



# 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 3<sup>rd</sup> NOVEMBER 2022  
(Commencing at 7.30 pm)**

**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 6<sup>th</sup> October 2022.**

To Receive:

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

Item:

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

- i Stambridge Newsletter Committee:  
Councillor Mr P Shaw's report:
- ii The Stambridge Walking Maps:  
The Clerk's survey report:
- iii The Stambridge Parish Council Chairman's Chain of Office:  
The Clerk's report:

iv Essex CC Locality Fund LF123/3 re: Coastal Triple unit litter/ recycling/ etc bin

To ratify the Clerks/Chairman's positive purchase actions re: the above.

v WiFi extenders for the Memorial Hall.

Clerk's report:

vi Winter Warmth and Welcome Spaces Fund: (circulated).

To discuss.

vii SCCMC:

Councillor reports:

## **8. Finance:**

i To receive the SPC Financial Statements (as circulated on 3<sup>rd</sup> November 2022).

ii To receive the Metro Bank Financial Statements (as circulated on 3<sup>rd</sup> November 2022).

iii The Metro balances to be checked/agreed against SPC Bank Statements by Cllrs: ..... and .....

iv To receive the Parish Council's SPC Excel NETT running costs 22/23 (as circulated on 3<sup>rd</sup> November 2022).

v To receive the Clerk's log (66) of working hours for October 2022 (as circulated on 3<sup>rd</sup> November 2022).

vi The Clerk's report re: SBA team re: PKF REF: EXO227- Review of AGAR Part 3 (21-22).

vii To record income received: i) Location Fund @ £ 851-00 + ii) Allotment plot tenures @ £1,760-00.

viii To agree a payment to HMRC re: PAYE-RTI (November 22) @ £61-00.

ix To receive an Invoice October 2022 from W&H (ROMAC) Ltd re: Streetlight P5 Cagefield Road @ £613-89.

x To receive an Invoice October 2022 from Lemon Fencing Ltd Re: Allotment gateposts side fill//Prikka @ £240-00.

xi To receive an Invoice October 2022 from KBS Depot Ltd re: Coastal Triple unit recycle/litter bin @ £1,021-20.

xii To receive an Invoice October 2022 from B Summerfield/Skip Essex re: Village Green Garden soil @ £ 186-00.

xiii To receive an Invoice October 2022 from B Summerfield/Amazon re: Memorial Hall 2x WiFi boosters @ £25-98.

xiv The payment Octobe2022 to HMRC re: PAYE-RTI (September/October 22) @ £122-00 was recorded.

xv The payment October 2022 to B Summerfield/Post Office re: Large Stamps for Allot/Tenures @ £43-50 was recorded.

xvi The payment October 2022 to B Summerfield/B&Q supply of padlock at £ 22-00 was recorded.

xvii The payment October 2022 to Mr P Shaw/B&Q supply of padlock at £ 22-00 was recorded.

xviii The payment October 2022 to Stambridge Community Centre re: VAT126 SPC claim @ £1,131-57 was recorded.

xix The payment October 2022 to BT re: Mobile @ £18-00 was recorded.

xx The payment October 2022 to BT re: Mobile @ £12-00 was recorded.

xxi The payment October 2022 to WAVE (allotment water supply) @ £.....

xxii To record the St/Ord October 2022 to B Summerfield (Salary) @ £ 661-52.

xxiii To record the D/D October 2022 to NPOWER @ £189-93.

xxiv To record the D/D October 2022 to B.T. @ £ .....

xxv 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.

## **9. Planning Consultations:**

i Application no 22/00.../FUL .....

ii To discuss a letter (circulated) from Brooklands, Apton Hall Road. SS4 3RG

**10. Correspondence:**

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

**11. Training:**

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

**12. Allotments Admin:**

i The Clerk's Admin report:

ii The Clerk's report:

i The five year lease agreement contract with Little Hall Farms Ltd.

ii To receive a Rochford solicitors quotations for advice re: the above.

**13. Streetlighting:**

i The Clerk's report: potential LED pilot.

ii Councillor reports:

**14. Highways, Pavements and Public Rights of Way:**

i The Clerk's report re: a 'Caution concealed entrance' Road Sign on the Stambridge Road.

ii To receive an e/letter October 2022 from Barton Hall resident re: PROW.

iii The Clerk's report re: potential PROW finger post signs and SPC temporary signs at Barton Hall.

**15. 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.

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

Items:

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

To agree: **THURSDAY 1<sup>st</sup> DECEMBER 2022** A MEETING AT THE STAMBRIDGE PAVILION At 7.30pm.

29<sup>th</sup> October 2022.

Barry Summerfield, Stambridge Parish Council Clerk/RFO.