sarah)	-	200450	No cheques remaining in cheque book.

15. Members to discuss Stambridge Sewerage Treatment Works report by Cllr Peter Richmond. – Due to Cllr Peter Richmond's resignation this is to be taken off the agenda.

16. Reports from Parish Council Representatives (No decision can be made on information given unless it is a separate item on the Agenda).

16.1. RHALC – Crucial Crew will be postponed until next year.

16.2. Parish Transport Representative - No updates

16.3. Community Meetings (formerly NAPS) – Cllr Ioannou gave an update that more speed training courses will be arranged. Cllr Ioannou to liaise with PC Michelle Rawson.

16.4. Stambridge Sewerage Treatment Works Representative - No issues were received from Anglian Water but correspondence has been received from a local resident raising concerns regarding water pollution and smells. Cllr Crix awaiting a response from Anglian Water.

16.5. Stambridge Community Forum – A youth club was discussed and a suggestion was made to use the Football Club building instead of the Memorial Hall. This will be discussed at the next Hall meeting. Sue introduced herself as the new contact for Youth Services. An Opening committee is being set up to organise the Memorial Hall Official Opening.

16.6. Footpath Representative – Correspondence has been received from H Dimmock regarding the current state of the footpaths. The responsibilities for each footpath need to be investigated and the relevant action taken.

16.7. RRAVS - No updates.

16.8. Citizens Advice Bureau – Out for tenders.

16.9. EALC – Councillors to notify the clerk if they wish to attend any courses.

16.10. RCCE Parish Summit – to be held in June.

16.11. Rochford District Environmental – An environmental day is being arranged for June.

16.12. Neighbourhood Watch – Signs still to be arranged.

17. Clerks Report

Attached Report from Clerk on On-going items **but no formal decision can be made.** – Report given by the clerk.

18. Footpaths / Highways / Environment

18.1. Updates from Councillors on any other issues with verges & footpaths. – A report from H Dimmock has been received regarding the current state of the Footpaths together with a complaint about the bridge across the footpath near Cagefield Cottages. Cllr Ioannou will investigate from District regarding responsibilities.

19. Stambridge Parish Chairman/Clerk Correspondence

19.1. Came & Company. – The Clerk and Cllr Ioannou met with the new Area Representative from Came & Company. The Parish and Memorial Hall insurance renewal quotations are being updated.

19.2. Rochford Town Football Club – Correspondence has been received from Rochford Town Football Club advising that Stambridge Football Club is folding and they are interested in using our grounds. Stambridge Football club have not met with our last meeting schedule. Cllr Ioannou to chase.

19.3. Stambridge Football Club – The Memorial Hall grounds are not being maintained according to the lease.

10pm Cllr Ioannou extended the meeting by 15mins.

20. Stambridge Memorial Hall / Grounds

20.1. Memorial Hall- Update – The roof is leaking and has caused problems inside the hall. The Area representative from Came and co insurance took photos for a claim to be raised. The fencing around the basketball is insured under the Memorial Hall. A motion to raise an insurance claim to repair the fencing was posed. All agreed.

20.2. Stambridge Football Club. – Update given at point 18.2 and 18.3.

21. Parish Council Website / Newsletter – It was agreed to better promote the Memorial Hall booking contact on the Parish Website. The next newsletter is due in June.

22. Planning including Applications

No planning applications were received but some residents have queried an extension in progress. Clerk to refer to Rochford District Council.

23. Allotments

23.1. General update given.

24. Members to discuss/agree Stambridge Parish Council Standing orders. –To be moved to next meeting as first point on Agenda.

25. As the Clerk will be on leave from the Monday 25th May to Monday 1st June 2015 the next meeting is to be moved to Monday 8th June.

26. Date of the next Parish Council Meeting is Monday 8th June 2015, Venue: Stambridge Memorial Hall at 8.00pm

Meeting closed at 22.15 hours.

Minutes typed by Mrs Linda Hare – Clerk to the Council

Chairman's Signature _____

Date _____

**If you would like a large print version of the Minutes
Please contact the Parish Clerk**