



Stanway

Parish Council

Parish Clerk: Donna Tristram

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Minutes of the Parish Council Meeting held at 7pm on 27th October 2022 in the Victory Hall

Present : Cllrs Bloomfield (Chair), Baines (Deputy Chair), Botha (until 8.52pm), Cotter, Dundas, Jordan, A Norton, J Norton and the Parish Clerk, Deputy Clerk (until 8.50pm) and Finance Officer. Ward Councillors Hagon & MacLean were also present until 8.50pm and one member of the public was present until Item 5

1. Chair's Welcome – Cllr Bloomfield opened the meeting at 7.08 pm upon her arrival and welcomed all those present.

2. Apologies were received & accepted from Cllrs Chambers, Singh & Spademan

3. Declaration of Interests - to **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests where required. **None declared**

4. Public Participation – A representative from Pegasus Football Club attended to reiterate his request for assistance in locating a home ground for the club, which has recently grown by a further 3 teams. The Council thanked the member of the public for attending, after which he left the meeting

5. Minutes of the Parish Council Meeting 29th September 2022 - **APPROVED** the Minutes (previously circulated) as a true and accurate record.

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

- a) **Planning Committee**: NOTED the (draft) minutes (*previously circulated*) held on 04.10.22
- b) **Corporate Governance Committee**: NOTED the (draft) minutes (*previously circulated*) held on 12.10.22
- c) **Community Assets Committee**: NOTED the (draft) minutes (*previously circulated*) held on 19.10.22
- d) **Staffing Committee**: NOTED the (draft) minutes (*previously circulated*) held on 06.09.22
- e) **Community Services Committee**: NOTED the (draft) minutes (*previously circulated*) held on 13.10.22
- f) **Internal Audit Committee**: NOTED the (draft) minutes (*previously circulated*) held on 18.10.22

7. Essex County Councillor's Report – No written report was received from Cllr Bentley

8. Borough Councillors' Reports – **Cllr Hagon** updated on various highway issues, including Moss Road - temporary repainting, pending NEPT's upgrade, the number of A Boards and keeping footpaths clear. Wheatfield Road- LHP Speed review requested. Blackberry/Rowan Road - bus stop has been cleared. Winstree Road – Various issues raised as per the Winstree Road Working Group walk around (report provided by EH). Tollgate Link/"Drought Garden" – concerns re: graffiti raised. Cllr Hagon has requested a waste review re: residents being able to opt into providing their own wheelie bins for roadside emptying. Sustrans/Winstree Road Working Group will be chased re: flooding at Chappel Road/Monkey Puzzle and feedback regarding the severe traffic due at Staines Park Retail Park was expressed again. Concerns re: the scooter trials were also raised.

Cllr MacLean – Will chase flooding at London Road/Swan Green bus stop and chase up again about moving the bus stop on London Road/Princess Charlotte pub to provide surrounding wider pavement access. The pavement outside the London Road Post office has been repaired after a pedestrian was injured.

9. To CONSIDER any actions arising from matters brought to the Council's attention during Public Participation. Cllr Dundas reiterated the desire for Colchester Borough Council to ensure all land previously confirmed for public amenity use be registered as such in line with the local plan, to safeguard it from future property development.

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10. To **RECEIVE** applications to become a Parish Councillor or to **APPROVE** any changes to the membership of the Committees of the Parish Council. **No applications were received**

11. NEW COMMUNITY CENTRE UPDATE –

- i) **LEASE** – The Clerk provided an update on the fully maintaining and insurance lease negotiations and confirmed a freehold option was not being offered or any break clauses on the 150 year lease. The Clerk confirmed negotiations would still be ongoing concerning the Heads of Terms and, as previously approved, SPC would not sign the lease until they were satisfied about the TOUCAN installation
- ii) **COST BENEFIT ANALYSIS** – A Financial Report on the anticipated running expenditure was previously circulated to Councillors for consideration. After much discussion, and the casting vote of the Chairperson, the Parish Council **AGREED TO NOT** apply for the necessary extra precept demand (commencing 2023/4), required to mitigate financial and logistical risk to the Council's current activities and assets, in order to take on Colchester Borough Council's 150 year lease to run Stanway Lakelands Centre for the community. The Clerk will advise Colchester Borough Council as soon as possible so they can publish a Register of Interest to obtain an alternative tenant.

12. To **RESOLVE** to **ACCEPT** the gifts from Mrs Jansma's will regarding the donation of Comb Field and ten percent share of net residue of her estate, subject to the conditions stated within the will. **AGREED** to **DEFER** this item as, Sparlings, Mrs Jansma's solicitors, have advised they do not need a decision from the Council yet. The solicitors will provide a report to the Council after they have completed their investigations regarding Mrs Jansma's estate.

13. **DECIDED** to **REGISTER** as an Interested Party to keep informed on the Development of Consent Order for the A12 Chelmsford to A120 widening scheme by 4th November 2022 deadline. The Clerk will organise.

14. **Clerk's Report- RECEIVED** an update & action any ongoing items from previous meetings, per the circulated list.

15. 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.

The Finance Officer advised the 2nd precept installation had been received and the Clerk has been instructed that the VAT refund for 04.21-03.22 had been processed

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

c). To **AUTHORISE** any virements proposed from Corporate Government Committee, as detailed in the Finance Officer's report – **NONE PRESENTED**

16. Reports from Outside Bodies

- a) Colchester Association of Local Councils - Cllr Jordon could not attend the last meeting
- b) Village Hall Management Committee – Cllr Baines advised the meeting would take place 02.11.22
- c) School Governors – NO REPORT
- d) Quarry Liaison Group – NO REPORT
- e) Footpath/Tree Warden/Hedgerow Officer NO REPORT
- f) Bus Passenger Representative – NO REPORT
- g) Rosemary Alms Houses – NO UPDATE
- h) Larger Local Council Forum – The Clerk will remove this Outside Body as EALC have not organised another meeting
- i) Winstree Road Working Group Party – Noted verbal update received from Cllr J Hagon and Essex Highway's written report (previously circulated)

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

Cllr Norton raised concerns about the Council’s financial processes. The Clerk advised that the Council still did hold a cheque book and debit cards, in accordance with the Financial Regulations, could, and are being organised for relevant member of staff. The Finance Officer confirmed that as per SPC’s Financial Regulations, “The Council will not maintain any form of cash float”

Cllr Bloomfield will pass on a resident’s enquiry regarding CBC allotments to the Clerk

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

19. 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**

The Chair closed the meeting at 9.07pm

15.a – RFO Report

10 October 2022 (2022-2023)

**Stanway Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
183	14/06/2022		1. Unity Trust Bank		Play area equipment	Caloo Ltd	S	4,000.00	800.00	4,800.00
208	31/08/2022		1. Unity Trust Bank		Signage	The Hunnabell Family Funera	S	2,400.00	480.00	2,880.00
239	01/10/2022		1. Unity Trust Bank		Event expenses	Karl Semmence t/a DJBuzby	X	50.00		50.00
240	03/10/2022		1. Unity Trust Bank	Standing Order	Street Lighting Maintenance	A&J Lighting Solutions Ltd	S	127.30	25.46	152.76
241	03/10/2022		1. Unity Trust Bank	Direct Debit	IT Support	Saint IT Ltd	S	99.00	19.80	118.80
242	03/10/2022		1. Unity Trust Bank	Direct Debit	IT Support	Saint IT Ltd	S	129.10	25.82	154.92
243	03/10/2022		1. Unity Trust Bank		Grant	St Abrights Church	X	352.80		352.80
244	03/10/2022		1. Unity Trust Bank		Grant	Hope For Tomorrow	X	1,000.00		1,000.00
245	03/10/2022		1. Unity Trust Bank		IT Support	Saint IT Ltd	S	109.40	21.88	131.28
246	03/10/2022		1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	225.00	45.00	270.00
247	03/10/2022		1. Unity Trust Bank		Grounds Maintenance	Daniel Anthony Bowman t/a I	S	120.00	24.00	144.00
248	04/10/2022		1. Unity Trust Bank		Payroll services	RE Group Accountants Limite	S	104.52	20.90	125.42
249	04/10/2022		1. Unity Trust Bank		Printer supplies	Amanda Ward	S	5.82	1.17	6.99
250	04/10/2022		1. Unity Trust Bank		Event expenses	Amanda Ward	S	1.25	0.25	1.50
251	05/10/2022		1. Unity Trust Bank		Maintenance tools and supplie	Kent Blaxill & Co Ltd	S	46.85	9.37	56.22
252	05/10/2022		1. Unity Trust Bank		Subscription	Colchester Association of Loc	X	35.00		35.00
253	06/10/2022		1. Unity Trust Bank		Gift voucher	Dorna Tristram	X	30.00		30.00
254	06/10/2022		1. Unity Trust Bank		Travel Expenses	Dorna Tristram	X	25.20		25.20
255	06/10/2022		1. Unity Trust Bank		Land Registry Fees	Dorna Tristram	X	6.00		6.00
256	06/10/2022		1. Unity Trust Bank							
257	06/10/2022		1. Unity Trust Bank							
258	06/10/2022		1. Unity Trust Bank							
259	06/10/2022		1. Unity Trust Bank							
260	06/10/2022		1. Unity Trust Bank	Standing Order						
261	06/10/2022		1. Unity Trust Bank	Standing Order						
262	06/10/2022		1. Unity Trust Bank	Standing Order						
263	06/10/2022		1. Unity Trust Bank							
264	06/10/2022		1. Unity Trust Bank							
Total								20,973.03	1,473.65	22,446.68

**Including totals for PAYE wages, TAX & NI, Pension Costs and Home Working Allowances
with specific figures and personnel particulars redacted**