



 **STAMBRIDGE PARISH COUNCIL**

 **www.stambridgepc.org.uk**

**CHAIRMAN:**

**CLERK/RFO:**

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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 7th DECEMBER 2023 at 7.30 pm.**

 (Following the Sole Trustee Committee Private meeting at 7.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 9th November 2023.**

 To receive and agree:

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

 None:

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

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

 To receive the Clerk’s report:

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

 To receive the Nairnsey Fisher & Lewis report:

iii **SCCMC:**

 Councillor reports:

iv **Enhancing contact with the Stambridge Community**

 Councillors to discuss:

v **ASELA Broadband confirmation.**

 To receive the Clerk’s report:

**11. Finance: PRECEPT (2024-2025):**

i To receive a November 2023 letter from the RDC re: DRAFT Council Tax Base/Parish Precepts.

ii To receive the Clerk’s advice and forward calculations for 2024-25.

**12. Finance:**

i The SPC Financial and Metro Bank Statements ending 7th December 2023.

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

iiiiTo receive and agree the EALC Announcement re: \*NEW\* NALC Pay Scales 2023-24.

 ii To agree a letter to the Metro Bank requesting an increase of the Clerk’s monthly nett salary @ £725-44 as

from 5th January 2024.

 iii To agree the one off January 2024 payment of the Clerk’s 9 months back pay from April 2023 @ £428-94.

iv To agree a December HMRC PAYE RTI payment @ £82-80.

v To agree a December 23 payment to Little Hall Farms Ltd re: January 24 payment of Allotment Rent @ £2.900-00.

vi To receive an Invoice November 2023 from B Summerfield/Does re: a new allotment padlock @ £28-49.

vii To receive an Invoice December 2023 from Nairnsey Fisher & Lewis re: Legal advice on the new allotments 5 year

 lease with Little Stambridge Hall Ltd, @ £………………

viii To record the payment November 23 to HMRC VAT126 (SCCMC) claim @ £346-35

ix To record the payment November 23 to The Stambridge Community Centre re: VAT126 (SCCMC) claim @ £346-35

x To record the payment November 23 to HMRC re: PAYE-RTI @ £82-80

xi To record the payment November 23 to Basic Essex’ Charity @ £50-00

xii To record the payment November 23 to Essex Air Ambulance Service @ £50-00

xiii To record the payment November 23 to B Summerfield/Post Office re: 70 x 2nd Class Stamps @ £52-50

xiv To record the payment November 23 to Cllr: Mr P Shaw re: 2 x Remembrance Wreaths @ £50-00

xv To record the payment November 23 to Metro Bank re: transaction charges @ £0-90.

xvi To record the D/D November 23 to NPOWER @ £312-50

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

xviii To record the D/D November 23 to Anglian Water (Allotments) @ £42-00

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

xx 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.

**13. Planning Consultations:**

i Application no 23/00927/LBC The Old House, Ballads Gore, Essex. SS42DA.

 (Carry Out Selected Test Panel Cleaning Work).

**14. Correspondence:**

i To receive an e/letter November 23 from Basic Essex re: donation thanks.

ii To record a negative email reply November 23 to RDC re: The Highway Ranger Service (funded by Parish Councils) ?

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

**15. Training:**

 EALC training information as circulated.

**16. Allotments Admin**:

 To receive the Clerk’s report re: The 2023-24 October ‘Allotment Tenancies:

**17. Streetlighting:**

i To receive the Clerk’s report: The review of the Streetlighting energy charges.

ii Councillor reports:

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

 To receive the Clerk’s report: received complaints of continued fly tipping all along the Stambridge Road from

 the School to Ballards Gore and the graphited Bus Shelter in the Stambridge Village.

**19. Website:** (**www.stambridgepc.org.uk**)

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

**20. Items from Councillors: Items: for next Agenda and exchange of information only.**

 Items:

**21. The date of the next Stambridge Parish Council Meeting:**

 **To agree: THURSDAY 11th JANUARY 2024**.

**2nd December 2023. Barry Summerfield, Stambridge Parish Council Clerk/RFO.**