



Stanway

Parish Council

Parish Clerk; David Lines
Victory Hall, Villa Road,
Stanway, Essex CO3 0RH
P: 01206 542221
E: clerk@stanwaypc.org.uk

Dear Councillors,

You are hereby summoned to the forthcoming extraordinary meeting of Stanway Parish Council, to be held via the Zoom teleconferencing application on Thursday 7th January 2021, at 7pm, when the under-mentioned business will be transacted.

This follows the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

****** Members of the public are invited to contact the Clerk via email if they wish to 'attend' this meeting. However, it should be noted that the meeting will be closed to the public after Item 10 ******

Yours faithfully,

Clerk and RFO to the Parish Council

30th December 2020

AGENDA

1. Chairman's Welcome

2. Apologies for Absence

3. Declaration of Interests

To allow Councillors to declare either a disclosable pecuniary, or any other pecuniary or registerable, non-pecuniary interests on any matter covered by this Agenda. Members are reminded that, when considering any item, if it becomes clear they have an interest, they must declare it.

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests where required.

4. Minutes of the Parish Council Meeting of 26th November 2020 - to approve the Minutes (previously circulated) as a true and accurate record and to defer any or all matters arising to the next scheduled meeting of the Full Council.

5. To **APPROVE** the meeting dates and times of the Council and all its standing committees for the coming year.

6. To **NOTE** and **CONFIRM** the exercising of the emergency expenditure authority of the Clerk & RFO (as agreed at the June 2020 AGM under Item 20-2) to allow the Parish Council to cover the cost of repairs to the Victory Hall heating system.

7. To **REVIEW** and provide interim approval to the Parish Council's Standing Orders and Financial Regulations, subject to a review by the Corporate Governance Committee on the appropriate levels of authority, particularly when unexpected variations from original decisions occur.

8. To **APPROVE** the principle of taking a full-repairing long-term lease on the Silverwitch Green and Lucy Lane South pocket parks and estimated conveyancing costs of up to £2,500 to protect the Parish Council's interests.

9. To **AUTHORISE** and **INSTRUCT** the recording of all meetings of the Council and its Committees.

10. Date and time of Next Meeting - Thursday 28th January at 7pm, venue to be confirmed.

11. Exclusion of Public & Press - In accordance with Section 100A(4) of the Local Government Act 1972 and the Local Government (Access to Information) (Variation) Order 2006 to **RESOLVE** to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information (for example, confidential, specialist, financial or legal advice) in the remainder of this agenda can be discussed and decided. Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972

12. To **RECEIVE** the minutes and **APPROVE** the recommendations arising from the Staffing Committee meetings of November 17th (already noted) and January 5th, confirming the appointment of the new Parish Clerk.

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20/13 Minutes of the Parish Council Meeting held on November 26th 2020

This meeting was conducted under the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 which mandates public access and took place using the Zoom video-conferencing application

Present: Cllrs J. Spademan (Chairman), Baines, Chambers, Dundas, Jordan, Norton and Williams.
ECC Cllr Bentley and the Parish Clerk & RFO were also present.

1. Chairman's Welcome

The Chairman gave a welcome to all attending. No recording of the meeting was requested.

2. Apologies for Absence

Apologies were received and accepted from Cllrs Bloomfield, Botha, Cotter, Sleeper B and Sleeper J, and also from Catherine Clouston (Deputy Clerk) and Amanda Ward (Clerk's Assistant).

3. Declaration of Interests - NONE

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests where required - **NONE**

4. Public Participation – NONE

5. Essex County Councillor's report – Cllr Bentley spoke about the new Covid-19 regulations, the differing impact of the pandemic on Essex residents (less so in the north of the County), funding to help young people and vulnerable adults, and the possibility of a favourable review of the Tier 2 rating on December 16th. He then mentioned local issues, with his proposal to CBC to avoid incomplete housing development by setting a defined timetable. Following questions from councillors, concerns about isolation during lock-down and other matters were raised.

6. Borough Councillors' Reports

Cllr Dundas (in his capacity as a Borough Councillor) highlighted the availability of further Government funding for closed businesses and charities, observed that CBC's capital expenditure for next year included funding for the new Community Centre and reported that proposed fees and charges for 2021/22 had been published on the CBC website.

7. Minutes of the Parish Council Meeting on 29th October 2020

RESOLVED - to approve the Minutes (previously circulated) of 29/10/2020 as a true and accurate record.

8. RESOLVED - to adopt the following Committee Reports

a) Planning Committee: To note the (draft) minutes/notes (*previously circulated*) from the Planning Committee Meetings – both meetings were cancelled because they were inquorate.

b) Corporate Governance Committee: To note the (draft) minutes/notes (*previously circulated*) from the Corporate Governance Committee Meeting held on 11th November 2020.

c) Community Assets Committee: To note the (draft) notes/minutes (*previously circulated*) from the Community Assets Committee Meeting held on 18th November 2020.

d) Community Services Committee: To note the (draft) notes/minutes (*previously circulated*) from the Community Services Committee Meeting held on 10th November 2020.

e) Staffing Committee: To note the (draft) notes/minutes (*previously circulated*) from the Staffing Committee Meeting held on 17th November 2020.

9. To CONSIDER any actions arising from matters brought to the Council's attention during Public Participation - **NONE**

10. Clerk's Report

To **RECEIVE** an update and act on any ongoing action items from previous meetings, per the circulated list - **NOTED**

Stanway Parish Council

20/14

11. To **RECEIVE** applications to become a Parish Councillor or to **APPROVE** any changes to the membership of the Committees of the Parish Council or to **APPROVE** any (changes to) appointments to outside bodies - **NONE**.

12. RFO Report

a. Payments on-line or by cheque

RESOLVED – to approve the payments on-line/ by cheque for the latter part of November (*circulated and checked prior to the meeting*).

24 November 2020 (2020-2021)

Stanway Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
270	23/11/2020		Barclays Main C/A	Direct debit	MPGA Electricity	BG Lite	L	19.95	1.00	20.95
271	23/11/2020		Unity Trust Bank	Standing Order	Telephone & Broadband	NSN	S	124.49	24.90	149.39
272	23/11/2020		Unity Trust Bank		Noticeboard repair	Dines Agri Services	X	120.00	0.00	120.00
273	23/11/2020		Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	275.00	55.00	330.00
274	23/11/2020		Unity Trust Bank		Village Sign refurbishment	Bakers of Danbury	S	930.00	186.00	1,116.00
275	23/11/2020		Unity Trust Bank		Street Lighting Maintenance	A&J Lighting	S	369.00	73.80	442.80
276	23/11/2020		Unity Trust Bank		Street Lighting Maintenance	A&J Lighting	S	230.90	46.18	277.08
277	23/11/2020		Unity Trust Bank		Noticeboards	Parish Noticeboard Co	S	1,827.50	365.50	2,193.00
278	24/11/2020		Unity Trust Bank		Play area equipment	Wickstead	S	180.00	36.00	216.00
279	24/11/2020		Unity Trust Bank		Workshop	Steel Building Company	S	9,295.00	1,859.00	11,154.00
280	24/11/2020		Unity Trust Bank		Travel Expenses	C Clouston	X	32.40	0.00	32.40
281	24/11/2020		Unity Trust Bank		Zoom subscription	C Clouston	S	11.99	2.40	14.39
282	24/11/2020		Unity Trust Bank		Zoom subscription	C Clouston	S	11.99	2.40	14.39
283	24/11/2020		Unity Trust Bank		Telephone & Broadband	C Clouston	X	20.00	0.00	20.00
284	24/11/2020		Unity Trust Bank		Christmas Decorations	C Clouston	S	416.66	83.33	499.99
Total								13,864.88	2,735.51	16,600.39

Councillors raised concerns over an impending invoice for the removal of the dense vegetation on the Miller Lane border of Silverwitch Green. **Cllr Jordan**, as Chairman of the Community Assets Committee, agreed to form a working group to investigate the matter ahead of its formal meeting next month.

b. Financial Reports

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

c. To **AUTHORISE** (if required) contracts or project expenditure exceeding any committee's £10,000 delegated authority - **NONE**

13. Reports from Outside Bodies

- a) Colchester Ass. of Local Councils – next meeting December 5th
- b) Village Hall Management Committee – no meeting.
- c) School Governors – no meetings.
- d) Quarry Liaison Group – no meeting.
- e) Footpath/Tree Warden/Hedgerow Officer – nothing to report
- f) Bus Passenger Representative – nothing to report.
- g) Rosemary Alms Houses – **Cllr Jordan** reported that one apartment was now open for applications. **Cllr Chambers** (as Chair of Planning) raised his concerns about the 'hurdles' put in the way of the timely development of this invaluable amenity for financially-pressed residents. It was confirmed that the Planning Committee had delegated authority to approach Colchester Borough Council (the Planning Authority) to investigate the matter.

14. Items referred/requested for consideration by Committees or Members of the Parish Council

a) Reference from Committees – **NONE**

b) Reference from Councillors – **NONE**

15. Information Update - To receive oral updates from Members on matters affecting the Parish

Cllr Dundas observed that planning permission for the Tollgate car wash expired after one year, to allow planning officers tangible evidence of its impact on the shopping precinct carpark.

Cllr Baines noted vandalism to the row of Silver Birches near Wagtail Mews and suggested replacement from the stock of new trees ordered by the Parish Council.

16. Items for Committees/ Next Council Meeting – Full Council – 2021 Budget and Precept

17. Date and time of Next Meeting

The next meeting of the Parish Council will take place on **Thursday 28th January at 7.00 pm** - Venue to be advised.

The Chairman closed the meeting at 8.02 pm

Draft until signed.....Chair Date...../...../20..... This page..... of.....

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Full Council Meetings 2021

All meetings are open to the Public and commence at 7.00 pm either in the Victory Hall or via the Zoom video-conferencing application (subject to further notice).

28 th	JANUARY
25 th	FEBRUARY
25 th	MARCH
29 th	APRIL
27 th	MAY (Annual General Meeting)
24 th	JUNE
29 th	JULY
	AUGUST- NO MEETING
30 th	SEPTEMBER
28 th	OCTOBER
25 th	NOVEMBER
	DECEMBER- NO MEETING

Public Participation

Under Local Government legislation, only councillors are permitted to speak during the main body of the meeting. However, the Chairman may invite members of the public to indicate if they wish to speak at this meeting – either on an item on the agenda or on a general matter. Public questions are invited prior to the start of the meeting for a maximum of 10 minutes, limited to 3 minutes per person at the discretion of the Chairman.

Recording of Meetings: Should anyone wish to record a Committee or Council Meeting, the Clerk must be informed prior to the start of the meeting in order that the Council can comply with Data Protection Regulations (see the contact information at the top of the page).

ANNUAL PARISH FORUM 2021

TO BE CONFIRMED - (please watch the website or noticeboards for further information)

STANWAY PARISH COUNCIL

REGULAR COMMITTEE MEETING DATES 2021

(All meetings in the Committee Room, Victory Hall, or via Video-Conferencing applications)

	Corporate Governance	Community Assets	Planning	Community Services	Burial Grounds Sub-Committee
	2nd Wednesday at 7.00 pm	3rd Wednesday at 7.00 pm	1st and 3rd Tuesday at 7.00 pm	2nd Tuesday at 7.00 pm	1st Tuesday at 10.00 am
JANUARY	13	20	5 and 19	12	X
FEBRUARY	10	17	2 and 16	9	2
MARCH	10	17	2 and 16	9	2
APRIL	14	21	6 and 20	13	6
MAY	12	19	4 and 18	11	4
JUNE	9	16	1 and 15	8	1
JULY	14	21	6 and 20	13	6
AUGUST	11	18	3 and 17	10	No meeting
SEPTEMBER	8	15	7 and 21	14	7
OCTOBER	13	20	5 and 19	12	5
NOVEMBER	10	17	2 and 16	9	2
DECEMBER	8	15	7 and 21	14	7

Meetings subject to confirmation
Please watch the noticeboards

Please watch the Parish noticeboards for agendas and information about other ad-hoc meetings

Item 6

20. STANDING ORDERS/FINANCIAL STANDING ORDERS

1. RESOLVED - to **MOVE** the suspension of **Standing Order 5j** (Business of the Annual Meeting) to allow the remaining items in that Standing Order (i.e. not listed above) to be dealt with in more depth at meetings throughout the year or to be considered at a more appropriate time.

2. APPROVED - The amendment to FSO 4.5 (Budgetary Control and Authority to spend) as follows:

In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the Council which, in the Clerk's judgement, it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500 (was £500). The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter. This authority will be extended to the Deputy Clerk in the Clerk's absence.

This followed a recommendation by the Internal Auditor in his annual report and the principle of an increase (the amount to be agreed by Full Council) was endorsed by the Internal Audit Committee at its meeting of May 25th 2020.

Subject: Stanway Victory Hall boiler failure

Good morning Teresa

Thank you for your email about the failure to the Victory Hall boiler.

As Clerk/RFO, I have used my emergency expenditure authority of up to £2,500 to authorise the full payment of this invoice, for the following reasons.

1. It is a reasonable request from our 'tenant' SVHMC to SPC as the landlord, the heating being an intrinsic and vital part of the building, even if SVHMC has covered similar expenses in the past.
2. The closure of the halls because of Covid-19 has already deprived SVHMC of much income this year. Additional costs such as these jeopardise the financial viability of the SVHMC charity and I conclude that it is in the best interests of the Parish Council and Stanway residents to avoid that situation.
3. The lack of heating, as we move into the depth of winter, could lead to further, more expensive problems such as frozen pipes. Whilst there may be insurance cover provided, if no attempt is made to mitigate the problem, I doubt that the insurance company would pay out in those circumstances.
4. The potential use of Tollgate Hall as a Covid-19 vaccination centre may put pressure on the other two halls if/when regular users of the facilities return.

There is ample room within this year's budget under Cost Code 88, Halls – Contingency Reserve

I have enquired whether the SVHMC insurance would cover this damage and you have indicated that the problem of providing explicit proof makes it unlikely. Similarly, a claim against UK Power Networks seems to require the same high level of proof. Even if successful, such a claim would take quite a while to materialise – in the meantime, winter would have likely come and gone.

In keeping with the protocol, I have advised John Spademan, as SPC Chairman, of my actions (to which he lends his full support) and shall confirm them in writing to the next Full Council meeting. In the meantime, please ask the contractor to re-issue the invoice in the Parish Council's name direct to me, as this will allow the VAT to be reclaimed.

Kind regards

David

David Lines

Parish Clerk and RFO

TOTAL COST — £1707.84 + VAT

Item 7

The current set of Standing Orders can be found via this link to our website

<https://www.stanwaypc.org.uk/uploads/standing-orders-2020-21.pdf>

(About the Council/How the Council is organised/Standing Orders)

And Financial Regulations can be found here

<https://www.stanwaypc.org.uk/uploads/financial-regulations-december-2020.pdf>

(About The Council/Finance/ Financial Regulations)

Item 8

Corporate Governance Committee met on June 10th and was acting for the Council under Covid-19 emergency delegated powers at the time. CGC agreed that a letter should be sent to CBC about land assets and *“specifically to record the principle of the transfer of ownership of such assets to the Parish Council where appropriate, or otherwise to return responsibility for the asset to CBC.”*

That decision was noted by the Full Council, as part of the CGC minutes, in Item 8 at its meeting on July 30th.

[STANWAY PARISH COUNCIL \(stanwaypc.org.uk\)](https://www.stanwaypc.org.uk). The CGC Minutes were also published on the Parish Council’s website on June 29th.

This whole matter arose out of a report from our Internal Auditor in late-2019 about our land and other assets that we manage, including a recommendation to clarify the responsibilities relating to the management of Silverwitch Green (in the absence of any tangible agreement between SPC and CBC). This report was sent to Full Council and discussed on October 31st 2019 – it was resolved to accept the IA recommendations.

On February 27th 2020, formal agreement at Full Council was given to deal with the new Community Centre and the MPGA in New Farm Road and, from this time, the idea arose of incorporating all sites owned by the Borough Council into the discussion. Updates were given at every subsequent meeting in the Clerk’s Report.

11. Legal Agreements

- a. To **RECEIVE** the recommendation of the Corporate Governance Committee (in its meeting on February 18th) for the Parish Council to “engage in purposeful negotiations with Colchester Borough Council to explore all options in being the primary underwriter and guarantor of the new Community Centre.” - **APPROVED**
- b. To **CONSIDER** the recommendations of the MPGA S/C and the Community Assets Committee in response to the request by Stanway Rovers Football Club for the Parish Council’s agreement in transferring the lease for the MPGA land to the football club in the near future, subject to the agreement of Colchester Borough Council – **APPROVED**

It was always intended that the Full Council would ratify the decision to acquire any lease (as it has to, by law) but it did not make sense to do anything until agreement and some sort of a proposal was received from CBC. That appears to be impending and it seems sensible to establish a formal position on acquiring the leases of Silverwitch Green and Lucy Lane South parks, subject to the appropriate legal agreements.

Item 9

The use of video-conferencing facilities in place of physical meetings has hitherto been seen as a temporary stop-gap during the Covid-19 pandemic. However, there remains a presumption of ever-increasing transparency and citizen involvement in Parish Council matters. The recording of council meetings, with links available on the website, will provide local residents the opportunity to access meetings of the Parish Council at a time convenient to them and this can be seen as the next stage (with the appropriate technology) for live broadcasts of meetings, however they are staged.

Item 12

Confidential documents, to be provided separately