**MINUTES**

**OF THE EXTRAORDINARY MEETING OF THE STAMBRIDGE PARISH COUNCIL**

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

**ON THURSDAY 29th JUNE 2023**

**38** 23-24 **To Record the Members Present:** 7.30 pm**.**

Chairman: Councillor Mr P Shaw.

Councillors: Mr P Bowen, Mrs L Kavanagh and Mrs C Lingley.

Ward and Essex Councillor Mrs L Shaw,

Members of the public: Mr P Nash.

The Parish Clerk/RFO: Mr B Summerfield.

**39** 23-24 **Chairman's opening remarks:**

The Chairman welcomed all persons attending the Meeting.

**40** 23-24 **Apologies and reasons for absence:**

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

Councillor: Ms E Lingley.

Ward Councillors: Mr I Foster and Mr S Wootton.

**41** 23-24 **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.

**42** 23-24 **Stambridge P.C. Casual Vacancies:**

iTo receive applications for the two casual vacancies. None.

ii To receive personal statements from applicants.

**43** 23-24 **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. None.

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

44 23-24 Public Forum: ( 5 min per person only )

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

i Ward/Essex Councillor Mr L Shaw reported: The Locality Fund is open with a £5,000 pot for the Councillors area –

Minimum of £300 upwards – Gave information on Leveling Up – Young Carers – Carer’s Café – Railway Community

Strategy responsibility – is the LHP rep and discussed reporting potholes information, as circulated.

The RDC Community Safety Grant is on hold until it is discussed by the new RDC governing setup.

ii Member of the Public Mr P Nash thanked Cllr: Mrs l Shaw for her invitation to the meeting where he raised his

concerns (having witnessed a near accident), on the questions of the dangerous parking and traffic speeding,

occurring outside the Stambridge School.

iii After discussion it was agreed that the Clerk will write to the Academy, the PTA and Essex CC Highways,

inviting them to a meeting with the Parish Council to discuss a way forward, in the interest of Road Safety and

before a child is injured or worse.

45 23-24 Insurance 2023-24:

Resolved:

Proposed by Councillors: Mr P Shaw, seconded by Mr P Bowen and agreed by all.

46 23-24 Standing Orders 2023-24:

Resolved:

Proposed by Councillors: Mrs L Kavanagh, seconded by Mrs C Lingley and agreed by all.

47 23-24 Financial regulations 2023-24:

Resolved:

Proposed by Councillors: Mrs C Lingley, seconded by Mr P Shaw and agreed by all.

48 23-24 Assets List 2023-24:

Resolved:

Proposed by Councillors: Mr P Bowen, seconded by Mrs L Kavanagh and agreed by all.

49 23-24 The Council Risk Assessment 2023-24:

Resolved:

Proposed by Councillors: Mrs C Lingley, seconded by Mr P Bowen and agreed by all.

50 23-24 The Internal Audit Report/AGAR Section 3 - 2022-23:

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

Clerk to close the NS&I account.

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

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

Councillors resolved the above and the Chairman and Clerk/RFO signed the document.

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

Councillors resolved the above and the Chairman and Clerk/RFO signed the document.

v 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.

**51** 23-24 **To receive the Minutes of the Stambridge Parish Council of 25th May 2023.**

The Minutes were Resolved agreed.

Proposed by Councillors: Mrs C Lingley, seconded by Mrs L Kavanagh and agreed by all.

The Chairman signed the Minutes as a true record.

**52** 23-24 **Matters arising from the Minutes**: (not on the Agenda)

Items: None.

**53** 23-24 **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 grant was awaiting the RDC actions.

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

The Clerk reported that the Allotment ‘HOTS’ information from the Solicitors acting for the SPC.

The Council accepted all of the ‘HOTS’ and financial details and the Clerk to respond with the enquiries raised

re: Co-signatures, Identity details and map of the location, etc.

iii **SCCMC:**

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

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

Councillor discussed.

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

i The Council discussed: The Clerk’s meeting with the Contractor re: the Village Green flower beds and

bus shelters/notice boards and the subsequent ‘conditions’ letter.

ii The Council received the contractors invoice.

iii The Council agreed to measure work progress through the year.

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

The Clerk read the report to the Council.

**54** 23-24 **Finance:**

i The SPC Financial Statements (as circulated on 29th June 2023) were recorded.

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

iii The Metro balances were agreed against SPC Bank Statements by Cllrs: Mr P Shaw and Mr P Bowen.

iv The notification of the ECC Community Initiatives Fund, open for applications was recorded.

v The payment to HMRC, PAYE-RTI @ £ 82-80 was recorded.

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

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

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

vii The payment to B Summerfield/Dropbox Annual July charge 23-24 @ £ 98-55 was recorded.

viii The Invoice June 2023 from EALC re: Councillor Training @ £228-00 was recorded.

ix The Invoice June 2023 from BT re: Mobile fee @ £33-31 was recorded.

x The Invoice June 2023 from W&H (Romac) Ltd re: 17 x street lighting LED conversions @ £5,967-00 was recorded.

xi The Invoice June 2023 from Information Commission re: Data Protection fee @ £40-00 was recorded.

xii The payment May 2023 to HMRC re: PAYE-RTI June @ £ 82-80 was recorded.

xiii The payment May 2023 to Glendinning Electrical re: Pavilion Floodlights/carpark @ £ 1,008-00 was recorded.

xiv The payment May 2023 to MPE Alarms & Security Systems Ltd re: Pavilion CCTV @ £ 3,300-00 was recorded.

xv The payment May 2023 to B Summerfield re: Printing inks @ £ 37-01 was recorded.

xvi The payment May 2023 to Gallagher Insurance Brokers re: Annual PC Insurance @ £ 566-43 was recorded.

xvii The payment May 2023 to McAfee re: annual Subscription 23-24 @ £109-99 was recorded.

xviii The payment May 2023 to Stambridge Community Centre re: SPC (SCCMC) VAT126 @ £844-12 was recorded.

xix The St/Ord June 23 to B Summerfield (Salary) @ £ 687-38 was recorded.

xx The D/D June 23 to NPOWER @ £203-43 was recorded.

xxi The D/D June 23 to B.T. re: Office @ £73-81 was recorded

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

xxiii 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 P Shaw and agreed by all.

**55** 23-24 **Planning Consultations:**

i Application no 22/00562/FUL Stambridge Primary School, Stambridge Road, Essex.

(Installation of 2.4m High V-Mesh Safe- Guarding Front Fence) - Stambridge Parish Council supports.

ii Application no 22/00203/LBC The Old House, Ballards Gore, Essex. SS4 2DA

(Replace Undersized and Decayed Oak Frame. Replace External Infill Panels with Wood Fibre Panels, Renew

Weatherboard as Original. Renew Brick Plinths in Order to Facilitate Timber Repairs and Remove Some

Foundation Brickwork. Replace Unstable Chimneys. Construct boundary Fencing. Remove Floor Boarding

and Reinstate. Remove Gypsum Based Overboarded Ceilings and Replace with Lime Plastered Ceilings).

Stambridge Parish Council has noted.

**56** 23-24 **Correspondence:**

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

**57** 23-24 **Training:**

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

the courses available.

**58** 23-24 **Allotments Admin**:

The Clerk’ reported that two reminder letters re: weed control were sent to plot holders.

A regular check of allotment weed control to be carried out.

**59** 23-24 **Streetlighting:**

The Clerk report on the 17 x LED replacements survey, the Contractor visit and the following installations.

The Clerk to inform UKPowerNetworks of the LED upgrade to all Stambridge PC Streetlighting and apply

for a upgrade/review of energy charges.

**60** 23-24 **Highways, Pavements and Public Rights of Way:**

i The ECC offered Salt Bag partnership for 2023-24, was not taken up..

ii Councillor reports: None.

**61** 23-24 **Website:** (**www.stambridgepc.org.uk**)

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

**62** 23-24 **Items from Councillors: Items: for next Agenda and exchange of information only.**

Items: Enhancing contact with the Stambridge Community - requested removal of an email address – Clerk

to advertise the Co-option vacancies – Auditors recommendations re: VAT126 (SCCMC) and Photographs of

Assets, etc.

**63** 23-24 **The date of the next Stambridge Parish Council Meeting:**

**Agreed: THURSDAY 14th SEPTEMBER 2023**.

64 23-24 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.

i TOR research updates were agreed.

ii Sole Trustee Committee Meeting: the list of members elected to serve on the SCCMC were agreed.

**There being no further business the Chairman closed the Meeting at 9.41pm.**

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