



**STAMBRIDGE PARISH COUNCIL**

**www.stambridgepc.org.uk**

**CHAIRMAN:**

**CLERK/RFO:**

Mr B. Summerfield CiLCA,

Stambridge Memorial Hall,

Stambridge Road,

Rochford, Essex. SS4 2AR.

[clerk@stambridgepc.co.uk](mailto:clerk@stambridgepc.co.uk)

01702 258566/Hm: 549308

Hm: [bsummvint@hotmail.com](mailto:bsummvint@hotmail.com)

**01702 549308**

Councillor Mr P, Shaw,

2, The Laxtons,

Rochford,

Essex.

SS4 3BE.

07889 572591

[cllrphil.shaw@rochford.gov.uk](mailto:cllrphil.shaw@rochford.gov.uk)

**AGENDA**

**YOU ARE HEREBY SUMMONED TO THE STAMBRIDGE PARISH COUNCIL MEETING**

**AT THE STAMBRIDGE MEMORIAL HALL, RANKIN PAVILION, STAMBRIDGE ROAD, SS4 2AR**

**ON THURSDAY 11th JANUARY 2024 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. To note the Inquorate Stambridge Parish Council Meeting of 7th December 2023.**

Noted.

**8. The Minutes of the Stambridge Parish Council of 9th November 2023.**

To receive and agree:

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

None:

**10. 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 November/December 2023 letters from the RDC re: DRAFT & Council Tax Base/Parish Precepts.

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

**12. Finance:**

i The SPC Financial and Metro Bank Statements ending 11th January 2024

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 to £725-44, as

from 8th February 2024.

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

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

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

vii To agree a payment to: HMRC re: PAYE-RTI January 2024 @ £82-80.

viii To receive an invoice re: SLCC re: Membership 2024-25 @ £229-00.

ix To receive an invoice re: BT Office Mobile 2023-24 ( 1 x £15-31/ 7 x £18-00 ) @ £141-31.

x To receive an invoice re: B Summerfield/IJTDirect re: Copy Paper x 3 Reams @ £77-34:

xi To agree the February 2024 payment re: the Clerk’s 10 months back pay from April 2023 @ £476-60.

xii To record the received payment November 23 from HMRC VAT126 (SCCMC) claim @ £346-35

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

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

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

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

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

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

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

xx To record the D/D November/December 23 to NPOWER @ £312-50 / £361-66.

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

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

xxiii To record the Standing Order payment December 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.

**13. Planning Consultations:**

i Application no 23/00998/FUL Halesville Cottage, Ballards Gore, Stambridge SS4 2DA

(Construct Two Bay Cart Lodge to Front of Property)

ii Application no 23/01023/FUL The Bungalow, Stambridge Road, Stambridge, Essex.

(Side Extension with Extended Rear Dormer and Pitched Roofed Front Dormers).

**14. Correspondence:**

i To receive a thank you e/letter December2023 from Essex Air Ambulance re: donation @ £50-00.

ii To receive an e/letter November 23 from Basic Essex re: donation thanks @ £50-00.

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

iv 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: Survey and 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 graffitied 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 8th / 15th FEBRUARY 2024**.

**6th January 2024. Barry Summerfield, Stambridge Parish Council Clerk/RFO.**