

MINUTES

OF THE ANNUAL GENERAL MEETING OF THE STAMBRIDGE PARISH COUNCIL

AT THE STAMBRIDGE PAVILION, STAMBRIDGE ROAD, SS4 2AR

ON THURSDAY 19th MAY 2022

1 22-23. Election of Chairman for 2022-2023.

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 22-23. 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 22-23. To Record the Members and Public Present:

Chairman Councillor Mr P Shaw.

Councillors: Mr P Bowen, Mrs J Gooding and Mrs C Lingley.

Ward Councillors: Mr I Foster and Mrs L Shaw.

Members of the public: None.

The Parish Clerk: Mr B Summerfield.

4 22-23. Apologies and reasons for absence:

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

ii Councillors: Mr G Ioannou, (away), Mrs N Crane (work), Miss E Lingley (unwell).

iii Ward Councillors: and Mr S. Wootton.

5 22-23. 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 22-23. 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 Mr P Shaw, seconded by Mrs J Gooding and agreed by all.

7 22-23. 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 22-23. Public Forum: (5 min per person only)

Councillors, Guests, visiting Ward/County Councillors and questions from members of the public.

(Recorded and B.F. from the Annual Parish Meeting):

i Ward/Essex Councillor Mrs L Shaw reported: Thanks to all residents who voted for her – Portfolio for Highways Mr Lee Scott has offered to visit Rochford North and Rural to give a talk on Essex Highways and answer any questions on what Highways can/cannot do. Open to all Parish councillors and Clerks – all requests to Cllr Mrs Shaw – Cllr Shaw has been elected as deputy Cabinet Member for Essex Highways under Mr Lee Scott – A full Council meeting will discuss a 36 pothole challenge – The Locality Fund is now open for applications with a minimum of £300 and a £5,000 maximum – The Levelling Up Fund is available at £1,000 per parish.

ii Ward Councillor Mr I Foster reported: He was heavily involved with the Bloor Homes Planning application which has now been granted by the Government Inspector – Cllr Foster is now involved with the targets for the development of the Local Plan.

9 22-23. Annual Insurance:

Resolved: Arthur J Gallagher Ins Ltd.

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

10 22-23. Standing Orders:

Resolved:

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

11 22-23. Financial Regulations:

Resolved:

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

12 22-23. The Council Risk Assessment:

Resolved:

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

13 22-23. Assets Register:

Resolved:

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

14 22-23. Freedom of Information Act:

Resolved:

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

15 22-23. 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:**

16 22-23. The Elected Stambridge Community Centre Management Committee:

Councillors receiving the majority of the nomination papers votes:

Councillor: **Mr P Bowen.**

Councillor: **Mrs N Crane.**

Councillor: **Mrs J Gooding.**

Councillor: **Mrs C Lingley.**

17 22-23. The Elected Human Resources Committee:

Councillors receiving the majority of the nomination papers votes:

Councillor: **Mr P Bowen.**

Councillor: **Mrs N Crane.**

Councillor: **Mrs J Gooding.**

18 22-23. The Elected Finance Committee:

Councillors receiving the majority of the nomination papers votes:

Councillor: **Mr P Bowen.**

Councillor: **Mrs N Crane.**

Councillor: **Mrs C Lingley.**

Councillor: **Mr P Shaw.**

19 22-23. Discover 20-20 Committee:

All councillors are members of the 20-20 Committee.

20 22-23. Appointment of Media Representatives:

i Agreed the Webmaster is the Clerk.

ii The Newsletter committee consists of Councillors: Mrs N Crane, Mrs J Gooding and Mr P Shaw.

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

21 22-23. Appointment of Outside Body representatives:

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

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

iii **Stambridge Sewerage Works:** Councillor: **Mrs N Crane and Mr P Bowen.**

iv **Pavements and Footpaths:** Councillors: **Mr E Lingley.**

v **RHALC:** Councillor: **Mrs N Crane and Mr P Bowen.**

22 22-23. To receive the Minutes of the Meeting of 21st April 2022.

The Minutes were Resolved agreed.

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

The Chairman signed the Minutes as a true record.

23 22-23. Matters Arising: (not on the Agenda)

None.

24 22-23. Potential local celebrations of the Queens Platinum Jubilee:

i SCCMC/SPC etc Stambridge Jubilee celebrations are to be held later in the year – TO BE AGREED.

ii I Councillor Mr P Bowen recommended the Liquid Amber (Sweet Gum) as the Jubilee Tree.
Councillors agreed the recommendation.

ii Clerk to contact the SCCMC

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

25 22-23. Progress Reports on all agreed Councillors/Clerk Actions:

i Stambridge Newsletter Committee:

Councillor Mr P Shaw reported: in progress.

- ii Stambridge Lectern Maps (for Notice boards) and Walking Maps:
The Clerk produced the printed Walking Maps.
They are to be given out to the Pubs, Others and in special collection boxes set up at suitable PROW points.
- iii ASELA Fibre Broadband.
The Clerk reported the installation of the full equipment to the Office.
Agreed Clerk to obtain 3 quotes for a Wi-Fi / broadband supply.
- iv Green; Bus shelters/Notice boards updates:
The Clerk reported the Contractor is now able to start.
- v Wildflower beds in Stambridge:
The Clerk reported permission from Essex CC/Highways is being chased:
- vi The Locality Fund:
The Clerk is seeking information from the Ward Councillor re: the current position .
- vii The Chairman's Chain of Office:
The Clerk' is to find a ribbon and gong style Chairman's Office.
- viii The Mem Hall/Pavilion parking area:
The Clerk' reported:
 - i The landowner may be interested in leasing land for parking at the Memorial Hall.
 - ii The two containers behind the Pavilion are taking up valuable parking space.
 - iii Clerk and Chairman to research ownership of both container and their present use.
- ix Cagefield Road Bus Shelter Bin/rubbish and Mill Lane Bus Shelter.
The Clerk to expedite.

26 22-23. **Finance:**

- i The SPC Financial Statements (as circulated on 19th May 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 Mrs J Gooding.
- iv The Parish Council's SPC Excel NETT running costs 22/23 (as circulated on 19th May 2022) was recorded.
- v The Clerk's log (61) of working hours for April 2022 (as circulated on 19th May 2022) was recorded.
- vi The Clerk's update re: Audit Commissions (Pannell Kerr Foster Littlejohn), 2021-22 was recorded.
- vii The Clerk's update re: Auditing Solutions Internal Audit 2021-22 documents was recorded.
- viii A payment to: HMRC re: PAYE-RTI (May 22) @ £ 61-00 was recorded
- ix A payment re: reimbursement of 6 months rent for a plot holder @ £35-00 was recorded.
- x A May 22 Invoice from BT @ £6-00. was recorded
- xi A May 22 Invoice from Gallagher re: 3 year Hiscox Insurance Annual 2022-23 @ £484.04 was recorded
- xii An Invoice May 2022 from The King Edmund School (printing Walking Maps) @ £ 90.00 was recorded
- xiii The St/Ord May 2022 to B Summerfield (Salary) @ £ 661-52 was recorded.
- xiv The D/D May 2022 to NPOWER (vat 5%) April/May @ £212-16 was recorded.
- xv The D/D April/May 2022 to B.T. @ £ 67-99 was recorded
- xvi Resolved all Covid-19 emergency actions, recommended and agreed payments, other actions, financial statements, transfers, grants, countersigned cheques, etc,
Proposed by Councillors: Mrs C Lingley, seconded Mr P Bowen and agreed by all.

27 22-23. **Planning Consultations:**

- i Application no 22/00244/FUL Biggins Farm, Paglesham Road, Stambridge, Essex.
(Part Demolition of Existing Barn and Construct New Detached Barn for Storage Purposes) –
Stambridge PC have no objections
- ii Application no 22/00367/FUL Windmill Cottage, Apton Hall Road, Stambridge, Essex.
(New Mono Pitch Carport Adjacent to Existing Garage) –
Stambridge PC have no objections
- iii Application no 21/01373/FUL Little Stewards, Stewards Elm Farm Lane, Stambridge, SS4 2BB
(Demolish Existing Dwelling and Construct Replacement 3-Bed Dwelling) –
Stambridge PC have no objections

28 22-23. **Correspondence:**

- i An e/letter May 2022 from Cllr Mrs N Crane re: Container break-in was recorded.
- ii Received/record e/Letters, RDC/EALC/Gov. Circulars, Publications and Bundles: etc, etc: as placed on the table.

29 22-23. **Training:**

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

30 22-23. **Allotments Admin:**

The Clerk's report re: 3B Allotment, was recorded.

31 22-23. **Streetlighting:**

- i i The Clerk reported six existing LED streetlight installations in place.
- ii The Council agreed that all streetlights in Cagefield Road (5?) to be upgraded to LED's
- ii Councillors reports:

32 22-23. **Highways and Public Footpaths:**

i Councillor reports: None

33 22-23. **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.

34 22-23. **Items from Councillors:** for next Agenda and exchange of information only.

Items:

35 22-23. **To agree the date of the next Stambridge Parish Council Meeting.**

Agreed: THURSDAY TBA JUNE 2022 the Audit meeting

A MEETING AT THE STAMBRIDGE PAVILION.

36 22-23. **To agree the date of the next Stambridge Parish Council Meeting.**

Agreed: THURSDAY 21st July 2022

A MEETING AT THE STAMBRIDGE PAVILION.

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

25th June 2022.

Barry Summerfield, Stambridge Parish Council Clerk/RFO.