

MINUTES **DRAFT**

OF THE ANNUAL GENERAL MEETING OF THE STAMBRIDGE PARISH COUNCIL

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

at 7.30 pm on THURSDAY 16th MAY 2019.

1 19/20. Election of Chairman for 2019-2020.

- i Councillors: Mr G Ioannou and Mr P Shaw were nominated for the post of Chairman.
- ii Councillor Mr G Ioannou received the majority of votes and was elected Chairman for 2019-2020.
- iii The Chairman signed the statutory Declaration of Acceptance of Office.

2 19/20. Elected Councillors:

- i The elected councillors signed their Statutory Declaration of Acceptance of Office.
- ii The elected councillors received their Declarations of Interests Forms (28 days).

3 19/20. Election of Vice-chairman.

- i Councillor Mr P Shaw was nominated for the post of Vice Chairman 2019-2020 by Councillor Mrs J Gooding, seconded by Councillor Mr G Ioannou.
- ii Councillor Mr P Shaw signed the statutory Declaration of Acceptance of Office.

4 19/20. Chairman's opening remarks.

The Chairman thanked all retiring councillors, welcomed all new councillors and made safety announcements for the Memorial Hall.

5 19/20. To Record the Members and Public Present:

Chairman Councillor Mr G Ioannou

Councillors: Mr P Bowen, Mrs N Crane, Mrs J Gooding, Mrs P Holmes, Miss E Lingley and Mr P Shaw.

Ward Councillors: None.

Members of the public: Mrs S Bush.

The Parish Clerk: Mr B Summerfield.

6 19/20. Apologies and reasons for absence:

- i To be received by the Clerk only in person via: email, letter and telephone.
- ii Ward Councillors: Mrs L Shaw and Mr S Wotton

7 19/20. Declarations of Interests

To receive Councillors Declaration of Interests:

- i The Chairman declared a Pecuniary interest as the husband of Mrs S Ioannou the Memorial Hall Trust Manager.
- ii The Chairman reminds Councillors to declare any further interests now and as they became evident to them, during the progress of the meeting.

8 19/20. To resolve the Clerk's Role:

Resolved: the Clerk as the Proper Officer, Responsible Financial Officer and the receiving officer responsible for Dispensations.

Proposed by councillor Mrs J Gooding, seconded by Mr P Shaw and agreed by all.

9 19/20. Dispensations (relevant provision is s.33 of the Localism Act 2011)

The Clerk received all councillors requests for dispensations re: Financial matters as local council tax payers inc: the Precept and as members of the Stambidge Sole Trustee Committee and the Stambidge Community Centre Management Committee.

10 19/20. Public Forum: (5 min per person only)

Councillors, Guests, visiting Ward/County Councillors and questions from members of the public. **None.**

11 19/20. Model Code of Conduct:

Copies were distributed to all. Next Agenda item.

12 19/20. Standing Orders: (as circulated)

Copies were distributed to all. Next Agenda item.

13 19/20. Financial regulations: (as circulated)

Copies were distributed to all. Next Agenda item.

14 19/20. Insurance and Assets:

The Renewal quotations were discussed and Resolved: the Came and Company (Inspire) 3 year LTA @ £356.76.

15 19/20. The Council Risk Assessment: (as circulated)

Copies were distributed to all. Next Agenda item.

16 19/20. The Complaints Procedure:

Copies were distributed to all. Next Agenda item.

- 17** 19/20. **Freedom of Information Act:** (as circulated)
Copies were distributed to all. Next Agenda item.
- 18** 19/20. **The General Data Protection Regulations**
The Clerk reported that he would circulate to all councillors (67 pages). Next Agenda item.
- 19** 19/20. **Dates and Times of Meetings:**
Agreed: the frequency and of meetings 2019-2020.
- 20** 19/20. **Appointment of Committees:** The membership of the Councils Standing Working Committees:
- i The Sole Trustee Committee: (all Council members).
 - ii Clerk to the Sole Trustee Committee: the SPC Clerk offered his services free of charge.
Resolved and proposed by Councillors Mrs J Gooding, seconded by Mr P Shaw and agreed by all.
 - iii The Stambridge Community Centre Management Committee:
Councillors: Mr P Bowen, Mrs N Crane, Mr G Ioannou and Mr P Shaw.
 - iv The Human Resources Committee:
Councillors: Mr P Bowen, Mrs N Crane and Mrs J Gooding.
 - v The Finance Committee:
Councillors: Mr P Bowman (vice Chairman), Mr G Ioannou, Mrs P Holmes and Mr P Shaw (Chairman).
 - v Discover 20-20 Committee. (all Councillors members).
Next meeting agreed to be held at the Royal Oak on 6th June 2019 at 7pm.
- 21** 19/20. **Appointment of Media Representatives:**
- i Webmaster: The Clerk.
 - ii Newsletter: Councillors: Mr G Ioannou and additional councillors.
 - iii Facebook and Twitter, etc: The Clerk to research what can/cannot be published on the mediums.
- 22** 19/20. **Appointment of Outside Body representatives:**
- i RHALC: Councillor representatives.
 - ii Transport: Councillors: Mrs J Gooding and Mrs P Holmes.
 - iii Stambridge Sewage Works: Councillor: Miss E Lingley and Councillor representatives.
 - iv Footpaths: Councillors: Mr P Bowen and Miss E Lingley.
 - v EALC: Councillor representatives.
- 23** 19/20. **To Receive the Minutes of the Meeting of 18th April 2019.**
The Minutes were Resolved agreed.
Proposed by Councillors: Mr P Shaw, seconded by Mrs J Gooding and agreed by all.
The Chairman signed the Minutes as a true record.
- 24** 19/20. **Matters Arising from the Minutes:**
(Minute 243) The Sole Trustee Committee
- i Quotations for Green Maintenance from contractors: not received.
 - ii The Clerk agreed to forward to Councillor Mr P Holmes a copy of the agreement with Green Gateways, for legal advice.
- 25** 19/20. **The Progress Reports on all agreed Councillors/Clerk Actions:**
- | | <u>Actions</u> | <u>Progress</u> | <u>Outcome</u> |
|------|--|-----------------------------------|----------------|
| i | Cllr Mr G Ioannou re: Wishing Well advice from RDC Surveyor, Mr G Duncan. | Not received | |
| ii | Cllr Mr P Shaw reported: 'Discover 20/20' committee 8 th May meeting: | 6 th June next meeting | |
| iii | Agreed: Discover 20-20 Stambridge Fete to be held on 30-31 st June 2020. | Report | |
| iv | New Cllrs responsible for public footpath walks are Mr P Bowen and Miss E Lingley. | To be reported. | |
| v | Cllr Mrs P Holmes re: Fly Zappers for the kitchen from Mr S Ioannou. | To be organised. | |
| vi | Clerk's report re: Stambridge Village entry signs in progress. | To be completed. | |
| vii | Cllr Mr G Ioannou re: Newsletter | In progress | |
| viii | Trust Clerk Mrs S Ioannou supplied a copy of the SCCMC insurance document | Insurance 2019-20 concluded. | |
| ix | Councillor Mr G Ioannou to research detail of a computer fit for the next six years. | In progress | |
| x | Donation to the Mobile Stroke Unit @ £100-00. | Donation on Charity Number. | |
| xi | Cllr Mr G Ioannou re: School willing for children to plant allotment tree whips. | On hold | |
| xii | Tree whips to be transferred to Cllr: Mr P Bowen (Aboriculturist) for assessment. | Report: | |
| xiii | Clerk reported Heras Fencing panels to cover 35 mtrs = 10 panels. (Cllr E Lingley) | Up dates to the Clerk | |
| xiv | The Clerk reported the Village Sign volunteers in receipt of the Risk Assessment: | Current | |
| xv | The Streetlighting Policy and Contractor Agreement. | Next Agenda: | |
- 26** 19/20. **Finance:**
- i
 - i The SPC Metro Financial Statements of 16th May 2019 was recorded.
 - ii The above balances to be checked against Metro Bank Statements by Cllrs: Mr P Shaw and Mrs J Gooding
 - ii
 - i To receive the Chairman/Clerk's report on the idea of the proposed employment of a 'Local Policeman' with costs shared between several local councils was recorded.
 - ii The Clerk will forward to all written information on the above was recorded.
 - iii The Clerk's time sheet (27) for February/March 2019 for 47.5 hours was recorded.

- iv The Clerk's updated Excel running costs for May 2019 was recorded.
- v The Clerk's progress report re: AGAR 2018-2019 and new Internal Auditor was recorded.
- vi A payment from the SCCMC of the SPC/invoice of 20th March 2019 re: shared 2018-2019 BT costs, Vodaphone costs and paid EPFA invoice @ £ 609-88 was not received was recorded.
- vii Came and Company Insurance for 2019-2020 was agreed as a Long Term Agreement @ £356-76 was recorded.
- viii The June HMRC PAYE monthly payment @ £39-80 was recorded.
- ix The payment May 2019 to Little Hall Farms Ltd re: First Part Allotment rent @ £1,000-00 was recorded.
- x **The Council agreed to include the late receipt of the VAT126 payment** and authorised the payment to the SCCMC of the received £1,165-18 was recorded.
- xi 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.

The Chairman proposed the extension of the meeting by half an hour to 10pm. Agreed by all.

27 19/20. Planning consultations:

Ward Councillors: Mr G Ioannou and Mr P Shaw declared a non pecuniary interest in the following planning items and remained to give advice when requested, but did not vote or express an opinion, for or against.

Councillor Miss E Lingley declared a non pecuniary interest in the following planning item.

- i Application no 19/00206/FUL 36, Coombes Grove, Rochford, Essex., SS4 1DX.
(Demolish Garage and Shed, Construct Garden Room)
Stambridge Parish Council approve.
- ii The Council agreed to accept a late Planning application:
No. 19/00385/LBC The Old Post Office, Stambridge Road, Stambridge, SS4 2AX.
(Replace Internal Doors with Three-panel Oak Doors. Replace Unsafe Staircase Bannisters, and make General Repairs to the Floorboards, and Door Frame in Bedroom 4 and Minor Repairs to an Internal Wall Plate).
Stambridge Parish Council approve.

28 19/20. Correspondence:

To receive e/ Letters/emails, RDC/EALC/Gov. Circulars, Publications and Bundles: etc, etc: as placed on the table.

29 19/20. Training:

Councillors requests for training, based on the published/circulated EALC/RDC training programs:

30 19/20. Allotments:

The Clerk reported: 2019-2020 Annual Tenancy contracts: all plots let and four on the waiting list = £1,892-60 plus water and costs of regular green maintenance by the SPC to be found – A local Heras fencing supplier is found but Councillor E Lingley may possibly donate the majority - The whips are to be forwarded to Councillor Mr P Bowen for care – The school may be in a position to plant the whips – Clerk to write to Mr Rankin.

31 19/20. Streetlighting:

To receive the circulated Streetlighting Policy and Contractor Agreement. Next Agenda.

32 19/20. Highways and Public footpaths:

- i The Clerk reported that the proposed England Coastal Path modification off of Public Footpath 7 will be in addition to the existing Public Footpath.
- ii Cllr: Mrs P Holmes will talk with the landowner re: the condition of the footpath behind the allotments.
- iii Essex Highways reported on the Fir Tree problem.

33 19/20. Website:

The website will be further updated with the information from this meeting.
Clerk agreed that future documents to be in the ' pdf format'.

34 19/20. Items from Councillors: *for next Agenda and exchange of information only.*

Items: Internal Auditor – Paths and vegetation.

35 19/20. To agree the date of the next Stambridge Annual Assembly Meeting:

Agreed: TBA MAY 2020.

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

36 19/20. To agree the date of the next Stambridge Annual General Meeting (following the above)

Agreed: TBA MAY 2020.

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

37 19/20. To agree the date of the next Stambridge Parish Council's Sole Trustee Meeting:

Agreed: Wednesday 19th June 2019 at 7.00 p.m.

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

38 ^{19/20}. **To agree the date of the next Stambridge Finance Committee Meeting:** at 7.00 p.m.

Agreed: **Tuesday 25th June 2019**

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

39 ^{19/20}. **To agree the date of the next Stambridge Parish Council Meeting:** at 7.30pm.

Agreed: **Tuesday 25th June 2019**

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

There being no further business the Chairman closed the meeting at 10pm.

DRAFT 2019.

Barry Summerfield, Stambridge Parish Council Clerk/RFO.