



MINUTES

OF THE EXTRAORDINARY MEETING OF THE STAMBRIDGE PARISH COUNCIL HELD AT THE STAMBRIDGE MEMORIAL HALL ON THURSDAY 15th NOVEMBER 2016 at 7.30 pm.

268 16/17 To Record the Members Present:

7.30 pm.

Councillor Mr G Ioannou (Chairman).

Parish Councillors: Mrs P Holmes, Mr P Shaw and Mr D Nelson.

The interim Parish Clerk and Memorial Hall Clerk: Mrs S. Ioannou.

One member of the Public: Mr B. Summerfield.

269 16/17 Chairman's opening remarks.

The Chairman welcomed all persons attending the Extraordinary Meeting (the previous advertised and cancelled 10th November 2016 meeting was not quorate) and made the safety announcements for the Memorial Hall.

270 16/17 Apologies and reasons for absence: (It is important to record the grounds upon which apologies for absence are tendered in case they have to be approved to prevent a casual vacancy arising - Local Government Act 1972 schedule 12 paragraph 40).

Received by the Clerk in person via: email, letter and telephone:

Councillor Mrs D Vanderson.

271 16/17 Declarations of Interests: on items on the Agenda.

i **To receive all declarations of interests.** None declared.

ii **The Chairman reminds Councillors to declare any further interests as they became evident to them, during the progress of the meeting.**

272 16/17 Private and Confidential:

The interim Clerk Mrs S Ioannou and Mr B Summerfield, left the meeting.

i Pursuant to the provision of section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960: (A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies)

ii **Therefore:** Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and the public be temporarily excluded and they are instructed to withdraw to allow the discussion on exempted items:

iii **Employment matters:**

i The HR committee reported on the interview with the applicant, Mr Barry Summerfield held on the 19th October 2016 re: the vacancy for the position of the Stambridge Parish Council Clerk/RFO.

ii The Council unanimously resolved to offer the position to Mr Summerfield.

The interim Clerk Mrs S Ioannou and Mr B Summerfield, re-joined the meeting.

273 16/17 The vacancy for the Stambridge Parish Council Clerk/RFO.

i The Chairman on behalf of the Council, offered the vacant position of Stambridge Parish Council Clerk/RFO to Mr B Summerfield at the NALC SCP 26 per hour, with the rating to be reviewed after a three month probationary period.

ii Mr B Summerfield accepted the position.

274 16/17 To receive applicants for the Council Vacancies.

None.

275 16/17 To receive the Minutes of the Meeting of 13th September 2016.

The Minutes were read and were Resolved to be agreed.

Proposed by Councillors: Mr D. Nelson seconded by Mrs P Homes, and agreed by all.

The Chairman duly signed the Minutes as a correct record.

276 16/17 Matters Arising from the Minutes: (Not on the Agenda)

None.

277 16/17 Finance

i Approve Parish Council Accounts

i Councillors received copies of the last bank statement showing a balance £14,914-36 and requested the details of cheque no's 561 and 562?

ii The second vodaphone has been lost and the number has been cancelled.

- iii The PayPal/1&1 account: email monthly account @ £11-99 and annual quarterly storage @ £53-89 for the website were questioned as being possibly overpriced.
 - iv The Auditor noted that PayPal accounts should not be used by Parish Councils.
 - v The Chairman noted that the combination of the Village Hall and the SPC accounts need to be reworked in aid of clarity.
 - vi
 - i The Chairman introduced the 'Final Annual Return 2015-2016' and read the Part 3, PKF comments to the council.
 - ii Agreed: the Clerk will look at the comments and at the next meeting recommend the SPC actions to comply with PKF and conclude the Annual Audit Return 2016.
 - vii Essex Driveways to be reissued a replacement cheque for their reported lost original, no 200557 @ £600.
 - ii Payment of Accounts: members to ratify cheques
 - i Cheque no. 200560 Mr K Bench Caretaker £1,120.00.
 - ii Cheque no. 200561 Essex and Suffolk Water ? £ 235-12.
 - iii Cheque no. 200562 Rochford District Council ? £1,831-20.
 - iii Payment of Accounts: members to agree cheques for payment
 - i Cheque no. 200564 Mrs S Ioannou (September) Salary + Mem H invoices £.....Clerk's report.
 - ii Cheque no. 200565 Mrs S Ioannou (October) Salary + Mem H invoices £.....Clerk's report.
 - iii Cheque no. 200566 Mr K Bench Caretaker Salary £ 120-50.
- Councillor Mr G Ioannou declared a Non Pecuniary interest in the next item:
- iv
 - i Resolved: the countersignature of all presented cheques and all agreed the Chairman to be able to countersign the new Essex Driveways cheque.
 - ii Councillors viewed, agreed and co-signed the SPC payment/receipts authorisation papers.
 - v
 - i The Chairman reported that Barclays Mandate forms are now to be downloaded from their website.
 - ii Agreed the Chairman to organise the updating of the online Barclays mandate.
 - vi Resolved on amendment (Cllrs Mr G Ioannou and Mr P Shaw): at the end of the Financial year 2016-2017 the SPC will review its position re: Barclays Bank accounts and a potential move to Metro Bank because of the availability of a debit card.
Proposed by Councillors: Mr D Nelson, seconded by Mrs P Holder and agreed by all.
 - vii Precepts: The Clerk requested a Parish Council meeting on 6th December and 3rd January 2017 allowing him time to access all financial paperwork and accounts, in order to be able to give timely advice re: the general management of accounting and the SPC Precept for 2017-2018 in January 2017.

278 ^{16/17} Interim Clerk's report:

- i Mrs S Ioannou reported: An allotments holders Xmas get-together at the Memorial Hall on the 9th December 2016 by invitation of the SPC **is arranged?** – Local pavements have been repaired by Essex Highways and are reported to be a 'job well done' – the tree stump in the front of the hall has been removed – the hole in the roof and the general repair to the roof, is being overseen by Geoff Sharp the architect (the chairman noted a £20,000 CIF grant from ECC will cover all of the costs of the replacement of the roof, which must be used by next year)
- ii I The Stambridge Parish Council gave a vote of thanks to Mrs S Ioannou and a round of applause for all her hard work in stepping in as the interim Clerk, covering the administration and all of its financial responsibilities.

279 ^{16/17} District Councillor's report:

- i Councillor Mr G Ioannou reported on 'Neighbourhood Planning': the RDC have an official structure to work too regarding NP and he will be attending the next Paglesham PC meeting to introduce the RDC idea, of combining Stambridge PC and Paglesham PC in a 'joint Neighbourhood Plan'.
- ii As portfolio holder for Asset Management for the RDC, District Cllr Ioannou and is looking at parcels of land in the district.

280 ^{16/17} Planning

District Councillor Mr G Ioannou declared a non pecuniary interest as a District Councillor and stepped down from the role of Chairman, handed over to vice Chairman Cllr Mr D Nelson and took no part in the meeting.

- i Applications – 16/00855/FUL 161, Stambridge Road SS4 1DT (Widen Both Existing Vehicle Crossings)
- ii Agreed: The Stambridge Parish Council approve the above but have road safety concerns on its proximity to the blind corner.
- iii Pre- Planning re: Little Stambridge Farm was noted.

District Councillor Mr G Ioannou rejoined the meeting as Chairman.

281 ^{16/17} Correspondence to note:

None

282 ^{16/17} Update from Parish Members

- i Cllr Mr D Nelson reported: the proposed parliamentary border changes in the district will affect the Stambridge constituency in that the MP representing Stambridge will change.

- ii Cllr Mr P Holmes reported: her conversations with the Stambridge Sewage Works re: smells emitted and that the cooler weather reduces any smell – Cllr Holmes to arrange a meeting to be set up with the Stambridge SW with if available District Councillor Mr N Cooper – Cllr Holmes has walked local public footpaths in her area and reports all in good order.
- iii Cllr Mr P Shaw and councillors discussed a local granted FP deviation and will inspect by arrangement, for a further report

283 ^{16/17} **Stambridge Memorial Hall and grounds.**

- I The Chairman reported: the Plough and Sail football team has sadly folded – Income from various teams using the FB field – Essex Driveways have contributed ‘at cost’ various – The Club house kitchen is being assembled and anyone willing to help, please feel free to volunteer – Changing rooms are reported better but still need funds spent on them - A Plumber is desperately needed – Eastwood Tiles are supplying the tiles free of charge – Goal posts to be taken down and re-sleeved in the ground – The pitch is being managed with a view to standing up to the wear – Signage and logos are in hand.
- II
 - i The Chairman stated that as the sole Trustees of the Memorial Hall the trustees must apply to the full SPC for the application for a Lottery Grant re: works required @ £1,000,000.
 - ii The full Stambridge Parish Council agreed that the Trustees should go ahead with the Lottery Fund application.
 - iii Resolved: A Trustees committee to administer the grant application.
Proposed by Councillors: Mr D Nelson, seconded by Mr G Ioannou and agreed by all.

284 ^{16/17} **Allotments:**

- i Mrs S Ioannou reported;
 - i the spread sheets are being reworked for the allotment holders
 - ii the draft tenancy agreements need to be approved by the RDC
 - iii One or two plots are presently available to let
 - iv The gardener is to rotovate soon
 - v The Clerk to contact Jamie Micklefield for a supply of manure.
 - vi Caretaker to produce new signs for all allotments.
- ii Agreed the necessity to define the Memorial Hall work/workers/responsibilities separately from the SPC. The SPC use of the Memorial Hall to be an Agenda item.

285 ^{16/17} **Website/Newsletter:**

- i The Clerk received the Webmaster, Mr B Crix contact details and will speak with him re: working together to produce the SPC required information.
- ii Transparency to be further discussed.

- 286** ^{16/17} **Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*
Items: the Committee Structure – The Clerk raised ‘Dispensations’ and ‘Training from the EALC’ – Clerk to research rules on amalgamation of Parishes

287 ^{16/17} **The next Stambridge Parish Council Meeting**

Agreed: **TUESDAY 6th DECEMBER 2016**
to be held at Stambridge Memorial Hall, Stambridge Road, SS4

There being no further business the chairman closed the meeting at 9.20 pm.

1st December 2016.

B Summerfield.
Stambridge Parish Council Clerk.