



Stanway

Parish Council

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Minutes of the Full Council Meeting held on THURSDAY 28th MARCH 2024

Present: Cllrs T Baines (Chair), T Bloomfield, D Chambers, J Cotter, J Hagon, D Jordan K McAllister, A Norton, S Seabrook and J Spademan.

Also present: City Councillor L Scott-Boutell and Amanda Ward (Deputy Clerk)

- 1. Chairman's welcome and formal notice of the recording of meeting if applicable**
Cllr T Baines welcomed those present, City Councillor L Scott-Boutell asked if the meeting could be recorded. Cllr T Baines advised that the microphone and recording equipment had been missing since the office had been redecorated. City Councillor L Scott-Boutell explained that the meeting was not accessible and should be recorded for transparency and accountability.
Cllr T Baines asked for this to be put on the next CG Agenda.
- 2. Apologies for absence**
Apologies were received from City Councillor J MacLean
RESOLVED to accept the apologies
- 3. Declaration of Interests**
Cllrs T Baines and A Norton declared their interests in item 17 of the agenda as Trustees for Stanway Village Hall Management Committees, as City Councillor, Cllr J Hagon declared his interest in item 7 of the agenda.
- 4. Public Participation**
There were two members of the public present, City Councillor Sue Lissimore who had been invited to speak on item 7 of the agenda and Mr T Singh.
Cllr T Baines invited Mr Singh to address the Council.
Mr Singh explained that many of those present already knew him as he had been a Parish Councillor for two years previously, he wished to join the Council again to serve the Community and help contribute to the residents. Mr Singh is currently a Governor at the Stanway Fiveways Primary School.
- 5. Minutes of the Parish Council Meeting 25th January 2024**
RESOLVED to approve the Minutes of the Parish Council Meeting 25th January 2024.
- 6. Adoption of Committee Reports – see <https://www.stanwaypc.org.uk/councilmeetings.html>**
To NOTE the (draft) minutes (previously circulated) from:
 - a) Planning Committee meetings held on 6th & 20th February 2024 & 5th & 19th March 2024
 - b) Corporate Governance Committee meetings held on 15th February & 13th March 2024
 - c) Community Services Committee meeting held on 12th March 2024
 - d) Community Assets Committee meeting held on 21st February 2024

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PROPOSED Cllr T Baines and unanimously RESOLVED to move item 11 of the agenda forward to this point in the meeting.

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 **RECEIVE** an update from any Councillor training.

Cllr T Baines advised that three applications had been received from Lydia De Col, Trib Singh and Waynes Tearle. apologies for not attending the meeting had been received from both Lydia and Wayne.

PROPOSED Cllr J Spademan and unanimously RESOLVED TO accept all three applications and to appoint T Singh and W Tearle to the Community Assets and Community Services Committees and L De Col to the Planning, Corporate Governance, Community Assets and Community Services Committees until she has had the opportunity to decide on her preferences.

7. **To consider LHP schemes in relation to Essex Highways scheme criteria and receive a report from City Councillor Sue Lissimore.**

Sue Lissimore had been invited to speak prior to the meeting and introduced herself as the Chair of the Local Highways Panel (LHP) which has been running for the last 10 years and is responsible for the fund held by Essex County Council for safety and improvement works on roads, cycle lanes and at bus stops. Sue explained that the Panel had recently changed how it operates with projects being split by size, large or small. Cllr T Baines asked if there was a best time of year to apply and if applications with more information in them go through any quicker.

Sue advised that the beginning of the financial year was the best time to apply but it would always be a slow process due to the amount of work the design team has to do. Additional information does not necessarily mean an application will be sped up as speed checks usually need to be done unless there is already an existing speed analysis in place.

Cllr J Cotter thanked Sue for the information and asked what their budget was for the next financial year and how long a project generally take to complete.

Sue advised that Colchester had been allocated £250,000 for 2024/2025, there is a further 2 million available in the Chairs budget plus there are monies allocated from S106. A project usually takes around 3years from start to finish.

Cllr D Chambers asked about repairs to potholes, improvements at the Warren Lane / Maldon Road junction and the Zebra Crossing at the Lakelands Community Centre. Sue explained that potholes were not covered by the LHP, the junction would be too big of a scheme to fall under the remit of the LHP and the Zebra Crossing was not currently with the panel which would be due to the speed of traffic on the Bypass.

Cllr D Jordan asked how the Parish Council could push forward the 20 is Plenty Signage Scheme. Sue advised that she was not yet aware of an application for the project and that a 20mph is very controversial and will not have the support of the Police. Traffic in the area needs to be consistently travelling at 20mph already and the results of a speed survey would need to be analysed before a decision could be made.

Cllr T Baines thanked Sue for attending and the information provided. Sue left the meeting at 7.30pm.

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8. Essex County Councillor's Report

No report had been received.

9. City Councillors' Reports

City Councillor L Scott-Boutell advised that it was nice to see everybody and that she had not been attending the meetings more frequently as the current acoustics in the Victory Hall made the meetings inaccessible, but she did have several questions for the Council and would like it all minuted.

For ease of reference the questions from City Councillor L Scott-Boutell are as follows and the responses from Cllr T Baines are written in Italics:

1. How much is the grant to SVHMC for, how widely was it made public, what was the lead time for charities to apply and how did SPC invite applications. Was it in your newsletter or on the SPC website / FB page?
Advised that the Community Services Committee had made the decision to invite SVHMC and Colchester First Responders to apply for a grant. The Council website has full details of the grants available along with the criteria and application forms.

2. Equality, Diversity & Inclusion Policy

The reviewed policy states regarding DISABILITY we will provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities, challenge discriminatory assumptions about disabled people, and seek to continue to improve access to information by ensuring availability of loop systems, braille facilities, alternative formatting and sign language interpretation.

I am aware that last May SPC were advised that 4/5 of their loop systems were not working following me having met with Amanda (Deputy Clerk) to test in February. Could you advise if they have been repaired and when? How often are they tested to see if they are still functioning, what is the schedule for servicing? Do you promote that council meetings can be signed, and agendas and minutes be issued in Braille? Have you considered contacting Stage Text to subtitle meetings?

Information and questions on the hearing loops need to be directed to SVHMC who have been the leaseholders since 1972 and manage the halls, the Parish Council are not responsible for them and therefore are unable to answer the question.

Can you also confirm that all hirers of the halls are treated equally with deposits etc remaining the same regardless of whether the hirer has one of the 9 protected characteristics – for example age?

Again, this is the responsibility of SVHMC, and the question needs to be directed to them.

3. Report from SVHMC

Could you advise where the minutes of the meetings are published? I ask in respect of openness and transparency especially as I note in the Clerks report under point 332 that the Charity Commission has closed its [enquiry](#). Could I have more details regarding this please?

Again, this is a matter for SVHMC and not the Parish Council.

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4. Following on from the Clerks Report I note under the LHP update that Tollgate Village 2 will fund signalised crossing at Hobbycraft / London Road crossing when developed. There is no planning condition attached to this development that agrees that this application will fund a signalised crossing at this location.

Advised that in the absence of the Clerk, she was unable to answer the question.

City Councillor L Scott-Boutell explained that she could not understand why answers couldn't be given when there are representatives of SVHMC sitting on the Council.

Cllr J Spademan advised that this section of the meeting is for City Councillors to give their reports and not for specific questions which should be put in writing prior to the meeting.

City Councillor L Scott-Boutell advised that she has secured funding for the Folley, 4 tonnes of soil will be removed, mesh will be put in and then planting will take place which should stop the debris from washing down onto the path.

Cllr J Cotter said that this was great news and asked if the works will include a new surface. Lesley replied that it would be down to Essex County Council and due to the cost highly unlikely, it is also very unusual for them to resurface footpaths.

Cllr J Hagon also thanked Lesley for the information and asked that the responses to her questions were made a priority. Cllr Hagon then asked how the improvements were to be funded and who would be responsible for maintaining it. Lesley explained that the money had come from her Locality Budget and S106 Funds, it will not be maintained as it is considered 'No Mans Land'.

City Councillor L Scott-Boutell then left the meeting.

In his capacity as a City Councillor, J Hagon then went on to give his report as follows: There will be no changes to waste collections over the Easter Holiday. The City Council is to run a consultation over the renewal of the play park on Swift Avenue and the repairs to the surface on Iron Latch Lane are due by end of month, although have been delayed due to weather.

Cllr Hagon left the meeting at 7.54pm

Cllr J Spademan advised those present that no member of CCC, ECC (Essex County Council) or SPC has the right to ask for or expect minutes to be taken verbatim.

Cllr S Seabrook PROPOSED and unanimously RESOLVED to purchase a small tape recorder as an Aide Memoir for Officers clerking difficult meetings.

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

There were no matters arising.

12. **Clerk's Report**

The report was circulated prior to the meeting, the report was noted.

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13. **RFO Report** – To **RECEIVE** an update regarding ongoing actions: and
- i) **Interim Management Accounts** — to **RECEIVE** the latest interim management accounts – Noted.
 - ii) **AUTHORISE** contracts or project expenditure exceeding any committee's £10,000 delegated authority - None.
 - iii) **AUTHORISE** any virements and transfers to Earmarked Reserves prior to the Financial Year End, as necessary – **Following a request from the Community Services Committee it was RESOLVED and unanimously approved to move £2000 from the Events Cost Code and £1500 from the Grants Cost Code to Earmarked Reserves.**
14. To **REVIEW** and **APPROVE** any deletions/additions to current account bank signatories **RESOLVED to defer to the April Corporate Governance Meeting.**
15. To **REVIEW** and **APPROVE** Projects for Stanway regarding S106 Funding
Cllr T Baines advised there had been no change in the agreed projects list.
16. To **RECEIVE** an update from the Jansma Park Working Group and **DECIDE** on any relevant actions.
There was no update as the Working Group had not met.
17. **Grant Application**
To **CONSIDER** the grant application from SVHMC.
Cllr T Baines and A Norton declared their interests in this item as Trustees of SVHMC.
Cllr D Jordan thanked SVHMC for their application which was being considered at this meeting due to it being the end of the Financial Year and asked why the quotes were higher than the grant request. Cllr T Baines advised that additional grant funding has been secured elsewhere and £1500 is the maximum amount the Parish Council will consider.
PROPOSED Cllr J Spademan and unanimously agreed (except for Cllrs Baines and Norton) to grant SVHMC the sum of £1500.
A cheque was then signed by Cllrs J Cotter and D Chambers.
18. **Winstree Road Healthy School Streets Scheme**
To discuss the update on the scheme circulated by email 1/3/24.
Deferred to the Community Services Committee to monitor.
19. **Approval of Policies**
To **review** and **approve** the following Policies:
Dignity at Work – Civility and Respect
Diversity and Inclusion
Co-Option of Councillors
PROPOSED and unanimously RESOLVED to approve and accept all three policies.
20. To **RECEIVE Reports from Outside Bodies**
- a) Bus Passenger Representative – Cllr D Chambers advised that the new Number 71 Bus Service will begin on April 15th, there is another meeting planned for which the date is not yet known.

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- b) Colchester Association of Local Councils – Attended by Cllr D Jordan who advised that Sue Lissimore was the Guest Speaker and gave the same talk she had this evening.
- c) Emergency Planning Officer – No update.
- d) Footpath/Tree Warden/Hedgerow Officer - Cllr J Cotter had no update but thought that the improvements to the Folley was fantastic news.
- e) Quarry Liaison Group – Cllr J Spademan advised that he had been unable to attend the last meeting but had been advised that the application to quarry the land next to the Zoo had been refused as there were concerns that the work could damage the Dyke. Cllr T Baines reported that there had been a sharp increase in the number of complaints about the smells. Cllr K Bentley has requested an urgent meeting with Enover and Cllr Baines has been party to all the emails relating to the situation and has asked if the odours are detrimental to resident's health, a letter from Priti Patel MP has also been received which the Deputy Clerk will respond to after discussion with Cllr Baines.
- f) Rosemary Alms Houses – Cllr D Jordan advised that Persimmons are trying to build at the entrance to the Alms Houses, a complaint has been submitted to the Planning Department at Colchester City Council.
- g) School Governors - Cllr T Singh is a Governor at the Stanway Fiveways Primary School and will give a report at the next Full Council Meeting.
- h) Village Hall Management Committee - Cllr T Baines reported that the accounts were all now up to date and the Charity Commission has now closed its inquiry. The Management Committee are looking for further funding to cover the current works required including the ceiling, hearing aid system and updated sanitary ware at the Tollgate Hall and they now have the funding for the Village Hall floor.
SVHMC have now come through the losses incurred during Covid with the number of bookings increasing so that they are now nearing full capacity. The AGM (Annual General Meeting) is on Wednesday 1st May at 7pm in the Conference Room which will be followed by their Committee Meeting.
- i) Winstree Road Working Group Party – This had already been covered under item 18 of the Agenda.

21. Information Update

Cllr D Jordan reminded those present that the Annual Parish Forum was on Thursday April 25th at 7pm.

Cllr D Chambers that the Doctors Surgeries at Tollgate and Ambrose Avenue were getting a lot of bad reviews, and their services are letting residents down. It was agreed that this would be discussed at the next Corporate Governance Meeting.

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22. Items for Committees/ Next Council Meeting

Accessibility of Meetings/recording meetings – CG & Full Council
Additions / deletions to current bank signatories – Corporate Governance
Winstree Road Healthy Street Schools Scheme – Community Services

The Deputy Clerk left the meeting at this point:

23. Exclusion of Public & Press In accordance with The Public Bodies (Admissions to Meetings) Act 1960 RESOLVE to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information (for example, whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceeding such as confidential, specialist, financial or legal advice) in the remainder of this agenda can be discussed and decided.

- Confidential Staffing Matters were discussed and agreed.

The Deputy Clerk rejoined the meeting.

24. Date and time of next meeting - the next scheduled meeting of the Parish Council will take place on Thursday 30th May at 7.00 pm, Victory Hall, Stanway Community Centre

There being no further business the Chairman thanked members for their attendance.

The meeting closed at 8.55pm

Amanda Ward, Deputy Clerk

Dated: 2nd April 2024

Signed.....
Chairman

Dated: 30th May 2024