

**Stambridge Parish Council**  
**Minutes of the Parish Council Meeting held 13<sup>th</sup> September 2012**

**Present** Cllrs.G. Ioannou, G Bond, Mrs T. Capon and S.Cleare, Parish Clerk Mrs AM Bates  
( Meeting held at the Memorial Hall as the Church was being used).

**87. Apologies** Mrs. C. Robshaw

**88. Approval** Minutes of the Parish Council Meeting held on **2<sup>nd</sup> July** 2012 were true records of the meeting  
1<sup>st</sup> – Cllr G Bond / 2<sup>nd</sup> – Cllr Mrs T Capon

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

Allotments – Cllrs Mrs C Robshaw and Mrs T Capon  
Cllr T Capon – Planning – no participation  
Cllr G Bond, Mrs T Capon and G Ioannou – Memorial Hall Trustees  
The clerk suggested that Cllr G Ioannou declared an interest regarding Little Stambridge Hall Lane by virtue of being a resident – this was queried by Cllr Ioannou but after a discussion the declaration of interest– personal was declared.

**90. Vacancies**

- 90.1 The Clerk advised that she had put an advertisement (free) in the Evening Echo but had not received any enquiries. Clerk advised that she will let other neighbouring parishes aware that there are currently two Councillor Vacancies.  
Members noted

**91. Contributions from members of the Public**

- 91.1 Mr C Hayes advised that there are a few residents that are not happy about the aeroplane noise. Mr Hayes had previously contacted the Clerk who has suggested they write to the Airport and/ or the Parish Council. Mr Hayes advised that there have not been any concerns regarding the Stambridge Sewage Treatment Works. .

**92 Reports from Parish Council Representatives**

- 92.1 Police Report – PC S Thomas and colleagues have been contacted regarding a couple of issues which will be raised in the following agenda items.  
92.2 Hall Committee – Members noted that the Annual General Meeting will take place on Monday 10<sup>th</sup> July at 8pm and there are steady bookings.  
92.3 Rochford Hundred Assoc. of Local Councils – The last Meeting was on 19th July – Clerk to forward the minutes to all members. Cllr G Ioannou did mention that he raised the cutting of the Village Green and there was a possibility of claiming the money back for the cut the Parish Council paid. The next meeting is 18<sup>th</sup> October 2012.  
92.4 Community Forum – No meeting  
92.5 Transport – Next meeting is on 2<sup>nd</sup> October at the Rochford Parish Rooms at 2.30pm.

**93. Stambridge STW**

- 93.1 No issues reported

**94. Clerks Report**

- 94.1 The Clerk advised members that the Annual Return had been received back form the External Auditor and all signed off without any concerns.  
94.2 The Clerk advised that if any member wishes to add an agenda item then to let the Clerk know. Agenda and relevant documentation is delivered to members either the Tuesday or Wednesday prior to the Monday meeting so proposed agenda items need to be submitted to the Clerk by the previous Friday at the latest.  
94.3 The Clerk advised that the Football Club has a new manager (his name will be emailed to members) also Paul Allen the Treasurer and gentleman who we had discussion regarding the War Memorial has left the Club due to work commitments.

**95. Issues Outstanding from the last meeting – Update**

- 95.1 War Memorial – ongoing, Clerk is to speak to the football club to find out if they will be able to assist in the building of the memorial now Paul has left the Club.
- 95.2 Quality Council – defer
- 95.3 Stewards Elm Farm – issue with broken glass, clerk had reported this matter to the public house involved also the Refuse Company.  
RESOLVED: Matter to be observed.  
Cagefield Road Car Park – The Clerk did contact Rochford District Council and they advised the Car park was not on the Housing Transfer list but if the Parish Council wanted to install a play park then a planning application would have to be submitted but the land is used by the tenants in the flats for parking. Members noted.

**96. Stambridge Memorial Hall**

- 96.1 Clerk advised that the contractor was coming back to look at the entrance doors as they are difficult to open. The Clerk will then make sure the duplicated keys work properly before giving them to members.
- 96.2 Fly Tipping of Asbestos (Police No 599 – 16<sup>th</sup> July which has been removed. The Clerk queried the £360 invoice and the company replaced it with a £300 invoice.
- 96.3 Additional damage to the Hall (14/15<sup>th</sup> July) Kitchen repairs. The Clerk did advise that the Chairman did not have the power to authorise this work to be completed and that as the claim was in the period of cover with the new Insurance Company the Retrospective Claim may be refused. The Chairman closed the matter without discussion but the clerk said she will find out where we stand and if a claim can be submitted. The Contractor has been paid for all work carried out.
- 96.4 Employment of a Hall Cleaner and / or Caretaker – RESOLVED – Members agreed to delegate to the Hall Committee.

**97. Extra Ordinary Meeting**

- 97.1 The Chairman raised his concerns on how the EGM meeting was called. Cllr G Bond and Cllr T Capon confirmed it was called by the advice of the Essex Association of Local Councils and correct procedures were taken.  
The EGM only lasted for three minutes to adopt the Model Disciplinary and Grievance Procedures which copies had previously been sent to all Members also to set up a Personnel Committee which all Councils should have in place. No other business was discussed.  
The Chairman showed his disapproval by saying that he is resigning as Chairman of the Parish Council and left the meeting at 8.45pm.

**98. Funding**

- 98.1 The Clerk advised that the Contractor would be looking at the doors on Friday – members noted.
- 98.2 Additional Play Equipment – Spider Web – The Clerk advised that our expression of interest had been accepted and now a full application will be submitted.
- 98.3 Allotment Security Gate – The Clerk advised that our expression of interest had been accepted and now a full application will be submitted.
- 98.4 Memorial Hall Car Park – The Clerk did not proceed with an application as the quotes received exceeded the maximum funding amount of £15k. – Members noted and suggested this is a project at a later date can be relooked at.

**99. Footpaths / Highways**

- 99.1 The Clerk advised that she had spoken to Rochford District Council regarding the cutting of the Green and they advised that they will look to move it from a rural cut to a public space cut which is more regular. RESOLVED To be monitored to make sure it is cut regularly.

- 99.2 Members considered Essex County Council Highways response to our email regarding receiving a number of letters complaining about the speed the traffic that is going up and down Little Stambridge Hall Lane. Members noted that ECC Highways would be trying to get signage to be put up the road but calming measures would not be an option. Members also noted that the Clerk had contacted the Police.
- 99.3 The overgrown Footpaths have all now been sided back.
- 99.4 The Clerk advised that she raised with ECC and Mr Rankin about the complaint regarding an electric fence obstructing the use of a public footpath from Brays Lane (between the Old Rectory and Chicken Coups). Mr Rankin advised that he was not aware of any issues and an ECC Officer was sent to the location and reported that a wire with a clip was present but was not electrically and they felt it was not an issue and were not concerned. Members noted.

#### **100. Parish Council Website / Newsletter**

- 100.1 Clerk advised that the next Newsletter will be going out in December but asked members to consider a small flyer been delivered to residents regarding Councillor Vacancies. Members suggested an A5 Flyer is sent out – We Need You!! The website is updated.

#### **101. Planning Applications**

- 101.1 12/00364/FUL – Extension to the Cricket Pavilion – Permitted – Members noted
- 101.2 Addendum to the agenda – 12/00542/LDC – Application for a Certificate of Lawfulness Members were not sure what this meant but noted that previous applications had been refused as property is on Green Belt. Clerk to speak to Planning then discuss with Cllrs G Bond and S.Cleare.
- 101.3 Cllr Mrs T Capon advised that Cllr P Capon had spoken to RDC regarding a possible Breach in a planning condition for No 2 Wheatfields as they have replaced the white picket Fence and hedge – Clerk to get an update from Mr Whitlock.

#### **102. Allotments**

- 102.1 Clerk advised that she had received reports of break-ins and a shed has been stolen. The Police have been advised. Members noted.
- 102.2 Clerk advised that two of the three plots were still overgrown and the final letter had been sent to the tenants. One tenant agreed to pay for the plot to be cut down and the other tenants lease agreement was terminated. The Clerk advised that this plot has now been re let. Members noted.
- 102.3 Members noted that we are complying with the requirements under the Weights and Measures Act 1985 (Schedule 3).
- 102.4 The Clerk advised that she had received an invoice for £110 from the Water Company just for water usage. This was queried especially with the water leak from equipment that the Water Company had installed by them. The Water Company agreed to give an allowance as they fitted the equipment otherwise we would not have received it as allowances are only for residential. The Water bill is £3.10 + £38 Standard Charge. Plot Holders annual charge is £2.50. Annual Renewal Letters have been sent.

#### **103 Winter Salt Program**

- 103.1 RESOLVED – Member discussed and agreed not to participate in this program.

#### **104. Administration**

- 104.1 Members considered the Clerks request for a mobile phone to be used for Parish and Hall calls but outgoing calls would continue to be by the Clerks landline. The Clerk said there were a number of phones available for around £15.  
RESOLVED - Members agreed for the Clerk to get a mobile phone and asked that several phone options were brought to the October meeting so Members can agree which one is suitable.

104.2 Members considered the Clerks request for a laptop to replace the existing 9 year old computer which the clerk was experiencing several problems also issues with the old software.

The Clerk showed members a couple of prices from Staples and a Computer shop and which were around the £350 - £400 plus Office Professional £200. Members queried if we had money in the budget and the Clerk advised that we did as we had saved £480 by changing insurance companies.

RESOLVED - Members agreed for the clerk to get a replacement computer and suggested the clerk gets couple of other quotes from computer shops that provide the full service and support. Members to decide on a suitable laptop at the October Meeting.

### **105. Council Tax Consultation**

105.1 Members noted

### **106. Correspondence**

- a) EALC - Cllr G Bond attended Chairman Day 1 as Cllr Ioannou had an appointment and Members agreed he can attend Chairman's Day 2 – 18<sup>th</sup> October.
- b) RDC documentation – noted
- c) 2012 Strategic Housing Land Availability Assessment, members noted that the Clerk had responded by saying the Parish Council had a Policy that they would agree in principal Housing at the Stambridge Mill Site.
- d) Cllr Cutmore and Paul Warren RDC Meeting 3<sup>rd</sup> October at 7.30pm, Cllr G Bond advised that he would attend if Cllr Ioannou didn't.

### **107. Finance -**

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

a) Mrs. Bates – Salary & Expenses	Sept	£ 1102.16	101108
b) HMRC (tax / Ni)	Sept	£ 105.04	101099
c) Pensions	Sept	£ 194.76	101100
d) Stambridge Church – Hall donation		£ 15.00	101095 deferred
e) Eon DD		£ 60.02	Direct Debit
f) Little Hall Farms Ltd (Allotments)		£ 600.00	101101
g) Rochford Hundred Assoc. Subs		£ 2.65	101102
h) Prokill		£ 72.00	101103
i) Rochford Parish Newsletters		£ 15.60	101107
j) Copybase		£ 55.26	101104
k) Tony Austin (4368 + 336)		£ 4704.00	101094 *
l) EALC Training (65+43)		£ 108.00	101105
m) Allotment Cutting		£ 25.00	101106
n) DLD Bespoke Solutions Ltd		£10266.00	101093 *
o) Essex & Suffolk Water (Allotment)		£ 3.10	101109

\*\* Was settled under Financial Regulations point 6.4

107.2 RESOLVED-Members *viewed & agreed* Statement of A/cs ending 31<sup>st</sup> July and 30<sup>th</sup> August 12

107.3 Quarterly Breakdown of Accounts – Members agreed

107.4 Bank / Savings signatory paperwork – Members agreed to defer to next meeting

107.5 Members noted the Cheque Signatories Legislative Reform Order.

Continued: 09/12

**108. Date of the next Parish Council Meeting**

The next meeting will be on Monday 1<sup>st</sup> October 2012 at 8pm at the St Mary & All Saints Church Hall, Stambridge Road, Great Stambridge.

Members have agreed as previously discussed that the November, December, January, February and March Meeting will be held in the Stambridge Memorial Hall and the others in the Church Hall. Clerk to advise the Church Warden.

Meeting Closes at 10.00pm  
Anne-Marie Bates, Clerk to the Council 18<sup>th</sup> September 2012

Chairman's Signature: \_\_\_\_\_

Date \_\_\_\_\_

If you would like a large print version of these minutes  
Please contact the Parish Clerk