

MINUTES

of the

STAMBRIDGE PARISH COUNCIL

MEETING AT THE STAMBRIDGE PAVILION, STAMBRIDGE ROAD, SS4 2AR

ON THURSDAY 6th October 2022.

- 99** 22-23 **One Minute's Silence, in respect of the Memory of the late Queen Elizabeth 11:**
The Councillors and guests paid their respects to the late Queen Elizabeth.
- 100** 22-23 **To Record the Members Present:** 7.00 pm.
Chairman: Councillor Mrs J Gooding.
Councillors: Mrs N Crane, Mrs C Lingley and Ms E Lingley.
Ward Councillors: None
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.
- 101** 22-23 **Chairman's opening remarks:**
The Chairman welcomed all persons attending the Meeting.
- 102** 22-23 **Apologies and reasons for absence:**
To be received by the Clerk in person via: email, letter and telephone.
Councillors: Mr P Shaw (unwell), Mr P Bowen (unwell).
Ward Councillors: Mr S Wootton, Mr I Foster and Ward and Essex Councillor Mrs L Shaw.
- 103** 22-23 **The Stambridge Parish Council Co-option Vacancy:**
i Mrs Lynn Kavanagh signed the Declaration of Acceptance of Office.
ii Councillor Mrs Lynn Kavanagh signed the Register of Members Interests (28 days).
iii Councillor Mrs Lynn Kavanagh signed the Dispensation Request Form.
- 104** 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.
- 105** 22-23 **Public Forum: (5 min per person only)**
Councillors, Guests, visiting Ward/County Councillors and questions from members of the public. None.
- 106** 22-23 **To receive the Minutes of the Stambridge Parish Council of 25th August 2022.**
The Minutes were Resolved agreed.
Proposed by Councillors: Mrs N Crane, seconded by Mrs C Lingley and agreed by all.
The Chairman signed the Minutes as a true record.
- 107** 22-23 **Matters Arising from the Minutes:** (not on the Agenda)
Item: None
- 108** 22-23 **The Adoption of the updated Model Code of Conduct:**
Resolved the Parish Council's adoption of the updated Model Code of Conduct in line with the RDC.
Proposed by Councillors: Mrs J Gooding, seconded by Mrs N Crane and agreed by all.
- 109** 22-23 **Progress Reports on all agreed Councillors/Clerk Actions:**
i Stambridge Newsletter Committee:
Councillor Mr P Shaw's report: to the next Agenda.
ii The Stambridge Walking Maps:
Clerk to research a box to be placed on a fingerpost on Little Stambridge Hall Lane – Map copies to be distributed to the Church (Cllr: Crane) and to RDC Library (Cllr: Kavanagh).
iii The Chairman's Chain of Office:
Resolved the purchase of the Chairmans Chain of Office, Mitred Ribbon and handmade case @ £ 1,234-59 plus carriage plus VAT.
Proposed by Councillors: Mrs N Crane, seconded by Ms E Lingley and agreed by all.
iv Defibrillator software fault.
The Clerk reported a software fault in the Memorial Hall defibrillator, its collection, software repair, return and installation at the Memorial Hall.

- 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.
ECC have asked if there is another item required?
Clerk to research Locality Fund criteria/costs re: a treble litter bin for the Memorial Hall @ £851-00 + VAT
- vi SCCMC/SPC actions:
The SCCMC signed Bank reconciliations and Minutes July 22 were recorded.

110 22-23 Finance:

- i The SPC Financial Statements (as circulated on 6th October 2022) were recorded.
- ii The Metro Bank Financial Statements (as circulated on 6th October 2022) were recorded.
- iii The Metro balances were checked/agreed against SPC Bank Statements by Cllrs: Mr N Crane and Mrs J Gooding.
- iv The Parish Council's SPC Excel NETT running costs 22/23 (as circulated on 6th October 2022 was recorded).
- v The Clerk's log (65) of working hours for August/September 2022 (as circulated on 6th October 2022) was recorded.
- vi The enquiry from SBA team re: PKF REF: EXO227- Review of AGAR Part 3 (21-22) was recorded.
- vii The payment to: HMRC re: PAYE-RTI (September/October 22) @ £122-00 was recorded.
- viii The payment to: B Summerfield re: envelope Stamps for the Allotment Tenures @ £43-50 was recorded
- ix The Invoice September 2022 from B Summerfield/B&Q supply of padlock at £ 22-00 was recorded.
- x The Invoice September 2022 from Mr P Shaw/B&Q supply of padlock at £ 22-00 was recorded.
- xi The Invoice September 2022 from BT re: Mobile @ £18-00 was recorded.
- 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 was recorded.
- xviii The D/D August 2022 to NPOWER @ £181-40 was recorded.
- xix The D/D July/August 2022 to B.T. @ £ 67-99/£67-99 was recorded.
- xx The Internal Audit for 2022-23 will be carried out by Mr John Watson.
- xxi 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.

111 22-23 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)
- Stambridge Parish Council has no comment.
- ii Application no. 22/00841/LBC The Old House, Ballards Gore, Essex SS4 2DA.
(Construct Two Storey Oak Framed Rear Extension)
- Stambridge Parish Council has no comment.
- iii The Council allowed: Application no. 22/00870/FUL The Old House, Ballards Gore, Essex SS4 2DA.
(Proposed Two Storey Oak Framed Side Extension)
- Stambridge Parish Council has no comment.

112 22-23 Correspondence:

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

113 22-23 Training:

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

114 22-23 Allotments Admin:

- i The Clerk reported the Entrance gate and side gap, security upgrade by Lemon Fencing is scheduled to be carried out this Thursday 6th October 22.
- ii The Clerk reported the Entrance gate and side gate padlock issues were resolved with two new padlocks.
- iii The Clerk reported the October 22-23 tenancy agreements were posted at the end of August 22.
- iv The Clerk reported that 18 returned agreements have been received to date.
- v The Clerk reported the five year lease agreement contract with Little Hall Farms Ltd has not to date been received.

115 22-23 Streetlighting:

- i The Cagefield Road P5 LED is in progress
- ii Councillor reports: None.

116 22-23 Highways, Pavements and Public Rights of Way:

A request to Highways for a 'Caution concealed entrance' Road Sign on the Stambridge Road, to be situated approaching the Memorial Hall from the Stambridge Village.

117 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.

118 22-23 **Items from Councillors:** for next Agenda and exchange of information only.

Items: None.

119 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.

A meeting of the Sole Trustee Committee.

120 22-23 **To agree the date of the next Stambridge Parish Council Meeting.**

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

There being no further business the Chairman closed the meeting at 8.56 pm.

29th October 2022.

Barry Summerfield, Stambridge Parish Council Clerk/RFO.