

MINUTES

of the

STAMBRIDGE PARISH COUNCIL

MEETING AT THE STAMBRIDGE PAVILION, STAMBRIDGE ROAD, SS4 2AR

ON THURSDAY 2nd SEPTEMBER 2021

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

- 94** 21-22 **To Record the Members Present:** 7.30 pm.
Chairman: Councillor Mr P Shaw (Ward Councillor).
Councillors: Mrs J Gooding (Ward and Chairman of the RDC), Mrs C Lingley and Miss E Lingley.
Ward Councillors: Mr I. Foster, Mrs L Shaw (Essex County Councillor) and Mr S Wootton (Leader of the Council).
Members of the public: None.
The Parish Clerk/RFO: Mr B Summerfield.
The meeting was advertised on the local notice boards, on Facebook (Stambridge Community, Caring for Stambridge) and the Stambridge Parish Council website. No public requests to attend were received.
- 95** 21-22 **Chairman's opening remarks:**
The Chairman welcomed all persons attending the Meeting.
- 96** 21-22 **Apologies and reasons for absence:**
To be received by the Clerk in person via: email, letter and telephone.
Councillors: Mr P Bowen (Apology), Mrs N Crane (Apology), Mr G Ioannou (None).
- 97** 21-22 **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.
- 98** 21-22 **Public Questions:**
(Guest Speakers, visiting Ward/County Councillors, Councillors and Questions/Statements from members of the public)
- i Ward Councillor Mr I Foster gave information and guidance re: to the New Local Plan Spatial Options Document and Statement of Community Involvement Review - The response date (from the public) has been extended to 22nd September 21 – Eventually the selection from the 'Call for Sites' are to be, brownfield sites to be used first followed by infill sites, contaminated land and lastly, with unavoidable greenfield sites – Infrastructure is a full part of the planning analysis – two more consultations will follow and it is important that individual residents put their views forward.
- ii Ward Councillor Mr S. Wootton: the Gov. use of an algorithm to assess housing requirements has produced a figure of 300 houses per year. – A further letter to be sent to the Gov. asking for a proper list of housing numbers based on infrastructure requirements – The RDC recognises that houses need to be built, but propose that Housing numbers should be based on a proportionate and an infrastructure logic - it is important that individual residents put their views forward to the RDC on the Local Plan Spatial Options, by the 22nd September 21.
- iii Ward/Essex Councillor Mr L. Shaw reported: The Essex Locality Fund is open for Stambridge – Planning Notifications from Essex Highways are now being received and forwarded to Clerk's – The Government propose to have defibrillators in all halls countywide – 50 refurbished laptops will be available to youngsters – Essex Councillor Mrs L Shaw requests, and is looking forward to any public question by email.
- iv The public were invited to the Meeting as advertised on the Website, Parish Notice boards and Paglesham facebook! No public requests received.
- v Members of the Public: None.
- 99** 21-22 **To receive the Minutes of the Meeting of 29th July 2021.**
The Minutes were Resolved agreed.
Proposed by Councillors: Mrs C Lingley, seconded by Mrs J Gooding and agreed by all.
The Chairman signed the Minutes as a true record.
- 100** 21-22 **Progress Reports on all agreed Councillors/Clerk Actions:**
- Actions**
- i Stambridge Newsletter: The Clerk reported no progress. A committee to be formed.
- ii Defibrillators:
The Clerk reported: we are awaiting quotations from the electrical contractor for the installation of the received defibrillators and secure location boxes at the Royal Oak and the Shepherd and Dog.
- iii Lecterns:
The Clerk has written to the two landowners at Lectern 1 and 2, seeking their permissions.
Juliana Vandegrift, Essex Path to Prosperity Project Manager has also further written to the land-owners for their permission.

- iv Stambridge Walking Maps:
The Clerk reported in-progress.
- v Green Projects:
The Clerk reported conducting an on-site visit to the bus shelters and notice boards with a contractor and has chased and is awaiting their quotations.
- vi War Memorial:
Resolved the Memorial Hall plaque to be refurbished and wreaths to be purchased x 3, for the Church, Memorial Hall and the Rochford Memorial.
Proposed by Councillors: Mr P Shaw, seconded by Mrs J Gooding and agreed by all.

101 21-22 Finance:

- i The SPC Financial Statements (as circulated on 2nd September 2021) were recorded.
 - i The Metro Bank Financial Statements (as circulated on 2nd September 2021).
 - ii The Metro balances were checked against Bank Statements by Cllrs: Mrs C Lingley and Miss E Lingley.
- ii The Parish Council's updated SPC Excel NETT running costs 21/22 (circulated 2nd September 2021) was recorded.
- iii The Clerk's log (53) of working hours for August 2021 (as circulated on 2nd September 2021) was recorded.
- iv The Audit Commissions' (PKF-Littlejohn) final report re: Financial year 2020-2021 was recorded.
- v The Public Notice of the Conclusion of the Audit 20-21 was published on the 8th August 21 was recorded.
- vi An agreed payment to the SCCMC re: 2nd Part the Precepted support grant @ £2,500 was recorded.
- vii An agreed payment to: HMRC re: PAYE-RTI (September overpayment correction) £ 0-00 was recorded.
- viii An agreed payment to Little Hall Farms Ltd 2nd Part allotment lease @ £1,000-00 was recorded.
- ix An Invoice August 2021 from PKF Audit Commission invoice @ £240-00 was recorded.
- x An Invoice September 2021 from Mr Pitts Annual allotment maintenance @ £250-00 was recorded.
- xi A late invoice from W&H (Romac) Ltd was allowed by the Council, LED upgrades @ £817-86 and was recorded.
- xii The payment August 2021 to London Hearts re: defibs x 2 @ £2,806-00 was recorded.
- xiii The St/Or July/August 2021 to B Summerfield (Salary) @ £657-23 was recorded.
- xiv The D/D invoice August 2021 to E.on (vat 5%) @ £149-95 was recorded.
- xv The D/D invoice August 2021 to B.T. @ £ 66-54 was recorded.
- xvi The D/D invoice August 2021 to WAVE (Allotments Credit £350) @ £0 was recorded.
- xvii 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 Miss E Lingley and agreed by all.

102 21-22 Planning consultations:

- I Dispensations were requested from the Clerk (the Dispensation Officer) by all councillors as they are residents, for a dispensation for the Stambridge Parish Council's discussion and decisions on the the New Local Plan Spatial Options Document
 - i The Parish Council's consultation responses to the New Local Plan Spatial Options Document and Statement of Community Involvement Review, were discussed.
 - ii The Stambridge Parish Council decided that Clerk will respond to the New Local Plan Spatial Options with a comment on each individual option as put forward on the 'Call for Sites', as circulated
- ii Application no 21/00663/LDC Stewards Elm Farm, Stewards Elm Farm Lane, Stambridge SS4 2BB (Application for a Lawful Development Certificate for Existing Use of Site as Equine Facility and Riding Stables (use Class D2)). Concluded/withdrawn – No Comment.
- iii Application no 21/00506/FUL 15, Wheatfields, Stambridge, SS4 2BT. (First Floor Side Extension Revised Proposal).
Stambridge Parish Council object re: the proposed parking.
- iv Application no. 21/00762/FUL Land West of the Stambridge Road, Apton Hall Road, Stambridge, Essex. (Construction of a New Crop Storage Facility for Conditioning and Storage of Combinable Crops and for Storage of Farm Machinery).
Stambridge Parish Council object as the size of the proposed building will bring visual harm to the openness of the green belt.
- v Application no. 21/00801/FUL 11, Cagefield Cottages, Stambridge Road, SS4 2BD. (Retrospective Planning Application for Single Storey Family Garden Room/Children's Play Room)
Councillors: Mrs C Lingley and Miss E Lingley declared interests as neighbours and took no part.
Council Inquorate: No comment.

103 21-22 Correspondence:

- i The completed Councillors RDC requested, 'Register of Interests' forms were received.
- ii To record the Clerk's information re: RDC/EALC/NALC/Police/ECC/ECC Highways information, as circulated.
- iii Received/record e/Letters, RDC/EALC/Gov. Circulars, Publications and Bundles: etc, etc: as placed on the table.

104 21-22 **Training:**

To record the Clerk's information re: available EALC and RDC training, as circulated.

105 21-22 **Allotments Admin:**

i Because two members of the Council are allotment holders, the meeting is inquorate.

ii i The Clerk needs to get the tenancy agreements out before the start of the allotment year (October 21).

ii It was agreed that he will be guided by the feedback from Councillors emails.

iii Therefore: The Clerk will email all councillors (for their guidance) re: the raising of the present allotment tenancy fee from £70 per annum, up to a suggested £80 per annum, from October 2021 to October 2022.

106 21-22 **Streetlighting:**

i The Clerk's survey recorded P10a and P1 on Cagefield Road. Both have now been converted to LED's

ii Councillor's reports: None.

107 21-22 **Highways and Public Footpaths:**

i Visual condition of the Mill Lane bus shelter is better now that all greenery has been cut back.

Flytipping has been reported. The contractors quotation will include the roof repair. etc.

ii The proposed Highways Devolution Scheme as circulated was discussed and agreed to be on the next Agenda.

iii Chairman Councillor Mr P Shaw reported a visit by the Essex County Council Portfolio Holder for Roads and Transport will be in due course.

108 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 Stambridge Parish Council Website, the Parish Notice boards, on Facebook via the 'Stambridge Community', 'Caring about Stambridge' and the 'Stambridge Parish Council' pages.

109 21-22 **COVID-19 Legislation changes updates:**

The Government's 19th July 21 rules are current.

110 21-22 **Items from Councillors:** for next Agenda and exchange of information only.

Items: Newsletter Committee - The proposed Highways Devolution Scheme.

111 21-22 **Private and Confidential:**

Pursuant to the provision of Section 1000(a) of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded from the meeting for consideration of the following item of business on the grounds that it contains information defined as exempt in Part 1 of Schedule 12a of the Local Government Act 1972, as detailed.

The Council agreed the Clerk's additional employment as the Foulness Island PC Clerk.

112 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 7th OCTOBER 2021**

A MEETING AT THE STAMBRIDGE PAVILION AT 7.30 PM.

There being no further business the Chairman closed the meeting at 9.07 pm.

2nd October 2021

Barry Summerfield, Stambridge Parish Council Clerk/RFO.