



STAMBRIDGE PARISH COUNCIL

www.stambridgepc.org.uk

CHAIRMAN:

Councillor Mr P, Shaw,
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CLERK/RFO:

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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 6th OCTOBER 2022
(Commencing at 7.30 pm)

Chairman's opening remarks:

1. One Minute's Silence, in respect of the Memory of the late Queen Elizabeth 11:

To stand:

2. To Record the Members and Public Present:

Present:

3. 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:

4. The Stambridge Parish Council Co-option Vacancy:

i Mrs Lynn Kavanagh to sign the Declaration of Acceptance of Office.

ii Councillor Mrs Lynn Kavanagh to sign the Register of Members Interests (28 days).

iii Councillor Mrs Lynn Kavanagh to sign the Dispensation Request Form.

5. 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.

6. Public Forum: (5 min per person only)

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

7. To receive the Minutes of the Stambridge Parish Council of 25th August 2022.

To Receive:

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

Item:

9. 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 alinement with the RDC's updated Model Code of Conduct (NALC LTN 80).

10. 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 report:
- iii The Chairman's Chain of Office:
To discuss:
- iv Defibrillator software fault.
The Clerk's report:
- v Essex CC Locality Fund LF123 re: Bus Shelters, Notice Boards and Village Green flowerbeds:
The Locality Fund at £2,449-43 has been received all thanks to our Ward Councillor Mrs L Shaw.
- vi SCCMC/SPC actions:
The SCCMC signed Bank reconciliations and Minutes July 22 are recorded.

11. Finance:

- i To receive the SPC Financial Statements (as circulated on 6th October 2022).
- ii To receive the Metro Bank Financial Statements (as circulated on 6th October 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 6th October 2022).
- v To receive the Clerk's log (65) of working hours for August/September 2022 (as circulated on 6th October 2022).
- vi To receive an enquiry from SBA team re: PKF REF: EXO227- Review of AGAR Part 3 (21-22).
- vii To agree a payment to: HMRC re: PAYE-RTI (September/October 22) @ £122-00.
- viii To agree a payment to: B Summerfield re: Large envelope Stamps for the Allotment Tenure agreements @ £43-50.
- ix To receive an Invoice September 2022 from B Summerfield/B&Q supply of padlock at £ 22-00.
- x To receive an Invoice September 2022 from Mr P Shaw/B&Q supply of padlock at £ 22-00.
- xi To receive an Invoice September 2022 from BT re: Mobile @ £18-00.
- xii The payment August 2022 HMRC re: PAYE-RTI (June/July 22) @ £122-00 was recorded.
- xiii The payment August 2022 to BT re: Mobile @ £12-00 was recorded.
- xiv The payment August 2022 to LGS re: 005 Bus Shelters/Notices maintenance 22-23 @ £1,680-00 was recorded.
- xv The payment August 2022 to W&H (ROMAC) Ltd re: LED P11/P12/P13/P18 @ £1,553-22 was recorded.
- xvi The payment August 2022 to WAVE (allotment water supply) @ £10-22 was recorded.
- xvii The St/Ord September 2022 to B Summerfield (Salary) @ £ 661-52.
- xviii The D/D August 2022 to NPOWER @ £181-40.
- xix The D/D July/August 2022 to B.T. @ £ 67-99/£67-99.
- xx 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.

12. Planning Consultations:

- i Application no. 22/00712/FUL Meadow Cottage, Little Stambridge Hall Lane, Stambridge.
(Change of Use of Stable Into a One Self-contained Annex for Use as a Holiday Let and Extension to the Existing Garage to Create a New Indoor BBQ Space).
- ii Application no. 22/00841/LBC The Old House, Ballards Gore, Essex SS4 2DA.
(Construct Two Storey Oak Framed Rear Extension)

13. Correspondence:

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

14. Training:

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

15. Allotments Admin:

- i The Clerk's report: The Entrance gate and side gap, security upgrade by Lemon Fencing.
- ii The Clerk's report: The Entrance gate and side gate padlock issues.
- iii The Clerk's report: The October 22-23 tenancy agreements posted at the end of August 22.
- iv The Clerk's report: returned agreements.
- v The Clerk's report: five year lease agreement contract with Little Hall Farms Ltd.

16. Streetlighting:

- i The Clerk's report: the Cagefield Road P5 LED update.
- ii Councillor reports:

17. Highways, Pavements and Public Rights of Way:

Councillor reports:

18. 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.

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

Items:

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.

A meeting of the Sole Trustee Committee.

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

To Agree: **THURSDAY 3rd NOVEMBER 2022** A MEETING AT THE STAMBRIDGE PAVILION At 7.30pm.