



Stambridge Parish Council
Minutes for the Parish Council Meeting
Held On Monday 8th July 2013

Present: Councillors: G. Ioannou, T. Capon, D. Vanderson, L. Chittock, B. Crix (co-opted),
P. Richmond (co-opted)
Parish Clerk: L. Fox

62. Apologies

62.1 Councillors: T. Carlin
Also received apologies for L. Chittock who left meeting early at 8.40pm and
T. Capon who left at 8.55pm

63. Approval of Minutes

63.1 Minutes of the Parish Meeting held on the 10th June 2013 were agreed to be true records of
the meeting.
APPROVED: Cllr G Ioannou 1st proposed and Cllr D Vanderson 2nd.

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

64.1 Applicants co-opted: Bernard Crix – Proposed Cllr D. Vanderson and Cllr G. Ioannou 2nd.
Peter Richmond: Proposed Cllr D. Vanderson and Cllr T. Capon 2nd.
64.2 Forms; Acceptance of Office – completed and signed, Interests Forms handed out for
Completion by new Members.
64.3 Cllrs G. Ioannou, T. Capon, D. Vanderson (Non-Pecuniary) – Stambridge Memorial Hall.
64.4 Cllr G. Ioannou (Non-Pecuniary) – Little Stambridge Hall Lane – slow markings.
64.5 Cllr T. Capon (Non-Pecuniary) – Planning
64.6 Cllr T. Capon (Other Pecuniary) - Allotments

65. Contributions from Members of the Public

47.1 None

**Request by Cllr T. Capon to move Finance on Agenda to be discussed earlier due to Cllr T. Capon
needing to be excused from the meeting early - Agreed by all members.**

66. Finance

66.1. Members approved the following cheques for payment:

66.1.1	EALC – Chairman`s Day	£67.00	101176
66.1.2.	EALC – Clerk – Budget and Precept	£45.00	101177
66.1.3.	EALC – Clerk – Roles and Responsibilities	£45.00	101178
66.1.4.	Came and Company – PC Insurance	£400.36	101179
66.1.5.	RCCE Membership	£48.00	101180
66.1.6.	Hall Hire (St Marys)	£15.00	101181
66.1.7.	Lisa Fox – Salary (Confidential)	£-	101182
66.1.8.	Lisa Fox – Expenses	£129.71	101183
66.1.9.	HMRC (Confidential)	£-	101184
66.1.10.	Lisa Fox – Salary July (Confidential)	£-	101185
66.1.11.	Lisa Fox – Expenses July	£90.00	101186
66.1.12.	HMRC (Confidential)	£-	101187
66.1.13.	Auditing Solutions Ltd	£222.00	101188

** NOT AUTHORISED by numinously by Councillor`s Refer to section 66.4**

66.1.14. Little Hall Farms (Allotment Land)	£600.00	101189
66.1.15. Essex Contracts Ltd (Fire Door Survey)	£175.00	101190
66.1.16. Cllr G. Ioannou Expenses	£253.60	101191

- 66.2. Stambridge Memorial Hall is to reimburse Stambridge Parish Council for expenses mistakenly paid via the council.
- 66.3. It was suggested that due to the Clerk recently receiving two late wage payments, the Council should look into electronic payments for statutory pay only to prevent the Clerks payment being delayed in future. Overtime will then be agreed and signed in the next meeting and will remain confidential in the financial section.
- 66.4. Cllr G Ioannou explains auditors issues with the accounts supplied. Variance percentages were not correct and the internal auditors did not pick up on this. Clerk to send documents to External Auditors. Cllr G. Ioannou proposes to delay payment, Cllr P Richmond 2nds. It was discussed that it seemed the Internal Auditors had not carried out their role correctly and are we (the Council) satisfied with the service provided. Cllr P. Richmond proposed cheque is not signed, Cllr T Capon 2nds. Additional cost has been incurred due to return not being handed in on time, Council to surcharge the Internal Auditors.
- 66.5. The Clerk, if assistance is required with parish finances, is to discuss with Cllr Ioannou and/or Cllr Richmond as both Councillors have financial background experience. Cllr T Capon proposes and Cllr G Ioannou 2nds.

67. Meeting is adjourned at 8.45pm Chairman of Stambridge Memorial Hall Committee takes over (Cllr T Capon) the following urgent cheques were agreed and signed for return of hall deposits/invoice due to events taking place some time ago.

HALL URGENT CHEQUES – To be ratified at next Hall Meeting

67.1.1. Mr S Fairley – Deposit Refund	£30.00	100283
67.1.2. Ms B Thomas – Deposit Refund	£50.00	100284
67.1.3. Clean It – Hall Cleaning for `Fly a Flag`	£22.50	100285
67.1.4. Ms B Thomas – Deposit Refund	£50.00	100286

Meeting Restarts 8.50pm

68. Reports from Parish Council Representatives

- 68.1. Police Report – Nothing to report (meeting on Monday 15th July)
- 68.2. Stambridge Hall Committee – Clerk to call a meeting with trustees. Cllr D Vanderson`s husband would like to join as a member of the public trustee.
- 68.3. Rochford Hundred Association of Local Council – Clerk to forward minutes from previous meeting to new Cllrs.
- 68.4 Community Information Group – No update.
- 68.5 Transport – Cllr G Ioannou raised in the meeting regarding the overgrown weeds around the bus stops. Bus Company will attend to maintain bus shelters.

69. Stambridge STW

- 69.1. No problems reported.

70. Clerks Report

- 70.1. Finance Breakdowns – Still not complete due to auditors etc. Clerk to make it a priority for September meeting.
- 70.2. Little Stambridge Hall Lane – Slow Markings – Clerk is still chasing ECCH
- 70.3. Play Equipment – ROSPA have carried out report – Clerk to read through and action requests.
- 70.4. Hall Vandalism – Insurance Claim on-going.
- 70.5. Grass Verges – Complaint for pathways between Stambridge School and the Cherry Tree. RESOLVED
- 70.6. River Roach – Information only – Wildlife survey being completed in the autumn. RESOLVED

71. Update on Issues Outstanding from last meeting (information only)

- 71.1 War Memorial – Agreed to remove from this point on the Agenda and add to Stambridge Community point.
- 71.2 Little Stambridge Hall Lane – Slow markings as per Clerks Report.
- 71.3 Dog Patrol – Clerk awaiting RHALC dog patrol meeting. Cllr P Richmond suggests not needed as most dog walkers use the public footpaths/fields and not pavements so therefore no issue. Cllr B. Crix agrees.

72. Stambridge Memorial Hall / Grounds

- 72.1 General Update.
 - 72.1. Vandalism – Quotes are being obtained, and insurance company will be informed in due course.
 - 72.2. Hall doors – survey carried out by Essex Contracts Ltd. Reports shown at meeting. Clerk to forward report to all councillors. Cllr G Ioannou proposes report and letter asking for a response to the report are sent to DLD Bespoke Ltd by recorded delivery. Cllr B Crix 2nds. Once door repairs completed to a satisfactory level they will be signed off by a Surveyor.

73. Stambridge Community

- 73.1. War Memorial – No update
- 73.2. General Update
 - 73.2.1. Cllr G Ioannou is attending a meeting at RRAVS to discuss grants and funding for the Community. Putting forward all requests from the various entities involved in the Project.
 - 73.2.2. Cllr G Ioannou explains the project to new members Cllrs P Richmond and B Crix.
 - 73.2.3. It was discussed how the hall will be used as a facility for the whole communities use.
 - 73.2.4. Cllr G. Ioannou would like to arrange a separate Parish Community Committee meeting so that it can be discussed in more depth - Cllr D Vanderson proposed, Cllr B Crix 2nds. The Parish representatives for this initiative will comprise of Cllr Ioannou, Cllr Vanderson, Cllr Crix and Cllr Richmond - Cllr Ioannou proposed and Cllr B Crix 2nds. Cllr B Crix would like to see a presentation on the project and then discussions should take place for a sub-committee.

10.00pm Chairman George Ioannou requests to allow meeting to continue for an additional 15 minutes - All members agree.

74. Funding

74.1 Included in the Stambridge Community - Funding meeting being attended to apply jointly with other Stambridge Community Members.

75. Parish Council Website / Newsletter

75.1. Discussed and agreed to continue with other pressing matters for the time being.

76. Footpaths/Highways

76.1. Streetlight out – Cage Field – Clerk to report.

76.2. Highway Issues – None

76.3. Village Green / Verges – Clerk complaint re overgrowth by pavements.

76.4. Planters – No response from volunteer.

76.5. Electric Fence – No update – on going.

76.6. Bridge over Ditches – No response – Clerk to chase Mr Rankin, if no response to inform County Council.

76.7. Potholes – Potholes reported by Cllr Richmond on road as you pull into church car park.

77. Planning Applications

78.1. Brick House – Stambridge Road – Clerk has responded prior to meeting.

78. Allotments

79.1. General Update

79.1.1 Clerk still trying to chase overgrown plot holders.

79.1.2 Strawberry Theft – Clerk to remind tenants that plots are private property.

79. Correspondence

79.1. Community Led Planning – Cllr G Ioannou to attend.

79.2. Neighbourhood Action Panel – Dates and times to be discussed and added to next agenda.

79.3. Winter Salt Bag Scheme – Cllr G Ioannou proposes the parish to join scheme and look into grit boxes. Cllr B Crix 2nds. Clerk to confirm to scheme.

80. Delegated Responsibility during Recess

80.1. The Clerk will be given delegated responsibility during the Parish recess to sustain the Parish's functions, but must refer to the Chairman and another councillor and in the absence of the chairman by two councillors. Cllr G Ioannou proposes and Cllr P Richmond 2nds.

81. Date of the next Parish Council Meeting is Monday 2nd September 2013

81.1. Venue – St Marys and All Saints Church Hall

Meeting Ends 10.15pm

Lisa Fox, Clerk to the Council, 22nd July 2013

Chairman's Signature _____

Date _____

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