



Clerks Report Corporate Governance August 2024

Agenda Item	Subject		Status
269	Stanway/Tollgate Link	<p>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.</p> <p>16.05.24 – Land Agent’s has advised that the owner has not provided any update on the proposed development or timeframe</p>	
332	SPC & SVHMC MoU	<p>02.24 - CA agreed that SVHMC can take over maintenance of front of village hall at their cost.</p> <p>08.24 CG will consider draft agreement after meeting with SVHMC</p>	
9.7.6	Emergency Planning	07.24 – Messaged Emergency Planning Department at CCC for draft plan proposal	
CG 21/10	Footpath/Cycle Path enhancements	<p>WINSTREE ROAD</p> <p>07.24 TO83C - Miller Road/London Road flooding in scheduled for Sept 2024 (although this could change)</p> <p>07.240 CS reviewed Report from EH</p> <p>THE FOLLEY, Villa/Winstree Road –</p> <p>01.24 Maintenance Worker cleared the path of overhang</p> <p>Footpath 5 – Tollgate Road</p> <p>02.24 –Owners of Homebase land have replied re: SPC request to access across their land stating any decision re: access cannot be taken at the moment due to ongoing commercial considerations</p>	
CGC 13/13 No. 7	Earmarked Footpath Reserves		
CGC 22/03 9 & FC 23/11 No. 14	S106 Funding	<p>01.24 – Updated reports received and circulated. All current funds are spent, apart from £5,000 - £ 15,000 for leisure facilities.</p> <p>02.24 – CCC have confirmed the future large developments identified by SPC are correct</p> <p>22.07.24 – inadvertently cancelled S106 meeting with CCC Officer and Cllr Bentley will be re-arranged for September 2024</p>	J
CGC 22/04 11	Local Highway Panel (LHP) Update	<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>02.24 – Cllr Bentley has submitted SPC’s 20’s Plenty Signage Application – 05.24 & 07.24– Clerk is chasing LHP Department, EH</p>	

Stanway Parish Council

<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>03.23 – Full Council accepted donation of Comb Field & bequest of 10% of Mrs Jansma’s estate – Clerk advised solicitor (size 9.8 acres (3.967 hectares). <i>11.23 1st Interim cheque from estate received, but not cashed by SPC</i> 03.24 2nd Interim cheque from estate received, but not cashed by SPC 04.24 Ellisons have appointed a new solicitor to the case and executor’s solicitors have been chased re: historical charge 07.24 – Ellisons have confirmed a land charge cancellation certificate has been registered. Pending clarification of some final points – a meeting will be arranged for the Jansma Park Working Group Sept 2024</p>
<p>FC 22/14 19</p>	<p>Warren Lane/Maldon Road Strategic Junction</p>	<p>01.24 EH have confirmed feasibility study has been updated – Clerk has requested a copy 11.04.24 – Meeting with CCC, Ward Councillors and SPC – reviewed Warren Lane as part of S106 discussion. 22.07.24 – scheduled S106 meeting with CCC Officer and Cllr Bentley was inadvertently cancelled – will be re-arranged 09.24</p>
<p>FC 23/11 No. 11</p>	<p>Zoo Working Group</p>	<p>01.24 – No update</p>
<p>FC 23/11 No. 11</p>	<p>Highways Working Group</p>	<p>01.24 Clerk contacted new portfolio holder, Cllr Tom Cunningham to arrange a meeting 08.24 Villa Road resurfacing, put back to 02.25 02.25 Villa Road zebra crossing installation and street lighting</p>
<p>FC 23/12 No. 20</p>	<p>Neighbourhood Plan Review</p>	<p>07.24 meeting with CCC officers to discuss Local Plan and Neighbourhood Plan</p>
<p>CGC 10/23 No. 13</p>	<p>Corporate Identity Working Group</p>	<p>02.24 CGC agreed transfer to gov.uk web address 04.24 – address agreed as www.stanway.gov.uk. Address had to be changed to www.stanway-pc.gov.uk in accordance with guidelines 06.24 – All emails and website addresses have been updated to gov.uk site</p>
<p>FC 20.15.07</p>	<p>Stage 4</p>	<p>Policies to Support practice <i>05.24 - Standing orders, Code of Conduct, Committee Structure & members & Fin Regs approved – FC approved May 2024</i> <i>06.24 – Health & Safety Policy & Staff Handbook for approval at 01.23 FC – SC reviewed & FC approved July 2024</i> <i>06.24 – Risk assessment register & risk assessments for manual operations – FC approved May 2024</i> <i>03.24 – Co-option Policy – FC approved</i> <i>05.24 - Asset Register FC approved May 2024</i> <i>01.26 – Staff Handbook – Approved 01.23</i></p> <p><i>Review Dates</i> 01.25 – CG to propose final budget to FC for approval of precept demand – To approve at 01.25 FC 02.25 – Complaints Procedure & Vexatious Complaints Policy approved by FC – Approved 02.23</p>

Stanway Parish Council

	<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</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., 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 02.24</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>05.26 – Co-Option Policy – Approved 05.24</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>	
--	---	--