

# MINUTES

## OF THE MEETING OF THE STAMBRIDGE PARISH COUNCIL HELD AT STAMBRIDGE PAVILION, STAMBRIDGE ROAD, ROCHFORD. SS4 2AR. on THURSDAY 10<sup>th</sup> OCTOBER 2019.

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

### **112** 19/20 To Record the Members Present:

7.37 pm.

Chairman Councillor Mr P Shaw.

Councillors: Mr P Bowen, Mrs J Gooding.

Ward Councillors: Mrs L Shaw

Members of the public: None.

The Parish Clerk: Mr B Summerfield.

### **113** 19/20 Chairman's opening remarks:

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

### **114** 19/20 Apologies and reasons for absence:

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

Apologies as received from Councillors:

Mrs N Crane, Mr G Ioannou, Miss E Lingley and Ward Councillor Mr S Wootton, were agreed.

### **115** 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.

### **116** 19/20 Stambridge Parish Council Casual Vacancy:

- i To receive applications for the one casual vacancy. None
- ii To receive a personal statement from the applicant.

### **117** 19/20 Co-option of applicant for the role of Parish Councillor.

- i The Co-opted Member of the public to sign their Statutory Declaration of Acceptance of Office. None
- ii To receive their Declarations of Interests Forms (28 days) and additional paperwork.

### **118** 19/20 Dispensations (relevant provision is s.33 of the Localism Act 2011)

The Clerk to receive Councillors written requests for dispensations re: Financial matters as local council tax payers inc: the Precept and as members of the SCCMC. None.

### **119** 19/20 Public Questions:

(Guest Speakers, visiting Ward/County Councillors, Councillors and Questions/Statements from members of the public).  
Ward Councillor Mrs L Shaw reported: Local land may become available – Speed Watch recorded 7 speeding cars at the Stambridge Church – a new volunteer has signed on – Food distribution is going well with requests for plastic water bottles, jam jars and egg boxes – The RDC Discover 20-20 is developing.

### **120** 19/20 To receive the Minutes of the Finance Committee Meeting of 25<sup>th</sup> July 2019:

The Minutes were Resolved agreed.

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

The Chairman signed the Minutes as a true record.

### **121** 19/20 To receive the Minutes of the Parish Council Meeting of 25<sup>th</sup> July 2019:

The Minutes were Resolved agreed.

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

The Chairman signed the Minutes as a true record.

### **122** 19/20 Matters Arising from the Minutes of the Parish Council Meeting of 25<sup>th</sup> July 2019:

(Minute 102 19/20 – ii)

Casual Vacancy

The Clerk reported publishing the statutory Notices and Casual Vacancy Notices.

Cllr Mrs J Gooding kindly advertised the Vacancy on the Stambridge Facebook.

### **123** 19/20 The Progress Reports on all agreed Councillors/Clerk Actions:

Actions

Progress

Outcome

- i Cllr: Mr P Shaw's report: 'Discover 20/20' committee to meet to update  
*Committee to meet to update* Report.
- ii The Clerk's report re: Public Footpath walks re: PROW letter.  
*Cllr Miss E Lingley to identify the blockage* Report.
- iii The Clerk's report re: agreed new laptop computer  
*Council agreed the spec and estimated price @ £547-00* Report.
- iv Agreed donation to the Mobile Stroke Unit @ £100-00. Waiting for Charity Number.
- v Cllr: Miss E Lingley's report re: Heras fencing panels and compost bins.  
*Agreed to suggest that through Cllr Miss E Lingley, that volunteer allotment holders erect the Heras fencing.* Report.

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|------|--|----------------|
| vi   | The Clerk's report re: Pavements and Vegetation re: Rectory Cottage letter.<br><i>The Letter was read to the Council.</i>  | Report.        |
| vii  | The Clerk's report re: 'parking' Stambridge Road e/letter<br><i>The Letter was read to the Council.</i>  | Report.        |
| viii | The Chairman's report re: the final draft Newsletter for Councillors to proof read:<br><i>Agreed: small detail modifications to the Newsletter. Clerk to action and bring back for approval.</i> | Report.        |
| ix   | The Clerk's report re: allotments outer and middle path green maintenance.   | August 2019/20 |
| x    | The Clerk's report re: small skip for allotment rubbish (Non-recyclable only).   | Supplied       |

## **124** 19/20 **The Sole Trustee Committee and the SCCMC membership:**

- i Resolved:  
the elected Clerk for the Sole Trustee Committee is Mr B Summerfield (voluntary/unpaid).  
Proposed by Councillors: Mr P Bowen, seconded by Mrs J Gooding and agreed by Mr P Shaw.
- ii Resolved:  
the elected Councillor membership of the SCCMC are Councillors: Mrs N Crane (Chairman), Mr P Bowen, Miss E Lingley and Mr P Shaw.  
Proposed by Councillors: Mr P Bowen, seconded by Mrs J Gooding and agreed by Mr P Shaw.
- iii The contracted employed Clerk/RFO for the SCCMC is Mrs Sally Faulkner.
- iv Agreed STC Clerk to arrange an STC and 'the Clerk to the SCCMC' meeting, when Councillors and the SCCMC Clerk are available and as soon as convenient.

## **125** 19/20 **Finance:**

### To receive the Finance Committee's Financial recommendations:

- i i The SPC Metro Financial Statements of 10<sup>th</sup> October 2019 was recorded.
- ii The above balances were checked against Metro Bank Statements by Cllrs: Mr P Bowen and Mr P Shaw.
- ii Resolved the agreed urgent SPC short term loan to the SCCMC of eight cheque payments for invoices @ £3,531-13.
- iii i The SCCMC delayed return payment of £3,531-13 re: the above agreed short term loan and a further request for £1,500 was discussed.
- ii Agreed that in the light of the log-jam with the SCCMC Barclays account the SPC will support their request.  
Proposed by Councillor Mr P Shaw, seconded by Mr P Bowen and agreed by all.
- iv i Resolved to update the Metro Mandate (adding Councillor Mrs N Crane) following the resignation of the third signatory, Councillor Mrs P Holmes.  
Proposed by Councillor Mr P Shaw, seconded by Mr P Bowen and agreed by all.
- ii Agreed Councillor Mrs N Crane to co-sign the cheques outside the meeting.
- iii All paperwork for the new Metro Mandate has been completed.
- v The Annual External Audit report (2018-2019) of September 2019 from Pannell-Kerr-Forster Littlejohn was recorded.
- vi The publication of the Conclusion of the Audit 2018-2019 on the website and Noticeboards was recorded.
- vii i The Clerk's rolling time sheet (30) for May/June 2019 for 47.5 hours was recorded.
- ii The Clerk stated that from November 2019 he will produce his time sheets on a full monthly basis.  
The November issue (31) will also contain all hours accrued up to November.
- viii The Parish Council's updated SPC Excel NETT running costs for August/September/October 2019 was recorded.
- ix The outstanding payment from the SCCMC of the SPC/invoice of 20<sup>th</sup> March 2019 re: shared 2018-2019 BT costs, Vodafone costs and paid EPFA invoice @ £ 609-88 (**unpaid 7 months to date 10<sup>th</sup> October**) was not received.
- x The payment October 2019 to the SCCMC re: second part of the Precepted support grant @ £2,500-00 was recorded.
- xi The payment October 2019 to B Summerfield/HMRC RTI-PAYE payments for September/October @ £ 80-00 was recorded.
- xii A payment October 2019 re: November HMRC RTI-PAYE @ £ 40-00 was recorded.
- xiii A payment October 2019 Little Hall Farms Ltd: 2<sup>nd</sup> part annual allotment rental agreement 2019 £1,000-00 was recorded.
- xiv A payment October 2019 RHALC re: annual Subscription 2019/2020 @ £ 2-60 was recorded.
- xv An invoice July 2019 from B Summerfield/Mr R Pitts re: August 2019-2020 green maintenance @ £ 250-00 was recorded.
- xvi An Invoice August 2019 from B Summerfield/Findaskip Ltd re: Skip supply at allotments @ £ 111-63 was recorded.
- xvii An invoice August 2019 from H&W (Romac) Ltd re: Lighting repairs P13 & Cagefield Road @ £ 257-79 was recorded.
- xviii An Invoice September 2019 from PKF Littlejohn re: External Audit 2018-19 @ £240-00 was recorded.
- xix An Invoice October 2019 from Rochford District Council re: Parish Election charges May 2019 @ **£1,693-87** was recorded.
- xx An estimate October 2019 from Argon Computers re: new laptop, etc, @ £ 579-00 was agreed and was recorded.
- xxi To receive an Invoice October 2019 from Heelis and Lodge re: Internal Audit @ £ was not received.
- xxii The D/D payments August/September 2019 to E.on @ £149-95/£149-95 was recorded.
- xxiii The D/D payments July/August/September 2019 to BT @ £132-86/£82-66/£81-66 was recorded.
- xxiv Resolved: all above recommended and agreed payments, all actions, financial statements, transfers, grants, countersigned cheques, etc, etc.  
Proposed by Councillors: Mr P Shaw, seconded by Mr P Bowen and agreed by all.

## **126** 19/20 **Planning consultations:**

- i FYI - Delegated Application no 19/00336/FUL Brick House, Stambridge Road, Stambridge.  
(Proposed Attached Garage to Existing Outbuilding): NOTED.
- ii FYI - Delegated Application no 19/00602/FUL Royston, Stambridge Road, Stambridge, Essex. SS4 2BJ.  
(Rear Conservatory): NOTED.

- iii Application no 19/00807/FUL Ballards, Ballards Gore Road SS4 2DA  
(Proposed Front Elevations Alteration to Create Glazed Gable and Hip to Gable Roof Extension) –  
Stambridge Parish Council have no comment.

**127** 19/20 **Correspondence:**

- i An e/letter September 2019 from The Essex and Herts Air Ambulance re: service and donation was received.  
ii An e/letter August 2019 from a resident re: local Speeding etc. and Newsletter was recorded.  
iii To receive/record e/Letters, RDC/EALC/Gov. Circulars, Publications and Bundles: etc, etc: as placed on the table.

**128** 19/20 **Training:**

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

**129** 19/20 **Allotments:**

- i The Clerk reported the setting up of the grass maintenance for one year and the one-off supply of a skip for rubbish.  
ii The Heras fencing and the lease were discussed.

**130** 19/20 **Streetlighting:**

- i Clerk reported re: Streetlight survey revealed that no P1 Mill Lane is U/S:  
ii the essential Car park light in the Memorial Hall is U/S.  
ii Councillor reports: None.

**131** 19/20 **Highways and Public footpaths:**

- i Clerk's report re: the 2 unserviceable Flashing Speeding warning signs approaching the School bend on the Stambridge Road have been reported to Essex Highways. Ref: 2635546.  
ii Councillor Mr P Bowen voluntarily agreed to cut back the brambles at the north end of the Village signs.  
iii To record that the BT hole outside 8, Cagefield Cottages is **repaired**.

**132** 19/20 **Website:**

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

**133** 19/20 **Policy updates:**

- i Media Policy: (Circulated)  
ii Risk Assessment update: (Circulated)  
iii Standing Orders update (Media and GDPR). (Circulated)  
Resolved: all the above updated Policies were agreed.  
Proposed by Councillor Mr P Shaw, seconded by Mrs J Gooding and agreed by all.

**134** 19/20 **Items from Councillors:** for next Agenda and exchange of information only.

Items: None

**135** 19/20 **To agree the date of the next Stambridge Finance Committee Meeting:** at **6.30 p.m.**

**Agreed: Thursday 7<sup>th</sup> November 2019.**

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

**136** 19/20 **To agree the date of the next Stambridge Parish Council Meeting:** at 7.00pm.

**Agreed: Thursday 7<sup>th</sup> November 2019**

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

There being no further business the Chairman closed the Meeting at 8.58pm.

2<sup>nd</sup> November 2019.

Barry Summerfield, Stambridge Parish Council Clerk/RFO