



Stanway

Parish Council

Victory Hall, Villa Road,
Stanway, Essex CO3 0RH
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21/09 Minutes of the Parish Council Meeting held on July 29th 2021.

Present: Cllrs J. Bloomfield (Chair), Baines, Chambers, Cotter, Dundas, Jordan, Spademan and Williams. The RFO and Mr. T.B.P. Singh were also present.

1. Chairman's Welcome

The Chair gave a welcome to all attending. No recording of the meeting was requested and undertaken.

2. Apologies for Absence

Apologies were received and accepted from Cllr. Botha and Norton, and from CBC Cllrs Scott-Boutell and Hagon.

3. Declaration of Interests - NONE

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests where required - **NONE**

4. Public Participation – NONE

5. Minutes of the Parish Council Meeting on 24th June 2021

RESOLVED - to approve the Minutes (previously circulated) of 24/06/2021 as a true and accurate record.

6. **RESOLVED** - to adopt the following Committee Reports -see <https://www.stanwaypc.org.uk/council-meetings.html>

- a) **Planning Committee:** To note the (draft) minutes (*previously circulated*) from the Planning Committee Meetings held on 6th and 20th July 2021.
- b) **Corporate Governance Committee:** To note the (draft) minutes (*previously circulated*) from the Corporate Governance Committee Meetings held on 14th July 2021.
- c) **Community Assets Committee:** To note the (draft) minutes (*previously circulated*) from the Community Assets Committee Meetings held on 21st July 2021.
- d) **Community Services Committee:** To note the (draft) minutes (*previously circulated*) from the Community Services Committee Meetings held on 13th July 2021.
- e) **Staffing Committee:** To note the (draft) minutes (*previously circulated*) from the Staffing Committee Meeting held on 1st July 2021.
- f) **Internal Audit Committee:** To note the (draft) minutes (*previously circulated*) from the Internal Audit Committee Meeting held on 15th June 2021.

7. Essex County Councillor's report – None received

8. Borough Councillors' Reports

Cllr Dundas (in his capacity as a Borough Councillor) expected an update in September on the proposed Western By-pass crossing and advised about the second version of the Tollgate Village planning application.

9. To **CONSIDER** any actions arising from matters brought to the Council's attention during Public Participation - **NONE**

10.

To **RECEIVE** applications to become a Parish Councillor or to **APPROVE** any changes to the membership of the Committees of the Parish Council or to **APPROVE** any (changes to) appointments to outside bodies. On receipt of an application to become a councillor and, after introductions and discussion, it was **RESOLVED** to co-opt Mr. T.P.B. Singh as a Parish Councillor, and to appoint him as a member of the Corporate Governance and Planning Committees.

11. Clerk's Report - NOTED

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12. RFO Report

a. Financial Reports - RECEIVED and NOTED - 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.

28 July 2021 (2021-2022)

Stanway Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	
112	04/07/2021		2. Barclays Main C/A	Direct Debit	Loan repayment	PWLB	X	8,000.00	0.00	8,000.00	
113	04/07/2021		2. Barclays Main C/A	Direct Debit	Loan interest	PWLB	X	3,382.00	0.00	3,382.00	
114	07/07/2021		1. Unity Trust Bank	Direct Debit	Bank charges	Unity Trust Bank	X	31.35	0.00	31.35	
115	08/07/2021		2. Barclays Main C/A	Direct Debit	Bank charges	Barclays Bank	X	6.70	0.00	6.70	
116	08/07/2021		1. Unity Trust Bank	Direct Debit	ICO Registration	Information Commissioner	X	35.00	0.00	35.00	
117	08/07/2021		1. Unity Trust Bank	Direct Debit	Telephone & Broadband	New Star Networks Ltd	S	163.74	32.75	196.49	
118	08/07/2021		1. Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	99.00	19.80	118.80	
119	08/07/2021		1. Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	129.10	25.82	154.92	
120	08/07/2021		1. Unity Trust Bank	Standing Order	Street Lighting Maintenance	A&J Lighting	S	127.30	25.46	152.76	
126	08/07/2021		1. Unity Trust Bank	Standing Order	HW Allowance	C Clouston	X	18.00	0.00	18.00	
127	08/07/2021		1. Unity Trust Bank	Standing Order	HW Allowance	D Lines	X	18.00	0.00	18.00	
128	08/07/2021		1. Unity Trust Bank	Standing Order	HW Allowance	Donna Tristram	X	18.00	0.00	18.00	
129	08/07/2021		1. Unity Trust Bank	Standing Order	HW Allowance	A Ward	X	18.00	0.00	18.00	
130	08/07/2021		1. Unity Trust Bank		Pension payments (total)	Essex Pension Fund	X	1,946.88	0.00	1,946.88	
132	08/07/2021		1. Unity Trust Bank		Risk Management	Zoom subscription	D Lines	S	35.97	7.19	43.16
133	08/07/2021		1. Unity Trust Bank		Risk Management	Zoom subscription	D Lines	S	4.39	0.88	5.27
134	08/07/2021		1. Unity Trust Bank		Risk Management	Zoom subscription	D Lines	S	24.37	4.87	29.24
135	08/07/2021		1. Unity Trust Bank		Risk Management	Zoom subscription	D Lines	S	0.80	0.16	0.96
136	08/07/2021		1. Unity Trust Bank		Risk Management	Zoom subscription	D Lines	X	14.39	0.00	14.39
137	08/07/2021		1. Unity Trust Bank		Travel expenses	Travel Expenses	C Clouston	X	37.80	0.00	37.80
138	08/07/2021		1. Unity Trust Bank		Postage	Postage	C Clouston	E	4.43	0.00	4.43
139	08/07/2021		1. Unity Trust Bank		Phone/Broadband charges	Telephone & Broadband	C Clouston	X	20.00	0.00	20.00
140	08/07/2021		1. Unity Trust Bank		Office supplies	Stationery	C Clouston	S	7.50	1.50	9.00
141	08/07/2021		1. Unity Trust Bank		General repairs	MW Tools and supplies	D Chambers	S	4.98	1.00	5.98
142	08/07/2021		1. Unity Trust Bank		Training - All	Councillor/staff training	Donna Tristram	S	10.00	2.00	12.00
143	08/07/2021		1. Unity Trust Bank		Annual Subscriptions	Annual Subscription	Donna Tristram	Z	223.00	0.00	223.00
144	08/07/2021		1. Unity Trust Bank		BG Reserve	BG Memorial Wall	Cook & Philips	S	2,520.00	504.00	3,024.00
145	08/07/2021		1. Unity Trust Bank		Room Hire	Room hire	SVHMC	X	21.00	0.00	21.00
146	08/07/2021		1. Unity Trust Bank		Payroll Services	Payroll costs	Richard Edwards LLP	S	102.00	20.40	122.40
147	08/07/2021		1. Unity Trust Bank		MW Consumables	MW Tools and supplies	Kent Blaxhill	S	73.15	14.63	87.78
148	08/07/2021		1. Unity Trust Bank		CE Expenditure	IT Support	FIX I.T. Essex LTD	X	265.99	0.00	265.99
149	08/07/2021		1. Unity Trust Bank		Annual Subscriptions	Annual Subscription	Colchester Association of Loc	X	35.00	0.00	35.00
150	08/07/2021		1. Unity Trust Bank		Printer maintenance	Printer supplies	Corona Corp Solutions Ltd	S	9.68	1.94	11.62
151	08/07/2021		1. Unity Trust Bank	300021	Youth Pod / Outdoor Gym	Outdoor Gym equipment	Caloo Ltd.	S	20,833.33	4,166.67	25,000.00
152	08/07/2021		1. Unity Trust Bank		Grounds maintenance	Waste bin collection	TBS Hygiene Ltd	S	150.00	30.00	180.00
153	08/07/2021		1. Unity Trust Bank		Grounds maintenance	Waste bin collection	TBS Hygiene Ltd	S	180.00	36.00	216.00
154	08/07/2021		1. Unity Trust Bank		Legal Fees Reserve	Legal advice	Essex County Council	S	330.00	66.00	396.00
155	08/07/2021		1. Unity Trust Bank		Notice Board Reserve	Noticeboards	Parish Noticeboard Co	S	395.00	79.00	474.00
156	08/07/2021		1. Unity Trust Bank		Contingency Reserve	VH - WiFi Network	Saint IT Ltd	S	2,271.53	454.30	2,725.83
157	08/07/2021		1. Unity Trust Bank	300022	Internal Audit Fees	Audit fees	G Mussett	X	700.00	0.00	700.00
158	08/07/2021		1. Unity Trust Bank		Street Light Reserve	Streetlight replacement	Colchester Borough Homes	S	1,066.27	213.25	1,279.52
159	08/07/2021		1. Unity Trust Bank		Youth Pod / Outdoor Gym	Signage	Impact Signs	S	52.50	10.50	63.00
160	08/07/2021		1. Unity Trust Bank		Annual Subscriptions	Annual Subscription	RCCE	S	115.50	23.10	138.60
161	08/07/2021		1. Unity Trust Bank		Staffing Reserve	MW Locum	M Basham	X	117.00	0.00	117.00
162	08/07/2021		1. Unity Trust Bank		Office supplies	Stationery	Amazon re MDLtd	S	3.99	0.80	4.79
163	08/07/2021		1. Unity Trust Bank		Office supplies	Office Supplies	Amazon EU UK branch	S	33.14	6.63	39.77
164	08/07/2021		1. Unity Trust Bank		MW Consumables	First Aid Kit	Amazon EU UK branch	S	14.70	2.92	17.62
165	08/07/2021		1. Unity Trust Bank		Office supplies	Laminator	Amazon re Z	S	23.32	4.67	27.99
166	08/07/2021		1. Unity Trust Bank		Office supplies	Laminator Pouches	Amazon re Houseware Ltd	S	9.08	1.82	10.90
167	08/07/2021		1. Unity Trust Bank		Office supplies	Laminator Pouches	Amazon re Z	S	9.99	2.00	11.99
168	08/07/2021		1. Unity Trust Bank		Youth Pod / Outdoor Gym	Signage	Amazon re SP Ltd	S	7.32	1.47	8.79
169	14/07/2021		1. Unity Trust Bank		Insurance	Insurance	Came & Co	E	88.08	0.00	88.08
170	20/07/2021		1. Unity Trust Bank	Direct Debit	Grounds maintenance	Grounds Maintenance	Dines Agri Services	X	500.00	0.00	500.00
171	20/07/2021		1. Unity Trust Bank		sl19 (3) MPA 1976	Fitness Sessions	Our Parks Ltd	S	825.00	165.00	990.00
Total								45,133.27	5,926.53	51,059.80	

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

13. To DISCUSS the Statutory Consultation on Highways England's proposed A12 Chelmsford to A120 widening scheme and file any response before the consultation process ends on 16th August 2021. **RESOLVED** – to await the outcome of the public consultation in September (in the knowledge that it will not be the last), and continue the Tri-Parish consultation on heavy vehicle movements along the London Road, with the suggestion of a local survey. To be referred to the Community Services Committee for their September meeting.

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14. Reports from Outside Bodies

- a) Colchester Association. of Local Councils – no report
- b) Village Hall Management Committee – SVHMC sent their thanks for the provision and financing of the Village/Victory Halls wi-fi system. The Tollgate Hall connection has proved more complex and informal permission of the Council, as the landowner, was given to make a hard wire connection to the Open Reach network. Corporate Governance Committee was requested to give formal approval at its next meeting
- c) School Governors – nothing to report.
- d) Quarry Liaison Group – no report.
- e) Footpath/Tree Warden/Hedgerow Officer – nothing to report
- f) Bus Passenger Representative – nothing to report
- g) Rosemary Alms Houses – revised planning application to be presented shortly
- h) Tri-Parish London Road Task Force – funding is being sought to conduct a survey of HGVs transiting London Road (minutes to be circulated)

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

- a. Following a short presentation by Cllr Dundas (Chairman of the Staffing Committee, it was unanimously **RESOLVED** to approve the permanent in post position of the Clerk, following successful completion of her probationary period on 11th July 2021 and her completion of the iLCA qualification, as recommended by the Staffing Committee.
- b. After consideration of the comments of the Community Assets Committee and further discussion, it was **AGREED** unanimously to accept the draft of the proposed Grass Pitch Maintenance Agreement of the Sports Field between Stanway Villa FC and the Parish Council, subject to the Clerk establishing a clear definition of the Roles and Responsibilities of the two parties, noting that this agreement did not supercede or replace the existing overarching agreement.

15. Information Update - To receive oral updates from Members on matters affecting the Parish.

Cllr. Williams drew attention to the unstable state of the waste bins on Silverwitch Green. The Deputy Clerk to be asked to arrange a re-fitting.

Cllr. Spademan gave details on the new Stanwell Hub, which is open on Tuesdays and Saturdays at the moment, 11am-2pm, outside the Foodbank in Tollgate Retail Park

Cllr Bloomfield spoke about the problem of cars parking on the pavements in Holly Road. It was agreed that, as a police matter, this should be referred to the local Community Policing unit.

16. Items for Committees/ Next Council Meeting

Corporate Governance – to ratify the access to be granted to SVHMC to connect Tollgate Hall to the Open Reach network.

Community Services – to consider the outcome of the public consultation of the A12 widening scheme and any recommendations arising from the Tri-Parish Task Force meeting.

Community Assets – to consider the provision of bike racks on Silverwitch Green.

17. Date and time of Next Meeting

The next meeting of the Parish Council will take place on **Thursday 30th September 2020 at 7.00 pm** in the Victory Hall.

The Chair closed the meeting at 8.36 p.m.