



**Stambridge Parish Council**  
**Minutes for the Meeting of the Council**

held on  
**8th December 2015 at 7.30pm.**  
**Venue: Stambridge Memorial Hall.**



**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 at 19.27 hours**

**100. Apologies for Absence.**

**100.1.** Apologies received from Cllr D. Vanderson

**101. Approval of Minutes.**

**101.1.** The minutes of the Parish Council Meeting held on the 9<sup>th</sup> November 2015 were approved to be a true record. Proposer Cllr Nelson, Second Cllr Perkins and signed by the Chairman.

**102. Receive Applicants for Councillor Vacancies**

**102.1.** No appliances received.

**102.2.** No Applicants to be co-opted.

**103. Receive Declarations of Interest from councillors.**

**103.1.** To receive Declarations of Interest (Pecuniary/ Other Pecuniary/ Non Pecuniary) for items on the Agenda. – None declared.

**104. 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). – No members of the public present.

**105. Finance**

**105.1. Approve Parish Council monthly breakdown.** – Approved. Cllr Crix requested a copy of the monthly Budget sheet to be included each month with Parish Council monthly breakdown. **Agreed.**

**105.2. Payment of Accounts - Members to discuss and approve cheques for payment** – Approved.

Agenda Ref	Description	Amount (£)	Cheque No.	Notes
104.2.1	Clerks Salary (Confidential-Linda)	-	200506	
104.2.2	Clerks Salary (Confidential-Sarah)	-	200507	
104.2.3	RDC	262.90	200508	Cope Event Contribution
104.2.4	RDC	936.	200509	1 <sup>st</sup> instalment of 3 for Legal Advice re Football Club.
104.2.5	Mr & Mrs P Harrington	52.00	200510	Allotment Refund.
104.2.6	Brights Locksmiths Ltd	65.45	200511	Hall bollard

**106. Members to ratify cheques: - All ratified.**

Description	Amount (£)	Cheque No.	Notes
Upminster Containers Ltd	468.80	200502	Agenda item 83.2.5
Royal British Legion	49.00	200503	Agenda item 83.2.6
C.Wood	80.00	200504	Agenda item 83.2.7



Innpacked Ltd	1092.00	<b>200505</b>	Personal Licence holders Course
EALC	47.00	<b>200492</b>	Budget/Precept course – (64.2.4)

**107. Members to discuss/agree Budget and Precept 2016/17.** – The budget was discussed, which contained the old account description overlaid with the new nominal descriptions. The members agreed a further meeting was required to analyse the budget figures to be held on Wednesday 16<sup>th</sup> December 2015.

**108. Reports from Parish Council Representatives**

**108.1.** Parish Transport Representative - No updates. Next meeting 11<sup>th</sup> February 2016.

**108.2.** Stambridge Sewerage Treatment Works Representative – No updates.

**108.3.** Footpath Representative – Local Ramblers link to be added to the website for information.

Members agreed, the Rambles will be invaluable in receiving updates of the paths in Stambridge.

**108.4.** RRAVS – Small grant loans available for organisations across the Rochford District.

**108.5.** Citizens Advice Bureau – Rochford District Council has awarded the Districts advisory duties to the CAB for the next 3 years.

**108.6.** EALC – Parish Training requirements – No course ideas received by the Clerk from the councillors. Members suggested for the Clerk to identify suitable courses for the combined training course, which would last for 2 hours.

**108.7.** Neighbourhood Watch – No updates.

**109. Clerks Report – Refer to Report.** – Given by the clerk.

**110. Footpaths / Highways / Environment** – Clerk to contact RDC environmental department regarding the removal vegetation on the footpaths along Stambridge road. Clerk to follow up fencing with highways to the left of the Mill Lane bus stop.

**111. Stambridge Parish Chairman/Clerk Correspondence**

**111.1.** CAB offering a Free Generic Financial Advice Service. – Information passed to councillors.

**111.2.** Update on CPALC – Since CPALC is not affiliated the official government body in Essex; EALC advised the Parish the information on this site should not be used.

**111.3.** HR Consultants – CitrusHR has been used to review Stambridge Parish Contracts, general policies and HR policies. The company has offered the Parish an online software application to assist in the management of employees and members.

**111.4.** Cllr Crix. raised the issue of how we can recruit new councillors. Cllr Ioannou advised that he has been approached by 2 residents that may be interested in applying in the New Year.

**112. Rochford District Council updates.** – A new Investments Board has been set up to help in the management of RDC revenue.

**113. Stambridge Memorial Hall / Grounds**

**113.1. Memorial Hall** - £20,000 CIF grant has been accepted to replace the corrugated roof. Cllr Crix has returned the acceptance letter to CIF.

**113.2.** The Hall Manager has no success in identifying a funding avenue to repair the damaged roof caused by the previous builders.

Cllr Ioannou advised that a government loan for £6000 could be granted via an EALC loan process. A motion was passed to apply for a government loan at the last Memorial Hall meeting and needs to be ratified by the Parish. The motion to apply for a government loan was forwarded by Cllr Ioannou and unanimously supported by the members. Details of the process will be obtained and shared to the council.

The roofing company was advised that the Parish was still seeking revenue to cover the repairs. In principle work can start the week beginning Monday 14<sup>th</sup> December. The clerk raised the issue



regarding the roofers commencing work before the loan is approved and it was agreed that work will not commence until the revenue is available and the roofing company to their position.

**Stambridge Football Club.** – The Lease agreement has been surrendered and a new licence agreement accepted by SFC. The details of the agreements have been submitted to the Land Registry and Stambridge Community Centre has regained full control of the entire grounds and SFC building.

There are now three licensees using the football pitch providing income and RDC is maintaining the pitch. Cllr Ioannou, Cllr Perkins and Cllr Vanderson have received training and are now licensees for the Football Club.

- 114. Parish Council Website / Newsletter** – Website is being updated. The Parish newsletter was completed by Cllr Crix and they are now in the process of being delivered by members and officer.

Cllr Nelson raised the point of creating a Twitter account to extend the Parishes to help raise our profile. He will administer the Twitter account. All agreed.

**115. Allotments**

**115.1. General Update** – As attached report. – Report presented by the Clerk.

**115.2. Permit to erect a shed application received for plot 7.** – Approved. **Resolved.**

**116. Members to Discuss Parish Policy Documents**

**116.1. Grievance Policy** – Motion to adopt the policy – Proposer Cllr Perkins, Second Cllr Ioannou.

**116.2. Disciplinary Policy** - Motion to adopt the policy – Proposer Cllr Nelson, Second Cllr Perkins.

**116.3. Bereavement Policy** - - Motion to adopt the policy – Proposer Cllr Crix, Second Cllr Nelson.

**117. Date of the next Parish Council Meeting:**

**Monday 11<sup>th</sup> January 2016, Venue: Stambridge Memorial Hall at 7:30pm**

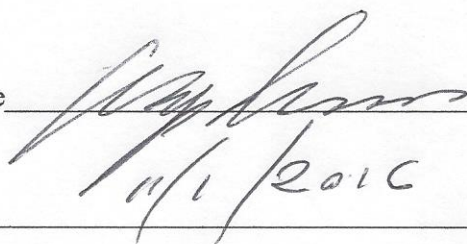
**EOM Planning & Budget/Precept 2016-2017:**

**Wednesday 16<sup>th</sup> December 2015, Venue: Stambridge Memorial Hall at 8.pm**

Meeting closed at 22.00 hours

Minutes typed by Mrs Linda Hare – Clerk to the Council

Chairman's Signature \_\_\_\_\_



Date \_\_\_\_\_

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regarding the roofers company as the job is approved and it was agreed that work will not commence until the roofers are available and the roofing company to their position.

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11.4 Parish Council Website - Newsletter - Website is being updated. The Parish newsletter was completed by Cllr Crix and they are now in the process of being delivered by members and officer.

Cllr Nelson raised the point of creating a Twitter account to extend the Parish to help raise our profile. He will administer the Twitter account. All agreed.

#### 11.5. Allotments

- 11.5.1. General Update - As attached report. - Report presented by the Clerk.
- 11.5.2. Permit to erect a shed application received for plot 7 - Approved. Resolved.

#### 11.6. Members to Discuss Parish Policy Documents

- 11.6.1. Grievance Policy - Motion to adopt the policy - Proposer Cllr Perkins, Second Cllr Ioannou.
- 11.6.2. Disciplinary Policy - Motion to adopt the policy - Proposer Cllr Nelson, Second Cllr Perkins.
- 11.6.3. Bereavement Policy - Motion to adopt the policy - Proposer Cllr Crix, Second Cllr Nelson.

#### 11.7. Date of the next Parish Council Meeting:

Monday 11<sup>th</sup> January 2016, Venue: Stambridge Memorial Hall at 7:30pm

#### EOM Planning & Budget Report 2016-2017:

Wednesday 16<sup>th</sup> December 2015, Venue: Stambridge Memorial Hall at 8pm

Meeting closed at 22.00 hours

Minutes typed by Mrs Linda Hale - Clerk to the Council

Chairman's Signature

Date

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