



Stanway

Parish Council

Parish Clerk: Donna Tristram

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23/09

Minutes of the Parish Council Meeting held at 7pm on 27th July 2023 in the Victory Hall

Present : Cllrs Baines (Chair), T Bloomfield (until 8.15pm), Chambers, Cotter, Jordan, A Lingham-Baker, D Lingham-Baker, McAllister, A Norton, S Seabrook & Spademan

Also Present: The Parish Clerk, Finance Officer, Essex County Councillor Kevin Bentley (CKB) (Until item 9) & two members of the public (one who arrived at 7,15pm. Both departed after Item 4)

1. The Chairperson welcomed all present

2. Recorded & approved apologies of absence - Cllrs, D Bloomfield, Hagon, J Norton, J Seabrook & the Deputy Clerk

3. Declaration of Interests – Cllrs Baines & A Norton declared non-pecuniary interests in Agenda Item 15 as members of SVHMC. **Cllr S Seabrook** declared a non-pecuniary interest in item No. 16 as a neighbour of SWG

4. Public Participation –

A resident, who had posted an informal poll on the Stanway Residents Facebook page asking the community what they wanted Jansma Park to be, advised she would send the feedback from this survey to the Council. The results included facilities for older children, sports & recreation activities & a natural/wildlife area & memorial to Mrs Jansma. The resident also expressed an interest in running a tearoom from the park. The Chair thanked the resident for all she was doing to raise awareness of this wonderful opportunity for the Stanway community, including the BBC Essex radio interview that the Chair was also involved in, & advised that formal expressions of interest would be issued once the transfer of ownership had completed (after October 2023) , alongside official consultation with the public. The Chair advised the area, Comb Field, is currently ploughed & the Council will be campaigning to obtain developer funding, through Colchester City S106 funding, particularly as a further 650+ homes are expected in this area (Western Homes/Alms Houses & Persimmon Homes Planning Applications). Therefore, the Council would be considering the needs of all of these additional, as well as current residents. The Council will also need to consider the revenue/running costs of the park, as would hope to not increase the precept for any Jansma Park developments.

APPROVED a motion in accordance with Council's Standing orders to bring forward item 10 to enable discussion during the Public Participation

The resident also mentioned she was still pursuing the Stanway Market project & Colchester City market had approached her to advise they had equipment (stalls etc.,) for use. Cllr Bentley confirmed he would chase the Tollgate Partnership regarding the possibility of an area. Cllr Spademan advised the old Sainsbury's site may also be suitable.

A second resident (arriving late, apologised as he had noted the meeting as incorrectly commencing at 7.30pm), attended to voice his concerns (which the Council had been copied in on by email) regarding Penguin Parade, Wyvern Development, where a 2ft+ swale has been installed, which the resident advised is not on the

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original planning application & is without appropriate health & safety protection (currently only a flimsy, low level, wooden fence). The resident emphasised he has never seen anything in a built up area as dangerous as this. The Chair thanked him for his diligence in pursuing this matter & agreed the Council are equally concerned. Cllr Bentley will attempt to progress this issue with the developer & keep both the resident & Council updated. The resident thanked the Council & Cllr Bentley for any assistance they can bring to bear on Persimmon Homes as the land cannot currently be adopted by Essex County Council

5. Minutes of the Parish Council Meeting 29th June 2023 – APPROVED & signed as a true & 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** meeting held on 4th & 18th July 2023
- b) **Corporate Governance Committee** meeting held on 14th June & 12th July 2023
- c) **Community Services Committee** meeting held on 11th July 2023
- d) **Staffing Committee** meeting held on 22nd June 2023

7. DEFERED Until 28th September 2023 meeting - John Sisk & Sons Limited Presentation where the Senior Social Value & Stakeholder Manager, working on behalf of National Highways will provide an update on the A12 junction 25 Marks Tey to junction 26 Stanway concrete road reconstruction scheme

8. Essex County Councillor's Report - Cllr. Kevin Bentley (CKB) advised:-

ECC are lobbying for mini roundabouts in/out of the Wyvern Farm Estate development as consider the current proposals dangerous concerning the consistent traffic in the area.

CKB would provide a supporting letter for the current round of grant applications for the Community Initiative Fund (CIF) for Jansma Park which closes on 18th August if requested by the Council

The Princess Charlotte Pub area would be the best place for the Stanway Market – CKB will pursue this.

With the East of England, particularly Stanway, having the fastest growing population, CKB will discuss with the Chair how to prevent future S106 grants being diverted to the Northern Gateway

The deadline for moving Afghan Resettlers from Marks Tey Hotel is 5th August. The Home Office is working alongside ECC to support those who will be homeless after this date.

The recent LHP survey confirmed the zebra crossing on London Road/Millers Lane cannot be automated but the flooding concerns are being dealt with by ECC's Surface Water Alleviation Scheme (SWAS) & this project has been scheduled for 2024/5. The Clerk confirmed she is chasing for this work to be carried out sooner due to pupils needing access to the 4 schools on Winstree Road & as it has also been put back from the 2023/4 budget

CKB is talking to developers about improvements in the bus service around Stane Park & emphasised how important the Lexdon Road Bus Lane & new Digi-Go Bus Request Scheme are. The County & City Councils are now working together to provide more connective bus routes. The Chair asked if there would be any benefit in talking to retailers about sponsoring the buses & also queried why there was no exit from Stane Park directly onto the A12. CKB confirmed such a junction would be more dangerous & the current scheme is safer but is not working as well as was hoped due to sheer volume of traffic. Cllr Baines reinforced that another 650+ houses would only exacerbate the traffic issues further & make the need for a bus route into the retail park all the more relevant.

A resident has copied in CKB & the Council about A12 roadwork noise concerns. CKB has chased Essex Highways & requested the Council do so also. The Clerk will provide CKB with contacts from the recent A12 works presentation to pursue this matter further.

CKB reinforced his desire to assist the Stanway Scouts with grant information & potential locality budget funding. The Chair will contact with the Scouts to progress this issue as CKB has not received any response.

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The Chair requested an update on the Villa Road survey (none provided) to establish why this road is continuously requiring patch repairs. CKB does not have a set date, but confirmed potholes would be filled in over the summer period as an interim measure

Cllr S Seabrook advised there would be no improvement to Stane Park until it was re-designed. CKB agreed & suggested the Council write to CCC Planning first, instead of the developer, Church Manor, to push for changes.

Cllr Spademan advised he hoped the current county consultation of ward boundaries, including Colchester, would not result in boundary changes to Stanway. CKB agreed.

9. City Councillors' Reports – NOTED Cllr Hagon's written report (Refer Annex A)

10. To **CONSIDER** any actions arising from matters brought to the Council's attention during Public Participation – **Approved by Motion to be included in Agenda Item 4**

11. To **RECEIVE** applications to become a Parish Councillor &/or to **APPROVE** any changes to the membership of the Committees of the Parish Council – **Cllrs A Linghorn-Baker & McAllister AGREED** to be part of any future **Zoo Working Group**.

Cllrs Baines, Chambers & Cotter AGREED to be part of any future **Highways Working Group (& meeting with ECC Cllr Lee Scott)**.

Cllrs Chambers, D Linghorn-Baker, McAllister & Spademan AGREED to attend a **Tarmac visit** (poss. Sept 2023) **DISCUSSED & AGREED** to update the proposed Councillor training schedule to reinforce the importance of councillor training & demonstrate competency & transparency to residents. Feedback on training will also be provided & it was **AGREED** to add Councillor Training updates to this agenda item in future

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

13. RFO Report Financial Reports -

a)**RECEIVED** a list of Payments (net of staff salaries) & Receipts since the last Parish Council meeting, a year-to-date Receipts & Payments Summary, along with an updated Bank Reconciliation.

b). To **AUTHORISE** contracts or project expenditure exceeding any committee's £10,000 delegated authority – **NONE PRESENTED**

c). To **AUTHORISE** any virements proposed from Corporate Governance Committee, as detailed in the RFO's Report – **NONE PRESENTED**

d).**AUTHORISED** a debit card for Clerk via Unity Bank Account (hosted by Lloyds Bank) with a limit of £ 500 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 & purchases made will be reported to the Council or a duly delegated Committee*) with an agreed limit (to be set). **AGREED** the total combined debit card balance will now be set at £ 600 (£ 500 for the Clerk & £ 100 for the Maintenance Operative's existing card)

14. **CONSIDERED & AGREED** Colchester City Council S106 projects review listing (Annex B refers). The Clerk will **UPDATE** the Council's priority projects for funding through S106 agreements with Colchester City Council. This very important matter will be monitored at each Full Council meeting under the Clerk's Report

15. **REVIEWED** & after much consideration & a majority vote, **DECIDED** to authorise a total spend of £ 5000 for air conditioning proposal for Victory Hall Committee room & Stanway Parish Council office from Halls Earmarked Reserves. The Clerk will progress with SVHMC, who will make a contribution of £ 1000 towards the project & confirmed they have no further requests to the Council towards 2023/4 expenditure

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16. To **DECIDE** on proposal to clear ivy in Silver Witch Green by Steven Ward – The Clerk updated that the Maintenance Operative had started to clear this area but as it had grown back with a vengeance, the Council’s appointed tree surgeon would be asked to advise on an appropriate clearance method. This will be referred back to Community Assets Committee to progress

17. **AGREED** 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. **ADOPTED** updated Microgrant Policy as proposed by Corporate Governance Committee

APPROVED a motion in accordance with Council’s Standing Orders to extend the meeting beyond 2.5 hours

19. **REVIEWED & ACCEPTED** 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. **DISCUSSED & DECIDED** the Clerk will organise a meeting for all interested members with relevant representatives from Tiptree Parish Council if possible, who have just adopted a Neighbourhood Plan. This item will be added to the Clerk’s Report for updates

21. To **CONSIDER** the Council’s position & any response to Colchester City Council’s garden waste charges (which will be introduced in early 2024) as proposed by Corporate Governance Committee & **AGREED** to request Cllr Hagon draft a suitable response to be **CONSIDERED** at September 2023 Full Council meeting

22. **Reports from Outside Bodies – NONE PROVIDED (except for g)**

- | | |
|--|---|
| a) Bus Passenger Representative | b) Colchester Association of Local Councils - |
| c) Emergency Planning Office | d) Footpath/Tree Warden/Hedgerow Officer |
| e) Quarry Liaison Group | f) Rosemary Alms Houses |
| g) School Governors - Stanway Primary have places (Cllrs J Seabrook & A Norton will be appointed)
Lakelands Primary have a place (Cllr D Bloomfield will be contacted to see if she wants to represent)
Fiveways & Lexden Springs do not have any current vacancies | |
| h) Village Hall Management Committee | i) Winstree Road Working Group Party |

23. **Information Update from Members – NONE RECEIVED**

24. **Items for Committees/ Next Council Meeting –**

- i) John Sisk & Sons Limited Presentation – September Full Council meeting (Agenda item 7)
- ii) Community Assets Committee to progress ivy clearance on Silver Witch Green (Agenda Item 16)
- iii) Cllr Hagon to provide September Full Council draft response to City Council’s proposal to charge residents for garden waste in 2024 (Agenda Item 21)

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

The Chair closed the meeting at 9.40pm

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13a). Listing 2023/24

10 July 2023 (2023-2024)

Stanway Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
88	Office Supplies & Consumabl	14/06/2023	1. Unity Trust Bank		Office equipment	Amazon EU S.a.r.l. UK Branc	S	39.43	7.90	47.33
89	Training	14/06/2023	1. Unity Trust Bank		Training	Essex Association of Local Co	S	34.00	6.80	40.80
90	Training	14/06/2023	1. Unity Trust Bank		Training	NATIONAL ASSOCIATION OF	S	43.37	8.67	52.04
91	Training	14/06/2023	1. Unity Trust Bank		Training	NATIONAL ASSOCIATION OF	S	43.37	8.67	52.04
92	Grants (all)	14/06/2023	1. Unity Trust Bank		Grant	Age Well East Ltd	X	500.00		500.00
93	Community Events - Expendi	14/06/2023	1. Unity Trust Bank		Room hire	SVHMC	X	30.00		30.00
94	Telephone & Broadband	14/06/2023	1. Unity Trust Bank	DIRECT DEBIT	Telephone and broadband	New Star Networks Ltd	S	184.14	36.83	220.97
95	Buildings & Car Parks (All Ex)	16/06/2023	1. Unity Trust Bank		Works to car park	Henderson & Taylor (Public V	S	2,100.00	420.00	2,520.00
96	Uncategorised Expenditure	14/06/2023	1. Unity Trust Bank	DIRECT DEBIT	Annual data protection fee	Information Commissioner	E	60.00		60.00
97	Insurance	19/06/2023	1. Unity Trust Bank		Insurance	Arthur J. Gallagher Insurance	X	6,321.04		6,321.04
98	Maintenance Vehicle	21/06/2023	1. Unity Trust Bank		Vehicle	Glyn Hopkin Limited	S	319.85	53.00	372.85
99	Training	21/06/2023	1. Unity Trust Bank		Training	AGORA BUSINESS PUBLICAT	S	60.00	12.00	72.00
100	Training	21/06/2023	1. Unity Trust Bank		Training	NATIONAL ASSOCIATION OF	S	65.36	13.08	78.44
101	Grounds Maintenance	22/06/2023	1. Unity Trust Bank		Grounds maintenance	DongGuanshi N(W)anLv Sharq	S	10.81	2.17	12.98
102	Professional Fees	22/06/2023	1. Unity Trust Bank		Payrol services	RE Group Accountants Limite	S	126.00	25.20	151.20
103	Tools and Consumables	26/06/2023	1. Unity Trust Bank		Maintenance consumables	Sorewfk Direct Ltd	S	20.75	4.15	24.90
104	Grounds Maintenance	26/06/2023	1. Unity Trust Bank		Grounds maintenance	Stephen Ward t/a Steves Wir	X	360.00		360.00
105	Street Furniture	26/06/2023	1. Unity Trust Bank		Bus shelters	Stephen Ward t/a Steves Wir	X	380.00		380.00
106	Burial Ground - All Expendit	29/06/2023	1. Unity Trust Bank		Burial ground	Sorewfk Direct Ltd	S	15.83	3.17	19.00
107	Grounds Maintenance	29/06/2023	1. Unity Trust Bank		Grounds maintenance	GB Farm Services Limited	S	168.40	33.68	202.08
108	Tools and Consumables	29/06/2023	1. Unity Trust Bank		Maintenance consumables	Sorewfk Direct Ltd	S	9.07	1.81	10.88
109	Grounds Maintenance	30/06/2023	1. Unity Trust Bank		Grounds maintenance	Dines Agri Services	X	515.20		515.20
110	Tools and Consumables	30/06/2023	1. Unity Trust Bank		Maintenance consumables	Signac Limited	S	4.00	0.80	4.80
111	Streetlights - ex. Electricity	03/07/2023	1. Unity Trust Bank	STANDING ORDER	Streetlights maintenance	A&J Lighting Solutions Ltd	S	127.30	25.46	152.76
123	Grounds Maintenance	03/07/2023	1. Unity Trust Bank		Grounds maintenance	Stephen Ward t/a Steves Wir	X	40.00		40.00
124	Community Events - Expendi	03/07/2023	1. Unity Trust Bank		Event expenditure	Karl Semmenoe t/a DJ Buzby	X	50.00		50.00
130	IT Services (inc. software & i	01/07/2023	1. Unity Trust Bank	STANDING ORDER	IT software and support	Saint IT Ltd	S	176.61	35.32	211.93
131	IT Services (inc. software & i	01/07/2023	1. Unity Trust Bank	STANDING ORDER	IT software and support	Saint IT Ltd	S	99.00	19.80	118.80
133	Internal Audit	12/06/2023	1. Unity Trust Bank		Audit fees	G Mussitt	X	750.00		750.00
134	Buildings & Car Parks (All Ex)	05/07/2023	1. Unity Trust Bank		Grounds maintenance	M J Baker	X	775.00		775.00
135	Community Events - Expendi	05/07/2023	1. Unity Trust Bank		Event expenditure	SVHMC	X	30.00		30.00
136	Grounds Maintenance	05/07/2023	1. Unity Trust Bank		Waste collection	TBS Hygiene Ltd	S	256.75	51.35	308.10

10 July 2023 (2023-2024)

Stanway Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
112	Home Working Allowance	01/07/2023	1. Unity Trust Bank							
113	Home Working Allowance	01/07/2023	1. Unity Trust Bank							
114	Home Working Allowance	01/07/2023	1. Unity Trust Bank							
115	Gross Salaries (inc. PAYE, NI	01/07/2023	1. Unity Trust Bank							
116	Gross Salaries (inc. PAYE, NI	01/07/2023	1. Unity Trust Bank							
117	Gross Salaries (inc. PAYE, NI	01/07/2023	1. Unity Trust Bank							
118	Gross Salaries (inc. PAYE, NI	01/07/2023	1. Unity Trust Bank							
118	Employers' NI Contribution	01/07/2023	1. Unity Trust Bank							
119	Gross Salaries (inc. PAYE, NI	01/07/2023	1. Unity Trust Bank							
119	Employers' Pension Contribut	01/07/2023	1. Unity Trust Bank							
120	Home Working Allowance	01/07/2023	1. Unity Trust Bank							
121	Home Working Allowance	01/07/2023	1. Unity Trust Bank							
122	Home Working Allowance	01/07/2023	1. Unity Trust Bank							
132	Gross Salaries (inc. PAYE, NI	01/07/2023	1. Unity Trust Bank							
Total								13,169.26		13,169.26

**Including totals for PAYE wages, TAX & NI, Pension Costs & Home Working Allowances
with specific figures & personnel particulars redacted**