**MINUTES**

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

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

 **on THURSDAY 6th SEPTEMBER 2018.**

**80 18/19.** **To Record the Members Present:** 7.28 pm**.**

 Chairman Councillor Mr G Ioannou

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

 Members of the public: None.

 The Parish Clerk: Mr B Summerfield.

**81 18/19. Chairman's opening remarks:**

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

**82 18/19. Apologies and reasons for absence:**

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

 Councillor Mrs J Gooding and Ward Councillor Mrs L Shaw.

**83 18/19. 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.

iii Councillor Mrs S Bush declared an interest as working for 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.

**84 18/19. Public Questions:**

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

 I Ward Councillors: ii Councillors: iii Members of the Public: None.

**85 18/19. To record the Minutes of the Sole Trustee Meeting of 26th July 2018:**

 The above were recorded at the Sole Trustee Committee meeting and available to Members only.

**86 18/19. To receive the Minutes of the Meeting of 26th July 2018:**

 The 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.

**87 18/19. Matters arising from the above:**

 (Minute 8 18-19) New Broadband coverage reports:

 Councillors reported coverage good with no complaints to date.

**88 18/19. The Progress Report on all Actions agreed:**

 **As draft copy attached:**

**89 18/19. Draft Policy Documents:**  (GDPR, SCCMC updates)

 i The new updated Draft NALC Standing Orders (August 2018) as circulated was agreed.

 Clerk to produce a top copy for signature at the next meeting.

 ii The updated Draft Financial Regulations as circulated was agreed.

 Clerk to produce a top copy for signature at the next meeting.

 iii The updated Draft Risk Assessment as circulated was agreed and signed by the Chairman and Clerk.

**90 18/19. Finance:**

i The recommendations of the Finance Committee on items below as discussed:

ii i The SPC Metro Financial Statements 6th September 2018 (appendix) was recorded.

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

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

iv The Clerk’s time sheet (20) for August/September 2018 for 47.667 hours was signed by the Chairman and recorded.

v The Stambridge Community Centre payment of the April 2018 SPC invoice, of £427-97 to be received at the next meeting, was recorded.

vi An allotment plot payment @ £35-00 cash was recorded.

vii Agreed: Vodaphone invoices paid by the SPC will be invoiced to the SCCMC in due course, was recorded.

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

 i The payment September 2018 to HMRC re: the RTI-PAYE for the month of August @ £ 40-20 was recorded.

 ii The payment September 2018 to HMRC re: the RTI-PAYE for the month of September @ £ 40-40 was recorded.

 iii An Invoice August 2018 from B Summerfield/RCCE re: Subscription 2018-2019 @ £72-60 was recorded.

ix A VAT126 claim; 09/08/18 by the Stambridge PC (Sole Trustee) re: SCCMC invoices 2017-2018 @£1,836-29 was recorded.

x A VAT126 claim; 31/08/18 by the Stambridge Parish Council re: invoices April-August 2018 @ £239-80 was recorded.

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

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

**91 18/19. Planning consultation:**

**Ward Councillor Mr P Shaw did not take part in the following planning discussions and decisions.**

i Application no 18/00622/LBC The Lodge, Little Stambridge Hall, Little Stambridge Hall Lane, Stambridge.

 (Demolition of Two Sheds and Construction of a Single Storey Extension to Listed Building) –

 The Stambridge Parish Council approve.

ii Application no 18/00673/FUL The Lodge, Little Stambridge Hall, Little Stambridge Hall Lane, Stambridge.

 (Demolition of Two Sheds and Construction of a Single Storey Extension to Listed Building) –

 The Stambridge Parish Council approve.

**92 18/19. Correspondence:**

i An e/letter August 2018 ‘Discover 20/20’ RDC event was circulated – Freight House, 11th October 2018 at 10 am..

ii E/letters August 2018 to/from Green Gateway, RDC re: a signed Agreement was discussed.

 Agreed: the Clerk to write to change the Green Gateway agreement from the SPC to the SCCMC.

iii Residents complaints re: Night-time flights noise were discussed.

 Agreed: the Clerk to write to the COE of Southend Airport inviting him to a public meeting for residents.

iv The Council agreed to donate £50-00 to Essex Air Ambulance at the next meeting.

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

**93 18/19. Training:**

 To receive Clerk/Councillors requests for training, based on published EALC/RDC training programs.

 No requests received.

**94 18/19. Allotments**:

i The Clerk report: P23 cutback and P13 Willow completed, P14 anti-weed covered and a plot payment @ £35-00.

ii Councillor Mrs P Holmes will send the Clerk a copy of emails received re: allotments.

iii Agreed: the Clerk to raise estimates for two no Parking Overnight Signs for the allotment Gates and Fence.

**95 18/19. Highways and Public footpaths:**

i Councillor Mr G Ioannou reported; the requested road speed reduction to 30 mph on the Stambridge Road, between

 Apton Hall Road and Little Stambridge Hall Lane, will be presented to the Local Highway Panel.

ii The Clerk reported complaints of steel lorries using the Stambridge Road as a rat run, bypassing the designated freight route via Ashingdon Road, through Rochford.

iii The Clerk reported a survey of reported streetlighting outages will be actioned.

iv Councillor reports: None.

**96 18/19. Next Agenda Items from Councillors: *for next Agenda and exchange of information only.***

Items: None.

**97 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 content of the presented copies of the Clerk’s new Contract, were recommended to the Council by the HR

 Committee on 26th July 2018.

ii The Council agreed the recommendations.

iii The Chairman produced his version of the Clerk’s new contract, to be further perused by the Clerk and the H.R. Committee.

**98 18/19. The Next Stambridge Finance Committee Meeting: at 7.00 p.m.**

 **Agreed 25th OCTOBER 2018**

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

**99 18/19. The next Stambridge Parish Council Meeting: (following the above)**

 **Agreed 25th OCTOBER 2018**

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

**There being no further business the Chairman closed the meeting at 8.38 am.**

**20th October 2018. Barry Summerfield, Stambridge Parish Council Clerk**.