



MINUTES

OF THE

MEETING OF THE STAMBRIDGE PARISH COUNCIL

HELD AT THE STAMBRIDGE MEMORIAL HALL,

STAMBRIDGE ROAD, SS4 2AR

ON THURSDAY 13th JULY 2017.

48 17/18 Members and Public present:

7.30 pm.

Chairman Councillor Mrs P Holmes.

Councillors: Mrs J Gooding, and Mr P Shaw.

Members of the public: None.

The Parish Clerk: Mr B Summerfield.

49 17/18 Chairman's opening remarks.

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

50 17/18 Apologies for absence.

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

Received from Councillor Mr G Ioannou. (away).

51 17/18 To Receive Declarations of Interests:

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.**

52 17/18 Public Forum: (5 min per person only)

Councillors, Guests, visiting Ward/County Councillors and questions from members of the public.

None

53 17/18 To Receive the Minutes of the Meeting of 6th June 2017.

The Minutes were Resolved agreed.

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

The Chairman and Clerk co-signed the Minutes.

54 17/18 Matters Arising from the above Minutes (not on the Agenda)

i (Minute 34/iii) SPC and MHT Fund Raising Committee

Fund Raising Meeting date to the next Agenda..

ii (Minute 34/iv) Bus shelter base progress.

The Clerk reported the base has been dug out and is to be hardcored and concreted.

iii (Minute 34/v) Stambridge Parish Fete

Councillors reported all prizes are sorted and all organised.

An Allotment holders stall will be available and the prize for the best produce: a meal for two at the Royal Oak.

iv (Minute 34/vi) Containers.

Agreed; a BBQ Working Party to sort out the containers after the Fete.

The Clerk to ascertain the legal requirements re: type and length of documents, to be retained.

55 17/18 The Council Risk Assessment and Assets List:

i The updated Risk Assessment and the Assets list 2017-2018 as circulated were reviewed and agreed.

ii The Insurance document as circulated was agreed.

56 17/18 Memorial Hall Trust Items:

i The MHT AGM Minutes are awaited.

ii Unpaid MHT invoices:

i **(001/2017) to the MHT of 14th March 2017 re: (2016-2017) @ £6,355-01 nett remains unresolved.**

ii **(002/2017) to the MHT of 6th June 2017 re: (Expenses) @ £358-12 cheque has been received at the meeting.**

iii **(003/2017) to the MHT of 13th July 2017 re: (Brights Locksmiths) @ £215-45 nett is cancelled, as the MHT have informed that they have paid the invoice.**

57 17/18 Finance: Internal Audit's Financial Report

i The Annual Internal Audit's full financial report by Auditing Solutions of 11/06/17 as circulated, was fully discussed.

The above report's contents and recommendations were fully agreed and proposed SPC actions, discussed.

ii The Clerk's projected balances up to the end of the financial year 2017-2018 were discussed at length.

- iii The Stambridge Parish Council requests an Extraordinary Meeting with the Trustees and officers of the Memorial Hall Trust on Thursday 27th July 2017 at the Stambridge Memorial Hall at 7.30pm.
To discuss:
 - i Councillors agreed that the Stambridge Parish Council's prime responsibility was to support the funding of the Fishing Program from the received police grant of £8,476-00 of March 2015.
 - ii MHT Councillors requested: a projected MHT Profit and Loss Statement for 2017-2018.
 - iii Clarification of the financial position of the unpaid MHT invoice (01/2017) of March 2017 for £6,355-00.
 - iv Resolved the council has put on hold, the Precepted second tranche of MHT support grant @ £3,000-00. Proposed by Councillors: Mr P Shaw, seconded by Mrs P Holmes and agreed by all.
 - v Two Green Gateway Ltd (MHT) RDC Maintenance invoices and a (MHT) ROSPA invoice were discussed and put on hold.
 - vi Payment of MHT invoice 02/2017 @ £358-12 cheque was received.
 - vii A request from the MHT for detail of the Sign Trade Supplies invoice was received and the Clerk agreed to produce a copy.
- iv The Clerk will investigate and report on the present legality of the SPC's VAT transactions re: the now financially separated Memorial Hall Trust.
- v Cyber Security was discussed and the Clerk's computer and the SPC laptop are both up to date with Norton, McAfee, Winzip, Zookaware, etc. software.
- vi The July 2017 updates to the excel 2017-2018 Budgeted running costs were circulated.
- vii Mr A Gull's allotment invoice was agreed.
- viii Councillor Mr G Ioannou's proposed Payment procedure, as circulated to Councillors on 15th June 2017 was agreed to be looked at again at the end of the financial year.

58 17/18 **Date of Next Meeting:**

- i Agreed: The Stambridge Parish Council request an Extraordinary Meeting with the Trustees and officers of the Memorial Hall Trust on Thursday 27th July 2017 at the Stambridge Memorial Hall at 7.30pm.
- ii Agreed an August recess 2017.
- iii Agreed: a Parish Council meeting to be held on 28th September or sooner (if circumstances decide).

59 17/18 **Finance 2**

- i
 - i The SPC Financial Statements ending May 2017 as circulated were agreed.
 - ii The SPC Financial Statements ending June 2017 was agreed.
 - iii Both Community Account and Business Account balances above were checked against Bank Statements by Councillors: Mrs J Gooding, and Mrs P Holmes.
- ii The Clerk reported he has advertised the Public Rights to inspect the Annual Books 2016-2017 on the Notice boards commencing on the 12th June until 21st July 2017.
- iii The Clerk's logged hours record (Invoice (8)) for June/July 2017 was received, agreed and co-signed.
- iv The Bank Mandate papers, completed by the Clerk, allowing the Clerk/RFO his requested access to the Bank Statements and balances were handed to the Chairman, Councillor Mrs P Holmes to complete and send off.
- v Resolved: all above payments, actions, financial statements, transfers, grants, countersigned cheques, etc, etc. Proposed by Councillors: Mr P Shaw seconded by Mr J Gooding and agreed by all.

60 17/18 **Planning:**

- i To receive a planning application no. **17/00589/FUL** Little Stambridge Hall Lane Stambridge Rochford SS4 1EW. (Convert Cart Lodge to Residential Accommodation, Incorporating Alterations to Roof to Include Front and Rear Pitched Roofed Dormers, Roof Lights and Additional Windows and Door).
Stambridge Parish Council support.
- ii To receive a planning application no. **17/00590/LBC** Little Stambridge Hall Lane Stambridge Rochford SS4 1EW. (Convert Cart Lodge to Residential Accommodation, Incorporating Alterations to Roof to Include Front and Rear Pitched Roofed Dormers, Roof Lights and Additional Windows and Door and Internal Alterations)
Stambridge Parish Council support.

61 17/18 **Correspondence:**

- i The Clerk reported the annual Winter Salt supply from the ECC 2017 is ordered.
- ii Letters/emails, Publications and Bundles as read to the Council and placed on the table:

62 17/18 **Allotments:**

- i The Clerk reported on an allotments Survey, etc and management progress.
- ii Two allotment holders have requested to share plot (3).
The Council agreed with the provisos that:
 - i The position of each half to be agreed by applicants.
 - ii Each half to have a separate tenancy agreement.
 - iii To be Debated: *In the event of one half being given up it will be offered as a 'start up /test plot' for new tenants.*
- iii Letters of complaint from allotment holders re: non attended plots and the lack of boundary grass cutback were discussed.
- iv Allotment costs and current losses were discussed and further agreed that at the SPC Precept discussion time (December), the tenants annual charge will be reviewed.

63 17/18 **Highways and Public footpaths**

Councillor Mrs J Gooding reported that when she visited the footpath behind the Royal Oak, it is kept in a pristine condition.

64 17/18 **Streetlighting:**

i Councillors reports: No complaints.

ii The Streetlighting survey list as circulated to councillors was noted.

65 17/18 **Notices and Website**

i Councillor Mr D Nelson report on the Website handover; in his absence to the next Agenda.

ii Councillors reports: None.

iii The Clerk reported that Transparency requirements for the website, will be sent to the webmaster Mr B Crix, to be updated.

66 17/18 **Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*

Items: None.

67 17/18 **An Extraordinary Meeting with the Trustees and Officers of the Memorial Hall Trust**

on Thursday 27th July 2017

at the Stambridge Memorial Hall at 7.30pm.

68 17/18 **The Stambridge Parish Council August 2017 Recess.**

As agreed.

69 17/18 **The next Stambridge Parish Council Meeting:**

Agreed: **28th SEPTEMBER 2017.**

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

7th July 2017.

B Summerfield, Stambridge Parish Council Clerk.