**MINUTESDRAFT**

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

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

 **on THURSDAY 25th OCTOBER 2018.**

**10818/19** **To Record the Members Present:** 7.30 pm**.**

 Chairman Councillor Mr G Ioannou

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

 Ward Councillor Mrs L Shaw.

 Members of the public: None.

 The Parish Clerk: Mr B Summerfield.

**10918/19 Chairman's opening remarks:**

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

**11018/19 Apologies and reasons for absence:**

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

 Councillor Mrs J Gooding (RDC commitment)

**11118/19 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 (SCCMC).

iii Councillor Mrs S Bush declared an interest as employed by the SCCMC.

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

**11218/19 Public Questions:**

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

i Ward Councillor Mrs L Shaw reported: the Surgeries held at Stambridge, Canewdon and Paglesham with items arising/discussed: Speeding, House break-ins and farm robberies---People are not using 101 system to report the above and therefore (on the police computer), they have not happened. The ‘In Touch’, candidate is to be presented---Excess food collection from Thorpe Bay Co-op, and Golden Cross, supplying 643 meals covering 35 vulnerable families---Cloth bags have been rescued from Newham Council to be put to good use.

ii Councillor Mr P Shaw reported: Speedwatch needs more volunteers.

 **11318/19 To receive the Minutes of the Finance Committee Meeting of 6th September 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.

**11418/19 To receive the Minutes of the Parish Council Meeting of 6th September 2018:**

 The Minutes were Resolved agreed.

 Proposed by Councillors: Mr G Ioannou, seconded by Mrs S Bush and agreed by all.

 The Chairman signed the Minutes as a true record.

**11518/19 The Progress Report on all agreed Actions:**

 **Copy attached: DRAFT**

**11618/19 Policy Documents:**  (GDPR)

 i The updated SPC Standing Orders as circulated to be modified. Next Agenda.

 ii Resolved the updated SPC Financial Regulations document was Proposed by Mr G Ioannou and agreed by all.

 The Chairman and Clerk/RFO co-signed the document.

**11718/19 Finance:**

i The recommendations of the Finance Committee on items below:

ii i The SPC Metro Financial Statements of 25th October 2018 (appendix) were recorded.

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

iii The Annual External Audit report (2017-2018: a clean bill of health with no questions raised) of September 2018

 from PKF Littlejohn was recorded.

iv The Clerk’s publication of the Conclusion of the Audit 2017-2018 on the website and Noticeboards was recorded.

v The HMRC new Vat126 claim account unique number is issued (XRV126000103201) for future online claims

 was recorded.

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

vii The Clerk’s time sheet (21) for August/September 2018 for 47.75 hours was co-signed and recorded.

viii The latest ‘to date’ invoices/payments/donation as per Appendix:

ix The agreed payment of October 2018 to SCCMC re: Reclaimed Vat (2017-2018) @ £1,836-29 was recorded.

x The agreed payment of October 2018 to Little Hall Farms Ltd re: 2nd part Annual Allotment Rent 2018/19 @ £1,000-00 was recorded.

xi The agreed payment of October 2018 to HMRC re: October PAYE-RTI @ £ 40-00 was recorded.

xii The agreed payment of October 2018 to HMRC re: November PAYE-RTI @ £ 40-00 was recorded.

xiii An agreed Invoice September 2018 from PKF Littlejohn re: Annual External Audit @ £360-00 was recorded.

xiv An agreed Invoice May 2018 from RDC re: 88215236 Transport to Crucial Crew, Rayleigh @ £35-00 was recorded.

xv The agreed donation of October 2018 to the Essex and Herts Air Ambulance @ £50-00 was recorded.

xvi The agreed invoice October 2018 from (H&W (Romac) Ltd) re: Streetlighting repairs @ £207-6 was recorded.

xvii The Stambridge Community Centre payment of (the SPC invoice of April 2018) @ £427-97 again not received.

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

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

**11818/19 Planning consultations:**

Councillor Mr P Shaw declared an interest as a Ward Councillor, taking part but not offering any advice or voting.

i Application no 18/00857/FUL Old Rectory, Apton Hall Road, Stambridge SS4 3RJ.

 (Demolish Existing Garages and Construct One Garage Building) -

 Stambridge Parish Council approve.

ii Application no 18/00930/FUL Royston, Stambridge Road, SS4 2BJ

 (Proposed Single Storey Side Extension. Remove Existing Flat Roof of Existing Extension and Replace with New Roof) -

 Stambridge Parish Council approve.

**11918/19 Correspondence:**

i An e/letter September 2018 from RHALC re: Minutes of 18th October 2018 was recorded.

ii Agreed: a letter to change the Green Gateway agreement from the SPC to the ‘Stambridge Community Centre’

 and requesting full details of the maintenance agreement.

iii Agreed: a further letter to Southend Airport requesting a public meeting re: Night-time flights noise.

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

**12018/19 Training:**

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

ii The Clerk requested taking part in the EALC CiLCA training course, starting on 27/02/2019 which was discussed

 and the costs agreed, subject to receiving the available EALC Bursaries.

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

 The application form was co-signed by the Chairman and Clerk/RFO.

 Agreed, the Clerk to ask the other PC’s for their financial (pro-rata) support.

**12118/19 Allotments**:

i The Clerk report:

 i Plot 3A correspondence and Lease completed.

 ii Complaints re: spreading weeds and the Clerk’s actions have resolved the issue.

ii The two ‘No Parking Overnight’ Signs for the allotment Gates and Fence are quoted at £36-00 and was agreed by all.

iii Councillor Mrs P Holmes reported that the landlord has no objection to the frontage trees:

 Clerk to action ‘free trees’.

**12218/19 Streetlighting:**

i The Clerk’s survey reveals that all streetlights (following the contractor repairs) are working, excluding outside the

 Memorial Hall (due to costs), as previously agreed.

ii The Carpark light at the Memorial Hall is now working

**12318/19 Highways and Public footpaths:**

i The Tippers negative email re: Stambridge Village Signs was read to the Council.

ii Councillor Mr G Ioannou will forward to the RDC a request for restoration of the Stambridge entry signs.

iii Councillor reports: None.

**12418/19 Website:**

 The Clerk reported the Website will be further brought up to date with the information from tonight’s meeting.

**12518/19 Next Agenda Items from Councillors: *for next Agenda and exchange of information only.***

Items: The agreement detail by user and contractor of the FC ground maintenance.

**12618/19 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 Minutes of the Sole Trustee Meeting of 6th September 2018**

 For information only:

ii **The Role of the Clerk on the Sole Trustee Committee and Contract items:**

 **After discussion it was agreed the Chairman and Vice Chairman will visit the EALC to seek advice on the above.**

**12718/19 The Next Stambridge Sole Trustee Committee Meeting: at 6.45 p.m.**

 **Agreed: 29th NOVEMBER 2018**

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

**12818/19 The Next Stambridge Finance Committee Meeting: at 7.0 p.m.**

 **Agreed: 29th NOVEMBER 2018**

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

**12918/19 The next Stambridge Parish Council Meeting: (following the above) at 7.30 p.m.**

 **Agreed: 29th NOVEMBER 2018**

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

**There being no further business the Chairman closed the meeting at 9.10pm.**

**DRAFT 2018. Barry Summerfield, Stambridge Parish Council Clerk.**