

MINUTES

of the

STAMBRIDGE PARISH COUNCIL

MEETING AT THE STAMBRIDGE PAVILION, STAMBRIDGE ROAD, SS4 2AR
ON THURSDAY 25th AUGUST 2022.

76 22-23 **To Record the Members Present:** 7.00 pm.

Chairman: Councillor Mr P Shaw.

Councillors: Mr P Bowen Mrs N Crane, Mrs J Gooding and Mrs C Lingley.

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

Members of the public: Mrs L Kavanagh.

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.

77 22-23 **Chairman's opening remarks:**

The Chairman welcomed all persons attending the Meeting.

78 22-23 **Apologies and reasons for absence:**

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

Councillors: Ms E Lingley

79 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.

80 22-23 **Public Forum:**

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

i Ward Councillor: Mr I Foster reported: objections to the newly revealed Bloor Homes entrance that originally was to be from Brays Lane only, is now in addition, to be from the Drive, Rochford and off of the Ashingdon Road, opposite Holt Farm School.

ii Ward Councillor: Mr S Wootton also reported on the new Bloor Homes entrance the Drive, Rochford and opposite Holt Farm School – the publication of the last paragraph of his letter to Bloor Homes – the Bloor Homes Newsletter – The new construction plan than had not been seen by Ward Councillors and now showing the new entry points - the tree in danger of removal by Holt Farm School on the Ashingdon Road.

iii Ward Councillor and Essex Councillor: Mrs L Shaw reported: The Essex Highways meeting held in Canewdon on 24th August 22 was well received by those attending – Pothole initiative – Locality Fund for 22-23 covering Mental Health, Wellbeing, Families in need, Children's School vouchers, etc.

81 22-23 **To receive the Minutes of the Stambridge Parish Council of 21st July 2022.**

The Minutes were Resolved agreed.

Proposed by Councillors: Mrs C Lingley, seconded by Mrs J Gooding and agreed by all.

The Chairman signed the Minutes as a true record.

82 22-23 **Matters Arising from the Minutes:** (not on the Agenda)

Item: None.

83 22-23 **The Adoption of the updated Model Code of Conduct:**

i The RDC adoption of the updated Model Code of Conduct of 26/06/22 was recorded.

ii Resolved the Stambridge Parish Council's alinement with the RDC's updated Model Code of Conduct (NALC LTN 80) as circulated.

Proposed by Councillors: Mr P Shaw, seconded by Mrs N Crane and agreed by all.

84 22-23 **Potential local celebrations of the Platinum Jubilee:**

Agreed, a platinum Jubilee tree planting ceremony in the Autumn/Winter to be announced.

85 22-23 **Progress Reports on all agreed Councillors/Clerk Actions:**

i Stambridge Newsletter Committee:

Councillor Mr P Shaw reported progress in abeyance.

ii Distribution of the Stambridge Walking Maps:

The Clerk reported putting up three boxes with the fourth's location to be decided by Councillors.

iii The Chairman's Chain of Office:

The Chairman's report re: selection and costs was discussed and agreed to forward to the next meeting.

iv Mill Lane Bus Shelter repair quotes:

The Clerk reported chasing contractors.

- v Notification of potential Defibrillator faults.
The Clerk reported receiving notification from 'The Circuit' on possible software faults with the three installed defibrillators (defib) in Stambridge.
The Memorial Hall defib is found to be faulty and will be exchanged /updated by the manufacturer on a selected date at the end of September 22, as organised by the Clerk.
- vi Locality Fund LF123:
The Clerk reported the two invoices 001/006 from Ladybird Garden Services: will be covered by the Locality Fund.
- vii SCCMC/SPC actions:
 - i The TOR has been updated.
 - ii The SCCMC signed Bank reconciliations and Minutes July 22 are recorded.
 - iii Resolved a request from the SCCMC re: The electrical Inspection of the Pavilion @ £300-00 to support the potential for CCTV.
Proposed by Councillors: Mr P Shaw, seconded by Mrs N Crane and agreed by all.
 - iv Agreed the potential for CCTV improvements to the Memorial Hall and new installations at the Pavilion to be explored by the SCCMC and via the Community Safety Fund (RDC) and /or Locality fund, etc.

86 22-23 Finance:

- i The SPC Financial Statements (as circulated on 25st August 2022) were recorded.
- ii The Metro Bank Financial Statements (as circulated on 25st August 2022) were recorded.
- iii The Metro balances were checked/agreed against SPC Bank Statements by Cllrs: Mr P Shaw. and Mr P Bowen.
- iv The receipt of documents (EX0227 – AGAR Form 3 2022) from the SBA team the Audit Commission, was recorded.
- v The Parish Council's SPC Excel NETT running costs 22/23 (as circulated on 25st August 2022) was recorded.
- vi The Clerk's log (64) of working hours for July 2022 (as circulated on 25st August 2022) was recorded.
- vii A payment to: HMRC re: PAYE-RTI (September/October 22) @ £122-00 was recorded.
- viii A payment to: Ladybird Garden Services (LGS) for an advanced Invoice no. 006 for the Village Green flower bed enhancements @ £1,678-00 was recorded.
- ix An Invoice August 2022 from BT re: Mobile @ £12-00 was recorded.
- x An Invoice August 2022 from W&H (ROMAC) Ltd re: LED upgrade Streetlighting P11/P12/P13/P18 @ £1,553-22 was recorded.
- xi An Invoice July 2022 from LGS re: 005 for Bus Shelters/Notices green maintenance 22-23 @ £1,680-00 was recorded.
- xii An Invoice (or D/D) August 2022 from WAVE (allotment water supply) @ £10-22 was recorded.
- xiii The payment July 2022 to HMRC re: PAYE-RTI (July/August 22) @ £ 122-00 was recorded.
- xiv The payment July 2022 to Stambridge Community Centre (VAT126 payment) @ £ 848-74 was recorded.
- xv The payment July 2022 to Stambridge Community Centre (Precepted support grant) @ £3,000-00 was recorded.
- xvi The payment July 2022 to Information Commission re: Annual Data Protection Fee @ £ 40-00 was recorded.
- xvii The payment July 2022 to Mr Pitts re: allotment grass for 22-23 @ £250-00 was recorded.
- xviii The payment July 2022 t to Stambridge Community Centre (VAT126 payment) @ £1,803-43 was recorded.
- xix The St/Ord August 2022 to B Summerfield (Salary) @ £ 661-52.
- xx The D/D August 2022 to NPOWER (July) @ £181-68.
- xxi The D/D August 2022 to B.T. @ £ 67-99.
- xxii Resolved all above actions, recommended and agreed payments, other actions, financial statements, transfers, grants, quotations and countersigned cheques, etc,
Proposed by Councillors Mrs C Lingley seconded Mrs N Crane and agreed by all.

87 22-23 Planning Consultations:

- i 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) –
- The Stambridge Parish Council has no comment.

88 22-23 Correspondence:

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

89 22-23 Training:

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

90 22-23 **Allotments Admin:**

- i The Entrance gate and side gap, security upgrade quotation from Lemon Fencing was accepted @ £240-00 inc vat.
- ii The 22-23 Tenancy Fee information was forwarded to Plot holders.
- iii
 - i The October 22-23 tenancy agreements will be posted at the end of August 22.
 - ii Two known vacancies have been taken up for 22-23.
 - iii Returned agreements in October/November 22, will clarify Plot vacancies.
- iv The previous WAVE (water) balance @ Credit £201-59 is now Debit £10.22 for the month of August by D/D.
- v To five year lease agreement contract with Little Hall Farms Ltd has been chased by the Clerk.

91 22-23 **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.

92 22-23 **Highways and Public Footpaths:**

- i Ward Councillor Mrs L Shaw has made a complaint to Highways re: the faded 30mph signs on the Village gateways.
- ii The Chairman notified the Council on the Highways meeting yesterday re; proposed legislation changes that:
 - i may allow Essex Highways to modify speed limits on local Highways
 - ii the necessity for Utility Companies to inform ECC Highways of future road works/disruptions in order to fit in with an overall progressive Essex programme. (Emergency work will not be affected).
- iii Potholes to be reported to the Essex Councillor

93 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.

94 22-23 **Items from Councillors:** for next Agenda and exchange of information only.

Items: None.

95 22-23 **The Stambridge Parish Council Co-option Vacancy:**

- i To receive applications from the public re: the one Vacancy on the Stambridge Parish Council.
- ii One applicant (Mrs L Kavanagh) stated her background and personal interests in the Stambridge area and the Stambridge Parish Council.

Mrs Kavanagh left the meeting.

96 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.

The application was discussed and the co-option agreed.

97 22-23 **The Stambridge Parish Council Co-option Vacancy:**

- i Resolved the successful applicant for the Stambridge Parish Council vacancy is Mrs Lynn Kavanagh.
Proposed by Mrs N Crane, seconded by Mr P Bowen and agreed by all.
- ii Mrs Kavanagh re-joined the meeting.
- iii The Clerk will forward to Mrs L Kavanagh, all necessary paperwork for her new position as a potential Councillor serving on the Stambridge Parish Council.

98 22-23 **To agree the date of the next Stambridge Parish Council Meeting.**

Agreed: **THURSDAY 6th OCTOBER 2022** A MEETING AT THE STAMBRIDGE PAVILION At 7.30pm.

There being no further business the Chairman closed the meeting at 8.18 pm.

1st October 2022.

Barry Summerfield, Stambridge Parish Council Clerk/RFO.