



## Clerks Report Corporate Governance May 2024

Agenda Item	Subject		Status
269	Stanway/Tollgate 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><b>06.01.24</b> – Email with relevant documents sent to Cllr D Lingham-Baker to review</p> <p><b>01.05.24</b> – Pending Land Agent’s update on proposed development</p>	
332	SPC & SVHMC MoU	<p><b>02.24</b> - CA agreed that SVHMC can take over maintenance of front of village hall at their cost.</p> <p><b>16.05.24</b> Meeting with SVHMC to discuss update of agreement for FC approval</p>	
9.7.6	Emergency Planning	<p><b>08.23</b> Clerk to commence working on this Spring 2024 with Cllr D Lingham-Baker support</p> <p><b>01.05.24</b> – To discuss in partnership with SVHMC re: use of community buildings</p>	
CG 21/10  CGC 13/13 No. 7	Footpath/Cycle Path enhancements Earmarked Footpath Reserves	<p><b>WINSTREE ROAD</b></p> <p><b>03.24 TO83C</b> - Miller Road/London Road flooding in 2023/4, so will be carried out in 2024/5</p> <p><b>03.24</b> EH have provided update on Healthy School Streets Strategy -to be discussed at 03.34 FC. EH full report to follow</p> <p><b>THE FOLLEY, Villa/Winstree Road –</b></p> <p>01.24 Maintenance Worker cleared the path of overhang</p> <p><b>Footpath 5 – Tollgate Road</b></p> <p><b>02.24</b> –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>Cllr Chambers to attend future planning committee meeting where PA212507 will be discussed</p> <p><b>11.04.24 Meeting with CCC S106 Department, Ward Councillors and SPC.</b></p> <p><b>01.05.24</b> – Zoo are providing information on attendees re: attracting S106 funding from other wards</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><b>02.24</b> – Cllr Bentley has submitted SPC’s 20’s Plenty Signage Application</p>	

## Stanway Parish Council

<p><b>FC 22/14 18</b></p> <p><b>CGC 10/23 No. 9</b></p>	<p>Jansma Park (Comb Field) Donation / Jansma Park Working Group</p>	<p><b>03.23 – Full Council accepted donation of Comb Field &amp; bequest of 10% of Mrs Jansma’s estate – Clerk advised solicitor (size 9.8 acres (3.967 hectares).</b>  <i>11.23 1<sup>st</sup> Interim cheque from estate received, but not cashed by SPC</i>  <b>03.24 2<sup>nd</sup> Interim cheque from estate received, but not cashed by SPC</b>  <b>04.24 Ellisons have appointed a new solicitor to the case and executor’s solicitors have been chased re: historical charge</b></p>
<p><b>FC 22/14 19</b></p>	<p>Warren Lane/Maldon Road Strategic Junction</p>	<p><b>01.24 EH have confirmed feasibility study has been updated – Clerk has requested a copy</b>  <b>11.04.24 – Meeting with CCC, Ward Councillors and SPC – reviewed Warren Lane as part of S106 discussion.</b></p>
<p><b>FC 23/11 No. 11</b></p>	<p>Zoo Working Group</p>	<p><b>01.24 – No update</b></p>
<p><b>FC 23/11 No. 11</b></p>	<p>Highways Working Group</p>	<p><b>01.24 Clerk contacted new portfolio holder, Cllr Tom Cunningham to arrange a meeting</b>  <b>05.24 No update</b></p>
<p><b>FC 23/12 No. 20</b></p>	<p>Neighbourhood Plan Review</p>	<p><b>05.24 – No update</b></p>
<p><b>CGC 10/23 No. 13</b></p>	<p>Corporate Identity Working Group</p>	<p><b>02.24 CGC agreed transfer to gov.uk web address</b>  <b>04.24 – address agreed as <a href="http://www.stanway.gov.uk">www.stanway.gov.uk</a>. Address had to be changed to <a href="http://www.stanway-pc.gov.uk">www.stanway-pc.gov.uk</a> in accordance with guidelines</b>  <b>05.24 – Website has been updated and emails are in the process of being updated</b></p>
<p><b>FC 20.15.07</b></p>	<p>Stage 4</p>	<p>Policies to Support practice  <i>05.24 - Standing orders, Code of Conduct, Committee Structure &amp; members &amp; Fin Regs approved – FC to review</i>  <i>06.24 – Health &amp; Safety Policy &amp; Staff Handbook for approval at 01.23 FC – SC to review</i>  <i>06.24 – Risk assessment register &amp; risk assessments for manual operations – SC to review</i>  <i>03.24 – Co-option Policy – Approved</i>  <i>05.24 - Asset Register FC to approve</i>  <i>09.23 – Staff Handbook</i></p> <p><i>Review Dates</i>  <i>01.24 – CG to propose final budget to FC for approval of precept demand – Approved at 01.24 FC</i>  <i>02.23 – Complaints Procedure &amp; Vexatious Complaints Policy approved by FC - Completed</i></p>

## Stanway Parish Council

	<p><i>05.24 – FC approved committee terms of reference – FC to approve</i></p> <p><i>05.24 – Tender for insurance renewal – CG to review</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 &amp; Investment Policies – Completed</i></p> <p><i>05.24 – FC approved Council risk management – Agreed by CGC 04.14 – FC to approve</i></p> <p><i>06.23 – CGC to review Publications Scheme &amp; 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> <p><i>09.23 – CG to review Grants Policy – Completed – incorporated into Fin Regs Amendments 09.23</i></p> <p><i>05.24 – FC agree Bank Signatories for 2024/5 year</i></p> <p><i>11.23 – Co-Option Policy – Approved 03.24</i></p> <p><i>02.24 – Dignity at Work – Approved 03.24</i></p> <p><i>02.24 – Equality, Diversity and Inclusion Policy – Approved 03.24</i></p>	
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