



Clerks Report for Corporate Governance October 2023

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>03.23 – Land Agent has removed hoarding & trimmed back – a new tenant will be taking possession & 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 & 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>	
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 & arrange for SPC’s disclaimer to be signed regarding liability. 09.23 CAC AGREED to revised proposed disclaimer from SVHMC re: use of playing field by hirers 10.23 - Tollgate hall WiFi COMPLETED as OpenReach repaired the cabling and IT contractor was able to activate 07.23 – Clerk will set up meeting with SVHMC to draft any amendments to MOU for CG/FC consideration 	
9.7.6	Emergency Planning	<p>EP Working Group report – to be revisited in July/August in association with new community centre. 08.23 Clerk to commence working on this Autumn 2023 with Cllr D Linghorn-Baker support</p>	
CG 21/10	Footpath/Cycle Path enhancements	<p>WINSTREE ROAD</p> <p>ECC HAVE DISBANDED WINSTREE ROAD WORKING GROUP MEETINGS FOR THE TIME BEING- The Clerk expressed disappointment.</p> <p>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</p> <p>09.23 EH ???? have advised they may be able to escalate the flooding issue London Road/Millers Lane (instead of SWAS who have put the project back a year)</p>	

Stanway Parish Council

		<p>29.09.23 Clerk & some Cllrs attended the Healthy School Street public consultation, where possible improvements were discussed with residents, such as pencil pavement bollards, Villa Road access to The Stanway School & prohibiting vehicles/enforcing parking restrictions. EH advised there is ATF4 budget for improvements and a Healthy School Streets Strategy is currently being produced which will look at how to prioritise Healthy School Street requests. The Clerk will chase up for results from the consultation</p> <p>THE FOLLEY, Villa/Winstree Road 02.23 further request for edging price to sure up mud banks have been sent to Cllr LSB</p>	
GC 20/22 NO. 9	Transfer of ownership of SWG & LLS Playgrounds	<p>09.23 & 10.23 The Clerk has requested EALC pay the £ 6000 grant on confirmation from Ellisons that the park titles have transferred to SPC</p>	
CGC 22/03 9 & FC 23/11 No. 14	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> <p>07.23 FC agreed on SPC projects for future S106 grants – The Clerk will advise CCC. The Clerk has requested substantiation of recent, past expenditure as Stanway does not have any grant left according to CCC</p> <p>07.23 – The Clerk & Chair have been emailing Ward Councillors, CCC Head of S106 & CCC Planning Officer to establish what funding can be sought for Comb Field in relation to Planning Application 212507 (London Road, Stanway – Weston Homes), & any other planning applications – 08.23 The Clerk will be discussing this with CCC Planning Officers & Cllr Baines has emailed Ward Councillors regarding funds for Comb Field</p> <p>09.23 – The Clerk has emailed relevant contacts for Leisure, Essex Highways and Facilities re: SPC S106 requests</p> <p>01.11. 23 – Wyvern Developers to meet with SPC – SPC will then follow up with a CCC Planning Officers and Ward Councillors.</p>	
CGC 22/04 11	Local Highway Panel (LHP) Update	<p>05.23 LHP produced Feasibility Study into signalised crossing on A1124 London Road near Millers Lane</p> <p>06.23 CGC with LHP rep notes circulated – budget remaining for 2023/4 is £ 96,000.</p> <p>08.23 – The Clerk has asked the LHP to consider CG’s request for the crossing at Hobycraft/London Road to be signalled</p> <p>10.23 – CGC to review data from automatic traffic count on the B1408 London Road</p>	
FC 22/14 18	Jansma Park (Comb Field) Donation	<p>11.22 FC CONSIDERED acceptance of gift of Comb Field & AGREED to raise a cost code to enable budgeting for 2023/4 & beyond</p> <p>01.23 Solicitors have updated value of Comb Field & size as 9.8 acres (3.967 hectares)</p> <p>03.23 – Full Council accepted donation of Comb Field & bequest of 10% of Mrs Jansma’s estate – Clerk advised solicitor.</p> <p>09.23 The existing farmer has decided to vacate the site as is no longer farming the neighbouring plots. The Clerk has made contact with the new owners and is awaiting a response as to whether they wish to enter a yearly farming agreement</p> <p>09.23 Solicitors are drafting the land transfer documents and transfer may go through as early as October 2023</p> <p>09.23 CGC agreed to set up a Working Group (reporting back to CGC and/or Full Council) – this will be reported on separately under Clerk’s Report</p>	
FC 22/14 19	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>	

Stanway Parish Council

	Road Strategic Junction	<p>03.23 – EH representatives visited Council before March meeting & advised a new design will be investigated with initial costs during 2023/4 & 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. The Clerk has provided a report of the meeting to Councillors & ECC/EH (further amendments proposed by EH to be advised to FC May 2023)</p> <p>07.23 EH have confirmed they are still looking at the alternative lower cost design & once their review is complete, the Strategic Development Department will be provided with the original & alternative layouts to help them with any discussions/negotiations with future developers.</p> <p>07.23 – the Clerk is continuing to push CCC for S016 or S278 contributions to this junction’s development, particularly as a result of the zoo’s expansion plans (as detailed on the zoo’s open evening, 30th June 2023). The Zoo have confirmed they would like to have closer links with SPC which the Clerk will pursue (07.23 FC Councillors agreed to set up a future Zoo Working Group – reported in Clerk’s report separately)</p> <p>10.23 Site Visit held at Tarmac Stanway Quarry. Tarmac cannot assist with contacts re: junction upgrade</p>
FC 23/11 No. 11	Zoo Working Group	<p>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</p> <p>08.23 The Zoo has no update yet regarding expansion plans</p> <p>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</p>
FC 23/11 No. 11	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. 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</p>
FC 23/12 No. 20	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 10.23 – Clerk to waiting to speak to the Clerk at Tiptree</p>
CGC 10/23 No. 9	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 The Clerk will set up first Working Party meeting</p> <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</p>

Stanway Parish Council

		<p>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 & 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 & concept of development project ECC Drainage Expert who assisted previously re: the flooding on Church Lane, so he can review any plans</p>
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 10.23 – Clerk to set up first meeting with Cllr Hagon to progress with project</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) <i>05.2023 - Standing orders, Code of Conduct, Committee Structure & members & Fin Regs approved</i> <i>Diary proposed for policy reviews (fiscal year 2023/24):-</i> <i>11.22 – SC agreed Health & Safety Policy & Staff Handbook for approval at 01.23 FC - Completed</i> <i>11.22 – SC reviewed risk assessment register & risk assessments for manual operations - Completed</i> <i>11.22 – CG reviewed Co-option Policy - Completed</i> <i>05.23 - Asset Register approved at FC 05.23 - Completed</i> <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 & hospitality, whistle blowing, smoke free, mobile phone, lone working, dignity at work & safeguarding policies, volunteer policy</i></p> <p><i>Review Dates</i> <i>01.24 – CG to propose final budget to FC for approval of precept demand to CCC</i> <i>02.23 – Complaints Procedure & Vexatious Complaints Policy approved by FC - Completed</i> <i>05.23 – FC approved committee terms of reference - Completed</i> <i>08.23 – Tender for insurance renewal – 10.23 Agenda item CGC</i> <i>07.23 – FC approved Internal Auditor for 2023/4 year – Completed – first audit to follow</i> <i>09.23 - Freedom of information, Data Protection, Social Media Polices</i> <i>06.23 – FC approved Financial Policies review ie., Reserves & Investment Policies – Completed</i> <i>05.23 – FC approved Council risk management – 10.23 Agenda item CGC</i> <i>06.23 – CGC to review Publications Scheme & propose Retention Policy</i> <i>07.23– FC approved microgrant policy – Completed – incorporated into Fin Regs Amendments 09.23</i> <i>09.23 – CG to review Grants Policy – Completed – incorporated into Fin Regs Amendments 09.23</i></p>

Stanway Parish Council

		<p><i>05.23 – FC agreed Bank Signatories for 2023/4 year</i></p> <p><i>11.23 – Co-Option Policy</i></p> <p><i>Other policies to consider</i></p> <p>Terms & Conditions of Borrowing (if applicable)</p> <p>Climate & Environmental Awareness Policy</p> <p>Tree Management Policy</p> <p>Biodiversity Statement</p> <p>Crime & Disorder Policy</p> <p>Retention & Disposal of Documents Policy</p> <p>Advertising Policy</p> <p>Community Engagement Strategy Policy</p> <p>Keyholder Policy</p>
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