**MINUTES**

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

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

 **on THURSDAY 29th NOVEMBER 2018.**

**130 18/19** **To Record the Members Present:** 7.00 pm**.**

 Chairman Councillor Mr G Ioannou

 Councillors: Mrs J Gooding and Mr P Shaw.

 Ward Councillor Mrs L Shaw.

 Members of the public: None.

 The Parish Clerk: Mr B Summerfield.

**131 18/19 Chairman's opening remarks:**

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

**132 18/19 Apologies and reasons for absence:**

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

 Councillors: Mrs S Bush (Flue), Mrs P Holmes (Flue).

**133 18/19To 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 SCCMC Trust Clerk.

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

**134 18/19 Public Questions:**

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

i Ward Councillor Mrs L Shaw reported: Speedwatch is put on hold due to the weather but needs more volunteers.

 Excess food (Food Help) have supplied 200 families, some in the Stambridge area.

 The Xmas lights switch on in Rochford will find Cllr: Mrs l Shaw with a stall in the market square or Back Lane.

ii Councillor Mr J Gooding is raising funds @ 50% for the RDC Chairman’s ‘Southend Hospital Stroke Unit’ and 50%

 for ‘Feed the Homeless’.

**135 18/19 To receive the Minutes of the Finance Committee Meeting of 25th October 2018:**

 The Minutes were Resolved agreed.

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

**136 18/19 To receive the Minutes of the Parish Council Meeting of 25th October 2018:**

 The Minutes were Resolved agreed.

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

 The Chairman signed the Minutes as a true record.

**137 18/19 Matters Arising from the Minutes.**

i (Minute 117 18-19/viii) GDPR meeting Wednesday 21st November 10.30 am.

 The Clerk reported his attendance at a Clerk’s meeting with a professional body involved with the DPO side of GDPR.

 In the event of a complaint being received by a Parish Council under the new GDPR regulations, a body acting as a DPO will receive the PC’s complaint and handle the compliance with the regulations.

 The cost for a small Parish Council (1 Computer) is quoted @ £150-00 annually.

 The DPO body will supply and handle all information and guide the PC through the regulatory requirements to conform with the GDPR Regulations. It will supply all help and guidance to the PC including the correct setting up of the Impact Assessment and Retention Policy and will work towards the full compliance.

 All councillors are regarded as Processors. The Clerk is the Controller.

 Their advice on security was that the PC laptop or computer should be upgraded to Windows Pro. The Windows Pro upgrade includes the encryption of all contents via the built in ‘Windows bitlocker’ and is quoted on line as an upgrade

 at £119-99.

 The Chairman requested the item to be raised at the next meeting so that he can investigate the process.

ii (Minute 119 18-19/ iii) Public Meeting 27th November re: Aircraft noise

 Councillors reported that the meeting attended by the CEO of London Southend Airport, Mr Glynn Jones was well attended by approximately 40 local residents. The airport is running successfully within its Government guidelines,

 with more passengers accommodated and increasing year on year.

 Presently night flights are down and are operated under the declared guidelines.

**138 18/19 The Progress Report on all agreed Actions:**

 **Copy attached:**

**139 18/19 Policy Documents:**  (GDPR)

 The updated SPC Standing Orders as circulated was Resolved.

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

**140 18/19 Finance:**

i i The SPC Metro Financial Statements of 29th November 2018 (appendix).

 ii The above balances were checked against Metro Bank Statements by Cllrs: Mrs J Gooding, and Mr G Ioannou.

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

iii The Clerk’s time sheet (22) for September/October 2018 for 47.00 hours was recorded.

iv An email October 2018 from EALC re: Clerk’s CiLCA application and bursary application was recorded.

 The full payment is due at the beginning of the course with the bursary and registration refund payments being paid

 at the satisfactory completion of the Clerk’s course.

v The payment December 2018 to HMRC re: PAYE-RTI @ £ 40-20 was recorded.

vi An Invoice November 2018 from B Summerfield/Royal British Legion re: Wreath @ £17-00 was recorded.

vii i An Invoice November 2018 from All About Course Angling re: Fishing program @ £ 501-00 was recorded.

 ii Agreed the payment to be held until written clarification of the Training setup is received.

viii An Invoice November 2018 from B Summerfield/Sam Gatward re: Allotment layby notices x 2 @ £ 24-00 was recorded.

ix An Invoice November 2018 from Cllr Mr G Ioannou/Crown Printers re: Newsletter printing was not received.

x An Invoice November 2018 from Cllr PRS-Plumbing re: Allotment standpipe repair @ £ 171-44 was recorded.

xi The laptop upgrade to Windows 10 Pro, as recommended by the ICO/ GDPR @ £119-99 was discussed and put on

 hold for further research.

xii The receipt of the Stambridge Community Centre payment of the SPC invoice of April 2018 @ £427-97 was recorded.

xiii 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.

**14118/19 Planning consultations:**

**Ward Councillors: Mrs J Gooding and Mr P Shaw declared a non pecuniary interest in the next item, remained to give advice when requested, but did not vote or express opinion in any direction.**

 Application no 18/00953/FUL Little Stambridge Hall Farm, Little Stambridge Hall Lane, Stambridge SS4 1EX.

 (Redevelopment of Existing Commercial Warehouses to Provide Purpose Built Warehouse Units with

 Associated Parking) –

The Stambridge Parish Council approve but recommend that traffic calming measures and weight restrictions

are incorporated on the road serving the housing at the head of Little Stambridge Hall Lane.

**142 18/19 Correspondence:**

i An e/letter November 2018 from the Essex and Herts Air Ambulance re: £50-00 donation was recorded.

ii A letter October 2018 to Green Gateway re: change of agreement from the SPC to the SCCMC has not

 been acknowledged.

 Copies of the received August 2018 football field working schedule, were distributed.

iii A letter October 2018 to Southend Airport re: a public meeting has resulted in the meeting 27th November 2018.

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

**143 18/19 Training:**

 Councillors requests for training, based on the published EALC/RDC training programs:

 Councillor Mr P Shaw indicated that he may take up Chairmanship training in the New Year.

**144 18/19 Allotments**:

i The Clerk reported:

 Plots: 12A, 23 and 14 tenancy agreements for the half year were completed leaving only Plot 12b vacant.

ii The two ‘No Parking Overnight’ Signs for the allotment Gates and Fence are received.

iii The ‘free trees’ forms are completed and are awaiting the eight weeks before full agreement confirmation.

**145 18/19 Streetlighting:**

 Councillor reports: None.

**146 18/19 Highways and Public footpaths:**

 Councillor reports: alleged Coombes Grove potholes will be taken up by Councillor Mr G Ioannou.

**147 18/19 Website:**

 The Clerk reported that the website will be brought up to date with the information from this meeting.

**148 18/19Agenda Items from Councillors: *for next Agenda and exchange of information only.***

Items: Wishing Well.

**149 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.

**149 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 new Contract:

 i The Chairman and Vice Chairman’s EALC advice report was discussed.

 ii The Clerk and Chairman co-signed the Clerk’s new contract.

ii …………………..invoices:

 i The Chairman reported on alleged anomalies arising from past …………… invoices.

 ii Agreed: the Chairman will bring to the Council the original …………………………………………………..

iii Agreed; …………………………………………………… …………………………. until the satisfactory clarification of the position.

iv **Complete Yellow page P&C Minutes, to be delivered by hand to Councillors**

**150 18/19 The Next Stambridge Sole Trustee Committee Meeting: .**

i By agreement with the Clerk and on advice received from the EALC, the SPC Clerk is no longer involved with the Sole Trustee Committee as its Clerk.

ii Councillor Mrs J Gooding declared she is to act as the Sole Trustee Committee Clerk.

iii The SPC Clerk offered and agreed to send all past Sole Trustee Agenda and Minutes to Councillor Mrs J Gooding.

 **The next STC meeting to be called in due course.**

**151 18/19 The Next Stambridge Finance Committee Meeting: (Precept) at 7 p.m.**

 **Agreed: 3rd JANUARY 2019.**

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

**152 18/19The next Stambridge Parish Council Meeting: (following the above) at 7.30-8 p.m.**

 **Agreed: 3rd JANUARY 2019.**

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

**12th January 2019. Barry Summerfield, Stambridge Parish Council Clerk.**