

Stambridge Parish Council
Minutes of the Parish Council Meeting held 1st October 2012

Present Cllrs G Bond, Mrs T. Capon, Mrs C Robshaw and S.Cleare, Parish Clerk Mrs AM Bates

109. Apologies Cllr G Ioannou

110. Approval Minutes of the Parish Council Meeting held on **13th September** 2012 were true records of the meeting
1st – Cllr T Capon / 2nd – Cllr S. Cleare

111. 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 – Memorial Hall Trustees

112. Members Declaration of Acceptance of Office / Vacancies

- 112.1 Cllr C Robshaw, Declaration of Acceptance of Office form was signed.
- 112.2 Mrs Y Bond applied for one of the Councillor Vacancies, Members considered Mrs Bond's as a suitable candidate and were in agreement that she was co-opted onto the Parish Council.
Cllr Mrs Y Bond signed her Declaration of Acceptance of Office form

113. Contributions from members of the Public

- 113.1 Mrs J Hayes queried three payments from the September meeting, the Clerk clarified satisfactory what they were in respect of, also advised that the Hall accounts are separate and the Trustees although some are Parish Councillors are independent from the Parish Council.
- 113.2 Mr C Hayes raised his concerns regarding a rumour that there could be a possibility that the Airport is going to extend and have 3 terminals. It appears that Anglian Water is at their full capacity and wouldn't agree to the expansion. Anglian Water plant in Southend has had major problems recently and the Stambridge site is having maintenance work for the next couple of months.

Members noted the above.

114. Reports from Parish Council Representatives

- 114.1 Police Report – No Report.
- 114.2 Hall Committee – The Clerk advised that she will be arranging a Trustee meeting in the next week or so.
- 114.3 Rochford Hundred Assoc. of Local Councils – The last Meeting is on 18th October which Cllr G Bond advised he will be attending.
- 114.4 Community Forum – The next meeting is on 16th October which Cllr G Bond will be attending.
- 114.5 Transport – The next meeting is on 2nd October and Cllr Mrs C Robshaw will be attending.

115. Stambridge STW

- 115.1 The Clerk advised that she had correspondence from Roger Babington advising that maintenance work will be conducted at the Stambridge site from 24th October until 17th December. Roger also said that there had been an issue at Southend and that the large tank had been cleaned and now back in service
- 115.2 Clerk to contact RHALC to ask the Airport Rep if they have heard of the possibility of a 3rd terminal at the Airport.

116. Clerks Report

- 116.1 The Clerk advised members there was an article in the Evening Echo regarding a resident in Stewards Elm Farm Lane who after months of complaining to Essex Highways took it in his own hands to repair a pot hole. Essex Highways said that they will be doing a survey in the lane.

117. Issues Outstanding from the last meeting – Update

- 117.1 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.
117.2.2 Quality Council – defer

118. Stambridge Memorial Hall

- 118.1 Cllr T Capon advised one of the keys has been broken by the hirer; the clerk took all keys from Councillors present to check them and if necessary return them to the shop to be rectified.
118.2 Prokill have been to the hall but will return to replenish the inside traps once they have keys to get in. The Clerk will arrange.
118.3 The Clerk did advise that she had received a number of invoices from Cllr G Ioannou and members agreed that this will be discussed at a Trustee meeting.
118.4 Members discussed the forthcoming raffle draw on Saturday 6th October and asked the Clerk to contact Cllr G Ioannou and Mrs Ioannou as they had the prizes and were collecting the tickets etc.
The Clerk will advise members of the arrangements.

119. Standing Orders

- 119.1 Members considered the revised Standing Orders and Financial Regulations and agreed to adopt them. Members noted that if a member does not attend Training/Event that the Parish Council has paid for and does not send their apologies and/or provide relevant excuse/supporting documentation then that Councillor would have to reimburse the Parish Council the full costs.
Cllr T Capon asked that Cllr T Cutmore the other ward Councillor is informed of meetings and relevant matters that the Parish raise with the District as per the revised Standing Orders.
RESOLVED – The revised Standing Orders and Financial Regulations are adopted and the Clerk will contact Cllr T Cutmore regarding the new arrangements.
119.2 The Clerk reminded members of the Code of Conduct which members signed in July and that the Code must be adhered too during meetings and whilst conducting Council business and that a member can not bring the Council is disrepute, ridicule or act Ultra Vires. Members noted.

120. Funding

- 120.1 The Clerk advised that the Memorial Hall Door project is now completed.
120.2 Additional Play Equipment – Spider Web – The Clerk advised that our expression of interest had been accepted and now a full application has now been submitted.
120.3 Allotment Security Gate – The Clerk advised that our expression of interest had been accepted and now a full application has been submitted.

121. Footpaths / Highways

- 121.1 The Clerk advised that she had received an email from ECC Highways confirming that the panel had agreed funding for signage in Little Stambridge Hall Lane and Members had to agree to one of the two options. Members discussed and agreed that subject to the land owners agreement slow signs be erected along the lane rather than slow markings. RESOLVED – Clerk to contact the land owner and ECC Highways.
- 121.2 Cllr C Robshaw advised that a resident had slipped over in dog mess on Stewards Elm Farm and said that the footpaths were not being maintained as apparently the Farmer had stopped cutting the grass as the contractor was getting covered in mess as a large amount was being left by dog walkers. Members noted this but advised that this matter was either Essex County Council or a civil matter.

122. Parish Council Website / Newsletter

- 122.1 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 looked at the suggested A5 Flyer and after an amendment agreed for it to be sent out to residents with a colour copy in our notice boards. In the next Newsletter thanks will be given to the garden centre that has provided free flowers for the Village Green that Cllr C Robshaw has kindly planted, also the Queen's Diamond Jubilee Raffle results. The website is updated.

123. Planning Applications

- 123.1 No applications but the Clerk did mention that the planning application for 100 dwellings in Brays Lane had now been approved.

124. Allotments

- 124.1 Clerk advised that the Annual renewals are being returned there have been a couple of changes of plot holders. On the renewal letter it was highlighted that the Parish Council will not allow overgrown plots to get out of hand and if after being contacted the plot remains overgrown then the Council can get the plot cut and the expense will be forwarded onto the plot holder. Members noted.

125. Correspondence

- a) EALC / Members Training - Cllr G Bond attended Chairman Day 1 which is advised was a good course he will be attending Chairman's Day 2 on 18th October and members confirmed he can attend Chairman's Day 3. Roles and Responsibility booked Course on 18th September Cllr G Ioannou didn't attend.
- b) RDC documentation – noted

126. Finance -

- 126.1 Payment of Accounts. – Members *approved* the following cheques for payment, also Direct Debits.
- | | | |
|--|----------|--------------|
| a) Mrs. Bates – Salary & Expenses | £ 800.72 | 101112 |
| b) HMRC (tax / Ni) | £ 105.04 | 101110 |
| c) Pensions | £ 194.76 | 101111 |
| d) Stambridge Church – Hall donation (oct) | £ 15.00 | 101095 |
| e) Eon DD | £ 60.02 | Direct Debit |
| f) Essex & Suffolk Water (Allotment) | £ 25.56 | 101071 |
| g) EALC Training | £ 65.00 | 101097 * |
| h) Stambridge Memorial Hall Sept Meeting | £ 15.00 | 101113 |

** Was settled under Financial Regulations point 6.4

126.2 RESOLVED-Members *viewed & agreed* Statement of A/cs ending 30th September 2012

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

126.4 Members noted the Cheque Signatories Legislative Reform Order.

127. Date of the next Parish Council Meeting

The next meeting will be on Monday 12th November at Stambridge Memorial Hall, Stambridge Road, Great Stambridge starting at 8pm

Members have agreed previously 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 9.20pm

128. Personnel

128.1 Cllr S Cleare advised that with immediate affect that he will be resigning as a Stambridge Parish Councillor, Members were saddened to have to accept his resignation.

128.2 Further to October Meetings discussions Members agreed that Mr Letchwood quote for the Toshiba 5i computer as only £34 more expensive than the lesser powerful computer is approved as well as the relevant software, the total package is £552excl vat. The Clerk will arrange the purchase of the laptop / software.

128.3 The mobile phone, the clerk advised that she would bring quotations to the next meeting for consideration by Members.

Meeting Closes at 9.45pm

Anne-Marie Bates, Clerk to the Council 5th October 2012

Chairman'Signature: _____

Date _____

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