



Clerks Report for Corporate Governance Committee February 2023

Agenda Item	Subject		Status
269	Stanway/Toll-gate Link	<p>Planning Application - 212943 6/5/2022 – Upon dialled in advice and a thorough discussion, May 6th FC AGREED to instruct Ellisons to write a legal letter stating the right of way agreement needed amending, regardless of the Planning Application being granted by CBC Planning Committee – 06.2022 – CGC decided against legal costs of up to £1700 for Dispute Resolution Department to review legal position, instead asking the Clerk to contact Land Agent re: design. 09.22 Nicolas Percival advised the landowner has instructed them to search for a tenant for the whole site with a view to vets/dentist/coffee house type establishments (latest visuals provided). NP advised start may be put back from 2023 due to escalating costs and current cost of living climate. NP confirmed the Right of Way agreement is not with his client and only relates to the section at the back next to Homebase. As previously aware, this pathway can be closed at any time. NP happy to talk to SPC when the work does start re: widening the path to accommodate cycles or put in railings at either end of the footpath.</p> <p>11.22 CGC requested CAC establish ownership of rocks</p>	
332	SPC & SVHMC MoU	<ul style="list-style-type: none"> The Clerk has several templates from RCCE to consider with SVHMC for drafting an MoU to confirm the current verbal MoU. After confirming liability with SPC insurers, the Clerk has confirmed with SVHMC that all hirers using the field (unless for a large event), will hire through SVHMC and arrange for SPC's disclaimer to be signed regarding liability. 11.22 SVHMC & the Clerk due to review current agreements in place and re-define as necessary FC 01.22 agreed to costs up to £ 12,000 to repair drainage system re: Tollgate Carpark – CA will progress work. Tollgate hall WiFi: OpenReach can now install an overhead pole & the Clerk has provided SVHMC with written permission 10.22 – S106 advised there is now only approx. £40,000 remaining to spend on Leisure, Sport and Recreation and £ 2400 for Community Projects Bouncy Castle school holiday fun days - CS to investigate for Summer 2023 	
9.7.6	Emergency Planning	EP Working Group report – to be revisited in July/August in association with new community centre. This may be pushed back due to the inevitable delays with the new community centre	
321 (FC) & FC 21.23 15	Old Play Area as Car Park	<p>08.22 Planning application (221356) APPROVED, with the caveat that cycle parking for up to 18 vehicles are provided. CBC S106 have agreed to extra £ 15,000 to cover this, bringing the total ringfenced for this project to £ 80,000.</p> <p>12.2022 contractor appointed from tender process @ £ 52,000. Work to commence 13.02.23</p>	

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		<p>31.01.23 site visit with contractor – agreed to close carparks to Stanway School for safety reasons. Contractor to provide price to repair potholes in Tollgate carpark after work has been completed. Risk and Method Statements received. Discussing the use of tracks across the existing pod-pav carpark due to weight of loads.</p>	
CG 21/10	Footpath/Cycle Path enhancements	<p>WINSTREE ROAD – Next meeting 21.02.23 – proposed schemes email forwarded for comment prior to meeting .</p> <p>THE FOLLEY, Villa/Winstree Road 01.23 CGC discussed funding clearance of Folley (Villa Road) . Grounds contractors visited site 01.23 and provided price @ £350 – Clerk has requested work be completed ASAP.</p> <p>01.23 further request for price for edging to sure up mud banks requested by Cllr L Scott-Boutell</p>	
GC 20/22 NO. 9	Transfer of ownership of SWG & LLS Playgrounds	<p>02.2022 – Land Transfer drafts have been sent from CBC to Ellisons</p> <p>09.22 FC agreed to Land Transfers proposed by Ellisons – Clerk has instructed solicitors to proceed ASAP</p> <p>Clerk to obtain £ 6000 CIF grant when land transfers complete</p> <p>01.23 Full Council signed transfer documents land transfer with CCC – documents delivered back to Ellisons to register with Land Registry</p>	
FC 21/23 12	SWG and LLS Park Upgrades	<p>08.07.2022 – Independent Post Installation Inspections carried out (08.07.22) & reports discussed with Caloo on site 13.07.22 – 13.07.22 - CGC agreed to pay Caloo’s final balance, deducting £ 4000 + VAT subject to satisfactory Caloo response regarding the surfacing issues raised re: underground voids.</p> <p>10.22 – All necessary alternations raised within the Post Installation Reports have now been completed, including return to LLS to reposition stepping stone equipment away from railings.</p> <p>11.22 -CGC agreed to release outstanding retention of £ 4000 + VAT on confirmation of ground work and surface warranties</p> <p>Clerk to obtain £ 6000 grant from CIF once land transfer of both parks are complete</p>	
CGC 22/03 9	S106 Funding	<p>10.22 – S106 advised there is now approx. £40,000 remaining to spend on Leisure, Sport and Recreation and £ 2400 for Community Projects</p> <p>07.22 Clerk has enquired how CBC will deliver on the Local Plan pledge to protect all current public land use allocation requested a plan of currently owned public land & developer assigned public use land. 12.22 Cllr Bentley advised there would be various maps according to portfolios eg., schools, NHS, parks – not one fully encompassing map for all county/city owned land/facilities unfortunately</p>	
CGC 22/04 11	Local Highway Panel (LHP) Update	<p>11.2022 – FC to note resident request regarding speeding on B1408 - the London Road between Sainsbury's and Copford and EH response.</p>	

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<p>FC 20.15.07</p>	<p>Stage 4</p>	<p>Policies to Support practice – ongoing/yearly review - Governance and administration for the coming year – generally February to May (policy review spread out over full year)</p> <p><i>05.2022 - Standing orders, Code of Conduct, Committee Structure and members and Fin Regs approved</i></p> <p><i>Diary proposed for policy reviews (fiscal year 2022/23):-</i></p> <p><i>11.22 – SC agreed Health and Safety Policy and & Staff Handbook for approval at 01.23 FC</i></p> <p><i>11.22 – SC reviewed risk assessment register and risk assessments for manual operations</i></p> <p><i>11.22 – CG reviewed Co-option Policy</i></p> <p><i>12.22 - Asset Register Draft 2 approved by CGC</i></p> <p><i>01.23 Clerk to ensure the following procedures are covered within the Staff Handbook adequately or procedure policies for - grievance, equality, training, additional working, gifts and hospitality, whistle blowing, smoke free, mobile phone, lone working, dignity at work and safeguarding policies, volunteer policy</i></p> <p><i>Review Dates</i></p> <p><i>01.23 – CG to propose final budget to FC for approval of precept demand to CCC - Completed</i></p> <p><i>02.23 – Complaints Procedure & Vexatious Complaints Policy to be reviewed for proposal to FC</i></p> <p><i>03.23 - Freedom of information, Data Protection, Social Media Polices</i></p> <p><i>03.23 – Financial Policies review ie., Reserves and Investment Policies and risk management</i></p> <p><i>03.23 – CGC to review Publications Scheme & propose Retention Policy</i></p> <p><i>03.23 – Tender for Internal Auditor (and organisation to carry out review of Internal Audits)</i></p> <p><i>03.23 – CG request committees review and propose amendments to terms of reference</i></p> <p><i>04.23 – Tender for insurance renewal</i></p> <p><i>04.23– Grants policies (on submission from CSC)</i></p> <p><i>04.23 – Bank Signatories mandate review</i></p> <p><i>11.23 – Co-Option Policy</i></p> <p><i>Other policies to consider</i></p> <p>Terms and Conditions of Borrowing (if applicable)</p> <p>Climate and Environmental Awareness Policy</p> <p>Tree Management Policy</p> <p>Biodiversity Statement</p> <p>Crime and Disorder Policy</p> <p>Retention and Disposal of Documents Policy</p> <p>Advertising Policy</p> <p>Community Engagement Strategy Policy</p> <p>Keyholder Policy</p>		
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	<p><i>Mission Statement (for reference)</i></p> <p><i>Stanway Parish Council aims to help, in cooperation and coordination with others, make Stanway a great place to live, work and visit.</i></p> <p><i>To this end, the Council will:-</i></p> <p><i>Provide high quality services and amenities, independently or in partnership, which provide a tangible benefit to our community in enhancing their physical and mental wellbeing</i></p> <p><i>Continue to be financially responsible, ensuring prudence in spending public funds whilst maintaining sufficient reserves to fulfil future obligations and to meet unexpected costs</i></p> <p><i>Develop and pursue an environmental-friendly policy which will minimise the Council's environmental impact, for example, reducing waste and using green energy</i></p> <p><i>Stay Local, using local contractors and suppliers as much as possible whilst ensuring good value for public money</i></p> <p><i>Maintain full compliance with all regulatory & statutory obligations which apply to local councils</i></p>		
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