



MINUTES

OF THE MEETING OF THE STAMBRIDGE PARISH COUNCIL HELD AT THE STAMBRIDGE MEMORIAL HALL ON TUESDAY 3rd JANUARY 2017 at 7.30 pm.

309 16/17 To Record the Members Present:

7.36 pm.

Councillor Mr G Ioannou (Chairman).
Parish Councillors: Mrs P Holmes and Mr P Shaw.
Ward Councillor Mrs L Shaw.
Members of the Public: None.
The Parish Clerk Mr B. Summerfield.

310 16/17 Chairman's opening remarks.

The Chairman welcomed all persons attending the Meeting and made safety announcements for the Memorial Hall.

311 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 Mr D Nelson (unwell), Ward Councillor Mr N Cooper, Members of the public Mrs J Gooding and Mr G Hunter.

312 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.**

313 16/17 Public Recording of Meetings (Openness of Local Government Bodies Regulations 2015)

For Councillors information:

- i Councillors and the public may make a record of a meeting of the Parish Council by any media device capable of recording sound and image.
- ii Councillors and the public's use of any media device, may not disrupt or distract the meeting by any mechanical noise, audio noise, oral commentary, light emissions or the movement or repositioning of visual recording devices.
- iii The Chairman of the meeting will ask any member of the public who disregards the above to refrain from using the media device and where appropriate to leave the meeting.

314 16/17 Public Questions:

(Specifically, for Guest Speakers, visiting Ward/County Councillors and questions from members of the public).

Ward Councillor Mrs L Shaw reported: her campaign to promote the road safety of children by purchasing self-adhesive, reflective, smiley face badges in different colour's that can be stuck on to school bags or other suitable apparel so that the school kids can be seen in the dark – is chasing the RDC for support, possible financing and speaking with local schools to get feedback/support for the idea!

315 16/17 To Receive the Minutes of the Meeting of 6th December 2016.

The Minutes were read and were Resolved to be agreed.
Proposed by Councillors: Mr P Shaw, seconded by Mrs P Holmes and agreed by all.
The Chairman duly signed the Minutes as a correct record.

316 16/17 Matters Arising from the Minutes (not on the Agenda)

- i (Minute 296/ii) The Committee Structure
To the next Agenda.
- ii (Minute 296/iii) Training from the EALC.
The Clerk will chase for an update from the EALC re: pre-xmas emailed booking.
- iii (Minute 303/ii) ID badges for Councillors and Clerk.
The Chairman reported the badges are being progressed from the RDC.
- iv (Minute 306) Costs of Microsoft 365/iPad/iCloud access
The Chairman reported the 365 cost would be £9-80 per councillor and £3-60 for all others, per month Word, Publisher EXEL, etc. are part of the package as well as free emails.
- v (Minute 306) Councillors:@stambridgepc.co.uk email addresses.
The Chairman's progress report: to the next Agenda.

317 ^{16/17} Finance

A Precept 2017-2018:

- i Information from the EALC re: no Government capping of Parish Councils for 2017-2018 was noted.
- ii The RDC Information re: Precept grant allocations for 2017-2018 were recorded.
- iii Financial information from the Clerk re:
 - i The Clerk's breakdown of the collective costs up to 31st March 2017 was discussed and agreed @ £6,321 the approximated residual reserves, excluding the police fishing grant @ £8,476-00.
 - ii The precept budget 2017-2018 was discussed, adjusted, modified and Mem/H items moved out of the SPC budget and new corresponding grants, costs and items added.
 - iii After an in-depth discussion:
Resolved the precept demand on the Rochford District Council for 2017-2018 is £30,000.
- iv
 - i The Clerk's information from the Internal Auditors and Audit Commission 2014-2016 on the necessary financial separation of the Stambridge Village Hall Trust and the Stambridge Parish Council, was agreed.
 - ii Agreed: the Stambridge Memorial Hall Trust will meet on the 17th January 2017 at 7pm to progress the separation.
 - iii Memorial Hall Trust Clerk, Mrs S Ioannou will email all members with the agenda prior to the meeting.

B GENERAL FINANCES:

- i
 - i The presented SPC Financial Statement ending December 2016 was recorded.
 - ii Balances checked against Bank Statements by Councillors: Mrs P Holmes and Mr P Shaw.
- ii A letter from the SPC transferring the Gov Transparency Grant @ £1,844-18 from the Community account to the Business Premium account was co-signed, as agreed and recorded.
- iii An Invoice December 2016 from Cllr Mr G Ioannou re: 2016 Newsletter payments @ £517-00 was recorded.
- iv An Invoice January 2017 from the Clerk Mr B Summerfield re: Salary Dec/Jan @ £668-00 was recorded.
- v An Invoice December 2016 from Mrs S Ioannou re: Salary including underpaid amounts up to December 2016 @ (Confidential) and Memorial Hall expenses @ £986-35.
- vi An Invoice January 2017 from the Clerk Mr B Summerfield re: CCTV signs @ £to the next agenda
- vii An Invoice December 2016 from SLCC re: Joint (Paglesham and Sutton) annual membership @ £139-00 was recorded.
- viii An Invoice December 2016 from Upminster Containers Ltd re: overdue account @ £101.30 (the Clerk will investigate).
- ix An Invoice December 2016 from RCCE re: Annual Subscription @ £66-00 was recorded.
- x An Invoice December 2016 from Mr P Perkins re: Memorial Hall work @ £ 130-00 was recorded.
- xi The payment 567 December 2016 to ROSPA re: Invoice Play Area inspection @ £ 79-80 was recorded.
- xii The payment 568 December 2016 to PKF Littlejohn re: Annual Audit 2015-2016 @ £240-00 was recorded.
- xiii The payment 569 December 2016 to B Summerfield re: Salary November to date £ 826-94 was recorded.
- xiv The payment 570 December 2016 to Mrs S Ioannou re: Salary November @ (Confidential) was recorded.
- xv The payment 571 December 2016 to A J Garden & Landscapes re: Rotavating allotments - Cancelled was recorded.
- xvi The reissued payment 572 December 2016 to A Gull (A J Garden & Landscapes) re: allotments @ £480-00 was recorded.
- xvii The 1&1 website monthly account @ £11-99 and annual quarterly storage @ £53-89 to the next Agenda.
Clerk to investigate!
- xviii The Chairman reported that the Barclays Bank Mandate forms are in progress!
- xix The discussed Barclays Bank Debit Cards are 'put in hold' in favour of opening accounts with B&Q and an online stationery supplier. Clerk to arrange!
- xx The SPC use of the Memorial Hall was discussed under the PRECEPT and any charges will be agreed by the Trustees.
- xxi Resolved: all above payments, actions, the Precept 2017-2018, the monthly financial statements, transfers, grants and countersigned cheques, etc. etc.
Proposed by Councillors: Mr G Ioannou, seconded by Mr P Shaw and agreed by all.

318 ^{16/17} Planning

Councillor Mr G Ioannou declared an interest as the Ward Councillor sitting on the RDC Planning Committee.

Councillor Mr P Shaw was agreed as Chairman for this single item.

Application no 16/01006/FUL 35, Cagefield Road, Stambridge, Rochford SS4 2BE.
(Outbuilding to Rear) - Stambridge Parish Council approved.

319 ^{16/17} Correspondence:

Letters/emails, Publications and Bundles were read to the Council and placed on the table.

320 ^{16/17} Stambridge Memorial Hall

- i The printed Guidance on the relationship between the SPC and the Memorial Hall Sole Trustees was recorded.
- ii
 - i The Chairman reported the costs of the remedial work of the leaking roof will be included in the CIF Grant @ £20,000-00 for replacement roof costs.
 - ii The Chairman stated that the work on the roof is to be started in February 2017.
 - iii The Council requested that the 'Start Date' to be notified by the contractors.
N.B. Clerk advises that, an up to date estimate from the roof repair contractors is required before the start date as the original estimates were dated 2014!
- iii Notices of CCTV coverage, 'in clear view' inside and outside the hall will be supplied by the Clerk, together with a copy of the Data Protection Certificate for any enquiries from hall users.

321 16/17 Allotments:

- i The allotments holders New Year get-together.
The 'get together' was discussed and agreed as Friday 24th February 2017 in the Memorial Hall at 8 pm.
- ii The Chairman reported:
 - i that the new draft tenancy agreements were nearing completion and a copy will be forwarded to Councillors for approval before issuing to the allotment tenants.
 - ii The allotments are running at a loss and it was agreed that the present plot renting costs must rise over a period of years to meet the present losses (increasing land lease costs and other water and maintenance rises).
 - iii After discussion it was agreed the rise this year will be £15 from £50 per annum to £65 per annum and will rise by a similar amount year on year, for three years
 - iv Manure supply will be further chased by the Chairman.

10 p.m.: The Chairman requested the further continuation of discussions by 15 minutes; Resolved.

322 16/17 Highways and Public footpaths

- i Public FP overgrowth identification has been received by email from Mr H Dimmock, an allotment holder. Agreed the Clerk to respond and forward the complaint to the ECC footpath representatives.
- ii The Chairman reported the 'Warning signage' on the Stambridge Road re: 'pre-school' awareness will happen this year.
- iii Cllr Mr P Shaw reported on the recent Speed Watch work on the Stambridge Road and the continuing monitoring. He will further forward to the Speed Watch co-ordinator, the SPC concerns of speeding in the hazard areas.

323 16/17 Streetlighting:

The Chairman's report: a list of the lights in Stambridge to the next Agenda.

324 16/17 Website/Newsletter/Notices:

The Clerk reported all up to date.

325 16/17 Next Agenda Items from Councillors. *for next Agenda and exchange of information only.*

Items: None

326 16/17 The Stambridge Memorial Hall Trustees Meeting

Agreed: **TUESDAY 17th January 2017 at 7 pm**
to be held at Stambridge Memorial Hall, Stambridge Road, SS4

327 16/17 The next Stambridge Parish Council Meeting

Agreed: **TUESDAY 7th FEBRUARY 2017.**
to be held at Stambridge Memorial Hall, Stambridge Road, SS4

There being no further business the Chairman closed the meeting at 10.15pm.

2nd February 2017.

B Summerfield.
Stambridge Parish Council Clerk.