

MINUTES

OF THE ANNUAL GENERAL MEETING OF THE STAMBRIDGE PARISH COUNCIL

AT THE STAMBRIDGE PAVILION, STAMBRIDGE ROAD, SS4 2AR

ON THURSDAY 13th MAY 2021

(Meeting conducted under the issued Coved-19 Risk Assessment Rules)

(ALL PERSONS ATTENDING BE PLEASED TO FOLLOW THE STAMBRIDGE PARISH COUNCIL RISK ASSESSMENT)

- 1** 21-22. **Election of Chairman for 2021-2022.** 7.30 pm.
- i Councillor Mr P Shaw was nominated for the post of Chairman by Councillor Mrs J Gooding, seconded by Mrs C Lingley and agreed by all.
- ii The Chairman Councillor Mr P Shaw signed the statutory Declaration of Acceptance of Office.
- 2** 21-22. **Election of Vice-chairman.**
- i Councillor Mrs J Gooding was nominated for the post of Vice Chairman by Councillor Mrs C Lingley, seconded by Councillor Mr P Bowen and agreed by all.
- ii The Vice Chairman Councillor Mrs J Gooding signed the statutory Declaration of Acceptance of Office.
- 3** 21-22. **To Record the Members and Public Present:**
- Chairman Councillor Mr P Shaw.
Councillors: Mr P Bowen, Mr G Ioannou, Mrs J Gooding and Mrs C Lingley.
Ward Councillors: None.
Members of the public: None.
The Parish Clerk: Mr B Summerfield and attendance book.
- 4** 21-22. **Apologies and reasons for absence:**
- i To be received by the Clerk only in person via: email, letter and telephone.
- ii Councillors: Mrs N Crane (work), Miss E Lingley (plumber).
- iii Ward Councillors: Mr I Foster, Mrs L Shaw and Mr S. Wootton.
- 5** 21-22. **Declarations of Interests**
- To receive Councillors Declaration 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.
- 6** 21-22. **To resolve the Clerk's Role:**
- Resolved: the Clerk as the Proper Officer, Responsible Financial Officer and the receiving officer responsible for Dispensations.
Proposed by councillor Mrs J Gooding, seconded by Mr P Shaw and agreed by all.
- 7** 21-22. **Dispensations (relevant provision is s.33 of the Localism Act 2011)**
- The Clerk received all councillors requests for dispensations re: Financial matters as local council tax payers inc: the Precept and as members of the Stambridge Sole Trustee Committee and the Stambridge Community Centre Management Committee.
- 8** 21-22. **Public Forum: (5 min per person only)**
- Councillors, Guests, visiting Ward/County Councillors and questions from members of the public. None.
- 9** 21-22. **Standing Orders:**
- Resolved:
Proposed by Councillors: Mrs C Lingley, seconded by Mr P Bowen and agreed by all.
- 10** 21-22. **Financial Regulations:**
- Resolved:
Proposed by Councillors: Mrs C Lingley, seconded by Mr P Bowen and agreed by all.
- 11** 21-22 **The Council Risk Assessment:**
- Resolved:
Proposed by Councillors: Mrs C Lingley, seconded by Mr P Bowen and agreed by all.
- 12** 21-22 **Assets Register:**
- Resolved:
Proposed by Councillors: Mrs C Lingley, seconded by Mr P Bowen and agreed by all.
- 13** 21-22 **The General Data Protection Regulations:**
- Resolved:
Proposed by Councillors: Mrs C Lingley, seconded by Mr P Bowen and agreed by all.

14 21-22 **Freedom of Information Act:**

Resolved:

Proposed by Councillors: Mrs C Lingley, seconded by Mr P Bowen and agreed by all.

15 21-22 **Model Code of Conduct:**

Resolved:

Proposed by Councillors: Mrs C Lingley, seconded by Mr P Bowen and agreed by all.

16 21-22 **The Complaints Procedure:**

Resolved:

Proposed by Councillors: Mrs C Lingley, seconded by Mr P Bowen and agreed by all.

17 21-22 **Dates and Times of Meetings:** (Gov edicts allowed)

Agreed: Meetings to be held on the first Thursday of the month (or as advised) at the Pavilion at 7.30 pm.

18 21-22 **Appointment of Committees:** The Elected members of the Standing Working Committees:

i i **The Sole Trustee Committee (all Councillors are appointed)**

ii Agreed the Parish Clerk is appointed the **Clerk to the Sole Trustee Committee:**

ii **The Elected Stambridge Community Centre Management Committee:**

Councillor: **Mr P Bowen.**

Councillor: **Mrs N Crane.**

Councillor: **Mrs J Gooding.**

Councillor: **Mrs C Lingley.**

iii **The Elected Human Resources Committee:**

Councillor: **Mr P Bowen.**

Councillor: **Mrs N Crane.**

Councillor: **Mrs J Gooding.**

iv **The Elected Finance Committee:**

Councillor: **Mr P Bowen.**

Councillor: **Mrs N Crane.**

Councillor: **Mrs C Lingley.**

Councillor: **Mr P Shaw.**

v **Discover 20-20 Committee:**

All councillors are members of the 20-20 Committee.

19 21-22 **Appointment of Media Representatives:**

i Agreed the Webmaster is the Clerk.

ii The Newsletter committee consists of all Councillors.

iii Agreed all Councillors are responsible for Facebook and Twitter, etc:

20 21-22 **Appointment of Outside Body representatives:**

i **EALC:** Councillor: **Mr P Shaw.**

ii **Transport:** Councillor: **Mrs J Gooding.**

iii **Stambridge Sewerage Works:** Councillor: **Mr P Shaw.**

iv **Pavements and Footpaths:** Councillors: **Mr P Bowen and Miss E Lingley.**

v **RHALC:** Councillor: **Mrs J Gooding.**

21 21-22 **To receive the Minutes of the Zoom conference meeting 8th April 2021.**

The Minutes were Resolved agreed.

Proposed by Councillors: Mrs J Gooding, seconded by Mrs C Lingley and agreed by all.

The Chairman signed the Minutes as a true record.

22 21-22 **Matters Arising from the Minutes:** (not on the Agenda)

Item: None.

23 21-22 **Progress Reports on all agreed Councillors/Clerk Actions:**

Actions

Progress

Outcome

i **Newsletter:**

The Clerk reported re: the assembled Draft content of the proposed newsletter and requested all information from all Councillors re: Page two.

ii The Clerk reported re: the proposed defibrillator venues: The Cherry Tree, The Royal Oak and the Shepherd and Dog have all verbally agreed but the Clerk will write to confirm with all.

iii The Clerk reported re: Coastal Paths Lectern content

ii Environment Agency permissions for the Lectern sea wall location work is ongoing.

iii By way of reply to Gloria Osei, Essex County Council Liaison Officer: the Council agreed Two lecterns, each one reflecting the information pertinent to each end. The draft Lectern layouts are awaited.

- iv The Clerk has communicated with Mr Roy Read, Essex PROW, who is the person in overall charge of the Coastal Paths inventory and installation and will meet him if required to view the Lectern locations.
- iv Councillor Mrs J Gooding's general funding discussion raised ideas on funding for local community projects including: Flora enhancements via flower boats/wagon at various point in Stambridge including the Village Green, Church, School grounds, Bus stops, etc.
A war Memorial at the Village Green or/and enhancement to existing memorials, to be the subject for further research and the next Agenda.
- v The Chairman is researching re:
 - i Leylandii trees overhanging the Stambridge Road bus route opposite Ash Tree Court - **Ref: 2705200.**
 - ii Requested Dog bin and Warning Notice at Stambridge allotments.

24 21-22 **Finance:**

- i The SPC Financial Statements (as circulated on 13th May 2021) were recorded.
 - i The Metro Bank Financial Statements (as circulated on 13th May 2021) were recorded.
 - ii The above Metro balances were checked against Bank Statements by Cllrs: Mr P Shaw and Mrs C Lingley.
- ii The Stambridge Parish Council Reserves at 31st March 2021 (based on the 20/21 Precept), was recorded at 60%.
- iii The Internal Auditors 'Auditing Solutions Ltd' 2020-2021 report (as circulated) was recorded.
 - i The signed AGAR Internal Auditors report was recorded.
- iv The AGA Return Part 3, 2020-2021 (as circulated) was received and recorded.
 - i The Annual Governance Statement was received, agreed, signed and recorded.
 - ii The Accounting Statements was received, agreed, signed and recorded.
 - iii The dates set for the Period of the Exercise of Public Rights was agreed and recorded.
- v The Parish Council's updated SPC Excel NETT running costs 20/21 (as circulated on 13th May 2021) was recorded.
- vi The Clerk's log (49) of working hours for April 2021 (as circulated on 13th May 2021) was recorded.
- vii A May 21 payment to: HMRC PAYE-RTI agreed left open, due to an unresolved question from HMRC, was recorded.
- viii A May payment to: The Essex Playing Fields Annual Subscription @ £30-00 was recorded.
- ix An Invoice April 2021 from Auditing Solutions Ltd re: Internal Audit 20-21 @ £216-00 was recorded.
- x A payment May 2021 to the SCCMC re: installation of Bike racks at Memorial Hall @ £240-00 was recorded.
- xi An Invoice April 2021 from Came & Co Ltd re: Annual Insurance 2021-22 @ £443-70 was recorded
- xii The D/D invoice April 2021 to E.On @ £149-95 was recorded.
- xiii The D/D invoice April 2021 to BT Cloud @ £92-98 was recorded.
- xiv The D/D invoice April 2021 to Anglian Water @ £0-00 was recorded.
- xv The St/Or May 2021 to B Summerfield (Salary) @ £657-23 was recorded.
- xvi 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 C Lingley and agreed by all.

Ward and Parish Councillors: Mr P Shaw (Chairman), Mrs J Gooding (Vice Chairman) declared non-pecuniary interests in the following planning items as RDC Planning members and withdrew from the meeting.

Councillor Mr P Bowen was elected chairman for the following planning items:

25 21-22 **Planning consultations:**

- i **Application no 21/00361/FUL** Broomhills Cottage, Stambridge Road, Rochford.
(Proposed Single Storey and Two Storey Extensions and Renovations Including Replacement of Some Existing Windows and Painted Timber Windows, Installation of a New Window in Existing Wall and Construction of Additional Parking Area to Allow for Use as Holiday Accommodation).
Stambridge Parish Council approve.
- ii **Application no 21/00362/LBC** Broomhills Cottage, Stambridge Road, Rochford.
(Proposed Single Storey and Two Storey Extensions and Renovations Including Replacement of Some Existing Windows and Painted Timber Windows, Installation of a New Window in Existing Wall and Construction of Additional Parking Area to Allow for Use as Holiday Accommodation).
Stambridge Parish Council approve.

Ward and Parish Councillors: Mr P Shaw (Chairman) and Mrs J Gooding (Vice Chairman) rejoined the meeting.

26 21-22 **Correspondence:**

- i The Clerk's information re: RDC/EALC/NALC/Police/ECC/ECC Highways information, as circulated were recorded.
- ii Received/record e/Letters, RDC/EALC/Gov. Circulars, Publications and Bundles: etc, etc: as placed on the table.

27 21-22 **Training:**

- i The Clerk's information re: available EALC and RDC training, as circulated were recorded.
- ii The Chairman reported Chairmanship training to be taken up.

28 21-22 **Allotments Admin:**

- i The Clerk reported re: the 28 six months allotment plot tenure agreements, were completed.
- ii The Clerk reported re: the positive correspondence with the landowner. Agreed to further research.

29 21-22 **Streetlighting:**

- i The Clerk's street lighting survey results: P15 and P5? end of Cagefield Road.
- ii The Contractors lighting report: 9A and P7 are beyond recovery.
- iii The Clerk reported replacement costs for the above LED Types @ £ 355-90 and £299-40.
- iv Resolved: the obsolete streetlight stock to be replaced up to a ceiling of £2,000 per annum with the quoted DW Windsor Kirium Eco @ £299-40 each.
Proposed by Councillors: Mr P Shaw, seconded by Mrs J Gooding and agreed by all.

30 21-22 **Highways and Public Footpaths:**

- i The Clerk's report re: inspection of Apton Hall Footpaths:
 - i PROW FP 1 (fingerpost overgrown by Ivy) Ref: 2716643.
 - ii PROW FP 20 (new ditch encroaching onto the footpath) Ref: 2716649.
 - iii PROW FP21 entrance off the Apton Hall Road: OK!
- ii Councillor reports: P14 allegedly blocked by gates.

31 21-22 **Signatures on all leading documents and cheques:**

- i To record that all Resolved leading documents and the cheque book from the 8th April 2021 Stambridge Parish Council 'Zoom' meeting (COVID-19), were signed by the Chairman and a councillor, at a later date.
- ii All Resolved leading documents and Cheques from this meeting, etc. are to be signed by the Chairman and a Councillor at the meeting.

32 21-22 **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 future meetings, are advertised on the SPC Website, Parish Notice boards and the Stambridge Community and Stambridge Parish Council facebook!

33 21-22 **COVID-19 Legislation changes updates:**

The Government's 29th March 21 rules are in place.

34 21-22 **Items from Councillors:** for next Agenda and exchange of information only.

Items: potential Stambridge Village green memorial.

35 21-22 **To agree the date of the next Stambridge Parish Council Meeting.**

to be held as agreed and further advised by the latest Government Covid 19 Announcement!

Agreed: **THURSDAY 3rd JUNE 2021.**

A MEETING AT THE STAMBRIDGE PAVILION AT 7.30 PM.

There being no further business the Chairman closed the meeting at 8.58 pm.

28/05/2021

Barry Summerfield, Stambridge Parish Council Clerk/RFO.