



Clerks Report for Corporate Governance Committee September 2023

Agenda Item	Subject		Status
269	Stanway/Toll-gate Link	<p>Planning Application - 212943 6/5/2022 – Upon dialled in advice & 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 & current cost of living climate. NP confirmed the Right of Way agreement is not with his client & 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>03.23 – Land Agent has removed hoarding & strimmed back – a new tenant will be taking possession & 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>05.23 Enovert & the Quarry have advised they have no further records.</p> <p>The Clerk attended the Archive Records Office August 2023 but did not find any relevant documents regarding the land being “dedicated”. The Clerk will send over relevant documents to Cllr D Linghorn-Baker who will review the Council’s position</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 & arrange for SPC’s disclaimer to be signed regarding liability. • 09.23 CAC to agree to proposed disclaimer from SVHMC re: use of playing field by hirers • Tollgate hall WiFi: OpenReach installed cable mid July but delivery driver for H&T ran over cable, 24th July so work could not complete. H&T need to organise paying for Openreach to return to re-install. 08.23 BT have confirmed they have not received an order from H&T – SVHMC are pursuing this issue • 07.23 – Clerk will be meeting with SVHMC to draft any amendments to MOU for CG/FC consideration • Bouncy Castle school holiday fun days - CS have set up a date during the holidays on the Playing Field – Sat 12th Aug – This date was cancelled by the inflatable company and has been re-arranged and advertised for Sat 30th Sept 	

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9.7.6	Emergency Planning	EP Working Group report – to be revisited in July/August in association with new community centre. 08.23 Clerk to commence working on this Summer 2023 with Cllr D Linghorn-Baker support	
CG 21/10	Footpath/Cycle Path enhancements	<p>WINSTREE ROAD</p> <p>ECC HAVE DISBANDED WINSTREE ROAD WORKING GROUP MEETINGS FOR THE TIME BEING- The Clerk expressed disappointment.</p> <p>06.23 report from Stanway Scouts sent to WRWG where they offer cooperation to work towards entry to The Stanway School from Villa Road. The Clerk has suggested a meeting with Stanway Scouts – pending a response.</p> <p>FC 07.23 Cllr Bentley confirmed he is waiting for the Scouts to make contact regarding funding options – Cllr Baines will chase the scouts</p> <p>07.23 The Clerk has written to WRWG requesting pressure be applied to EH SWAS regarding London Road/Millers Lane flooding but they cannot apply any further pressure. 08.23 The Clerk has been advised to write to a generic EH address but will continue to highlight with Cllr Bentley and Cllr Lee Scott</p> <p>27 (online) & 29.09.23 in person event organised at Comm. Centre by EH, Winstree Road Working Group to ask residents what they would like to see as a Safer Road – SPC to widely advertise and members invited to attend (The Clerk will attend 29.09.23). 13.09.23 Clerk has requested what budget is available for suggestions?</p> <p>THE FOLLEY, Villa/Winstree Road 02.23 further request for edging price to sure up mud banks have been sent to Cllr LSB</p>	
GC 20/22 NO. 9	Transfer of ownership of SWG & LLS Playgrounds	<p>Clerk to obtain £ 6000 CIF grant when land transfers complete – request made to EALC 02.03.23 & chased 03.23</p> <p>06.23 All papers returned to Ellisons for submission to the Land Registry</p> <p>07.23 – EALC have advised they cannot honour the grant – The Clerk has requested a review of this as the circumstances were outside of SPC’s control.</p> <p>07.23 – EALC have reconsidered & agreed to honour the £ 6000 grant, upon land registry transfer</p> <p>09.23 – Ellisons have confirmed the transfer will have applied from when the transfers were sent to the Land Registry end of June – therefore, SPC have now included the parks on their asset register and for insurance purposes and CA have organised cutting of the area around LLS (price previously approved by CA)</p> <p>09.23 The Clerk has requested EALC pay the £ 6000 grant on this confirmation from Ellisons</p>	
CGC 22/03 9 & FC 23/11 No. 14	S106 Funding	<p>02.23 – CCC S106 advised there all funds have now been allocated to projects – The Clerk is awaiting further information</p> <p>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</p> <p>07.23 FC agreed on SPC projects for future S106 grants – The Clerk will advise CCC. The Clerk has requested substantiation of recent, past expenditure as Stanway does not have any grant left according to CCC</p> <p>07.23 – The Clerk & Chair have been emailing Ward Councillors, CCC Head of S106 & CCC Planning Officer to establish what funding can be sought for Comb Field in relation to Planning Application 212507 (London Road, Stanway – Weston Homes), & any other planning applications – 08.23 The Clerk will be discussing this with CCC Planning Officers & Cllr Baines has emailed Ward Councillors regarding funds for Comb Field</p> <p>08.23 – The Clerk is attempting to obtain contacts for all relevant S106 departments</p>	

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		<p>09.23 – Wyvern Developers have agreed to meet with SPC – date yet to be agreed – SPC will then request a meeting with CCC Planning Officers and Ward Councillors.</p>
<p>CGC 22/04 11</p>	<p>Local Highway Panel (LHP) Update</p>	<p>05.23 LHP produced Feasibility Study into signalised crossing on A1124 London Road near Millers Lane</p> <p>06.23 CGC with LHP rep notes circulated – budget remaining for 2023/4 is £ 96,000.</p> <p>08.23 CG to consider funding speed surveys for 20mph speed on roads as proposed by CS</p> <p>08.23 Clerk has requested information on 20’s Plenty funding ie., sign, post, installation (NB: CS are sponsoring a poster design project in local junior schools) and requested site visits with Jon Simmons LHP Rep to identify signage sites</p> <p>Cllr Bentley has confirmed the EH SWAS Department will be dealing with the flooding on London Road/Millers Lane – however, the Clerk has confirmed this project has been set back a year. The Winstree Working Group cannot re-escalate this so the Clerk is pursuing with Cllrs Bentley and Scott.</p> <p>08.23 – The Clerk has asked the LHP to consider CG’s request for the crossing at Hobyrcraft/London Road to be signalled</p>
<p>FC 22/14 18</p>	<p>Jansma Park (Comb Field) Donation</p>	<p>11.22 FC CONSIDERED acceptance of gift of Comb Field & AGREED to raise a cost code to enable budgeting for 2023/4 & beyond</p> <p>01.23 Solicitors have updated value of Comb Field & size as 9.8 acres (3.967 hectares)</p> <p>03.23 – Full Council accepted donation of Comb Field & bequest of 10% of Mrs Jansma’s estate – Clerk advised solicitor.</p> <p>06.23 – Sparlings Solicitor’s confirmed:- executors accept the field can be farmed for an interim period which is yet to be defined. Sparlings to confirm the burial ground can be extended as well as a public space (Ellison Solicitors have been forwarded their reply for comment – Ellisons Solicitors response confirmed Sparlings should deal with matters in hand</p> <p>09.23 Sparlings Solicitors have confirmed the timescale is still Oct transfer of land</p> <p>10.23 approx – Upon completion of transfer of land, Expressions of Interest will be advertised & issued to parties who have already lodged an informal interest</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 & 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 re: the flooding on Church Lane, so he can review any plans</p>
<p>FC 22/14 19</p>	<p>Warren Lane/Maldon Road Strategic Junction</p>	<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 & advised a new design will be investigated with initial costs during 2023/4 & 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 & ECC/EH (further amendments proposed by EH to be advised to FC May 2023)</p> <p>07.23 Clerk has requested an update (as a result of presentation by TARMAC at June FC meeting) – EH have confirmed they are still looking at the alternative lower cost design & once their review is complete, the Strategic Development Department will be provided with the original & alternative layouts to help them with any discussions/negotiations with future</p>

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		<p>developers. 07.23 – the Clerk is continuing to push CCC for S016 or S278 contributions to this junction’s development, particularly as a result of the zoo’s expansion plans (as detailed on the zoo’s open evening, 30th June 2023). The Zoo have confirmed they would like to have closer links with SPC which the Clerk will pursue (07.23 FC Councillors agreed to set up a future Zoo Working Group)</p>		
FC 23/11 No. 11	Zoo Working Group	07.23 Future Working Group to be set up to progress closer contact with the zoo, particularly over their expansion plans and how this will affect Stanway		
FC 23/11 No. 11	Highways Working Group	07.23 Future Working Group to be set up to lobby for changes to Stanway road infrastructure, including new developments and existing maintenance eg., Stane Park, Wyvern Farm Development. 20.10.23 “walkaround” meeting with ECC Cllr Lee Scott, Portfolio Holder for Essex Highways and Cllr Bentley organised		
FC 23/12 No. 20	Neighbourhood Plan Review	07.23 Clerk to request a meeting with a previous council eg., Tiptree who have recently undertaken a neighbourhood plan and report to back for interested members to attend 09.23 – Clerk to speak to Clerk at Tiptree		
FC 20.15.07	Stage 4	<p>Policies to Support practice – ongoing/yearly review - Governance & administration for the coming year – generally February to May (policy review spread out over full year)</p> <p><i>05.2023 - Standing orders, Code of Conduct, Committee Structure & members & 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 & Safety Policy & Staff Handbook for approval at 01.23 FC - Completed</i></p> <p><i>11.22 – SC reviewed risk assessment register & risk assessments for manual operations - Completed</i></p> <p><i>11.22 – CG reviewed Co-option Policy - Completed</i></p> <p><i>05.23 - Asset Register approved at FC 05.23 - Completed</i></p> <p><i>09.23 Clerk to ensure the following procedures are covered within the Staff Handbook adequately or procedure policies for - grievance, equality, training, additional working, gifts & hospitality, whistle blowing, smoke free, mobile phone, lone working, dignity at work & safeguarding policies, volunteer policy</i></p> <p><i>Review Dates</i></p> <p><i>01.24 – CG to propose final budget to FC for approval of precept demand to CCC</i></p> <p><i>02.23 – Complaints Procedure & Vexatious Complaints Policy approved by FC - Completed</i></p> <p><i>05.23 – FC approved committee terms of reference - Completed</i></p> <p><i>08.23 – Tender for insurance renewal – ONGOING 08.23</i></p> <p><i>07.23 – FC approved Internal Auditor for 2023/4 year - Completed</i></p>		

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		<p>09.23 - Freedom of information, Data Protection, Social Media Polices</p> <p>06.23 – FC approved Financial Policies review ie., Reserves & Investment Policies – Completed</p> <p>05.23 – FC approved Council risk management – to be reviewed by CGC bi-annual (Oct & April)</p> <p>06.23 – CGC to review Publications Scheme & propose Retention Policy</p> <p>07.23– FC approved microgrant policy – Completed</p> <p>09.23 – CG to review Grants Policy</p> <p>05.23 – FC agreed Bank Signatories for 2023/4 year</p> <p>11.23 – Co-Option Policy</p> <p><i>Other policies to consider</i></p> <p>Terms & Conditions of Borrowing (if applicable)</p> <p>Climate & Environmental Awareness Policy</p> <p>Tree Management Policy</p> <p>Biodiversity Statement</p> <p>Crime & Disorder Policy</p> <p>Retention & Disposal of Documents Policy</p> <p>Advertising Policy</p> <p>Community Engagement Strategy Policy</p> <p>Keyholder Policy</p>		
		<p><i>Mission Statement (for reference)</i></p> <p><i>Stanway Parish Council aims to help, in cooperation & coordination with others, make Stanway a great place to live, work & visit.</i></p> <p><i>To this end, the Council will:-</i></p> <p><i>Provide high quality services & amenities, independently or in partnership, which provide a tangible benefit to our community in enhancing their physical & 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 & to meet unexpected costs</i></p> <p><i>Develop & pursue an environmental-friendly policy which will minimise the Council’s environmental impact, for example, reducing waste & using green energy</i></p> <p><i>Stay Local, using local contractors & 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>		