**MINUTES**

 of the

  **STAMBRIDGE PARISH COUNCIL**

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

 **ON THURSDAY 9th NOVEMBER 2023.**

**106 23-24 To Record the Members Present:** 7.00 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: None.

 The Parish Clerk/RFO: Mr B Summerfield.

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

**107 23-24 Chairman's opening remarks:**

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

**108 23-24 Apologies and reasons for absence:**

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

 Councillors: - Mr P Bowen.

 Public: Mr Button.

**109 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.

**110 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.

**111 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

**112 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 Locality Fund has £200 left from her £5,000 allocation – Mr

 Tom Cunningham is now in charge of ECC Highways – When reporting Highway issue please quote the ref: number

 for follow-up queries – The Ride London Funds are available for grants – The ordered trees will be available to be

 collected from the Ward C

ouncillors home drive in Rochford, after 15th December 23.

ii Ward Councillor: Mr I Foster reported: the Local Plan work (2025 onwards), is continuing with infrastructure as

 the first priority for potential sites – The Local Plan has to be declared by the District in good time or the

 Government takes over and imposes its requirements.

iii Ward Councillor Mr Simon Wootton reported: following the public meeting of the 14th September 23 and not having

 received any contact with a school parent for an arranged site visit, the Ward Councillors are disappointed that

 the Stambridge School did not invite the Parish Council or the Ward Councillors to their meeting on the 13th October

 23 with the two invited local MP’s, to discuss the Stambridge school children’s road safety issues.

**113 23-24 The Minutes of the Stambridge Parish Council of 12th October 2023.**

 The Minutes were Resolved agreed.

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

 The Chairman signed the Minutes as a true record.

**114 23-24 Matters arising from the Minutes**: (not on the Agenda

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

 The agreed donation appears under item Minute 116.

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

 The agreed donation appears under item Minute 116.

**115 23-24 Progress Reports on all agreed Councillors/Clerk Actions:**

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

 The Clerk will forward the above claim to Jonathan Woodhams (Brentwood DC) when the Contractors updated

 Installation costs, are received.

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

 The latest correspondence with the Solicitors re: the above has raised several questions which were discussed:

1. A grace period for late payments… agreed.
2. The Allotment tenancy agreements (Plot holders-PH) will need an additional clause… To be advised
3. The council to confirm the consent to send the PH agreement to the landlord solicitors…. agreed.
4. In due course, a redacted copy of the Head Lease to be sent to Plot holders… agreed.
5. The 6.29 clause (PH) may be taken over by our request to our insurance re: included Public Liability…agreed

6) The PH public liability cover to be implemented by the Stambridge Insurance company…..agreed.

1. In due course, copies of the Third Party Insurance to be available on request to plot holders…agreed.

iii **SCCMC:**

 i The Minutes and Balances of the October and November meetings, etc are received.

 ii A 2024-25 SCCMC Budget and SCCMC requests are received for discussion by the Sole Trustee Committee

 at the next meeting

 iii The faulty car park light and main door light, are to be investigated.

iv **Enhancing contact with the Stambridge Community**

 Agreed the Clerk will forward to the SCCMC for their reaction re: ideas under the General Power of Competence

 for the potential installation of a shop/post office, situated In or outside the Memorial Hall or Pavilion, as a potential

 Stambridge Community Asset if agreed or required by the community.

v  **VAT126 (SCCMC)**

 The next claim by the SCCMC will be with an updated VAT126 SCCMC bank account.

vi **Photographs of Assets**:

 Agreed photographs be taken as a record for insurance purposes.

vii **Bleed Kits:**

 i The Bleed Kit and Secure box for the community is now received and fixed to the front Memorial Hall wall.

 ii The Locality fund Claim no. LF706 at £475-00 nett and Turtle Engineering Ltd receipt have been forwarded

 to the ECC.

**116 23-24 Finance:**

i The SPC Financial and Metro Bank Statements ending 9th November 2023 were recorded.

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

iii The Metro Bank upgrading to the accounts to accommodate the Resolved Banking Transfers was recorded.

iv The receipt October 2023 from HMRC VAT126 (SCCMC) claim @ £346-35 was recorded.

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

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

vii The donation to ‘Basic Essex’ Charity @ £50-00 was recorded.

viii The donation to the Essex Air Ambulance Service @ £50-00 was recorded.

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

x The Invoice November2023 from Cllr: Mr P Shaw re: 2 x Remembrance Wreaths @ £50-00 was recorded.

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

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

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

xiv The payment October 2023 from PKF-Littlejohn re: External Auditors 2022-23 report @ £252-00 was recorded.

xv The D/D Oct 23 to NPOWER @ £267-87 was recorded.

xvi The D/D Oct 23 to B.T. re: Office @ £83-66 was recorded.

xvii The D/D Oct 23 to Anglian Water (Allotments) @ £42-00 was recorded.

xviii The Standing Order payment November 23 to B Summerfield (Salary) @ £687-38 was recorded.

xix The Clerk reported the NALC advice on the Gov. employment SPC upgraded rates, to run from April 2023.

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

 grants, quotations and countersigned cheques, etc,

 Proposed by Councillors: Mr C Lingley, seconded by Mrs L Kavanagh and agreed by all.

**117 23-24 Planning Consultations:**

 Application no. 23/00…/FUL None.

**118 23-24 Correspondence:**

i 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’ was discussed and it was agreed to go forward with the setting up

 process and the offered free one year’s supply.

ii Complaints of the unreliable BT Broadband service (cutting out) at the Memorial Hall was recorded.

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

**119 23-24 Training:**

 EALC training information as circulated.

**120 23-24 Allotments Admin**:

 The 2023-24 October ‘Allotment Tenancies:

 Questions raised on two plots were discussed and the clerk to further progress the Councils agreements.

**121 23-24 Streetlighting:**

i The review of the Streetlighting energy charges will rely on the return of the forms identifying the positions of

 the individual streetlights and their LED wattage.

ii Councillor reports: None

**122 23-24 Highways, Pavements and Public Rights of Way:**

i The Stambridge School updates: an ‘Echo’ report was circulated.

 i The Stambridge Parish Council sent out invites on 26th July 23 to all interested parties, to their Public

 Meeting to be held on the 14th September 23 at 7pm, to discuss the increasing Road Safety issues re:

 School access, parking and speeding vehicles, suffered by the Children attending the Stambridge Primary

 School.

 ii The Minutes of the Public Meeting of 14th September 23 record discussions:

 i the dangers to the School Children attending the growing Stambridge Junior School

 ii its proximity to the Stambridge Road

 iii the Childrens entrance/exit adjacent to speeding traffic

 iv the growing parental parking problems due to the increase in children attending the school.

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

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

iv The Minutes of 12th October 23 record an SPC letter of concern to the MPs attending a meeting with the

 School on 13th October 23.

ii To record that the Stambridge Parish Council are disappointed that the Stambridge School did not invite the Parish

 Council or the Ward Councillors to their meeting of the !3/10/2023 with the two local MP’s, to discuss their School

 children’s road safety issues.

iii Councillor reports: complaints of continued fly tipping of ‘incontinence wear’, all along the Stambridge Road

 from the School to Ballards Gore and along the Apton Hall Road and the Graphited Bus Shelter by Cagefield

 Road, be forwarded to the RDC.

**123 23-24 Website:** (**www.stambridgepc.org.uk**)

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

**124 23-24 Items from Councillors: Items: for next Agenda and exchange of information only.**

 Items: An STC meeting to be called at 7pm before the next SPC meeting – new SPC rates on the Agenda.

**125 23-24 The date of the next Stambridge Parish Council Meeting:**

 **Agreed: THURSDAY 7th DECEMBER 2023**. (PRECEPT)

 **(To follow the Private STC meeting at 7pm).**

There being no further business the Chairman closed the meeting at 8.56 pm.

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