

MINUTES

of the

STAMBRIDGE PARISH COUNCIL

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

56 22-23 **To Record the Members Present:**

7.30 pm.

Chairman: Councillor Mr P Shaw.

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

Ward Councillor: None.

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.

57 22-23 **Chairman's opening remarks:**

The Chairman welcomed all persons attending the Meeting.

58 22-23 **Apologies, Resignation and reasons for absence:**

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

Councillors: Mrs N Crane and Mrs J Gooding,

Ward Councillors: Mr S Wootton, Mr I Foster and Ward and Essex Councillor Mrs L Shaw..

ii The resignation of Councillor Mr G Ioannou was received by the Clerk and the position advertised.

59 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.

60 22-23 **Public Questions:**

(Guest Speakers, visiting Ward/County Councillors, Councillors and Questions/Statements from members of the public)
None

61 22-23 **To receive the Minutes of the Stambridge Parish Council of 30th June 2022.**

The Minutes were Resolved agreed.

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

The Chairman signed the Minutes as a true record.

62 22-23 **Matters Arising from the Minutes:** (not on the Agenda)

Item: None.

63 22-23 **Potential local celebrations of the Platinum Jubilee:**

Councillor Mr P Bowen reported that the costs of the Liquid Amber (Sweet Gum) tree were dependent on the size of the tree and recommended that the purchase be made in the Autumn 22, at the planting time.

The Council agreed.

64 22-23 **Progress Reports on all agreed Councillors/Clerk Actions:**

i Stambridge Newsletter Committee:

Councillor Mr P Shaw reported progress to date.

The Clerk will forward the Crown Printers details (KES).

ii Distribution of the Stambridge Walking Maps:

The Clerk reported putting up two 'Help Yourself' map boxes at the Memorial Hall and on the Village Sign with the walking maps installed. He will be placing two further boxes on the Fingerpost at the junction of PROW 7/26 (The Cricket Field) on the Sea wall and at Barton Hall Creek.

iii ASELA Fibre Broadband.

The Clerk reported circulating the ASELA email of response.

iv The Chairman's Chain of Office:

The Chairman reported his selection of the Badge and Ribbon. The Council agreed.

v Mill Lane Bus Shelter repair quotes:

The Clerk reported a contractor will be forwarding a quotation.

vi SCCMC VAT126 claims by the SPC:

The Clerk reported the three July 22 (SCCMC) VAT126 claims have now been paid into the SPC account.

The Clerk has posted off a further single SCCMC VAT126 claim!

65 22-23 **Finance:**

- i The SPC Financial Statements (as circulated on 21st July 2022) were recorded.
- ii The Metro Bank Financial Statements (as circulated on 21st July 2022) were recorded.
- iii The Metro balances were checked against SPC Bank Statements by Cllrs: Ms E Lingley, and Mr P Bowen.
- iv The AGAR Return Part 3, 30/06/2022, 2021-2022 was forwarded to PKF and was recorded.
- v The Parish Council's SPC Excel NETT running costs 22/23 (as circulated on 21st July 2022) was recorded.
- vi The Clerk's log (63) of working hours for June 2022 (as circulated on 21st July 2022) was recorded.
- vii The agreed payment to HMRC re: PAYE-RTI (July/August 22) @ £ 122-00 was recorded.
- viii The agreed VAT126 payment July 22 to Stambridge Community Centre @ £ 848-74 was recorded.
- ix The agreed 2nd Part Precepted support grant, July 22 to Stambridge Community Centre @ £3,000-00 was recorded.
- x The agreed payment to the Information Commission re: Annual Data Protection Fee @ £ 40-00 was recorded.
- xi The Council agreed the payment items:
 - i The Invoice July 2022 from BT re: Mobile @ £24-00 was recorded.
 - ii The payment to Mr Pitts re: allotment grass for 22-23 @ £250-00 was recorded.
 - iii The VAT126 payment July 22 to Stambridge Community Centre @ £1,803-437 was recorded.
- xii The payment June 2022 to HMRC re: PAYE-RTI (June 22) @ £ 61-00 was recorded.
- xiii The payment June 2022 to B Summerfield re: Gallagher admin fee (Hiscox Ins. 22-23 @ £50-00.
- xiv The payment June 2022 to Stambridge Community Centre re: Carpark Equip. @ £340-00 was recorded.
- xv The payment June 2022 to W&H (ROMAC) Ltd re: Cagefield Road, Lighting LED's x 3 @ £1,175-94 was recorded.
- xvi The payment June 2022 to B Summerfield/Amazon re: 4 x Taymar Map boxes @ £33-24 was recorded.
- xvii The payment June 2022 to Ladybird Garden Services re: Bus Shelters/Notice Bds planting @ £771-43 was recorded.
- xviii The payment June 2022 to BT re: Mobile @ £ 18-00 was recorded.
- xix The payment June 2022 to B Summerfield/Dropbox re: Annual fee @ £95-88 was recorded.
- xx The payment June 2022 to RCCE re: Annual Fee 22-23 @ £ 72-60 was recorded.
- xxi The payment June 2022 to Auditing Solutions Ltd re: Internal Audit 21-22 @ £552-00 was recorded.
- xxii The St/Ord July 2022 to B Summerfield (Salary) @ £ 661-52 was recorded.
- xxiii The D/D July 2022 to NPOWER (vat 5%) @ £179-97 was recorded.
- xxiv The D/D July 2022 to B.T. @ £ 67-99 was recorded.
- xxv A request from the SCCMC for a financial loan backup cover, in the event of a potential VAT demand associated with grant applications and works carried out before grants are paid @ £2,983-00 and/or £2,539-60, later in the Financial year 2022-23 were discussed and agreed.
- xxvi The SCCMC funding application for a grant for a new Swing arrangement of recycled plastic in the Play Area on the Stambridge PC's Memorial Hall grounds:
Agreed; the Stambridge Parish Council fully supports the SCCMC's grant application for the above on the Stambridge PC's Memorial Hall grounds.
- xxvii The Little Hall Farms Ltd offered renewal of the Allotment Grant of Lease for five years, as from January 2023.
 - i Agreed in principle to the offered Allotment Grant of Lease for five years, with an increased annual fee at £2,900 per annum, with a Retail Price Index related financial review, after three years.
 - ii The Clerk to confirm agreement with the offered draft with Mr James Dagg of Whirlledge and Nott acting for Mr J Ranking, Little Hall Farms Ltd.
 - iii To receive in due course the contract for the Allotment Grant of Lease for five years.
- xxviii The future allotments rise in annual costs:
After discussion it was Resolved:
 - i The fee to the annual plot holders will have to rise to meet the extra lease costs with the allotment landlord, Little Hall Farms Ltd.
 - ii To offset the increasing costs to the Stambridge Parish Council and the Stambridge ratepayer, the allotment Plot holders current £70-00 per annum will have to be increased by:
 - i £10-00 per year to £80-00 from October 2022
 - ii £10-00 per year to £90-00 from October 23
 - iii and year on year over the next five years.
 - iii Allotment holders to be informed of the above in due course.
- xxix Resolved all above actions, recommended and agreed payments, other actions, financial statements, transfers, grants, quotations and countersigned cheques, etc,
Proposed by Councillors: Mr P Bowen seconded Mrs C Lingley and agreed by all.

66 22-23 **Planning Consultations:**

Application no 22/00630/DPDP4D was Noted

67 22-23 **Correspondence:**

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

68 22-23 **Training:**

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

69 22-23 Allotments Admin:

- i The Clerk reported the Entrance gate upgrade insurance advice (razor/barbed wire), was to use the services of a Fencing contractor.
- ii The Clerk read the allotment water meter @ 01877.

70 22-23 Streetlighting:

- i The Cagefield Road P5 LED update is in progress.
- ii Resolved: the four Stambridge Village streetlighting no's. P11/P12/P13 and Column P18 to be LED updated. Proposed by Councillors: Mr P Bowen seconded Mrs C Lingley and agreed by all.

71 22-23 Highways and Public Footpaths:

Councillors thanked the Chairman and Ward Councillor Mrs L Shaw for their public spirited work in clearing the footpath from the Stambridge School to the farmers field on the Stambridge Road.

72 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.

73 22-23 Items from Councillors: for next Agenda and exchange of information only.

Items: None.

74 22-23 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 A Private meeting of the Sole Trustee Committee.
- ii The RDC legal team's advice was received.

75 22-23 To agree the date of the next Stambridge Parish Council Meeting.

Agreed: THURSDAY 25th AUGUST 2022

A MEETING AT THE STAMBRIDGE PAVILION. At 7.30pm.

There being no further business the Chairman closed the meeting at 8.51pm.

17th August 2022.

Barry Summerfield, Stambridge Parish Council Clerk/RFO.