

# MINUTES

## OF THE MEETING OF THE STAMBRIDGE PARISH COUNCIL

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

on TUESDAY 25<sup>th</sup> JUNE 2019.

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

- 47** 19/20. **To Record the Members Present:** 7.52 pm.  
Chairman Councillor Mr P Shaw.  
Councillors: Mr P Bowen, Mrs N Crane, Mrs J Gooding, Mrs P Holmes and Miss E Lingley.  
Ward Councillor Mrs L Shaw.  
Members of the public: None.  
The Parish Clerk: Mr B Summerfield.
- 48** 19/20. **Chairman's opening remarks:**  
The Chairman welcomed all persons attending the Meeting and made safety announcements for the Memorial Hall.
- 49** 19/20. **Apologies and reasons for absence:**  
To be received by the Clerk in person via: email, letter and telephone.  
Councillor Mr G Ioannou's apology for absence was agreed.  
Apology from Ward Councillor Mr S Wotton
- 50** 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.
- 51** 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: 'Ward Councillor surgeries' at the Royal Oak continue to be poorly supported – Cllrs: Mrs L Shaw and Mr P Shaw are continuing to collect surplus food from all main local suppliers to be distributed to families in Canewdon, Stambridge, Paglesham and Rochford – Cllr Mrs N Crane reported that she also collects surplus dog food for dogs, for the same purpose – both councillors agreed to work together on supplies where there is the need - Speed-Watch training is to come – Road Speed reduction Signs are with Ward Councillor Mr T Cutmore.
  - ii Ward Councillor Mrs L Shaw requested that it be Minuted and recorded that a Community Initiative Fund application of 2018, taken out by Chairman Councillor Mr G Ioannou in the name of the Stambridge Parish Council, had quoted the name of Ward Councillor Mrs L Shaw as a supporter of the application, without her permission, consent, approval or knowledge, has taken legal advice and reported her complaint to the Standards Board of Rochford District Council.
  - iii Ward Councillor Mrs L Shaw recorded that she did not want her name to be involved in any way with the 'KAOS Youth Club'.
- 52** 19/20. **To receive the Minutes of the Annual General Meeting of 16<sup>th</sup> May 2019:**  
The Minutes were Resolved agreed.  
Proposed by Councillors: Mrs N Crane, seconded by Miss E Lingley and agreed by all.  
The Chairman signed the Minutes as a true record.
- 53** 19/20. **Model Code of Conduct:**  
Resolved as proposed by Mrs P Holmes, seconded by Mr P Shaw and agreed by all.
- 54** 19/20. **Standing Orders:**  
Resolved as proposed by Mrs P Holmes, seconded by Mrs N Crane and agreed by all.
- 55** 19/20. **Financial regulations:**  
Resolved as proposed by Mr P Shaw, seconded by Mrs P Holmes and agreed by all.
- 56** 19/20. **The Council Risk Assessment:**  
Resolved as proposed by Mrs J Gooding, seconded by Mrs N Crane and agreed by all.
- 57** 19/20. **The Grievance Procedure:**  
Resolved as proposed by Mrs N Crane seconded by Mrs P Holmes and agreed by all.
- 58** 19/20. **Freedom of Information Act:**  
Resolved as proposed by Mr P Shaw, seconded by Mrs P Holmes and agreed by all.
- 59** 19/20. **The General Data Protection Regulations**  
Resolved as proposed by Mr P Shaw, seconded by Mrs N Crane and agreed by all.  
Agreed that Councillors to be asked if their Names, addresses and telephones/email contact details can be used in the course of the Parish Council documentation, emails and on line.
- 60** 19/20. **The Streetlighting Policy**  
Resolved as proposed by Miss E Lingley, seconded by Mr P Shaw and agreed by all.

## 61 19/20. The Streetlighting Contractor Agreement.

Resolved as proposed by Miss E Lingley, seconded by Mr P Shaw and agreed by all.

## 62 19/20. Matters Arising from the Minutes:

- i (Minute 2 19/20 - ii) Declarations of Interests forms (28 days return to Clerk).  
Councillor Mr G Ioannou's Register of Members Interests form, is not returned to the Clerk to date.
- ii (Minute 20 19/20 - ii) Withdrawal of appointment to the Sole Trustee Committee.
  - i The Clerk recorded by email on 10<sup>th</sup> June 2019, that he has withdrawn his offer to act as the voluntary unpaid Clerk to the Sole Trustee Committee.
  - ii Councillors reported that there is no elected Clerk for the Sole Trustee Committee.
- iii (Minute 20 19/20 - iii) Withdrawal of appointment to the Stambidge Community Centre Management Committee.
  - i Councillor Mr P Shaw recorded by email on 21<sup>st</sup> May 2019, that he has withdrawn his appointment to the SCCMC.
  - ii Councillor Mrs P Holmes had substituted and will attend as the fourth Councillor on to the SCCMC.

## 63 19/20. The Progress Reports on all agreed Councillors/Clerk Actions:

	<u>Actions</u>	<u>Progress</u>	<u>Outcome</u>
i	Cllr Mr G Ioannou re: Wishing Well advice from RDC Surveyor, Mr G Duncan. (Absent)	Report.	None.
ii	Cllr Mr P Shaw's report: 'Discover 20/20' committee. Agreed the 1st July 2019 at the Memorial Hall at 7.30 pm for the rearranged Discover 20-20 meeting.	Report.	
iii	Cllrs: Mr P Bowen and Miss E Lingley: Public Footpath walks. Agreed the Clerk will forward a copy of the definitive footpath map to all councillors.	Report.	
iv	Cllr Mrs P Holmes re: Fly Zappers for the kitchen from Mr S Ioannou. (SCCMC)	Report.	
	i Councillor Mrs P Holmes reported her lack of success in receiving any information from the Trust Clerk (SCCMC)		
	ii Agreed no further Fly-zapper action by the Council.		
v	Clerk's report re: Stambidge Village entry signs x 4 off: Councillor Mr P Shaw and the Clerk have erected the two new Village Signs and cleared the brambles from the Village sign at the North end of the Village.	Progressed	<b>Completed</b>
vi	Cllr Mr G Ioannou re: Newsletter (Absent) The Council agreed: the Newsletter will be proofread by all councillors at the next meeting with any new additions to be added. <u>Printing costs quotations to be arranged by the Clerk.</u>	Report.	None
vii	Councillor Mr G Ioannou detail of a computer fit for the next six years. (Absent) The Council agreed to the acquisition of a new laptop computer before the existing laptop causes any more losses and in addition a projector to be used for planning, etc, etc.	Report.	None
viii	Agreed donation to the Mobile Stroke Unit @ £100-00.		Waiting for Charity Number.
ix	Cllr Mr G Ioannou re: School are willing for children to plant allotment tree whips.		Agreed and on hold.
x	Tree whips to be transferred to Cllr: Mr P Bowen (Aboriculturist) for assessment. The Clerk has delivered the Tree whips to councillor Mr P Bowen for his attention.	Progressed.	Completed.
xi	Clerk reported Heras Fencing panels required to cover 35 mtrs = 10 panels. <ul style="list-style-type: none"><li>i Councillor Miss E Lingley reported that she has taken delivery of six Heras fencing panels and all fixings. There are four more to be delivered in due course. The panels will be assembled by allotment holders.</li><li>ii The Council thanked Councillor Miss E Lingley for her voluntary work on behalf of the Parish Council and the Community.</li></ul>	Report.	
xii	The Clerk reported the Village Sign volunteers in receipt of the Risk Assessment:	Current.	
xiii	The proposed employment of a 'Local Policeman' The Council agreed not to progress with a local policeman.		Completed.
xiv	Cllrs re: Pavements and Vegetation.	Report.	None.
xv	Cllr: Mrs P Holmes the legal opinion of the agreement with Green Gateways. The legal opinion on the Green Gateways agreement was: that through the passage of time it may have become (in law) a possible contract.	Report.	
xvi	Cllr: Mrs P Holmes re: talk with landowner of the Public Footpath next to allotments. The footpath next to the allotments is now clear.	Report.	Completed.
xvii	The Clerk's report re: PC documents published on social mediums. <ul style="list-style-type: none"><li>i Advice from other Clerks is that the 'Notice of Meetings only' are recommended to be published on Facebook with links to the website.</li><li>ii Councillor Mr J Gooding volunteered to place notices and a website link, as forwarded by the Clerk.</li></ul>	Report.	

## 64 19/20. Finance:

### To receive the Finance Committee Financial recommendations:

- i
  - i The SPC Metro Financial Statements of 25<sup>th</sup> June 2019 were recorded.
  - ii The above balances were checked against Metro Bank Statements by Cllrs: Mrs N Crane and Miss E Lingley.
- ii
  - i Heelis & Lodge were adopted as the Paglesham PC Internal Auditors for 2019-2020.
  - ii The Heelis and Lodge report and Annual Governance & Accountability Return Part 3, 2018-2019 were read to the Council and agreed.
- iii The Annual Governance Statement 2018-2019 was read, agreed and co-signed by the Chairman and RFO/Clerk.

- iv The Accounting Statements 2018-2019 was read, agreed and co-signed by the Chairman and RFO/Clerk.
- v The dates set by the Clerk/RFO for the Period of the Exercise of Public Rights were 1<sup>st</sup> July to 9<sup>th</sup> August 2019.
- vi The Clerk's time sheet (28) for March/April 2019 for 47.5 hours was recorded.
- vii The Parish Council's updated SPC Excel running costs for June 2019 was recorded.
- viii A payment from the SCCMC of the SPC/invoice of 20<sup>th</sup> March 2019 re: shared 2018-2019 BT costs, Vodaphone costs and paid EPFA invoice @ £ 609-88 was again recorded as **NOT RECEIVED**.
- ix The receipt of the VAT claim for September 2018 to 31<sup>st</sup> March 2019 @ £405-38 was recorded.
- x The July HMRC PAYE-RTI monthly payment @ £40-00 was recorded.
- xi An Invoice May 2019 from Heelis and Lodge re: Internal Audit @ £ Not received.
- xii An Invoice May 2019 from the courier re: Internal Audit paperwork transport @ £ Not received.
- xiii An Invoice June 2019 from Rochford District Council re: Parish Election charges 2019 £ Not received.
- xiv An Invoice June 2019 from Mr Pitts re: Allotments green maintenance £ 25-00 was recorded.
- xv An invoice June 2019 from B Summerfield re: Toner-top-up laser powder @ £ 33-83 was recorded.
- xvi A payment June 2019 to E.on re: D/D @ £149-95 was recorded.
- xvii The Counter Credit of 24/05/19 re: (12b) Allotment Tenancy payment @ £37-50 was recorded.
- xviii Resolved: all above agreed payments, all actions, financial statements, transfers, grants, countersigned cheques. Proposed by Councillors: Mrs N Crane, seconded by Mrs P Holmes and agreed by all.

## **65** 19/20. **Planning consultations:**

**Ward Councillor Mr P Shaw declared a non pecuniary interest in the following planning items and remained to give advice when requested, but did not vote or express an opinion, for or against.**

**Councillors Miss E Langley and Mr P Bowen declared non pecuniary Interests as near neighbours.**

- i Application no 19/00405/FUL: 41, Cagefield Road, Stambridge, Essex. SS4 2BE  
(Demolish Existing Outbuildings and Construct Part Two/Part Single Storey Side Extension and Alterations to Fenestration).  
Stambridge Parish Council approve.
- ii Application no 19/00336/FUL: Brick House, Stambridge Road, Stambridge, SS4 2AR  
(Proposed Attached Garage to Existing Outbuilding).  
Stambridge Parish Council approve.

## **66** 19/20. **Correspondence:**

- i An e/letter of 30<sup>th</sup> May 2019 to retired councillor Mrs S Bush on her move to Scotland was read to the Council and was recorded.
- ii An e/letter May 2019 from Winter Service, Essex Highways re: Salt Bag Partnership 2019 was recorded
  - i Agreed that as the council has two and a half pallets of salt bags, it will not take part this year (2019 winter).
  - ii Agreed the Newsletter to advertise free salt bags to any residents.
- iii An email June 2019 from Mrs S Ioannou re: her resignation as Trust Clerk for the SCCMC was recorded
  - i An email of thanks to retiring Trust Clerk (SCCMC) Mrs S Ioannou was read to the Council and recorded.
- iv To receive e/ Letters/emails, RDC/EALC/Gov. Circulars, Publications and Bundles: etc, etc: as placed on the table.

## **67** 19/20. **Training:**

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

## **68** 19/20. **Allotments:**

- i The Clerk reported on the outer green walkway cut-back. and the redundant 4 compost bins.
- ii Three contractors outer and middle green maintenance quotations were read to the Council and recorded.
- iii Councillors Miss E Lingley kindly volunteered to deal with the four compost bins on the allotments.
- iv Council agreed that the Clerk will notify allotment holders re:
  - i The positive Heras fencing position
  - ii Ask if any allotment holder would like to quote for keeping the outer strip grass down
  - iii Ask if the provision of a skip (in the short term) would be of use to allotment holders, to get rid of old rubbish.

## **69** 19/20. **Streetlighting:**

Clerk's survey report: P13 U/S

## **70** 19/20. **Highways and Public footpaths:**

- i Councillor reports: Concerns were raised as to the continual parking of the small white van and cars on the Stambridge Road, on the same side and close to Little Stambridge Hall Lane, that may potentially be the cause of an accident.
- ii Essex highways responses to enquiry no. 2396426 and 2606731 were recorded.

## **71** 19/20. **Website:**

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

## **72** 19/20. **Items from Councillors:** *for next Agenda and exchange of information only.*

Items: Complaints received re: Ryanair Flights being much noisier than EasyJet flights – Clerk's research into Cloud storage..

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

Agreed: **25<sup>th</sup> July 2019**

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

**74** <sup>19/20</sup>. **To agree the date of the next Stambridge Parish Council Meeting:** at 7.30pm.

Agreed: **25<sup>th</sup> July 2019**

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

There being no further business the Chairman closed the meeting at 9.30 pm.

20<sup>th</sup> July 2019.

Barry Summerfield, Stambridge Parish Council Clerk/RFO