STAMBRIDGE PARISH COUNCIL

www.stambridgepc.**org**.uk

CHAIRMAN:
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AGENDA

YOU ARE HEREBY SUMMONED TO THE MEETING OF THE STAMBRIDGE PARISH COUNCIL TO BE HELD BY AN ONLINE CONFERENCE VIA FACEBOOK at 'STAMBRIDGE PARISH COUNCIL' ON MONDAY 11th MAY 2020.
(Commencing at 6.00 pm.)

Chairman's opening remarks:

1. To Record the Members Present:

Present:

2. Apologies and reasons for absence:

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

3. To Receive Declarations of Interests:

i To receive all declarations of interests:

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

4. Public Questions:

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

5. To receive the Minutes of the Parish Council Conference Meeting of 6th April 2020:

To Resolve:

6. Matters Arising from the Minutes:

(Minute 271/ii) Defibrillators for Stambridge.

The Clerk's report: Grant research.

7. Matters Arising from the Covid-19 emergency:

i **The Rochford District Council Community Support Hub.**

The helpline is available on 01268 779999 and is open 9am until 4pm, seven days a week.

To discuss:

ii **The Canewdon, Paglesham and Stambridge Community Support Hub.**

The helpline is available on 07507 678729 and is open 8am until 8pm, seven days a week.

To discuss:

iii **Councillor reports**:

8. The Progress Reports on all agreed Councillors/Clerk Actions:

	Actions	Progress	Outcome
i	Cllr Ms E Lingley's report re: Transport of the 5 Heras fencing panels.	Report.	
ii	Councillor Mr G Ioannou report: 'Spring' Newsletter:	Report	
iii	Councillor Mr G Ioannou report: the one.com progress	Report:	
iv	The Clerk's report: the Community4 Ltd website update.	Report:	
v	Councillor Mr G Ioannou report: LHP actions. (Stambridge Road)	Report.	
vi	Councillor Mr G Ioannou's report: the Leylandii Trees, Stambridge Village	Report:	
vii	Councillor Mr G Ioannou report: repair to a PROW Sign at Ballards Gore.	Report:	

9. Finance:

i i To receive the SPC Metro Financial Statements of 11th May 2020 as circulated.

ii The above balances to be checked against Metro Bank Statements by Cllrs: …… and …… as circulated.

ii To receive the Clerk's log (37) of working hours for April 2020 as circulated.

iii To receive the Parish Council's updated SPC Excel NETT running costs 2020 – 2021 as circulated.

iv To receive the Clerk's report re: Internal Audit 2019-2020 progress.

v To receive the Annual 2019-20 P60 certificate for the Clerk and Council.

vi To record the Clerk's PAYE-RTI update from 2019-2020 to 2020-2021 tax year.

vii PKF-Littlejohn AGAR:

i To record the PKF Littlejohn instructions re: delayed AGAR due to Corona-virus.

ii To receive the AGAR instructions and Audit forms for 2019-2020 from PKF Littlejohn.

viii To record the Clerk's update to the Pensions Regulator re: non registered/claimed Pension.

ix Came and Co Insurance 2020-2021:

i The Clerk's report on the Risk assessment requirements from Came and Co for 2020-21 and SPC response.

ii To receive Came and Co Insurance invoice and Terms of Reference for 2020-2021 @ £ 432-23 as circulated.

x The SCCMC Chairman Cllr: Mrs N Crane report:

i The Barclays Bank transfer to the Metro Bank.

ii The CIF Emergency Fund application to the EALC.

xi The SCCMC/SPC Funding agreements:

i To record the Resolved and advanced Precepted Community support grant to the SCCMC for 2020-21 @ £5,000.

ii To record the Resolved payment of the initial SCCMC financial advance request (dated 25th January 2020) re: 1st tranche (April 2020) of £2,500-00 to be followed by the 2nd tranche at £2,500 on 1st October 2020.

xii The SPC/SCCMC Loan Agreement: as circulated.

i To receive the SPC and SCCMC 'loan agreement' document showing £10,031-13, (to be paid back to the SPC at £1,000 per year over a 10 year period), payments beginning on 1st October 2021 to be paid back sooner as SCCMC funds permit.

ii The SPC to resolve the above Loan agreement:

iii i To receive the SCCMC Monthly financial update for 1st May 2020 as circulated.

ii To receive the SCCMC Letter to the SPC agreeing the terms above as circulated.

xiii To record the SPC (paid) claim on behalf of the SCCMC's Vat126 for 1st January 2020-March 2020 at £650-71.

xiv To record the SPC (unpaid to date) claim on behalf of the SCCMC's Vat126 for April 2019-December 2019 at £1,543-70 and to receive the Clerk's report: resulting from questions to HMRC on lack of payment?

xv To agree payments to HMRC re: PAYE-RTI for May/June 2020 @ £44-50/£44-50

xvi To receive an Invoice April May 2020 from Came&Co Ltd re: Annual Insurance 20-21 @ £ 432-23 as circulated.

xvii To receive an Invoice April 2020 from B Summerfield/HMRC re: PAYE adjustments 2019-2020 @ £21-80 as circulated.

xviii To receive an Invoice April 2020 from W&H (Romac) Ltd re: P7a connection work, etc.@ £636-00 as circulated.

xix To receive an Invoice April 2020 from B Summerfield/ LegalContracts re: SCCMC loan contract @ £19-95 as circulated.

xx To receive an Invoice April 2020 from B Summerfield/McAfee re: Annual antivirus software @ £ 39-99 as circulated.

x To record the Standing Order payments May 2020 to the SPC Clerk @ £628-95.

xi To record the D/D payment April 2020 to E.On @ £149-95.

xxi To record the D/D payment April 2020 to Wave (Allotment water) @ £143-00.

xxiv To resolve: all Covid-19 emergency actions, recommended and agreed payments, other actions, financial statements, transfers, grants, countersigned cheques, etc, etc.

Proposed by Councillors: ……., seconded by …… and agreed by all.

10. Planning consultations: Application no 20/00/FUL

11. Correspondence:

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

12. Training: Available EALC training.

13. Allotments:

i The Clerk's report: 22 Tenancy Leases out of 28 for 2020-2021 are returned with payments to date.

ii To receive the Clerk's report re: the allotment vacancy cut-off date of 11th May 2020.

iii To receive the Clerk's proposal to change the renewal dates of the allotment agreements to a Winter date, so that any vacant allotments can be taken up and worked in the non-growing season!

14. Streetlighting:

i The Clerk's report: the Streetlight (P7A) energy connection to the next streetlight (7).

ii Councillor reports:

15. Highways and Public Footpaths:

i Councillor Mrs J Gooding's report: the Transport Reps meeting of 4th March 2020 as circulated

ii Councillor reports:

16. New Website: (www.stambridgepc.**org**.uk)

The new Community4 Ltd website to be further updated with the information from this meeting.

17. Items from Councillors: **for next Agenda and exchange of information only.**

Items:

18. To agree the date of the next Stambridge Parish Council Meeting

To agree: MONDAY 1st JUNE 2020 at 6.00 p.m.

(BY AN ONLINE CONFERENCE VIA FACEBOOK or ZOOM)

5th May 2020. **Barry Summerfield, Stambridge Parish Council Clerk/RFO.**