



**Stambridge Parish Council**  
**Minutes for the Annual Parish Assembly of the Council**  
**Held On Monday 10<sup>th</sup> June 2013**

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**Present:** Councillors: G. Ioannou, T. Carlin, D. Vanderson  
Parish Clerk: L. Fox

**44. Apologies**

44.1 Councillors: T. Capon, L. Chittock

**45. Approval of Minutes**

45.1 Minutes of the Parish Meeting held on the 16<sup>th</sup> May 2013 were agreed to be true records of the meeting however:

45.1.1 Cllr T Carlin requested clarification on point 23.1.5: T. Carlin understood from the meeting that any Councillor would stand in as the representative for Stambridge Sewerage Works if he was unavailable to attend due to work commitments, however this will only be Cllr G Ioannou, unless both are unavailable then another Cllr will be asked to stand in.

45.1.2 Cllr T Carlin requested to minute on point 36. Insurance Renewal: Next year new insurance quotes will be sourced for comparison.

APPROVED: Cllr T Carlin 1<sup>st</sup> proposed and Cllr D Vanderson 2<sup>nd</sup>.

**46. Declaration of Interests in accordance with the Councils Code of Conduct/Vacancies**

46.1 The Stambridge Memorial Hall – Cllrs G. Ioannou, T. Carlin, D. Vanderson (Non-Pecuniary)

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

46.3 No applications for Vacancies

**47. Contributions from Members of the Public**

47.1 None

**48. Reports from Parish Council Representatives**

48.1 Police Report – Nothing to report

48.2 Stambridge Hall Committee – AGM not in place, members discuss date of 17<sup>th</sup> June for AGM. Cllr G. Ioannou has received a quote for works to Office. Cllr G. Ioannou will forward email to Clerk, L. Fox to forward onto Cllrs. Other quotes to be obtained. Grants to be investigated.

48.3 Rochford Hundred Association of Local Council

48.3.1 Discussed that flights would be increasing by approximately 300.

48.3.2 Code of Conduct Training date discussed (20<sup>th</sup> June), Cllr G. Ioannou may not be able to attend now due to prior engagement, to confirm to Clerk.

48.4 Community Information Group – No update.

48.5 Transport – Meeting is this week.

#### **49. Stambridge Community**

- 49.1 Cllr G. Ioannou produces chart of ideas, whilst explaining plans that he would like to be put in place, including forming relationships with the local sports communities, nursing homes, Stambridge School and the Stambridge Church. Then to involve the local Fire Service and Police in the youth development ideas, in order for them to help with the application of grants.
- 49.2 Nursing homes - The use of Stambridge Memorial Hall will need to meet DDA requirements.
- 49.3 Cllr G Ioannou will forward quotes to all members of quotes received last year.
- 49.4 Cllr T Carlin suggested for Stambridge Community to produce a Purpose Statement/Method Statement of where we are currently and where we want to be, asking all involved parties of ideas and needs. i.e. minibus. Request each party to produce its own vision statement. i.e. What they want from us, what they are currently working on, how they would like to work with us and the wider community.
- 49.5 Cllr T Carlin suggested inviting the involved parties to the Stambridge Parish Council meetings to provide their input.
- 49.6 Cllr G Ioannou requests Cllrs to return information on thoughts and ideas by Thursday 19<sup>th</sup> June.
- 49.7 Vote is taken on name of project – Cllr T Carlin proposed 'Stambridge Community' Cllr G Ioannou 2<sup>nd</sup>, Cllr D Vanderson agrees.

#### **50. Stambridge STW**

- 50.1 No problems reported.

#### **51. Clerks Report**

- 51.1 Bus time table changing – not relating to Stambridge. RESOLVED
- 51.2 Grass Cutting – Village Green has been cut now. RESOLVED
- 51.3 Overgrown Allotments – Awaiting replies, Clerk will chase in a few weeks.
- 51.4 RDC Training Times Not Suitable – Spoke with RDC regarding issues of Cllrs being in full time employment and Training times during the day not suitable. RDC have taken this on board for future reference. RESOLVED
- 51.5 SS4 Website – Following discussions with other Parish`s none taking part. All Cllrs agreed to decline. RESOLVED
- 51.6 Finance Breakdowns – Should have these ready for next meeting due to statements now being received.
- 51.7 Allotment Gates – Gates are in progress and should be in position by the end of August.
- 51.8 Little Stambridge Hall Lane – Slow markings chased awaiting confirmation of date.
- 51.9 Letters of Thanks – Sent to Resigned Cllrs and requested Parish`s items to be returned.

#### **52. Update on Issues Outstanding from last meeting (information only)**

- 52.1 War Memorial – Cllr G Ioannou informs Cllrs of plan – Builder at Stambridge Football Club promised to build a memorial on our behalf but since he left as a member of the club, this has not been fulfilled. Agreed to remove from this point on the Agenda and add to Stambridge Community point.
- 52.2 Little Stambridge Hall Lane – Slow markings chased awaiting confirmation of date.
- 52.3 Dog Patrol – Clerk attending RHALC meeting once arranged.
- 52.4 SS4 Website – Following discussions with other Parish`s none taking part. All Cllrs agree to decline.

### **53. Stambridge Memorial Hall / Grounds**

#### 53.1 General Update.

53.1.1 ROSPA has recently carried out inspection of Play Equipment – Clerk to chase report.

53.1.2 Fly a Flag Day – Go ahead but keep low key due to time scales.

### **54. Funding**

54.1 Spider Web – 50% Grant obtained, 50% still to find – All Cllrs agreed to put new play equipment on hold for now.

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

55.1 Cllr G Ioannou is working on updating the website.

55.2 Cllrs requested Clerk to find out if possible for emails to come in via 1 & 1 website and be distributed by the Clerk so no personal information is supplied to the public.

55.3 Newsletter

55.3.1 Cllr T. Carlin will work on the newsletter, Clerk to email copy.

55.3.2 Clerk to invite Church to be involved in Newsletter as Partners in the Community.

### **56. Footpaths/Highways**

56.1 Village Green is now cut. Verges also require cutting – Awaiting confirmation from RDC.

56.2 Bridge over Ditches on Farmland off of Little Stambridge Hall Lane still not repaired.

Cllrs agreed one final attempt at contacting Mr Rankin outlining the next steps if he didn't arrange for the repair to be made; we would have to contact the County Council to carry out the repairs on his behalf.

56.3 Electric Fence at Little Stambridge Hall Lane blocking public footpath – Photos to be taken and County Council to be notified.

56.4 Street Light Issues – None known.

56.5 Highways Issues - Potholes down Little Stambridge Hall Lane, half pot holes filled in rest have been left.

56.6 Little Stambridge Hall Lane – Slow Markings – Clerk to chase Highways to find out progress.

56.7 Planters – Cllrs agreed for the clerk to contact Ms Robshaw regarding her kind offer of maintaining the village green plants and the Parish council's position.

**Chairman proposes meeting be extended for 15 minutes. All members agree.**

### **57. Planning Applications**

35.1 None Received

### **58. Allotments**

58.1 General Update - Auditors have requested we provide information on:

58.1.1 Total size of allotment land

58.1.2 Total size of each plot

58.1.3 Total fees of each plot

58.2 Still awaiting some replies regarding overgrown plots. Clerk to chase.

## **59. Correspondence**

- 59.1 Members Training – Chairman`s Day 2 – Clerk to book Cllr G Ioannou.
- 59.2 Firebreak Passing Out Parades – Cllrs G Ioannou and D Vanderson to attend, Clerk to confirm times.
- 59.3 Citizens Advice Open Day – Clerk to forward details to Cllr G Ioannou who will attend.

## **60. Finance**

- 60.1 Members approved the following cheques for payment:  
Cllr G Ioannou will take the cheques to Cllr T Capon for signing as only one signatory present.
  - 60.1.1 Mrs Fox – Salary £683.22 101169
  - 60.1.2 Mrs Fox – Expenses £141.25 101170
  - 60.1.3 HMRC NI Contributions £38.51 101171
  - 60.1.4 Stambridge Church – Hall Hire £15.00 101172
  - 60.1.5 EALC – Councillor Day £57.00 101173
  - 60.1.6 EALC – Chairman`s Day £67.00 101174
  - 60.1.7 EALC – Councillor Day 2 £67.00 101175
- 60.2 Bank Mandates – Agreed and signed
- 60.3 Auditors have looked at our accounts and a report is being drawn up.
  - 60.3.1 Cllr G Ioannou explains a few discrepancies in the accounts records, including missing grant forms. Allotment paperwork missing.
  - 60.3.2 New electronic ledger is being put into place.
  - 60.3.3 Missing Minutes for February and March. Clerk to send copy to Auditor.
  - 60.3.4 Clerk to use new ledger from now on.
  - 60.3.5 Cllr G Ioannou proposes for Clerk/RFO to have the support of Cllrs should she require any assistance or clarification of the accounts. Cllr T Carlin 2<sup>nd</sup>. All members agree.

## **61. Date of the next Parish Council Meeting is Monday 1<sup>st</sup> July 2013**

61.1 Venue – St Marys and All Saints Church Hall

Meeting Ends 10.15pm  
Lisa Fox, Clerk to the Council, 19<sup>th</sup> June 2013

Chairman`s Signature \_\_\_\_\_

Date \_\_\_\_\_

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