**MINUTESDRAFT**

**THE ANNUAL GENERAL MEETING OF THE STAMBRIDGE PARISH COUNCIL**

**HELD AT STAMBRIDGE MEMORIAL HALL, STAMBRIDGE ROAD, ROCHFORD. SS4 2AR.**

**at 7.26 pm on WEDNESDAY 30th MAY 2018.**

**1 18/19. Election of Chairman for 2018-2019.**

i Councillor Mr G Ioannou was nominated for the post of Chairman 2018-2019 by Councillor Mrs P Holmes, seconded

by Councillor Mrs J Gooding.

ii Councillor Mr G Ioannou signed the statutory Declaration of Acceptance of Office.

**2 18/19. To Record the Members Present:**

Chairman Councillor Mr G Ioannou

Councillors: Mrs S Bush, Mrs J Gooding, Mrs P Holmes and Mr P Shaw.

Ward Councillor: None.

Members of the public: None.

The Parish Clerk: Mr B Summerfield.

**3 18/19. Chairman's opening remarks.**

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

**4 18/19. Apologies and reasons for absence:**

To be received by the Clerk in person via: email, letter and telephone.

Ward Councillor Mrs L Shaw.

**5 18/19. To Receive Declarations of Interests:**

i To receive all declarations of interests:

ii The Chairman declared a Pecuniary interest as the husband of Mrs S Ioannou the Memorial Hall Trust Manager.

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

**6 18/19. To receive the Agreed Minutes of the AGM of 15th May 2017.**

There were no Matters Arising from the Noted Agreed Minutes.

**7 18/19. Election of Vice-chairman.**

i Councillor Mr P Shaw was nominated for the post of Vice Chairman 2018-2019 by Councillor Mrs P Holmes, seconded

by Councillor Mr G Ioannou.

ii Councillor Mr P Shaw signed the statutory Declaration of Acceptance of Office.

8 18/19. Public Forum: ( 5 min per person only )

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

None.

9 18/19. Appointment of Committees

To determine the membership of the Councils Standing Working Committees:

i The Sole Trustee Committee: All councillors are members.

ii The Human Resources Committee: (2) Councillors: Mrs P Holmes and Mrs J Gooding.

iii The Finance Committee: (3) Councillors: Mrs S Bush, Mrs P Holmes and Mr P Shaw.

10 18/19. Appointment of Media Representatives:

i Webmaster: The Clerk.

ii Newsletter: (3) Councillors: Mrs S Bush, Mr G Ioannou and Mrs P Holmes.

iii Facebook and Twitter: (3) Councillors: Mr G Ioannou, Mrs J Gooding and Mrs L Shaw.

11 18/19. Appointment of Outside Body representatives:

i RHALC: (1) Councillors: Mr P Shaw (Sub) Mrs P Holmes.

ii Transport: (1) Councillors: Mrs J Gooding (Sub) Mrs S Bush.

iii Stambridge Sewage Works: (2) Councillors: Mrs S Bush and Mrs P Holmes.

iv Footpaths: (3) Councillors: Mrs S Bush, Mrs P Holmes and Mrs J Gooding.

v EALC: (3) Councillors: Mr G Ioannou, Mrs P Holmes and Mrs J Gooding.

vi Police liaison: (3) Councillors: Mrs S Bush, Mrs P Holmes and Mrs J Gooding.

vii Heritage: Research working party (the Stambridge Well): All councillors.

12 18/19. The Data Protection Act/General Data Protection Regulations

i The Clerk reported the GDPR came into force on 25th May 2018.

ii To comply with the law the Clerk has placed on the website the GDPR regulations.

A Privacy notice and the Staff notice are on the website for public use.

iii The Clerk is putting together a Policy list for the SPC, of the GDPR requirements.

iv The CCTV requirements will be forwarded to the management committee Clerk.

13 18/19. Standing Orders: (as circulated)

After discussion it was agreed to carry on the existing Standing Orders (2014) but they are to be updated as necessary

when the Sole Trustee, Sole Trustee Committee and SCCMC are fully set up!

14 18/19. Financial Regulations: (as circulated)

After discussion it was agreed to carry on the existing Financial Regulations (Feb 2018) but they are to be updated

as necessary when the Sole Trustee, Sole Trustee Committee and SCCMC are fully set up!

15 18/19. Insurance and Assets: (as circulated)

i The Insurance quotation for 2018-2019 was agreed: One year @ £411-00 with Came and Co, allowing research into

other competitive Insurance quotations for the SPC for 2019-2020.

ii The Assets list was brought up to date.

16 18/19. The Council Risk Assessment: (as circulated)

was agreed to be regularly updated.

17 18/19. The Complaints Procedure: (as circulated)

was agreed

18 18/19. Freedom of Information Act: (as circulated)

was agreed:

19 18/19. Dates and Times of Meetings:

The provisional/draft meetings 2018-2019 list was discussed.

20 18/19. To Receive the Minutes of the Meeting of 26th April 2018.

i The Minutes were Resolved agreed.

Proposed by Councillors: Mr P Shaw, seconded by Mrs S Bush and agreed by all.

The Chairman signed the Minutes as a true record.

ii After discussion it was agreed that the Clerk will issue the Draft Minutes within the prescribed time (Transparency)

with the work to be carried out by Councillors highlighted and the Clerk’s ‘work to be carried out’ (the Clerk’s Report)

to be also highlighted on the Draft.

**21 18/19. Matters Arising from the Minutes:** (Not on the Agenda)

Items: None.

**22 18/19 Finance**

i i The SPC Financial Statements ending/beginning 16th May 2018 were recorded.

ii The above balances were checked against Bank Statements by Cllrs: Mrs P Holmes and Mrs S Bush.

ii i Resolved: Section One; Annual Governance Statement of the Annual Return (AGAR) 2017-2018 was co-signed.

ii Resolved: Section Two; Accounting Statement of the Annual Return (AGAR) 2017-2018 was agreed and co-signed.

iii The notification from Barclays Bank on the closure of the Current account and transfer to the Metro Bank was recorded.

iv A letter to Barclays Bank cancelling the Barclays Business Account was agreed, co-signed and recorded.

v A letter to Metro Bank authorising the transfer of the ringfenced £1,907-21 to the Metro Business Account was recorded.

vi The Clerk’s Excel (to date) nett running costs spreadsheet was circulated and recorded.

vii The latest ‘to date’ invoices as per Appendix above:

i An Invoice May 2018 from B Summerfield re: Salary payment (May inclusive) @ £505-20 was recorded.

ii To agree the payment of May 2018 to HMRC re: the month of May @ £33-80 was recorded.

iii An Invoice May 2018 from Came & company re: Annual Insurance 2018-2019 @ £411-00 was recorded

iv An Invoice April 2018 from Mr Pitts re: allotment green maintenance @ £25-00 was recorded.

v An Invoice April 2018 from Mr Bowen re: removal of a fallen willow from the allotments @ £120-00 was recorded.

vi An Invoice May 2018 from B Summerfield re; Green Cell battery for the SPC laptop @ £47-00 was recorded.

vii A reissued payment May 2018 to Little Hall Farms Ltd re: Allotment lease 2018-2019 @ £1,000-00 was recorded.

viii An Invoice May 2018 from B Summerfield re: Disc Padlocks x 5 and chain @ £40-95 was recorded.

ix An Invoice May 2018 from W&H (Romac) Ltd re: 5 streetlights repairs @ £314-53 was recorded.

x An Invoice May 2018 from B Summerfield re: Apollo Weed Control fabric @ £29-99 was recorded.

viii i Resolved; the Clerk’s request for his Salary to be paid by monthly Standing Order was discussed and agreed,

subject to a Clerk’s time sheet, being kept for monthly signature.

Proposed by Councillors: Mrs P Holmes, seconded by Mrs J Gooding and agreed by all.

ii A letter to Metro Bank authorising a monthly salary payment to the Parish Clerk on the 7th of each month

@ £590-42 starting from 7th July 2018 was agreed, co-signed and recorded.

iii The Clerk’s time sheet to start from the 31st May 2018.

ix The Chairman reported re: BT cost reduction of the present contract, in process.

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

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

**23 18/19. Planning**

i Application no 18/00388/FUL Little Hall Farms Ltd, Poultry House, Little Stambridge Hall Farm, Little Stambridge Hall Lane

(Change of Use of Existing Agricultural buildings to a Flexible Business Use) – Stambridge Parish Council have no objection.

ii Application no 18/00339/LDC Aldersbrook, 1, Stewards Elm Farm Lane, Stambridge SS4 2BB.

(Application for a Lawful Development Certificate for a Proposed Use of a Loft Conversion and Single Storey

Rear Extension) – Stambridge Parish Council have no objection.

**24 18/19. Correspondence:**

i E/mail correspondence April 2018 re: Cancellation of 1&1 an Metro Bank account transfer document update: Noted.

ii Letters/emails, RDC/EALC/Gov. Circulars, Publications and Bundles: etc, etc: placed on the table.

**25 18/19. Allotments**:

i The Clerk reported on items/services required for maintenance:

Crime no for ‘break in’ (42/62391/18) of 6/5/18 – Plots 12/14/23 and 3b are presently for hire – the peripheral grass needs to be cut – 3 black RDC bins are full of earth and need emptying – the willow branches overhanging plot 13

need to be cut back – plot 14 surface weeds need to be cut back and covered with weed fabric.

ii Councillor Mr P Shaw is obtaining a price for the front hedge plants.

iii After general discussion on the above details the Clerk stated he was happy to continue with the maintenance.

**26 18/19. Highways and Public footpaths**

i The Clerk reported the refurbishment of the two entry signs to Great Stambridge Village, are actioned.

ii The Clerk reported the latest letter to the owner of the leylandii trees in Stambridge Village.

The SPC request and quotations for the work post the nesting season were discussed.

iii The Clerk reported the bus shelter outside the Memorial Hall has been restored.

iv Councillors further discussed the speeding problems through the Stambridge Village and the accident outside the Old Police House, Stambridge Road. (incident no.1039).

v Councillor Mr G Ioannou is to organise a petition for all residents of Stambridge, to be presented to the LHP.

**27 18/19. Streetlighting:**

i i The Clerk reported the 5 actioned unserviceable Streetlights have been repaired

ii Clerk to investigate the U/S connections for the Streetlight outside the Memorial Hall.

ii Councillor reports: None.

**28 18/19. Next Agenda Items from Councillors. *for next Agenda and exchange of information only.***

Items: The Clerk will bring forward the other SPC policies on the website, that need to be discussed.

**29 18/19. Stambridge Finance Committee Meeting: at 730 p.m.**

**Agreed to put on hold until required: ? June 2018**

**at the Stambridge Memorial Hall, Stambridge Road, SS4 2AR**

**30 18/19. The next Stambridge Parish Council Meeting:**

**Agreed: 21st June 2018**

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

**31 18/19. The date of the next Stambridge Parish Council’s Sole Trustee Meeting:**

**Agreed: 21st June 2018**

**at the Stambridge Memorial Hall, Stambridge Road, SS4 2AR at 7.00 pm.**

**There being no further business the Chairman closed the meeting at 9.10 pm.**

**15th June 2018. Barry Summerfield, Stambridge Parish Council Clerk/RFO.**