



# 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 1<sup>st</sup> DECEMBER 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 10<sup>th</sup> November 2022.**

To Receive:

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

None.

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

i Stambridge Newsletter Committee:

Newsletter Committee report.

ii The Stambridge Parish Council Chairman's Chain of Office:

The Clerk's report:

iii The Community Safety Fund (Match Funding):

The Clerk's report re: the proposed new (CCTV and floodlighting) for the Pavilion.

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

The Clerk's report:

v        SCCMC:

Councillor reports:

**8.        Finance:     The PRECEPT 2023-2024 on the Rochford District Council.**

To receive and discuss the Clerk's SPC Precept estimates:

**9.        Finance:**

i        To receive the SPC Financial Statements (as circulated on 1<sup>st</sup> December 2022).

ii       To receive the Metro Bank Financial Statements (as circulated on 1<sup>st</sup> December 2022).

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

iv       To receive the Clerk's log (67) of working hours for November 2022 (as circulated on 1<sup>st</sup> December 2022).

v        i        To agree an instruction letter to the Metro Bank, updating the Clerk's Salary Standing Order to the newly awarded NALA/EALC rate of £699-78 NETT per month from 8<sup>th</sup> January 2023.

ii       To agree the Clerk's back pay from April 22 (9 mths x 47.66) @ £428-94.

vi       To record the receipts of the P4 and P5 22-23 Allotment Tenure payments @ £80-00/£80-00.

vii      To agree the donation to the Stambridge Community Centre re: the 10 % request for a donation towards the new 'Swings installation' at the Memorial Hall site @ £ 800-00.        (See Minute 22-23 128/vii)

viii     To agree the donation to The Stambridge Community Centre re: Pavilion Part-fund Electrical/Inspect @ £300-00. (See Minute August 22-23 85/vii/iii)

ix       To receive Quotations November 2022 from Contractors and to agree re: CCTV Pavilion @ £..... (See February Minute 21-22 209 i/iii)        (Councillors to select One).

x        To receive a Quotation November 2022 from Contractors and to agree re: Four new Floodlights @ £720-00. (See February Minute 21-22 209 i/iii)

xi       To receive Quotations November 2022 from Contractors re: Mem Hall and Pavilion Alarm (SCCMC applied grant).

xii      To agree the payment to HMRC re: PAYE-RTI (December 22) @ £61-00.

xiii     To receive an Invoice November 2022 from Mr P Shaw re: Remembrance Wreaths @ £.....

xiv      To receive a potential Invoice November 2022 from PKF-Littlejohn re: Audit Commission 2021-22 @ £.....

xv       The payment November 2022 to HMRC re: PAYE-RTI (November 22) @ £61-00 was recorded.

xvi      The payment November 2022 to W&H (ROMAC) Ltd re: Streetlight P5 Cagefield Road @ £613-89 was recorded.

xvii     The payment November 2022 to Lemon Fencing Ltd Re: Allotment gateposts side fill//Prikka @ £240-00 was recorded.

xviii    The payment November 2022 to KBS Depot Ltd re: Coastal Triple unit recycle/litter bin @ £1,021-20 was recorded.

xix      The payment November 2022 to B Summerfield/Essex County Skips re: Village Green soil @ £ 186-00 was recorded.

xx       The payment November 2022 to B Summerfield/Amazon re: Memorial Hall 2x WiFi boosters @ £25-98 was recorded.

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

xxii     To record the D/D November 2022 to NPOWER @ £.....

xxiii    To record the D/D November 2022 to B.T. @ £ .....

xxiv     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.

**10. Planning Consultations:**

- i Application no: 22/00986/FUL 15, Wheatfields, Stambridge. SS4 2BT.  
(First Floor Side Extension Revised Proposal)

**11. Correspondence:**

- i To receive an e/letter November 2022 from S-Type Security & Solutions Ltd, Private Security Services.
- ii Received/record e/Letters, RDC/EALC/Gov. Circulars, Publications and Bundles: etc, etc: as placed on the table.

**12. Training:**

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

**13. Allotments Admin:**

The Clerk's report:

**14. Streetlighting:**

Councillor reports:

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

Councillor reports:

**16. 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.

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

Item:

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

To agree: **THURSDAY 5<sup>th</sup>/12<sup>th</sup> JANUARY 2023.**

A MEETING AT THE STAMBRIDGE PAVILION At 7.30pm.

26<sup>th</sup> December 2022.

Barry Summerfield, Stambridge Parish Council Clerk/RFO.