

# MINUTES

of the

## STAMBRIDGE PARISH COUNCIL

MEETING AT THE STAMBRIDGE PAVILION, STAMBRIDGE ROAD, SS4 2AR  
ON THURSDAY 30<sup>th</sup> JUNE 2022.

### 37 22-23 **To Record the Members Present:**

7.30 pm.

Chairman: Councillor Mr P Shaw.

Councillors:, Mr P Bowen, Mrs J Gooding, Mrs C Lingley, Ms E Lingley,

Ward and Essex Councillor: Mr I Foster and Ward and Essex Councillor Mrs L Shaw.

Members of the public: None.

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.

### 38 22-23 **Chairman's opening remarks:**

The Chairman welcomed all persons attending the Meeting.

### 39 22-23 **Apologies and reasons for absence:**

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

Councillors: Mrs N Crane and Mr G Ioannou.

Ward Councillors: Mr S Wootton.

### 40 22-23 **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.

### 41 22-23 **Public Questions:**

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

i Ward/Essex Councillor Mrs L Shaw reported: has been voted onto the Essex Highways panel under Mr Lee Scott. There is to be a five local Parish Councils meeting on 24/08/22 to meet with Mr Lee Scott to discuss the Essex Highways program and local roads, etc. Open to all Councillors and Clerks only – The Gov. 'Levelling Up' funding for deprived areas/communities/youth/mental health, etc, has £5,000 available from the RDC – Also the Locality Fund at £5,000 for 22-23 is available with £500 being donated to the Ranking Cricket Club for a fridge/freezer to date – The pothole initiative is awaiting two photographs and a post code to be received by Cllr Mrs L Shaw for action – the road survey carried out at the Stambridge School has revealed an average of 29 mph. for the 10,000 cars going North and South.

ii Ward Councillor Mr I Foster reported: he is elected as the Chairman of the Planning Policy Committee studying the next stages of the Local Plan for 2025 – the second stage of consultation will be later this year – Gov. target of some 360 new homes per annum – Infrastructure, doctors and roads, etc – The RDC holds some £600,00 from 106 agreements paid for NHS (the Clinical Commission).

### 42 22-23 **To receive the Minutes of the Stambridge Parish Council AGM of 19<sup>th</sup> May 2022.**

The Minutes were Resolved agreed.

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

The Chairman signed the Minutes as a true record.

### 43 22-23 **Matters Arising from the Minutes:** (not on the Agenda)

Item: None.

### 44 22-23 **Potential local celebrations of the Platinum Jubilee:**

i SCCMC/SPC:

i No further progress on a potential Stambridge celebration date:

ii Councillor Mr P Bowen will arrange and advise the costs of the Liquid Amber (Sweet Gum) tree.

iii Commemorative Jubilee mugs to be advertised in the newsletter.:

### 45 22-23 **Progress Reports on all agreed Councillors/Clerk Actions:**

i Stambridge Newsletter Committee:

Councillor Mr P Shaw reported some further work to complete.

ii Distribution of the Stambridge Walking Maps:

i The Clerk reported distributing copies to the three public houses and the Lakes.

ii The Clerk has purchased four plastic boxes to carry free maps for walkers.

iii Agreed to place boxes at Cricket Field (FP 7/26), Barton Hall (FP 26/13), Village Green and at the carpark end (FP4) of the Memorial Hall

iii ASELA Fibre Broadband.

- i The Clerk reported advised; BT has no agreement with ASELA.
- ii Clerk to chase progress with the operation of the Fibre Broadband at the Memorial Hall.
- iv Green; Bus shelters/Notice boards Quotation for maintenance:  
The quotation re: Watering, training of plants and plant health upkeep from June 22 to April 23 @ £1,680-00 was agreed resolved.
- v Wildflower beds in Stambridge:  
The quotation for the installation of the new 3 section wildflower beds on the Village green @ £ 1,678-00 was agreed and resolved. (The Skip Hire and removal will be organised by the contractor and charged to the SPC).
- vi The Chairman's Chain of Office:  
The Chairman will progress:
- vii The Mem Hall/Pavilion parking area/containers:  
SCCMC are progressing.
- viii Mill Lane Bus Shelter.  
Agreed for quotations to be obtained re: cleaning up and reroofing the bus shelter.
- ix The SCCMC application for grants for disabled access to the Stambridge PC's Harold Rankin Pavilion:  
Agreed; the Stambridge Parish Council fully supports the SCCMC's grant applications for the installation of the disabled access to the Stambridge PC's Harold Rankin Pavilion.
- x SCCMC VAT126 claims by the SPC:  
The Clerk reported three updating claims for the SCCMC.

## 46 <sup>22-23</sup> **Finance:**

- i The SPC Financial Statements (as circulated on 30<sup>th</sup> June 2022) were recorded.
- ii The Metro Bank Financial Statements (as circulated on 30<sup>th</sup> June 2022) were recorded.
- iii The Metro balances were checked against SPC Bank Statements by Cllrs: Mrs C Lingley. and Ms E Lingley.
- iv The delayed Internal Auditors report of 28<sup>th</sup> June 2022 was recorded.
  - i Actions recommended in the Internal Audit report were discussed and actions were agreed to be added as an appendix to the Section 1 - Annual Governance Statement 2021/22 return:
- v The AGAR Return Part 3, 30/06/2022, 2021-2022 was recorded.
  - i The signed Internal Auditor Report 28<sup>th</sup> June 2022, 2021/22 was recorded
  - ii The Section 1 - Annual Governance Statement 30/06/2022, 2021/22 was agreed and recorded.
  - iii The Section 2 - Accounting Statements 30/06/2022, 2021/22 was recorded.
  - iv The Period of the Exercise of Public Rights to be published.
- vi The Parish Council's SPC Excel NETT running costs 22/23 (as circulated on 30<sup>th</sup> June 2022) was recorded.
- vii The Clerk's log (62) of working hours for May 2022 (as circulated on 30<sup>th</sup> June 2022) was recorded.
- viii A Bank Transfer payment from B Summerfield re: cash received for allotment @ £35-00 was recorded.
- ix A payment to: HMRC re: PAYE-RTI (June 22) @ £ 61-00 was recorded.
- x A payment to: B Summerfield re: Gallagher admin fee (Hiscox Ins. 22-23 @ £50-00 was recorded.
- xi An Invoice May 2022 from Stambridge Community Centre re: Carpark Equip. Hire/resurface @ £340-00 was recorded.
- xii An Invoice June 2022 from W&H (ROMAC) Ltd re: Cagefield Road, Streetlighting LED's x 3 @ £1,175-94 was recorded.
- xiii An Invoice June 2022 from B Summerfield/Amazon re: 4 x Taymar Map boxes @ £33-24 was recorded.
- xiv An Invoice June 2022 from Ladybird Garden Services re: Bus Shelters/Notice Boards planting @ £771-43 was recorded.
- xv An Invoice June 2022 from BT re: Mobile @ £ 18-00 was recorded.
- xvi An Invoice June 2022 from B Summerfield/Dropbox re: Annual fee @ £95-88 was recorded.
- xvii An Invoice June 2022 from RCCE re: Annual Fee 22-23 @ £ 72-60 was recorded.
- xviii An Invoice June 2022 from Auditing Solutions Ltd re: Internal Audit 21-22 @ £552-00 was recorded.
- xix A June 22 quotation from W&H (Romac) Ltd for a new LED head for P5 Cagefield Road @ £551-00 was recorded.
- xx An estimate June 2022 re: replacement allotment gate or barbed/razor wire addition, was recorded.  
Advice from the insurers is awaited.
- xxi An estimate June 2022 from Ladybird Garden Services re: Maintenance Bus Shelter/Notice boards @ £1,680-00 was recorded.
- xxii An estimate June 2022 from Ladybird Garden Services re: new 3 section wildflower beds on the Village green @ £ 1,678-00 was recorded.
- xxiii The payment May 2022 to HMRC re: PAYE-RTI (May 22) @ £ 61-00 was recorded.
- xiv The payment May 2022 to a half term plot holder @ £35-00 was recorded.
- xxv The payment May 2022 to Gallagher re: 3 year Hiscox Insurance Annual 2022-23 @ £484.04 was recorded.
- xxvi The unrepresented payment May 2022 to The King Edmund School (printing Walking Maps) @ £ 90.00 was recorded.
- xxvii The payment May 2022 to BT re: mobile @ £6-00 was recorded.
- xxviii The St/Ord June 2022 to B Summerfield (Salary) @ £ 661-52 was recorded.
- xxix The D/D June 2022 to NPOWER (vat 5%) @ £204-11 was recorded.
- xxx The D/D June 2022 to B.T. @ £ 67-99 was recorded.
- xxxi Resolved all actions, recommended and agreed payments, other actions, financial statements, transfers, grants, quotations and countersigned cheques, etc,  
Proposed by Councillors: Mrs C Linley, seconded Ms E Lingley and agreed by all.

**47** 22-23 **Planning Consultations:**

- i Application no. 22/00497/LBC The Old Post Office, Stambridge Road, Stambridge, Rochford, Essex. (Replacement of Dilapidated Roof light in the Upstairs Bathroom).  
Stambridge Parish Council has no comment
- ii Application no. 22/00504/LBC The Old House, Gore Road, Ballards Gore, Stambridge Essex. (Undertake Structural Repairs to Timber Frame, Essential Maintenance, Replace Existing Services and Minor Internal Works).  
Stambridge Parish Council has no comment

**48** 22-23 **Correspondence:**

- i To receive an Freedom of Information e/letter May 2022 from Cllr: Mr G Ioannou re: AGM nomination papers.
  - i The Clerk's reported his attempts on clarity re: the Data Protection Act, via the NALC, the EALC and the legal team at the RDC.
  - ii The RDC Legal team has not (to date) come to any conclusion, as the member is away till the 18<sup>th</sup> July 2022.
- ii Received/record e/Letters, RDC/EALC/Gov. Circulars, Publications and Bundles: etc, etc: as placed on the table.

**49** 22-23 **Training:**

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

**50** 22-23 **Allotments Admin:**

- i The Clerk reported re: The Entrance gate upgrade and is awaiting insurance advice (razor wire) and gate supply costs:
- ii Whirlidge & Nott on behalf of Little Hall Farms Ltd have offered terms for the renewal of the Allotment Grant of Lease as from January 2023.  
The offered lease is for five years at £ 2,900-00 per annum with a review every three years.
- iii The Clerk will bring the allotment running costs for 2023-24 to the next meeting.

**51** 22-23 **Streetlighting:**

The Clerk reported re: Cagefield Road LED's and the contractors two estimates for conversion of the concrete column (P5) at the end of the road.

Agreed; the lesser quotation of £511-00 is the best option.

- ii Councillors reports: None.

**52** 22-23 **Highways and Public Footpaths:**

- i Agreed; the Essex Highways Salt Bag Partnership 2022-23 is not required this year.
- ii Councillor reports: None.

**53** 22-23 **Website:** ([www.stambridgepc.org.uk](http://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.

**54** 22-23 **Items from Councillors:** for next Agenda and exchange of information only.

Items: Apology for absence in advance for the next meeting from Cllr: Mrs J Gooding.

**55** 22-23 **To agree the date of the next Stambridge Parish Council Meeting.**

Agreed: **THURSDAY 21<sup>st</sup> July 2022**

A MEETING AT THE STAMBRIDGE PAVILION.

There being no further business the Chairman closed the meeting at 9.43 pm.

16<sup>th</sup> July 2022.

Barry Summerfield, Stambridge Parish Council Clerk/RFO.

