



STAMBRIDGE PARISH COUNCIL

www.stambridgepc.org.uk

CHAIRMAN:
Councillor Mr P, Shaw,
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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 30th JUNE 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 Forum: (5 min per person only)

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

5. To receive the Minutes of the Stambridge Parish Council AGM of 19th May 2022.

To receive:

6. Matters Arising from the Minutes: (not on the Agenda)

Item:

7. Potential local celebrations of the Queens Platinum Jubilee:

- i SCCMC/SPC:
 - i Stambridge Jubilee celebrations proposed date:
 - ii The Liquid Amber (Sweet Gum) as the Jubilee Tree.
 - iii Commemorative Jubilee mugs:

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

- i Stambridge Newsletter Committee:
Councillor Mr P Shaw's report:

- ii Distribution of the Stambridge Walking Maps:
The Clerk's report:
- iii ASELA Fibre Broadband.
The Clerk's report:
- iv Green; Bus shelters/Notice boards Quotation for maintenance:
To receive a contractors quotation:
- v Wildflower beds in Stambridge:
The Clerk's report:
- vi The Chairman's Chain of Office:
The Chairman's report:
- vii The Mem Hall/Pavilion parking area/containers:
Councillors reports:
- viii Mill Lane Bus Shelter.
The Clerk's report:
- ix SCCMC updates:
Councillors reports:
- x SCCMC VAT126 claims by the SPC:
The Clerk's report:

9. **Finance:**

- i To receive the SPC Financial Statements (as circulated on 30th June 2022).
- ii To receive the Metro Bank Financial Statements (as circulated on 30th June 2022).
- iii The Metro balances to be checked against SPC Bank Statements by Cllrs: and
- iv To receive the delayed Internal Auditors report. (If received)
 - i To resolve any actions recommended in the Internal Audit report:
- v To resolve the AGAR Return Part 3, 2021-2022
 - i To receive and agree the signed Internal Auditor Report 2021/22: (If received)
 - ii To receive and agree the Section 1 - Annual Governance Statement 2021/22.
 - iii To receive and agree the Section 2 - Accounting Statements 2021/22.
 - iv To receive and agree the dates set for the Period of the Exercise of Public Rights.
- vi To receive the Parish Council's SPC Excel NETT running costs 22/23 (as circulated on 30th June 2022).
- vii To receive the Clerk's log (62) of working hours for May 2022 (as circulated on 30th June 2022).i
- viii To record a Bank Transfer payment from B Summerfield re: cash received for allotment @ £35-00.
- ix To agree a payment to: HMRC re: PAYE-RTI (June 22) @ £ 61-00.
- x To agree a payment to: B Summerfield re: Gallagher admin fee (Hiscox Ins. 22-23 @ £50-00.
- xi To receive an Invoice May 2022 from Stambridge Community Centre re: Carpark Equip/Hire and Restoration £340-00.
- xii To receive an Invoice June 2022 from W&H (ROMAC) Ltd re: Cagefield Road, Streetlighting LED's x 3 @ £1,175-94.
- xiii To receive an Invoice June 2022 from B Summerfield/Amazon re: 4 x Taymar Map boxes @ £33-24.
- xiv To receive an Invoice June 2022 from Ladybird Garden Services re: Bus Shelters and Notice Boards planting @ £771-43.
- xv To receive an Invoice June 2022 from BT re: Mobile @ £ 18-00.
- xvi To receive an Invoice June 2022 from RCCE re: Annual Fee 22-23 @ £ 72-60.

- xvii To receive a June 22 quotation from W&H (Ramac) Ltd for a new column and led head for P5 Cagefield Road @ £.....
- xviii To receive an estimate June 2022 re: replacement allotment gate @ £.....
- xix To receive an estimate June 2022 from Ladybird Garden Services re: Maintenance Bus Shelter/Notice boards @ £.....
- ix To record the payment May 2022 to HMRC re: PAYE-RTI (May 22) @ £ 61-00.
- xxi To record the payment May 2022 to a half term plot holder @ £35-00.
- xxii To record the payment May 2022 to Gallagher re: 3 year Hiscox Insurance Annual 2022-23 @ £484.04
- xxiii To record the payment May 2022 to The King Edmund School (printing Walking Maps) @ £ 90.00
- xxiv To record the payment May 2022 to BT re: mobile @ £6-00.
- xxv To record the St/Ord June 2022 to B Summerfield (Salary) @ £ 661-52.
- xxvi To record the D/D June 2022 to NPOWER (vat 5%) @ £204-11.
- xxvii To record the D/D June 2022 to B.T. @ £ 67-99
- xxviii To resolve all actions, recommended and agreed payments, other actions, financial statements, transfers, grants, countersigned cheques, etc,
Proposed by Councillors:, seconded and agreed by all.

10. Planning Consultations:

- i Application no. 22/00497/LBC The Old Post Office, Stambridge Road, Stambridge, Rochford, Essex.
(Replacement of Dilapidated Roof light in the Upstairs Bathroom).
- ii Application no. 22/00504/LBC The Old House, Gore Road, Ballards Gore, Stambridge Essex.
(Undertake Structural Repairs to Timber Frame, Essential Maintenance, Replace Existing Services and Minor Internal Works).

11. Correspondence:

- i To receive an Freedom of Information e/letter May 2022 from Cllr: Mr G Ioannou re: AGM nomination papers.
 - i The Clerk's report:
- ii 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:

The Clerk's report re:

- i Entrance gate upgrade:
- ii Correspondence re: renewal of the Allotment Agreement.

14. Streetlighting:

- i The Clerk's report re: Cagefield Road LED's.
- ii Councillors reports:

15. Highways and Public Footpaths:

- i Essex Highways Salt Bag Partnership 2022-23 (closing 25th July 22)?
- 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.

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

Items:

19. To agree the date of the next Stambridge Parish Council Meeting.

To agree: **THURSDAY 21st July 2022**

A MEETING AT THE STAMBRIDGE PAVILION.

25th June 2022.

Barry Summerfield, Stambridge Parish Council Clerk/RFO.