



# MINUTES



**OF THE MEETING OF THE STAMBRIDGE PARISH COUNCIL  
HELD AT THE STAMBRIDGE MEMORIAL HALL  
ON TUESDAY 14<sup>th</sup> MARCH 2017  
at 7.30 pm.**

**349** 16/17 **To Record the Members Present:**

7.34 pm.

Councillor Mr D Nelson (Chairman).  
Parish Councillors: Mrs P Holmes and Mr P Shaw.  
Member of the Public: None.  
The Parish Clerk Mr B. Summerfield.

**350** 16/17 **Chairman's opening remarks.**

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

**351** 16/17 **Apologies and reasons for absence:**

(It is important to record the grounds upon which apologies for absence are tendered in case they have to be approved to prevent a casual vacancy arising - Local Government Act 1972 schedule 12 paragraph 40).  
Received by the Clerk in person via: email, letter and telephone:  
Councillors: Mr G Ioannou (away), Mrs J Gooding (away) and Mrs L Shaw (District business).

**352** 16/17 **Declarations of Interests:** on items on the Agenda.

- 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.**

**353** 16/17 **The co-option of a member of the public as a Councillor**

None

**354** 16/17 **Public Recording of Meetings (Openness of Local Government Bodies Regulations 2015)**

**For Councillors and the public's information:**

- i Councillors and the public may make a record of a meeting of the Parish Council by any media device capable of recording sound and image.
- ii Councillors and the public's use of any media device, may not disrupt or distract the meeting by any mechanical noise, audio noise, oral commentary, light emissions or the movement or repositioning of visual recording devices.
- iii The Chairman of the meeting will ask any member of the public who disregards the above to refrain from using the media device and where appropriate to leave the meeting - **was Noted.**

**355** 16/17 **Public Questions:**

(Specifically, for Guest Speakers, visiting Ward/County Councillors, Councillors and questions from members of the public).

- i Ward Councillor: None
- ii Councillors: None
- iii Members of the Public: None

**356** 16/17 **To Receive the Minutes of the Meeting of 7<sup>th</sup> February 2017.**

The Minutes were read and resolved to be agreed.  
Proposed by Councillors: Mr P Shaw seconded by Mrs P Holmes and agreed by all.  
The Chairman duly signed the minutes as a correct record.

**357** 16/17 **Matters Arising from the Minutes** (not on the Agenda)

- i (Minute 337/i) The Committee Structure  
The Clerk advises:
  - i All Committee meetings (Finance and HR) must be advertised and open to the public. Agenda, Notices and Minutes to be provided by the Clerk with its recommendations to the next SPC Agenda. (Three clear days notice apply).
  - ii HR Committee meetings; if discussing contracts or actions based on contracts, will be Private and Confidential with the public required to leave the meeting with its recommendations to the next SPC Agenda.
  - iii Advisory meetings are informal and not held in public with its recommendations to the next SPC Agenda. Informal Agenda and Notes of the meeting to be provided by the Clerk.
- ii (Minute 337/ii) Training from the RDC.  
The Clerk reported Councillor Mr M Steptoe is enquiring re: RDC training for Parish Councillors.
- iii (Minute 337/iii) ID badges for Councillors and Clerk.  
The Chairman's report to the next Agenda.

- iv (Minute 337/iv/ii) 1&1 and 365.  
Councillors: Mr D Nelson and Mr G Ioannou's research alternatives report to the next Agenda
- v (Minute 3337/v) Councillors: .....@stambridgepc.co.uk email addresses.  
The Clerk reported his correspondence with Mr B Crix who advises that the Chairman has the above information.  
To the next Agenda.

### **358** 16/17 Stambridge Memorial Hall Trust committee:

Councillors reported no meeting has taken place.

### **359** 16/17 Finance Advisory Committee.

- i The 14<sup>th</sup> March 2017 finance advisory group's meeting was cancelled.
- ii The MHT Fishing Project to be discussed at the rearranged Finance Advisory Meeting.

### **360** 16/17 Finance

- i
  - i The SPC Financial Statements ending February 2017 were recorded.
  - ii
    - i Community Account balances were checked against Bank Statements by Councillors:  
Mr D Nelson and Mr P Shaw.
    - ii The Business Account Statements have not as yet been available to be checked by councillors.
- ii
  - i The Clerk reported that the VAT claims (1/1/16 -28/2/17) will be £2,084-97.
  - ii The Clerk reported that the SPC funding claim to the Memorial Hall Trust (1/4/16-31/3/17) will be £6,355-01.
  - iii The Chairman requested the detail of the amounts making up the £6,355-01 and the Clerk read to the Council the list of the sums involved.
  - iv Resolved: The charge and invoice to the MHT for 2016-2017 is £6,355-01.  
Proposed by Councillors: Mr D Nelson, seconded by Mr P Shaw and agreed by all.
  - v A letter/invoice to the MHT from the SPC for the above amount was approved and placed on the office desk.
- iii
  - i The Chairman reported through the Clerk; that the RCS Construction Essex (Memorial Hall roof) 'Start Date' has been delayed by some estimated 5 weeks for the supply of the correct tiles.
    - ii In the meantime a late letter was allowed by the Chairman for discussion, from Jeff Sharp of BDA Architecture reporting the above delay in seeking the correct tiles and various recent preparation works having been carried out on the Hall.
  - iii The Clerk reported he has appraised the Communities Initiative Fund (Angela Balcombe) re: the delayed situation and has assured her of the intention to proceed when the builder has the tiles.  
She has made a note on the CIF Grant document. Clerk to forward the above Jeff Sharp letter to the CIF.
- iv An Invoice October 2016 from Mr A Gull/Garden & Landscape (replacing 200563) re: 041 @ £85-00 was recorded.
- v The final payment to Caretaker Mr K Bench December 2016 for agreed works completed @ £90-00 was recorded.
- vi An Invoice January 2017 from B Summerfield re: Feb Clerk's Salary @ £660-26 was recorded.
- vii The HMRC payment re: the Clerk's Salary above @ £68-20 was recorded.
- viii An Invoice February 2017 from Mrs S Ioannou re: February Salary @ £ confidential was recorded
- ix An Invoice February 2017 from All About Coarse Angling Ltd re: 0202 MHT Fishing Project @ £1,251-80 was recorded.
- x
  - i An Invoice March 2017 from Mr G Ioannou/SoloPress re: 984608 Flyers/Leaflets @£101-00 was recorded.
  - ii Councillors agreed that Councillor Mr G Ioannou can co-sign his above cheque.
- xi The 'Payments' are recorded as per the March Financial Statements.
- xii The Chairman's report re: The Barclays Bank Mandate forms to the next Agenda.
- xiii
  - i The insurers payment of 'like for like' @ £3,340-00 re: the destroyed bus stop shelter was accepted.
  - ii The suppliers 'Shelterstore' quotation for £3,990-00 + vat, leaving the SPC to cover the difference of £250 excess and £400 for an antivandal shelter @ £650-00 was discussed.
  - iii Resolved; to accept the quotations as received at £3, 990.00 + vat for the installation of an antivandal proof bus shelter.  
Proposed by Councillors: Mr D Nelson, seconded by Mr P Shaw and agreed by all.
- xiv The Clerk reported: the B&Q Trade account forms were completed and is awaiting the B&Q Trade-card.
- xv The Clerk reported: he has requested from the insurers, an update on the recent position of the Memorial Hall dispute of work carried out late 2014 and has received a reply recording that an update will be received in due course.
- xvi The Clerk reported the Internal Audit date by Auditing Solutions, is 29<sup>th</sup> May 2017.
- xvii Resolved: all above payments, actions, financial statements, transfers, grants, countersigned cheques, etc, etc.  
Proposed by Councillors: Mr D Nelson, seconded by Mrs P Holmes and agreed by all.

### **361** 16/17 Planning

- i Application no 17/00134/FUL. 4, Mill Lane, Stambridge. SS4 2AA.  
(Demolish Existing Single Storey Rear Extension and Construct Single Storey Rear Extension) –  
**The Stambridge Parish Council has no objection.**
- ii Application no 17/00070/OUT. RDC owned Land Between 7-13 Cagefield Road, Stambridge. SS4 2BE.  
(Outline Application for Proposed 3 no. Self-contained Apartments with Associated Parking, Soft and Hard Landscaping Works) –  
**The Stambridge Parish Council has no objection.**

### **362** 16/17 Correspondence:

- i An e/letter of February 2017 from Mrs B O'Dowd was discussed and agreed the responses to the questions will be:
  - i Salary confidentiality?  
The Parish Council have (by resolution) agreed the requested confidential nature of the Mrs S Ioannou's salary as the interim SPC Clerk, based on the reported advice received from the Essex Association of Local Councils.
  - ii Is there a Salary for the management of the Hall?  
Please refer to the Memorial Hall Trust.
  - iii Stambridge Precept 2017-2018?  
The new Clerk has advised and the SPC has resolved that after years of restricted precept increases, reserve funds have become eroded. The 2017-2018 Precept reflects the requirement to cover costs and to follow the Interim Auditor and National Association of Local Councils recommendations that the SPC's annual budgeted end of year reserves must be build up.
- ii Letters/emails, Publications and Bundles as read to the Council and placed on the table.

### **363** 16/17 Allotments:

- i The allotments holders informal get-together with the SPC on Friday 24<sup>th</sup> February 2017 at the Memorial Hall. The informal meeting was well attended by allotment holders and members of the SPC.
- ii Items arising: The new tenancy agreements starting at April 2017, the rise of charges, manure supplies and storage on site, membrane coverage of unused plots, bonfires, a security fence, monthly plot inspections, path mowing, potholes in the layby, no parking overnight signs on the layby, security gaps around the front gate (pyracanth) and the 'Gate code' to be changes from 1<sup>st</sup> April 2017.
- iii The Clerk reported a fencing quotation and is awaiting others and will enquire re: Layby ownership?
- iv A late email from an allotment holder was allowed by the Chairman and discussed:
  - i It was agreed: The SPC are very pleased that Mr and Mrs Howard and Ann Dimmock have kindly volunteered to maintain the planters below the Village Sign at no cost to the SPC.
  - ii The Clerk to check with the insurance company and respond to the Dimmock's public spirited offer.
- v An 'Annual Show' was discussed.

### **364** 16/17 Highways and Public footpaths

- i Councillor Mrs P Holmes reported all public Footpaths have been cut and are tidy.
- ii Councillor Mr P Shaw reported that the 'Speed-Watch' has been taken over by the Fire Brigade from the Police, Cllr Shaw has been taking part locally and now video evidence is the only format excepted to be used in a prosecution. A video training program is possible. The Stambridge Road area between the Royal Oak and the Fisheries to be targeted.

### **365** 16/17 Streetlighting:

- i The Clerk has carried out a personal survey of the Stambridge PC Streetlights and reported:
  - i All streetlight numbering needs to be updated.
  - ii A large number of streetlights outages will be further identified by the Clerk.
- ii The Clerk's recommendation for an alternative competitive lighting contractor, W&H (Romac) Ltd was agreed.
- iii LED lighting was discussed as a long term program. Clerk to research Grants.

### **366** 16/17 Parks:

Councillor Mr P Shaw reported his attendance at a Parks Forum meeting on 2<sup>nd</sup> February. Amongst items discussed were possible grants available for Children's Play Area's, the cost of emptying dog bins are becoming alarming, the possibility of employing a Park Watch Company to enforce park rules re: dog fouling.

### **367** 16/17 Notices and Website

The Clerk reported all notices displayed and the website up to date.

### **368** 16/17 Next Agenda Items from Councillors. *for next Agenda and exchange of information only.*

Items: Agenda 'Fund Raising Brain Storm'.

### **369** 16/17 The next Stambridge Working Party Meeting (Appraisal and Finance)

Agreed: **THURSDAY 23<sup>rd</sup> MARCH 2017.**

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

### **370** 16/17 The next Stambridge Parish Council Meeting

Agreed: **TUESDAY 4<sup>th</sup> APRIL 2017.**

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

There being no further business the Chairman closed the meeting at 9.14 pm.