**MINUTES**

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

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

 **at 7.47 pm on THURSDAY 21st JUNE 2018.**

**32 18/19. To Record the Members Present:**

 Chairman Councillor Mr G Ioannou

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

 Ward Councillor: Mrs L Shaw.

 Members of the public: None.

 The Parish Clerk: Mr B Summerfield.

**33 18/19. Chairman's opening remarks:**

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

**34 18/19. Apologies and reasons for absence:**

To be received by the Clerk in person via: email, letter and telephone. None.

**35 18/19. To 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 Memorial Hall Trust Manager.

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

**36 18/19. Co-option of a member of the public for a vacancy on the SPC:**

 The Interested party was not present.

**37 18/19. 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

 Ward Councillor Mrs L Shaw reported: Speedwatch is operating locally and will possibly involve other areas – A

 Ward Councillor surgery to be held at the Royal Oak; date and times in due course – Waitrose and Tesco ‘Fair Share’

 talks on unused food for vulnerable families is progressing – the Councillor has been talking with the local vagrant.

**38 18/19. To receive the Minutes of the AGM of 30th May 2018:**

 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.

39 18/19. Matters Arising from the above Minutes: (not on the agenda)

i (Minute 11 18-19/vii): Heritage Committee report: ‘Stambridge Well’.

 The Committee has not yet met to discuss.

ii (Minute 12 18-19/iv): The Memorial Hall GDPR CCTV requirements.

 The Clerk reported he has emailed Mrs S Ioannou re: the CCTV source of information.

iii (Minute 26 18-19/iv): Traffic/Speeding control through Stambridge Village

 Councillor Mr G Ioannou reported that the LHP meeting later today, will receive the scheme report re: reducing

 the speed limit through the Stambridge Road, which will be supported by a petition and the concerns as raised by

 local residents. It has the support of the county members on the LHP.

 The repeater 30 mph signs and 30 mph Slow road markings have been carried out by ECC Highways, except (to date)

 the middle road lines.

**40 18/19. Policy Documents:**

i The Clerk reported the GDPR Policy for the SPC is being constructed.

ii Bereavement Policy as circulated was agreed.

iii Code of Practice Complaints Policy as circulated was agreed.

iv Disciplinary Practices Policy as circulated was agreed.

v Equal opportunity Policy as circulated was agreed.

vi Grant Funding Policy as circulated was agreed.

vii Grievance Procedure Policy as circulated was agreed.

viii Health and Safety Policy as circulated was agreed.

ix Internal Controls Policy as circulated was modified and agreed to be updated for the next meeting.

x Publication Scheme Policy as circulated was agreed.

xi Risk Management Policy as circulated to be combined with the latest Risk Data as agreed.

xii Training Policy as circulated was agreed.The Clerk will forward all training information by email.

**All above Policies were agreed to be signed by the Chairman**

**41 18/19. Finance:**

i i The SPC Metro Financial Statements 21th June 2018 was recorded.

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

ii An Engagement letter from J P Smoothy and Co (Accountants) the Internal Auditor, was recorded.

iii The Clerk reported his work on the completion of the Annual Return (AGAR) 2017-2018 and the publication of

 the Public Rights for the Statutory Period (30 working days).

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

v The Clerk’s time/work sheet from 31st May 2018 to date to be signed when one month is covered, was recorded.

vi The latest ‘to date’ invoices as per Appendix:

 i The payment to HMRC re: the RTI-PAYE for the month of June £ 40-40 was recorded.

 ii An Invoice June 2018 from Mr J P Smoothy re: Annual Internal audit 2017-2018 £400-00 was recorded.

 iii An Invoice June 2018 from Mr N Watkins AACA re: 0235 Angling Tuition: Cast course £580-00 was recorded.

 iv An Invoice June 2018 from Salisbury Angling School re: 4/6/18 Angling Coaching £425-30 was recorded.

 v An Invoice June 2018 B Summerfield/Edwards Engineering re: 5093 standpipe keys £ 8-64 was recorded.

 vi An Invoice June 2018 from Tippers re: Stambridge entry signs was not received.

vii The Chairman reported that the present BT contract is not able to be changed.

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

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

**42 18/19. Planning:** None

**43 18/19. Correspondence:**

i An e/letter June 2018 from Essex County Fire and Rescue Service re: updated list of their Service Delivery points

 was forwarded to the Memorial Hall Clerk.

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

**44 18/19. Allotments**:

i The Clerk reported on items/services required for maintenance: subject to P&C discussion re: job description.

ii Councillor Mr P Shaw reported: (Pyracanths) are £5-99 and £4-99 in 2 Ltr pots x 2 plants per mtr?

iii Councillor Mrs P Holmes will talk with the landlord on the planting!

iv The Clerk will measure the frontage length of the hedge.

v The Clerk will forward to Councillor Mrs S Bush the Facebook advertisement for the vacant allotment plots.

vi Councillor Mrs L Shaw advised that the Woodlands Trust may be able to help with plants. The Clerk to enquire.

vii Clerk to check the insurance cover re: pyracanths.

**45 18/19. Highways and Public footpaths:**

i The Clerk reported the work for the entry signs to Great Stambridge Village has been actioned/not yet completed.

ii Councillor Mr G Ioannou reported he will be constructing an antispeeding petition and letter for all of the residents

 of Stambridge. To include all road users threatened by speeding traffic (Equestrian, pedestrians, cyclists, children, etc).

 The Petition and petition letter will need to be distributed to all residents by hand, so it will be a group ‘all hands to

 the pumps’ to complete this task. The (County) target of more than 600 will need to be circulated and the signed

 copies back in hand by September 2018, in order to meet the discussed AGM 2018 deadline.

**46 18/19. Streetlighting:**

i The Clerk reported a June survey of 6 unserviceable Streetlights.

 Resolved all surveyed U/S streetlights above to be actioned by the Clerk.

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

ii The Clerk reported energy connection forms are received for the Streetlight outside the Memorial Hall.

iii Councillor reports: None.

**47 18/19. Next Agenda Items from Councillors: *for next Agenda and exchange of information only.***

Items: ‘Equestrian Glow and Slow Campaign Poster’ for local School children.

**48 18/19. Stambridge Finance Committee Meeting: at 7.30 p.m.**

 **Agreed if required: July 2018 at the Stambridge Memorial Hall, Stambridge Road, SS4 2AR**

**49 18/19. The next Stambridge Parish Council Meeting: at 7.30pm.**

 **Agreed: 26th July 2018 at the Stambridge Memorial Hall, Stambridge Road, SS4 2AR.**

**50 18/19. Private and Confidential:**

Pursuant to the provision of Section 1000(a) of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded from the meeting for consideration of the following item of business on the grounds that it contains information defined as exempt in Part 1 of Schedule 12a of the Local Government Act 1972, as detailed.

i The Clerk’s draft Contract to be discussed by the HR Committee.

 ii An email of 1st June 2018 from Councillors: Mr G Ioannou, Mrs P Holmes and Mr J Gooding to the Clerk was

 discussed.

There being no further business the Chairman closed the meeting at 9.09pm.

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