



 **MINUTES**

 **OF THE STAMBRIDGE PARISH COUNCIL**

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

 **ON THURSDAY 26th APRIL 2018.**

**264 17/18 Members and Public present: 7.30 pm.**

 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.

**265 17/18 Chairman's opening remarks.**

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

**266 17/18 Apologies for absence.**

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

Ward Councillor Mrs L Shaw.

**267 17/18 Declarations of Interests: on items on the Agenda.**

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.

**268 17/18 Public Questions:**

 (Guest Speakers, visiting Ward/County Councillors, Councillors and Questions/Statements from members of the public).

 i Ward Councillors: ii Councillors: iii Members of the Public. **None.**

**269 17/18 Private and Confidential:**

 Pursuant to the provision of Section 1000(a) of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded from the meeting for consideration of the following item of business on the grounds that it contains information defined as exempt in Part 1 of Schedule 12a of the Local Government Act 1972, as detailed.

**i The H.R. Committee Meeting**

 The recommendations of the HR Committee re: the updated Clerk’s Contracted hours were agreed.

ii Resolved: the clerk’s hours are to be up to 11 hours per week x 52 x SCP 28 @ £13.234 per hr = £7,569.848 per annum.

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

iii A new Clerk’s contract to be drawn up.

**270 17/18 To Receive the Minutes of the Meeting of 29th March 2018.**

The Minutes were Resolved agreed.

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

 The Chairman signed the Minutes as a true record.

**271 17/18 To Receive the Minutes of the Finance Committee Meeting 12th April 2018:**

The Minutes were Resolved agreed.

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

 The Chairman signed the Minutes as a true record.

**272 17/18 Matters Arising from the above Minutes**: (not on the agenda)

i (Minute 249): Internal Auditors for 2018-2019.

 The Clerk reported that Mr J Smoothy has agreed to Internal audit the accounts.

ii (Minute 260): Traffic/Speeding control through Stambridge Village

 SpeedWatch was discussed and Councillor Mr G Ioannou will raise with the LHP the speeding issues in Stambridge.

iii (Minute 260): The ‘Stambridge Well’ restoration.

 No update to date.

**273 17/18 Annual Leading Documents:**

i The Assets List (as circulated).

ii Risk Assessment (as circulated).

iii Financial Regulations (as circulated).

iv Standing Orders (as circulated).

v GDPR – the Clerk reported his attendance next week at the EALC course.

**274 17/18 Planning:**

i Application no 18/00294/ADV The Cherry Tree, Stambridge Road SS4 2AF.

(Hand Sign writing to Front Elevation, History Board to Front Elevation, Hand Sign Writing to Side Elevation, New Traditional Swing Sign with New Post to Car Park entrance)

* Stambridge Parish Council approves the application.

ii Application no 18/00361/LBC The Cherry Tree, Stambridge Road SS4 2AF.

 (Proposed Removal of Condition no. 3 Attached to planning Consent 17/00990/LBC to Enable Glazing as per Original Plans)

* Stambridge Parish Council approves the application.

iii Application no 18/00243/FUL The Cherry Tree, Stambridge Road SS4 2AF.

 (Proposed Removal of Condition no. 3 Attached to planning Consent 17/00989/FUL to Enable Glazing as per Original Plans)

* Stambridge Parish Council approves the application.

**275 17/18 Finance:**

i i The SPC Financial Statements of March/April 2018 (Appendix) were recorded.

 ii All above invoices and payments to be resolved. iii Councillors: Mrs S Bush and Mrs J Gooding checked the Barclays Bank Statements against the above.

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

 Cheque no.200706 (B Summerfield) Clerk’ Salary – dated 7th May 18 £ 505-20.

 Cheque no.200707 (HMRC-PAYE) March PAYE-RTI £ 33-80.

 Cheque no.200708 (EALC) Annual Subscription £ 197-94.

 Cheque no.200709 (B Summerfield) Stamps £ 78-80.

 Cheque no.200710 (Essex Playing Fields) Annual subscription £ 30-00.

 Cheque no.200711 (EALC) Clerk’s GPDP course £ 50-00.

 Cheque no.200712 (B Summerfield) Gate lock £ 19-99.

iii A letter to Barclays Bank cancelling the Vodaphone Direct Debit from April 2018 was agreed.

iv The transfer all funds from Barclays Bank to the Metro Bank and the completion of the transfer forms were agreed.

v The Chairman report his enquiries re: the BT cost reduction of the present contract was in progress.

vi The Clerk withdrew the logged hours update invoice (17) for February/March 2018.

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

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

**276 17/18 Correspondence:**

i An e/letter April 2018 from House of Commons re: High Speed Broadband (was circulated).

ii A letter of14th April 2018 to Elections Office re: Co-opted Councillor Mrs S Bush was recorded.

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

**277 17/18 Allotments**:

 The Clerk reported: Lock’s have been replaced, now twice – grass cutting for the perimeters have been ordered -

**278 17/18 Highways and Public footpaths**

i The two entry signs to Great Stambridge Village @ £225 + vat (2018-2019) are agreed to go ahead.

ii The Clerk reported further chasing of UK Aggregates re: restoration of the bus shelter outside the Memorial Hall.

Iii The leylandii trees encroaching on the Highway in Stambridge Village will again be asked to be cut back in the

 interest of road safety.

**279 17/18 Streetlighting:**

 i The Clerk reported the Unserviceable Streetlighting and it was agreed that 5/6 lights be reported to the contractor.

 ii Councillor reports: None.

**280 17/18 Next Agenda Items from Councillors. *for next Agenda and exchange of information only.***

 **Items:**

**281 17/18 The Stambridge Parish Annual Meeting:**

 **31st MAY 2018 was put on hold till post the elections.**

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

**282 17/18 The Stambridge Parish Council Annual General Meeting:**

 **31st MAY 2018 was put on hold till post the elections.**

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

**There being no further business the Chairman closed the meeting at 9.08 pm.**

24th May 2018. Barry Summerfield, Stambridge Parish Council Clerk/RFO.