

MINUTES DRAFT

OF THE ONLINE MEETING OF THE STAMBRIDGE PARISH COUNCIL

HELD BY ONLINE CONFERENCE via FACEBOOK at 'STAMBRIDGE PARISH COUNCIL'.

ON MONDAY 6th APRIL 2020.

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

263 19/20 To Record the Members Present:

7.27 pm.

Chairman (Ward): Councillor Mr G Ioannou.

Councillors: Mr P Bowen, Mrs N Crane, Mrs C Lingley and Mr P Shaw.

Ward Councillors: None.

Members of the public: None

The Parish Clerk: Mr B Summerfield.

264 19/20 Chairman's opening remarks:

The Chairman welcomed all persons attending the Meeting.

265 19/20 Apologies and reasons for absence:

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

Ward Councillors Mrs L Shaw and Mr S Wootton.

Apologies as received from Councillor: Miss E Lingley and Mrs J Gooding were agreed.

266 19/20 The Covid-19 emergency decision to hold meetings by online Conference via Facebook at 'Stambridge Parish Council'.

- i The Clerk/Chairman's emailed decision of 17/03/2020 to cancel the normal Parish Council meeting scheduled for the 6th April 2020 because of the Covid-19 emergency was recorded.
- ii The Emailed Temporary Covid-19 Virtual Meetings by online conferencing/email (actions):
- i Resolved: the Parish Council temporarily devolved/delegated power to the Clerk to make all general decisions on behalf of the Council to ensure business continuity and in consultation with the Chairman and Councillors.
- ii Resolved: to temporarily hold virtual meetings via electronic means (online conferencing via Facebook at 'Stambridge Parish Council').
- iii Councillors resolved to authorise the above by confirming their support of the wording, which is to be ratified at the next future 'Covid-19 free' full Council meeting.
- Proposed by Councillors: Mr G Ioannou, seconded by Mrs N Crane and agreed by all.

267 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.

268 19/20 Public Questions:

(Guest Speakers, visiting Ward/County Councillors, Councillors and Questions/Statements from members of the public)
To receive Public questions by email and Ward Councillors email reports.

- i Ward Councillor Mr L Shaw's email report was read to the Council.
- ii Ward Councillor Mr G Ioannou reported his actions with others on the setting up of a Covid-19 actioned, Community Hub, that is organising volunteers in support of all persons negatively affected by the shutdown in Canewdon, Paglesham and Stambridge.
- iii It was suggested that a joint Hub meeting would be of an advantage to all and an invitation to Councillor Mrs N Crane from the Chairman was expressed and agreed.

269 19/20 To receive the Minutes of the Finance Committee Meeting of 2nd March 2020:

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.

270 19/20 To receive the Minutes of the Parish Council Meeting of 2nd March 2020:

The Minutes were Resolved agreed.

Proposed by Councillors: Mr G Ioannou, seconded by Mrs C Lingley and agreed by all.

The Chairman signed the Minutes as a true record.

271 19/20 Matters Arising from the Minutes:

(Minute 248/ii) Defibrillators for Stambridge.

i The Clerk reported the estimate from the Community Heartbeat Trust was approximately £2,250-00.

ii Councillors agreed the estimate to be actioned by the Clerk and based on a future grant.

272 19/20 The Progress Reports on all agreed Councillors/Clerk Actions:

Actions

Progress

Outcome

- i Cllr: Mr P Shaw's 'Discover 20/20' committee meeting:

Report: Cancelled by Covid-19.

- ii Cllr Mr G Ioannou's report:
Scarecrow arrangements with the school - 25 bales of straw - J. R. as Judge. Report: Cancelled by Covid-19.
- iii Cllr Ms E Lingley's report re: Transport of the 5 Heras fencing panels. No Report.
- iv Councillors report: 'Spring' Newsletter: Report: Cancelled by Covid-19.
The Chairman will rework the newsletter content to reflect the Covid-19 situation in Stambidge and forward to the Council for approval and printing.
- v *The Chairman reported the changeover of the Parish Council's Website Server is presently being blocked by One.com.*
- vi The Clerk reported: The new BT Village Hall phone service is up and running. Report:
- vii Councillor Mr G Ioannou's report: Stambidge LHP applications: Report:
LHP March meeting reported: ECC Highways are having a design review re: the proposed pedestrian crossings on the Stambidge Road, for Health and Safety, Costs, etc and the 20 mph speed limit research between the School and Memorial Hall is ongoing but delayed by Covid-19.
- viii Councillor Mrs N Crane reported: Stambidge PC Facebook page is updated. Report:
- ix Cllr Miss E Lingley and Cllr Mr G Ioannou meeting re: 'Lion Creek' pollution clearance. Report: Cancelled by Covid-19.
- x Councillor Mr G Ioannou's report: Highway Rangers cut back of the dangerous Leylandii Trees overhanging the Stambidge Road opposite Ash Tree Close. Report:
Action delayed by Covid-19 but an Enforcement Notice has been issued by ECC Highways.

273 19/20 Finance:

- i i The SPC Metro Financial Statements of 6th April 2020 was circulated.
- ii The above balances were checked against Metro Bank Statements by Cllrs: Mr G Ioannou and Mr P Shaw.
- ii The issue of the SPC employers 2019-20 P60 to the employee: the Clerk was recorded.
- iii The Clerk's logs (35 & 36) of working hours for February and March 2020 were recorded.
- iv The Parish Council's updated SPC Excel NETT running costs for March 2020 was recorded.
- v The Risk assessment requirements from Came and Co for 2020-21 was recorded.
- vi The SCCMC auditor's enquiry to the SPC re: 2019/20 Vat126 claims by the SPC as the Sole Trustee was recorded.
- vii Item forwarded from the STC meeting: the SCCMC Chairman Cllr Mrs N Crane reported:
 - i i No progress re: the Barclays Bank transfer to the Metro Bank.
 - ii It was agreed that the SCCMC be advised to make a complaint to the Banking Ombudsman on the Barclays 12 months of delays in transferring the SPC Barclays account to the Metro Bank.
 - ii No progress was reported on the CIF Emergency Fund application to the EALC.
 - iii Resolved the SCCMC request dated 25th January 2020 (as circulated) of an additional loan advance in the financial year 2020-2021 of £5,000, to be paid in two tranches ie: First tranche (April 2020) @ £2,500 and the second tranche @ £2,500 in October 2020.
Proposed by Councillors: Mr G Ioannou, seconded by Mr P Shaw and agreed by all.
 - iv Agreed the Clerk to set up an interest free loan agreement document between the SPC and the SCCMC covering the combined advanced SCCMC loans of:

1) August 2019	@ £ 3,531-13,	
2) October 2019	@ £ 1,500-00,	
3) 2020-2012 year	@ £ 5,000-00	(Combined £2,500-00 April 20 + £2,500-00 October 20).
Total	@ £10,031-13.	

 Agreed to be paid back over a ten-year period at £1,000 per year, the first payment on 1st October 2021.
- viii The PKF Littlejohn communication re: Covid-19 delay to the 2019-20 AGAR was recorded.
- ix The Resolved and advanced Precepted Community support grant to the SCCMC for 2020-21 @ £5,000 was recorded.
- x The SPC claim on behalf of the SCCMC's Vat126 for April 2019 – 31st December 2019 at £1,543-70 was recorded.
- xi The Clerk's SPC's Vat126 claim for April 2019-March 2020 at £513-06 was recorded.
- xii The payment to (HMRC) re: PAYE-RTI April @ £40-00 was recorded.
- xiii The payment to (Little Hall Farms Ltd) re: First payment of allotment lease for 2020 @ £1,000-00 was recorded.
- xiv The proposed funding to the Stambidge Primary School was cancelled due to Covid-19 was recorded.
- xv An Invoice March 2020 from (EALC) re: Joy Darby In-house training at the Memorial Hall @ £441-27 was recorded.
- xvi Two Invoices March 2020 from (websites4 Ltd) re: new website set up @ £126-00, plus annual charge @ 2020-2021 @ £110-50 = Total £236-50 was recorded.
- xvii An Invoice March 2020 from (B Summerfield/P.O): stamps for Tenancy Agreements 2020-2021 @ £22-26 was recorded..
- xviii An Invoice March 2020 from (B Summerfield/Eurooffice) re: Printing paper and punched pockets @ £78-96 was recorded.
- xix An Invoice March 2020 from EALC re: Annul Affiliation Fees 2020-21 @ £208.08 was recorded.
- xx An Invoice March 2020 from W&H (Romac) Ltd re: No. 1 Cagefield Road, P3/P6 repairs @ £255-72 was recorded.
- xxi The D/D payment March to NWG/Anglian Water/Wave @ £ 143-00 was recorded.
- xxii The Standing Order payments March/April 2020 to the SPC Clerk @ £628-95 was recorded.
- xxiii The D/D payment March 2020 to E.On @ £140-89 was recorded..
- xxiv Resolved: all Covid-19 emergency actions, recommended and agreed payments, other actions, financial statements, transfers, grants, countersigned cheques, etc, etc.
Proposed by Councillors: Mr G Ioannou, seconded by Mr P Shaw and agreed by all.

274 19/20 Planning consultations:

Ward Councillor Mr P Shaw declared a non-pecuniary interest in the following planning item and remained to give advice when requested, but did not vote or express an opinion, for or against.

Application no 20/00260/FUL 'Ballards' Gore Road, Ballards Gore SS4 2DA

(Proposed Hip to Gable Roof Extension with Raised Ridge to Front Gable and Alterations to Front)

- Stambridge Parish Council has no objections.-

275 19/20 Correspondence:

i E/letters March 2020 re: All Covid-19 updates were recorded.

ii Received/recorded e/Letters, RDC/EALC/Gov. Circulars, Publications and Bundles: etc, etc: as placed on the table.

276 19/20 Training:

Available EALC training - (Covid-19 cancelled)

277 19/20 Policies:

Resolved: the updated April 2020 Stambridge Financial Regulations and Stambridge Standing Orders.

Proposed by Councillors: Mr G Ioannou, seconded by Mrs N Crane and agreed by all.

278 19/20 Allotments:

i The Clerk reported 16 Tenancy Leases (2020-2021) returned with payments to date.

ii Two Allotment waiting lists, comprising of one for residents and one for interested parties outside the Stambridge area.

279 19/20 Streetlighting:

i The Clerk's night survey report: Streetlight survey: 2 x outside the School and Cagefield Road are now repaired.

ii The contractor's estimated costs for the Streetlight (P7A) connection to the next streetlight estimated at £530-00.

Councillors agreed the estimate and the Clerk to action.

280 19/20 Highways and Public Footpaths:

i Councillor Mrs J Gooding's report: the Transport Reps meeting of 4th March 2020 to the next Agenda.

ii Councillor reported a Sign (U/S) at Ballards Gore. Councillor Mr G Ioannou to action N. P. for repair.

281 19/20 Website:

The new website to be further updated with the information from this meeting when available online.

282 19/20 Items from Councillors: for next Agenda and exchange of information only.

Items: A Covid-19 item to appear on the next Agenda. – 'Zoom' to be tried out for the next SPC conference.

283 19/20 To agree the date of the next Stambridge Parish Council Meeting

To agree: **MONDAY 11th MAY 2020** at **5.00 p.m.**

(BY AN ONLINE CONFERENCE VIA FACEBOOK at 'STAMBRIDGE PARISH COUNCIL')

There being no further business the Chairman closed the meeting at 8.17pm.

DRAFT 2020.

Barry Summerfield, Stambridge Parish Council Clerk/RFO.