**MINUTES**

 of the

  **STAMBRIDGE PARISH COUNCIL**

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

 **ON THURSDAY 14th SEPTEMBER 2023.**

**THE PUBLIC MEETING items discussed were:** 7.00 pm.

**the dangers to the School Children attending the growing Stambridge Junior School, its proximity to the Stambridge Road, the Childrens entrance/exit adjacent to speeding traffic and the growing parental parking problems due to**

**the increase in children attending the school.**

 **After discussion it was agreed that Ward Councillor Mr Simon Wootton and Parent Mr Peter Nash, will**

**organise an invitatation to a Site Meeting for all leading and interested parties.**

**65 23-24**  **To Record the Members Present:** 7.25 pm**.**

 Chairman: Councillor Mr P Shaw.

 Councillors: Mrs L Kavanagh, Mrs C Lingley and Ms E Lingley.

 Ward Councillors: Mr S Wootton, Mr I Foster and Ward and Essex Councillor Mrs L Shaw.

 Members of the public: Mr P Nash (Parent), Mr J Thompsett (PTA), Mrs V Sewell.

 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.

**66 23-24**  **Chairman's opening remarks:**

 The Chairman welcomed all persons attending the Meeting and emphasised the positions of the emergency exits.

**67 23-24 Apologies and reasons for absence:**

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

 Councillor: - Mr P Bowen (None)

 Mrs Debbie Loveless, Head of the Stambridge Junior School (Twilight Training).

**68 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.

**69 23-24 Stambridge P.C. Casual Vacancies:**

iTo receive applications for the two casual vacancies. **None.**

ii To receive personal statements from applicants.

**70 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.

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

**71 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 and Essex Councillor Mrs L Shaw reported: the recent ‘Ride London’ Cycling event has contributed a large

 sum of funding (1 £million), of which some £800,000 was left to date and open for Grants towards Community

 Projects via ‘Find Your Active Fund-Active Essex’ - The Locality Fund is also open again this year for Grant

 applications – The ECC pothole scheme has not received any further local requests.

ii Ward Councillor: Mr S Wootton reported: The 2022-23 RDC conservative party majority, was overturned at the

 May elections and a 4-5 party Coalition, now runs the Rochford District Council – RDC are debating a 402 page

 report on the local Asset Delivery Program – Including the Mill Hall programme – RDC have declared a Climate

 Emergency – Airport growth was discussed – Suggested that a Stambridge councillor representative be on the

 Rural Crime Committee together with Canewdon.

iii Ward Councillor, Mr I Foster reported: on the Governments Boundary Commission’s local progress and

 distributed (BC) maps showing the positions of the new boundaries.

**72 23-24 The Minutes of the Extraordinary Stambridge Parish Council of 29th June 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.

**73 23-24 Matters arising from the Minutes**: (not on the Agenda

 Items: None.

**74 23-24 Progress Reports on all agreed Councillors/Clerk Actions:**

i  **The Community Safety Fund (Match Funding – Memorial Hall CCTV upgrade):**  As advised the above is now run by Mrs Tracy Lilly, RDC.

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

 Councillors Mr P Shaw and Mrs C Lingley will forward their documents, as requested by Solicitor Racheal Roberts.

iii **SCCMC:**

 The above meeting was held on the 13/09/23

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

 Councillors enjoyed their participation in the event. Funding balances to be received.

v **Enhancing contact with the Stambridge Community**

 The Clerk will produce an enquiry sheet for distribution by volunteers to all members of the Stambridge

 community.

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

 The Internal Auditor recommended that the SCCMC conduct their own VAT126 claims.

vii **Photographs of Assets**:

 The Internal Auditor recommended that Photographs be taken as a record for insurance purposes.

viii **Bleed Kits:**

i Resolved that a ‘Bleed Kit’ be purchased for the community.

ii Funding to be sourced from the Locality fund at £475-00 nett plus installation costs.

 Proposed by Councillors: Ms E Lingley, seconded by Mrs C Lingley and agreed by all.

**75 23-24 Finance:**

i The SPC Financial and Metro Bank Statements ending 14th September 2023 were recorded.

ii The Metro Bank/SPC statements were agreed by Councillors: Mr P Shaw, and Mrs L Gavanagh.

iii The PKF receipt of documents re: AGAR Form 3, 2023 and the publishing of the Public Rights was recorded.

iv The annual October 2023-24 Tenancy Fees for allotment holders was agreed @ £90-00 was recorded.

v 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 was ratified and was recorded.

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

vi Resolved the SPC ‘Cheque Only’ payments, to be updated to include ‘Bank Transfers’ was recorded.

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

vii Resolved the specific ‘Bank Transfer’ payments:

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

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

 at the following meeting was recorded.

 Proposed by Councillors: Ms E Lingley., seconded by Mrs C Lingley and agreed by all.

viii The receipt of the 2nd part PRECEPT payment from the RDC @ £16,000-00 was recorded.

ix The receipt of Stambridge Parish Council HMRC VAT126 (2021-2023) claim @ £2,780-44 was recorded.

x The receipt of Stambridge Parish Council HMRC VAT126 (SCCMC) claim @ £192-54 was recorded.

xi The payment to Stambridge Community Centre HMRC VAT126 @ £192-54 was recorded.

xii The payment to Stambridge Community Centre re: 2nd Part Precepted Donation @ £3,000-00 was recorded.

xiii The payment to HMRC re: August/September PAYE-RTI (Less HMRC advised Credit) @ £42-40 was recorded.

xiv The payment to B Summerfield/John P Watson & Co re: Internal Audit @ £200-00 was recorded.

xv The payment to Cllr: Mrs L Kavanagh’s Training expenses (milage + parking) @ £65-88 was recorded.

xvi The Invoice September 2023 from Mr Pitts re: annual allotment green spaces @ £250-00 was recorded.

xvii The Invoice September 2023 from BT re: Mobile fee @ £87-31 was recorded. Clerk to investigate!

xviii The Invoice September 2023 from B Summerfield/IJTDirect re: Ink and Envelopes @ £43-92 was recorded.

xix The RCCE extra late invoice was agreed by the Council re: annual subs @ £72-60 was recorded.

xx The payment June 2023 to HMRC, PAYE-RTI @ £ 82-80 was recorded.

xxi The payment June 2023 to Ladybird Garden Services re: quotations of 08/03/2023 @ £3,960-00 was recorded:

xxii The payment June 2023 to B Summerfield/Dropbox Annual July charge 23-24 @ £ 98-55 was recorded.

xxiii The payment June 2023 to EALC re: Councillor Training @ £228-00 was recorded.

xxiv The payment June 2023 to BT re: Mobile fee @ £33-31 was recorded.

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

xxvi The payment June 2023 to Information Commission re: Data Protection fee @ £40-00 was recorded.

xxvii The ST/Ord July/Aug 23 to B Summerfield (Salary) @ £ 687-38 / £ 687.38 were recorded.

xxviii The D/D July/Aug 23 to NPOWER @ £179-44 / £183-16 were recorded.

xxix The D/D July/Aug 23 to B.T. re: Office @ £83-66 / £83-66 were recorded.

xxx The D/D July/Aug 23 to Anglian Water (Allotments) @ £32-00 / £32-00 were recorded.

xxxi Websites 4 annual website payments occur in March each year @ £120-00 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 Ms E Lingley and agreed by all.

**76 23-24**  **Planning Consultations:**

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

 (First Floor Side Extension and Loft Conversion with Rear Dormer) – RDC Officer decided.

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

 (Erection of Single Storey Front/Side/Rear Extensions). Stambridge Parish Council approve.

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) - Stambridge Parish Council have no comment.

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

 (Proposed Safe-guarding Front Fencing) - Stambridge Parish Council have no comment.

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. Noted.

**77 23-24 Correspondence:**

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

**78 23-24 Training:**

 Agreed the EALC training information to be further circulated.

**79 23-24**  **Allotments Admin**:

i The 2023-24 October ‘Tenancy Agreements updates’ emphasising three conditions (6.1a/6.11/6.26) was

 discussed and agreed.

ii The reported hanging tree branch was dealt with by the landlord.

iii The reported weed complaints was forwarded by the Clerk..

**80 23-24**  **Streetlighting:**

i 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.

ii The Clerk to further chase.

**81 23-24**  **Highways, Pavements and Public Rights of Way:**

 Councillor reports: None.

**82 23-24**  **Website:** (**www.stambridgepc.org.uk**)

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

**83 23-24**  **Items from Councillors: Items: for next Agenda and exchange of information only.**

 Items: ‘Basic Essex’ Charity and Essex Air Ambulance requests to the next Agenda.

**84 23-24**  **The date of the next Stambridge Parish Council Meeting:**

 **To agree: THURSDAY 12th OCTOBER 2023**.

**85 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.

 The STC agreed the latest **TOR** update.

**There being no further business the Chairman closed the meeting at 8.55 pm.**

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