



**STAMBRIDGE PARISH COUNCIL**

**www.stambridgepc.org.uk**

**CHAIRMAN:**

**CLERK/RFO:**

Mr B. Summerfield CiLCA,

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**1) A PUBLIC MEETING:**

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

**ON THURSDAY 14th SEPTEMBER 2023**

**(Commencing at 7.00 pm)**

Invited Guests:

The Stambridge School, the PTA, Cllr Mrs L Shaw of Essex CC Highways, the Rev David Coster, the Stambridge Ward Councillors and Public and Press; to discuss a way forward in the interests of the Stambridge School Children’s’ Road Safety issues.

**2) AGENDA**

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

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

**ON THURSDAY 14th SEPTEMBER 2023**

(Following on from the above)

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. The Minutes of the Extraordinary Stambridge Parish Council of 29th June 2023.**

To agreee:

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

Items:

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

i  **The Community Safety Fund (Match Funding):**  The Clerk’s reported that the 23-24 Memorial Hall CCTV match funding.

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

The Clerk’s report:

iii **SCCMC:**

The signed SCCMC reconciliation accounts dated 31/05/2023.

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

Councillors reports:

v **Enhancing contact with the Stambridge Community**

To discuss:

vi  **Auditors recommendations re: VAT126 (SCCMC)**

Clerk’s report:

vii **Photographs of Assets**:

To be discussed:

viii **Bleed Kits:**

To discuss:

**10. Finance:**

i To receive the SPC Financial and Barclays Bank Statements ending 4th September 2023.

ii To receive the Barclays Bank/SPC statements to be agreed by Councillors: …………., and ……………….. .

iii To receive the Clerk’s report re:

i EX0227: the PKF receipt of documents – AGAR Form 3, 2023.

ii the publishing of the Public Rights.

iv To discuss the annual October 2023-24 Tenancy Fees for allotment holders.

v To ratify the 27th July 2023 payment of a £5,000 donation to the Stambridge Community Centre, as a part of the

Pavilion Roof Repair costs. As resolved at (Minute 26 23-24/iv/iv) and further urgently agreed by an online majority.

Proposed by Councillors: M………….., seconded by M………….. and agreed by all.

vi To discuss the Clerk’s advice: that the SPC ‘Cheque Only’ payments, to be updated to include ‘Bank Transfers’.

Proposed by Councillors: M………….., seconded by M………….. and agreed by all.

vii To discuss and resolve specific ‘Bank Transfer’ payments:

i The Clerk to be authorised to make HMRC PAYE-RTI Bank Transfer Payments to meet deadlines.

ii for other urgent payment dates, Bank transfer payments to be confirmed by an emailed quorum and

ratified at the following meeting.

Proposed by Councillors: M………….., seconded by M………….. and agreed by all.

viii To record the Stambridge Parish Council receipt of the 2nd part PRECEPT payment from the RDC @ £16,000-00.

ix To record the receipt of Stambridge Parish Council HMRC VAT126 (2021-2023) claim @ £2,780-44.

x To record the receipt of Stambridge Parish Council HMRC VAT126 (SCCMC) claim @ £192-54.

xi To agree a payment to Stambridge Community Centre HMRC VAT126 @ £192-54.

xii To agree a payment to Stambridge Community Centre re: 2nd Part Precepted Donation @ £3,000-00.

xiii To agree a payment to HMRC re: August/September PAYE-RTI (Less HMRC advised Credit) @ £ 42-40.

xiv To agree a payment to B Summerfield/John P Watson & Co re: Internal Audit @ £200-00.

xv To agree a payment to Cllr: Mrs L Kavanagh’s Training expenses (milage + parking) @ £65-88.

xvi To receive an Invoice September 2023 from Mr Pitts re: annual allotment green spaces @ £250-00.

xvii To receive an Invoice September 2023 from BT re: Mobile fee @ £87-31.

xviii To receive an Invoice September 2023 from £……………….

xix To record the payment June 2023 to HMRC, PAYE-RTI @ £ 82-80.

xx To record the payment June 2023 to Ladybird Garden Services re: quotations of 08/03/2023:

xxi To record the payment June 2023 to B Summerfield/Dropbox Annual July charge 23-24 @ £ 98-55.

xxii To record the payment June 2023 to EALC re: Councillor Training @ £228-00.

xxiii To record the payment June 2023 to BT re: Mobile fee @ £33-31.

xxiv To record the payment June 2023 to W&H (Romac) Ltd re: 17 x street lighting LED conversions @ £5,967-00.

xxv To record the payment June 2023 to Information Commission re: Data Protection fee @ £40-00.

xxvi To record the ST/Ord July/Aug 23 to B Summerfield (Salary) @ £ 687-38 / £ 687.38.

xxvii To record the D/D July/Aug 23 to NPOWER @ £179-44 / £183-16.

xxviii To record the D/D July/Aug 23 to B.T. re: Office @ £83-66 / £83-66.

xxix The Clerk’s research re: 1&1 re: website payments ………….

xxx To record the D/D July/Aug 23 to Anglian Water (Allotments) @ £32-00 / £32-00.

xxxi 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.

**11. Planning Consultations:**

i **Application no 23/00545/FUL** 9, Wheatfields, Stambridge, Essex. SS4 2BT.

(First Floor Side Extension and Loft Conversion with Rear Dormer)

ii **Application no 23/00561/FUL** Stambridge Primary School, Stambridge Road, Stambridge Essex.

(Erection of Single Storey Front/Side/Rear Extensions).

iii **Application no 23/00617/FUL** 12, Cagefield Cottages, Stambridge Road, Stambridge, Essex.

(Erection of Part Single, Part Two Storey Side/Rear Extensions and Internal Alterations to Convert 2 x Residential

Flats to 2 x Dwelling Houses).

iv **Application no 23/00732/FUL** Stambridge Primary School, Stambridge Road SS4 2AP

(Proposed Safe-guarding Front Fencing).

v **To Note an Appeal under Section 78** – Site at Brooklands Farm, Apton Hall Road, Stambridge Essex.

LPA ref: EN/22/00157/APPT\_B

Appeal Ref: APP/B1550/C/23/3326164

Appeal against an Enforcement Notice.

**12. Correspondence:**

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

**13.**  **Training:**

Councillor Mrs L Kavanagh reported that her EALC training was informative and enjoyable and recommends,

the courses available.

**14. Allotments Admin**:

i The Clerk’s report re: 2023-24 October Tenancy Agreements for allotment holders.

ii Reported hanging tree branch.

iii Reported weed complaints.

**15. Streetlighting:**

The 17 x LED replacements (total 39 LED’s) upgrade reported to UKPowerNetworks and the SPC’s request for

an upgrade/review of the energy charges.

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

Councillor reports:

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

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

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

Items:

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

**To agree: THURSDAY 14th OCTOBER 2023**.

**20. 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.

T**OR update.**

**8th September 2023. Barry Summerfield, Stambridge Parish Council Clerk/RFO.**