



MINUTES



**OF THE MEETING OF THE STAMBRIDGE PARISH COUNCIL
HELD AT THE STAMBRIDGE MEMORIAL HALL
ON TUESDAY 4th APRIL 2017
at 7.30 pm.**

371 16/17 **To Record the Members Present:**

7.30 pm

Councillor Mr G Ioannou (Chairman).

Parish Councillors: Mrs P Holmes, Mr D Nelson and Mr P Shaw.

Member of the Public: None.

The Parish Clerk Mr B. Summerfield.

372 16/17 **Chairman's opening remarks.**

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

373 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:

Councillors: Mrs J Gooding (District business) and Mrs L Shaw (District business).

374 16/17 **Declarations of Interests:** on items on the Agenda.

i **To receive all declarations of interests:** None.

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

375 16/17 **The co-option of a member of the public as a Councillor**

None

376 16/17 **Public Forum:**

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

i Ward Councillor Mr G Ioannou reported re: Microsoft 365: is being set up for Rochford District Council and will be available after the recess in August 2017 – The RDC business contracts are open for future quotations.

ii Councillors: None

iii Members of the Public: None

377 16/17 **To Receive the Minutes of the Meeting of 14th March 2017.**

The Minutes were read and resolved to be agreed.

Proposed by Councillors: Mr D Nelson seconded by Mr P Shaw and agreed by all.

The Chairman duly signed the minutes as a correct record.

378 16/17 **Matters Arising from the Minutes** (not on the Agenda)

i (Minute 357/iii) ID badges for Councillors and Clerk.

i The Chairman reported all councillors have the ID badges except the Clerk.

ii The Clerk will forward a photo to be used in an ID badge.

ii (Minute 357/iv) 365: 'Microsoft Intune'

i Is being set up for Rochford District Council and is available as a trial version – Set up costs are quoted as: £10.95 per councillor and per annum, the Clerk @ £9.35 per annum and Councillors @ £3.38 per annum (read only), including 'Cloud Storage' for data and Outlook, Word, Excel, PowerPoint and OneNote.

ii Dawn Tribe of the RDC to be asked by Councillor Mr G Ioannou to seek information re; a discount for the SPC.

iii Resolved; subject to appraisal of the final costs, 'Microsoft 365 Intune' to be purchased for the SPC and concurrently with the cancellation of the 1&1 Cloud Storage.

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

iii (Minute 357/v) Councillors:@stambridgepc.co.uk email addresses.

Agreed: email addresses to be set up through 1&1.

iv (Minute 360/iii/iii) M/H Jeff Sharp Roof delay letter to the CIF.

i The Clerk reported sending the above to the CIF.

ii The Clerk will telephone/email the CIF, letting them know the tiles are in hand and the roof work is underway.

v (Minute 360/xv) Memorial Hall insurance dispute re: contractors work carried out in late 2014.

The Clerk reported no further response to date.

379 16/17 Stambridge Memorial Hall Trust committee:

Councillors reported: a Fete is proposed - the fishing program is starting on 22nd April - Disability sport is temporarily suspended - the MS Society have said that councillors can use the MS busses.

The MHT constitution is to be reviewed by Councillor/Trustees with representatives from the Football Clubs, Mini - Marvels, etc, etc as additional trustees.

380 16/17 Finance Advisory Committee.

i The Finance committee notes and recommendations to the SPC, from the meeting of the 23rd March 2017 were sent to all Councillors by email.

ii 'Fund Raising Brain Storm' to the next Agenda.

iii Resolved: the destroyed bus shelter renewal order to be sent off by the Clerk.

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

iv The Chairman requested the identity of the Vodaphone contract number.

381 16/17 Finance

i i The SPC Financial Statements ending March 2017 (Appendix 1) was recorded.

ii Community Account and Business Account balances were checked against Bank Statements by Councillors: Mrs P Holmes and Mr P Shaw.

ii Invoices March 2017 including the March Salary invoice of Mrs S Ioannou and MHT expenses and recorded payments as listed at Appendix 1 was received and discussed.

iii The Clerk's proposed 'three Parishes' shared computer back-up software was **not** agreed as the SPC has earlier agreed the Microsoft 365 (inc Backup) route for Stambridge PC. The potential Cheque was cancelled.

ii The Chairman reported the Barclays Bank Mandate was completed and up to date.

iii The Clerk reported the receipt of the Annual Return for 2016-2017 from PKF - noted.

iv A Finance Committee Meeting was discussed.

i Resolved: The Finance Committee are delegated the power to agree the late (4/4/17) received quarterly invoice from the Green Gateway Trading, RDC @ £1,490.06 for the Mem/Hall grounds maintenance (a monthly ground maintenance Contract Dec/Jan/Feb/March @ £310.43 + Vat per month), at the agreed Finance Meeting, on Tuesday 18th April 2017.

Proposed by Councillors: Mr G Ioannou, seconded by Mr D Nelson and agreed by all.

ii The SPC 'Financial Regulations' updates to be discussed and all recommendations to the next SPC meeting.

iii To consider the present SPC financial balances and any recommendations to the next SPC meeting.

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

Proposed by Councillors: Mrs P Holmes seconded by Mr P Shaw and agreed by all.

382 16/17 Planning:

Chairman and District Councillor Mr G Ioannou declared a non pecuniary interest as a District Councillor and stepped down from the role of Chairman, handing over to vice Chairman Cllr Mr D Nelson and took no part in the meeting.

The Vice Chairman Councillor Mr D Nelson allowed the late received Application: no. 17/00300/FUL Springfield, Stambridge Road, SS4 2BJ. (Two Storey, Side and rear Extensions) – The Stambridge Parish Council have no objections.

The Chairman Councillor Mr G Ioannou rejoined the meeting.

383 16/17 Correspondence:

i The content of an e/letter of response to a resident was agreed.

ii An e/letter March 2017 from Mr B Crix re: Newsletter was discussed and it was agreed: the printed newsletter will continue and will be also be published on the website.

iii Resolved: An email list of members of the Stambridge community corresponding with the council, to be saved for future reference.

Proposed by Councillors: Mr D Nelson, seconded by Mr G Ioannou and agreed by all.

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

384 16/17 Allotments:

i i The Allotment Tenancy Agreement as raised by three Allotment holders was discussed in full.

ii A modified Tenancy agreement was agreed and the Clerk will forward the updated paragraphs to Mrs S Ioannou.

iii it was agreed that the Clerk's responsibility for the running of the Allotments (the announced 'take over' date of the 1st April 2017) **is put on hold**, until the modified Tenancy Agreements have been sent to the Allotment holders by Mrs S Ioannou and all of the allotment administration updates are settled.

ii The Clerk reported that the Allotment Lay-by belongs to Essex Highways and the existing Potholes have been further reported as **ref no. 2511277**.

iii The Clerk reiterated that he was willing to use his trailer to move horse manure when required. Volunteers will be required for shovelling at both ends. Three sources of manure supply have been identified by the Clerk and Chairman.

iv An 'Annual Produce Show' to the next Agenda.

385 16/17 **Highways and Public footpaths**

Councillors reports: None.

386 16/17 **Streetlighting:**

i The Clerk reported the 18 U/S Stambridge PC Streetlights.

ii The repair process was agreed as: Stambridge Road renumbering and initially, every other light from the Royal Oak to the Memorial Hall.

387 16/17 **Notices and Website**

The Clerk reported both up to date.

388 16/17 **Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*

Items: Containers.

389 16/17 **Employment matters:**

i The Clerk left the meeting

ii The Notes and recommendations of the Appraisal Meeting were discussed.

iii The Clerk's updated Contract of Employment was agreed.

iv The Clerk returned to the meeting and was informed that the updated Contract was approved.

390 16/17 **The next Stambridge Parish Meetings:**

Agreed: to be held on **Tuesday 9th May 2017.**

i **The Annual Parish Assembly Meeting**

followed by

ii **The Annual Parish Council Meeting**

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

There being no further business the Chairman closed the meeting at 9.55 pm.

10th May 2017.

B Summerfield, Stambridge Parish Council Clerk.