



Clerks Report for Corporate Governance Committee February 2023

Agenda Item	Subject		Status
269	Stanway/Tollgate Link	<p>Planning Application - 212943 6/5/2022 – Upon dialled in advice and a thorough discussion, May 6th FC AGREED to instruct Ellisons to write a legal letter stating the right of way agreement needed amending, regardless of the Planning Application being granted by CBC Planning Committee – 06.2022 – CGC decided against legal costs of up to £1700 for Dispute Resolution Department to review legal position, instead asking the Clerk to contact Land Agent re: design. 09.22 Nicolas Percival advised the landowner has instructed them to search for a tenant for the whole site with a view to vets/dentist/coffee house type establishments (latest visuals provided). NP advised start may be put back from 2023 due to escalating costs and current cost of living climate. NP confirmed the Right of Way agreement is not with his client and only relates to the section at the back next to Homebase. As previously aware, this pathway can be closed at any time. NP 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>02.23 – Land agent has advised that they propose taking the hoarding down and making good to stop damage. Also, change of use is being proposed. The Clerk has requested further information and timeline on both matters.</p> <p>11.22 CGC requested CAC establish ownership of rocks</p>	
332	SPC & SVHMC MoU	<ul style="list-style-type: none"> 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 and arrange for SPC’s disclaimer to be signed regarding liability. 11.22 SVHMC & the Clerk due to review current agreements in place and re-define as necessary FC 01.22 agreed to costs up to £ 12,000 to repair drainage system re: Tollgate Carpark – CA will progress work. Tollgate hall WiFi: OpenReach can now install an overhead pole & the Clerk has provided SVHMC with written permission 03.23 – Clerk will be drafting amendments to MOU for CG/FC consideration to issue to SVHMC Bouncy Castle school holiday fun days - CS to investigate for Summer 2023 	
9.7.6	Emergency Planning	EP Working Group report – to be revisited in July/August in association with new community centre. This may be pushed back due to the inevitable delays with the new community centre	
321 (FC) & FC 21.23 15	Old Play Area as Car Park	<p>08.22 Planning application (221356) APPROVED, with the caveat that cycle parking for up to 18 vehicles are provided. CBC S106 have agreed to extra £ 15,000 to cover this, bringing the total ringfenced for this project to £ 80,000.</p> <p>12.2022 contractor appointed from tender process @ £ 52,000. Work to commence 13.02.23</p>	

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		<p>02.23 project is progressing well. Vandalism to machinery has resulted in police incident and machinery needing to be parked in view of CCTV</p>	
CG 21/10	Footpath/Cycle Path enhancements	<p>WINSTREE ROAD – Next meeting 21.02.23 – proposed schemes email forwarded for comment prior to meeting.</p> <p>Pencil Bollards are being considered under Active Travel Fund 4 funding. Would be outside 4-5 stretches or road (x 2 outside Fiveways School, x 2 outside Lexden Springs, x 1 outside The Stanway) -EH would be responsible for their maintenance – they need to be 450m width away from highway so need pavement of 2.5m width (Trinity Road, Chelmsford and Sawyers Hill Lane, Brentwood are examples). Drivers may still park fully on the road however, but it at least makes users more aware of it being a school destination.</p> <p>Surface flooding outside Fiveways should be resolved as 30th Jan removal of root mass and debris was carried out.</p> <p>Back entrance to Stanway School being pursued as an option and making Homebase an official park and stride carpark JH suggested Park and Stride Signage and tidy up of Drought Garden footpath (Clerk has contacted the land agents)</p> <p>Confirmed Winstree Road does not have a problem with speeding from speed review carried out.</p> <p>PD2 survey (awaiting confirmation of what this survey was checking) for Villa Road did not meet requirements as the traffic is there is no demand after certain hours (outside of school time). LSB confirmed Speed Watch are regularly checking speeds on Villa Road</p> <p>THE FOLLEY, Villa/Winstree Road 01.23 further request for edging price to sure up mud banks requested by Cllr LSB</p>	
GC 20/22 NO. 9	Transfer of ownership of SWG & LLS Playgrounds	<p>02.2022 – Land Transfer drafts have been sent from CBC to Ellisons</p> <p>09.22 FC agreed to Land Transfers proposed by Ellisons – Clerk has instructed solicitors to proceed ASAP</p> <p>Clerk to obtain £ 6000 CIF grant when land transfers complete – request made to EALC 02.03.23</p> <p>01.23 Full Council signed transfer documents land transfer with CCC – documents delivered back to Ellisons to register with Land Registry</p>	
FC 21/23 12	SWG and LLS Park Upgrades	<p>08.07.2022 – Independent Post Installation Inspections carried out (08.07.22) & reports discussed with Caloo on site 13.07.22 – 13.07.22 - CGC agreed to pay Caloo’s final balance, deducting £ 4000 + VAT subject to satisfactory Caloo response regarding the surfacing issues raised re: underground voids.</p> <p>10.22 – All necessary alternations raised within the Post Installation Reports have now been completed, including return to LLS to reposition stepping stone equipment away from railings.</p> <p>11.22 -CGC agreed to release outstanding retention of £ 4000 + VAT on confirmation of ground work and surface warranties</p> <p>Clerk to obtain £ 6000 grant from CIF once land transfer of both parks are complete – request made to EALC 02.03.23</p>	
CGC 22/03 9	S106 Funding	<p>02.23 – CCC S106 advised there all funds have now been allocated to projects – The Clerk is awaiting further information</p> <p>02.23 – CCC S106 have requested an updated project list from SPC – 02.23 FC deferred response to after a decision is made on Comb Field donation</p>	
CGC 22/04 11	Local Highway Panel (LHP) Update	<p>11.2022 – FC to note resident request regarding speeding on B1408 - the London Road between Sainsbury’s and Copford and EH response.</p>	

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<p>FC 20.15.07</p>	<p>Stage 4</p>	<p>Policies to Support practice – ongoing/yearly review - Governance and administration for the coming year – generally February to May (policy review spread out over full year)</p> <p><i>05.2022 - Standing orders, Code of Conduct, Committee Structure and members and Fin Regs approved</i></p> <p><i>Diary proposed for policy reviews (fiscal year 2022/23):-</i></p> <p><i>11.22 – SC agreed Health and Safety Policy and & Staff Handbook for approval at 01.23 FC</i></p> <p><i>11.22 – SC reviewed risk assessment register and risk assessments for manual operations</i></p> <p><i>11.22 – CG reviewed Co-option Policy</i></p> <p><i>12.22 - Asset Register Draft 2 approved by CGC</i></p> <p><i>01.23 Clerk to ensure the following procedures are covered within the Staff Handbook adequately or procedure policies for - grievance, equality, training, additional working, gifts and hospitality, whistle blowing, smoke free, mobile phone, lone working, dignity at work and safeguarding policies, volunteer policy</i></p> <p><i>Review Dates</i></p> <p><i>01.23 – CG to propose final budget to FC for approval of precept demand to CCC - Completed</i></p> <p><i>02.23 – Complaints Procedure & Vexatious Complaints Policy approved by FC - Completed</i></p> <p><i>03.23 – CG request committees review and propose amendments to terms of reference</i></p> <p><i>04.23 – Tender for insurance renewal</i></p> <p><i>05.23 – Tender for Internal Auditor (and organisation to carry out review of Internal Audits)</i></p> <p><i>06.23 - Freedom of information, Data Protection, Social Media Polices</i></p> <p><i>06.23 – Financial Policies review ie., Reserves and Investment Policies and risk management</i></p> <p><i>06.23 – CGC to review Publications Scheme & propose Retention Policy</i></p> <p><i>06.23– Grants policies (on submission from CSC)</i></p> <p><i>06.23 – Bank Signatories mandate review</i></p> <p><i>11.23 – Co-Option Policy</i></p> <p><i>Other policies to consider</i></p> <p>Terms and Conditions of Borrowing (if applicable)</p> <p>Climate and Environmental Awareness Policy</p> <p>Tree Management Policy</p> <p>Biodiversity Statement</p> <p>Crime and Disorder Policy</p> <p>Retention and Disposal of Documents Policy</p> <p>Advertising Policy</p> <p>Community Engagement Strategy Policy</p> <p>Keyholder Policy</p>		
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	<p><i>Mission Statement (for reference)</i></p> <p><i>Stanway Parish Council aims to help, in cooperation and coordination with others, make Stanway a great place to live, work and visit.</i></p> <p><i>To this end, the Council will:-</i></p> <p><i>Provide high quality services and amenities, independently or in partnership, which provide a tangible benefit to our community in enhancing their physical and mental wellbeing</i></p> <p><i>Continue to be financially responsible, ensuring prudence in spending public funds whilst maintaining sufficient reserves to fulfil future obligations and to meet unexpected costs</i></p> <p><i>Develop and pursue an environmental-friendly policy which will minimise the Council's environmental impact, for example, reducing waste and using green energy</i></p> <p><i>Stay Local, using local contractors and suppliers as much as possible whilst ensuring good value for public money</i></p> <p><i>Maintain full compliance with all regulatory & statutory obligations which apply to local councils</i></p>		
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