

MINUTES

of the

STAMBRIDGE PARISH COUNCIL

MEETING AT THE STAMBRIDGE PAVILION, STAMBRIDGE ROAD, SS4 2AR
ON THURSDAY 21st APRIL 2022.

242 21-22 To Record the Members Present:

7.30 pm.

Chairman: Councillor Mr P Shaw.

Councillors: Mrs N Crane, Mrs C Lingley and Ms E Lingley.

Ward and Essex Councillor: Mr S Wootton.

Members of the public: Mr Darren Parsons.

The Parish Clerk/RFO: Mr B Summerfield.

The meeting was advertised on the local notice boards, on Facebook pages, Stambridge Community, Caring for Stambridge, Stambridge Memorial Hall (Official Page) and the Stambridge Parish Council website.

243 21-22 Chairman's opening remarks:

The Chairman welcomed all persons attending the Meeting.

244 21-22 Apologies and reasons for absence:

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

Councillors: Mr P Bowen (None), Mrs J Gooding (received), Mr G Ioannou (None).

Ward Councillors: Mr I Foster and Mrs L Shaw (RDC development meeting).

245 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.

246 21-22 Public Questions:

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

i A Member of the Public raised questions re: the Stambridge Play Area improvements? – the response was that SCCMC Grant Funding is in progress – Questions arising from the parking problems at the Memorial Hall on Tuesday nights, when the Parents were delivering and collecting their kids and a Football match was in progress, were discussed.

ii Ward Councillor Mr S Wootton reported: that the RDC was quiet at this time as there are elections taking place in May - The RDC Platinum Purse (£10,000) for the Jubilee is oversubscribed – ‘Levelling Up’ funding for deprived areas/communities/youth, etc is reported to be covered by Government donations of £1M to each individual districts.

iii The Chairman reported: Councillor and Essex Councillor Mrs L Shaw was happy to report that she was able to arrange a Climbing Frame for Mini-Marvels – the Food Bank is very busy – Help for the Ukraine is building up.

247 21-22 To receive the Minutes of the Meeting of 3rd March 2022.

The Minutes were Resolved agreed.

Proposed by Councillors: Mrs N Crane, seconded by Mrs C Lingley and agreed by all.

The Chairman signed the Minutes as a true record.

248 21-22 Matters Arising: (not on the Agenda)

None.

249 21-22 Potential local celebrations of the Queens Platinum Jubilee:

i Agreed: SCCMC/SPC etc Stambridge Jubilee celebrations are to be held later in the year - TBA.

ii Councillor Mr P Bowen's report re: A Jubilee Tree to the next Agenda.

iii Agreed: requests for Commemorative Jubilee mugs for local children only, to be advertised in the next newsletter.

250 21-22 Progress Reports on all agreed Councillors/Clerk Actions:

i Stambridge Newsletter Committee:

Councillor Mr P Shaw reported approx. late May 22.

ii Lecterns updates:

The Clerk reported: preservative and 'You are Here' completed to both lecterns.

iii Stambridge Lectern Maps (for Notice boards) and Walking Maps progress:

The Clerk reported: the printing costs for both items of 1,000 copies of the Walking map @ £68-00

and 6 copies (A3) of the Lectern Maps for the Notice Boards @ £ 7-00.

Proposed by Councillors: Mr P Shaw, seconded Ms E Lingley and agreed by all.

iv ASELA Fibre Broadband Wayleave Agreement:

The Chairman signed a Wayleave agreement.

- v Recycling (#Terracycle)
The Clerk reported the various costs associated with the purchase of Terracycle cardboard boxes. Agreed: quoted prices and inability to be installed outside were not for the SPC.
- vi Green; Bus shelters/Notice boards updates:
The Clerk reported: A quotation from a contractor for the installation of flowering plants/shrubs/trees for the Bus shelters and Notice boards @ £771-43 was accepted.
Proposed by Councillors: Mrs N Crane, seconded Mr P Shaw and agreed by all.
- vii Wildflower beds in Stambridge:
The Clerk reported: A quotation from a contractor for the installation of flowering plants/shrubs for the Village Green @ £1,678-00 was accepted.
Proposed by Councillors: Mr P Shaw, seconded Ms E Lingley and agreed by all.
N.B. Permission from Essex County Council will be needed before progression.
- viii The Locality Fund:
The Clerk to ascertain if the Locality Fund will still cover the costs of the two flowering quotations above?
- ix The Chairman's Chain of Office:
The Clerk reported: pricing was awaited. Agreed the missing Chairman's chain to be reported.
- x The research in extending the Mem Hall/Pavilion parking area:
Agreed the Clerk will contact the owner.
- xi The carpark resurface:
The carpark refurbishment is to take place on 21st May 22 – Volunteers required.

251 21-22 Finance:

- i The SPC Financial Statements (as circulated on 21st April 2022) were recorded.
- ii The Metro Bank Financial Statements (as circulated on 21st April 2022) were recorded.
- iii The Metro balances were checked against SPC Bank Statements by Cllrs: Mr P Shaw and Ms E Lingley.
- iv The April payment from the RDC, the first half of the PRECEPT for 22-23 @ £16,000-00 was recorded.
- v The Parish Council's SPC Excel NETT running costs 22/23 (as circulated on 21st April 2022) was recorded.
- vi The Clerk's log (60) of working hours for March 2022 (as circulated on 21st April 2022) was recorded.
- vii The Employers copy of the Clerk's P60 for the financial year ending 31st March 22 was recorded.
- viii The Clerk's report re: SCCMC 2019/2020/2021/2022 VAT126 correcting/updating work was recorded.
- ix The Audit Commissions (Pannell Kerr Foster Littlejohn), directions and documents 2021-22 were recorded.
- x The Auditing Solutions Internal Audit 2021-22 documents to be completed by 10th May 2022 was recorded.
- xi
 - i The Clerk's new NALC National Salary Awards 2021-22 (SCP 24 from April 21 @ £15-16 per hour) Agreed.
 - ii The NALC/EALC back pay award to the Clerk from 1st April 21 to 1st May 22 @ £ 147-48 was agreed.
 - iii A letter to the Bank updating the Clerks Salary from 7th May 2022, to the new NALC rate at £661-52 nett.
Agreed and signed by the Chairman Mr P Shaw and banking co-signatory, Councillor Mrs N Crane.
Proposed by Councillors: Mr P Shaw, seconded by Mrs C Lingley and agreed by all.
- xii The SCCMC quotations for the Installation CCTV in the Pavilion @ £2,640/2,540 were recorded.
- xiii The SCCMC repairs to the Pavilion motion sensor flood lights are in progress was recorded.
- xiv A payment to: HMRC re: PAYE-RTI (April 22) @ £ 90-20 was recorded.
- xv A payment to: B Summerfield re: NALC backpay from April 21 @ £147-48 was recorded.
- xvi A payment to: Stambridge Community Centre re: first half of precepted support grant @ £3.000-00 was recorded.
- xvii A payment to: Stambridge Community Centre re: VAT126 received October 2021 @ £179-00 was recorded.
- xviii A payment to: Stambridge Community Centre re: VAT126 received March 2022 @ £439-91 was recorded.
- xix An Invoice March 2022 from EALC/NALC Annual subscription and affiliation 2022-23 @ £209-28 was recorded.
- xx An Invoice April 2022 from B Summerfield re: Stamps (75 x 2nd Class and 12 x 1st Class) @ £59-70 was recorded.
- xxi An Invoice March 2022 from BT re: BT Mobile Bill @ £12-00 was recorded.
- xxii An Invoice April 2022 from Essex Playing Fields re: Subs 2022-23 @ £30-00.
- xxiii A late received invoice from McAfee re: Annual security software @ 39-99 was allowed, agreed and recorded.
- xxiv The St/Ord March 2022 to B Summerfield (Salary) @ £657-23 was recorded.
- xxv The St/Ord April 2022 to B Summerfield (Salary) @ £657-23 was recorded.
- xxvi The D/D April 2022 to NPOWER (vat 5%) Jan/Feb/March @ £748-72 was recorded.
- xxvii The D/D March 2022 to B.T. @ £ 66-54 was recorded.
- xxviii Resolved all Covid-19 emergency actions, recommended and agreed payments, other actions, financial statements, transfers, grants, countersigned cheques.
Proposed by Councillors: Mrs N Crane, seconded Mrs C Lingley and agreed by all.

252 21-22 Planning Consultations:

Parish Councillor: Mr P Shaw (Chairman), declared non-pecuniary interests in the following planning items as an RDC Planning member and played no part in the meeting.

Councillor Mrs N Crane was elected chairman for the planning items:

- i Application no: 22/00218/Ful Mille Fleurs, Stambridge Road, Stambridge, Essex.
(Proposed Two Storey Front Extension. Reconstruct Side Utility with New Part First Floor. Internal Alterations. Fenestration Changes with New First Floor Cladding).
Stambridge Parish Council has no comment.
- ii Application no: 21/01135/FUL Brooklands Farm Apton Hall Road, Stambridge SS4 3RG.
Re-Consultation Due to Revised/Additional Plans and Description.
(Demolition of Existing Outbuildings to be Replaced with New Outbuilding for Storage Purposes).
Stambridge Parish Council has no comment.

Parish Councillor: Mr P Shaw (Chairman) rejoined the meeting.

253 21-22 **Correspondence:**

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

254 21-22 **Training:**

The Clerk's information re: available EALC and RDC training, as circulated.

255 21-22 **Allotments Admin:**

- i The Clerk reported: the A5 tenants have had to give up the plot due to ill health.
- ii
 - i Resolved a rebate of 6 months tenure @ £35 to be reimbursed to plot 5.
 - ii The new plot 5 tenants to be charged for 6 months @ £35-00.
Proposed by Councillors: Mrs N Crane, seconded Mrs C Lingley and agreed by all.
- iii Agreed the March letter to the landlord to be resent.

256 21-22 **Streetlighting:**

- i The Clerk will survey LED installations.

257 21-22 **Highways and Public Footpaths:**

- i Councillor reports: No bin at the Cagefield Road Bus Shelter and rubbish collecting by shelter.

258 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', 'Stambridge Memorial Hall (Official Page)' and the 'Stambridge Parish Council' pages.

259 21-22 **Items from Councillors:** for next Agenda and exchange of information only.

Items: LED upgrades, Mill Lane bus shelter, Plot 5 reimbursement.

260 21-22 **To agree the date of the Annual Stambridge Parish Meeting (APM).**

Agreed: **THURSDAY 19th MAY APM 2022**

A MEETING AT THE STAMBRIDGE PAVILION AT 7.00 PM.

261 21-22 **To agree the date of the next Annual Stambridge Parish Council Meeting (AGM).**

Agreed: **THURSDAY 19th MAY AGM 2022**

A MEETING AT THE STAMBRIDGE PAVILION (following on from the APM).

14th MAY 2022.

Barry Summerfield, Stambridge Parish Council Clerk/RFO.