



Stanway

Parish Council

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21/14

Minutes of the Corporate Governance Committee Meeting held on Wednesday 13th October 2021 at 7.00pm in the Committee Room, Village Hall

Present: Cllrs Baines, Cotter, Norton, Spademan and the Clerk and RFO.

1. **Chair's welcome** - Cllr Baines welcomed those present
2. **To record and approve apologies for absence** - Apologies were received & approved from Cllrs Dundas & Singh
3. **Declarations of Interest**
Councillors to declare a Disclosable Pecuniary, Other Pecuniary or Registerable Non-Pecuniary interest on any matters covered by this Agenda. Members are reminded that, when considering any item, if it becomes clear that they have an interest, they must declare it –**None were declared**
4. **Public Participation – No members of the public attended**
5. **Minutes of the Corporate Governance Committee meeting of 8th September 2021**
APPROVED the minutes of the meeting held on 08.09.21 (*previously circulated*)
6. **Clerk's Report**
a) To **RECEIVE** an update on any ongoing action items from previous meetings, per the circulated lists – **NOTED**
The Clerk will look into options for SPC part paying (as a one off) with Essex Highways to potentially clear and resurface the Folly (FP3) Grants may be available from Enover (as with Tollgate Pathway) and then subsequent costs to maintain the pathway.
7. **RFO Report**
a) **RESOLVED** – to **APPROVE** expenditure and sign cheques where required (*the list provided below had been circulated to all members and will be verified against invoices by Cllrs Baines and Cotter*). **NOTED** CGC reinforced under section S137, 1972 that the Council's own grant policy is overridden concerning donations to non-profit making businesses. The RFO will request a breakdown on future Dines invoices to support the work being carried out against their agreed schedule. The RFO and Clerk will request all signatories re-register to make the process fairer on Cllrs Baines and Cotter who are currently having to authorise the payments, alongside Cllr Dundas.

b) **RESOLVED** – to **APPROVE** the interim finance reports and the full Bank Reconciliation distributed to all committee members prior to the meeting. **Cllr Cotter** carried out the bank reconciliation against the bank statements.

Stanway Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
244	11/10/2021		2. Barclays Main C/A		Bank charges	Barclays Bank	X	6.35		6.35
245	11/10/2021		1. Unity Trust Bank		Street Lighting Maintenance	A&J Lighting	S	127.30	25.46	152.76
246	11/10/2021		1. Unity Trust Bank		IT Support	I.T. Saint	S	129.10	25.82	154.92
247	11/10/2021		1. Unity Trust Bank		IT Support	I.T. Saint	S	99.00	19.80	118.80
248	11/10/2021		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	500.00		500.00
254	11/10/2021		1. Unity Trust Bank		HW Allowance	C Clouston	X	18.00		18.00
255	11/10/2021		1. Unity Trust Bank		HW Allowance	D Lines	X	18.00		18.00
256	11/10/2021		1. Unity Trust Bank		HW Allowance	Donna Tristram	X	18.00		18.00
257	11/10/2021		1. Unity Trust Bank		HW Allowance	A Ward	X	18.00		18.00
258	11/10/2021		1. Unity Trust Bank		Pension payments	Essex Pension Fund	X	1,990.33		1,990.33
260	11/10/2021		1. Unity Trust Bank		MW Locum	M Basham	X	72.00		72.00
261	11/10/2021		1. Unity Trust Bank		Zoom subscription	Donna Tristram	S	35.97	7.19	43.16
262	11/10/2021		1. Unity Trust Bank		Driving test	Donna Tristram	E	62.00		62.00
263	11/10/2021		1. Unity Trust Bank		SPC Work wear	B Cooper	X	19.32		19.32
264	11/10/2021		1. Unity Trust Bank		Travel Expenses	C Clouston	X	23.40		23.40
265	11/10/2021		1. Unity Trust Bank		Postage	C Clouston	E	2.69		2.69
266	11/10/2021		1. Unity Trust Bank		Telephone & Broadband	C Clouston	X	10.00		10.00
267	11/10/2021		1. Unity Trust Bank		IT accessories	C Clouston	S	14.16	2.83	16.99
268	11/10/2021		1. Unity Trust Bank		Councillor/staff training	EALC	S	20.00	4.00	24.00
269	11/10/2021		1. Unity Trust Bank		Councillor/staff training	EALC	S	575.00	115.00	690.00
270	11/10/2021		1. Unity Trust Bank		Councillor/staff training	EALC	S	25.00	5.00	30.00
271	11/10/2021		1. Unity Trust Bank		Fitness Sessions	CrossFit DireWolf Ltd	X	180.00		180.00
272	11/10/2021		1. Unity Trust Bank		Play equipment repair	Dines Agri Services	X	150.00		150.00
273	11/10/2021		1. Unity Trust Bank		MW Tools and supplies	Ernest Doe	S	938.04	187.62	1,125.66
274	11/10/2021		1. Unity Trust Bank		Streetlight replacement	A&J Lighting	S	235.95	47.19	283.14
275	11/10/2021		1. Unity Trust Bank		Streetlight replacement	A&J Lighting	S	150.45	30.09	180.54
276	11/10/2021		1. Unity Trust Bank		Specials Posters	Green Square Comms	S	650.00	130.00	780.00
277	11/10/2021		1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	190.00	38.00	228.00
278	11/10/2021		1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	190.00	38.00	228.00
279	11/10/2021		1. Unity Trust Bank		Audit fees	PKF Littlejohn LLP	S	600.00	120.00	720.00
280	11/10/2021		1. Unity Trust Bank		Community Grant	Stanway Rovers FC	X	450.00		450.00
281	11/10/2021		1. Unity Trust Bank		Printer supplies	Corona Corp Solutions Ltd	S	10.33	2.07	12.40
282	11/10/2021		1. Unity Trust Bank		Tree Maintenance	TWH Tree & Garden Services	X	550.00		550.00
283	11/10/2021		1. Unity Trust Bank		Tree Maintenance	TWH Tree & Garden Services	X	410.00		410.00
284	11/10/2021		1. Unity Trust Bank		Annual Subscription	I.T. Saint	S	98.81	19.76	118.57
285	11/10/2021		1. Unity Trust Bank		Noticeboard repair	Parish Noticeboard Co	S	19.92	3.98	23.90
Total								8,667.12	833.81	9,500.93

Excludes Net Salaries, PAYE & NI, totalling £ 6755.28

8. Precept 2022/23

DISCUSSIONS concerning the second draft of the precept considerations for 2022/23 commenced. Firmer costs for the new community complex will need to be obtained and the RFO will request further information and quotes on public work loans in response to the new centre costs and other projects eg., Community Centre carpark extension. Cllrs confirmed that the replacement streetlight project would be put on the back burner until the new centre was up and running, after which time it could be discussed again. In the meantime, lights will continue to be replaced with LEDS when repairs are required. This item will be added to November Agenda for further discussion

9. Review of Financial Regulations

PROPOSED updated draft Financial Regulations to be adopted at Full Council
<https://www.stanwaypc.org.uk/uploads/spc-financial-regulations-september-2021-draft.pdf>

10. Corporate Governance Review – Stage 2 of 3. Continuation of the discussion to identify a clear over-arching vision and strategy for the Council and the key objectives/themes underpinning that strategy. **No further discussions took place, but this will remain on the Agenda on a rolling basis (currently Stage 3 – Budget is being discussed, after which time, the final Stage 4, Policy Reviews can be carried out)**

11. Information Update – Cllr Spademan raised concerns over the temporary roundabout near Sainsburys being moved to a new, less suitable section of road and advised a new roundabout in this area will be installed within 1 week (which will mean a lot of noise disturbance for residents in the area)

12. Agenda Items for Committees / next Council Meeting - To receive and consider requests for items to be included on agendas for future CGC meetings, other committees, or Full Council - **PROPOSAL to Full Council to ADOPT** updated draft Financial Regulations

13. To confirm the date and time of the next meeting – Wednesday November 10th 2021 at 7.00 pm in the Committee Room, Victory Hall, Stanway Community Centre

The Chair closed the meeting at 9.03pm

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Stanway

Parish Council

DEPUTY CLERK'S REPORT FOR COMMUNITY ASSETS - October 2021

Asset	Task	Status	Finance	Progress
Lucy Lane South Play Area	Replace play equipment General maintenance	Contract – Caloo.	Finance up to £50,000 for play area upgrade.	Caloo quotation accepted.
Silver Witch Green	Replace play equipment Legal agreement - CBC Adult gym equipment Disability gate	Contract - Caloo. Requires adjustment.	Finance up to £50,000 for play area upgrade. £150.00 to move yellow fence back or £1.5k for wooden access gate.	Caloo quotation accepted. Clerk request to have SUDS repaired @ £2k
Swan Green	General maintenance	New planting scheme suggested as part of Woodland Project.		
Garage/workshop	Storage and workspace.	Roller door replaced after burglary. Security posts to prevent car damage.	Covered by insurance. 4 x Autolock security posts: £653.66 Labour, concrete, borer hire and new cement to cap top: £150 Total Price: £803.66	Risk Assessments completed by Dept. Clerk. Passed to Clerk/SC. https://www.barriersdirect.co.uk/bollards-c1022/telescopic-retractable-bollards-c1024/telescopic-posts-anti-ram-raid-very-tough-and-effective-p532?shopping&ppc_keyword=&gclid=CjwKCAjw-sqKBhBjEiwAVaQ9a_ozvJI3v3td10efk7xCml-7YHfQFNwP7NfxBvS1em4y7Wi3EL-9pBoCFwEQAvD_BwE
Grounds Maintenance	Grass cutting, hedge trimming.	Dines Agri Services agreed terms for 3-year contract.	£500.00 per month. Additional £100.00 pa for 2022/3.	Three-year contract signed April 2021-March 2024.
Streetlights	On-going maintenance Upgrade Unmetered energy supply	Survey complete – details with Clerk/CGC.	Finance up to £40,000 scheduled 2020/21	Tender/upgrade with Clerk/CGC.
Noticeboards	Regular inspections	Funding: Persimmon Homes – £1,000 Request with Weston Homes for new noticeboard	Quotation: £845.00	To relocate noticeboard outside community halls @ £845.00. (requires cutting posts to get the notice board out of the ground and to supply and fit new ones).
Waste collection	Emptying bins	TBS Hygiene Ltd began work 1 st April 2020.		Three-year contract signed April 2021-March 2024. TBS agreed fortnightly collection of yellow bin at no extra charge. Larger yellow bin? Black bin on Sports Field?
Tollgate Car Park	Repair/risk management Extension	Investigation of drainage/soakaways	£5,000.00 in carpark budget. £2,500 for tests	Rural Community Grant Funding? Contact made with M7H Civil Engineering Water Specialist. Possible extension agreement with Sports England. Proposal with Clerk/CGC. Relocation of salt/salt bin with SVHMC?
Tree maintenance	3-year cycle schedule/risk management	Contract: TWH Tree Services	£3,000 annual budget	Clerk request for additional work on Millers Lane and Chapel Road @ £2.7K.
Van acquisition	Parish wide maintenance	Barry's licence / vehicle lease	£2,500 annual budget	Other transport options being considered.
Drought Garden	Cycle/footpath		Budget/Reserve £5k	Issue with Clerk/FC.
Footpath 42	Maintenance			
Bus shelters	Maintenance Signage	Contract: Andrew Baker – The Shed Man	£1,000 2020 Reserve, then £2,000 pa	Grants received. Wooden bus shelter ready for delivery. Application granted by Essex Highways.

Swan Green bus shelter	Maintenance Replacement	Colne Contracts for groundworks. £2,500 quote.	SPC Bus shelter reserves 2020/21 £3000.00. Reserves 2021/22 £500.00 With grants: £7,800.00	Date confirmed of 29 th November for work to commence.
Burial Ground		BC taken over maintenance.	£5,500.00 in 20/21 budget.	
Village Halls	Finalise legal agreement. Review SVHMC MoU	SVHMC to install EVCPs?	£5,567.00 in contingency reserves.	
New Community Centre and Country Park	Transfer of lease.	Mid/late 2022 completion?	Likely maximum annual cost £60,000	CBC arranging long-term lease. Petanque court agreed.
Sports Field	Outdoor use by SVHMC clients	Contracts re charges and liability for usage of field.		Request from Stanway Villa to have Sports Field sprayed with weedkiller @ £400.00.

G - Comm Assets - Grounds

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 General repairs				750.00	4.68	745.02	745.02 (99%)
28 Car Park repairs				5,000.00		5,000.00	5,000.00 (100%)
29 Play equipment Reserve				50,000.00	215.00	49,785.00	49,785.00 (99%)
30 Play area signs				1,000.00	890.00	110.00	110.00 (11%)
31 Grounds maintenance				10,750.00	8,070.45	3,779.55	3,779.55 (35%)
32 Play area bark				1,000.00		1,000.00	1,000.00 (100%)
33 Tree maintenance				5,000.00	2,780.00	2,220.00	2,220.00 (44%)
34 Youth Pod / Outdoor Gym				21,000.00	20,893.15	106.85	106.85 (0%)
35 Play area benches/bins				500.00		500.00	500.00 (100%)
42 Pest control				500.00	285.00	235.00	235.00 (47%)
52 MW Consumables				750.00	1,558.00	-808.00	-808.00 (-107%)
90 Safety Inspections				500.00		500.00	500.00 (100%)
94 Vehicle lease				200.00		200.00	200.00 (100%)
95 Workshop/store				3,000.00	2,529.00	371.00	371.00 (12%)
SUB TOTAL				99,950.00	36,204.57	63,745.43	63,745.43 (63%)

H - Comm Assets - Streets

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
48 Bus Shelter Reserve				3,000.00	350.00	2,650.00	2,650.00 (88%)
49 Notice Board Reserve				250.00	414.92	-164.92	-164.92 (-65%)
50 Street Light Costs				5,300.00	2,653.30	2,446.70	2,446.70 (46%)
51 Street Light Reserve				2,000.00	1,088.27	933.73	933.73 (46%)
81 Street signs etc				500.00		500.00	500.00 (100%)
94 Street lighting electricity				5,000.00	1,236.70	3,763.30	3,763.30 (75%)
95 Footpath Reserve				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL				17,550.00	5,921.19	11,628.81	11,628.81 (66%)

I - Comm Assets - Halls

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
87 Architectural and other fees					1,500.00	-1,500.00	-1,500.00 (NA)
88 Contingency Reserve				4,000.00	2,271.53	1,728.47	1,728.47 (43%)
SUB TOTAL				4,000.00	3,771.53	228.47	228.47 (5%)

J - Comm Assets - Burial Gds

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55 Burial Ground income	4,000.00	3,145.00	-855.00				-855.00 (-21%)
56 Tree sponsorship	10.00	130.00	120.00				120.00 (1200%)
57 BG Maintenance				1,500.00	868.33	601.67	601.67 (40%)
56 BG Reserve				13,000.00	12,600.00	400.00	400.00 (3%)
SUB TOTAL	4,010.00	3,275.00	-735.00	14,500.00	13,468.33	1,001.67	266.67 (1%)



Stanway

Parish Council

COMMUNITY SERVICES DEPUTY CLERK'S REPORT October 2021

IDEA	DESCRIPTION (including Costs)	ACTION (including Expenditure)
Platinum Jubilee	To light beacon on 2 nd June 2022 and be part of national celebrations.	Registered SPC as participant. Ordered beacon @ £490.00. Contacted local choir and bagpipe player.
Woodland Project	SPC planting at Comb Meadow, Silver Witch Green, sports field and Youth Garden – officially the greenest parish.	Written to Primary Schools. Gardening Club at Stanway School keen to be involved.
Tree and Shrub Giveaway	Using additional trees and shrubs provided by CBC for free give-away to local residents.	Free tree event – Stanway School on Saturday 20 th November at 10.45am.
Covid Memorial Plaque	SPC to fund and erect memorial plaque in Stanway.	In future budget planning. Contacted Hunnables for prices.
Salt Bag scheme	Salt bags stored at Villa Road and available for free collection.	Salt delivered. Relocation planned with SVHMC.
Community Police	Coffee with a copper	Contact made with PC Dex Adams for future events.
Textile Bins	CBC has stopped textile collections but will provide bins. Recycling and green agenda.	Confirmed support from SPC. Waiting for inspection of premises for suitability.
Welcome booklet	Designed for new residents with helpful contacts. £950.00.	50 copies delivered to Wendy Pagden of Pioneer. Distribute to other places in the parish
Best Kept Playing Field	Competition for best kept playing field in Essex	Membership paid @ £30.00 pa and entry into three categories @ £10.00. Competition judging 15 th October.
Sponsor fitness coach	For activity sessions on Sports Field or new adult gym. Grant funding received £2,500.00.	Adult gym equipment installation complete. OurParks confirmed @ £1,650.00 for 30 sessions. Colchester Fitness providing youth sessions @ £30.00 per hour. Discussions with Ability Using Sport and Age Concern for future projects.
Stanway in Bloom	Local companies to sponsor tubs of plants around the parish. Community involvement with planting. Agreed budget: £500.00	Sponsors? Maintenance? Costs? Councillors to advise on potential sites for confirmation with ECC/CBC. Contact made with Stanway School Gardening Club for tree and bulb planting in autumn – support from Andy Hamilton?
SPC signage	Design and repair. Legal control of usage. Agreed budget: £2,000.00	New signs installed. Possible funding from locality budget? Future budget planning.

Welcome to Stanway sign Stickers on bins and streetlights	Proper sign on roads entering the parish. SPC logo on bins and streetlights managed by council.	Designs and price under consideration.
Defibrillators: supply of life-saving heart defibrillators	SPC to buy and site three units around the parish and arrange training for use. Costs: £1,390.00 per machine. Colchester First Responders: col.cfr@gmail.com.	Installation complete: Stanway Post Office, Stanway Rovers. Lucy Lane North/Halstead Road (streetlight mounted) – permission from electricity provider). Forms returned to UKPN.
Men's Health Event	Proposal to arrange function specifically targeted at men.	CHAPS have agreed to support event. Date to be confirmed. Funding?
Petanque	Specialised court to be built at new Community Centre	Positive contact with CBC. Seeking funding.
Quiz Night	Saturday 13 th November.	Tollgate Hall booked. £110.00. PA and quiz master booked. Tickets/publicity.
First Aid Training	Training for councillors and Stanway public.	Dates? Funding required @ £600 per session for 12 people.
Special Constables	SPC to recruit. Agreed budget £8,000.00	Publicity material complete and available for distribution.

Meetings attended:

Community Engagement Event – CAB, Essex Community Police, Foodbank, Community 360, U3A, Stanwell Hub, Pioneer, Pegasus

Mark Maher, Colchester Fitness – Stanway Fitness Training Programme for older residents

Martin Jones, Age Concern Colchester – Stanway Fitness Training Programme for older residents

Les Hawkins, Essex Police – Community Specials Briefing

L - Comm Services - Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70 s137/1972				9,500.00		9,500.00	9,500.00 (100%)
71 s106 expenditure							(N/A)
72 Other grants							(N/A)
73 CIL Grant expenditure							(N/A)
93 s19 (3) MPA 1976					825.00	-825.00	-825.00 (N/A)
SUB TOTAL				9,500.00	825.00	8,675.00	8,675.00 (91%)

N - Comm Services - Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53 CE Income	500.00		-500.00				-500.00 (-100%)
54 CE Expenditure				4,500.00	1,423.77	3,076.23	3,076.23 (68%)
SUB TOTAL	500.00		-500.00	4,500.00	1,423.77	3,076.23	2,576.23 (51%)

O. Comm Services- Services

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91 Community Safety Reserve				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL				1,000.00		1,000.00	1,000.00 (100%)