



Clerks Report for Corporate Governance May 2023

Agenda Item	Subject		Status
269	Stanway/Tollgate 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>02.23 – Land agent has advised that they propose taking the hoarding down and making good to stop damage. Also, change of use is being proposed. The Clerk has requested further information and timeline on both matters.</p> <p>11.22 CGC requested CAC establish ownership of rocks</p> <p>03.23 – Land Agent has removed hoarding and strimmed back – a new tenant will be taking possession and putting new plans in (so 12 week planning consultation again) – it is expected that there will be only be minor changes. The Clerk has reminded land agent of the right of way that will need to be amended as a separate agreement to any planning requirements</p> <p>04.23 Clerk has forwarded J Norton’s extract referring to the grant from the quarry and the land being “dedicated” to the Parish Council to our solicitor for comment and the Quarry and Enovert to enquire if they have archives relating to this dedication claim</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 – 04.23 prices have increased – CA to progress project. EAPCC (the civil engineers) are being chased for comment on two contractors’ proposals Tollgate hall WiFi: OpenReach can now install an overhead pole & the Clerk has provided SVHMC with written permission 	

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		<ul style="list-style-type: none"> • 05.23 – Clerk will be drafting amendments to MOU for CG/FC consideration to issue to SVHMC • Bouncy Castle school holiday fun days - CS to investigate for Summer 2023 • Tollgate Carpark resurfacing and pothole filing – CA agreed 04.23 to fill the potholes only at this stage (to be reviewed after the soakaway issue has been completed) 	
9.7.6	Emergency Planning	EP Working Group report – to be revisited in July/August in association with new community centre. 06.23 Clerk to commence working on this Summer 2023 with CCC assistance	
321 (FC) & FC 21.23 15	Old Play Area as Car Park	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. 12.2022 contractor appointed from tender process @ £ 52,000. Work to commence 13.02.23 03.23 Project signed off and invoice sent to CCC for release of S106 funds – 04.23 supplier invoice to be paid ASAP	
CG 21/10	Footpath/Cycle Path enhancements	WINSTREE ROAD ECC HAVE DISBANDED WINSTREE ROAD WORKING GROUP MEETINGS FOR THE TIME BEING- The Clerk expressed disappointment THE FOLLEY, Villa/Winstree Road 02.23 further request for edging price to sure up mud banks have been sent to Cllr LSB	
GC 20/22 NO. 9	Transfer of ownership of SWG & LLS Playgrounds	Clerk to obtain £ 6000 CIF grant when land transfers complete – request made to EALC 02.03.23 & chased 03.23 01.23 Full Council signed transfer documents land transfer with CCC – documents delivered back to Ellisons to register with Land Registry 04.23 Clerk has chased Ellisons a number of times and CCC to enquire when titles will be registered at the Land Registry 05.23 Ellisons Solicitors have confirmed the plan of the ancillary small section of land on SWG has been amended by CCC and a further land transfer document needs to be signed – after which, all will be signed by CCC and lodged with the Land Registry	
CGC 22/03 9	S106 Funding	02.23 – CCC S106 advised there all funds have now been allocated to projects – The Clerk is awaiting further information 02.23 – CCC S106 have requested an updated project list from SPC – 02.23 FC deferred response to after a decision is made on Comb Field donation	
CGC 22/04 11	Local Highway Panel (LHP) Update	LHP outstanding issues to be added to CGC Clerk’s Report updates in future 05.23 LHP produced Feasibility Study into signalised crossing on A1124 London Road near Millers Lane 05.23 CGC to review and decide on priority of projects to seek funding for under 2023/4 budget	
FC 22/14 18	Jansma Park (Comb Field) Donation	11.22 FC CONSIDERED acceptance of gift of Comb Field and AGREED to raise a cost code to enable budgeting for 2023/4 and beyond 01.23 Solicitors have updated value of Comb Field and size as 9.8 acres (3.967 hectares) 03.23 – Full Council accepted donation of Comb Field and bequest of 10% of Mrs Jansma’s estate – Clerk advised solicitor. 04.23 – Sparlings Solicitor’s confirmed:- executors accept the field can be farmed for an interim period until decisions are made and funds are raised to develop the field as an open space for the community	

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		<p>Transfer of ownership should be completed by early 2024 approx</p> <p>04.23 - Clerk has made contact with:- architects who have provided a draft scheme figure of £ 5000 approx so far Drainage Experts who worked on the Burial Ground to establish preliminary costs and concept of development project Existing farmer who has confirmed he is happy to continue farming the land. The Clerk has requested further information to agree a lease ECC Drainage Expert who assisted previously regarding the flooding on Church Lane, so he can review any plans Sparling Solicitors to confirm the burial ground can be extended as well as a public space (Ellison Solicitors have been forwarded their reply for comment)</p>	
FC 22/14 19	Warren Lane/Maldon Road Strategic Junction	<p>11.23 FC DISCUSSED the lack of movement regarding the Warren Lane/Maldon Road junction upgrades. Clerk to identify Strategic Officer at Essex Highways who would deal with this junction</p> <p>03.23 – EH representatives visited Council before March meeting and advised a new design will be investigated with initial costs during 2023/4 and this will be fed through to all future developments within the assigned area that can contribute via S106 as there are no other means of funding the project. The Clerk has provided a report of the meeting to Councillors and ECC/EH (further amendments proposed by EH to be advised to FC May 2023)</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 approved by FC - Completed</i></p> <p><i>03.23 – CG request committees review and propose amendments to terms of reference</i></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>		