

MINUTES
OF THE ONLINE MEETING OF THE STAMBRIDGE PARISH COUNCIL
HELD BY ONLINE CONFERENCE via FACEBOOK at 'STAMBRIDGE PARISH COUNCIL'.
ON MONDAY 11th MAY 2020.

284 19/20 **To Record the Members Present:**

6.00 pm.

Chairman (Ward): Councillor Mr G Ioannou.

Councillors: Mr P Bowen, Mrs N Crane, Mrs J Gooding, Mrs C Lingley, Miss E Lingley and Mr P Shaw.

Ward Councillors: Mr S Wootton and Mrs L Shaw.

Members of the public: No advertised requests to attend received.

The Parish Clerk: Mr B Summerfield.

285 19/20 **Chairman's opening remarks:**

The Chairman welcomed all persons attending the Meeting.

286 19/20 **Apologies and reasons for absence:**

To be received by the Clerk in person via: email, letter and telephone. None.

287 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.

288 19/20 **Public Questions:**

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

i Ward Councillor Mr S Wootton reported that all of the RDC 'Discover 20' celebrations and events are cancelled and put on hold due to the Corona Virus Emergency – Cllr Wootton wished everyone well.

ii Ward Councillor Mrs L Shaw reported: the RDC is working well in providing information to all residents and dealing with a variety of issues - the Rochford District Council Community Support Hub is working to provide essential help to all residents who are in need at this time. The confidential helpline is available on 01268 779999 and is open 10am until 2pm, seven days a week - Cllr Shaw thanked Councillor Mrs N Crane for her hard work during the COVID-19 Emergency.

iii Ward Councillor Mr G Ioannou reported The Canewdon, Paglesham and Stambidge Community Support Hub is also working to provide essential help to all residents who are in need at this time. The confidential helpline is available on 07507 678729 and is open 8am until 8pm, seven days a week.

iv Ward Councillor Mr P Shaw reported that Cllrs Mr M Steptoe and Carol Western were taking over the work of the late Councillor Mr Terry Cutmore.

v There were no public questions.

vi Councillors: Mr S Wootton and Mrs L Shaw left the meeting at 6.20 pm.

289 19/20 **To receive the Minutes of the Parish Council Conference Meeting of 6th April 2020:**

The Minutes were Resolved agreed.

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

The Chairman signed the Minutes as a true record.

290 19/20 **Matters Arising from the Minutes:**

(Minute 271/ii) Defibrillator for Stambidge.

i The Clerk reported his research has identified a Charity: London Hearts (Charity no. 1180901) offering grant assistance in supplying the latest defib and spares, a locked external heated box and free training (10-50 persons) @ £1,409-00.

ii Resolved: The above is agreed and actioned.

Proposed by Councillors: Mrs N Crane, seconded by Mr P Bowen and agreed by all.

291 19/20 **Matters Arising from the Covid-19 emergency:**

i The Rochford District Council Community Support Hub.

The helpline available on 01268 779999 and is open 10am until 2pm, seven days a week.

ii The Canewdon, Paglesham and Stambidge Community Support Hub.

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

iii Generally reported: Foodbank take-up is reducing with more people applying for funding.

iv Councillor Mrs N Crane is exploring all district options as they develop and will report updates at the next meeting.

292 19/20 **The Progress Reports on all agreed Councillors/Clerk Actions:**

Actions

Progress

Outcome

i Cllr Ms E Lingley reported re: Transport of the 5 Heras fencing panels -

Councillors Mr P Bowen and Miss E Lingley agreed to arrange the collections of the panels.

ii Councillor Mr G Ioannou reported: 'Spring' Newsletter – Covid-19 Emergency has delayed newsletter work.!

iii Councillor Mr G Ioannou reported: the one.com progress stalemate!

The Chairman will now send all exchanged communications to One.com asking them to finally resolve their issues!

- iv The Clerk reported the Community4 Ltd website update is now on line at www.stambridgepc.org.uk!
- v Councillor Mr G Ioannou reported: LHP (Stambridge Road) –
C-19 emergency delays but the Speed Limit sign has been fixed
- vi Councillor Mr G Ioannou reported re: the Leylandii Trees, Stambridge Village - *Actions ongoing!*
- vii Councillor Mr G Ioannou reported re: repair to a PROW Sign at Ballards Gore - *Action ongoing!*

293 19/20 Finance:

- i i The SPC Metro Financial Statements of 11th May 2020 as circulated was recorded.
- ii The above balances were checked against Metro Bank Statements by Cllrs: Mr G Ioannou and Mrs N Crane.
- ii The Clerk's log (37) of working hours for April 2020 as circulated was recorded.
- iii The Parish Council's updated SPC Excel NETT running costs 2020 – 2021 as circulated was recorded.
- iv The Clerk's report re: Internal Audit 2019-2020 progress was recorded.
- v The Annual 2019-20 P60 certificate for the Clerk and Council was recorded.
- vi The Clerk's PAYE-RTI update from 2019-2020 to 2020-2021 tax year was recorded.
- vii PKF-Littlejohn AGAR:
 - i The PKF Littlejohn instructions re: delayed AGAR due to Corona-virus.
 - ii The updated AGAR instructions and Audit forms for 2019-2020 from PKF Littlejohn was recorded.
- viii The Clerk's update to the Pensions Regulator re: non registered/claimed Pension was recorded.
- ix Came and Co Insurance 2020-2021:
 - i The Risk assessment requirements from Came and Co for 2020-21 and SPC response was recorded.
 - ii The Came and Co Insurance invoice and Terms of Reference for 2020-2021 @ £ 432-23 as circulated was recorded.
- x The SCCMC Chairman Cllr: Mrs N Crane reported:
 - i The Barclays Bank Mandate signatures authorising funds to be transferred to the Metro Bank, is in the process of completing.
 - ii The CIF Emergency Fund application to the EALC was rejected.
 - iii The SCCMC Monthly financial update for 1st May 2020 as circulated was recorded.
- xi The SCCMC/SPC Funding agreements:
 - i The advanced Precepted Community support grant to the SCCMC for 2020-21 @ £5,000 was recorded.
 - ii 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 was recorded.
- xii The SPC/SCCMC Loan Agreement: as circulated was recorded.
 - i 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 was recorded.
 - ii The SCCMC Letter to the SPC agreeing the terms above as circulated was recorded.
 - iii Resolved the SPC/SCCMC Loan agreement.
Proposed by Councillors: Mrs N Crane, seconded by Mr P Bowen and agreed by all.
- xiii The SPC (paid) claim on behalf of the SCCMC's Vat126 for 1st January 2020-March 2020 at £650-7 was recorded.
- xiv The SPC (unpaid to date) claim on behalf of the SCCMC's Vat126 for April 2019-December 2019 at £1,543-70 has been agreed by the HMRC from the questions raised on lack of payment, was recorded.
- xv Payments to HMRC re: PAYE-RTI for May/June 2020 @ £44-50/£44-50 was recorded.
- xvi An Invoice April May 2020 from Came&Co Ltd re: Annual Insurance 20-21 @ £ 432-23 as circulated.
- xvii An Invoice April 2020 from B Summerfield/HMRC re: PAYE adjustments 2019-2020 @ £21-80 as circulated was recorded.
- xviii An Invoice April 2020 from W&H (Romac) Ltd re: P7a connection work, etc.@ £636-00 as circulated was recorded.
- xix An Invoice April 2020 from B Summerfield/ LegalContracts re: SCCMC loan contract @ £19-95 as circulated was recorded.
- xx An Invoice April 2020 from B Summerfield/McAfee re: Annual antivirus software @ £ 39-99 as circulated was recorded.
- xxi The Standing Order payments May 2020 to the SPC Clerk @ £628-95 was recorded.
- xxii The D/D payment April 2020 to E.On @ £149-95 was recorded.
- xxiii The D/D payment April 2020 to Wave (Allotment water) @ £143-00 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 P Shaw seconded by Mr G Ioannou and agreed by all.

294 19/20 Planning consultations:

Application no 20/00/FUL None.

295 19/20 Correspondence:

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

296 19/20 Training: Available EALC training was circulated.

297 ^{19/20} **Allotments:**

- i The Clerk reported: 24 Tenancy Leases out of 28 for 2020-2021 are returned with payments to date.
- ii Four tenancy agreements for 20-21 (offered but not responded too), have Vacancy Notices issued, was recorded.
- iii Four tenancy agreements will be offered to the local waiting list and then to the outside waiting list!
- iv
 - i 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 was agreed by all.
 - ii Clerk to organise was recorded!

298 ^{19/20} **Streetlighting:**

- i The Clerk's report: the Streetlight (P7A) energy connection to the next streetlight (7) to be checked!
- ii Councillor reports: None.

299 ^{19/20} **Highways and Public Footpaths:**

- i Councillor Mrs J Gooding's report: the Transport Reps meeting of 4th March 2020 was circulated.
- ii Councillor reports: Local PROW have growing crops across them – walkers to stick to the designated path routes!

300 ^{19/20} **New Website:** **(www.stambridgepc.Org.uk)**

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

301 ^{19/20} **Items from Councillors:** for next Agenda and exchange of information only.

Items: None.

302 ^{19/20} **To agree the date of the next Stambridge Parish Council Meeting**

Agreed: **MONDAY 1st JUNE 2020** at **6.00** p.m.
(BY AN ONLINE CONFERENCE VIA FACEBOOK)

There being no further business the Chairman closed the meeting at 7.07 P.M.

28th May 2020.

Barry Summerfield, Stambridge Parish Council Clerk/RFO.