



STAMBRIDGE PARISH COUNCIL

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 12th JANUARY 2023
(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 record the inquorate Meeting of the 1st December 2022:

The Clerk's report:

6. To receive the Minutes of the Stambridge Parish Council of 10th November 2022.

To Receive:

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

Item:

8. 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 match funding for the Pavilion.
- iv The potential five year lease agreement contract with Little Hall Farms Ltd.
The Clerk's report:
- v SCCMC:
 - i SCCMC Councillors reports:
 - ii To note SCCMC Grant applications January 2023 re: Mem Hall and Pavilion Alarms.
- vi To receive a Quotation December 2022 from Contractors and to agree re: Four Pavilion Floodlights @ £.....
(See February Minute 21-22 209 i/iii)
- vii To receive Quotations December 2022 from Contractors and to agree re: Pavilion CCTV @ £.....
(See February Minute 21-22 209 i/iii) (Councillors to select One).

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

- i To receive and discuss the Clerk's SPC Precept estimates:
- ii To agree the PRECEPT 2023-2024 and complete the RDC claim form.

10. Finance:

- i To receive the SPC Financial Statements (as circulated on 12th January 23).
- ii To receive the Metro Bank Financial Statements (as circulated on 12th January 23).
- iii The Metro balances to be checked/agreed against SPC Bank Statements by Cllrs: and
- iv To receive the Clerk's log (67/68) of working hours for November/December 2022 (as circulated on 12th January 23).
- v To record the receipts of the P4 and P5 22-23 Allotment Tenure payments @ £80-00/£80-00.
- vi To agree the SPC VAT126 payment collected for the SCCMC @ £465-08.
- vii The Clerk's NALC/EALC granted salary increase:
 - i To agree an instruction letter to the Metro Bank, updating the Clerk's Salary Standing Order to the awarded NALA/EALC rate of £699-78 NETT per month from 7th February 2023.
 - ii To agree the Clerk's back pay from April 22 (10 mths x 47.66) @ £476-60.
- viii To agree the donation to the Stambridge Community Centre re: the 10 % requested donation towards the new 'Swings installation' at the Memorial Hall site @ £ 800-00. (See Minute 22-23 128/vii)
- ix 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)
- x To agree the late payment to HMRC re: PAYE-RTI (December 22) @ £61-00.
- xi To agree a payment to: HMRC re: PAYE-RTI (January 23) @ £61-00.
- xii To agree a payment December 22 to: Little Hall Farms Ltd re: Stambridge Allotment rent 22-23 @ £ 1,000-00.
- xiii To receive an Invoice December 2022 from One.Com re: email Annual Fee @ £.....
- xiv To receive an Invoice December 2022 from B Summerfield/Post Office) re: Second/First class stamps @ £67-22.
- xv To receive an Invoice December 2022 from Bags&Covers Direct Ltd re: Standpipe Frost Cover @ £47.55.
- xvi To receive an Invoice December 2022 from SLCC re: annual membership @£187-00.
- xvii To agree a payment January 23 to: Little Hall Farms Ltd re: Stambridge Allotment rent 23-24 @ £ 2,900-00.
- xviii To receive an Invoice January 2023 from Vaughtons re: 54226 Chairmans Jewel @ £1,494.35.
- xix The payment November 2022 to HMRC re: PAYE-RTI (November 22) @ £61-00 was recorded.
- xx The payment November 2022 to W&H (ROMAC) Ltd re: Streetlight P5 Cagefield Road @ £613-89 was recorded.
- xxi The payment November 2022 to Lemon Fencing Ltd Re: Allotment gateposts side fill//Priikka @ £240-00 was recorded.

- xxii The payment November 2022 to KBS Depot Ltd re: Coastal Triple unit recycle/litter bin @ £1,021-20 was recorded.
- xxiii The payment November 2022 to B Summerfield/Essex County Skips re: Village Green soil @ £ 186-00 was recorded.
- xxiv The payment November 2022 to B Summerfield/Amazon re: Memorial Hall 2 x WiFi boosters @ £25-98 was recorded.
- xxv To record the St/Ord November/December 22/January 23 to B Summerfield (Salary) @ £ 661-52/£ 661-52/£ 661-52.
- xxvi To record the D/D November/December 22 to NPOWER @ £209-46/£68-16.
- xxvii To record the D/D November/December 22 to B.T. @ £67-99/£67-99.
- xxviii To record the D/D November/December 22 to Anglian Water (Allotments) @ £32-00/£32-00.
- xxix To record the D/D November/December 22 to Metro Bank transaction charges @ £1-76/£0-56.
- xxx 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.

11. Planning Consultations:

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

12. Correspondence:

- i To receive a request from Darren Parsons for KAOS to be represented on the SCCMC.
- ii To receive a request from a local resident re: potential help with his fencing and electrical problems.
- iii Received/record e/Letters, RDC/EALC/Gov. Circulars, Publications and Bundles: etc, etc: as placed on the table.

13. Training:

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

14. Allotments Admin:

The Clerk's report:

15. Streetlighting:

- i The Clerk's Survey report: P2 (Apton Hall Rd), P14/P8 (Stambridge Rd), P1/P4 (Mill Lane).
- ii Councillor reports:

16. Highways, Pavements and Public Rights of Way:

Councillor reports:

17. Website: (www.stambridgepc.org.uk)

The website to be further updated with the information from this meeting.

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

Item:

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

To agree: **THURSDAY 9/16 FEBRUARY 2023.** AT THE STAMBRIDGE PAVILION At 7.30pm.

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.

- i **Sole Trustee Committee to discuss & update the SCCMC TOR.**