



Stanway

Parish Council

Parish Clerk: Donna Tristram

Victory Hall, Villa Road,

Stanway, Essex CO3 0RH

P: 01206 542221/07759 837111

E: clerk@stanwaypc.org.uk

22/22

Minutes of the Parish Council Meeting held at 7pm on 30th March 2023 in the Victory Hall

Present : Cllrs Bloomfield (Chair), Cotter, Jordan, Norton, Spademan and Singh
(Cllr Singh joined at 7.52pm where the meeting was declared quorate and opened)
Also present were the Parish Clerk and Finance Officer

1. The Chair welcomed all present after Cllr Singh arrived
2. **RECORDED & APPROVED APOLOGIES** for - Cllr Chambers & Norton and the Deputy Clerk
3. **Declaration of Interests – NONE RECEIVED**
4. **Public Participation – NONE PRESENT**
5. **Minutes of the Parish Council Meeting 23rd February 2023 – APPROVED** the minutes (previously circulated) as a true and accurate record.
7. **Adoption of Committee Reports – see <https://www.stanwaypc.org.uk/council-meetings.html>**
NOTED draft minutes (*previously circulated*), which will be adopted at the next relevant committee meeting:
 - a) **Planning Committee** meetings held on 07 & 22.03.23
 - b) **Corporate Governance Committee** meetings held on 08.02.23 & 08.03.23
 - c) **Staffing Committee** meeting held on 08.03.23
 - d) **Community Services Committee** meeting held on 14.03.23
8. **Essex County Councillor’s Report – NOTED** written follow on report from the Clerk’s meeting with Cllr Bentley, 17th March. The Council requested the Clerk escalate the issue regarding extending the current bus routes into Stanway, in particular Stanes Park which attracts mostly shopping visitors to the area and Dyers Road (both of which have bus stops installed in preparation of a route encompassing them)
9. **City Councillors’ Reports – NO REPORT PROVIDED BY CITY COUNCILLORS**
10. To **CONSIDER** any actions arising from matters brought to the Council’s attention during Public Participation – **NONE PRESENT**
11. To **RECEIVE** applications to become a Parish Councillor or to **APPROVE** any changes to the membership of the Committees of the Parish Council –
The Clerk updated that 2 enquiries had been received, one of which had completed a co-option application form but had subsequently confirmed she had applied to Colchester City Council via the election nomination process.
The Clerk reminded those councillors present of the nomination deadline of 4th April 2023
12. **Clerk’s Report- RECEIVED** an update & action any ongoing items from previous meetings, per the circulated list – The Clerks report was **NOTED**

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13. 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 PRESENTED**
- c) To **AUTHORISE** any virements proposed from Corporate Governance Committee -**NONE PRESENTED**

14. To **RECEIVE** an Essex Highways update in person concerning the strategic junction Warren Road/Maldon Road from the recent survey update and **DECIDE** on any Council action – **RESOLVED** to cancel this agenda item. A discussion prior to the meeting commencing at 7.52pm took place. A separate report of the update from the 2 Essex Highways Representatives will be provided as an annex to these minutes for ease of reference

15. The Clerk advised that if the Council wished to accept the gift of Comb Field and bequest of estate funds without supporting financial information, which was still being investigated (eg., drainage experts and architects etc.,) then the Clerk's recommendation would be to accept the terms, subject to her email of 27th March to Mrs Jansma's estate solicitors seeking confirmation that the executors/trustees would be happy for the Parish Council to farm the field until such time as development funds were available and a decision about how to run it as a public space or extension to the burial ground was made.

The Council discussed the matter and **RESOLVED** in accordance with the Local Government Act 1972, s139(1) and (3) to accept the gift of Comb Field (to be renamed Jansma Park) and the bequest of a percentage of Mrs Jansma's estate for this purpose as offered and in accordance with the conditions of Mrs Jansma's will.

16. **DECIDED** to suggest all roads containing schools in Stanway for the 20's Plenty Campaign and propose the Council donate the prize money of £ 25 per school for the winning poster entries (Cost Code 91 – Community Safety) Community Services to progress this matter. The Clerk will enquire with Essex Highways what roads in Stanway are Priority 1 and Priority 2 (PR1 & PR2) to establish which roads outside of these can be considered for 20mph speed limits (and subsequent enforcement).

17. **DEFERRED - REVIEW** and **ADOPT** Investment and Reserves Policy as proposed by Corporate Governance Committee. This policy will be reviewed by April Corporate Governance Committee

18. Reports from Outside Bodies

a) Colchester Association of Local Councils – **Cllr Jordon's attended March meeting and advised more of CCC's services would be chargeable (eg., garden waste collections) and ECC were looking to overhaul the principle authority structure, with a mayor for Essex and no separate boroughs etc.,**

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- b) Village Hall Management Committee – Cllr Singh attended 1st March meeting and advised that SVHMC’s fees were to increase by 10% 1st April and the committee extended their thanks to SPC for the Tollgate Carpark Extension
- c) School Governors - No update – Cllr Spademan suggested this report be removed from May 2023
- d) Quarry Liaison Group – Noted minutes from 2nd March meeting
- e) Footpath/Tree Warden/Hedgerow Officer – Cllr Cotter confirmed there was nothing to report
- f) Bus Passenger Representative – No update as Councillor Rep was unable to attend March meeting
- g) Rosemary Alms Houses – Cllr Jordan advised the Committee was meeting with CCC to further discuss their request for the planting of 90 trees to compensate the 20 being cut down. There is also an Alms House vacancy for an age 60+ Stanway resident/couple
- h) Winstree Road Working Group Party – Minutes were noted from last meeting 21st February 2023. The Clerk will continue to pursue outstanding matters and update accordingly

19. Information Update – NO UPDATES

20. Items for Committees/Next Council Meeting:-

- i) **Corporate Governance Committee to review** Investment and Reserves Policy for proposal to Full Council for Adoption
- ii) **Community Services to progress 20’s Plenty Campaign** and offer of funding poster prize monies

21. Date and time of next meeting - the next scheduled meeting of the Parish Council will take place on Thursday 27th April 2023 at 7.00 pm, Victory Hall, Stanway Community Centre

The Chair closed the meeting at 8.58 pm

13.a

Stanway Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST										
Account Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
400 Streetlights - Electricity	02/02/2023		1. Unity Trust Bank		Street Lighting electricity	Cockchester Borough Council	S	2,088.36	417.67	2,506.03
431 Community Events - expend	02/03/2023		1. Unity Trust Bank		Room hire	SVHMC	E	87.00		87.00
432 Community Events - expend	02/03/2023		1. Unity Trust Bank		Room hire	SVHMC	X	108.00		108.00
434 Tools and Consumables	02/03/2023		1. Unity Trust Bank		Maintenance tools and supplie	Ernest Doe & Sons Ltd	S	138.50	27.70	166.20
435 Streetlights - all maintenance	02/03/2023		1. Unity Trust Bank		Street Lighting Maintenance	AAJ Lighting Solutions Ltd	S	429.00	85.80	514.80
435 Professional Fees	02/03/2023		1. Unity Trust Bank		Legal advice	Elisons Legal LLP	S	727.00	145.40	872.40
437 Other	02/03/2023		1. Unity Trust Bank		Leaflets	Regional Life Ltd	S	140.00	28.00	168.00
438 Buildings & Car Parks - all m	02/03/2023		1. Unity Trust Bank		Workshop	The Steel Building Company	S	325.00	65.00	390.00
440 Maintenance Vehicle	02/03/2023		1. Unity Trust Bank		Insurance	Arthur J. Gallagher Insurance	X	80.00		80.00
441 Training (all)	02/03/2023		1. Unity Trust Bank		Staff training	Society of Local Council Clerk	X	450.00		450.00
442 Training (all)	02/03/2023		1. Unity Trust Bank		Staff training	Essex Association of Local C	X	148.50		148.50
443 Training (all)	02/03/2023		1. Unity Trust Bank		Staff training	Essex Association of Local C	S	675.00	135.00	810.00
444 Other	02/03/2023		1. Unity Trust Bank		Event expenses	Hedgehogs R Us	X	157.50		157.50
445 Grounds Maintenance	02/03/2023		1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	190.00	38.00	228.00
446 Buildings & Car Parks - all m	02/03/2023		1. Unity Trust Bank		Drain Maintenance	SVHMC	X	413.10		413.10
447 Office Supplies (all)	02/03/2023		1. Unity Trust Bank		Stationery	Vaan Enterprise Ltd	S	16.24	3.25	19.49
448 Office Supplies (all)	28/02/2023		1. Unity Trust Bank		Printer supplies	Amazon EU S.a.r.l. UK Branc	S	38.32	7.66	45.98
452 Salaries, PAYE & NI (all)	02/03/2023		1. Unity Trust Bank		Salary					
453 Salaries, PAYE & NI (all)	02/03/2023		1. Unity Trust Bank		Salary					
454 Salaries, PAYE & NI (all)	02/03/2023		1. Unity Trust Bank		Salary					
455 Salaries, PAYE & NI (all)	02/03/2023		1. Unity Trust Bank		Salary					
456 Pension contributions (all)	02/03/2023		1. Unity Trust Bank		Pension payments					
457 Salaries, PAYE & NI (all)	02/03/2023		1. Unity Trust Bank		PAYE & NI					
458 Office Supplies (all)	02/03/2023		1. Unity Trust Bank		Printer supplies	Amazon EU S.a.r.l. UK Branc	S	5.83	1.17	7.00
459 Office Supplies (all)	02/03/2023		1. Unity Trust Bank		Stationery	Amanda Ward	S	5.42	1.08	6.50
460 Office Supplies (all)	02/03/2023		1. Unity Trust Bank		Printer supplies	Amazon EU S.a.r.l. UK Branc	S	38.32	7.66	45.98
461 IT Services (inc. software an	02/03/2023		1. Unity Trust Bank		Printer	Saint IT Ltd	S	258.99	51.80	310.79
465 Burial Ground Expenses (all)	02/03/2023		1. Unity Trust Bank		Burial Ground Expendure	B&Q Limited	X	2.70		2.70
466 Maintenance Vehicle	02/03/2023		1. Unity Trust Bank		Vehicle Hire	Richards Cars Ltd t/as Herd	S	125.00	25.00	150.00
467 Maintenance Vehicle	02/03/2023		1. Unity Trust Bank		Vehicle Hire	Richards Cars Ltd t/as Herd	S	125.00	25.00	150.00
468 Sundry Expenditure	02/03/2023		1. Unity Trust Bank		Flowers	Prestige Flowers	X	30.49		30.49
469 Office Supplies (all)	02/03/2023		1. Unity Trust Bank		Stationery + Printing	VistaPrint B.V	S	78.34	15.66	94.00
Travel	02/03/2023		1. Unity Trust Bank		Travel Expenses	Doma Tristram	X	10.80		10.80
Other	02/03/2023		1. Unity Trust Bank		Gift voucher	MARKS AND SPENCER PLC	X	50.00		50.00
Total								20,002.60	1,080.85	21,083.45

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