**MINUTES**

of the

**STAMBRIDGE PARISH COUNCIL**

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

**ON THURSDAY 13th APRIL 2023.**

**199** 22-23 **To Record the Members Present:** 7.30 pm**.**

Chairman: Councillor Mr P Shaw.

Councillors: Mrs J Gooding, Mrs L Kavanagh and Mrs C Lingley.

Ward Councillor Mr S Wootton.

Ward and Essex Councillor Mrs L Shaw,

Members of the public: Mrs Sharon Barbouti (PTA)

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.

**200** 22-23 **Chairman's opening remarks:**

The Chairman welcomed all persons attending the Meeting.

**201** 22-23 **Apologies and reasons for absence:**

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

Councillor: Mr P Bowen, Ms E Lingley

Ward Councillors: Mr I Foster.

**202** 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.

**203** 22-23 **Public Forum:** ( 5 min per person only )

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

i Mrs Sharon Barbouti of the PTA of Stambridge Primary School presented an application for funding for the

Coronation Celebrations at the School.

ii Ward Councillor Mr S Wootton was restricted in commenting under the election disciplines and discussed

the RDC Coronation Funding, etc.

iii Councillor Mr P Shaw was restricted in commenting under the election disciplines and discussed

the new 23-24 Locality Fund to be at £5,000 when released.

**204** 22-23 **To receive the Minutes of the Stambridge Parish Council of 9th March 2023.**

The Minutes were Resolved agreed.

Proposed by Councillors: Mrs C Lingley, seconded by Mrs J Gooding and agreed by all.

The Chairman signed the Minutes as a true record.

**205** 22-23 **Matters Arising from the Minutes:**  (not on the Agenda)

Items: None.

**206** 22-23 **Progress Reports on all agreed Councillors/Clerk Actions:**

i The Webpage Newsletter:

The Chairman reported the newsletter to be on the website this following weekend.:

ii The Community Safety Fund (Match Funding):

i The Clerk reported the Pavilion grant for CCTV and Floodlighting is received at £1,795-00.

ii The Clerk reported the new Memorial Hall grant for a CCTV upgrade will follow the new 23-23

application form and guidance from Ward Councillor Mr S Wootton.

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

i The Clerk read the response from Mr J Dagg who has asserted that both solicitors fees should be paid

for by the SPC.

ii The SPC continues to disagree with Mr Dagg.

iii The Clerk to discuss the situation with the Landlord.

iv SCCMC:

The SCCMC last signed Minutes and Bank reconciliation account were recorded.

v King Charles III’s Coronation celebration event:

Councillor reports: The 25th April 23 at the Memorial Hall is booked for all interested parties to discuss

the Coronation Fete event on 1st July 2023.

vi i An application request for funding from Stambridge Primary School PTA, for financial support for the

Coronation Celebrations at the school was discussed.

ii Agreed the sum of four hundred pounds to be donated to the Stambridge Primary School celebrations.

Proposed by Councillors Mr P Shaw, seconded by Mrs J Gooding and agreed by all.

**207** 22-23 **Finance:**

i The SPC Financial Statements (as circulated on 13th April 23) were recorded.

ii The Metro Bank Financial Statements (as circulated on 13th April 23) were recorded.

iii The Metro balances were checked/agreed against SPC Bank Statements by Cllrs: Mr P Shaw and Mrs L Kavanaugh.

iv The Clerk’s logs (no.71) re: working hours for March 2023 (as circulated on 13th April 23) was recorded.

v Agreed 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 was recorded.

vi The PKF-Littlejohn EXO190 2022-23 External Auditors Instructions were recorded.

vii The John-Watson-Co EXO190 2022-23 Internal Auditors Instructions were recorded.

viii The Insurance renewal invitation March 2023 from AJ Gallagher for 2023-24 re: 1st June 23 was recorded.

ix The RDC, BACS PRECEPT receipt April 2023, the first half payment @ £16,000-00 was recorded.

x The BACS receipt April 2023 from the RDC, Community Safety Fund grant for CCTV and Floodlighting of

the Pavilion @ £1,795-00 was recorded.

xi The permission for the Glendinning Floodlighting for the Pavilion was agreed and was recorded.

xii The Community Safety Fund grant 23-24: the upgrade/CCTV of the Stambridge Memorial Hall was agreed

to forward the new 23-24 form in due course, following received advice from Ward Councillor Mr S Wootton.

xiii The reconciled Acc’s balances at 31st March 2023: Community £26,705-13 and Business £1,342-76 was recorded.

xiv A payment to: Stambridge Community Centre re: first half of 23-24 precepted support grant @ £3.000-00

was recorded.

xv A payment April 23 to HMRC, PAYE-RTI for 2023-24 @ £82-80 was recorded.

xvi A HMRC VAT126 payment of March 23 received for the Stambridge Community Centre @ £755-94 was recorded.

xvii A Invoice March 2023 from W&H (Romac) Ltd Streetlighting repair/upgrades @ £465-48 was recorded.

xviii An extra Invoice was agreed re:April 2023 from W&H (Romac) Ltd Streetlighting repair/upgrades @ £509-94

was recorded.

ixx An Invoice March 2023 from (B. Summerfield/Microsoft 365) Annual charge @ £79-99 was recorded.

xx An Invoice March 2023 from (B Summerfield/Home Solutions) 3 quires of copy paper @ £74-97 was recorded.

xxi An Invoice April 2023 from EALC re: Affiliation Fees 2023-24 @ £219-55 was recorded.

xxii An extra invoice was allowed re: April 2023 from Essex Playing Fields 2023-24 @ £30-00 was recorded.

xxiii The April 23 payment of the RHALC membership annual fee (Donated) was recorded.

xxiv The March 2023 payment to B Summerfield/HMRC (Cancelled Cheque 800306) @ 165-60 was recorded.

xxv The March 2023 payment to HMRC (March) @ £70-40 was recorded.

xxvi The March 2023 payment to B Summerfield/Websites4 @ £120-00 was recorded.

xxvii Quotations for the Bus Shelter/Notice Boards and Village Green Flower beds green maintenance for one

year 2023-24 to be produced for the Finance Committee meeting, was recorded.

xxviii The St/Ord April 23 to B Summerfield (Salary) @ £ 699-78 was recorded.

xxix The D/D March 23 to NPOWER @ £ 159-72 was recorded.

xxx The D/D March 23 to B.T. re: Office @ £ 70-62 was recorded.

xxxi The D/D March 23 to Anglian Water (Allotments) @ £ 32-00 was recorded.

xxxii Resolved: all above actions, recommended and agreed payments, other actions, financial statements, transfers,

grants, quotations and countersigned cheques, etc,

Proposed by Councillors Mrs C Lingley, seconded by Mr L Kavanaugh and agreed by all.

**208** 22-23 **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) –

* The Stambridge Parish Council has no objection.

**209** 22-23 **Correspondence:**

i E/letter’s March 2023 from the elections office and Financial, RDC the Notice of the Election 23 and

Council Tax advertising.

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

**210** 22-23 **Training:**

Councillor Mrs L Kavanagh reported booking the 6th and 13th June with the EALC.

**211** 22-23 **Allotments Admin**:

i The Pink wheelbarrow has returned.

**212** 22-23 **Streetlighting:**

i P2 (LED) Apton Hall Road and P2 LED/P19-repair Stambridge Road.

**213** 22-23 **Highways, Pavements and Public Rights of Way:**

i Councillor reports: The Church carpark condition: (Essex Highways/The Church Authorities)?

**214** 22-23 **Website:** (**www.stambridgepc.org.uk**)

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

**215** 22-23 **The Stambridge Parish Council Elections on 4th May 2023.**

Five Councillors stand validly nominated and unopposed.

**216** 22-23 **Items from Councillors: for next Agenda and exchange of information only.**

Item: None

**217** 22-23 **To agree the date of the Stambridge Parish Council Finance Committee:**

**Agreed: TUESDAY 18th APRIL 2023 at 7pm.**

**218** 22-23 **The Combined SCCMC/SPC/PTA/Public Meeting (Coronation Fete - 1st July 23)**

**Agreed: TUESDAY 25th APRIL 2023** at the STAMBRIDGE Memorial Hall at **6.30 pm.**

**219** 22-23 **The date of the next Stambridge Annual Parish Meeting (APM).**

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

**220** 22-23 **The date of the next Stambridge Annual Parish Council Meeting. (APCM)**

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

**There being no further business the Chairman closed the meeting at 8.32 pm.**

**221** 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.

TOR research updates were not available.

**20th May 2023. Barry Summerfield, Stambridge Parish Council Clerk/RFO.**