

MINUTES

OF THE MEETING OF THE STAMBRIDGE PARISH COUNCIL

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

on THURSDAY 25th JULY 2019.

(Following on from the Finance Committee meeting at 7 pm).

82 19/20. To Record the Members Present:

7.27 pm.

Chairman Councillor Mr G Ioannou.

Councillors: Mr P Bowen, Mrs P Holmes, Miss E Lingley and Mr P Shaw.

Ward Councillors: Mrs L Shaw and Mr S Wootton.

Members of the public: None.

The Parish Clerk: Mr B Summerfield.

83 19/20. Chairman's opening remarks:

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

84 19/20. Apologies and reasons for absence:

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

Apologies received from Councillors: Mrs N Crane and Mrs J Gooding were agreed.

85 19/20. 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.

iii The Chairman requested that councillors agreed the audio recording of the meeting.
Councillors agreed.

86 19/20. Public Questions:

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

i Ward Councillor Mrs L Shaw reported: Meetings with DEFRA re: her experience with food distribution – No Surgery in August – The litter pick was cancelled due to the hot weather and will be re-run later in the year.

ii Ward Councillor Mr S Wootton reported: He is now sitting on the Airport Group and will be the voice for Stambridge re; Ryanair noise, general aircraft noise, etc. – bringing forward awareness of the consultation process on the Oxford Road, Ashingdon, new housing proposals, as allowed for in the RDC's Local Plan.

87 19/20. To receive the Minutes of the Finance Committee Meeting of 25th June 2019:

The Minutes were Resolved agreed.

Proposed by Councillors: Mrs P Holmes, seconded by Miss E Lingley and agreed by all.

The Chairman signed the Minutes as a true record.

88 19/20. To receive the Minutes of the Parish Council Meeting of 25th June 2019:

The Minutes were Resolved agreed.

Proposed by Councillors: Mrs P Holmes, seconded by Miss E Lingley and agreed by all.

The Chairman signed the Minutes as a true record.

89 19/20. Matters Arising from the Minutes of the Parish Council Meeting of 25th June 2019:

(Minute 62 19/20 - i) Register of Members Interests form (28 days to return to Clerk).

Resolved on advice received from the Senior Solicitor, RDC.

90 19/20. The Progress Reports on all agreed Councillors/Clerk Actions:

	<u>Actions</u>	<u>Progress</u>	<u>Outcome</u>
i	Cllr: Mr P Shaw's report: 'Discover 20/20' committee of 1st July 2019. Councillors reported a fruitful meeting with investigations into the history of John Harriot (1745-1817) the main founder of the Thames River Police (initially the Port of London) and is buried in the cemetery of Stambridge Parish Church.	Report.	
ii	Cllrs: Mr P Bowen and Miss E Lingley: Public Footpath walks. (PROW Map circulated) Agreed: Clerk to write to Arthur Ranking Ltd requesting keeping all PROW clear.	Report.	
iii	The Clerk's report re: agreed new laptop computer and projector. The SPC has a projector and printer. Agreed the Clerk to purchase a laptop by the next meeting, update the website to 1&1 and report costs to the EALC re: earmarked reserves.	Report.	
iv	Agreed donation to the Mobile Stroke Unit @ £100-00.		Waiting for Charity Number.
v	Cllr: Miss E Lingley's report re: Heras fencing panels and compost bins. The further 4 off Heras fencing is being supplied – One bin has been cleared by Councillor Miss E Lingley.	Report.	
vi	Cllrs: reports re: Pavements and Vegetation. Agreed: Clerk to write to the owner of the house on the corner, next to the allotments and opposite the Trout Fisheries re: the overgrown hedge making life difficult for aged pedestrians.	Report.	

- vii To discuss Ryanair Flights complaints: *Report.*
Agreed: Complaints to be forwarded by Ward Councillor Mr S Wootton.
- viii Parking on the Stambridge Road adjacent to Little Stambridge Hall Lane. *Report.*
Agreed: Clerk to write to Essex Highways re: the parking/potential accident at above.
- ix Clerk's report: Cloud storage *Report.*
Agreed: Clerk to compare One Drive with Dropbox Plus for cloud storage.

91 19/20 **The Sole Trustee Committee;**

- i **The Vacancy for the Clerk to the Sole Trustee Committee:**
It is understood that Councillor Mrs N Crane will be the Clerk for the Sole Trustee Committee.
To be resolved..
- ii **Village Hall security:** (SCCMC)
Clerk reported re: his Hall alarm activation callout
- iii The SPC Clerk to write to SCCMC Chairman Councillor Mrs N Crane, to clarify and request:
 - i Who are the listed Hall Key holders for the Alarm people?
 - ii Remove the SPC Clerk as a listed key holder
 - iii The SPC Clerk requests a Football Club Key (Pavilion) to allow the E.on meter reader's monthly access.
 - iv The SPC Clerk requests a key for the shared (SCCMC/SPC) filing cabinet in the office, for access to the projector and SPC documents.
 - v Parish Council meetings require access to more chairs for the public and members.
 - vi (Hall Security and Insurance)
All Hall windows are protected by an outer wire mesh defence **except the Hall office windows?**

92 19/20 **The Stambridge Newsletter:**

- i The Chairman agreed to forward pdf copies of the draft Newsletter for all Councillors to proof read and add any updates:
 - i Advertise free salt bags to residents.
 - ii To notify that the Streetlighting responsibility is the Stambridge Parish Council's and to advertise all the SPC Clerk's contact numbers for residents to report outages.
- ii Newsletter printing costs quotations from Crown Printing @ £103 x 400 copies and Solopress @105 x 400.
- iii Councillors agreed to support the local Crown Printers.

93 19/20 **Finance:**

To receive the Finance Committee's Financial recommendations:

- i
 - i The SPC Metro Financial Statements of 25th July 2019 were recorded.
 - ii The above balances were checked against Metro Bank Statements by Cllrs: Mr P Shaw and Mrs P Holmes.
- ii
 - i All GDPR Part 3 documents were forwarded online to PKF-Littlejohn by the required date and recorded.
 - ii The SBA acknowledgement of receipt of all documents was recorded.
- iii The Clerk's time sheet (29) for April/May 2019 for 47.5 hours was recorded.
- iv The Parish Council's updated SPC Excel NETT running costs for July 2019 was recorded.
- v The outstanding payment from the SCCMC of the SPC/invoice of 20th March 2019 re: shared 2018-2019 BT costs, Vodafone costs and paid EPFA invoice @ £ 609-88 (**unpaid 4 months to date**) – was further discussed and not received.
- vi The receipt of the 2nd part payment of the Precept 2019-20 from the RDC @ £16,000-00 was recorded.
- vii The August HMRC PAYE-RTI monthly payment @ £ 40-00 was agreed and recorded.
- viii An Invoice July 2019 from B Summerfield/Dropbox Plus re: Online Cloud storage @ £ 95-88 was agreed and recorded.
- ix An Invoice July 2019 from RCCE re: Annual Subscription membership @ £ 72-60 was agreed and recorded.
- x A potential Invoice July 2019 from Heelis and Lodge re: Internal Audit @ £ Not received was recorded.
- xi A potential Invoice July 2019 from Rochford District Council re: Parish Election charges 2019 £ Not received was recorded
- xii EXTRA: The Council allowed an urgent late Data Protection Act payment, to be considered and paid in the interest of expediency @ £40-00 was recorded.
- xiii A D/D payment July 2019 to E.on @ £145-11 was recorded.
- xiv A D/D payment June 2019 to BT @ £41-42 was recorded.
- xv
 - i The question of the payment of the second part of the Precepted Community support grant to the SCCMC at £2,500-00 was discussed.
 - ii As the SCCMC Clerk has resigned, Councillors agreed to wait for the new Clerk to the SCCMC to be employed before further discussion, at the next meeting.
- xv Resolved: all above recommended and agreed payments, all actions, financial statements, transfers, grants, countersigned cheques, etc, etc.
Proposed by Councillors: Mrs P Holmes, seconded by Miss E Lingley and agreed by all.

94 19/20 **Planning consultations:**

Application no NONE. - RDC officers delegated planning decisions in Stambridge were read to the Council.

95 19/20 **Correspondence:**

To receive/record e/Letters, RDC/EALC/Gov. Circulars, Publications and Bundles: etc, etc: as placed on the table.

96 19/20 **Training:**

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

97 19/20 **Allotments:** The Clerk's report:

- i Four Contractor quotations for the annual allotments (middle and outer strips) grass maintenance were:
(1) First visit @£310 + monthly @ £230, (2) Monthly visits @ £85 per month (3) £75 per cut (4) £250 per annum.
Resolved a quotation for one year (2019-2020) from Mr R Pitts @ £250-00 per annum.
Proposed by Councillors: Mr G Ioannou, seconded by Mr P Bowen and agreed by all
- ii Quotation for a (one off) small skip for allotment rubbish.
Resolved: best estimate received: 1 x 2 yard skip delivered for two weeks at £111-62.
Proposed by Councillors: Mr P Bowen, seconded by Mrs P Holmes and agreed by all
Agreed; Clerk to emphasise only non-recyclable waste and only from the allotments, to be placed in the skip.

98 19/20 **Streetlighting:**

- i Clerk reported P13 and opposite 51 Cagefield Road, to the Contractors.
- ii Councillor reports: None.

99 19/20 **Highways and Public footpaths:**

Councillor reports: The Clerk to contact BT re: the hole outside 8, Cagefield Cottages, as Prams have to navigate the pavement by walking their prams and trailing kids onto the Stambridge Road and are in danger from road traffic.

100 19/20 **Website:**

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

101 19/20 **Delegated Authority:**

The Chairman proposed that Power of Authority be delegated to the Clerk during the holiday period up to the next October meeting.

Resolved: Proposed by Councillor Mr G Ioannou, seconded by Mr P Bowen and agreed by all.

102 19/20 **Items from Councillors:** for next Agenda and exchange of information only.

Items:

- i Councillor Mrs P Holmes announced that, as she was moving to Scotland in the near future, she would be resigning from the Stambridge Parish Council.
Councillors expressed their appreciation of her work for the Council, wished her a happy move to Scotland and wished her and her family, all the best for their future.
- ii Councillors to resolve to appoint Councillor Mrs N Crane as the new third signatory on the Metro Bank Account.
- iii Clerk to inform the Elections Office, RDC and action co-option.

103 19/20 **To agree the date of the next Stambridge Finance Committee Meeting:** at 7.00 p.m.

Agreed: 10th October 2019.

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

104 19/20 **To agree the date of the next Stambridge Parish Council Meeting:** at 7.30pm.

Agreed: 10th October 2019.

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

There being no further business the Chairman closed the meeting at 8.32 pm.

4th October 2019.

Barry Summerfield, Stambridge Parish Council Clerk/RFO