



MINUTES

OF THE

ANNUAL GENERAL MEETING OF THE STAMBRIDGE PARISH COUNCIL

HELD AT THE STAMBRIDGE MEMORIAL HALL,

STAMBRIDGE ROAD, SS4 2AR

ON MONDAY 15th MAY 2017.

1 17/18 Election of Chairman for 2017-2018.

7.55.pm.

- i Councillor Mr G Ioannou was nominated for the post of Chairman, proposed by Councillors: Mr D Nelson, seconded by Mrs P Holmes and agreed by all.
- ii Councillor Mr G Ioannou signed the statutory Declaration of Acceptance of Office of Chairman of the Stambridge Parish Council for 2017-2018.

2 17/18 Members and Public present:

Chairman Councillor Mr G Ioannou.
Councillors: Mrs J Gooding, Mrs P Holmes and Mr D Nelson.
Members of the public: Mrs S Ioannou and Mrs C Robshaw.
The Parish Clerk: Mr B Summerfield.

3 17/18 Apologies for absence.

To be received by the Clerk in person via: email, letter and telephone.
Received from Councillor Mr P Shaw (booked meeting) and Ward Councillor Mrs L Shaw (RDC meeting)

4 17/18 The Agreed Minutes of the Meeting of 23rd May 2016.

There were no matters Arising.

5 17/18 To Receive Declarations of Interests:

Councillor Mr G Ioannou declared a Pecuniary Interest in that his wife Mrs S Ioannou is presently employed by the Stambridge Memorial Hall Trust as Clerk.

6 17/18 Election of Vice-chairman.

- i Councillor Mrs P Holmes was nominated for the post of Vice Chairman, proposed by Councillors: Mr G Ioannou, seconded by Mr D Nelson and agreed by all.
- ii Councillor Mrs P Holmes signed the statutory Declaration of Acceptance of Office of Vice Chairman of the Stambridge Parish Council for 2017-2018.

7 17/18 To receive the Agreed Minutes of the AGM of 23rd May 2016.

There were no Matters Arising.

8 17/18 Appointment of Committees

To determine the membership of the Councils Standing Working Committees:

- i Stambridge Memorial Hall: All members of the Stambridge Parish Council.
- ii Human Resources Committee: Councillors: Mrs J Gooding and Mrs P Holmes.
- iii Finance Committee: Councillors Mr P Shaw, Mrs P Holmes and Mr D Nelson.

9 17/18 Appointment of Media representatives:

- i Webmaster:
 - I Mr B Crix has asked to stand down from the post of Web Master but would like to carry on with collating the Newsletter.
 - ii Councillor Mr D Nelson kindly offered to take on the role of Web master and will contact Mr B Crix.
- ii Newsletter: Mr Bernhard Crix has requested help with the proof reading, etc of the newsletters and Councillor Mrs P Holmes volunteered to help.
- iii Facebook and Twitter: Councillor Mr D Nelson.

10 17/18 Appointment of Outside Body representatives:

- i RHALC: Councillor Mrs J Gooding (sub Mr G Ioannou).
- ii Transport: Councillors: Mrs P Holmes (Sub Mr P Shaw).
- iii Stambridge Sewerage treatment Works Councillors: Councillor Mrs J Gooding.
- iv Stambridge Digital Forum: Councillor Mr D Nelson.
- v Footpaths: Councillors: Mrs P Holmes and Mr G Ioannou.

vi EALC: Councillors: Councillors available at the time.

vii Twice yearly Allotment Holders Meetings: Councillors: Chairman Mr G Ioannou and Clerk.

11 17/18 Public Forum: (5 min per person only)

Councillors, Guests, visiting Ward/County Councillors and questions from members of the public.

Mrs C Robshaw kindly volunteered to look after the planters under the Village Sign.

12 17/18 The Council Risk Assessment:

The Risk Assessment was received by all and will be discussed at the next meeting.

13 17/18 Dates and Times of Meetings:

The frequency of meetings 2017-2018 were agreed as monthly meetings with future meeting dates (avoiding District Councillor Meetings), to be agreed.

Councillor Mr G. Ioannou agreed to email to all the next dates available for a full attendance.

14 17/18 To Receive the Minutes of the Meeting of 4th April 2017.

The Minutes were Resolved agreed.

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

The Chairman and Clerk co-signed the Minutes.

15 17/18 To Receive the Minutes of the Finance Meeting of 18th April 2017.

The Minutes were Resolved agreed.

Proposed by Councillors: Mr G Ioannou, seconded by Mrs P Holmes and agreed by all.

The Chairman and Clerk co-signed the Minutes.

16 17/18 Matters Arising from both Minutes (not on the Agenda)

i (Minute 378/ii)

365: 'Microsoft Intune'

Councillor Mr G Ioannou reported information on a discount for the SPC, via the RDC, is awaited.

ii (Minute 378/iv)

M/H roof work progress information to the CIF.

The Clerk reported his CIF correspondence and completed claim form for the 50% invoiced payment.

iii (Minute 378/v)

Memorial Hall insurance dispute query

The Clerk read to the Council the emailed response from Came & Co, awaiting news from the Insurers.

iv (Minute 380/ii)

Fund Raising Brain Storm

Councillors agreed with Councillor Mr D Nelson that a Fund Raising Committee be set up of all Councillors

v (Minute 380/iii)

Bus shelter replacement.

The Clerk reported that he had noticed that the shelter base was not large enough and sent a design to Mr Peter Perkins who has agreed to build the base. The Council agreed the colour of the new shelter as Moss Green.

vi (Minute 384/iv)

Annual Produce Show

The Council agreed to invite the allotment holders to take part with a stall in the 22nd July Stambridge Parish Fete.

Agreed a prize for the best produce from the SPC.

vii (Minute 388)

Containers.

To the next Agenda.

17 17/18 Finance

i i The SPC Financial Statements ending April 2017 (Appendix) were recorded.

ii Matters arising from the Clerk's Contract, was delegated to the HR Committee.

iii Community Account and Business Account balances were checked against Bank Statements by Councillors: Mrs J Gooding and Mrs P Holmes.

ii The Clerk's report on the Annual Audit progress and Annual Return from the Audit Commission for 2016-2017 was recorded.

iii The Clerk's report on the 2016-2017 VAT claim @ £2,069-95, was recorded.

iv The Clerk's report on the 2017-2018 HMRC setup for PAYE-RTI was recorded.

v The May 2017 update to the excel 2017-2018 Budgeted running costs print was circulated and agreed.

vi Councillor Mr G Ioannou kindly declined the payment of £19.75 for his payment of 5 ID cards.

vii An expected Invoice May 2017 from the RDC re: grounds maintenance by Green Gateways Ltd has not been received.

viii Resolved: all above payments, actions, financial statements, transfers, grants, countersigned cheques, etc, etc.

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

18 17/18 Planning:

Planning application no. 17/00342/FUL The Old Rectory, Apton Hall Road, Stambridge, Essex.

(Replacement Garage) – The Stambridge Parish Council support.

19 17/18 Correspondence:

i The content of an e/letter from a resident was discussed.

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

20 ^{17/18} **Allotments:**

i The Chairman reported:

i All the outstanding April 2017 Tenancy Agreements, were now received, except for one.

ii The above outstanding signed agreement and payment, has now been received, outside the required time limit.

iii The Clerk will forward the letter from the allotment holder in question, for discussion at the next meeting

ii The proposed handover date of allotment responsibility to the Clerk, is the end of May 2017.

21 ^{17/18} **Highways and Public footpaths**

Councillors reported PROW Signs are the responsibility of the RDC, Councillor Mr G Ioannou is the LHP representative for the RDC.

22 ^{17/18} **Streetlighting:**

The Clerk reported that the contractors have carried out the renumbering of the Streetlights on Stambridge Road and have serviced the listed streetlights, as requested.

23 ^{17/18} **Notices and Website**

The Clerk is updating all information for the website.

24 ^{17/18} **Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*

Items: Bicycle Stands at the Mem Hall, Invoice to the MHT of 14th March 2017.

25 ^{17/18} **The next Stambridge Parish Council Meeting:**

As discussed it was agreed that the Ward Councillor members of the SPC will look at their diaries to suggest the best days that do not clash with the RDC, for future meetings of the SPC.

TBA JUNE 2017.

at Stambridge Memorial Hall, Stambridge Road, SS4 2AR at 7.30pm.

26 ^{17/18} **The next:**

Annual Stambridge Parish Assembly and Annual General Council Meetings:

To be agreed: to be held on TBA MAY 2018.

at Stambridge Memorial Hall, Stambridge Road, SS4 2AR at 7.30pm.

There being no further business the Chairman closed the meeting at 9.39 pm.

1st June 2017.

B Summerfield, Stambridge Parish Council Clerk.