



# MINUTES

**OF THE MEETING OF THE STAMBRIDGE PARISH COUNCIL  
HELD AT THE STAMBRIDGE MEMORIAL HALL  
ON TUESDAY 6<sup>th</sup> DECEMBER 2016  
at 7.30 pm.**

**288** 16/17 **To Record the Members Present:**

7.32 pm.

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

**289** 16/17 **Chairman's opening remarks.**

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

**290** 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 (moving house).

**291** 16/17 **Dispensations** (relevant provision is s.33 of the Localism Act 2011)

- i Resolved: the Stambridge Parish Council empowered the Clerk, Mr B Summerfield to receive requests from individual councillors for dispensations under s.33 of the Localism Act 2011.  
Proposed by Councillors: Mr G Ioannou, seconded by Mr P Shaw and agreed by all.
- ii All Councillors present requested dispensations for their dual roles as Tax payers and Trustees of the Stambridge Memorial Hall for a term of four years.
- iii The Clerk signed their dispensation request forms.

**292** 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.**

**293** 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.

**294** 16/17 **Public Questions:**

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

- i Ward Councillors: None.
- ii The Public: None.
- iii The Clerk reported that the statements/questions raised under this item, are recorded in the Minutes in a shortened form. 'Adjournment' contents are not recorded.

**295** 16/17 **To Receive the Minutes of the Extraordinary Meeting of 15 November 2016.**

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

**296** 16/17 **Matters Arising from the Minutes** (not on the Agenda)

- i (Minute 278/i) The allotments holders Xmas get-together.  
Agreed cancelled until the New Year - next Agenda.
- ii (Minute 286) The Committee Structure  
To the next Agenda.
- iii (Minute 286) Training from the EALC and Vacancies for New Councillors.
  - i Councillors Mrs P Holmes and Mr P Shaw will attend a condensed 'Chairman's training session' on Saturday 4<sup>th</sup> February 2017 The Clerk to book the above!
  - ii Agreed: a visit by Joy Darby, EALC for a training session for new Councillors to be arranged when the SPC is up to strength.

iii New Councillors:

Councillors notified that two persons have expressed an interest in becoming a councillor.

From the Chairman: Mrs J Gooding and from Councillor Mrs P Holmes: a Mr Garry.....?

iv (Minute 286) Gov requirements on amalgamation of Parishes.

The Chairman reported, Paglesham Parish Councillors value their independence.

**297** 16/17 Adjournment:

The Chairman called an adjournment at 8.26pm and the meeting resumed at 8.58 pm.

**298** 16/17 Finance

- i i The Clerk presented an SPC Financial Statement ending 5<sup>th</sup> December 2016 as the new format for the presentation of SPC and public accounts.
- ii The above balances were checked against Bank Statements by two Councillors: Mrs P Holmes and Mr P Shaw.
- ii Resolved: to receive invoices for payment up to 6<sup>th</sup> December 2016 as a 'on off', to aid the new clerk. Proposed by Councillors: Mr G Ioannou, seconded by Mr P Shaw and agreed by all.
- iii The receipt of November 2016 from the EALC re: the Gov Transparency Grant @ £1,844-18 was recorded.
- iv An Invoice November 2016 from PKF Littlejohn re: Annual Audit 2015-2016 @ £240-00 was recorded.
- v An Invoice November 2016 from(ROSPA) re: Invoice Play Area inspection @ £ 79-80 was recorded.
- vi An Invoice November 2016 from (PKF Littlejohn) re: Invoice Annual Audit 2015-2016 @ £ 240-00 was recorded.
- vii An Invoice November 2016 from (B Summerfield) re: Salary November to date – 68 x £12.161 £ 826-94 was recorded.
- viii An Invoice November 2016 from (Mrs S Ioannou) re: Salary November @ (Confidential) was recorded.
- ix An Invoice November 2016 from (A J Garden & Landscapes) re: Rotavating allotments @ £ 480-00 was recorded.
- x The reissued payment 15/11/16 (558) to Essex Driveways (557 lost) @ £600-00 was recorded.
- xi i The payment 10/10/16 (560) to Mr K Bench - Caretaker @ £1,120-00 was recorded.  
ii The Chairman reported that the costs are split 50/50 between the SPC and Mem/H Trust.
- xii The payment 10/10/16 (561) to Essex/Suffolk – Mem/H water @ £235-00 was recorded.
- xiii The payment 10/10/16 (562) to Rochford DC @ £1,831-20 was recorded.
- xiv The payment 8/11/16 (563) to AJ Garden/Landscape – allots/communal areas @ £85-00 was recorded.
- xv The payment 10/11/16 (564) to Mrs S Ioannou Salary (Sept) and Mem/Hall invoices @ (Confidential) was recorded.
- xvi The payment 10/11/16 (565) to Mrs S Ioannou Salary (Oct) and Mem/Hall invoices @ (Confidential) was recorded.
- xvii The payment 10/11/16 (566) to Mr K Bench - Caretaker @ £120-00 was recorded.
- xviii To record the D/D notification of November 2016 from BT @ 76-10 was recorded.
- xix The SPC/Memorial Hall payment authorisation papers November to be co-signed at the next meeting.
- xx The Annual Audit Return 2015-2016 and Notices.  
i Resolved: The above document was updated following PKF Auditors advice on items 3/4 and co-signed by the Chairman and Clerk.  
Proposed by Councillors: Mrs P Holmes, seconded by Mr P Shaw and agreed by all.  
ii Copies of the document will, together with the notice of conclusion of the Audit, be displayed on the notice boards and website.
- xxi The 1&1 website monthly account @ £11-99 and annual quarterly storage @ £53-89.  
To the next Agenda
- xxii Salary confidentiality.  
i The Clerk reported that the advice received from the EALC was:  
i total financial transparency was the absolute requirement for a Parish Council  
ii some councils go along with their Clerk's requests for confidentiality in respect of their Salaries.  
ii Resolved: the Stambridge PC will respect the request from Mrs S Ioannou that her salary remains confidential.  
Proposed by Councillors: Mrs P Holmes, seconded by Mr P Shaw and agreed by all.
- xxiii Barclays Bank Mandate forms:  
The Chairman reported the mandate should be finalised later this week.
- xxiv Barclays Bank Debit Card for Parish Councils  
The Chairman reported that a debit card is available for the SPC account, a next Agenda item.
- xxv The £20,000 CIF grant from the ECC.  
i The Clerk reported that the grant is available up to March 2017.  
ii Agreed: the Clerk to research the CIF rules re: availability of the grant outside the March 2017 date.
- xxvi Recent CIF 2016 applications:  
The Clerk reported none from the SPC.
- xxvii The SPC use of the Memorial Hall.  
Agreed; the Memorial Hall trustees to decide the charges for the use of the hall and office!
- xxviii Memorial Hall insurance  
The Chairman agreed: the M/H is covered under the M/H Trustees insurance.
- xxix **Resolved:** all above payments, actions, the monthly financial statements, transfers, grants and countersigned cheques, etc.  
Proposed by Councillors: Mr G Ioannou, seconded by Mrs P Holmes and agreed by all.

## **299** 16/17 **Planning**

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

Application no 16/01064/COU Little Stambridge Hall, Little Stambridge Hall Lane, Stambridge, Essex. SS4 1EW (Change of Use of Redundant Farm Buildings to Commercial Uses B1 (Business) B2 (General Industry) and B8 (Storage or Equestrian Uses) – The Stambridge Parish Council approve.

## **300** 16/17 **Correspondence:**

- i An e/letter November 2016 from RDC re: Networking Event 10am Friday 6<sup>th</sup> December 2016 was recorded. The Clerk will forward the Agenda to all when available
- ii An e/letter November 2016 from The Pension regulator re: Are you up to date, was recorded
- iii An e/letter November 2016 from RDC re: Air quality Consultation was recorded. Contact numbers/email addresses: [www.essexair.org](http://www.essexair.org), Survey at [www.rochford.gov.uk/airquality](http://www.rochford.gov.uk/airquality). 01702 318049 RDC's Martin Howlett .
- iv An e/letter December 2016 from RDC re: the Electoral Register was recorded.
- v Notification November 2016 from the Chairman re: the resignation of Councillor Mrs D Vanderson was recorded.
- vi The Clerk reported on e/letters and publications November 2016 re: Casual Vacancies, Declaration of Interests and RDC website updates were recorded
- vii The Good Councillors Guide, November 2016 was emailed to all councillors and was recorded.
- viii Letters/emails, Publications and Bundles: Making the Links, Fieldwork, Bus timetables, Essex Area Forum, etc. placed on the table.

## **301** 16/17 **Stambridge Memorial Hall and grounds.**

- i The Memorial Hall Clerk's (Mrs S Ioannou) report to the next Agenda.
- ii The M/H Trust Steering committee report re: lottery grant application, etc. etc to meet on the 10<sup>th</sup> January 2017 at 7.30 pm in the Mem/H.
- iii The Chairman reported that the Ladies FB team has folded and the council discussed the winter pitch surfaces.
- iv The Clerk reported that advice from the RDC re: Child protection is the Memorial Hall must have displayed notices of CCTV coverage, in clear view inside and outside the hall. The Clerk agreed to purchase 10 off signs.
- v The Chairman to enquire on the costs of the remedial work of the leaking roof and whether those costs would be included in the CIF Grant replacement roof costs?

## **302** 16/17 **Allotments:**

- i Mrs S Ioannou's report re: the spread sheets, the draft tenancy agreements, caretaker to produce new signs for all allotments, etc. to the next Agenda.
- ii The Chairman will contact and report re: manure supply to the next Agenda.
- iii
  - i The Clerk read an email from an allotment holder re: raised past and present issues.
  - ii After discussing the issues raised the Clerk will respond.

## **303** 16/17 **Highways and Public footpaths**

- i Cllr Mrs P Holmes reported a meeting with the Stambridge S/Works to be arranged in the New Year and the public F/P deviation, has been inspected and reports that FP overgrowth needs to be cut back.
- ii The Chairman reported the ID badges for Councillors and Clerk will be ready in the New Year – warning signage on the Stambridge Road re: 'pre-school' awareness, to be actioned in the New Year – Cllr Mr P Shaw to notify the Speed Watch co-ordinator of the SPC speeding concerns on the Stambridge Road and the monitoring of the hazard areas.

## **304** 16/17 **Streetlighting:**

- i The Chairman will contact the Streetlighting contractors for a list of the lights in Stambridge for the Clerk.
- ii The Chairman reported that the Stambridge lights are programmed to go off at 12 midnight.

## **305** 16/17 **Website/Newsletter:**

- i The Clerk reported re: RDC website updates and SPC website updates.
- ii The Clerk reported the SPC website is following the 'Transparency Rules'.
- iii Councillors reported the publication of the SPC Newsletter is imminent. Agreed; the Chairman's request for re-imburement of the invoices re: the present and past newsletter printing costs (4) to be covered by the SPC. Invoices to be supplied.

## **306** 16/17 **Next Agenda Items from Councillors.**

*for next Agenda and exchange of information only.*

**Items:** The costs of 365/iPad/iCloud access and Councillors (.....@stambridgepc.co.uk) email addresses.

## **307** 16/17 **Private and Confidential:**

- i Employment matters were discussed.
- ii Preparation of cases in legal proceedings were discussed.

**308** 16/17 **The next Stambridge Parish Council Meeting**

Agreed: **TUESDAY 3<sup>rd</sup> JANUARY 2017.**  
to be held at Stambridge Memorial Hall, Stambridge Road, SS4

There being no further business the Chairman closed the meeting at 9.56 pm.

**28<sup>th</sup> December 2016.**

**B Summerfield.**  
**Stambridge Parish Council Clerk.**