



Stanway Parish Council

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21/30

Minutes of the Parish Council Meeting held at 7pm on 31st March 2022 in the Victory Hall

Present: Cllrs Baines (elected as Chair for the meeting), Chambers, Cotter, Dundas, Jordan, A Norton and J Norton and the Parish Clerk, Deputy Clerk, and Finance Officer. Also present were 3 representatives from SISK (re: item 13), 1 representative from Stan Well Hub (re: Item 14i) and 1 member of the public

- 1. **Chair’s Welcome** – Cllr Baines, who was voted in as acting Chair for this meeting as both the Chair and Deputy Chair had sent their apologies, gave a welcome to all attending
- 2. **Apologies were received & accepted** from Cllrs Bloomfield (Chair) Botha, Singh, Spademan (Deputy Chair) & Williams
- 3. **Declaration of Interests** - to **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests where required. **None declared**
- 4. **Public Participation – 1 member of the public was in attendance** – The Council **NOTED** the resident’s comments and feedback regarding her social engagement post on the Stanway Residents Facebook Group Page concerning what the public wanted from Stanway Lakelands Centre. The post received positive feedback, with the community looking for mostly fitness and social clubs and activities, but concerns were also aired about crossing the Western Bypass.
- 5. **Minutes of the Parish Council Meetings 24th February and 14th March 2022 - RESOLVED** - to approve the Minutes (previously circulated) as a true and accurate record

13.- AGREED TO MOVE UP THE AGENDA AT THE CHAIR’S SUGGESTION - RECEIVED a presentation from SISK detailing the activity and timeframes regarding their proposed work on the A12 Concrete Roads Framework on behalf of Highways England. Work will commence around junction 25 in August and take up to 12 months. A contraflow system of 3 lanes, with 2 lanes shut off will be in operation, but after junction 25 as there are only 4 lanes, an 800m stretch will have to be shut over weekends/nights. The contraflow will also need to be set up over 4-5 nights. Upon request, SISK confirmed the intention is to carry out this project before the widening of the A12 scheme in 2023 and lighting/noise disturbance would be kept to a minimum. At some point slip roads will all need to be shut during the works. It was confirmed the official diversion will NOT be via the London Road. The schedule of works would be publicly advertised – the Clerk will ask for updates from SISK to promote to Stanway residents The Council agreed that removing the concrete surfaces would result in a noise reduction and thanked SISK for their presentation. The 3 SISK Reps left the meeting

14i. – AGREED TO MOVE UP THE AGENDA AT THE CHAIR’S SUGGESTION - NEW COMMUNITY CENTRE UPDATE – RECEIVED a presentation from Stanwell Hub concerning how they would like to use the Stanway Lakelands Centre for hosting community events and also potentially operating from the Centre. Wendy Pagden handed out leaflets for StanWell’s launch in the library, 5th April, and their regular bi-weekly coffee meetings which are free to the community. StanWell is registering as a charity and was formed by local business leaders, a medical practitioner & community and church representatives. Its aim is to provide a similar service as Community 360 in Colchester to ALL stanway residents and signpost where help is needed whether that be social, economic or leisure. They would like to use the facility one day (preferably Tuesday) each week to provide services to the community eg., talks, social events, community café, even a craft/indoor market (perhaps once a month). They see operating from SLC as a “win/win” for all, as they will have a community base, SPC will be able to work with them to offer community services that Stanwell will organise, and the community get a FOC space to meet their needs. The Clerk stressed the importance of keeping costs down to enable

this to be fully inclusive to all and The Council advised that businesses working with StanWell would need to be considered on a commercial footing. The Chair agreed that providing this community service within Stanway was a SPC aim and thanked Wendy Pagden for her presentation, who left at this point

6. RESOLVED - to adopt the following Committee Reports (excluding g) – <https://www.stanwaypc.org.uk/council-meetings.html>

- a) **Planning Committee:** To note the (draft) minutes (*previously circulated*) held on 01/03/2022 & 15/03/2022
- b) **Corporate Governance Committee:** To note the (draft) minutes (*previously circulated*) held on 09/03/2022
- c) **Community Assets Committee:** To note the (draft) minutes (*previously circulated*) held on 16/03/2022
- d) **Community Services Committee:** To note the (draft) minutes (*previously circulated*) held on 08/03/2022
- e) **Burial Ground Sub-Committee:** To note the (draft) minutes (*previously circulated*) held on 01/03/2022
- f) **Staffing Committee:** to note the (draft) minutes (*previously circulated*) held on 10/03/2022
- g) **Internal Audit Committee:** To note the (draft) minutes (*previously circulated*) held on 15/03/2022 – **Not submitted**

7. Essex County Councillor's Report - Written report from Cllr. Kevin Bentley **CIRCULATED** and **NOTED**

8. Borough Councillors' Reports – Cllr Dundas confirmed, after 17 years, Adrian Pritchard would be stepping down with Pam Donnelly taking over as the new CBC Chief Executive. He advised agreement was now in place for all CBC streetlights to be converted to dimmable LEDs, lasting up to 20 years & using 70% less electricity. Cllr Dundas has visited a new food retail centre at Stane Park & advised other high street retailers were also due to take up units. Cllr Cotter commented on steps down from the Zebra Crossing. A new Business Hub, including CBC & SPC Councillors has met a couple of times to discuss the possibility of an inside/outside market. As a Local Authority, SPC may be asked to enable this, so the Clerk will attend future meetings. The Deputy Clerk will contact CBC as SPC Planning Committee has not been provided with the Planning Application for the development proposed near St Albrights Church for comment.

9. AGREED that the information imparted from the public member, would be **CONSIDERED** under No. 14. The Clerk confirmed a TOUCAN crossing was being installed across the Western Bypass to provide safe access to SLC

10. To RECEIVE applications to become a Parish Councillor or to **APPROVE** any changes to the membership of the Committees of the Parish Council - **NONE**

11. Clerk's Report-RECEIVED & NOTED update & actions regarding ongoing items from previous meetings. **AGREED** the Coronation Bus Stop would be painted in the official silver & purple Platinum Jubilee colours as agreed by CAC for up to one year only. Cllr Dundas provided the official colour codes to the Deputy Clerk. The Clerk highlighted the Totem Community Walkshops being organised around SLC. CG21/10 – Cllr Dundas confirmed Sustrans were returning to Winstree & Villa Road, although they had not confirmed this to SPC. The Clerk confirmed the Folley Working Party meeting had to be deferred further.

12. RFO Report Financial Reports -

a. **RECEIVED** a list of Payments (net of staff salaries) and Receipts since the last Parish Council meeting, a year-to-date Receipts and Payments Summary, along with an updated Bank Reconciliation.

b. To **AUTHORISE** contracts or project expenditure exceeding any committee's £10,000 delegated authority - **NONE**

c. **AUTHORISED** virements proposed from Corporate Government Committee, as detailed in the Finance Officer's report

14. NEW COMMUNITY CENTRE UPDATE –

i) After **RECEIVING** a presentation from Stanwell Hub concerning how they would like to use the Stanway Lakelands Centre for hosting community events and also potentially operating from the Centre, the Council **DISCUSSED** and **DECIDED** to contract StanWell Hub to provide Community Services one day a week in SLC. This will enable the service to run cost effectively and FOC to the community. **AGREED** any commercial enterprises eg., café or stall holders would be subject to commercial hire rates. **AGREED** to let StanWell Hub register and operate from SLC address.

ii) Update from Working Party – No Meeting Update

iii) **Update on Build Project - RECEIVED and REVIEWED** the full breakdown of current costings and building schedule as available from the Clerk. This is a work in progress which the Clerk will review again with expert assistance and report back to CGC and/or FC re: any required virements

iv) **RECEIVED and REVIEWED** proposed hire fees and structure for using the Centre. **AGREED** – No resident discounts would be given, charges would be per session, kitchen hire would be included in hall rates, discounts would be given to regular hirers and a partial sustaining business plan regarding hire income would be adopted. The Clerk will review again with expert assistance and report back to CGC and/or FC.

v) **DECIDED** a dedicated Play Space area is something the Council would like to bring to the new Centre by working with CBC Community Response Team to secure S106 & other external funding streams, alongside any Council contribution

15) **NOTED and AGREED** to publicly publish the Internal Auditor's report of October 2021.

16. **Speed humps at the Village Hall Car Park** –Referral from CAC - **RESOLVED** that the rubber speed humps are removed & the tarmac ones remain, with CAC monitoring what affect this has on speeding over 6 months & reporting back to FC

17. **AGREED** to forward fund grants relating to the SWG and LLS Playground upgrades subject to necessary agreements being in place with Enover and ownership being in the Council's name with the Community Initiative Fund

18. Reports from Outside Bodies

- a) Colchester Association of Local Councils - Cllr Jordan confirmed CBC S106 want Parish Council's to submit requests
- b) Village Hall Management Committee – **NO UPDATE**
- c) School Governors - **NO UPDATE**
- d) Quarry Liaison Group - **NO UPDATE**
- e) Footpath/Tree Warden/Hedgerow Officer - **NO UPDATE**
- f) Bus Passenger Representative - **NO UPDATE**
- g) Rosemary Alms Houses – Cllrs Jordan advised application for 4/5 Alms Houses is ongoing
- h) Larger Local Council Forum – **NO UPDATE**

18. Items referred/requested for consideration by Committees or Members of the Parish Council

a. FC requested CAC and CSC review their project proposals from late 2021 in relation with budget and desirability

19. **Information Update - to receive oral updates from Members on matters affecting the Parish - NONE**

20. **Items for Committees/ Next Council Meeting - to receive and consider requests for items to be included on agendas for any committee or the next meeting of the Parish Council - NONE**

21. **Date and time of next meeting - the next scheduled meeting of the Parish Council will take place on Thursday 28th April 2022 at 7.00 pm, Victory Hall, Stanway Community Centre**

The Chairman thanked all in attendance for resolving to extend the meeting & closed it at 9.57pm

Key:-

CAC – Community Assets Committee **CSC** – Community Services Committee **CGC** – Corporate Governance Committee
FC – Full Council **SLC** – Stanway Lakelands Centre

Stanway Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
443	06/01/2022		2. Barclays Main C/A	Direct Debit	Bank charges	Barclays Bank	X	8.70		8.70
431	31/01/2022		1. Unity Trust Bank		Fuel - Machinery	B Cooper	S	4.17	0.84	5.01
436	31/01/2022		1. Unity Trust Bank		Councillor/staff training	Colchester Regional Agricultu	S	50.00	10.00	60.00
438	31/01/2022		1. Unity Trust Bank		Shed Roller Shutter	Hollington Doors	S	120.00	24.00	144.00
439	31/01/2022		1. Unity Trust Bank		Play Areas Annual Inspections	Wicksteed Leisure Limited	S	120.00	24.00	144.00
432	31/01/2022		1. Unity Trust Bank		Travel Expenses	B Cooper	X	20.16		20.16
433	31/01/2022		1. Unity Trust Bank		Travel Expenses	B Cooper	X	20.16		20.16
434	31/01/2022		1. Unity Trust Bank		Tree Maintenance	TWH Tree Services Limited	X	360.00		360.00
435	31/01/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	245.00		245.00
437	31/01/2022		1. Unity Trust Bank		Insurance	Arthur J. Gallagher Insurance	X	103.80		103.80
440	01/02/2022		2. Barclays Main C/A	Direct Debit	Bank charges	Barclays Bank	X	8.00		8.00
441	01/02/2022		1. Unity Trust Bank		Street Lighting electricity	Colchester BC	S	1,263.94	252.79	1,516.73
442	01/02/2022		1. Unity Trust Bank		Payroll costs	Richard Edwards LLP	S	107.00	21.40	128.40
444	01/02/2022		1. Unity Trust Bank	Standing Order	Street Lighting Maintenance	A&J Lighting Solutions Ltd	S	127.30	25.46	152.76
445	01/02/2022		1. Unity Trust Bank	Standing Order	IT Support	Saint IT Ltd	S	129.10	25.82	154.92
446	01/02/2022		1. Unity Trust Bank	Standing Order	IT Support	Saint IT Ltd	S	99.00	19.80	118.80
447	02/02/2022		1. Unity Trust Bank		Stationery	Amazon EU UK branch	S	16.25	3.25	19.50
448	02/02/2022		1. Unity Trust Bank		Stationery	Amazon EU UK branch	S	8.56	1.71	10.27
449	02/02/2022		1. Unity Trust Bank		MW Tools and supplies	Kent Blaxill & Co Ltd	S	68.71	13.74	82.45
450	02/02/2022		1. Unity Trust Bank		Fuel - Machinery	D Lines	S	36.06	7.21	43.27
456	03/02/2022		1. Unity Trust Bank		MW Tools and supplies	B Cooper	S	249.98	50.00	299.98
457	04/02/2022		1. Unity Trust Bank		MW Tools and supplies	Kent Blaxill & Co Ltd	S	19.72	3.94	23.66
464	06/02/2022		1. Unity Trust Bank		Printer	L Needham	S	233.32	46.67	279.99
465	06/02/2022		1. Unity Trust Bank	Direct Debit	Telephone & Broadband	Saint IT Ltd	S	160.67	32.13	192.80
466	06/02/2022		1. Unity Trust Bank		Room hire	SVHMC	X	12.00		12.00
467	08/02/2022		1. Unity Trust Bank		MW Locum	M Basham	X	576.00		576.00
468	08/02/2022		1. Unity Trust Bank		Printer supplies	Corona Corporate Solutions L	S	50.38	10.08	60.46
469	08/02/2022		1. Unity Trust Bank		Street Lighting Maintenance	A&J Lighting Solutions Ltd	S	379.00	75.80	454.80
470	08/02/2022		1. Unity Trust Bank		Councillor/staff training	EALC	S	70.00	14.00	84.00
471	08/02/2022		1. Unity Trust Bank		Councillor/staff training	EALC	S	70.00	14.00	84.00
472	08/02/2022		1. Unity Trust Bank		Councillor/staff training	EALC	S	70.00	14.00	84.00
473	08/02/2022		1. Unity Trust Bank		Councillor/staff training	EALC	S	70.00	14.00	84.00
474	08/02/2022		1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	190.00	38.00	228.00
475	10/02/2022		1. Unity Trust Bank		Workshop	Dines Agri Services	X	650.00		650.00
Total								5,716.98	742.64	6,459.62

This list excludes salaries, PAYE and NI totals of which can be found in the Receipts and Payments report below.