



**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 9th NOVEMBER 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 12th October 2023.**

To receive:

**8. Matters arising from the Minutes**: (not on the Agenda)4

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

Agreed to donate £50-00.

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

Agreed to donate £50-00.

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

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

The Clerk’s report re: a new application with new Installation costs.

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

The Chairman and Clerk’s report:

iii **SCCMC:**

Councillor’s reports:

iv **Enhancing contact with the Stambridge Community**

The Clerk’s report re: a potential Stambridge Community Asset.

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

The Clerk’s report re: SCCMC received funds.

vi **Photographs of Assets**:

Agreed photographs be taken as a record for insurance purposes.

vii **Bleed Kits:**

i The Clerk’s report re: Bleed Kit and Secure box for the community.

ii The Clerk’s report re: The Locality fund Claim no. LF706 at £475-00 nett.

**10. Finance:**

i To receive the SPC Financial and Metro Bank Statements ending 9th November 2023.

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

iii To record the Metro Bank upgrading re: the accounts to accommodate the Resolved Banking Transfers.

iv To record the receipt October 2023 from HMRC VAT126 (SCCMC) claim @ £346-35.

v To agree a payment to The Stambridge Community Hall re: HMRC VAT126 (SCCMC) claim @ £346-35.

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

vii To agree a donation to ‘Basic Essex’ Charity @ £50-00.

viii To agree a donation to the Essex Air Ambulance Service @ £50-00.

ix To receive an Invoice November 2023 from B Summerfield/Post Office re: 70 x 2nd Class Stamps @ £52-50.

x To receive an Invoice November2023 from Cllr: Mr P Shaw re: 2 x Remembrance Wreaths @ £………….

xi To record the payment October to: HMRC re: PAYE-RTI @ £82-80

xii To record the payment October to Turtle Engineering Ltd re: Turtle Cabinets and Bleed Kit @ £516-98

xiii To record the payment October 2023 from B Summerfield/Post Office re: 30 large envelope stamps @ £48-00

xix To record the payment October 2023 from PKF-Littlejohn re: External Auditors 2022-23 report @ £252-00

xx To record the D/D Oct 23 to NPOWER @ £267-87.

xxi To record the D/D Oct 23 to B.T. re: Office @ £83-66

xxii To record the D/D Oct 23 to Anglian Water (Allotments) @ £42-00.

xxiii To record the Standing Order payment November 23 to B Summerfield (Salary) @ £687-38.

xxiv 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. 23/00…/FUL

**12. Correspondence:**

i To receive an e/letter November 2023 from ASELA Fibre Broadband re: the Memorial Hall, ‘ITS partners’ and

free one year x 1 Gbit Symmetric Internet Service by ‘hSO’.

ii To receive complaints of the unreliable BT Broadband service (cutting out) at the Memorial Hall.

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

**13. Training:**

EALC training information as circulated.

**14. Allotments Admin**:

The Clerk’s report re: 2023-24 October ‘Allotment Tenancies’.

**15. Streetlighting:**

i The Clerk’s report re: review of the energy charges

ii Councillor reports:

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

i The Stambridge School updates: ‘Echo’ report

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 7th / 21st DECEMBER 2023**. (PRECEPT).

**4th November 2023. Barry Summerfield, Stambridge Parish Council Clerk/RFO.**