



Clerks Report Corporate Governance November 2024

Agenda Item	Subject		Status
269	Stanway/Tollgate Link	Planning Application - 212943 6/5/2022 –Land Agent 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. 16.05.24 – Land Agent’s has advised that the owner has not provided any update on the proposed development or timeframe 11.2024 – no further update	
9.7.6	Emergency Planning	07.24 – Messaged Emergency Planning Department at CCC for draft plan proposal 11.2024 – Clerk to progress in New Year	
CG 21/10 FC 24/16 9 CGC 13/13 No. 7	Footpath/Cycle Path enhancements Earmarked Footpath Reserves	WINSTREE ROAD 18.11.24 TO83C - Miller Road/London Road flooding – work to commence 15.11.24 – follow up Winstree Road Stakeholder Meeting online – update to follow Sept FC meeting - Request has been made for information on funding a parking attendant/inspector & an update from Lexden School re: taxi vehicles causing disruption THE FOLLEY, Villa/Winstree Road – 01.24 Maintenance Worker cleared the path of overhang. 08.24 Enovert confirmed they would consider tri-agreement to overhaul footpath. 08.24 CG to propose virement to footpaths cost code to match fund any grants 10.24 Public Right of Way officers confirmed EH would not support tri-agreement to overhaul Folley due to lack of identified “no man’s land” and also consider the pathway suitable and attractive for an urban footpath. EH suggested SPC consider funding regular clearances. Enovert and CCC/ECC Locality Budgets will not fund this maintenance cost 11.24 CGC to consider budget and staffing levels to cover this expenditure if required Footpath 5 – Tollgate Road 08.24 –Owners of Homebase land confirmed there has been no change regarding ongoing commercial considerations	
CGC 22/03 9 & FC	S106 Funding	01.24 – Updated reports received and circulated. All current funds are spent, apart from £5,000 - £ 15,000 for leisure facilities. 02.24 – CCC have confirmed the future large developments identified by SPC are correct 09.24 – Successful meeting with CALC Chair regarding their S106 spending plans	

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<p>23/11 No. 14</p>		<p>08.11.24 – Meeting notes between CCC and Ward Councillors re: Stanway’s S106 allocation and other Stanway matters to follow – with further actions</p> <p>10-11.24 – Leisure S106 Officer has confirmed there is over £ 16,000 which SPC can request to draw down and spend on playground equipment</p>	
<p>CGC 22/04 11</p>	<p>Local Highway Panel (LHP) Update</p>	<p>01.24 – Tollgate Village II will fund signalled crossing at Tollgate Road/Homebase when developed</p> <p>01.24 – Tarmac/Enovert approached about funding LHP speeding review for single speed</p> <p>10.24 – CS have funded schools 20’s Plenty signage. CS to organise erection of signs with schools and on SPC land – update to be provided</p> <p>10.24 – Clerk has been discussing Chair’s suggestion for new slopping, zig-zag PROW at back of playing field down to Tollgate Road (which is currently steep steps) – EH PROW officers advised SPC to investigate land ownership to attempt gaining permission to use their land, then they will consider a tri-agreement to obtain an Enovert grant, which Enovert have confirmed is possible.</p> <p>10.24 LHP have confirmed SPC could pay £ 973.10 to accelerate any improvements by carrying out a replacement PV2 report (last one was 2021 and it suggested that the pathway is not greatly used. The LHP hope that the improvements (refer LCOL198003) which propose a dropped kerbs/tactile paving at Footpath 5 are and being funded by the Chairman’s Panel will encourage more usage and a subsequent PV2 will elevate the need for further upgrades to the steps and railings). The design feasibility will be completed 2024/25 and the Implementation would require an LHP funding recommendation in 2025/26 (to be decided upon completion of the design study).</p> <p>11.24 With the new design suggestion, the Clerk recommends exploring this concept first so the Clerk will investigate ownership (with information received from 08.11.24 S106 meeting)</p>	
<p>FC 22/14 18</p> <p>CGC 10/23 No. 9</p>	<p>Jansma Park (Comb Field) Donation / Jansma Park Working Group</p>	<p>Size 9.8 acres (3.967 hectares).</p> <p>26.09.09 FC approved report and business case and agreed to accept land and 10% estate donation. Cheques totalling £ 100,000 will be presented (and earmarked in accts for Jansma Park Project)</p> <p>04.11.24 – Land Transfer took place</p> <p>06.11.24 – concrete bollard hired and installed to prevent vehicle access</p> <p>14.11.24 – JPWG meeting & meeting with Weston Homes to discuss consultation process (which will commence early 2025 – online/Stanway life and in person).</p> <p>10.24 Clerk has met with ECC Forestry Rep – mock ups to follow with woodland area examples. Forestry Commission can fund up to 100% of woodland (minimum 1 hectare) with small ongoing maintenance allowance – mock ups provided</p> <p>11.24 Clerk has met with ECC environmental reps, who will attend Nov FC meeting to present their projects. They are willing to attend any Jansma Park consultation also if needed relevant</p> <p>10.24 Price obtained by Countrywide (SPC ground contractors) to cut the grass back @ £ 950 (within the next month or so) Countrywide propose cutting back with a flail, then looking at area in spring, when broad leaf weed spray should be used to kill dandy lions/weeds etc., It can then be rolled/cultivated and seeded (as required)</p> <p>Countrywide will also provide price to install metal gates on London Road access</p>	

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FC 22/14 19	Warren Lane/Maldon Road Strategic Junction	<p>01.24 EH have confirmed feasibility study has been updated – Clerk has requested a copy</p> <p>11.04.24 – Meeting with CCC, Ward Councillors and SPC – reviewed Warren Lane as part of S106 discussion.</p> <p>09.24 – Successful meeting with CCC S106 officers and Cllr Bentley. Cllr Bentley is proposing the Warren Lane junction be added to the Local Plan, whereby funding can be considered from any Colchester development. CCC Officer will confirm if enough evidence has been provided to support this</p> <p>08.11.24 S106 meeting update to follow shortly (verbal update can be provided at Nov 2024 CGC meeting)</p>	
FC 23/11 No. 11	Zoo Working Group	<p>09.24 – Update from zoo – charity status should be approved January 2025. Lion enclosure PA due for approval https://www.colchester-zoo.com/2024/07/exciting-pre-application-plans-for-new-lion-habitat/</p> <p>09.24 – Zoo has kindly donated family tickets for CS events</p> <p>11.24 – Online meeting with Zoo provided transport survey re: Lion enclosure PA (which has just been submitted)</p>	
FC 23/11 No. 11	Highways Working Group	<p>10.24 Villa Road electric work for crossing to be installed (during half term)</p> <p>02.25 Villa Road zebra crossing installation and street lighting</p> <p>11.24 At Cllr Bentley's request SPC have provided updated and historic details of potholes re: extra funding available</p> <p>Clerk is still requesting information on Stanway road categories with planned schedule for inspections and upgrades</p>	
FC 24/18 No 9		<p>10.24 Requested compensation from National Highways and/or SISK contractors re: 17.09.24 – negative response received from National Highways/Pending response from contractor's agent re: for social value projects fund</p>	
CGC 10/23 No. 13	Corporate Identity Working Group	<p>02.24 CGC agreed transfer to gov.uk web address</p> <p>04.24 – address agreed as www.stanway.gov.uk. Address had to be changed to www.stanway-pc.gov.uk in accordance with guidelines</p> <p>06.24 – All emails and website addresses have been updated to gov.uk site</p> <p>10.24 – PHASE 1 COMPLETED – NO FURTHER ACTION ATM</p>	
FC 24/18 No 20 a	Bus Liaison Group	<p>12.24 Stanway Life insert to request feedback from residents regarding bus issues.</p> <p>11.24 Update requested from meeting between Cllr Teale, Clerk and Public Transport Liaison Officer (ECC)</p> <p>12.24 Bus Forum event – Clerk & Cllr Tearle to attend</p>	
FC 24/13 No. 15	CCC Wheatfield Road Park upgrade, including request for basketball court	<p>08.11.24 – S106 CCC Meeting - Discussed feasibility and requirement for consultation re: basketball court possibility</p> <p>CCC Parks advised no capital projects are being considered due to lack of funding, but the park is due to be maintained and upgraded (could take up to 10 years however, so SPC have recommended a grant application from Enover, which SPC have offered to assist with.</p>	

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<p>FC 20.15.07</p>	<p>Stage 4 – ONGOING REVIEW</p>	<p>Policies to Support practice</p> <p><i>05.24 - Standing orders, Code of Conduct, Committee Structure & members & Fin Regs approved – FC approved May 2024</i></p> <p><i>06.24 – Health & Safety Policy & Staff Handbook for approval at 01.23 FC – SC reviewed & FC approved July 2024</i></p> <p><i>06.24 – Risk assessment register & risk assessments for manual operations – FC approved May 2024</i></p> <p><i>03.24 – Co-option Policy – FC approved</i></p> <p><i>05.24 - Asset Register FC approved May 2024</i></p> <p><i>01.26 – Staff Handbook – Approved 01.23</i></p> <p><i>Review Dates</i></p> <p><i>01.25 – CG to propose final budget to FC for approval of precept demand – To approve at 01.25 FC</i></p> <p><i>02.25 – Complaints Procedure & Vexatious Complaints Policy approved by FC – Approved 02.23</i></p> <p><i>05.25– FC approved committee terms of reference – FC approved May 2024</i></p> <p><i>01.25 – Tender for insurance renewal – CG to review 01.25 for 01.06.25 renewal date</i></p> <p><i>07.24 – FC noted Internal Auditor for 2023/4 year July 2024 – 07.24 External Auditor has requested further information; RFO has responded. 09.24 Further email received from External Auditor – RFO to respond</i></p> <p><i>03.25 – CGC to review Internal/External auditor recommendations – 09.24 CGC reviewed, updated & agreed on 6 monthly review</i></p> <p><i>09.24 - Freedom of information, Data Protection, Social Media Polices – GDPR Policy approved 09.22</i></p> <p><i>06.25 – FC approved Financial Policies review ie.,</i></p> <p><i>Reserves Policy – Approved 06.23</i></p> <p><i>Investment Policies – Approved 06.23</i></p> <p><i>11.24 –Council risk management – CG to review (6 monthly) and FC to approve 05.25</i></p> <p><i>06.23 – CGC to review Publications Scheme & propose Retention Policy – Being drafted 09.24</i></p> <p><i>N/A – FC approved microgrant policy – Completed – incorporated into Fin Regs 09.23 and Fin Regs approved 05.24</i></p> <p><i>N/A – FC approved grant policy – Completed – incorporated into Fin Regs 09.23 and Fin Regs approved 05.24</i></p> <p><i>05.25 – FC agreed Bank Signatories for 2024/5 year, FC May 2024</i></p> <p><i>03.26 – Co-Option Policy – Approved 03.24</i></p> <p><i>05.26 – Dignity at Work – Approved 05.24</i></p> <p><i>05.26 – Equality, Diversity and Inclusion Policy – Approved 05.24</i></p> <p><i>02.25 – Vexatious Complaints Policy – 02.26</i></p> <p><i>02.25 – Complaints Policy – Approved 02.23</i></p> <p><i>05.26 – Recording and Reporting on Council Meetings Policy – Approved 05.24</i></p> <p><i>05.25 – Disciplinary Procedure – Approved May 2024</i></p> <p><i>09.25 – Review Agreements with SVHMC and Stanway Primary</i></p>	
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