



STAMBRIDGE PARISH COUNCIL

www.stambridgepc.org.uk

CHAIRMAN:

Councillor Mr P, Shaw,
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CLERK/RFO:

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AGENDA

YOU ARE HEREBY SUMMONED TO A MEETING,

THE ANNUAL STAMBRIDGE PARISH COUNCIL MEETING

TO BE HELD AT STAMBRIDGE MEMORIAL HALL PAVILION, STAMBRIDGE ROAD, ROCHFORD. SS4 2AR.

ON THURSDAY 25th MAY 2023.

at 7.00 pm.

1. Election of Chairman for 2023-2024.

- i To receive nominations for the post of Chairman.
- ii Chairman to sign the statutory Declaration of Acceptance of Office.

2. Elected Councillors:

- i To sign their Statutory Declaration of Acceptance of Office.
- ii To receive their Declarations of Interests Forms (28 days).

3. To Record the Members and Public Present:

Present:

4. Apologies and reasons for absence:

- i To be received by the Clerk only in person via: email, letter and telephone.
- ii To record the council decision on absence:

5. Election of Vice-chairman.

- i To receive nominations for the post of Vice Chairman.
- ii Vice-chairman to sign the statutory Declaration of Acceptance of Office.

6. The Clerk's Role:

To resolve the Clerk role as the Proper Officer, Responsible Financial Officer and the receiving officer responsible for Dispendations

7. Dispendations (relevant provision is s.33 of the Localism Act 2011)

The Clerk to receive Councillors requests for dispendations re: Financial matters as local council tax payers inc: the Precept and as members of the Parish Council.

8. To declare the Power of Competence:

To discuss and agree

9. Public Forum: (5 min per person only)

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

10. Insurance:

To discuss:

11. Model Code of Conduct:

To discuss:

12. Standing Orders:

To discuss:

13. Financial regulations:

To discuss:

14. Assets List:

To discuss:

15. The Council Risk Assessment:

To discuss:

16. Dates and Times of Meetings:

To agree frequency and timing of meetings 2023-2024.

17. Appointment of Committees: 'The membership'

Councillors nominated for all roles to be confirmed by a seconder.

- i i The Sole Trustee Committee (all Councillors are appointed)
- ii To ratify that the Parish Clerk is the Clerk to the Sole Trustee Committee:
- ii **The Stambridge Community Centre Management Committee:**
To receive and record nominations/seconds for **Four Councillors:**
- iii **The Human Resources Committee:**
To receive and record nominations/seconds for **Three Councillors:**
- iv **The Finance Committee:**
To receive and record nominations/seconds for **Four Councillors:**

18. Appointment of Media Representatives:

- i To ratify that the Webmaster is the Clerk.
- ii To receive nominations for the Newsletter committee:
- iii To ratify that all Councillors are responsible for Facebook and Twitter, etc:

19. Appointment of Outside Body representatives:

- i To receive and record nominations/seconds for the EALC:
- ii To receive and record nominations/seconds for Transport:
- iii To receive and record nominations/seconds for Highways, pavements and Public footpaths (PROW):
- iv To receive and record nominations/seconds for the RHALC:

20. The Minutes of the Parish Council Meeting of 13th April 2023.

- i To receive and agree:

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

Items:

22. 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 re: the new Memorial Hall grant for a CCTV upgrade to follow the new 23-24 application form, when reissued by the RDC.
- iii The potential five year lease agreement contract with Little Hall Farms Ltd.
The Clerk's report:
- iv SCCMC:
Councillor reports:
- v The Stambridge Coronation Fete 1st July 23:
Councillor reports:
- vi Councillors recommendations on the Bus Shelter/Notice Boards and Village Green Flower beds green maintenance for one year 2023-24
- vii The Church carpark condition:
to discuss:

23. The Finance Committee recommendations and additions (SCCMC):

To receive:

24. Finance:

- i To receive the SPC Financial Statements (as circulated on 25th May 2023).
- ii To receive the Metro Bank Financial Statements (as circulated on 25th May 2023).
- iii The Metro balances to be checked/agreed against SPC Bank Statements by Cllrs: and
- iv To agree payments to: HMRC re: PAYE=RTI x 2 May/June @ £ 82-80/£ 82-80..
- v To receive an Invoice April 2023 from Glendinning Electrical re: Pavilion Floodlights/carpark @ £ 1,008-00.
- vi To receive an Invoice April 2023 from MPE Alarms & Security Systems Ltd re: Pavilion CCTV @ £ 3,300-00.
- vii To receive an Invoice May 2023 from B Summerfield re: Printing inks @ £ 37-01.
- viii To receive an Invoice May 2023 from Gallagher Insurance Brokers re: Annual PC Insurance @ £ 566-43.
- ix To receive an Invoice May 2023 from McAfee re: annual Subscription 23-24 @ £109-99.
- x To record the payment April 2023 to SCCMC re: first half of 23-24 precepted support grant @ £3.000-00
- xi To record the payment April 2023 to HMRC, PAYE-RTI for 2023-24 @ £82-80
- xii To record the payment April 2023 to Stambridge Community Centre re: VAT!"^ @ £755-94
- xiii To record the payment April 2023 to W&H (Romac) Ltd Streetlighting repair/upgrades @ £465-48
- xiv To record the payment April 2023 to W&H (Romac) Ltd Streetlighting repair/upgrades @ £509-94
- xv To record the payment April 2023 to B. Summerfield/Microsoft 365) Annual charge @ £79-99
- xvi To record the payment April 2023 to B Summerfield/Home Solutions) 3 quires of copy paper @ £74-97
- xvii To record the payment April 2023 to EALC re: Affiliation Fees 2023-24 @ £219-55
- xviii To record the payment April 2023 to Essex Playing Fields at £30-00.
- xix To record the St/Ord May 23 to B Summerfield (Salary) @ £ 687-38.

- xx To record the D/D May 23 to NPOWER @ £ 218-98.
- xxi To record the D/D May 23 to B.T. re: Office @ £ 18-00.
- xxii To record the D/D May 23 to Anglian Water (Allotments) @ £ 32-00.
- xxiii 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.

25. Planning Consultations:

- i Application no 23/00364/FUL Woodfield Bungalow, Apton Hall Road, Stambridge, SS4 3RG.
(Sever Land and Erect 7 x Detached Dwellings with Associated Access and Car Parking Involving Demolition of All Existing Buildings)
- ii Application no 23/00410/FUL The Old House, Ballards Gore, Stambridge, SS4 2DA.
(Installation of New Patio and Pathways, Retaining Walls, Due to Change in Garden Levels, and Erection of a Septic Tank Involving Demolition of Existing Broken Septic Tank)
- iii Application no 23/00411/LBC The Old House, Ballards Gore, Stambridge, SS4 2DA.
(Listed Building Consent for Landscaping Works that Includes a New Patio and Pathways, Retaining Walls, Due to Change in Garden Levels, and Erection of a Septic Tank Involving Demolition of Existing Broken Septic Tank)

26. Correspondence:

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

27. Training: Councillor Mrs L Kavanagh's report:

28. Allotments Admin: The Clerk's report:

29. Streetlighting: The Clerk's report: LED replacements costs:

30. Highways, Pavements and Public Rights of Way: Councillor reports

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

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

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

33. To agree the date of the Extraordinary 'Internal Audit' Meeting:

To agree: **THURSDAY 29th JUNE 2023.**

34. The date of the next Stambridge Parish Council Meeting:

To agree: **THURSDAY ?th JULY 2023.**

35. Private and Confidential:

Pursuant to the provision of Section 100(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.

TOR research updates: