



STAMBRIDGE PARISH COUNCIL

www.stambridgepc.org.uk

CHAIRMAN:

Councillor Mr P, Shaw,
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CLERK/RFO:

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AGENDA

YOU ARE HEREBY SUMMONED TO THE STAMBRIDGE PARISH COUNCIL MEETING

AT THE STAMBRIDGE PAVILION, STAMBRIDGE ROAD, SS4 2AR

ON THURSDAY 21st APRIL 2022.

(Commencing at 7.30 pm.)

Chairman's opening remarks:

1. To Record the Members and Public Present:

Present:

2. Apologies and reasons for absence:

- i To be received by the Clerk only in person via: email, letter and telephone.
- ii Acceptance of the reason for absence:

3. Declarations of Interests

- i To receive all declarations of interests:
- 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. Public Questions:

(Guest Speakers, visiting Ward/County Councillors, Councillors and Questions/Statements from members of the public)

5. To receive the Minutes of the Meeting of 3rd March 2022.

To receive the Minutes:

6. Matters Arising: (not on the Agenda)

To receive:

7. Potential local celebrations of the Queens Platinum Jubilee:

- i Councillor Mrs N Crane's report re: SCCMC Stambridge Jubilee celebration on Saturday 18th June 22.
- ii Councillor Mr P Bowen's report re: A Jubilee Tree.
- iii The Clerk's report re: Commemorative Jubilee mugs.

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

- i Stambridge Newsletter Committee:
Councillor Mr P Shaw report:
- ii Lecterns updates:
The Clerk's report:
- iii Stambridge Lectern Maps (for Notice boards) and Walking Maps progress:
The Clerk's report:
- iv ASELA Fibre Broadband Wayleave Agreement and progress:
The Clerk's report:
- v Recycling (#Terracycle)
The Clerk's report:
- vi Green; Bus shelters/Notice boards and Locality Fund updates:
The Clerk's report:
- vii Wildflower beds in Stambridge:
The Clerk's report:
- viii The Chairman's Chain of Office:
The Clerk's report:
- ix The research in extending the Mem Hall/Pavilion parking area:
The Clerk's report:
- x The meeting of carpark volunteers on the 5th February 22.
Councillors reports:

9. **Finance:**

- i To receive the SPC Financial Statements (as circulated on 21st April 2022).
- ii To receive the Metro Bank Financial Statements (as circulated on 21st April 2022).
- iii The Metro balances to be checked against SPC Bank Statements by Cllrs: and
- iv To record the April payment from the RDC, the first half of the PRECEPT for 22-23 @ £16,000-00.
- v To receive the Parish Council's SPC Excel NETT running costs 22/23 (as circulated on 21st April 2022).
- vi To receive the Clerk's log (60) of working hours for March 2022 (as circulated on 21st April 2022).
- vii To record the Employers copy of the Clerk's P60 for the financial year ending 31st March 22.
- viii To receive the Clerk's report re: SCCMC 2019/2020/2021/2022 VAT126 correcting/updating work.
- ix **The Audit 2021-2022:** to receive the Audit Commissions (Pannell Kerr Foster Littlejohn), directions and documents.
- x To receive the Auditing Solutions Internal Audit 2021-22 documents to be completed by 10th May 2022.
- xi To receive the Clerk's new NALC **National Salary Awards 2021-22** (SCP 24 from April 21 @ £15-16 per hour).
- xii To agree the NALC/EALC back pay award to the Clerk from 1st April 21 to 1st May 22 @ £ 147-48.
- xiii To agree a letter to the Bank updating the Clerks Salary from 7th May 2022, to the new NALC rate at £661-52 nett.
- xiv To receive the SCCMC quotations for the Installation CCTV in the Pavilion @ £.....
- xv To receive the SCCMC quotations for the Installation Motion sensor flood lights @ £.....
- xvi To agree a payment to: HMRC re: PAYE-RTI (April 22) @ £ 90-20.
- xvii To agree a payment to: B Summerfield re: NALC backpay from April 21 @ £147-48
- xviii To agree a payment to: Stambridge Community Centre re: first half of 22-23 precepted support grant @ £3.000-00.

- xix To agree a payment to: Stambridge Community Centre re: SCCMC VAT126 received October 2021 @ £179-00.
 - xx To agree a payment to: Stambridge Community Centre re: SCCMC VAT126 received March 2022 @ £439-91.
 - xxi To receive an Invoice March 2022 from EALC/NALC Annual subscription and affiliation 2022-23 @ £209-28.
 - xxii To receive an Invoice April 2022 from B Summerfield re: Stamps (75 x 2nd Class and 12 x 1st Class) @ £59-70.
 - xxiii To receive an Invoice March 2022 from BT re: BT Mobile Bill @ £12-00.
 - xxiv To receive an Invoice April 2022 from Essex Playing Fields re: Subs 2022-23 @ £30-00.
 - xxv To record the payment March 2022 to HMRC re: PAYE-RTI @ £ 54-60
 - xxvi To record the payment March 2022 to BT re: Mobile charge @ £ 6-00
 - xxvii To record the payment March 2022 to B Summerfield/Amazon re: Laser Toners x 2 @ £ 43-99
 - xxviii To record the payment March 2022 to WEBSITE4 re: Annual website Domain Invoice #24 @ £ 120-00
 - xxix To record the payment March 2022 to B Summerfield/Microsoft 365 re: Annual fee @ £ 79-99
 - xxx To record the payment March 2022 to EALC (23/07/2020) re: Chairman's Briefing webinar @ £ 54-00
 - xxxi To record the payment March 2022 to (reissue) of the Stambridge School Safety Banner @ £86-33
 - xxxii To record the St/Ord March 2022 to B Summerfield (Salary) @ £657-23.
 - xxxiii To record the St/Ord April 2022 to B Summerfield (Salary) @ £657-23.
 - xxxiv To record the D/D March 2022 to NPOWER (vat 5%) December @ £270-86.
 - xxxv To record the D/D April 2022 to NPOWER (vat 5%) January @ £271-05.
 - xxxvi To record the D/D April 2022 to NPOWER (vat 5%) February @ £233-00.
 - xxxvii To record the D/D April 2022 to NPOWER (vat 5%) March @ £244-67.
 - xxxviii To record the D/D March 2022 to B.T. @ £ 66-54.
 - xxxix To resolve all Covid-19 emergency actions, recommended and agreed payments, other actions, financial statements, transfers, grants, countersigned cheques, etc, etc.
- Proposed by Councillors:, seconded and agreed by all.

10. Planning Consultations:

- i Application no: 22/00218/Ful Mille Fleurs, Stambridge Road, Stambridge, Essex.
(Proposed Two Storey Front Extension. Reconstruct Side Utility with New Part First Floor. Internal Alterations. Fenestration Changes with New First Floor Cladding).
- ii Application no: 21/01135/FUL Brooklands Farm Apton Hall Road, Stambridge SS4 3RG.
Re-Consultation Due to Revised/Additional Plans and Description.
(Demolition of Existing Outbuildings to be Replaced with New Outbuilding for Storage Purposes).

11. Correspondence:

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

12. Training:

The Clerk's information re: available EALC and RDC training, as circulated.

13. Allotments Admin:

- i The Clerk's report:

14. Streetlighting:

- i Councillor reports:

15. Highways and Public Footpaths:

- i The Clerk's report:
- ii Councillor reports:

16. Website: (www.stambridgepc.org.uk)

- i The Community4 Ltd website to be further updated with the information from this meeting.
- ii To notify and record; that the public's potential involvement at all future meetings, are advertised on the Stambridge Parish Council Website, the Parish Notice boards, on Facebook via the 'Stambridge Community', 'Caring about Stambridge', 'Stambridge Memorial Hall (Official Page)' and the 'Stambridge Parish Council' pages.

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

Items:

19. To agree the date of the Annual Stambridge Parish Meeting (APM).

To agree: **THURSDAY 19th MAY APM 2022**

A MEETING AT THE STAMBRIDGE PAVILION AT 7.30 PM.

20. To agree the date of the next Annual Stambridge Parish Council Meeting (AGM).

To agree: **THURSDAY 19th MAY AGM 2022**

A MEETING AT THE STAMBRIDGE PAVILION (following on from the APM).

14th April 2022.

Barry Summerfield, Stambridge Parish Council Clerk/RFO.