

Stambridge Parish Council
Minutes of the Annual Meeting of the Council held on 14th May 2012

Present Cllrs. Mrs. T. Capon, P Capon, D Flynn and G Bond
Parish Clerk Mrs AM Bates

18. Election of Chairman

- 18.1 Cllr G Ioannou *Proposed* and Cllr G Bond *Second* Cllr P Capon for the office of Chairman.
All Members agreed
- 18.2 Cllr P Capon signed the declaration of acceptance of office of Chairman to the Council

19. Election of Vice Chairman

- 19.1 Cllr P Capon *Proposed* and Cllr Mrs T Capon *Second* Cllr G Ioannou for the office of Vice Chairman. All Members agreed.
- 19.2 Cllr. G Ioannou signed the declaration of acceptance of office of Vice Chairman to the Council.

20. Members Declaration of Acceptance of Office / Vacancies

- 20.1 Members present signed the declaration of acceptance of office
- 20.2 Members noted a letter from Mrs Ioannou wanting to be Co-opted onto Stambridge Parish Council; unfortunately she was unable to attend so Co-option will be deferred until next month.
- 20.3 Members agreed that Cllrs C Robshaw can sign their acceptance of office at the next meeting.

21. Election of Committees

- 21.1 Stambridge Memorial Hall (4) – Cllrs P Capon, G. Ioannou, G. Bond and Mrs Capon and Residents – Mr S Brown and vacancy

22. Election of Representatives

- 22.1 Members agreed that the Councils Representatives on outside bodies were as follows:
- a) Community Forum (1+Sub) – Cllr G Bond / Cllr G Ioannou
 - b) RHALC (2 + Clerk) – Cllr G Bond / Cllr G Ioannou + Clerk
 - c) Transport Representative (1) - defer
 - d) NAPS – taken off list – Clerk to consult with Police when necessary
 - e) SSTW Rep – Cllr P Capon

23. Apologies Cllr Mrs C Robshaw

24. Approval Minutes of the Parish Meeting held on 2nd April 2012 were true records of the meeting
1st – Cllr Mrs T Capon / 2nd – Cllr G Bond

25. Declarations of Interest in accordance with the Council's Code of Conduct – None

Allotments – Cllrs Mrs T Capon and P Capon by virtue of having a plot.

It was also noted that both Cllr Mrs T Capon and Cllr P Capon did not participate in any of the decision making on any of the planning applications due to their District roles.

Cllr G Ioannou – Cricket Club planning application - personal by virtue of being socially connected to the club.

26. Registration of Members Interests

- 26.1 Members present signed and returned their Registration of interest documents circulated previously and Members returned to clerk.

27. Contributions from members of the Public

- 27.1 Mr C Hayes said that there have not been any odour issues from the site; he asked if we had a response from Anglian Water regarding the additional skips. The Clerk advised that we had and that it was empty skips being stored. Clerk to forward a copy.

28 Reports from Parish Council Representatives

- 28.1 Police Report – Nothing to report
28.2 Hall Committee – Jubilee Meetings have taken place to be discussed later on agenda
28.3 Rochford Hundred Assoc. of Local Councils – Cllr G Bond attended the last meeting and advised that Albert Bugeja gave a presentation on the New Standards Regime and training will follow. The Airport expansion was discussed also the RHALC Chairman was stepping down.
28.4 Community Forum – No meeting
28.5 Transport –No report

29. Stambridge STW

- 29.1 Councillors were pleased that there were not any reports of odour issues. Also they noted Anglian Waters response regarding empty skips being stored at the site.

30. Clerks Report

- 30.1 The Clerk advised that she was doing the Power of Competence Course and explained briefly what this new Power would enable Parishes that qualified.

31. Issues Outstanding from the last meeting – Update

- 31.1 War Memorial – ongoing
31.2 Quality Council – Clerk to provide members the advantages of becoming a quality council.
31.3 Power of Well Being – Clerk advised that if the Council decided to adopt by Resolution subject to the criteria being met then the Power of Well Being would not be required.

32. Stambridge Memorial Hall

- 32.1 The Tree Survey needs to be arranged.
32.2 Queen's Diamond Jubilee Celebration plans were coming along and details were provided to members. All agreed that it is hoped this event would be a success and to promote the Parish Council and Memorial Hall.

33 Communities Initiative Fund (CIF)

- 33.1 The funding for the Hall Doors had been agreed and the Clerk is in discussion with the Contractor to get the project running.
33.2 Members were asked to think about possible projects that could be submitted for funding from The Big Society Fund. Members discussed and several different projects are to be investigated including costs. (Play Equipment / Events in the Hall for different age groups, Allotment Security).
RESOLVED – Members and the Clerk to investigate proposed projects

34. Footpaths / Highways

- 34.1 The Clerk advised that she had contacted RDC regarding the inadequate cutting of the verges also the Green being left. The Green has now been cut and the contractors are to be asked to return and cut back areas especially around the Bus Stop and Hall entrance.
- 34.2 Members noted the Rights of Way Modification No 459 changes to footpath 1,2,3 around Stewards Elm Farm.

35. Parish Council Website / Newsletter

- 35.1 Clerk advised that the Chairman's Annual Report and advert for the Councillor Vacancy will be sent out also the website will be updated showing the election results etc

36. Planning Applications

- 36.1 12/00017/COU – Proposed Change of Use of Land from Agricultural to use as Cricket Pitch - noted .
- 36.2 12/00218/FUL – 8 Wheatfields – First Floor Rear Extension over Garage.

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37. Insurance

- 37.1 Clerk had conducted an exercise to compare quotes from various insurance companies and Members reviewed and considered them. Members agreed to take up the insurance cover with Game and Company. The Parish Council Cover annual premium is £ 409.16 subject to a three year agreement which Members agreed.
The Memorial Hall annual premium is £510.90 which Members agreed to settle.
Both Insurances are less than Aon renewal of £1393.98 which didn't include some of the Hall Cover which we required.
RESOLVED – Members agreed Game and Company quotations – Clerk to action

38. Allotments

- 38.1 Clerk advised that some plots were overgrown and a letter should be sent if there wasn't any attempt of work being done on the plots once the weather had improved.
RESOLVED - Members agreed, Clerk to send letters when required.

39. Localism Act 2011 – The New Standards Regime

- 39.1 Members discussed the letter received from Albert Bugajo RDC regarding the proposed changes to the Code and if the Parish Council will be adopting the District Councils Standards Code once it has been finalised.
RESOLVED – Members agreed that in principal they would agree to the Districts Code but would make the final decision once they had received more information and training.
Clerk to forward response to RDC

40. Correspondence

- a) EALC - noted
b) RDC documentation - noted

- c) Member Training –noted, also that future District Training Sessions will incur a charge unless specified.
- d) Members noted that the LGA 1972 S137 2012/13 expenditure is set at £6.80 per head.

41. Finance -

41 Payment of Accounts. – Members *approved* the following cheques for payment, also Direct Debits.

a) Mrs. Bates – Salary & Expenses	£ 934.81	101068
HMRC (tax / Ni)	£ 104.07	101069
Pensions	£ 197.58	101070
b) SLCC Portfolio	£ 20.00	101072 **
c) Stambridge Church – Hall donation (incl lost chq)	£ 30.00	101060
d) Eon DD	£ 60.02	Direct Debit
f) HMRC dupl.VAT	£ 863.39	101061
g) Copybase	£ 79.01	101062
h) Stambridge Hall A/c Football Club rent	£ 250.00	101063
i) Prokill ¼ stmt	£ 72.00	101064
j) EALC Training	£ 55.00	101065
k) Rochford Parish Council (photocopying)	£ 16.20	101066
l) EALC Clerk Training	£ 35.00	101067 **

** Was settled under Financial Regulations point 6.4

- 40.2 RESOLVED-Members *viewed & agreed* Statement of A/cs ending 30th April 12
- 40.3 Members agreed cheque for £863.39 to be sent to HM Customs due to duplication of a couple of entries on the VAT126 form.
- 40.4 Members agreed signatories and signed the relevant documentation.

Continued : 05/12

- 40.5 Members agreed the Annual Return/Accounts and accompanying paperwork for the year ending 31st March 2012. Chairman signed Annual Return.
- 40.6 Members agreed the Annual Governance Statement
- 40.7** Members agreed the Internal Auditors as Auditing Solutions Ltd

41. Date of the next Parish Council Meeting

The next meeting is on 11th June 2012 at 8pm at the St Mary & All Saints Church Hall, Stambridge Road, Great Stambridge.

Meeting Closes at 10.20pm
Anne-Marie Bates, Clerk to the Council 24th May 2012

Chairman'Signature: _____

Date _____