



MINUTES

OF THE
MEETING OF THE STAMBRIDGE PARISH COUNCIL
HELD AT THE STAMBRIDGE MEMORIAL HALL,
STAMBRIDGE ROAD, SS4 2AR
ON MONDAY 6th JUNE 2017.

27 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 Mrs L Shaw.
Members of the public: Mr and Mrs H Dimmock.
The Parish Clerk: Mr B Summerfield.

28 17/18 **Chairman's opening remarks.**

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

29 17/18 **Apologies for absence.**

To be received by the Clerk in person via: email, letter and telephone.
Received from Councillor Mr D Nelson (a pre-booked meeting)

30 17/18 **To Receive Declarations of Interests:**

- i Councillor Mr G Ioannou declared a Pecuniary Interest in that his wife, Mrs S Ioannou is presently employed by the Stambridge Memorial Hall Trust as Clerk.
- ii The Clerk handed to Councillors Mrs J Gooding and Councillor Mr G Ioannou, RDC issued Declaration of Interests forms for Stambridge PC for councillors to update as necessary.

31 17/18 **Public Forum: (5 min per person only)**

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

- i Ward Councillor Mr L Shaw reported: The school badges have been presented by Shaun Scrutton at the school. Speed watch action dates are to be forwarded in due course for the Stambridge Roads.
- ii Mr H Dimmock presented his case for the reinstatement of his allotment plot and suggested various modifications to the Tenancy Agreement.

32 17/18 **To Receive the Minutes of the AGM of 15th May 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.

33 17/18 **To Receive the P & C Notes of the HR meeting of 24th May 2017.**

- i The public notes were recorded.
- ii The Clerk's advice re: the yellow paper Private and Confidential Notes was recorded .
The H.R. P&C Notes were Resolved agreed.
Proposed by Councillors: Mrs P Holmes, seconded by Mrs J Gooding.
The Clerk co-signed the Minutes.
- iii An item arising from the above was agreed moved to P&C at the end of the meeting.

34 17/18 **Matters Arising from the Minutes** (not on the Agenda)

- i (Minute 16/i) **365: 'Microsoft.**
The Chairman reported that the discount may be agreed with the 365 supplier. If other Parish Councils wish to join, a larger discount for all may be arranged.
- ii (Minute 16/ii) **M/H roof work completion and information to the CIF.**
The Clerk reported: An invoice no. 100369 has been received from RCS Construction Essex Ltd for the final part (50%) of the roof refurbishment @ £13,462-80 inc vat.
The final sum has increased by £600 due to unforeseen essential timber work required. The council agreed the work. The Clerk has produced a payment letter of 6th June 2017 paying the invoiced amount and has sent it together with a claim form to the CIF requesting the advancement of the Grant remainder @ £10,000-00.

- iii (Minute 16/iv) **SPC and MHT Fund Raising Committee**
Fund Raising Meeting date to be agreed. Next Agenda item.
- iv (Minute 16/v) **Bus shelter replacement.**
The Clerk reported: he has spoken with Mr P Perkins re: the Bus shelter base rebuild work and has appraised him of the time constraints for delivery and erection .
- v (Minute 16/vi) **Annual Produce Show**
Invitation to the allotment holders to take part with a stall in the 22nd July Stambridge Parish Fete to be sent by the Clerk.
A prize for the best produce?
- vi (Minute 16/vii) **Containers.**
The contents of the shared containers was discussed and agreed a next Agenda item.

35 17/18 **The Council Risk Assessment and Assets List:**

- i The circulated Risk Assessment was studied, modifications were agreed for the updated document.
The Assets list 2017-2018 was studied, modifications were agreed for the updated List .
- ii The Clerk read the leading figures from the Insurance document which were agreed subject to the document being circulated by email to all. Next Agenda item.

36 17/18 **Future Dates of Meetings:**

Future meeting dates were agreed to be decided on a month to month basis.

37 17/18 **Finance**

- i
 - i To receive the SPC Financial Statements ending May 2017 (Appendix was not available to the Councillors)
The Clerk will circulated by email the next day.
 - ii The Clerk's hours of work log for May/June 2017 was moved to P&C at the end of the meeting.
 - iii Community Account and Business Account balances to be checked against Bank Statements by Councillors:
to be assessed at the next meeting.
- ii The Clerk reported: the Annual Internal Audit visit was carried out by Auditing Solutions on 29th May 2017.
Their full financial report to be received by the next meeting.
- iii The Annual Governance Statement (Page 1) of the Annual Return from the Audit Commission for 2016-17 was discussed and all entries on the Statement were agreed.
The Chairman and Clerk co-signed the Annual Governance Statement.
- iv The Annual Accounting Statement (Page 2) of the Annual Return from the Audit Commission for 2016-17 was discussed and all entries on the statement were agreed.
The Chairman and Clerk co-signed the Annual Governance Statement.
- v The June 2017 update to the excel 2017-2018 Budgeted running costs to be circulated by the Clerk.
- vi The Clerk/RFO's request for a letter to the Bank, requesting that the monthly Officials Bank Statements to be forwarded to the Clerk and requesting the Clerk's ability to view the current Bank statements on line **was not agreed**
The Chairman stated that the Bank Mandate may not allow the proposed action. Councillor Mr P Shaw will investigate and report back.
- vii Agreed: the Invoice from (BDA Architecture) of 8th February 2017 re: M/H roof renovation final fee @ £2,880-00 gross will need to be received with the corrected overall figures.
- viii Agreed: the Invoice 10th March 2017 from (All About Coarse Angling Ltd) re: Equipment for the Fishing Project @ £700-00, has been covered by the Memorial Hall Trust Grant received from the RDC.
- ix Agreed: an Invoice May 2017 from (Mr J Forcer?) 028 Fish Husbandry @ £280-00 will need to be issued by the contractor. Clerk to return.
- x Agreed: an invoice received from Brights re: Bollard lock at £258-05 will be paid by SPC and claimed nett from the MHT.
- xi The Chairman provided the Council with an overview of the management of the Fishing Project.
- xii Resolved: all above payments, actions, financial statements, transfers, grants, countersigned cheques, etc, etc.
Proposed by Councillors: Mr P Shaw, seconded by Mrs P Holmes and agreed by all.

9.30pm Resolved agreed: the extension of the meeting time by 15 minutes

38 17/18 **Planning:**

To receive a planning application no. 17/00432/FUL 10, Mill Lane, Stambridge, Essex. SS4 2AA
(Proposed Two Storey Side Extension) - Stambridge Parish Council supports.

39 17/18 **Correspondence:**

- i An e/letter May 2017 from Mr B Pettitt re; a request for a donation to the Rochford District Community Archive was received. All Councillors agreed the SPC will donate £50-00 at the next Agenda.
- ii An e/letter May 2017 from ICO Registration Team was received confirming that Individual Councillors do **NOT** need to register individually. **The Data Controller is the Parish Council.**
- iii The Clerk has deposited a box of 500 new River Crouch/Roach tourist walks maps, in the office.
- iv Councillors agreed the annual Winter Salt supply from the ECC.
- v Letters/emails, Publications and Bundles as read to the Council and placed on the table:

40 17/18 **Allotments:**

- i The single outstanding signed tenancy agreement and payment to the SPC were agreed to be accepted by all councillors.
- ii Details of the allotment rules/regulations were discussed including the use of glass and replacement with plastic.
- iii The allotment responsibility for the Clerk was confirmed by the Chairman, who handed to the Clerk the allotment document folder and an email received from Mrs S Ioannou.
- iv Discussion re: Allotment costs and current losses to the next Agenda.

41 17/18 **Highways and Public footpaths**

- i Councillors reports: to the next meeting.
- ii The Highway Ranger Request Form from Gregg Speller to the next meeting.

42 17/18 **Streetlighting:**

- i Councillors reports: to the next meeting.
- ii The Chairman asked for the Streetlighting survey list to be made available to Councillors.

43 17/18 **Notices and Website**

- i The Chairman notified that Councillor Mr D Nelson is talking with Mr B Crix re: the Website handover.
- ii Councillors reports: to the next meeting.
- iii The Clerk's report: to the next meeting.

44 17/18 **Memorial Hall Trust Items:**

The chairman reported that a MHT meeting is to be called in June 2017 re: the following, etc, etc.

- i SPC invoice (001/2017) to the MHT of 14th March 2017 @ £6,355-01, the newly presented SPC invoice (002/2017) to the MHT of 6th June 2017 @ £358-12 and the agreed MHT Brights Locksmiths Invoice (003/2017) July 2017 @ £258-50 to the next Agenda.
- ii MHT Fund raising Committee to the next Agenda.
- iii Bicycle stands to the next Agenda.

45 17/18 **Next Agenda Items from Councillors.** *for next Agenda and exchange of information only.*
Items:

46 17/18 **Private and Confidential:**

- i The use of the Clerk's issue of 'yellow papers' covering the decisions under P&C were clarified by the Clerk.
- ii The item moved from the above re: The Clerk's log of hours worked from 9th May to 6th June (Invoice 7) and contracted hours as charged, were discussed and agreed by the Council and signed by the Chairman and Clerk.

47 17/18 **The next Stambridge Parish Council Meeting:**

Agreed: **THURSDAY 13th JULY 2017**

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

There being no further business the Chairman closed the meeting at 10.04 pm.

8th July 2017.

B Summerfield, Stambridge Parish Council Clerk.