



**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 STAMBRIDGE PARISH COUNCIL MEETING**

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

**ON THURSDAY 12th OCTOBER 2023 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. The Minutes of the Stambridge Parish Council of 14th September 2023.**

To agree:

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

i (Minute 83 23-24 ) ‘Basic Essex’ Charity

To discuss:

ii (Minute 83 23-24 ) Essex Air Ambulance requests

To discuss:

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

i  **The Community Safety Fund (Match Funding – Memorial Hall CCTV upgrade):**  The clerk’s report:

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

Solicitor Racheal Roberts updates:

iii **SCCMC:**

To receive details of the meetings held:

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

Financial results.

v **Enhancing contact with the Stambridge Community**

The Clerk’s report re: a Community Contact sheet:

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

The Clerk’s report re: the future SCCMC VAT126 claims:

vii **Photographs of Assets**:

Photographs be taken as a record for insurance purposes.

viii **Bleed Kits:**

i Clerk’s report: purchases for the community.

ii The Locality fund at £475-00 nett and installation costs.

**10. Finance:**

i To receive the SPC Financial and Metro Bank Statements ending 14th September 2023.

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

iii To receive the PKF-Littlejohn external auditors report re: SPC AGAR accounts for 2022-23.

iv To agree a letter to the Metro Bank upgrading the accounts to accommodate the Resolved Banking Transfers.

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

vi To agree a payment to Turtle Engineering Ltd re: Turtle Cabinets and Bleed Kit @ £516-98

vii To receive an Invoice October 2023 from B Summerfield/Post Office re: 30 large envelope stamps @ £48-00.

viii To receive an Invoice October 2023 from PKF-Littlejohn re: external auditors 2022-23 report @ £252-00.

ix To record the receipt September 2023 from the RDC @ £16,000-00.

x To record the receipt September 2023 from HMRC VAT126 (2021-2023) claim @ £2,780-44.

xi To record the receipt September 2023 from HMRC VAT126 (SCCMC) claim @ £192-54.

xii To record the payment September 2023 to SCC HMRC VAT126 @ £192-54.

xiii To record the payment September 2023 to SCC re: 2nd Part Precepted Donation @ £3,000-00.

xiv To record the payment September 2023 to HMRC re: PAYE-RTI (Less HMRC advised Credit) @ £42-40.

xv To record the payment September 2023 to B Summerfield/John P Watson & Co re: Internal Audit @ £200-00.

xvi To record the payment September 2023 to Cllr: Mrs L Kavanagh’s Training expenses (milage + parking) @ £65-88.

xvii To record the payment September 2023 to Mr Pitts re: annual allotment green spaces @ £250-00.

xviii To record the payment September 2023 to BT re: Mobile fee @ £87-31.

xix To record the payment September 2023 to B Summerfield/IJTDirect re: Ink and Envelopes @ £43-92.

xx To record the payment September 2023 to The RCCE re: annual subs @ £72-60.

xxi To record the payments September 2023 to ST/Ord Sept/Oct 23 to B Summerfield (Salary) @ £ 687-38 / £ 687.38.

xxii To record the payments September 2023 to D/D Sept/Oct 23 to NPOWER @ £179-44 / £183-16.

xxiii To record the payments September 2023 to D/D Sept/Oct 23 to B.T. re: Office @ £83-66 / £83-66.

xxiv To record the payments September 2023 to D/D Sept/Oct 23 to Anglian Water (Allotments) @ £32-00 / £32-00.

xxv 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:**

Application no 22/00… /FUL

**12. Correspondence:**

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

**13. Training:**

EALC training information circulated.

**14. Allotments Admin**:

The Clerk’s report re: 2023-24 October ‘Tenancy Agreement’ uptake:

**15. Streetlighting:**

The Clerk’s report re: the upgrade/review of the energy charges.

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

i Stambridge School parking, public meeting information and updates.

ii 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 2nd/ 9th NOVEMBER 2023**.

**7th October 2023. Barry Summerfield, Stambridge Parish Council Clerk/RFO.**