



**STAMBRIDGE PARISH COUNCIL**

**www.stambridgepc.org.uk**

**CHAIRMAN:**

**CLERK/RFO:**

Mr B. Summerfield CiLCA,

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**AGENDA**

**YOU ARE HEREBY SUMMONED TO THE EXTRAORDINARY STAMBRIDGE PARISH COUNCIL MEETING**

**AT THE STAMBRIDGE MEMORIAL HALL, RANKIN PAVILION, STAMBRIDGE ROAD, SS4 2AR**

**ON THURSDAY 29th JUNE 2023**

**(Commencing at 7.30 pm)**

Chairman's opening remarks.

**1. To record the Members Present:**

i Councillors:

ii Members of the Public:

**2. Apologies for absence:**

iTo be received by **the Clerk in person only** via: email, letter and telephone.

ii To discuss PPC acceptance of reasons for absence.

**3. Declarations of Interests**

i **To receive all declarations of interests including** dispensations under the relevant provision s.33 of the

Localism Act 2011.

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. Stambridge P.C. Casual Vacancies:**

iTo receive applications for the two casual vacancies.

ii To receive personal statements from applicants.

**5. Co-option of applicants for the role of Parish Councillor.**

iCo-opted Members of the public to sign their Statutory Declaration of Acceptance of Office.

ii To receive their Declarations of Interests Forms (28 days).

iii The Clerk to receive Councillors written requests for dispensations re: Financial matters as local

council tax payers inc: the Precept and as members of the SCCMC

**6. Public Forum: ( 5 min per person only )**

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

**7. Insurance 2023-24:**

To Resolve:

Proposed by Councillors: Mr……………….., Seconded by Mr………………… and agreed by all.

**8. Standing Orders 2023-24:**

To Resolve:

Proposed by Councillors: Mr……………….., Seconded by Mr………………… and agreed by all.

**9. Financial regulations 2023-24:**

To Resolve:

Proposed by Councillors: Mr……………….., Seconded by Mr………………… and agreed by all.

**10. Assets List 2023-24:**

To Resolve:

Proposed by Councillors: Mr……………….., Seconded by Mr………………… and agreed by all.

**11. The Council Risk Assessment 2023-24:**

To Resolve:

Proposed by Councillors: Mr……………….., Seconded by Mr………………… and agreed by all.

**12. The Internal Audit Report/AGAR Section 3 - 2022-23:**

To receive, discuss and complete:

i The Clerk to read the conclusions of J P Watkins & Co (the Internal Auditors) Report, to the Council.

ii The Clerk to read the Internal Auditors ‘completed’ Annual Audit report (Page 3, AGAR 2023-24), to the Council.

iii The Clerk to introduce The Section 1, The Annual Governance Statement (Page 4, AGAR 2023-24).

On Councillors agreement of the above the Chairman and Clerk/RFO to sign.

iv The Clerk to introduce The Section 2, the Accounting Statements 22-23 (Page 5, AGAR 2023-24).

On Councillors agreement of the above the Chairman and Clerk/RFO to sign.

v To record that all above documents and the Cash Book 2022-23 will be available on the PC website.

vi The Clerk to forward to PKF-Littlejohn:

i the fully signed AGAR Section 3 - 2022-23,

ii the completed, Bank Reconciliation form 31st March 2023,

iii the completed Explanation of Variances Form 2022-23,

iv the Notice of the commencement date for the period of the Public Rights.

v The Annual Internal; Audit Report 2022-23.

vii The Clerk to complete and publish on the website:

I the Notice of the commencement date for the period of the Public Rights of inspection of the

unaudited accounting statements

ii The completed and signed page 4 of Section 1 = Annual Governance Statement 2022-23

iii The completed and signed page 5 of Section 2 = Annual Governance Statement 2022-23

viii The Clerk to publish the Public Rights Notices on the Stambridge Notice Boards on 2nd July 23.

**13. The Minutes of the Parish Council Meeting of 25th May 2023.**

I To agree:

**14. Matters arising from the Minutes**: (not on the Agenda)

Items:

**15. Progress Reports on all agreed Councillors/Clerk Actions:**

i **The Community Safety Fund (Match Funding):**

The Clerk’s report re: the 23-24 Memorial Hall CCTV match funding grant;

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

The Clerk’s report re: the Allotment ‘HOTS’ information from the Solicitors potentially acting for the SPC.

iii **SCCMC:**

To receive the signed SCCMC reconciliation accounts dated 31/05/2023.

iv **The Stambridge Coronation Fete 1st July 23:**

Councillor reports:

v **The Bus Shelter/Notice Boards and Village Green Flower beds green maintenance 2023-24.**

The Clerk’s report re: a meeting with the Contractor for the Village Green flower beds/bus shelters/notice

boards and the conditions letter.

vi **The ECC Locality Fund 2023-24.**

The Clerk’s report**:**

**16. Finance:**

i The receive the SPC Financial Statements (as circulated on 29th June 2023).

ii The receive the Metro Bank Financial Statements (as circulated on 29th June 2023).

iii The Metro balances to be agreed against SPC Bank Statements by Cllrs: …………….. and ………………

iv To receive notification of the ECC Community Initiatives Fund open for applications

v To agree a payment to HMRC, PAYE-RTI @ £ 82-80.

vi To agree payments to Ladybird Garden Services re: quotations of 08/03/2023:

i The Stambridge Village Green flowerbeds ground maintenance for 2023-24 @ £2,160.

ii The Stambridge Notice Boards/Bus Shelters maintenance for 2023-24 @ £1,800.

vii To agree a payment to B Summerfield/Dropbox Annual July charge 23-24 @ £ 98-55.

viii To receive an Invoice June 2023 from EALC re: Councillor Training @ £228-00.

ix To receive an Invoice June 2023 from BT re: Mobile fee @ £33-31.

x To receive an Invoice June 2023 from W&H (Romac) Ltd re: 18 x street lighting LED conversions @ £…………

xi To record the payment May 2023 to HMRC re: PAYE=RTI June @ £ 82-80.

xii To record the payment May 2023 to Glendinning Electrical re: Pavilion Floodlights/carpark @ £ 1,008-00.

xiii To record the payment May 2023 to MPE Alarms & Security Systems Ltd re: Pavilion CCTV @ £ 3,300-00.

xiv To record the payment May 2023 to B Summerfield re: Printing inks @ £ 37-01.

xv To record the payment May 2023 to Gallagher Insurance Brokers re: Annual PC Insurance @ £ 566-43.

xvi To record the payment May 2023 to McAfee re: annual Subscription 23-24 @ £109-99.

xvii To record the payment May 2023 to Stambridge Community Centre re: SPC (SCCMC) VAT126 @ £844-12.

xviii To record the St/Ord June 23 to B Summerfield (Salary) @ £ 687-38.

xix To record the D/D June 23 to NPOWER @ £203-43.

xx To record the D/D May 23 to B.T. re: Office @ £………………………..

xxi To record the D/D May 23 to Anglian Water (Allotments) @ £ 32-00.

xxii 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.

**17. Planning Consultations:**

Application no 22/00…………………./FUL

**18. Correspondence:**

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

**19. Training:**

Councillor Mrs L Kavanagh training.

**20. Allotments Admin**:

The Clerk’s report: Two reminder letters re: weed control.

**21. Streetlighting:**

The Clerk’s report: 18 x LED replacements survey and Contractor visit and installations.

**22. Highways, Pavements and Public Rights of Way:**

i Salt Bag partnership for 2023-24.

ii Councillor reports:

**23. Website:** (**www.stambridgepc.org.uk**)

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

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

Items:

**25. The date of the next Stambridge Parish Council Meeting:**

**To agree: THURSDAY 3rd/10th August 2023**.

**26. 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.

1. TOR research updates:
2. PVT Meeting: to agree the list of members elected to serve on the SCCMC.

**22nd June 2023. Barry Summerfield, Stambridge Parish Council Clerk/RFO.**