



# STAMBRIDGE PARISH COUNCIL

[www.stambridgepc.org.uk](http://www.stambridgepc.org.uk)

**CHAIRMAN:**

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## AGENDA

YOU ARE HEREBY SUMMONED TO THE STAMBRIDGE PARISH COUNCIL MEETING  
AT THE STAMBRIDGE PAVILION, STAMBRIDGE ROAD, SS4 2AR  
ON THURSDAY 25<sup>th</sup> AUGUST 2022

**(Commencing at 7 pm; also at 8.15pm in the Memorial Hall, if required.)**

**Chairman's opening remarks:**

**1. To Record the Members and Public Present:**

Present:

**2. Apologies and reasons for absence:**

- i As received by the Clerk only in person via: email, letter and telephone.
- ii Acceptance of the reasons for absence:

**3. Declarations of Interests**

- i To receive all declarations 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.

**4. Public Forum: ( 5 min per person only )**

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

**5. To receive the Minutes of the Stambridge Parish Council of 21<sup>st</sup> July 2022.**

To Receive:

**6. Matters Arising from the Minutes: (not on the Agenda)**

Item:

**7. The Adoption of the updated Model Code of Conduct:**

- i To record the RDC adoption of the updated Model Code of Conduct for District Councillors of 26/06/22.
- ii To discuss the Parish Council's alignment with the RDC's updated Model Code of Conduct (NALC LTN 80).

**8. Potential local celebrations of the Platinum Jubilee:**

To discuss:

**9. Progress Reports on all agreed Councillors/Clerk Actions:**

- i Stambridge Newsletter Committee:

Councillor Mr P Shaw report:

- ii Distribution of the Stambridge Walking Maps:  
The Clerk's report:
- iii The Chairman's Chain of Office:  
The Chairman's report re: selection and costs.
- iv Mill Lane Bus Shelter repair quotes:  
The Clerk's report:
- v Notification of potential Defibrillator faults.  
The Clerk's report:
- vi Locality Fund LF123:  
The Clerk's report:
- vii SCCMC/SPC actions:
  - i TOR update:
  - ii To receive the SCCMC signed Bank reconciliations and Minutes July 22.
  - iii To receive a request from the SCCMC re: The electrical Inspection of the Pavilion @ £300-00 to support the potential for CCTV, exterior lighting and an extra internal power point.

## 10. Finance:

- i To receive the SPC Financial Statements (as circulated on 25<sup>st</sup> August 2022).
- ii To receive the Metro Bank Financial Statements (as circulated on 25<sup>st</sup> August 2022).
- iii The Metro balances to be checked against SPC Bank Statements by Cllrs: ..... and .....
- iv To receive the receipt of documents (EX0227 – AGAR Form 3 2022) from the SBA team, the Audit Commission.
- v To receive the Parish Council's SPC Excel NETT running costs 22/23 (as circulated on 25<sup>st</sup> August 2022).
- vi To receive the Clerk's log (63) of working hours for July 2022 (as circulated on 25<sup>st</sup> August 2022).
- vii To agree a payment to: HMRC re: PAYE-RTI (September/October 22) @ £122-00.
- viii To agree a payment to: Ladybird Garden Services (LGS) for an advanced Invoice no. 006 for the Village Green flower bed enhancements @ £1,678-00.
- ix To receive an Invoice August 2022 from BT re: Mobile @ £12-00.
- x To receive an Invoice August 2022 from W&H (ROMAC) Ltd) re: LED upgrade Streetlighting P11/P12/P13/P18 @ £1,553-22.
- xi To receive an Invoice July 2022 from LGS re: 005 for Bus Shelters/Notices green maintenance 22-23 @ £1,680-00.
- xii The payment July 2022 to HMRC re: PAYE-RTI (July/August 22) @ £ 122-00 was recorded.
- xiii The payment July 2022 to Stambridge Community Centre (VAT126 payment) @ £ 848-74 was recorded.
- xiv The payment July 2022 to Stambridge Community Centre (Precepted support grant) @ £3,000-00 was recorded.
- xv The payment July 2022 to Information Commission re: Annual Data Protection Fee @ £ 40-00 was recorded.
- xvi The payment July 2022 to Mr Pitts re: allotment grass for 22-23 @ £250-00 was recorded.
- xvii The payment July 2022 t to Stambridge Community Centre (VAT126 payment) @ £1,803-43 was recorded.
- xviii To record the St/Ord August 2022 to B Summerfield (Salary) @ £ 661-52.
- xix To record the D/D August 2022 to NPOWER (July) @ £181-68.
- xx To record the D/D August 2022 to B.T. @ £ 67-99.
- xxi To resolve all above actions, recommended and agreed payments, other actions, financial statements, transfers, grants, quotations and countersigned cheques, etc,  
Proposed by Councillors..... seconded ..... and agreed by all.

## **11. Planning Consultations:**

- i To be Noted: Application no 22/00697LBC, The Old House, Ballards Gore, Essex. SS4 2DA  
(Selective Opening Up and Testing Work to Ascertain Structural Integrity of Present Heritage Asset Including Removal of Cement Render, Window Linings and Chimneys where Necessary with Foundation Brickwork Replaced as Required).
- ii Application no 22/00374/FUL Breade House, Apton Hall Road, Stambridge, Essex.  
(Demolish Existing Annex, Sub Divide Plot and Construct a x3 Bedroom Chalet Bungalow with Private Parking and Driveway)

## **12. Correspondence:**

- i To receive an e/letter July 2022 from Information Commission re: ICO certificate.
- ii Received/record e/Letters, RDC/EALC/Gov. Circulars, Publications and Bundles: etc, etc: as placed on the table.

## **13. Training:**

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

## **14. Allotments Admin:**

- i To discuss:
  - i The Entrance gate and side gap, security upgrade:
  - ii The Annual 22-23 Tenancy Fees:
  - iii The current WAVE (water) balance @ Credit £201-59.
  - iv To receive the five year lease agreement contract with Little Hall Farms Ltd.

## **15. Streetlighting:**

- i The Cagefield Road P5 LED update is in progress.
- ii The Stambridge Road LED updates to P11/P12/P13/P18 outside the Royal Oak are completed.

## **16. Highways and Public Footpaths:**

Councillors reports:

## **17. 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.

## **18. Items from Councillors: for next Agenda and exchange of information only.**

Items:

## **19. The Stambridge Parish Council Co-option Vacancy:**

- i To receive applications from the public re: the one Vacancy on the Stambridge Parish Council.
- ii Applicants to state their personal interests in the Stambridge area and the Stambridge Parish Council.

**20. 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.

- i To nominate and agree the successful applicant for the Stambridge Parish Council vacancy.
- ii The Clerk to write to inform applicants of the vacancy decision.

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

To agree: **THURSDAY 6<sup>th</sup> OCTOBER 2022** A MEETING AT THE STAMBRIDGE PAVILION At 7.30pm.

17<sup>th</sup> August 2022.

Barry Summerfield, Stambridge Parish Council Clerk/RFO.