



Stambridge Parish Council
Minutes for the Annual Parish Assembly of the Council
Held On Thursday 16th May 2013

Present: Councillors: G Ioannou, T Capon, T. Carlin, D Vanderson
L Chittock (co-opted)
Parish Clerk: L Fox

19. Election of Chairman

- 19.1 Cllr D Vanderson *Proposed* and Cllr T Carlin *Seconds* Cllr G Ioannou for the office of Chairman. All members agree.
- 19.2 Cllr G Ioannou signed the Declaration of Acceptance of Office of Chairman to the Council.

20. Election of Vice Chairman

- 20.1 Cllr G Ioannou *Proposed* Cllr T Capon – Cllr T Capon declined. Cllr G Ioannou *Proposed* and Cllr D Vanderson *Seconds* Cllr T Carlin for the office of Vice Chairman. All Members agreed.
- 20.2 Cllr T Carlin signed the Declaration of Acceptance of Office of Vice Chairman to the Council.

21. Members Declaration of Acceptance of Office/Vacancies

- 21.1 Members signed the Declaration of Acceptance of Office.
- 21.2 Members considered the application of Lisa Chittock. All Members agreed for Mrs L Chittock to be co-opted; 1st Cllr T Carlin and 2nd Cllr D Vanderson. Acceptance of office signed and declarations of interest form given for completion within 28 days.
- 21.3 Resignations of Cllrs G Bond, Y Bond and C Robshaw Accepted. All members agreed. Letters of thanks to be sent out the by Clerk.

22. Election of Committees

- 22.1 Stambridge Memorial Hall - (4 Members) – Cllrs G Ioannou, T Capon, D Vanderson and T Carlin.
- 22.1.1 Cllr T Capon suggests setting up separate committee for projects and refurbishments. Cllr G Ioannou agrees that it should be added to the next agenda.
- 22.2 Personal Committee – Cllrs T Capon, G Ioannou and T Carlin

23. Election of Representatives

- 23.1 Members agreed that the Councils Representatives on outside bodies were as follows:
- 23.1.1 Community Information Group (Replacement of Community Forum) – (1 + 1 sub) – Cllrs G Ioannou and T Capon.
- 23.1.2 RHALC (2) Cllrs G Ioannou and D Vanderson (RHALC Briefly explained to new Cllrs)
- 23.1.3 Parish Transport Representative (1) – Cllr G Ioannou
(L Fox to ensure G Ioannou included in email for notification of meeting etc.)
- 23.1.4 Police – Clerk
- 23.1.5 Stambridge Sewerage Treatment Works – (1) Cllr T Carlin, G Ioannou to step in should T Carlin be unavailable to attend due to work commitments.

24. Apologies

24.1 None

25. Approval of Minutes

25.1 Minutes of the Parish Meeting held on the 30th April 2013 were true records of the meeting however Cllr T Carlin requested to amend point 2. Approval: that Cllr G Bond didn't feel it was necessary to change the wording. Cllr T Capon was missing from point 1. Apologies. Clerk to amend. Cllr D Vanderson 1st and Cllr T Carlin 2nd.

26. Declaration of Interests in accordance with the Councils Code of Conduct

26.1 Cllr T Capon and Cllr G Ioannou described briefly the definitions of interests.

26.2 Cllr T Capon – Allotment holder. (Other Pecuniary)

26.3 Cllr G Ioannou proposes that member of The Stambridge Memorial Hall Committee are Non Pecuniary Interest, Cllr T Carlin Seconds.

26.4 Cllr G Ioannou – Little Stambridge Hall Lane – slow markings . (Non-Pecuniary).

27. Registration of Members Interests

27.1 Members signed and returned their Registration of Interests documents to the Clerk.

28. Contributions from Members of the Public

28.1 None

29. Reports from Parish Council Representatives

29.1 Police Report – Nothing to report

29.2 Stambridge Hall Committee – Cllr G Ioannou provided an update on office Developments within the Stambridge Memorial Hall - Health and Safety recommendations are currently being drawn up. Cllr T Capon to enquire regarding Building Regulations and Planning Permission and report back.

29.3 Rochford Hundred Association of Local Council

29.3.1 The two RDC Officers Mr. A. Bugeja, Head of Legal Estates and Members Services RDC and Mr. N. Khan, Solicitor and Deputy Monitoring Officer, provided updates on the Code of Conduct, particularly the topic of the different types of interests. Mr. Bugeja mentioned that if there was a demand, he would arrange further training for Parish/Town Councils.

29.3.2 Cllr. P. Beckers, reported on the current difficulties with services operated by Regal Buses, in particular one route which is operated with a subsidy from ECC. Members were asked to complete complaint forms for submission to ECC when there were problems with the bus services.

29.3.3 Passenger numbers up to March 2013 were 700,000. EasyJet are commencing new routes from Southend

29.3.4 Cllr. Steptoe reported that the following changes will be taking place within RDC Governance:-

- The Portfolio holdings on the Executive
- The East and West Community Forums will be discontinued.
- Six monthly meetings with the Parish/Town Councils will continue and be expanded to include Portfolio Holders where appropriate.
- RDC will continue to work with the Police Commissioner and Health Bodies and public meetings will be held twice a year in conjunction with these agencies.
- The Review Committee membership will be increased from 8 to 15 members.

Members Services Officers will be requested to inform the Clerks of the above changes when they are confirmed.

29.3.5 The Highways Panel – Parish Councillors are able to attend and ask questions, but representation from RHALC on the panel was refused.

29.4 Dog Fouling – Clerk to find out: How many Parish's taking part, times of day patrols occurring, costs if available. To be discussed at next PC meeting.

29.5 Community Information Group – New Police Commissioner in place, Cllr Steptoe apologised for times of meetings and is looking to do them at a better time, RHALC emailing meeting update.

29.6 Transport – Bus Time Tables to go up – Clerk to investigate and obtain information.

30. Stambridge STW

30.1 No problems reported.

31. Clerks Report

31.1 Clerk confirmed handover period complete. Reorganisation currently taking place electronically and to paper copies. Post-box installed and Clerk currently informing all parties of new contact details.

31.2 Email received from RDC regarding Court Summons for Council Tax – Clerk has dealt with and is to forward email to Cllr T Capon.

31.3 Meetings have been held between Clerk, Cllr G Ioannou, Stambridge Meadows and Broomhill's Care Homes regarding proposal for Community Use – Both Parties interested.

31.4 Bank Mandates – discussed and new forms to be completed to clean up all old signatories and allow new signatories.

32. Parish Council / Newsletter

32.1 Website requires revamping and to be more user friendly. To be reviewed. Cllr G Ioannou proposed that the church may also want to be involved on the website. Cllr G Ioannou recommended looking at other Parish websites for ideas and inspiration. Members agreed.

32.2 Newsletter - To be looked at for May/June release.

33. Footpaths/Highways

- 33.1 Village Green Overgrown/Verges also require cutting urgently – Clerk to contact CllrKeith.Gordon@Rochford.gov.uk
- 33.2 Bridge over Ditches on Farmland off of Little Stambridge Hall Lane still not repaired. County Council Action to be considered.
- 33.3 Electric Fence at Little Stambridge Hall Lane blocking public footpath – Photos to be taken and County Council to be notified.
- 33.4 Street Light Issues – None known.
- 33.5 Highways Issues - Potholes in general an issue.
 - 33.5.1 Steward's Elms Farm – Let County Council know the member of public is still unhappy.
 - 33.5.2 Little Stambridge Hall Lane – Slow Markings – Clerk to chase Highways to find out progress.

34. Update on Issues Outstanding from last meeting (information only)

- 34.1 War Memorial – Discussed that should it go ahead this year the grass cutting needs to be more often as would seem disrespectful to allow the area to become overgrown and unkempt. To be added to next meeting Agenda.
- 34.2 Plant Boxes – Upkeep needs to be added to next meeting Agenda.

35. Planning Applications

- 35.1 Clerk explained new method of reviewing Applications, details will now be forwarded to councillors prior to meetings so that Cllrs can look and decide on items before a meeting to save time during the meeting. All members agreed with the exception of major planning applications where an extra meeting will be called to discuss.

36. Insurance

- 36.1 Cllr G Ioannou proposed to go ahead with the Insurance Renewal due to the time span. Members agreed - Cllr T Carlin 1st and Cllr D Vanderson 2nd.

37. Allotments

- 37.1 Clerk confirmed that she had sent a letter to the plot holders with overgrown plots.
- 37.2 Cllr G Ioannou proposed the increase of the allotment land for more plots, Cllr T Capon pointed out that this is not a straight forward plan and would need new water pipes etc. and Cllr G Ioannou agreed.
- 37.3 Clerk to find out expiring date of lease of land.

38. Correspondence

- 38.1 Members Training – Clerk to forward emails of courses.
- 38.2 Chairman Invitation to Choral Evening Song – Clerk to email information.
- 38.3 Fly a Flag – Approved – Arrangement of Hoisting Day, try to get the church involved. Cllr T Capon suggested we could provide tea and biscuits with a pot for donations.
- 38.4 Website Invitation – Cllrs agreed in theory it was a good idea. Clerk to contact other Parish's to find out their thoughts.
- 38.5 Code of Conduct Training – Cllrs agreed that the time was not suitable due to work commitments. Clerk to contact to see if the course can be held in the evening. Cllr T Carlin suggested if they were able to produce a handheld guide – Clerk to enquire.

39. Finance

39.1 Members approved the following cheques for payment:

39.1.1	Prokill Quarterly Pest Control	£74.70	101159
39.1.2	EALC (Affiliation Fees)	£184.38	101160
39.1.3	Came and Company (Insurance)	£555.38	101161
39.1.4	EALC (Training Chairman/Clerk)	£134.00	101162
39.1.5	Mrs Fox – Salary	£245.20	101165
39.1.6	Mrs Fox – Expenses	£59.90	101166
39.1.7	Stambridge Church – Hall Hire	£15.00	101167
39.1.8	RDC – Renewal License	£20.00	101168

39.2 STAMBRIDGE MEMORIAL HALL (To be ratified at next Hall Meeting)

39.2.1	Refund of Deposit J Willis	£20.00	100280
39.2.2	British Gas “Gas”	£277.63	100281

39.3 Bank Mandates – To be signed at next PC Meeting.

40. Funding

40.1 None

41. Clerks Overtime

41.1 Members agree for overtime following handover period, due to additional workload during transition period, are to be approved by the Chairman and Vice Chairman in the first instance but will always require the approval by 2 members.

42. Meeting Venue

42.1 Venue discussed – Cllr T Capon suggested keeping meetings split between the two venues in case the hall is in use it is helpful to have a backup hall to keep the hall option open. Members agreed to reassess at the July meeting.

43. Date of the next Parish Council Meeting is Monday 3rd June 2013

43.1 Venue – St Marys and All Saints Church Hall

Meeting Ends 10.00pm
Lisa Fox, Clerk to the Council, 20th May 2013

Chairman`s Signature _____

Date _____

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