



# 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](mailto:clerk@stanwaypc.org.uk)

Dear Councillors,

You are hereby summoned to the forthcoming meeting of Stanway Parish Council to be held at Stanway Community Centre on **THURSDAY 27<sup>th</sup> July at 7pm** when the under-mentioned business will be transacted.

Yours faithfully,

Clerk to the Parish Council

**22<sup>nd</sup> July 2023**

### FULL COUNCIL MEETING AGENDA

**1. Chairman's welcome and formal notice of the recording of meeting if applicable**

**2. To record and approve apologies for absence**

**3. Declaration of Interests** - to **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests where required.

*To allow Councillors to declare either a disclosable pecuniary, or any other pecuniary or registerable, non-pecuniary interests on any matter covered by this Agenda. Members are reminded that, when considering any item, if it becomes clear they have an interest, they must declare it.*

**4. Public Participation**

The Chairman to invite members of the public to indicate if they wish to speak at this meeting – either on an item on the agenda or on a general matter. *Public questions are invited prior to the start of the meeting for a maximum of 10 minutes, limited to three minutes per person at the discretion of the Chairman. In accordance with SPC Standing Order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.*

**5. Minutes of the Parish Council Meeting 29<sup>th</sup> June 2023** - To approve the Minutes (previously circulated) as a true and accurate record.

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

To note the (draft) minutes (*previously circulated*) from:

- a) **Planning Committee** meeting held on 4<sup>th</sup> & 18<sup>th</sup> July 2023
- b) **Corporate Governance Committee** meeting held on 14<sup>th</sup> June & 12<sup>th</sup> July 2023
- c) **Community Services Committee** meeting held on 11<sup>th</sup> July 2023
- d) **Staffing Committee** meeting held on 22<sup>nd</sup> June 2023

**7. John Sisk and Sons Limited Presentation** – The Senior Social Value & Stakeholder Manager, working on behalf of National Highways to provide an update on the A12 junction 25 Marks Tey to junction 26 Stanway concrete road reconstruction scheme

**8. Essex County Councillor's Report** - To receive an oral or written report from Cllr. Kevin Bentley (Essex County Council), and to give him the opportunity to respond to any issues raised in Public Participation.

**9. City Councillors' Reports** -To receive an oral or written report from any City Councillors and to give them the opportunity to respond to any issues raised in Public Participation.

**10. To CONSIDER** any actions arising from matters brought to the Council's attention during Public Participation.

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11. To **RECEIVE** applications to become a Parish Councillor and/or to **APPROVE** any changes to the membership of the Committees of the Parish Council and **DISCUSS** Councillor training requirements

12. **Clerk's Report**-To **RECEIVE** an update & action re: ongoing items from previous meetings (*per circulated list*)

### 13. RFO Report Financial Reports -

a) To **RECEIVE** 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

c). To **AUTHORISE** any virements proposed from Corporate Governance Committee, as detailed in the Finance Officer's report

d). To **AUTHORISE** debit card for Clerk in accordance with Financial Regulation 6.19 (*A debit card may be issued to an employee subject to a single transaction limit. Such transaction limit will be set by the Council. Transactions and purchases made will be reported to the Council or a duly delegated Committee*) with an agreed limit (to be set).

14. To **CONSIDER** Colchester City Council S106 projects review and **UPDATE** the Council's priority projects for funding through S106 agreements

15. To **REVIEW** and **DECIDE** to air conditioning proposal for Victory Hall Committee room and Stanway Parish Council office

16. To **DECIDE** on proposal to clear ivy in Silver Witch Green by Steven Ward

17. To **AGREE** to appointment of Heelis & Lodge as Internal Auditors for 2023/4 fiscal year as **AGREED** by Corporate Governance Committee (Ref: CGC 05/23 No. 10)

18. To **ADOPT** updated Microgrant Policy as proposed by Corporate Governance Committee

19. To **REVIEW & ACCEPT** SLCC's report of the effectiveness of the Council's Internal Audit process for 2021/2 as proposed by Corporate Governance Committee– To **NOTE** update from Corporate Governance Meeting, *"The Clerk advised this year's statutory review would be carried out as soon as possible after the external auditor had concluded the AGAR to ensure the report was more time relevant as much of what was recommended has since been resolved as indicated by the Annual Internal Auditor's Report for the 2022/3 AGAR submission which confirmed compliance with all sections"* (Ref: CGC: 05/23 No.11)

20. To **DISCUSS & DECIDE** on the process for reconsidering setting up a Neighbourhood Plan review

21. To **CONSIDER** the Council's position and any response to Colchester City Council's garden waste charges (which will be introduced in early 2024) as proposed by Corporate Governance Committee

### 22. Reports from Outside Bodies

a) Bus Passenger Representative

c) Emergency Planning Office

e) Quarry Liaison Group

g) School Governors

i) Winstree Road Working Group Party

b) Colchester Association of Local Councils

d) Footpath/Tree Warden/Hedgerow Officer

f) Rosemary Alms Houses

h) Village Hall Management Committee

23. **Information Update** - to receive oral updates from Members on matters affecting the Parish.

24. **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.

25. **Date and time of next meeting** - the next scheduled meeting of the Parish Council will take place on **Thursday 28<sup>th</sup> September at 7.00 pm, Victory Hall, Stanway Community Centre.**