**MINUTES**

 of the

  **STAMBRIDGE PARISH COUNCIL**

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

 **ON THURSDAY 12th OCTOBER 2023.**

**86 23-24 To Record the Members Present:** 7.03 pm**.**

 Chairman: Councillor Mr P Shaw.

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

 Ward Councillors: Apologies.

 Members of the public: None.

 The Parish Clerk/RFO: Mr B Summerfield.

 The meeting was advertised on the local notice boards and on Facebook pages.

**87 23-24**  **Chairman's opening remarks:**

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

**88 23-24 Apologies and reasons for absence:**

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

 Councillors: - None.

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

**89 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.

**90 23-24 Stambridge P.C. Casual Vacancies:** None.

iTo receive applications for the two casual vacancies. None. Councillors agreed to personally promote the vacancies.

ii To receive personal statements from applicants.

**91 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

**92 23-24 Public Forum:** ( 5 min per person only ) None.

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

**93 23-24 The Minutes of the Stambridge Parish Council of 14th September 2023.**

 The Minutes were Resolved agreed.

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

 The Chairman signed the Minutes as a true record.

**94 23-24 Matters arising from the Minutes**: (not on the Agenda

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.

**95 23-24 Progress Reports on all agreed Councillors/Clerk Actions:**

i  **The Community Safety Fund (Match Funding – Memorial Hall CCTV upgrade):**  The Clerk reported contact with a Brentwood officer potentially dealing with the above.

 A new application will need updated Installation costs.

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

 Solicitor Racheal Roberts requested personal ID’s from the two volunteer councillors.

 Councillors agreed to attend in person.

iii **SCCMC:**

 The Minutes of the last meeting were recorded.

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

 A reported financial profit @ £1,800 was recorded.

v **Enhancing contact with the Stambridge Community**

 The Clerk raised the question re: a potential Stambridge community asset and will bring information to the

 next meeting.

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

 The future SCCMC VAT126 claims will be carried out by the Trust Clerk and the first trial VAT126 demand for

 convenience, will be paid into the SPC bank account, with future claims to the SCCMC bank account.

vii **Photographs of Assets**:

 Agreed photographs be taken as a record for insurance purposes.

viii **Bleed Kits:**

 i The Clerk reported a purchase (1) a Bleed Kit and Secure box for the community.

 ii The Locality fund at £475-00 nett is confirmed by Essex CC no: LF706.

**96 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: Ms E Lingley, and Mrs C Lingley.

iii The PKF-Littlejohn external auditors report re: SPC AGAR accounts for 2022-23 was recorded.

iv A letter to the Metro Bank upgrading the accounts to accommodate the Resolved Banking Transfers was recorded.

v The payment October to: HMRC re: PAYE-RTI @ £82-80 was recorded.

vi The payment October to Turtle Engineering Ltd re: Turtle Cabinets and Bleed Kit @ £516-98 was recorded

vii The Invoice October 2023 from B Summerfield/Post Office re: 30 large envelope stamps @ £48-00 was recorded.

viii The Invoice October 2023 from PKF-Littlejohn re: external auditors 2022-23 report @ £252-00 was recorded.

ix The receipt September 2023 from the RDC @ £16,000-00 was recorded.

x The receipt September 2023 from HMRC VAT126 (2021-2023) claim @ £2,780-44 was recorded.

xi The receipt September 2023 from HMRC VAT126 (SCCMC) claim @ £192-54 was recorded.

xii The payment September 2023 to SCC HMRC VAT126 @ £192-54 was recorded.

xiii The payment September 2023 to SCC re: 2nd Part Precepted Donation @ £3,000-00 was recorded.

xiv The payment September 2023 to HMRC re: PAYE-RTI (Less HMRC advised Credit) @ £42-40 was recorded.

xv The payment September 2023 to B Summerfield/John P Watson & Co re: Internal Audit @ £200-00 was recorded.

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

xvii The payment September 2023 to Mr Pitts re: annual allotment green spaces @ £250-00 was recorded.

xviii The payment September 2023 to BT re: Mobile fee @ £87-31 was recorded.

xix The payment September 2023 to B Summerfield/IJTDirect re: Ink and Envelopes @ £43-92 was recorded.

xx The payment September 2023 to The RCCE re: annual subs @ £72-60 was recorded.

xxi The payments September 2023 to ST/Ord Sept/Oct 23 to B Summerfield (Salary) @ £687-38/£687.38 were recorded.

xxii The payments September 2023 to D/D Sept/Oct 23 to NPOWER @ £179-44 / £183-16 were recorded.

xxiii The payments September 2023 to D/D Sept/Oct 23 to B.T. re: Office @ £83-66 / £83-66 were recorded.

xxiv The payments September 2023 to D/D Sept/Oct 23 to Anglian Water (Allotments) @ £32-00/ £32-00 were recorded.

xxv Resolved: all above actions, recommended and agreed payments, other actions, financial statements, transfers,

 grants, quotations and countersigned cheques, etc,

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

**97 23-24**  **Planning Consultations:**

 An Essex Highways report on the Stambridge School application (no objection) was recorded.

**98 23-24**  **Correspondence:**

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

**99 23-24**  **Training:**

 EALC training information circulated.

**100 23-24 Allotments Admin**:

 The Clerk reported the 2023-24 October ‘Tenancy Agreement’ uptake was progressing with presently 1.5 plot’s

 known to be vacant and with six interested parties on the waiting list.

**101 23-24**  **Streetlighting:**

 The Clerk reported the upgrade/review of the energy charges was in hand.

**102 23-24 Highways, Pavements and Public Rights of Way:**

i The Clerk has forwarded a letter to the MP’s visiting the Stambridge School, stating the SPC position.

ii The ECC suggestion of a ‘Park and Stride’ parking solution for parents north of the School was agreed.

**103 23-24 Website:** (**www.stambridgepc.org.uk**)

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

**104 23-24** **Items from Councillors: Items: for next Agenda and exchange of information only.**

 Items: None.

**105 23-24 The date of the next Stambridge Parish Council Meeting:**

 **Agreed: THURSDAY 9th NOVEMBER 2023**.

There being no further business the Chairman closed the meeting at 8 17 pm.

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