



Stambridge Parish Council
Minutes of the Meeting of the Council
held on
Monday 12th October 2015 at 8pm.



Present: Chairman: Cllr George Ioannou,
Vice Chairman: Cllr Peter Perkins
Councillors: Cllr Bernard Crix, Cllr Daniel Nelson.
Clerk to the council: Mrs Linda Hare

Meeting commenced 20.10pm

60. Apologies for Absence.

60.1. Apologies were received from Cllr Denise Vanderson.

61. Approval of Minutes.

61.1. The minutes of the Parish Council Annual Meeting held on the 6th July 2015 were approved to be a true record. Proposer Cllr Crix, Second Cllr Nelson and signed by the Chairman.

62. Receive Applicants for Councillor Vacancies/Declarations of Interest

62.1. Members to consider applicants for Councillor Vacancies and to agree to co-opt them onto the Council. – None received.

62.2. Applicants, if co-opted, to sign Acceptance of Office and to receive Interests forms. – No changes.

62.3. To receive Declarations of Interest (Pecuniary/ Other Pecuniary/ Non Pecuniary) for items on the Agenda. – No changes.

63. Adjournment of Meeting - If required for **15 minutes** only or such other time determined by the Chairman to receive **contributions from members of the public**. (Please Note that members of the public cannot participate at any other time unless authorised by the Chairman). – None present.

64. Finance

64.1. **Approve Parish Council monthly breakdown.** – Parish Accounts could not be approved as the monthly breakdown was not available. This will be forwarded to all councillors on completion and ratified at the next Council meeting.

64.2. **Payment of Accounts - Members to discuss and approve cheques for payment** – Cheques were signed and approved. **RESOLVED.** Clerk to query two invoices from EALC before payment.

Agenda Reference	Description	Amount (£)	Cheque No.	Notes
64.2.1	Clerks Salary (Confidential-Linda)	-	200489	
64.2.2	Clerks Salary (Confidential-Sarah)	-	200490	
64.2.3	PFK Littlejohn	480.00	200491	External Auditors
64.2.4	EALC – Clerk to check with EALC before payment.	47.00	200492	Budget & Precept course (DN)
64.2.5	EALC – Clerk to check with EALC before payment.	80.00	200493	Risk Assessment course (SI)
64.2.6	EALC	99.98	200494	2xLocal Councils explained
64.2.7	C Woods	110.00	200495	Allotment maintenance
64.2.8	C Woods	20.00	200496	Hall maintenance

65. Members to ratify cheques: All ratified - RESOLVED

Description	Amount (£)	Cheque No.	Notes
Clerks Salary (Confidential-Linda) -	-	200471	July
Clerks Salary (Confidential-Sarah) -	-	200472	Cancelled cheque
SSSG Ltd	300.	200473	Cancelled cheque
Lisa Fox	53.89	200474	1&1 reimbursement
SSSG Ltd	1900.	200475	
SSSG Ltd	320.	200476	Cancelled cheque
SSSG LTD	320.	200477	
RHALC	2.65	200478	Subscription renewal
Clerks Salary (Confidential-Sarah)	-	200479	July
RDC – Neighbourhood Watch	180.00	200480	
Clerks Salary (Confidential-Linda)	-	200481	August – Cancelled cheque
Clerks Salary (Confidential-Linda) -	-	200482	August
Clerks Salary (Confidential-Sarah)	-	200483	August
EALC	80.00	200484	Risk Assessment – cancelled cheque
C&G Woods	180.00	200485	Allotment maintenance
C&G Woods	30.00	200486	
Prokill	313.82	200487	Invs 6436/6469/6481
Essex&Suffolk Water	37.92	200488	Allotments

66. Reports from Parish Council Representatives (No decision can be made on information given unless it is a separate item on the Agenda).

66.1. RHALC – No updates.

66.2. Parish Transport Representative – Stephenson’s are putting on more bus services.

66.3. Community Meetings (formerly NAPS) – Police officer and PCSO numbers are being reduced within the area. One of the points raised in the PCC structure is for Rayleigh station to be closed to the public – date to be advised. Next meeting was on the 12th October Parish representative was unable to attend due to our parish meeting.

66.4. Stambidge Sewerage Treatment Works Representative – No current updates.

66.5. Stambidge Community Forum – No meetings have been held. No current updates. Next meeting is due in November.

66.6. Footpath Representative – The Parish is primarily not responsible for the upkeep of the footpaths. This is the responsibility of the Highways department and the local land owners. The posts are the Parish responsibility.

66.7. RRAVS – No updates. (Other than some grant application details from Sarah.)

66.8. Citizens Advice Bureau – CAB will be rebranded for the benefit of the communities. Also, CAB has applied as a tender for the new RDC advisory group.

66.9. EALC – The EALC are delivering bespoke courses for the parishes. The clerk is to enquire about the cost.

66.10. RDC Parish Summit – No updates.

66.11. Rochford District Environmental – No updates.

66.12. Neighbourhood Watch –Local co-ordinators are assisting in the roll out of the NHW scheme across Canewdon and Ashingdon and Paglesham.

67. Clerks Report

Report presented by the clerk.

68. Footpaths / Highways / Environment

68.1. Updates from Councillors on any other issues with verges & footpaths. – The parish has received a couple of complaints from residents regarding the pavements between Little Stambridge Hall Lane and the Stambridge School. Also for the Memorial hall to Hampton Barns. Clerk to report to highways.

69. Stambridge Parish Chairman/Clerk Correspondence

69.1. External Auditors report – Presented to the councillors. The report was signed off by the External auditor. **RESOLVED.**

69.2. Seawall embankment routine maintenance – for information only – Details of the maintenance being carried out between July and September 2015. **RESOLVED.**

69.3. RDC Parish Council Emergency Plan – Cllr Ioannou stated that the Parish Council has completed their Emergency Plan, when the clerk Mrs Lisa Fox was in office. Clerk to check and forward to councillors for any updates.

70. Stambridge Memorial Hall / Grounds

70.1. Memorial Hall – Independent building company and loss adjuster have advised that the original roof works carried out by the original building connected with the restoration was described as substandard and the cause for the internal damages. The loss adjuster has advised the parish the insurance company will not cover substandard roofing repairs and will cover the internal water damage to the Disability & Men’s Toilet and the internal walls to the right and left of the stage.

The Parish as sole trustees to the Memorial hall will need to raise the necessary capital funding to repair the roof. Three quotes are required and the clerk will contact BDA.

A unanimous decision by the council was agreed to not use the original builders and all communications should be directed through the solicitor as soon as their legal department confirm their agreement to support the Parish.

70.2. Stambridge Football Club. – The lease has now been surrendered and a licence agreement signed. A new payment structure (Pay as you go) has been adopted for all football teams.

70.3. Interested Licensees. - A full day training course for licence is required. Cllr Perkins and Cllr Nelson are interested.

71. Parish Council Website / Newsletter – No updates for the Website. The Newsletter is due next month.

21.20pm Cllr Nelson left the meeting.

72. Planning including Applications

To consider any planning applications that the Clerk has received since the Agenda set but still giving Members 3 clear days’ notice. – None received.

73. Allotments


73.1. General Update – As attached report. – Report presented by the clerk.

74. Members to discuss / agree Stambridge Parish Council Standing orders. – Not completed carry forward to next meeting.

75. **Members to ratify decision to purchase Sage Accounting System.** – Sage Accounting system was purchased as per recommended by the Finance Committee. Decision ratified, Proposer Cllr Perkins, Second Cllr Crix. **RESOLVED.**
76. **Members to ratify decision to purchase Sage Payroll system.** – Sage accounting system was purchased as per recommendation from the Finance Committee. Decision ratified, Proposer Cllr Perkins, Second Cllr Crix. **RESOLVED.**
77. **Members to discuss/ratify decision to rent an additional 10ft Container from Upminster Containers.** – The councillors ratified the decision to rent a further 10ft container. Proposer Cllr Crix, Second Cllr Perkins. **RESOLVED.**
- The decision was made for the Parish to pay Upminster containers. Proposer Cllr Crix, Second Cllr Perkins. **RESOLVED.**
78. **Date of the next Parish Council Meeting is Monday 2nd November 2015, Venue: Stambridge Memorial Hall at 8.00pm**

Meeting closed at 21.40pm
Minutes typed by Mrs Linda Hare – Clerk to the Council

Chairman's Signature _____


9/11/2015

Date _____

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