

MINUTES

of the

STAMBRIDGE PARISH COUNCIL

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

ON THURSDAY 9th FEBRUARY 2023.

160 22-23 To Record the Members Present:

7.30 pm.

Chairman: Councillor Mr P Shaw.

Councillors: Mr P Bowen, Mrs L Kavanagh, Mrs C Lingley and Ms E Lingley.

Ward and Essex Councillor's sent their apologies.

Members of the public: None.

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.

161 22-23 Chairman's opening remarks:

The Chairman welcomed all persons attending the Meeting.

162 22-23 Apologies and reasons for absence:

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

Councillors: Mrs J Gooding.

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

163 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.

164 22-23 Public Forum: (5 min per person only)

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

None.

165 22-23 To receive the Minutes of the Stambridge Parish Council of 19th January 2023.

The Minutes were Resolved agreed.

Proposed by Councillors: Mrs C Lingley, seconded by Ms E Lingley and agreed by all.

The Chairman signed the Minutes as a true record.

166 22-23 Matters Arising from the Minutes: (not on the Agenda)

Item: None.

167 22-23 Progress Reports on all agreed Councillors/Clerk Actions:

i The Webpage Newsletter:

The Chairman reported his progress towards a News information page for the website.

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

The Clerk reported the above addition to the Insurance.

iii The Community Safety Fund (Match Funding):

The Clerk reported:

i The Contractors MPE re: Pavilion CCTV quotation, is ready to be sent off.

ii The receipt of the Glendinning Quotation (Four floodlights at the Pavilion) is ready to be sent off.

The Council agreed to the invoice addition, of the Memorial Hall carpark floodlight head.

iii The forms for the above re: the Community Safety Grant claim, have been applied for but not received.

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

The Clerk reported no follow-up and will ask for an update.

v SCCMC:

i Income and Expenditure reports are received.

ii SCCMC budget paperwork for the STC is moved to item 18 (Private and Confidential) Sole Trustee Committee.

vi The Bank Mandate:

The Clerk reported his receipt of the co-signature Bank mandates and will arrange a meeting for the two councillors at the Metro Bank, Southend, in early March 23.

vii Notice of a Council Vacancy:

The Clerk reported the special notice of a Vacancy, due to the forthcoming PC elections on 4th May 2023.

168 22-23 **Finance:**

- i The SPC Financial Statements (as circulated on 9th February 23) were recorded.
- ii The Metro Bank Financial Statements (as circulated on 9th February 23) were recorded.
- iii The Metro balances to be checked/agreed against SPC Bank Statements by Cllrs: Mrs C Lingley and Ms E Lingley.
- iv The Clerk's logs (69) working hours for January 2023 (as circulated on 9th February 23) was recorded.
- v The payment to: HMRC re: PAYE-RTI (February) @ £165-60 was recorded.
- vi The Invoice February 2023 from Printerinks re: Ink cartridge @ £18-95 was recorded.
- vii The Invoice February 2023 from B Summerfield/ Bags&Covers Direct Ltd re: Frost Cover @ £47-55 was recorded. (The Clerk has urgently paid for the cover in December as frost was imminent).
- viii The Invoice February 2023 from B Summerfield/PKF-Littlejohn Audit Commission @ £240-00 was recorded. (The Clerk has paid for the above as cheques are reliant on the Mandate being signed off in early March ie: covering the delay to all payments).
- ix The January 2023 to the Clerk (back pay from April 22 10 mths x 47.66) @ £476-60 was recorded.
- x The payment January 2023 to HMRC re: PAYE-RTI (December 22) @ £61-00 was recorded.
- xi The payment January 2023 to HMRC re: PAYE-RTI (January 23) @ £61-00 was recorded.
- xii The payment January 2023 to Little Hall Farms Ltd re: Stambridge Allotment rent 22-23 @ £ 1,000-00 was recorded.
- xiii The payment January 2023 to B Summerfield/Post Office) re: 1st/2nd class stamps @ £67-22 was recorded.
- xiv The payment January 2023 to Bags&Covers Direct Ltd re: Standpipe Frost Cover (Cancelled) was recorded.
- xv The payment January 2023 to SLCC re: annual membership @ £187-00 was recorded.
- xvi The payment January 2023 to Little Hall Farms Ltd re: Stambridge Allotment rent 23-24 @ £ 2,900-00 was recorded.
- xvii The payment January 2023 to Vaughtons re: 54226 Chairmans Jewel @ £1,494.35 was recorded.
- xviii The payment January 2023 to B Summerfield/One.Com re: Stambridgepc.co.uk email Annual @ £56-10.
- xix The payment January 2023 to W&H (Romac) Ltd re: Streetlighting @ £2,030.16 was recorded.
- xx The Donation January 2023 to the SCC re: 'Swings' at the Memorial Hall site @ £ 800-00 was recorded.
- xxi The Donation January 2023 to SCC re: Pavilion Part-fund Electrical/Inspect @ £300-00 was recorded.
- xxii The January SPC VAT126 payment collected for the SCCMC @ £465-08 was recorded .
- xxiii The St/Ord February 23 to B Summerfield (Salary) @ £ 699-78 was recorded.
- xxiv The D/D February 23 to NPOWER @ £ 172-25 was recorded.
- xxv The D/D February 23 to B.T. re: Office @ £ 73-08 was recorded.
- xxvi The D/D February 23 to B.T. re: Mobile @ £ 6-00 was recorded.
- xxvii The D/D February 23 to Anglian Water (Allotments) @ £ 32-00 was recorded.
- xxviii The D/D February 23 to Metro Bank transaction charges @ £0-56 was recorded.
- xxix Resolved: all above actions, recommended and agreed payments, other actions, financial statements, transfers, grants, quotations and countersigned cheques, etc,
Proposed by Councillors Mr P Shaw, seconded by Mrs C Lingley and agreed by all.

169 22-23 **Planning Consultations:**

- i Application no. 22/01229/FUL; The Old House, Ballards Gore, Essex. SS4 2DA (Two Storey Oak Framed Extension)
Stambridge Parish Council has no comment.
- ii Application no. 23/00008/LBC; The Old House, Ballards Gore, Essex. SS4 2DA (Replace Existing Windows with Tudor Style Traditional Windows).
Stambridge Parish Council has no comment.
- iii Application no. 23/00050/LBC; The Old House, Ballards Gore, Essex. SS4 2DA (Two Storey Oak Framed Extension)
Stambridge Parish Council has no comment.

170 22-23 **Correspondence:**

- i The RHALC re: Minutes of 19th January 2023 were recorded.
- ii The Clerk's response to the KAOS request was recorded.
- iii The Clerk's response to a local resident's query is in abeyance.
- iv The Clerk's request to the RDC re: reported lack of fencing at the Stambridge Mill was recorded.
- v Received/record e/Letters, RDC/EALC/Gov. Circulars, Publications and Bundles: etc, etc: as placed on the table.

171 22-23 **Training:**

Councillor Mrs L Kavanagh reported her cancellation of her training due to a broken arm.:

172 22-23 **Allotments Admin:**

The Clerk reported no recent Winter actions.

173 22-23 **Streetlighting:**

- i The Clerk reported he will carry out a survey in February and will research the legal aspect of PC night lighting.
- ii Councillor reports: None

174 22-23 **Highways, Pavements and Public Rights of Way:**

i Councillors reported no pothole found near the Apton Hall Road/Stambridge Road end – Hare Coursing is still going on in our area.

175 22-23 **Website:** (www.stambridgepc.org.uk)

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

176 22-23 **Items from Councillors:** for next Agenda and exchange of information only.

Item: Hare Coursing awareness to be placed on the website.

177 22-23 **To agree the date of the next Stambridge Parish Council Meeting.**

Agreed: **THURSDAY 9th March 2023.** AT THE STAMBRIDGE PAVILION At 7.30pm.

There being no further business the Chairman closed the meeting at 8.15 pm.

178 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 Sole Trustee Committee.

4th March 2023.

Barry Summerfield, Stambridge Parish Council Clerk/RFO.