**MINUTES**

**OF THE MEETING OF THE STAMBRIDGE PARISH COUNCIL**

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

**on THURSDAY 18th APRIL 2019.**

**236 18/19 To Record the Members Present:** 7.08 pm**.**

Chairman Councillor Mr G Ioannou

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

Ward Councillor Mrs L Shaw

Members of the public: None.

The Parish Clerk: Mr B Summerfield.

**237 18/19 Chairman's opening remarks:**

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

**238 18/19 Apologies and reasons for absence:**

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

Councillor Mrs S Bush,

**239 18/19 Receive Declarations of Interests:**

i To receive all declarations of interests:

ii The Chairman declared a non-Pecuniary interest as the husband of Mrs S Ioannou, the SCCMC Trust Clerk.

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

**240 18/19 Public Questions:**

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

Ward Councillor Mrs L Shaw reported: the elections process is on-going – has attended some 50 meetings –

The Food project is gathering pace with Councillor Mrs P Holmes volunteering to help Cllr Mrs Laureen Shaw with

local distribution – There have been no responses from Stambridge residents to the monthly Surgeries held

at the Royal Oak!

**241 18/19 To receive the Minutes of the Finance Committee Meeting of 18th March 2019.**

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.

**242 18/19 To receive the Minutes of the Parish Council Meeting of 18th March 2019.**

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.

**243 18/19 Matters Arising from the Minutes:**

(Minute 222/iii) The Green Gateways agreement

The information update from the Sole Trustee Committee is, that the committee is waiting for quotations for

Green Maintenance from contractors.

**244 18/19 The Progress Reports on all agreed Councillors/Clerk Actions:**

**Actions Progress Outcome**

i Cllrs Mrs P Holmes and Mrs S Bush to visit the Stambridge Sewerage Works. On Hold On Hold

ii Cllr Mr G Ioannou re: Wishing Well advice from RDC Surveyor, Mr G Duncan. Coming back Report

iii Cllr Mr P Shaw re: ‘Discover 20/20’ committee. Meeting 8th May Next Agenda

iv Cllr Mr G Ioannou re: councillors public footpath walks. To be organised Next Agenda

v Cllrs Mrs P Holmes info.re: a Fly Zapper for the kitchen – Info to the Clerk. Next Agenda

vi Clerk’s report re: Stambridge Village entry signs. Work on 4th May Next Agenda

vii Clerk’s report re: entry signs work Risk Assessment was read to the Council. Work on 4th May Next Agenda

viii Clerk’s report re: Streetlighting Policy. To be emailed. Next Agenda

ix Clerk’s report re: quotes for cutting back Leylandii trees, Stambridge Road. Nesting season. On hold.

**245 18/19 Finance**: The scheduled earlier Finance Meeting was cancelled (inquorate).

i i The SPC Metro Financial Statements of 18th April 2019 were recorded.

ii The above balances to be checked against Metro Bank Statements by Cllrs: Mrs J Gooding and Mr P Shaw.

ii The Clerk’s Excel draft April ‘Running Costs’ for 2019-2020 was recorded.

iii The Clerk’s time sheet (26) for January/February 2019 for 47.5 hours was recorded.

iv The Clerk's report re: SPC VAT 126 claim - August 2018 to April 2019 was recorded.

v The AGAR documentation for 2018-2019 from PKF Littlejohn, Auditors was recorded.

vi The Came and Company Ltd Insurance renewal enquiry for 2019-2020 was recorded.

The Clerk requested a copy of the SCCMC insurance document. Councillor Mr G Ioannou will forward ASAP.

vii The Excel spreadsheets re: SPC Barclays and Metro Draft Audit balances for 2018-2019 were recorded.

viii The Council agreed and co-signed a letter to the Metro Bank, requesting the updating of the Standing Order to the Clerk

Mr B Summerfield in the sum of £628-95 from the 7th of May and thereafter monthly until further notice was recorded.

ix The letter/invoice 20th March to the SCCMC re: shared 2018-2019 BT costs, Vodaphone costs and paid EPFA invoice

@ £ 609-88 was recorded. Councillors agreed the invoice to be paid ASAP!

x The May HMRC PAYE monthly payment @ £39-80 was recorded.

xi The precepted community support grant payment 2019-2020 to the SCCMC re: 1st half year @ £2,500-00 was recorded.

Council agreed the cheque to be taken from the meeting to be paid in by Councillor Mr G Ioannou.

xii An Invoice April 2019 from B Summerfield re: large envelope stamps (Tenancy agreements) @ £31-80 was recorded.

xiii i An Invoice April 2019 from B Summerfield/Argon Computing re: Laptop repair @ £45-00 was recorded.

ii The Parish Councils Laptop (6 years old) was discussed and agreed; in the event of a further failure, a

new laptop will be purchased.

iii Councillor Mr G Ioannou to research the highest quality/capacity hardware and software, for a computer fit

for the next six years.

xiv An Invoice April 2019 from EALC re: Annul subscription 2019-2020 and NALC affiliation @ £199.33 was recorded.

xv The potential May 2019 election costs as advised by George Simpson, RDC, is approx £1,500-00 was recorded.

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

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

**246 18/19 Planning consultations:**

Application no 18/00950/FUL Ballards, Gore Road, Ballards Gore SS4 2DA. (Minor Roof Alterations)

* Stambridge Parish Council approve.

**247 18/19 Correspondence:**

i i An e/letter April 2019 from Cllr Mrs J Gooding re: Mobile Stroke Unit was discussed

ii The council agreed to donate £100 to the Mobile Stroke Unit, once advised of the Charity no. and Title.

ii An email from Village Sign volunteers, will be responded to with Risk Assessment detail, by the Clerk.

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

**248 18/19 Training:**

Councillors requests for training, based on the published/circulated EALC/RDC training programs: None.

**249 18/19 Allotments:**

i The Clerk’s report:

i The stopcock frost-box bags are in situ for the Winter.

ii 28 Plot Tenancy leases, April 2019-2020 with 15 taken up to date. A Plot holders waiting list is now in place.

iii i The tree whips are ready to be planted along the front of the allotment hedging.

ii Councillor Mr G Ioannou will contact the school to see if they would like the children to take part

in the planting.

iv i Theft losses (hard fencing), etc. and allotment correspondence were discussed:

Agreed the offer of Heras Fencing panels x 5 and the potential purchase of new panels to meet the distance from the Gate to the Ditch on the inside of the Front Hedge.

ii The Clerk will measure up the distance and report potential costs.

V A missing gate chain has been resolved/replaced by the Clerk.

**250 18/19 Streetlighting:**

i The Clerk reported on the Streetlighting Policy and Contractor Agreement.

ii Councillor reports: None.

**251 18/19 Highways and Public footpaths:**

i The Clerk’s report: England Coastal Path: in addition to Public Footpath 7.

The Council agreed the letter from the above and the Clerk to write to the above underlining: That the Council will

support the new walking route if it is assured in writing that the FP 7 to 26 is not diverted, modified or closed.

ii i A request for a Bus Stop at the Old Police Station, Stambridge Road was discussed.

ii The Clerk will seek costs and potential sources of supply/funding if sufficient voters request the shelter.

**252 18/19 Website:**

The website will be further updated with the information from this meeting.

**253 18/19 Local Parish Council Elections:**

i The Clerk reported that eight names for the seven election vacancies 2019, are as displayed on the Election

Notices.

ii An election will take place at an estimated cost to the Stambridge Parish Council of approx £1,500-00.

**254 18/19 Items from Councillors: *for next Agenda and exchange of information only.***

Items: Newsletter in progress:

**255 18/19 The Next Stambridge Annual Assembly Meeting:**

**Agreed: 14th MAY 2019.**

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

**256 18/19 Next Stambridge Annual General Meeting (following the above at 7.30-8 pm.)**

**Agreed: 14th MAY 2019.**

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

**There being no further business the Chairman closed the meeting at 9 p.m.**

**11th May 2019. Barry Summerfield, Stambridge Parish Council Clerk/RFO.**