



 **MINUTES**

 **OF THE STAMBRIDGE PARISH COUNCIL**

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

 **ON THURSDAY 8th MARCH 2018.**

**221 17/18 Members and Public present: 8.15 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: None

 The Parish Clerk: Mr B Summerfield.

**222 17/18 Chairman's opening remarks.**

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

**223 17/18 Apologies for absence.**

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

None.

**224 17/18 Declarations of Interests: on items on the Agenda.**

i To receive all declarations of interests:

ii The Chairman declared a 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.

**225 17/18 Public Questions:**

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

i Ward Councillor Mrs L Shaw reported re: the RDC provided bin bags for litter picking by Ward Councillors locally, to

 be left as Stambridge Church for collection and some RDC papers to be sent to the Clerk.

ii Councillors: None.

iii Public: None.

**226 17/18 To Receive the Minutes of the Meeting of 25th January 2018.**

The Minutes were Resolved agreed.

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

 The Chairman signed the Minutes as a true record.

**227 17/18 To Receive the Minutes of the Finance Committee of 15th February 2018.**

iThe Minutes were Resolved agreed.

 Proposed by Councillors: Mr G Ioannou, seconded by Mr P Shaw and agreed by all.

 The Chairman signed the Minutes as a true record.

ii The Finance Committee recommendations were discussed:

 Resolved:

 Allotment costs and fees 2018-2019 are @ £70-00 per plot.

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

iii The incomplete years updated gross Container/Vodaphone/1&1 (Standing orders and D/D) costs to be claimed from MHT from January to April 2018, were discussed and put on hold until all figures are available.

iv The Internal Auditors for 2018-2019 were discussed and agreed to be drawn from a list as supplied by the EALC.

**228 17/18 Matters Arising from the Minutes**: (not on the agenda)

i (Minute 197/iii): Councillors met with the allotment landlord for an informal meeting, on 7th February 2018. Noted.

ii (Minute 210): The Notes and circulated documents from the Neighbourhood Planning talk by Jan Stobart (RCCE) of Tuesday 30th January 2018: were Noted to be raised on an Agenda post the elections in May 2018.

**229 17/18 The floodbox and container paperwork:**

i The Clerk reported: the Ex container paperwork was three quarters completed, the filing cabinet was not discussed,

 the agreed further 500 ltr container and combination lock (to be purchased to contain the rest of the flood sacks), @ £111-0 in April 2018.

ii The Clerk reported: The Emergency Centre’s will be The Stambridge Memorial Hall and the Stambridge Church Hall.

 The Emergency Notice was approved.

**230 17/18 Finance:**

i i The above SPC Financial Statements of February 2018 (Appendix) was recorded.

 ii All above invoices and payments to be resolved. iii Councillors: Mrs P Holmes and Mrs J Good checked the Barclays Bank Statements against the above.

ii **The latest ‘to date’ invoices as per Appendix above:**

 Cheque no.200696 (B Summerfield) Clerk’ Salary - March £ 505-20.

 Cheque no.200697 (HMRC-PAYE) February PAYE-TRI £ 33-80.

 Cheque no.200698 (W&H (Romac) Ltd) 133479 Streetlights - P4 Mill Lane £ 247-74.

 Cheque no.200699 (B Summerfield) Combination lock - Flood box £ 22-00.

 Cheque no.200700 (Upminster Containers Ltd) increase in rental x three months £ 36-40.

 Cheque no.200701 (Stambridge Community Centre) reissued (200675) deposit £ 300-00.

 Cheque no.200702 (Mr G Ioannou) Set up costs for [www.one.com](http://www.one.com) website £……………..on hold.

 Cheque no.200703 (B Summerfield) Adobe PDF to Word £ 21-14.

 Were agreed.

iii i A letter to Barclays Bank cancelling the 1&1/PayPal D/Debits from March 2018 was agreed, co-signed and

 recorded.

 ii Recorded: A letter to Barclays Bank cancelling the St/Order to Upminster Containers from February 2018.

iv i Councillors/Clerk reported that the Metro Bank account is open.

 ii Two councillors need to sign in with the Bank for access to view the online account, if required.

 iii The transfer of the ringfenced Barclays Business Account funds to the Current Account to be approved by the

 Council.

 iv The transfer of all above funds from Barclays was agreed to be carried out post the receipt of the first tranche

 of the Precept from the RDC in April 2018, by notification to the Metro Bank.

 v The ex Barclays ringfenced Business Account funds in the MetroBank Current Account to be transferred to a

 new Metro Business Account, when approved by the Council.

v The Chairman reported the modification of The Vodaphone service (resolved October 2017) is in progress.

vi The Clerk’s logged hours update invoice (15) for January/February 2018 was co-signed by the Chairman.

vii The Clerk’s EXCEL March Running Costs totals (2017 – 2018) was discussed and agreed to be updated for the end

 of the financial year.

viii The Clerk’s Projected DRAFT Nett Costs to March 2018 was recorded.

ix The Fishing Program balance for 2018-2019 @ £2,795-00 when fulfilled, the program will revert to the MHT grant.

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

 Proposed by Councillors: Mr P Shaw, seconded by Mr G Ioannou and agreed by all.

**231 17/18 Planning:**

i Application no. 18/00045/LDC: Ballards, Gore Road, Ballards Gore. SS4 2DA.

 (Application for Lawful Development Certificate for a Proposed Use for Roof Alteration – Hip to Gable and Rear

 Dormer, Side Extension and Fenestration Alterations)

* Stambridge Parish Council has no objection.

ii The Local Plan consultation documents as circulated were discussed and copies of local plots of land that appear on

 the ‘call for sites’ on the RDC website, were circulated to councillors.

**232 17/18 An Extraordinary Joint Stambridge Parish Council and Memorial Hall Trust Meeting:**

 The Clerk’s request for an Extraordinary joint Stambridge Parish Council and Memorial Hall Trust Meeting, to receive and discuss: the Clerk’s researched advice re: the present set up of the SPC as Sole Trustee and MHT Charity was discussed. Agreed to be held on Tuesday 27th March 2018 at the Stambridge Memorial Hall at 7.30pm.

**233 17/18 The Stambridge PC Standing Orders** (2014) as circulated

 Agreed to be raised post the extraordinary joint meeting above.

**234 17/18 Correspondence:**

i The exchange of emails with Memorial Hall Manager Mrs S Ioannou re: Container D/D cancellation were recorded.

ii The Clerk reported a letter/application form to all residents, requesting applications for the three councillor vacancies,

 was approved by the Council.

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

**235 17/18 Allotments**:

i The Clerk reported a chain link fence for the inside of the road side hedge boundary @ £250 + (2018-2019) to be approved in the new financial year.

ii The Clerk reported a water leak at the middle standpipe and will report back post an inspection.

iii The Clerk’s circulated draft allotment plots contract for 2018-2019 were approved by the Council.

 Clerk to forward to all plot holders.

**236 17/18 Highways and Public footpaths**

i The Clerk reported the bus shelter outside the Memorial Hall has been insured at cost.

 The completion of the restoration of the shelter, to be chased.

ii The Tippers initial quotation re: two entry signs to Great Stambridge Village @ £225 + vat (2018-2019) to be

 progressed in the new financial year.

iii The Road sign for Little Stambridge Hall Lane has been knocked down.

iv Councillors reports: None.

**237 17/18 Streetlighting:**

 The Clerk reported: the Contractors LED quotation at £355 + vat each, the Memorial Hall Streetlight non-connection

 to be reported to UK Power Networks and a Clerk’s Street Lighting Survey reveals an amount of U/S lights to be

 progressed in the new financial year.

**238 17/18 A ‘Report’ document.**

 The Clerk reported anticipated progress in the new financial year.

**239 17/18 A request for an H.R. Meeting:**

 The Clerk’s request for an H.R. meeting to discuss his current contract was agreed to be held on Monday 12th

 March 2018 at the Stambridge Memorial Hall at 5pm.

**240 17/18 Next Agenda Items from Councillors. *for next Agenda and exchange of information only.***

 **Items: The Assets List, Risk Assessment, GDPR updates, Standing Orders.**

 **As discussed, the Finance Committee deliberations to be at the beginning of the next meeting.**

**241 17/18 Next Stambridge Parish Council Meeting:**

 Agreed: **Thursday 29th MARCH 2018.**

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

**There being no further business the Chairman closed the meeting at 8. 55 pm.**

**24th March 2018. Barry Summerfield, Stambridge Parish Clerk/RFO.**