



 **MINUTES**

 **OF THE STAMBRIDGE PARISH COUNCIL**

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

 **ON THURSDAY 29th MARCH 2018.**

**242 17/18 Members and Public present: 7.30 pm.**

 Chairman Councillor Mr G Ioannou

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

 Ward Councillor: None.

 Members of the public: Mrs S Bush.

 The Parish Clerk: Mr B Summerfield.

**243 17/18 Chairman's opening remarks.**

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

**244 17/18 Apologies for absence.**

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

Ward Councillor Mrs L Shaw.

**245 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 Vice Chairman Councillor Mrs P Holmes declared a personal interest in the member of the public and applicant for

 the co- option of a Councillor; Mrs S Bush (Daughter).

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

**246 17/18 Co-option of a member of the public for a vacancy on the SPC:**

 i A Member of the Public Mrs S Bush, has expressed an interest in becoming a co-opted member of the Stambridge

 ParishCouncil.

 ii Mrs S Bush presented her application form and introductory statement to the Council.

 iii Resolved: Mrs S Bush be co-opted as a Parish Councillor for the Stambridge Parish Council.

 Proposed by Councillors: Mrs J Gooding, seconded by Mr G Ioannou and agreed by all.

 iv Mrs S Bush signed her Declaration of Acceptance of the Office of Councillor of the Stambridge Parish Council.

 v Councillor Mr S Bush received her Declaration of Interests (20 days) form and signed her Dispensation request form,

 which was co-signed by the Clerk (as the designated officer).

 vi Various paperwork as a co-opted Councillor was forwarded to Councillor Mrs S Bush.

**247 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.**

**248 17/18 To Receive the Minutes of the Meeting of 8th 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.

**249 17/18 Matters Arising from the Minutes**: (not on the agenda)

 (Minute 227/iv): Auditors for 2018-2019.

 The Clerk reported a future visit from a local Accountants to view the Stambridge ‘end of financial year’ paperwork.

**250 17/18 Stambridge Finance Committee Meeting:**

i The Clerk’s draft EXCEL March Running Costs totals (2017 – 2018) were circulated to councillors for information.

 Agreed to be held for discussion at the next Finance meeting:

ii The Clerk’s draft EXCEL Balance totals income/expenditure (Audit 2017 – 2018) were circulated to councillors.

 Agreed to be held for discussion at the next Finance meeting:

iii i The updated gross Container/Vodaphone/1&1 (Standing orders and D/D) costs, to be claimed from

 the MHT by the SPC from January 2018 to 5th April 2018 was discussed and recommended as agreed by all,

 the total @ £ 427-97.

 ii The above Finance Committee recommendations were noted by the full council:

iv It was agreed a budget meeting of the Finance Committee will meet on Thursday 12th April at 7.30pm in the

 Memorial Hall.

**251 17/18 Finance:**

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

 ii All above invoices and payments were resolved. iii Councillors: Mrs J Gooding and Mrs P Holmes checked the Barclays Bank Statements against the above.

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

 Cheque no.200702 (Mr G Ioannou) Set up costs for [www.one.com](http://www.one.com) website £ 29-95.

 Cheque no.200704 (HMRC-PAYE) March PAYE-RTI £ 33-80.

 Cheque no.200705 (B Summerfield) Clerk’ Salary – dated 7th April 18 £ 505-20.

 NB: Councillors authorised the co-signing by Councillor Mr G Ioannou, of his own cheque.

iii Agreed by all, a letter of instruction to the Barclays Bank re: the transfer of the Business Account ringfenced funds

 @ £1,907-21 to the Barclays Community Account, was co-signed by Councillors Mr G Ioannou and Mr P Shaw and

 was recorded.

iv A letter to Barclays Bank cancelling the 1&1/PayPal D/Debits from March 2018 and the Barclays confirmation of the

 bank action, was recorded.

v i The recommended gross Container/Vodaphone/1&1 (Standing orders and D/D) MHT costs, from January 2018

 to 5th April 2018 was agreed by the SPC @ £ 427-97.

 ii Clerk to forward an SPC invoice @ £427-97 to the Village Hall Management Committee.

vi The Clerk reported the Metro Bank progress is up to date and the Bank is awaiting the receipt of the forms/instructions

 to transfer all Barclays Funds to the Metro Bank. To be actioned by the SPC on the next Agenda.

vii The Chairman reported:

 i the modification of The Vodaphone service (resolved October 2017) to ‘Pay as You Go’ for the SPC mobile is completed. The Chairman to bring up to date all Vodaphone paperwork re: the changes.

 ii The Chairman will contact BT for a cost reduction to the present contract.

viii The Clerk’s logged hours update invoice (16) for January/February 2018 was co-signed and recorded.

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

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

**252 17/18 Planning:**

i Application no. 18/00171/FUL 10, Wheatfields, Stambridge. SS4 2BT.

 (Single Storey Rear and Two Storey Side Extension and Part Garage Conversion) -

 The Stambridge Parish Council cannot comment as the application paperwork is currently not up to date and

 does not correctly describe the advised proposed application.

ii Application no. 18/00217/FUL Thurloxton, Stambridge Road, Stambridge.

 (First Floor Rear Extension) -

 The Stambridge Parish Council cannot comment as the application paperwork is not described as retrospective as

 the building work is reported as being completed.

**253 17/18 The Joint Stambridge Parish Council and Memorial Hall Trust Meeting:**

i i The Notes and recommendations of the Joint Stambridge Parish Council and Memorial Hall Trust Meeting

 of Tuesday 27th March 2018 were discussed.

 ii The discussed items included: Stambridge Parish Council as Sole Trustee (The Governing Document), authorising the Sole Trustee Committee and discussing the draft template of ‘Terms of Reference’ for

 the Memorial Hall Management Committee. (change of title).

ii Resolved: A Sole Trustee Committee is actioned and authorised, consisting of Parish Councillors: Mrs S Bush,

 Mrs P Holmes, Mr G Ioannou and Mr P Shaw.

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

**254 17/18 Correspondence:**

i The Clerk reported a letter and application form to all residents, requesting applications for the councillor vacancies,

 to be circulated by hand in due course.

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

**255 17/18 Allotments**:

i The Clerk reported the Allotment Tenancy agreements 2018-2019 were posted to the 2017-2018 plot holders with

 a follow-up email to all.

ii The Clerk reported the water leak at the middle standpipe is now repaired.

**256 17/18 Highways and Public footpaths**

i The Little Stambridge Hall Lane, damaged road sign has been reported to essex.gov.uk

ii The Clerk reported chasing UK Aggregates for completion of the repairs to the bus shelter outside the Memorial Hall.

iii The Tippers initial quotation re: two entry signs to Great Stambridge Village @ £225 + vat (2018-2019) to be actioned

 in due course.

iv Councillor Mrs J Gooding reported her walking of local footpaths with residents.

**257 17/18 Streetlighting:**

 i The Clerk reported a complaint of a u/s light in Cagefield Road, Stambridge.

 ii Councillor reports: None.

**258 17/18 Private and Confidential:**

 The H.R. Meeting updates were reported, ‘in progress’.

**259 17/18 The Next Meeting discussion items (Agenda):**

 **The Assets List, Risk Assessment, GDPR updates, Standing Orders and Financial Regulations.**

**260 17/18 Next Agenda Items from Councillors. *for next Agenda and exchange of information only.***

 **Items: Traffic/Speeding control, especially through Stambridge Village – The ‘Stambridge Well’ restoration.**

**261 17/18 Stambridge Finance Committee Meeting: at 730 p.m.**

 **Agreed: Thursday 12th APRIL 2018**

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

**262 17/18 Sole Trustee Committee Meeting: at 7.pm.**

 **Agreed: Thursday 26th APRIL 2018**

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

**263 17/18 Next Stambridge Parish Council Meeting:**

 **Agreed: Thursday 26th APRIL 2018**

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

**There being no further business the Chairman closed the meeting at 8 54.pm.**

**21st April 2018. Barry Summerfield, Stambridge Parish Clerk/RFO.**