



Clerks Report Corporate Governance March 2024

Agenda Item	Subject		Status
269	Stanway/Toll-gate 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>06.01.24 – Email with relevant documents sent to Cllr D Lingham-Baker to review</p>	
332	SPC & SVHMC MoU	<p>02.24 - CA agreed that SVHMC can take over maintenance of front of village hall at their cost. The MOU can be updated at this point accordingly for FC approval</p>	
9.7.6	Emergency Planning	<p>08.23 Clerk to commence working on this Spring 2024 with Cllr D Lingham-Baker support</p>	
CG 21/10 CGC 13/13 No. 7	Footpath/Cycle Path enhancements Earmarked Footpath Reserves	<p>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</p> <p>WINSTREE ROAD</p> <p>03.24 TO83C Dept could not complete scheme re Miller Road/London Road flooding in 2023/4, so will be carried out in 2024/.</p> <p>03.24 EH have provided update on Healthy School Streets Strategy -to be discussed at 03.34 FC. EH full report to follow</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 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>01.24 Re: PA212507 S106 Agreement with developer (Weston Homes), CCC confirm the following requests:-</p> <p>Priority 1 on S106 agreement - specific reference to Jansma Park as a project for funding under Community Facilities and Open Space/Recreation contributions (CCC Planning Officer request)</p> <p>Crossing on London Road from development to Jansma Park (Active Environments Officer’s request)</p>	J

Stanway Parish Council

		<p>Funded bus service via Stane Park and bus gate installation between Wyvern and the adjacent Zoo estate (Cllr Kevin Bentley's request)</p> <p>Cllr Chambers to attend future planning committee meeting where PA212507 will be discussed</p> <p>01.24 FC agreed project priority list for external funding and issued to CCC, EH, Ward Councillors & Weston Homes (in relation to PA212507)</p> <p>Priorities are:-</p> <ol style="list-style-type: none"> 1.Jansma Park 2. Warren Lane/Maldon Road Strategic Junction (also S278 funding) 3.Bus route development 4.Stakepark 5.Crossings points (also S278 funding) <p>26.02.24 Chair & RFO attended meeting with West Bergholt PC re: best practices re: S106 funding</p> <p>20.03.24 Meeting with CCC S106 Department, Ward Councillors and SPC set up to discuss available S106 grants</p>
CGC 22/04 11	Local Highway Panel (LHP) Update	<p>01.24 – Tollgate Village II will fund signalled crossing at Hobycraft/London Road when developed</p> <p>01.24 – Tarmac/Enovert approached about funding LHP speeding review for single speed</p> <p>02.24 – SPC's 20's Plenty Signage Application has been submitted by Cllr Bentley to LHP</p>
FC 22/14 18 CGC 10/23 No. 9	Jansma Park (Comb Field) Donation / Jansma Park Working Group	<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).</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 Interim cheque from estate received, but not cashed by SPC</p> <p>02.24 Environmental Screening Report (Groundsure) updated to "Moderate: Acceptable Risk"</p> <div style="background-color: #e0e0e0; padding: 5px; margin-top: 10px;"> <p>Groundsure considers there to be an acceptable level of risk at the site from contaminated land liabilities despite some potentially contaminative land uses being identified, particularly in relation to the recent landfill in close proximity. These land uses are not considered a significant risk if the site remains in its current use, however if the property is to undergo a change of use or redevelopment the planning process is likely to require contaminated land investigations. It is recommended that this is completed at an early stage of planning.</p> </div> <p>02.24 Executor's solicitor dealing with historical charge</p>
FC 22/14 19	Warren Lane/Maldon Road Strategic Junction	<p>01.24 EH have confirmed feasibility study has been updated – Clerk has requested a copy</p> <p>01.24 – Cllr K Bentley will convene meeting with all stakeholders as a result of feasibility study to progress options and funding</p>

Stanway Parish Council

FC 23/11 No. 11	Zoo Working Group	01.24 – No update
FC 23/11 No. 11	Highways Working Group	01.24 Clerk contacted new portfolio holder, Cllr Tom Cunningham to arrange a meeting
FC 23/12 No. 20	Neighbourhood Plan Review	01.24 Does the Council want to progress with a Neighbourhood Plan – Cllr Bentley has confirmed his support
CGC 10/23 No. 13	Corporate Identity Working Group	<p>09.23 - Set up by CGC to report back to CGC regarding cohesive, visual identity of the Parish Council</p> <p>01.24– Minor inhouse formatting changes to external documents made.</p> <p>01.24 Clerk launched photo competition for website and social media in Stanway Life</p> <p>01.24 Website has been upgraded</p> <p>02.24 CGC agreed transfer to gov.uk web address</p>
FC 20.15.07	Stage 4	<p>Policies to Support practice – ongoing/yearly review - Governance & administration for the coming year – generally February to May (policy review spread out over full year)</p> <p><i>05.2023 - Standing orders, Code of Conduct, Committee Structure & members & Fin Regs approved</i></p> <p><i>Diary proposed for policy reviews (fiscal year 2023/24):-</i></p> <p><i>11.22 – SC agreed Health & Safety Policy & Staff Handbook for approval at 01.23 FC – SC to review</i></p> <p><i>11.22 – SC reviewed risk assessment register & risk assessments for manual operations – SC to review</i></p> <p><i>11.22 – CG reviewed Co-option Policy – Under review 02.24</i></p> <p><i>05.23 - Asset Register approved at FC 05.23 - Completed</i></p> <p><i>09.23 – Staff Handbook</i></p> <p><i>Review Dates</i></p> <p><i>01.24 – CG to propose final budget to FC for approval of precept demand – Approved at 01.24 FC</i></p> <p><i>02.23 – Complaints Procedure & Vexatious Complaints Policy approved by FC - Completed</i></p> <p><i>05.23 – FC approved committee terms of reference - Completed</i></p> <p><i>08.23 – Tender for insurance renewal – Insurer agreed by CGC 11.23</i></p> <p><i>07.23 – FC approved Internal Auditor for 2023/4 year – Completed first audit 2023 (AGAR to follow after year end 2024)</i></p> <p><i>09.23 - Freedom of information, Data Protection, Social Media Polices</i></p> <p><i>06.23 – FC approved Financial Policies review ie., Reserves & Investment Policies – Completed</i></p> <p><i>05.23 – FC approved Council risk management – Agreed by CGC 10.23 (review again 04.24)</i></p> <p><i>06.23 – CGC to review Publications Scheme & propose Retention Policy – Being drafted 02.24</i></p> <p><i>07.23– FC approved microgrant policy – Completed – incorporated into Fin Regs Amendments 09.23</i></p>

Stanway Parish Council

	<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 – <i>Under review 02.24</i></p> <p>02.24 – Dignity at Work – <i>Under review 02.24</i></p> <p>02.24 – Equality, Diversity and Inclusion Policy – <i>Under review 02.24</i></p>	
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