



# Stanway

## Parish Council

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### Minutes of the Parish Council Meeting held at 7pm on 26<sup>th</sup> September 2024 in the Victory Hall

**Present :** Cllrs Baines (Chair), Bloomfield, Chambers, Cotter, Hagon (**left at 7.55pm**), Jordan, McAllister, A Norton, Scarfe, Singh, Spademan & Tearle

**Also Present:** The Parish Clerk & Responsible Finance Officer (RFO) and 3 members of the public

1. **The Chairperson welcomed all present and confirmed the meeting would not be recorded**
2. **Recorded & accepted apologies of absence** for Cllr Kevin Bentley (Essex County Council) and Cllrs McLean and Scott-Boutell (Colchester City Council).
3. **Declaration of Interests** – Cllr Hagon declared a non-pecuniary interest in Colchester City Council’s Local Highways Panel Committee
4. **Public Participation – 3 members of the public were present.** Concerns regarding taxi drivers parking to wait for long periods of time (sometimes up to 2 ½ hours) on Winstree Road ahead of afternoon collections were raised. These parked vehicles are causing traffic congestion as vehicles cannot pass easily. These issues have been raised before with Ward Councillors and the residents wanted to draw attention to the Parish Council. The Chair thanked the residents for attending.
5. **Minutes of the Parish AGM Council Meeting 25<sup>th</sup> July 2024 - APPROVED** and the Chair signed the Minutes (previously circulated) as a true and accurate record.
6. **Adoption of Committee Reports – see <https://www.stanwaypc.org.uk/council-meetings.html>**  
**NOTED** the (draft) minutes (*previously circulated*) from:
  - a) **Planning Committee** meetings held on 6<sup>th</sup> and 20<sup>th</sup> August & 17<sup>th</sup> September 2024
  - b) **Corporate Governance Committee** meetings held on 14<sup>th</sup> August & 11<sup>th</sup> September 2024
  - c) **Community Assets Committee** meeting held on 18<sup>th</sup> September 2024
7. **Essex County Councillor’s Report – RECEIVED & NOTED** a verbal report from the Clerk from an online meeting with Cllr Bentley, including:  
Cllr Bentley’s request for the Parish Council to forward fund the North East Parking Partnerships (NEPP) proposal to introduce an experimental no stopping at any time (double red lines) on Wagtail Mews and the junction with Christopher Garnett Chase, Stanway. This proposal will be referred to the Community Services Committee who have a budget for road safety as the expenditure relates to the safety of Lakeland School children and visitors

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**8. City Councillors' Reports – Written report provided by Cllr Hagon as follows (extracts):**

**REMINDER: Boundary Review Colchester Wards, Consultation closes 7 October**

The independent Local Government Boundary Commission is carrying out a consultation on new council wards for Colchester City Council and wants to hear from people living in Colchester or who have ties to the area. The Commission wants to ensure each of the 51 councillors represents around the same number of electors and that the wards they represent reflect the local community. On Tuesday 7 January 2025, the Commission will publish draft recommendations developed using the information received from local people, and you will have the chance for further comment.

Website: <https://www.lgbce.org.uk/all-reviews/colchester>

**Direct Email for City Council Neighbourhood Services Team**

The Parish Council has asked if there is a feasible route to provide direct reports to the City Council Neighbourhood Services team, much in the way Ward Councillors are able to do so. As Ward Councillor for Stanway, I support this request and have asked Head of Neighbourhood Services on the feasibility to deliver a service for Parish/Town Councils. **(to be followed up)**

**Appeal Decision**

An appeal has been dismissed by the Planning Inspectorate for the proposed development of a 72 Bed Care Home for the Elderly along with 7 acres of New Public Open Space on the Land West of Stanway Western Bypass and South of Church Lane, CO3 8WD

Decision letter can be found here:

<https://acp.planninginspectorate.gov.uk/ViewCase.aspx?caseid=3339756>

**9. CONSIDERED** actions arising from matters brought to the Council's attention during Public Participation:

After a great deal of discussion, including the possibility of NEPP installing something similar on Winstree Road to that of Wagtail Mews, Cllr Hagon advised, when canvased, neighbouring residents were not in favour of no parking areas, as feel this will only push the problem out further into neighbouring streets.

Cllr Jordan suggested the Council write to the school?

Cllr Chambers enquired if the Council could contribute towards a parking attendant?

The Chair assured the residents that the Council were working with all stakeholders via the Winstree Road Working Group in an attempt to ease traffic congestion and make this road safer.

The residents concerns will be raised directly with the group.

**10. Parish Councillor Applications – None received.** The Chair advised, due to family commitments, Cllr Lydia De-Col had verbally given in her resignation

**Committee Membership – AGREED** transfer from Planning Committee to Corporate Governance Committee for Cllr Norton.

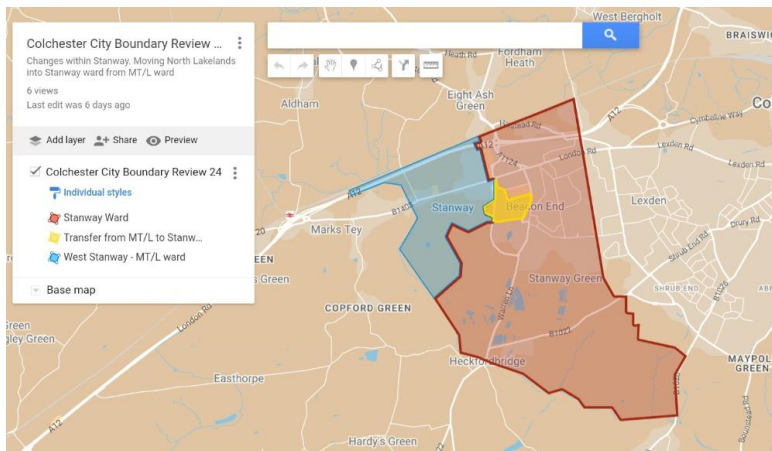
**Councillor Training** – The Clerk reminded all those present of the inhouse Councillor Refresher training on Monday 4<sup>th</sup> November in the Committee Room at 6.30pm. The Clerk is still looking into an appropriate GDPR online course.

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11. **Clerk's Report - RECEIVED** an update regarding ongoing actions, refer ([clerks-report-full-council-september-2024.pdf](#))
12. **RFO Report – RECEIVED** an update regarding ongoing actions, refer [20240926-rfo-report-to-fc.pdf](#)
- i) **Contracts or project expenditure exceeding £10,000 - NONE**
- ii) **VIREMENTS – APPROVED:**  
£3,000 to CC23 (Office Equipment) from Earmarked Reserve  
£2,000 to new cost code CC208 (Grounds Machinery) from General Reserve  
£ 500 to CC57 (Burial Ground) from CC31 (Grounds Maintenance)
13. **CONSIDERED** the Jansma Park Report, including business Case dated 20<sup>th</sup> September (refer [final-business-case-comb-field-phase-1-0924.pdf](#)) and **RECEIVED** proposals from the Jansma Park Working Group (JPWG):  
£ 50,000 earmarked reserve from 2025/26 budget  
Acceptance of assent of land to the Council and late benefactor's associated monetary gift
14. **APPROVED** assent of Comb Field from Mrs Jansma's estate to the Council and **AGREED** to accept 10% share of benefactor's estate for Jansma Park. This approval is for Phase 1 identified in the Jansma Park Report. Future phases and projects for development will be considered and approved subsequently.
15. **RECEIVED** and **NOTED** the following recent documents regarding the Annual Governance & Accountability Return (AGAR) and audit process:
- (i) External Auditor's Conclusion of AGAR for 2023-24 – The RFO confirmed this had not yet been received. The October Corporate Government Meeting will consider the report for noting at November Full Council meeting
- (ii) Independent report on the effectiveness of the internal audit for 2022-23
- (iii) Review of Internal/External Audit Recommendation Report carried out by the Corporate Governance Committee
16. **APPROVED** Cllr Norton as a bank signatory.
17. **APPROVED** applying for Local Council Award Foundation Level at a cost of £ 130.00
18. **REVIEWED** and **ADOPTED** the following policies and agreements as proposed by committees:
- (i) SVHMC Supplementary Agreement to Lease as proposed by the Corporate Governance Committee
- (ii) Carpark Policy Agreement with Stanway Primary School as proposed by Corporate Governance Committee
- (iii) GDPR Policy and Request for Information Form as proposed by Corporate Governance Committee

**19. CONSIDERED** responses regarding:

(i) Colchester Electoral Review – Cllr Spademen recommended, and the Council **AGREED** the following:



The map indicates (in red) the area that is roughly the current Stanway Ward. The blue and yellow shaded areas, together, are the existing West Stanway Polling District. Our proposal is to transfer the yellow area from the Marks Tey Layer Ward to become part of a greater Stanway Ward.

Stanway Parish Council is seeking to get the best result for Stanway residents and the Council believes it would be better for the residents of the North Lakelands area to be part of the Stanway Ward and be able to vote in a more local polling station, namely Stanway Village, rather than travelling around 2 miles each way to Copford Village Hall to vote.

(ii) recent traffic problems experienced due to A12 overnight work closures over-running – Cllr Tearle attended a National Highways (NH) online briefing 26<sup>th</sup> November 2024. NH advised the overrun occurred as equipment broke down during the night and the decision was made to continue after it was repaired, which resulted in delays and traffic chaos during the morning of 17<sup>th</sup> September. The Council discussed and **AGREED** to write to NH and SISK (the contractor), plus copy in local MPs and Cllr Bentley (Head of Essex County Council) to enquire:

- \* Who was responsible and made the ill-fated decision to continue with the works and what expertise did they have?
- \* How was this decision risk assessed?
- \* What overrun penalties were applied to this contract?
- \* What recompense will be offered to the Stanway Community?

**20. To RECEIVE Written Reports and Verbal Updates from Outside Bodies**

- a) Bus Passenger Representative – Cllr Tearle and the Clerk attended a meeting with Essex Highways Integrated Passenger Transport Officer. The following concerns were raised:
- \*Late and cancelled buses and how to best update passengers quickly
  - \*When Essex County Council bus stops will be provided with live update boards and if these can be installed on Parish Council bus stops?
  - \*Lack of lighting at bus stops, which can result in buses not stopping for passengers

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\*Old bus stock in use and also inappropriate buses for journeys to Stansted Airport

\*The return leg of tickets not always being accepted by a different bus operator

**AGREED** to investigate setting up a working party to progress a Bus Liaison Group and also collect feedback from bus users regarding problems they are experiencing, so specific cases can be progressed with the bus companies by the Highways Integrated Passenger Transport Unit

- b) Colchester Association of Local Councils – There was been a reduction in crime, however this, in part, could be due to the downgrading of not having to report certain crimes
- c) Emergency Planning Office – No update
- d) Footpath/Tree Warden/Hedgerow Officer – No update
- e) Quarry Liaison Group – Cllr Chambers and the Clerk attended the September quarterly liaison meeting. Enover confirmed the Bellhouse Site will not shut early as commercial deposits will continue, after Essex County Council's cease by use land fill by October 2025 (refer <https://www.essex.gov.uk/news/2024/use-landfill-essex-end-ahead-schedule-october-2025>).  
Re-drilling to extract gas is continuing on Cells 9 & 11 and this may result in odour release
- f) Rosemary Alms Houses – Cllr Jordan confirmed progression is now being made with the planning application
- g) School Governors – Cllr Bloomfield has had to step back from becoming a governor at Stanway Primary.
- h) Village Hall Management Committee – Cllr Baines confirmed Enover & Community Initiative Grants are in the process of being applied for re: Tollgate Hall upgrades.  
Bookings are back up to 80-85% usage  
Two vacancies for Parish Council Representatives are available – Cllr Wayne Tearle **AGREED** to represent the Council
- i) Winstree Road Working Group Party – No Update. The Clerk will advise the Group of residents' concerns regarding Lexden School taxis waiting inordinate lengths of time on Winstree Road

**21. Information Update** – Cllr Scarfe raised concerns regarding antisocial behaviour around Heath Road and Stanway Green. The Colchester Community Officer will be advised and any incidents should be phoned through to 101, however insignificant as they may tie into other incidents. Cllr Scarfe was also provided with the Local Neighbourhood Watch contact

Cllr Singh requested an update on his enquiry about providing a baseball court at Wheatfield Road Park. The City Council has advised they will not be undertaking any new capital projects but will be prioritising upgrades to the existing park equipment

**22. 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:

- (i) Community Services to consider funding the North East Parking Partnerships (NEPP) proposal to introduce an experimental no stopping at any time (double red lines) on Wagtail Mews and the junction with Christopher Garnett Chase, Stanway.
- (ii) The October Corporate Government Meeting will consider the External Auditor's AGAR 2023/24 report for noting at November Full Council meeting

**23. Date and time of next meeting** - the next scheduled meeting of the Parish Council will take place on **Thursday 28<sup>th</sup> November 2024 at 7.00 pm, Victory Hall, Stanway Community Centre.**

**The Chair closed the meeting at 8.55pm**