

Stambridge Parish Council
Minutes of the Parish Council Meeting held 8th April 2013

Present

Cllrs G Ioannou, G Bond, Mrs T. Capon - (Mrs D Vanderson co-opted)
Parish Clerk Mrs AM Bates

1. Apologies

Cllr Mrs C Robshaw, Mrs Y Bond – Accepted

2. Approval

Minutes of the Parish Council Meeting held on **4th March 2013** were true records of the meeting. 1st – Cllr G Bond / 2nd – Cllr Mrs T Capon

3. Applicants for Councillor Vacancies / Declarations of Interest in accordance with the Council's Code of Conduct

- 3.1 Members considered applications from Mrs Denise Vanderson and Mr T Carlin. All Members agreed Mrs Denise Vanderson be co-opted and as Mr T Carlin couldn't attend his application will be considered at a future meeting.
- 3.2 Declaration of Interest - Cllr G Ioannou, Mrs T Capon and G.Bond – Memorial Hall Trustees
Cllr Mrs T Capon – Planning (did not participate) and Allotment plot holder

4. Contributions from members of the Public

- 4.1 Mr C Hayes said that he did not have any complaints regarding the SSTW.

5. Reports from Parish Council Representatives

- 5.1 Police Report – No report
- 5.2 Hall Committee – The Trustee meeting was held on 8th April, report given and members noted. (see hall minutes)
- 5.3 Rochford Hundred Assoc. of Local Councils - Next meeting 25th April 2013 – noted.
- 5.4 Community Forum – 19.3/13 cancelled but the Police Commissioner held a meeting on 28th March, no members attended.
- 5.5 Transport – No report, in Cllr Mrs Robshaw's absence another member will attend any relevant meetings.

6. Stambridge STW

- 6.1 No update – all in good working order.

7. Clerks Report

- 7.1 Following on from last month the Clerk advised members that she was disappointed to hear that further rumours appeared to be going around the District this included that blank cheques were being signed, the Clerk and Members refuted this and the clerk confirmed that all payments were ratified at a Parish Meeting with full supporting documentation supplied to members. The clerk also said that she had been advised and had written confirmation by Essex County Council that Cllr G Ioannou had advised them the Clerk had left with immediate effect and for all correspondence should be forwarded to him as Chairman. The Clerk and members confirmed that the clerk had given over 10 weeks' notice. Cllr G Ioannou said that he had not said the above and perhaps there was a misunderstanding.
The Clerk said if these rumours did not stop that she would be taking Legal Action. Members agreed that Cllr G Ioannou as Chairman contacted the Monitoring Officer as these rumours were completely untrue.

8. Issues Outstanding from the last meeting – Update

- 8.1 War Memorial – Defer
- 8.2 Bus Shelter loose panel Cllr G Bond advised a company who repairs bus shelters is required, Members agreed for the new clerk to action. Benches, Cllr G Ioannou to action.
- 8.3 Activities for the Elderly – defer (Cllr G Ioannou) .
- 8.4 Little Stambridge Hall Lane – ECC Highways – Natalie Spigleman is scheduling this work to be carried out.

9. Stambridge Memorial Hall

- 9.1 Members noted report given earlier. Members to get quotes for the Hall Audit and also noted that the AGM will be held in July. (Rospa annual inspection to take place in May).

10. Funding

- 10.1 Allotments Gates, clerk advised the contractor (Pat – Wireworks) is currently making them, funding (Big Society / Edible Essex), Sign cost was for £487 but this was to weld letters onto the gates, clerk to get quote for just a sign. Members noted.
- 10.2 The Clerk advised that 50% was allocated from the Big Society for the play equipment; Members agreed that the new clerk will seek funding for the remaining 50%.
- 10.3 Clerk advised members of the Communities Initiative Fund (CIF) which was allowing expression of interest for funding requests by 30th August and for CIF Response by 31/1/2013. Members to consider projects (possible hall car park redesign/surfacing).

11. Parish Council Website / Newsletter

- 11.1 The next Newsletter will be sent out after the May meeting this will include the Chairman's Report, Councillor Elections, and New Clerk details, Office address as the hall and the new mobile number (which should be arriving this week) Website – the Clerk will update.

12. Footpaths / Highways

- 12.1 The Clerk advised that ECC will be fixing the broken bridge which had a central plank missing.
- 12.2 Cllr G Ioannou asked if the Parish Council would pay for slow signs to be placed on land of Private Property in Little Stambridge Hall Lane, the clerk and Cllr T Capon advised this would not be possible.

13. Planning Applications

- 13.1 Clerk advised that there were no new planning applications but the store at Little Stambridge Hall Farm had been approved. Brick House application had not been approved.
- 13.2 Members noted RDC Planning Forum was on 28th May 2013 (Members to advise new clerk if they are attending)

14. Allotments

- 14.1 Clerk advised that all plot holders had now paid for their plots. Plot 3 asked if there was another plot that comes up that she would be interested. The clerk also advised that Essex & Suffolk Water still hadn't repaired the leaking tap – To be Chased.
- 14.2 The Clerk advised Plot holders have to be advised of the additional bonfire days (Fri/Sat/Sun – End of February, May, Sept and weekend nearest 5th November) Plot holders to be advised of the new gate also clerk contact details. RESOLVED – New Clerk to advise Plot holders. (E&S water bill £31.54 to be split between plot holders at renewal with other other annual charges).

As per Standing Orders a RESOLUTION was passed for the meeting to be extended to 10.30pm – All Members were in agreement

15. Appointment of New Clerk / RFO (Held in Private and Confidential Session)

- 15.1 Members discussed applicants that were interviewed and Members agreed for one of the applicants to be offered the position. Cllr G Ioannou to deal with this matter. Letter to be sent to the other two applicants once job offer has been accepted.

16. Correspondence

- a) EALC / Members Training - noted.
- b) Citizen of the Year Awards – Cllr Mrs T Capon to attend
- c) Clerk forwarded email regarding “Openness of Personal Interests”

17. Finance -

- 17.1 Payment of Accounts. – Members *approved* the following cheques for payment, also Direct Debits.
- | | | | |
|---------------------------------------|-------|----------|--------------|
| a) Mrs. Bates – Salary & Expenses | April | £ 802.54 | 101151 |
| | May | £ 986.04 | 101155 |
| b) HMRC (tax / Ni) | April | £ 106.69 | 101152 |
| | May | £ 547.38 | 101154 |
| c) Pensions | April | £ 197.58 | 101150 |
| | May | £ 197.58 | 101153 |
| d) Stambridge Church – Hall donation | | £ 15.00 | 101149 |
| e) Eon DD | | £ 60.02 | Direct Debit |
| f) Essex & Suffolk Water (allotments) | | £ 31.54 | 101148 |
| g) Cllr G Ioannou (Post Box) | | £ 170.39 | 101156 * |
| h) Cllr G Ioannou (taxi) | | £ 53.00 | 100157 * |

* ratified under Financial Regs 6.4

- 17.2 RESOLVED-Members *viewed & agreed* Statement of A/cs ending 31st March 2013 (S137 for 2013/14 is £6.98)
- 17.3 RESOLVED - Members viewed and agreed the Corporate Governance Questionnaire, clerk to return to Auditors.
- 17.4 RESOLVED – Members viewed and agreed the quarterly accounts (jan/feb/mar)
- 17.5 RESOLVED – The Chairman is going to call and Extra Ordinary Meeting for the end of year accounts and the Annual Return agreed ready for the new clerk to drop off to Hawkwell PC on 3rd June 2013 for the Internal Auditor.
- 17.6 RESOLVED – Members signed the Savings account mandate form.

18. Date of the Annual Parish Assembly (7.30pm) and Annual Meeting of the Council (8pm)

Members agreed that the next meeting will be on 16th May 2013 at the St Mary & All Saints Church Hall.

Meeting Closes at 10.30pm

Anne-Marie Bates, Clerk to the Council 12th April 2013

Chairman's Signature: _____

Date _____

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