



# Stanway

## Parish Council

Parish Clerk: Donna Tristram

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21/22

### Minutes of the Parish Council Meeting held at 7pm on 27<sup>th</sup> January 2022 in the Victory Hall

Present: Cllrs Spademan (Deputy Chair), Baines, Chambers, Cotter, Dundas, Jordan, A Norton, J Norton, Singh and the Parish Clerk, Deputy Clerk, RFO and Finance Officer and one member of the public

1. **Chair's Welcome** – Cllr Spademan, gave a welcome to all attending
2. **Apologies were received & accepted** from Cllrs Bloomfield (Chair), Botha and Williams
3. **Declaration of Interests** - to **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests where required. **Cllr Singh declared a new position as trustee of Help the Aged (already noted by the Clerk) in relation to the grant received from Community Services Committee 01.22. As Cllr Singh is not a member of this committee, he was not involved in any of the grant process.**
4. **Public Participation – No questions were proposed**
5. **Minutes of the Parish Council Meeting of 25<sup>th</sup> November 2021 - RESOLVED** - to approve the Minutes (previously circulated) as a true and accurate record – **APPROVED** with the correction of 10m being changed to 100m under Agenda Item No. 12 iv, at Cllr J Norton's request
6. **RESOLVED - to adopt the following Committee Reports – refer <https://www.stanwaypc.org.uk/council-meetings.html>**
  - a) **Planning Committee:** To note the (draft) minutes (*previously circulated*) held on 21/12/21 & 18/01/22
  - b) **Corporate Governance Committee:** To note the (draft) minutes (*previously circulated*) held on 08/12/21 & 12/1/22
  - c) **Community Assets Committee:** To note the (draft) minutes (*previously circulated*) held on 19/01/22
  - d) **Community Services Committee:** To note the (draft) minutes (*previously circulated*) held on 11/01/22
  - e) **Burial Ground Sub-Committee:** To note the (draft) minutes (*previously circulated*) held on 11/01/22
  - f) **Staffing Committee:** to note the (draft) minutes (*previously circulated*) held on 20/12/21
  - g) **Internal Audit Committee:** To note the (draft) minutes (*previously circulated*) held on 16/11/21
7. **Essex County Councillor's Report** – A written report from the Clerk's meeting with Cllr Bentley was circulated prior to the meeting – **NOTED** - Cllr Bentley authorised SPC's locality funding application for £ 4000 towards the purchase a vehicle activation sign (VAS). It was agreed to organise a further TOUCAN crossing stakeholder meeting for the Stanway Lakelands Centre, also inviting O&H Developers, to push forward the Toucan crossing design, build and funding (in part via O&H variation) and also discuss completion of O&H's schedule of works (road and streetlight) on Lakelands development so that the Estate can be adopted by Essex Highways. Cllr Baines reinforced the poor condition of surfaces and exposed drain covers. Cllr Bentley will also organise a speeding review of Church Lane at SPC's request.
8. **Borough Councillors' Reports** – Cllr Dundas confirmed that a new planning enforcement officer had served breaches against two developers and the Town Deal Fund for £19.2million would be centred around the Town Centre and Greenstead areas, with him managing to divert a small portion to Stanway. The Local Plan is still being debated with it possibly being adopted by March. It is looking at development up to 2035 and will provide protection for areas of open space not designated for planning.
9. To **CONSIDER** any actions arising from matters brought to the Council's attention during Public Participation - **NONE**
10. To **RECEIVE** applications to become a Parish Councillor or to **APPROVE** any changes to the membership of the Committees of the Parish Council. Cllr A Norton was voted onto the Staffing and Burial Ground- Sub Committee

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## 11. Clerk's Report

a. **NOTED** - The Clerk will ask the land agent to tidy up the Drought Garden as litter is collecting there. Subject to planning permission being required, the Clerk will submit an application for the proposed, and previously agreed, Tollgate overflow carpark.

## 12. RFO Report Financial Reports

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

b. To **AUTHORISE** (if required) contracts or project expenditure exceeding any committee's £10,000 delegated authority – **AUTHORISED** Contracts to Caloo for both Silver Witch Green and Lucy Lane South park upgrades after Government Contract tender process @ £ 97,769 + VAT (£90,492.10 being funded externally by 3 grants), **AUTHORISED** the Clerk and Chair as signatories for grant applications and **AGREED** for the RFO to extend the Council's sincere thanks to each grant provider. **AUTHORISED** expenditure for Soakaway drain repairs up to £ 12,000 at Stanway Community Centre

13. To **RECEIVE** 2022/23 (+5 years) budget proposal for **APPROVAL**, resulting in Precept Demand of £290,762 in relation to number of households (Band D equivalent £68.14 per annum) **UNANIMOUSLY APPROVED** Precept Demand. The RFO will advise Colchester Borough Council accordingly. The Corporate Governance Committee were thanked for the process

## 14. NEW COMMUNITY CENTRE UPDATE –

i) To **DECIDE** if acceptance of long term lease from Colchester Borough Council to maintain and run the newly named, "Stanway Lakelands Centre" is subject to:-

a) Completed installation of operational TOUCAN crossing – **AGREED** that a condition of acceptance of the lease would be a functional crossing opening concurrently with the facility as per the previous Clerk's letter to Cllr Bentley of 2.6.20

b) Additional parking bays, with agreement on what SPC will contribute towards the additional cost of installation – **AGREED** that the Centre cannot be accepted with the current allocation of between 24-30 parking bays and requested the Clerk write to CBC for suggested solutions

ii) **Update from Working Party** regarding commercial considerations, including taking over, equipping, maintaining and running Stanway Lakelands Centre (Confirmation received that full fibre will be provided to the centre). Members of the Working Party joined the Project Update virtual meeting from CBC/Amphora 17.01.22. The Clerk and Deputy Clerk met with StanWell Task Force who are interested in working out of the New Centre as a not-for-profit community venture – they hope to host a community café and wellness/signposting centre 1-2 days per week. The Clerk is looking at feasibility studies in relation to neighbouring halls and will report back Feb/March

iii) **Update on Build Project** - to **RECEIVE** a full breakdown of current costings and building schedule as available – Project Update, 17.01.22 confirmed the build was on schedule for 1<sup>st</sup> July 2022 completion, with snagging to follow (timescale to be confirmed at Clerk's request)

iv) **Consider Room names** for Stanway Lakelands Centre as recommended by Community Assets meeting January 2022 – A welcome idea to be considered nearer the time of occupation

15) **S106 Future Funding Projects** – To **CONSIDER** and **AGREE** on future projects for CBC to seek funding for via developer's contribution to S106 funding, including infrastructure & Community Assets request for land to develop and build a skate park/BMX track (Ref: 22/2) & separate building for a youth &/or environmental hub with kiosk & toilets at the Stanway Lakelands Centre as agreed at Full Council November 2021 (Ref: 21/20) The Clerk provided an update on useful training she & fellow officers had just received from CBC, detailing current & future funds potentially available. The Finance Officer will head up a Working Party to strategize how to maximise S106 grants for community services & facilities. **AGREED** to request all projects suggested within the Clerk's supporting paper, firstly focusing on the need for outdoor space to provide low maintenance outside facilities, such as football pitches & stake/bike park(s), the previous Draft until signed.....Chair Date...../...../20..... This page..... of.....

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requests for a separate building for a youth &/or environmental hub with kiosk & toilets at the new Stanway Lakelands Centre, followed by investment in road infrastructure, particularly in the original areas of Stanway

**16. To DISCUSS and REVIEW** Councillor banking signatories requirements to ensure Council payment processes function satisfactorily. Cllr A Norton **AGREED** to become an Unity Bank Signatory and Cllr Cotter **AGREED** to become a Barclays Signatory. Existing signatories for Unity agreed to carry on as signatories. **AGREED** to remove the retiring RFO and add the new Finance Officer, Deputy Clerk and Clerk with Unity input access

**17. Reports from Outside Bodies**

- a) Colchester Association of Local Councils - **NONE**
- b) Village Hall Management Committee - **NONE**
- c) School Governors - **NONE**
- d) Quarry Liaison Group - **NONE**
- e) Footpath/Tree Warden/Hedgerow Officer - **NONE**
- f) Bus Passenger Representative - **NONE**
- g) Rosemary Alms Houses - **NONE**
- h) Tri-Parish London Road Task Force - **NONE**
- i) Larger Local Council Forum - **NONE**

**18. Items referred/requested for consideration by Committees or Members of the Parish Council - NONE**

**19. Information Update - to receive oral updates from Members on matters affecting the Parish – NONE were received**

**20. 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 – NONE were requested**

**21. Date and time of next meeting – AGREED** the next scheduled meeting of the Parish Council will take place on **Thursday February 24<sup>th</sup> 2022 at 7.00 pm, Victory Hall, Stanway Community Centre**

**The Chairman closed the meeting at 9.27pm**

18 January 2022 (2021-2022)

**Stanway Parish Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
337	Room Hire	22/11/2021	1. Unity Trust Bank		Room hire	SVHMC	X	12.00		12.00
338	Room Hire	23/11/2021	1. Unity Trust Bank		Room hire	SVHMC	Z	21.00		21.00
339	Room Hire	23/11/2021	1. Unity Trust Bank		Room hire	SVHMC	X	24.00		24.00
340	Bank charges	04/12/2021	2. Barclays Main C/A	Direct Debit	Bank charges	Barclays Bank	X	8.00		8.00
341	Phone/Broadband charges	04/12/2021	1. Unity Trust Bank	Standing Order	Telephone & Broadband	New Star Networks Ltd	S	160.67	32.13	192.80
342	Councillor IT Support	04/12/2021	1. Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	99.00	19.80	118.80
343	Office IT Support	04/12/2021	1. Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	129.10	25.82	154.92
344	Grounds maintenance	04/12/2021	1. Unity Trust Bank	Standing Order	Grounds Maintenance	Dines Agri Services	X	500.00		500.00
345	Street Light Costs	04/12/2021	1. Unity Trust Bank	Standing Order	Street Lighting Maintenance	ABJ Lighting Solutions Ltd	S	127.30	25.46	152.76
350	Home working allowance	04/12/2021	1. Unity Trust Bank	Standing Order	HW Allowance	D Lines	X	18.00		18.00
351	Home working allowance	04/12/2021	1. Unity Trust Bank	Standing Order	HW Allowance	Donna Tristram	X	18.00		18.00
352	Home working allowance	04/12/2021	1. Unity Trust Bank	Standing Order	HW Allowance	A Ward	X	18.00		18.00
353	Pension contributions (total)	04/12/2021	1. Unity Trust Bank		Pension payments	Essex Pension Fund	X	1,569.25		1,569.25
355	Chairman's Allowance	04/12/2021	1. Unity Trust Bank		Refreshments	D Bloomfield	X	95.00		95.00
356	Office supplies	04/12/2021	1. Unity Trust Bank		Office Supplies	Donna Tristram	S	5.83	1.17	7.00
357	Postage	04/12/2021	1. Unity Trust Bank		Postage	Donna Tristram	E	10.26		10.26
358	Other specialist fees	04/12/2021	1. Unity Trust Bank		Specialist fees	Donna Tristram	Z	156.12		156.12
359	Travel expenses	04/12/2021	1. Unity Trust Bank		Travel Expenses	Donna Tristram	X	36.80		36.80
360	Travel expenses	04/12/2021	1. Unity Trust Bank		Travel Expenses	C Clouston	X	18.00		18.00
361	Postage	04/12/2021	1. Unity Trust Bank		Postage	C Clouston	E	0.66		0.66
362	CE Expenditure	04/12/2021	1. Unity Trust Bank		Quiz Night Prizes/Materials	C Clouston	X	3.00		3.00
363	CE Expenditure	04/12/2021	1. Unity Trust Bank		Quiz Night Prizes/Materials	C Clouston	S	21.95	4.39	26.34
364	Phone/Broadband charges	04/12/2021	1. Unity Trust Bank		Telephone & Broadband	C Clouston	X	10.00		10.00
365	Travel expenses	04/12/2021	1. Unity Trust Bank		Travel Expenses	B Cooper	X	20.16		20.16
366	MW Consumables	04/12/2021	1. Unity Trust Bank		Fuel - Machinery	B Cooper	S	4.17	0.83	5.00
367	Room Hire	04/12/2021	1. Unity Trust Bank		Room hire	SVHMC	X	36.00		36.00
368	s137/1972	04/12/2021	1. Unity Trust Bank		Grant	Ability using Sport	X	500.00		500.00
369	Bus Shelter Reserve	04/12/2021	1. Unity Trust Bank		Bus shelter repairs	Colne Contracts	S	2,180.00	436.00	2,616.00
370	General repairs	04/12/2021	1. Unity Trust Bank		Machinery Service	Ernest Doe & Sons Ltd	S	82.99	16.60	99.59
371	General repairs	04/12/2021	1. Unity Trust Bank		Machinery Service	Ernest Doe & Sons Ltd	S	170.04	34.02	204.06
372	s137/1972	04/12/2021	1. Unity Trust Bank		Signage	Impact Signs	S	100.00	20.00	120.00
373	MW Consumables	04/12/2021	1. Unity Trust Bank		MW Tools and supplies	Kent Blaxhill	S	15.08	3.02	18.10
374	MW Consumables	04/12/2021	1. Unity Trust Bank		MW Tools and supplies	Kent Blaxhill	S	39.77	7.95	47.72
375	Printer maintenance	04/12/2021	1. Unity Trust Bank		Printer supplies	Corona Corp Solutions Ltd	S	26.72	5.34	32.06
376	Printer maintenance	04/12/2021	1. Unity Trust Bank		Printer supplies	Corona Corp Solutions Ltd	S	130.43	26.09	156.52
377	Grounds maintenance	04/12/2021	1. Unity Trust Bank		Key cutting	ESE Direct	S	24.40	4.88	29.28

# Stanway Parish Council

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Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
378	04/12/2021		1. Unity Trust Bank		Street Lighting electricity	Colchester BC	S	1,225.04	245.01	1,470.05
379	04/12/2021		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	78.00		78.00
380	04/12/2021		1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	225.00	45.00	270.00
381	04/12/2021		1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	190.00	38.00	228.00
382	04/12/2021		1. Unity Trust Bank		Tree Maintenance	TWH Tree & Garden Services	X	350.00		350.00
383	04/12/2021		1. Unity Trust Bank		Councillor/staff training	EALC	S	90.00	18.00	108.00
384	04/12/2021		1. Unity Trust Bank		Training materials	EALC	S	8.50	0.60	9.10
385	04/12/2021		1. Unity Trust Bank		Street Lighting Maintenance	A&J Lighting Solutions Ltd	S	179.95	35.99	215.94
386	04/12/2021		1. Unity Trust Bank		Poppy Wreath	British Legion	X	300.86		300.86
387	04/12/2021		1. Unity Trust Bank		Office Supplies	Amazon EU UK branch	S	32.27	6.46	38.73
388	04/12/2021		1. Unity Trust Bank		Office Supplies	Amazon EU UK branch	S	12.20	2.44	14.64
389	08/12/2021		1. Unity Trust Bank		MW Locum	M Basham	X	144.00		144.00
390	04/01/2022		1. Unity Trust Bank		New bus shelter	The Shed Man	S	2,640.00	528.00	3,168.00
391	04/01/2022		1. Unity Trust Bank		Bank charges	Unity Trust Bank	X	34.20		34.20
392	06/01/2022		1. Unity Trust Bank	Direct Debit	Telephone & Broadband	New Star Networks Ltd	S	162.74	32.55	195.29
393	06/01/2022		1. Unity Trust Bank	Standing Order	Street Lighting Maintenance	A&J Lighting Solutions Ltd	S	127.30	25.46	152.76
394	06/01/2022		1. Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	99.00	19.80	118.80
395	06/01/2022		1. Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	129.10	25.82	154.92
401	06/01/2022		1. Unity Trust Bank	Standing Order	HW Allowance	D Lines	X	18.00		18.00
402	06/01/2022		1. Unity Trust Bank	Standing Order	HW Allowance	L Needham	X	18.00		18.00
403	06/01/2022		1. Unity Trust Bank	Standing Order	HW Allowance	Donna Tristram	X	18.00		18.00
404	06/01/2022		1. Unity Trust Bank	Standing Order	HW Allowance	A Ward	X	18.00		18.00
406	06/01/2022		1. Unity Trust Bank		Pension payments	Essex Pension Fund	X	2,635.14		2,635.14
407	06/01/2022		1. Unity Trust Bank		Land Registry Fees	Donna Tristram	X	18.00		18.00
408	06/01/2022		1. Unity Trust Bank		Councillor/staff training	Donna Tristram	S	120.00	24.00	144.00
409	06/01/2022		1. Unity Trust Bank		Reference books	Donna Tristram	S	51.50	0.80	52.30
410	06/01/2022		1. Unity Trust Bank		Stationery	Donna Tristram	S	3.22	0.64	3.86
411	06/01/2022		1. Unity Trust Bank		Specialist fees	Donna Tristram	S	236.25	47.25	283.50
412	06/01/2022		1. Unity Trust Bank		Specialist fees	Donna Tristram	S	16.80	3.36	20.16
413	06/01/2022		1. Unity Trust Bank		Travel Expenses	Donna Tristram	X	7.20		7.20
414	06/01/2022		1. Unity Trust Bank		Councillor/staff training	L Needham	S	120.00	24.00	144.00
415	06/01/2022		1. Unity Trust Bank		MW Tools and supplies	Ernest Doe & Sons Ltd	S	208.97	41.80	250.77
416	06/01/2022		1. Unity Trust Bank		Street Lighting Maintenance	A&J Lighting Solutions Ltd	S	175.95	35.19	211.14
417	06/01/2022		1. Unity Trust Bank		IT Support	I.T. Saint	S	105.98	21.20	127.18
418	06/01/2022		1. Unity Trust Bank		Fitness Sessions	Our Parks Ltd	S	412.50	82.50	495.00
419	06/01/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	350.00		350.00
420	06/01/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	100.00		100.00
421	06/01/2022		1. Unity Trust Bank		Councillor/staff training	Dines Agri Services	X	100.00		100.00
422	06/01/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	79.99		79.99
423	06/01/2022		1. Unity Trust Bank		New bus shelter	The Shed Man	S	500.00	100.00	600.00
424	06/01/2022		1. Unity Trust Bank		Councillor/staff training	EALC	S	70.00	14.00	84.00
425	11/01/2022		1. Unity Trust Bank		Printer supplies	Corona Corp Solutions Ltd	S	55.88	11.18	67.06
426	13/01/2022		1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	225.00	45.00	270.00
427	13/01/2022		1. Unity Trust Bank		Website Maintenance	2commune Ltd	S	150.00	30.00	180.00
428	13/01/2022		1. Unity Trust Bank		Street Lighting Maintenance	A&J Lighting Solutions Ltd	S	369.00	73.80	442.80
429	13/01/2022		1. Unity Trust Bank		Councillor/staff training	SLCC	X	410.00		410.00
430	17/01/2022		1. Unity Trust Bank	Standing Order	Grounds Maintenance	Dines Agri Services	X	500.00		500.00
<b>Total</b>								<b>19,513.24</b>	<b>2,241.35</b>	<b>21,754.59</b>

This excludes Salaries, NI and PAYE Tax

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