



## Clerks Report for Corporate Governance January 2024

Agenda Item	Subject		Status
269	Stanway/Toll-gate Link	<p><b>Planning Application - 212943 6/5/2022</b> –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>03.23 – Land Agent has removed hoarding &amp; trimmed back – a new tenant will be taking possession &amp; putting new plans in (so 12 week planning consultation again) – it is expected that there will be only be minor changes. The Clerk has reminded land agent of the right of way that will need to be amended as a separate agreement to any planning requirements</p> <p>05.23 Enovert &amp; the Quarry have advised they have no further records regarding the “dedication” reference within their grant paperwork</p> <p>08.23 - Clerk attended the Archive Records Office but did not find any relevant documents regarding the land being “dedicated”.</p> <p>10.23 - The Clerk will send over relevant documents to Cllr D Linghorn-Baker who will review the Council’s position</p> <p><b>06.01.24 – Email drafted for Cllr D Linghorn-Baker - to discuss with Chair</b></p>	
332	SPC & SVHMC MoU	<ul style="list-style-type: none"> <li>The Clerk has several templates from RCCE to consider with SVHMC for drafting an MoU to confirm the current verbal MoU. After confirming liability with SPC insurers, the Clerk has confirmed with SVHMC that all hirers using the field (unless for a large event), will hire through SVHMC &amp; arrange for SPC’s disclaimer to be signed regarding liability.</li> <li><b>09.23 CAC AGREED to revised proposed disclaimer from SVHMC re: use of playing field by hirers</b></li> <li><b>03.01.24 Clerk attended SVHMC meeting. A meeting with follow re: a further request about the front of the village hall being maintained by SVHMC. The MOU can be updated at this point accordingly for FC approval</b></li> <li><b>SVHMC accounts up to 2021 submitted to charity commission Dec 2023 with 2022 &amp; 2023 to be filed by 03.24 deadline</b></li> </ul>	
9.7.6	Emergency Planning	<p><b>08.23 Clerk to commence working on this Spring 2024 with Cllr D Linghorn-Baker support</b></p>	
CG 21/10	Footpath/Cycle Path enhancements	<p><b>WINSTREE ROAD</b></p> <p><b>ECC HAVE DISBANDED WINSTREE ROAD WORKING GROUP MEETINGS FOR THE TIME BEING- The Clerk expressed disappointment.</b></p> <p><b>FC 09.23 Cllr Bentley confirmed he is still waiting for the Scouts to make contact regarding funding options to move buildings re: possible Villa Road access to The Stanway School</b></p> <p>)</p>	

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		<p><b>29.09.23</b> Clerk &amp; some Cllrs attended the Healthy School Street public consultation</p> <p><b>01.24</b> EH confirmed reports will be out shortly re: ATF4 budget for improvements and a Healthy School Streets Strategy</p> <p><b>12.23</b> NEPP proposing change of no waiting 8-5pm to no parking 8-9.30 &amp; 2.30-4pm, Mon-Fri from 30m from 29 Winstree Road southwards for approx. 40m, both sides</p> <p><b>12.23</b> TO83C Dept have now been able to add Miller Road/London Road flooding back into the 2023/4 construction programme as an additional project, which will be carried out if budget and resources are available.</p> <p><b>THE FOLLEY, Villa/Winstree Road 02.23</b> further request for edging price to sure up mud banks have been sent to Cllr LSB</p> <p><b>12.23 SISK CANNOT CARRY OUT A CLEARANCE OF THE FOLLEY</b></p>
<b>CGC 22/03 9 &amp; FC 23/11 No. 14</b>	S106 Funding	<p>07.23 FC agreed on SPC projects and advised CCC S106 Dept. The Clerk has requested substantiation of recent, past expenditure as Stanway does not have any grant left according to CCC. <b>12.23 Clerk chased.</b></p> <p>07.23 – The Clerk &amp; Chair emailed Ward Councillors, CCC Head of S106 &amp; CCC Planning Officer re: funding request for Weston Homes, Wyvern Estate Application 212507</p> <p><b>09.23 – The Clerk has emailed relevant contacts for Leisure, Essex Highways and Facilities re: SPC S106 requests</b></p> <p><b>13.12. 23 – Weston Homes meeting re: Wyvern Development (refer separate minutes) Planning Application 212507– further update to follow – SPC will then follow up with CCC Planning Officers and Ward Councillors.</b></p> <p><b>01.24 This committee to consider local infrastructure issues and S106 funding re: PA 212507, alongside Planning Committee and feed back to Weston Homes, CCC and EH as necessary</b></p> <p><b>01.24 Email sent to CCC Planning &amp; S106 re: allocation for Jansma Park following meeting with Weston Homes</b></p>
<b>CGC 22/04 11</b>	Local Highway Panel (LHP) Update	<p>05.23 LHP produced Feasibility Study into signalised crossing on A1124 London Road near Millers Lane</p> <p><b>06.23 CGC with LHP rep notes circulated – budget remaining for 2023/4 is £ 96,000.</b></p> <p><b>08.23 – The Clerk has asked the LHP to consider CG’s request for the crossing at Hobycraft/London Road to be signalled</b></p> <p><b>01.24 – Clerk progressing signage for 20<sup>th</sup> Plenty outside local primary schools</b></p> <p><b>01.24 – Tarmac/Enovert approached about funding LHP speeding review for single speed</b></p>
<b>FC 22/14 18</b>	Jansma Park (Comb Field) Donation	<p>11.22 FC CONSIDERED acceptance of gift of Comb Field &amp; AGREED to raise a cost code to enable budgeting for 2023/4 &amp; beyond</p> <p>01.23 Solicitors have updated value of Comb Field &amp; size as 9.8 acres (3.967 hectares)</p> <p><b>03.23 – Full Council accepted donation of Comb Field &amp; bequest of 10% of Mrs Jansma’s estate – Clerk advised solicitor.</b></p> <p>11.23 – New neighbour has agreed to farm the land (planting beans) - annual Contract Farming Agreement to be agreed</p> <p>11.23 Sparlings Solicitors have advised probate period of 6 months has been passed uncontested and they are ready to transfer the land.</p> <p><b>11.23 Interim cheque from estate received, but not cashed by SPC</b></p> <p><b>11.23 – SPC Solicitors have provided partial search results for scrutiny. Upon production of all satisfactory search results and responses to enquiries raised on SPC behalf, contract can be issued to transfer land, after which, land registry will be advised.</b></p> <p><b>12.23 Highways Search</b></p>
<b>FC 22/14 19</b>	Warren Lane/Maldon	<p>11.23 FC DISCUSSED the lack of movement regarding the Warren Lane/Maldon Road junction upgrades. Clerk to identify Strategic Officer at Essex Highways who would deal with this junction</p>

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	Road Strategic Junction	<p>03.23 – EH representatives visited Council before March meeting &amp; advised a new design will be investigated with initial costs during 2023/4 &amp; this will be fed through to all future developments within the assigned area that can contribute via S106 as there are no other means of funding the project</p> <p>07.23 EH have confirmed they are still looking at the alternative lower cost design &amp; once their review is complete, the Strategic Development Department will be provided with the original &amp; alternative layouts to help them with any discussions/negotiations with future developers.</p> <p>10.23 Site Visit held at Tarmac Stanway Quarry. Tarmac cannot assist with contacts re: junction upgrade</p> <p><b>01.24 Clerk chased EH re: feasibility report</b></p>
<b>FC 23/11 No. 11</b>	Zoo Working Group	<p><i>07.23 Future Working Group to be set up to progress closer contact with the zoo, particularly over their expansion plans and how this will affect Stanway</i></p> <p><i>08.23 The Zoo has no update yet regarding expansion plans</i></p> <p><i>10.23 Tarmac advised Essex County Council are causing delays with the extraction process of the land at the zoo site, which must happen for 1-2 years before the area is returned to the zoo to develop</i></p>
<b>FC 23/11 No. 11</b>	Highways Working Group	<p>07.23 Future Working Group to be set up to lobby for changes to Stanway road infrastructure, including new developments and existing maintenance eg., Stane Park, Wyvern Farm Development. <b>20.10.23 “walkaround” cancelled as ECC Cllr Lee Scott, is no longer the portfolio holder for Essex Highways. The Clerk has asked for a meeting with the new portfolio holder ASAP</b></p> <p><b>01.24 Clerk to discuss with Cllr Bentley – does the Council want infrastructure repairs to be a priority task?</b></p>
<b>FC 23/12 No. 20</b>	Neighbourhood Plan Review	<p>07.23 Clerk to request a meeting with a previous council eg., Tiptree who have recently undertaken a neighbourhood plan and report to back for interested members to attend <b>01.24 – Clerk to waiting to speak to the new Clerk at Tiptree.</b></p>
<b>CGC 10/23 No. 9</b>	Jansma Park Working Group	<p>09.23 - Set up by CGC to report back to GCG and/or Full Council for decisions regarding acquisition and development of Jansma Park</p> <p>09.23 FC agreed to £ 10,000 virement to budget for Jansma Park (CC 207) and resolved to permit the clerk to secure entry to the site within this budget once the land was transferred to SPC.</p> <p>09.23 FC agreed to Ellison’s budget legal costing to transfer the land</p> <p>11.23 – Working Party met and agreed terms of reference ie., To deal with all aspects of Jansma Park until ready for use by community, after which CA will take on responsibility.</p> <p>01.11.23 Meeting with Weston Homes to highlight S106 contributions towards Jansma Park. Developer prepared to assist with public consultation also.</p> <p><b>13.12.23 Further Weston Homes update meeting – not much further forward re: S106 figures as Planning matters still outstanding with National Highways</b></p> <p><b>20.12.23 2<sup>nd</sup> Working Party Meeting cancelled due to no further update from Weston Homes</b></p>

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		<p>06.23 – Sparlings Solicitor’s confirmed:-  executors accept the field can be farmed for an interim period which is yet to be defined. Sparlings to confirm the burial ground can be extended as well as a public space (Ellison Solicitors have been forwarded their reply for comment – Ellisons Solicitors response confirmed Sparlings should deal with matters in hand  09.23 Sparlings Solicitors have confirmed the timescale is still Oct transfer of land  10.23 approx – Upon completion of transfer of land, Expressions of Interest will be advertised &amp; issued to parties who have already lodged an informal interest  04.23 - Clerk has made contact with:-  architects who have provided a draft scheme figure of £ 5000 approx so far  Drainage Experts who worked on the Burial Ground to establish preliminary costs &amp; concept of development project  ECC Drainage Expert who assisted previously re: the flooding on Church Lane, so he can review any plans</p>
<b>CGC 10/23 No. 13</b>	Corporate Identity Working Group	<p><b>09.23 - Set up by CGC to report back to CGC regarding cohesive, visual identity of the Parish Council</b>  <b>01.24– Minor inhouse formatting changes to external documents made.</b>  <b>01.24 Clerk launched photo competition for website and social media in Stanway Life</b></p>
<b>CGC 13/23 No. 7</b>	Earmarked Footpath Reserves	<p><b>CGC 10.23 meeting - AGREED to transfer £9,000 from General Reserves for current 2023/4 budget to allow for future projects, including progressing walking/cycling links and routes around Stanway.</b>  <b>01.24 Clerk has contacted land owner around Homebase/Tollgate Road area – pending response</b></p>
<b>FC 20.15.07</b>	Stage 4	<p>Policies to Support practice – ongoing/yearly review - Governance &amp; administration for the coming year – generally February to May (policy review spread out over full year)  05.2023 - <i>Standing orders, Code of Conduct, Committee Structure &amp; members &amp; Fin Regs approved</i>  Diary proposed for policy reviews (fiscal year 2023/24):-  11.22 – SC agreed Health &amp; Safety Policy &amp; Staff Handbook for approval at 01.23 FC - <i>Completed</i>  11.22 – SC reviewed risk assessment register &amp; risk assessments for manual operations - <i>Completed</i>  11.22 – CG reviewed Co-option Policy - <i>Completed</i>  05.23 - Asset Register approved at FC 05.23 - <i>Completed</i>  09.23 Clerk to ensure the following procedures are covered within the Staff Handbook adequately or procedure policies for - grievance, equality, training, additional working, gifts &amp; hospitality, whistle blowing, smoke free, mobile phone, lone working, dignity at work &amp; safeguarding policies, volunteer policy</p> <p><i>Review Dates</i>  01.24 – CG to propose final budget to FC for approval of precept demand to CCC  02.23 – Complaints Procedure &amp; Vexatious Complaints Policy approved by FC - <i>Completed</i>  05.23 – FC approved committee terms of reference - <i>Completed</i>  08.23 – Tender for insurance renewal – 10.23 Agenda item CGC</p>

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	<p>07.23 – FC approved Internal Auditor for 2023/4 year – <i>Completed – first audit to follow</i></p> <p>09.23 - Freedom of information, Data Protection, Social Media Polices</p> <p>06.23 – FC approved Financial Policies review ie., Reserves &amp; Investment Policies – <i>Completed</i></p> <p>05.23 – FC approved Council risk management – <i>10.23 Agenda item CGC</i></p> <p>06.23 – CGC to review Publications Scheme &amp; propose Retention Policy</p> <p>07.23– FC approved microgrant policy – <i>Completed – incorporated into Fin Regs Amendments 09.23</i></p> <p>09.23 – CG to review Grants Policy – <i>Completed – incorporated into Fin Regs Amendments 09.23</i></p> <p>05.23 – FC agreed Bank Signatories for 2023/4 year</p> <p>11.23 – Co-Option Policy</p> <p><i>Other policies to consider</i></p> <p>Terms &amp; Conditions of Borrowing (if applicable)</p> <p>Climate &amp; Environmental Awareness Policy</p> <p>Tree Management Policy</p> <p>Biodiversity Statement</p> <p>Crime &amp; Disorder Policy</p> <p>Retention &amp; Disposal of Documents Policy</p> <p>Advertising Policy</p> <p>Community Engagement Strategy Policy</p> <p>Keyholder Policy</p>	
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