



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 13th APRIL 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 receive the Minutes of the Stambridge Parish Council of 9th March 2023.

To receive:

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

Items:

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

i The Webpage Newsletter:

The Chairman's report:

ii The Community Safety Fund (Match Funding):

i The Clerk's report:

ii The Clerk's report on the Pavilion floodlighting. (LED's)?

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

The Clerk's report:

- iv SCCMC:
 - i Councillor reports:
 - ii To receive the SCCMC last signed Minutes and Bank reconciliation account.
- v King Charles III's Coronation celebration event:
 - i Councillor Mrs J Gooding's report re: the potential 'Charles III' Coronation event on 1st July 2023.
 - ii Councillor reports:
- vi To discuss an application request for funding from Stambridge Primary School for the Coronation Celebrations @ £.....

8. Finance:

- i To receive the SPC Financial Statements (as circulated on 13th April 23).
- ii To receive the Metro Bank Financial Statements (as circulated on 13th April 23).
- iii The Metro balances to be checked/agreed against SPC Bank Statements by Cllrs: and
- iv To receive the Clerk's logs (no.71) re: working hours for March 2023 (as circulated on 13th April 23).
- v To agree a letter to the Bank updating the Clerks Salary from 8th May 2023, to the new HMRC PAYE-RTI rate for 2023-24 at £687.38 nett.
- vi To receive the PKF-Littlejohn EXO190 2022-23 External Auditors Instructions.
- vii To receive the John-Watson-Co EXO190 2022-23 Internal Auditors Instructions.
- viii To receive the Insurance renewal invitation March 2023 from AJ Gallagher for 2023-24 re: 1st June 23.
- ix To record the RDC, BACS PRECEPT receipt April 2023, the first half payment @ £16,000-00.
- x
 - i To record the BACS receipt April 2023 from the RDC, Community Safety Fund grant for CCTV and Floodlighting of the Pavilion @ £1,795-00.
 - ii To forward the permission for the Glendinning Floodlighting for the Pavilion.
- xi To discuss the Community Safety Fund grant 23-24: the upgrade/CCTV of the Stambridge Memorial Hall.
- xii To record the reconciled Acc's balances at 31st March 2023: Community £26,705-13 and Business £1,342-76.
- xiii To agree a payment to: Stambridge Community Centre re: first half of 23-24 precepted support grant @ £3.000-00.
- xiv To agree a payment April 23 to HMRC, PAYE-RTI for 2023-24 @ £82-80.
- xv To agree a HMRC VAT126 payment of March 23 received for the Stambridge Community Centre @ £755-94.
- xvi To receive an Invoice March 2023 from W&H (Romac) Ltd Streetlighting repair/upgrades @ £465-48. **(EXTRA)**
- xvii To receive an Invoice March 2023 from (B. Summerfield/Microsoft 365) Annual charge @ £79-99.
- xviii To receive an Invoice March 2023 from (B Summerfield/Home Solutions) 3 quires of copy paper @ £74-97.
- xix To receive an Invoice April 2023 from EALC re: Affiliation Fees 2023-24 @ £219-55. **(EXTRA)**
- xx To record the April 23 payment of the RHALC membership annual fee (Donated).
- xxi To record the March 2023 payment to B Summerfield/HMRC (Cancelled Cheque 800306) @ 165-60.
- xxii To record the March 2023 payment to HMRC (March) @ £70-40.
- xxiii To record the March 2023 payment to B Summerfield/Websites4 @ £120-00.
- xxiv To receive Quotations for the Bus Shelter/Notice Boards and Village Green Flower beds green maintenance for one year 2023-24.
- xxv To record the St/Ord April 23 to B Summerfield (Salary) @ £ 699-78.
- xxvi To record the D/D March 23 to NPOWER @ £ 159-72.
- xxvii To record the D/D March 23 to B.T. re: Office @ £ 70-62.

- xxviii To record the D/D March 23 to Anglian Water (Allotments) @ £ 32-00.
- xxix To resolve: all above actions, recommended and agreed payments, other actions, financial statements, transfers, grants, quotations and countersigned cheques, etc,
Proposed by Councillors, seconded by and agreed by all.

9. Planning Consultations:

- i (To be Noted): Application no 22/00203/LBC The Old House, Ballards Gore, Essex. SS4 2DA.
(Timber Repairs and Replacement as Necessary)

10. Correspondence:

- i To receive an e/letter March 2023 from the elections office, RDC re: advertising the Notice of the Election 23.
- ii Received/record e/Letters, RDC/EALC/Gov. Circulars, Publications and Bundles: etc, etc: as placed on the table.

11. Training:

Councillor Mrs L Kavanagh report:

12. Allotments Admin:

- i The Clerk's report:

13. Streetlighting:

- i The Clerk's report: P2 Apton Hall Road and P2/P19 Stambridge Road.

14. Highways, Pavements and Public Rights of Way:

- i Councillor reports:

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

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

16. The Stambridge Parish Council Elections on 4th May 2023.

Councillor reports re: Nomination Papers.

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

Item:

18. To agree the date of the next Stambridge Parish Council Finance Committee:

To agree:

19. The date of the next Stambridge Annual Parish Meeting (APM).

To agree: **THURSDAY 25th MAY 2023** at the STAMBRIDGE PAVILION at 7.00pm.

20. The date of the next Stambridge Annual Parish Council Meeting. (APCM)

To agree: **THURSDAY 25th MAY 2023** following on from the above.

21. 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.

To receive TOR research updates.