**MINUTES**

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

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

 **on THURSDAY 21st FEBRUARY 2019.**

**187 18/19**  **To Record the Members Present:** 7.31 pm**.**

 Chairman Councillor Mr G Ioannou

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

 Ward Councillors: None

 Members of the public: None.

 The Parish Clerk: Mr B Summerfield.

**188 18/19 Chairman's opening remarks:**

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

**189 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.

**190 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 Councillor Mrs S Bush declared a pecuniary interest as being employed by the SCCMC.

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

**191 18/19 Public Questions:**

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

 None

**192 18/19 The Minutes of the Finance Committee Meeting of 17th January 2019:**

 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.

**193 18/19 To receive the Minutes of the Parish Council Meeting of 17th January 2019:**

 The Minutes were Resolved agreed.

 Proposed by Councillors: Mr G Ioannou, seconded by Mrs S Bush and agreed by all.

 The Chairman signed the Minutes as a true record.

**194 18/19 Matters Arising from the Minutes:**

i (Minute 138) Discover 20/20.

 Councillor Mr P Shaw’s committee includes all Councillors.

ii (Minute 138) The ‘Stambridge Well’ survey.

 The Clerk reported his research into the position of ‘the Stambridge Well’ and is awaiting further information from

 Mr Roger Hill of the Rochford Hundred Historical Society:

**195 18/19 The Progress Report on all agreed Actions:**

 Copy attached:

**196 18/19 Finance:**

The recommendations of the Finance Committee:

i i To receive the SPC Metro Financial Statements of 21st February 2019 (appendix).

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

ii The PRECEPT demand on the Rochford District Council for 2019-2020 @ £32,000 was recorded.

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

iv The Clerk’s time sheet (24) for November/December 2018 for 48 hours was recorded.

v The EALC/NALC National Salary Award:

 i An extract from the Clerks Contract and the EALC/NALC National Salary Award increase of the hourly rates,

 as from April 2019 were received and discussed.

 ii Resolved the Clerks Annual LC2 increase from 28 SCP to 29 SCP including the new rates, was recorded.

 iii Resolved a co-signed a letter to the Metro Bank requesting the Standing Order to the Clerk Mr B Summerfield

 to be £620.76 from the 7th of April and thereafter monthly until further notice was recorded.

vi A received VAT payment (made on behalf of the SCCMC for April-November 2018), @ £1,245-45 was recorded.

vii The cancellation of Cheque no’s 800036/8000042/8000044 of January 2019 and the urgent reissue of the following cheques of 26/01/2019 were ratified:

 i Cheque 8000045 of 26th January 2018 to Nicholas Watkins 0236 (AACA) Fishing Program @ £501-00.

 ii Cheque 8000046 of 26th January 2018 to Nicholas Watkins 0237 (AACA) Fishing Program @ £760-70.

 iii Cheque 8000047 of 26th January 2018 to Nicholas Watkins 0238 (AACA) Fishing Program @ £440-00.

viii Payment to Stambridge Community Centre for the SCCMC re: Vat claim April-November @ £1,245-50 was recorded.

ix Payment to Stambridge Community Centre for the SCCMC re: residue of Police Fishing Grant @ £ 87-00 was recorded.

x The payment to: HMRC re: March PAYE-RTI @ £ 40-40 was recorded.

xi An Invoice January 2019 from Mr R Pitts re: Allotment green maintenance @ £ 25-00 was recorded.

xii An Invoice January 2019 from B Summerfield/Rightio re: emergency plumber Allotments @ £261-60 was recorded.

The Council agreed the inclusion of the following late invoice for payment, in the interest of expediency.

xiii An Invoice February 2019 from D Barton Quest Ltd re: Standpipe rebuild/foam insulation @ £150-00 was recorded.

xiv An Invoice December 2018 from Crown Printers re: Stambridge Newsletter printing @ **£ NOT RECEIVED.**

xv A letter from the HMRC re: allocation of new reference nos. for **VAT126 claims**:

 i the Stambridge Parish Council ref: **XRV126000103201**

 ii the Stambridge Community Centre Management Committee (SCCMC) ref: **XMV126000111561.**

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

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

**197 18/19 Planning consultations:**

i Application no: 18/01179/LDC Brooklands Farm, Apton Hall Road, Stambridge. SS4 3RG.

 (Application for a Certificate of Lawfulness (Existing) for Residential Use of the Dwelling House in Breach of Condition

 7 of Planning Permission ROC/949/89 which Restricts Occupation to a Person Solely or Mainly Employed or Last

 Employed in the Locality of Agriculture) -

* Stambridge Parish Council approve.

**198 18/19 Policies:**

 **The Annual consideration of leading Policies:**

i The Risk Assessment Policy was agreed. The chairman signed the document.

 ii The Financial Regulations Policy was agreed. The chairman signed the document.

 iii The Standing Orders were agreed. The chairman signed the document.

**199 18/19 Correspondence:**

i A letter 26th January 2019 to Nicholas Watkins AACA re: reissued cheques and notice that future invoices to be

 directed to the Stambridge Community Hall under the SCCMC £4,800 Fishing Program grant was recorded.

ii A letter January 2019 to Moonrakers, Stambridge Road and ECC online complaint ref:2606731 re: alleged

 overgrowing the Highway (Leylandii trees) was recorded.

iii Emails of January 2019 re: Lorries using the Stambridge Road were recorded.

iv A letter received (local preparations for a demise of a Head of State) as circulated and was recorded.

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

**200 18/19 Training:**

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

**201 18/19 Allotments**:

 The Clerk’s report:

 i Standpipe freeze up, water loss, emergency plumber stopcock repair, water meter location investigations, standpipe repair and foam insulation, notification to ‘WAVE’ re: water loss and future D/D arrangements,

 further research into insulating the standpipe frost-box bags for Winter use and ongoing purchase of a stopcock Key manhole cover lifter, etc were recorded.

 ii Green maintenance work was recorded.

 iii The ‘free trees’ pack is awaiting delivery and the possible community involvement in planting trees was discussed.

 iv A ‘No Parking Overnight’ notice is now on the old cleaned up Notice board and the first erected sign has been stolen, was recorded.

**202 18/19 Streetlighting:**

i The Clerk reported: P1.P2, P16 and P3 Cagefield Road have been reported to the contractor.

ii A requested schedule list from the Streetlighting contractor was received and discussed together with the necessity

 for a formal agreement or contract, was recorded.

**203 18/19 Highways and Public footpaths:**

 The Clerk’s report:

i Restoration of the Village entry signs.

 i Came and Co. have OK’d the volunteer resident’s insurance cover, for their working on the Village Entry signs.

A SPC Risk Assessment is required.

 ii i The Clerk produced an estimate from Sam Gatward Ltd @ £408 for two bolt-on reflective cover signs to

replace the original defaced village entry signs.

ii The Council agreed to the purchase of the two Sam Gatward Signs @ £408-00.

iii The Clerk volunteered (together with help from Councillors), to install the signs and has been advised

he is covered under the SPC insurance.

 ii Local damaged/missing PROW fingerposts will need to be identified by Councillors using the ‘definitive map’.

 The Chairman will organise the footpath walks.

**204 18/19 Website:**

 The Clerk reported the website is up to date and will be further updated with the information from this meeting.

**205 18/19 Items from Councillors: *for next Agenda and exchange of information only.***

Items: Further to previous emails of request from the Parish Council to Green Gateways; A request to change the name

 on the Green Gateways agreement, from ‘the Stambridge Parish Council’ to the Stambridge Community Centre

 Management Committee, is to be actioned by the Clerk.

**206 18/19 The Next Two Stambridge Finance Committee Meetings at 7 p.m.**

 **were agreed: Monday 18th March 2019 and Thursday 18th April 2019.**

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

**207 18/19 The next Two Stambridge Parish Council Meetings (following the above) at 7.30-8 p.m.**

 **were agreed: Monday 18th March 2019 and Thursday 18th April 2019.**

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

There being no further business the Chairman closed the meeting at 8.35pm.

**13th March 2019. Barry Summerfield, Stambridge Parish Council Clerk/RFO.**