



Stanway

Parish Council

Parish Clerk: Donna Tristram

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23/07

Minutes of the Parish Council Meeting held at 7pm on 29th June 2023 in the Victory Hall

Present : Cllrs Baines (Chair), T Bloomfield, Chambers, Cotter, Hagon, Jordan, A Linghorn-Baker, D Linghorn-Baker, McAllister, A Norton, J Norton & Spademan

Also Present: The Parish Clerk and a Representative from Tarmac, Bellhouse Quarry (until item 9)

1. The Chairperson welcomed all present

2. Recorded and approved apologies of absence - Cllrs, D Bloomfield, J Seabrook & S Seabrook and the Deputy Clerk, Finance Officer and Essex County Councillor and Colchester City Ward Councillor K Bentley

3. Declaration of Interests – J Hagon declared a non-pecuniary interest in Agenda Item 8 as a Colchester City Ward Councillor member of the Quarry Liaison Group

4. Public Participation – NONE PRESENT

5. Minutes of the Parish Council Annual General Meeting 27th May 2023 – APPROVED and signed as a true and accurate record.

6. Adoption of Committee Reports – see <https://www.stanwaypc.org.uk/council-meetings.html>

NOTED the (draft) minutes (*previously circulated*) from:

- a) **Planning Committee** meeting held on 6th and 20th June 2023
- b) **Corporate Governance Committee** meeting held on 14th June 2023 (not yet produced)
- c) **Community Services Committee** meeting held on 13th June 2023
- d) **Community Assets Committee** meeting held on 21st June 2023
- e) **Staffing Committee** meeting held on 22nd June 2023 (not yet produced)

7. Actions from matters brought to the Council's attention during Public Participation–**NOT APPLICABLE**

8. RECEIVED a presentation from Tarmac, Bellhouse Quarry, Stanway on Planning Application Planning Application ESS/34/23/COL to extract a limited amount of mineral from the land to the east of the Zoo in anticipation of the Zoo's expansion into that area. It was confirmed that the extraction work has been designed to create minimal disruption by digging wet and having an over road enclosed conveyor belt from the Southern field. It is hoped the extraction work can commence in Spring 2024 (installing the conveyor system will take 1 weekend), with extraction taking approximately 1-2 years to complete due to the sand type being extracted (operating weekdays, during working hours). The zoo's planning process for this area will then proceed, taking about 2-3 years. It was confirmed that the Northern field would not be touched and all the fields are subject to archaeological reports and assessments. Cllr Hagon suggested a visitor centre be installed, funded by Tarmac to celebrate the history and archaeology of Stanway. The slides will be provided to the Council with confirmation of the size of the field under Planning Application ESS/34/23/COL

23/08

The Council **CONSIDERED** and **DECIDED** that the Quarry and Zoo's plans raised no material concerns and the Council would leave the plans to proceed through the planning process, which the Council's Planning Committee would consider and comment on accordingly. The Council agreed that the strategic junction of Maldon Road/Warren Lane needs improvements prior to the zoo expansion and S106 and/or S278 contributions from any relevant planning applications and schemes/licences should be apportioned to these improvements. The Clerk will progress this matter with the City and County Councils

9. AUTHORISED contracts or project expenditure exceeding any committee's £10,000 delegated authority:-
Contract with Taylor & Woodrow to upgrade the soakaway system on the Playing Field, Villa Road as proposed by Community Assets Committee 21st June 2023 (refer minutes of 2023/02 11a) @ £ 19,069.50

10. APPROVED virements:-

a) Proposed by Staffing Committee (June 22nd 2023 meeting):-

Cost Code	Description	Amount	Source
8 & 11	Salaries/Pensions	£ 5000	Staffing Reserve
13	Training	£ 2000	General Reserves
37/10	Subscriptions/Home working Allowance	£ 1000	General Reserves

b) Proposed by Community Assets Committee (21st June 2023 meeting) :-

27	Buildings and Car Parks	£ 6000	Car Park Reserves
27	Buildings and Car Parks	£ 12000	General Reserves

11. Confirmation of the appointment of the Responsible Financial Officer (in accordance with the 1972 Local Government Act s 151) as Mr Lee Needham as proposed by Staffing Committee

12. Internal Auditor's Report: Annual Report for the year ending 31st March 2023

RECEIVED and **APPROVED** the Internal Auditor's Full Report for 2022/23, accompanied by the relevant section of the Annual Governance and Accountability Return (AGAR). The report's findings will be reviewed with any necessary actions under the Corporate Governance Committee.

13. APPROVED the **2023 ANNUAL GOVERNANCE STATEMENT (Part 1 of the AGAR)**

14. ANNUAL ACCOUNTING STATEMENTS: 2022/23 AGAR Part 2 and/or 3 – REVIEWED and APPROVED the relevant 2023 annual accounting statements, which were duly signed by the Clerk/RFO and Chair for submission to the external auditor and for publication

15. APPROVED publication of the AGAR documents in accordance with the Accounts & Audit Regulations 2015, the Local Audit regs and the Transparency Code for Smaller Authorities **to conclude the 2023 Annual Governance Statement**

16. Information Update from members - NONE

17. Items for Committees/ Next Council Meeting:-

- i) Community Services Committee to consider a response to the City Council's policy to charge for garden waste removal from January 2024
- ii) Corporate Governance Committee to review the current position and continue to push for improvements to the Warren Lane/Maldon Road strategic junction

18. Date and time of next meeting - the next scheduled meeting of the Parish Council will take place on **Thursday 27th July at 7.00 pm, Victory Hall, Stanway Community Centre.**

The Chair closed the meeting at 8.34pm