

MINUTES
OF THE ONLINE MEETING OF THE STAMBRIDGE PARISH COUNCIL
HELD BY ZOOM CONFERENCE
ON MONDAY 7th SEPTEMBER 2020.

34 20/21 **To Record the Members Present:** 6.12 pm.

Chairman: Councillor Mr P Shaw.

Councillors: Mrs N Crane, Mrs J Gooding, Mr G Ioannou and Mrs C Lingley.

Ward Councillors: Mrs L Shaw.

Members of the public: The meeting was advertised on the local notice boards, on Facebook (Stambridge Community and Parish Council) and on the SPC website. No public requests to attend were received.

The Parish Clerk: Mr B Summerfield.

35 20/21 **Chairman's opening remarks:**

The Chairman welcomed all persons attending the Meeting.

36 20/21 **Apologies and reasons for absence:**

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

Apologies received from Councillor Miss E Lingley and Ward Councillor Mr S Wootton.

37 20/21 **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.

38 20/21 **Public Questions:**

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

i Ward Councillor Mrs L Shaw reported: a surge of resident issue have been and are being dealt with – together with Ward Cllr Mr S Wotton have distributed 50 packs of sports equipment and library books and thanked Cllr Mrs N Crane for her help – Funding is being sort for a Fishing programme for adults and also for younger children.

ii Ward Councillor Mr G Ioannou reported: All recent Stambridge Highway requests will be actioned in November 20.

iii There were no invited public attending.

39 20/21 **To receive the Minutes of the Parish Council Virtual Meeting of 6th July 2020:**

The Minutes were Resolved agreed.

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

The Chairman to sign the Minutes as a true record outside the meeting.

40 20/21 **Matters Arising from the Minutes:**

(Minute 20 20/21) Defibrillator for the Stambridge Memorial Hall.

The Clerk reported the defibrillator is installed in a heated, secure coded box, attached to the outside wall of the Stambridge Memorial Hall, registered with the Ambulance Service and ready for public use.

41 20/21 **The Progress Reports on all agreed Councillors/Clerk Actions:**

<u>Actions</u>	<u>Progress</u>	<u>Outcome</u>
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i Resolved: the purchase of five second-hand Heras panels to complete the allotments road frontage security at an estimated £150-00, was proposed by Councillors: Mrs N Crane, seconded by Mrs J Gooding and agreed by all.

ii i To receive Councillor Mr G Ioannou's draft 'Spring 2020' Newsletter: Not available.

ii The formation of a newsletter committee was agreed, Councillors: Mrs N Crane, Mrs J Gooding and any other Councillors help, will be the members of the committee.

iii The Clerk will put together and produce all information received for the Newsletter.

iii Councillor Mr P Shaw reported: The LHP committee are meeting in the near future when all reported actions re: Stambridge Road speeding, potential crossings, the Leylandii Trees at Stambridge Village and 'Rangers' general pavements work including opposite the Stambridge Fisheries, can be bought up to date!

iv Clerk's reported: the Mill Lane bus shelter 'asbestos roof' has proven to be Non asbestos (Certificated) Agreed to leave the roof as damage is minor.

v Chairman of the SCCMC Councillor Mrs N Crane's reported re: Thanks are due to the SCCMC Clerk Mrs Sally Faulkner who has constructed a Covid-19 Risk Assessment to guide the cleansing of the hall – The Hall has been thoroughly cleaned and de-fumigated (Fogged) by a voluntary group of community minded Councillors and helpers – **The Parish Council's appreciation and thanks to them all!** - The preparation and opening of the Covid-19 compliant Stambridge Memorial Hall and Grounds is being managed by the SCCMC through a phased return – Mini Marvels have started – The Dance Studio then Yoga and Chaos to follow – smaller individual lets to be added on demand - Following the Risk Assessment guidance the hall is thoroughly cleansed before and after each daily/evening letting.

42 20/21 **Finance:**

i i The SPC Financial Statements (as circulated) were recorded.

ii The Metro Financial Statements of 7th September 2020 (as circulated) were recorded.

- ii The above Metro balances were checked against Parish Bank Statements by Cllrs: Mr G Ioannou and Mrs N Crane.
- iii The publishing the Period of the Exercise of Public Rights by the Clerk was recorded.
- iv The Clerk's log (40) (41) of working hours for July and August 2020 (as circulated) were recorded.
- v The Parish Council's updated SPC Excel NETT running costs 2020 – 2021 (as circulated) was recorded.
- vi
 - i The receipt (EX0227) of the AGAR Part 3 2020 documents from PKF-Littlejohn was recorded.
 - ii The Clerk is awaiting PKF-Littlejohn's AGAR signoff certificate or questions.
- vii The Clerk's National Salary Award 2020-2021 (as circulated) was recorded.
 - i Notification of the National Joint Council for Local Government Services (NJC) 2020-2021 National Salary Award, implemented from April 2020. (SCP 23 new) @ £14-42 per hour = £687.35 per month gross was recorded.
 - ii Resolved a letter to the Metro Bank to update the Clerk's Standing Order to the new rate @ £638-95 nett per month, as from 7th October 2020.
Proposed by Councillors: Mr P Shaw, seconded by Mrs N Crane and agreed by all.
- viii Agreed a payment to: (B Summerfield) re: Salary backpay (New rate) x 6 months £60-00 was recorded.
- ix Agreed a payment to: (B Summerfield/HMRC) re: PAYE-RTI (August) £44-60 was recorded.
- x Agreed a payment to: HMR re: PAYE-RTI (September): £44-60 was recorded.
- xi Agreed a payment to (Stambridge Community Centre) re: VAT126 £332-62 was recorded.
- xii Agreed a payment to (Little Hall Farms Ltd) re: 2nd part 2020 tenancy payment £1,000-00 was recorded.
- xiii Agreed a payment to: (Mr R Pitts) re: Annual allotment green maintenance 2020-2021 £250-00 was recorded.
- xiv An Invoice August 2020 from (B Summerfield/Dropbox) re: Annual Cloud storage £95-88 was recorded.
- xv An Invoice September 2020 from W&H (Romac) Ltd re: Streetlights P2/P7A/P9A/P15 + Corner of Cagefield Road and Stambridge Road & P4 Cagefield Road £ 398-46 was recorded.
- xvi
 - i Estimate August 2020 from (Montrose Trees Ltd) re: Health and Safety Willow cutback on allotments £1,140-00.
 - ii A further estimate for comparison to be raised by the Clerk.
- xvii An Invoice August 2020 from (Glendinning Electricians) re: Defib Box installation Mem Hall £ None
- xviii An Invoice September 2020 from (Asbestos Consultants)) re: Mill Lane Bus Shelter £ None
- xix Agreed the Clerk and SCCMC Clerk to arrange a solicitor to oversee the signing of SPC/SCCMC Loan Agreement 202
- xx The Standing Order payments August and September 2020 to the SPC Clerk @ £628-95 nett were recorded.
- xxi The D/D payment August 2020 to BT Cloud @ £11-50 was recorded.
- xxii The D/D payment July/August 2020 to E.On @ £145-11/£149-95 were recorded..
- xxiii The D/D payments July/August 2020 to Wave/Anglian Water (Allotment water) @ £143-00/£143-04 were 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 Mrs N Crane and agreed by all.

43 20/21 Planning consultations:

- i The 'Called in' application no 19/00926/FUL, Little Stambridge Hall Farm, Little Stambridge Hall Lane, SS4 1EX.
- ii The RDC Development Committee result of 27th August 2020 is presently undisclosed:

44 20/21 Correspondence:

- i
 - i To record a letter 09/08/2020 to EALC re: Legal guidance on outdoor Parish Council meetings!
 - ii To record an EALC response to the above; (Case no. 360.20) Legal Guidance (as circulated) were recorded.
- ii Following the NALC/EALC guidance on Parish Council meetings, the Stambridge Parish Council meetings are to continue to be held by online Zoom conference.
- iii Received/record e/Letters, RDC/EALC/Gov. Circulars, Publications and Bundles: etc, etc: as placed on the table.

45 20/21 Training:

Available EALC training as emailed.

46 20/21 Allotments: The Clerk's report:

- i Health and Safety 'green maintenance' requirements for the Willows opposite Plots 13/14 have produced one estimate to date. Further estimates are being sort.
- ii Allotment Wildlife advice:
 - i correspondence (as circulated) covering complaints re: the spread of weeds and rat damage were recorded.
 - ii Further correspondence with plot holders and the Farmer/Landlord and their results were discussed.
- iii The Clerk has read the water meter and updated Wave/Anglia Water was recorded.

47 20/21 Streetlighting:

- i The Clerk's night survey: P2/P7A/P9A/P15/Corner of Cagefield and Stambridge Road/P4 Cagefield Road was recorded.
- ii Councillor reports: None

48 20/21 Highways and Public Footpaths:

- i
 - i The Bus shelter at Cagefield Road was discussed.
 - ii Agreed the Clerk to ask Highways to move the bus stop sign to next to the bus shelter.
- ii
 - i A missing PROW (15) Sign/Way Marker at Ballards Gore has been reported to Essex Highways (ref:2677891).
 - ii The Clerk will visit and view the location of the PROW Marker.
- iii
 - i The ECC Highways Winter Salt has been ordered. (To be cancelled if research confirms sufficient stock)!
 - ii Agreed Councillor Mrs N Crane to inspect the salt stock and report to the Clerk.

iii The Clerk to check the Parish salt bin locations and top up any empty salt bins.

49 20/21 **Signatures on all leading documents and cheques:**

- i To record that all Resolved leading documents and the cheque book from the 6th July 2020 Stambridge Parish Council 'Messenger rooms' meeting (COVID-19), were signed by the Chairman and a councillor, at a later date.
- ii To agree that: all Resolved leading documents and Cheques from this meeting, etc. are to be signed by the Chairman and a Councillor after the meeting, as organized by the Clerk.

50 20/21 **Website:** (www.stambridgepc.org.uk)

- i The Community4 Ltd website to be further updated with the information from this meeting.
- ii To notify and record; that the public's potential involvement at all 'ZOOM' meetings, are advertised on the SPC Website, Parish Notice boards and the Stambridge Community and Stambridge Parish Council facebook!

51 20/21 **Items from Councillors:** for next Agenda and exchange of information only.
Item: None

52 20/21 **To agree the date of the next Stambridge Parish Council.**

Agreed

THURSDAY 1ST OCTOBER 2020 at 6.00 p.m.

(BY AN ONLINE CONFERENCE VIA 'ZOOM')

There being no further business the Chairman closed the meeting at 7.01 pm.

26th September 2020.

Barry Summerfield, Stambridge Parish Council Clerk/RFO.