



Stanway

Parish Council

Parish Clerk: Donna Tristram
Victory Hall, Villa Road,
Stanway, Essex CO3 0RH
P: 01206 542221/07759 837111
E: clerk@stanway-pc.gov.uk
www.stanway-pc.gov.uk

Dear Councillors,

You are hereby summoned to the forthcoming meeting of Stanway Parish Council to be held at Stanway Community Centre on **THURSDAY 26th September 2024 at 7pm** when the under-mentioned business will be transacted.

Yours faithfully,

Clerk to the Parish Council

20th September 2024

FULL COUNCIL MEETING AGENDA

- Chairman's welcome and formal notice of the recording of meeting if applicable**
- To record and approve apologies for absence**
- Declaration of Interests** - to **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests where required.
To allow Councillors to declare either a disclosable pecuniary, or any other pecuniary or registerable, non-pecuniary interests on any matter covered by this Agenda. Members are reminded that, when considering any item, if it becomes clear they have an interest, they must declare it.
- Public Participation**
The Chairman to invite members of the public to indicate if they wish to speak at this meeting – either on an item on the agenda or on a general matter. *Public questions are invited prior to the start of the meeting for a maximum of 10 minutes, limited to three minutes per person at the discretion of the Chairman. In accordance with SPC Standing Order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.*
- Minutes of the Parish Council Meeting 25th July 2024** - To approve the Minutes (previously circulated) as a true and accurate record.
- Adoption of Committee Reports** – see <https://www.stanwaypc.org.uk/council-meetings.html>
To **NOTE** the (draft) minutes (*previously circulated*) from:
 - Planning Committee** meetings held on 6th & 20th August and 17th September 2024
 - Corporate Governance Committee** meetings held on 14th August & 11th September 2024
 - Community Assets Committee** meeting held on 18th September 2024
- Essex County Councillor's Report** - To receive an oral or written report from Cllr. Kevin Bentley (Essex County Council), and to give him the opportunity to respond to any issues raised in Public Participation.
- City Councillors' Reports** -To receive an oral or written report from any City Councillors and to give them the opportunity to respond to any issues raised in Public Participation.
- To **CONSIDER** any actions arising from matters brought to the Council's attention during Public Participation.
- To **RECEIVE** applications to become a Parish Councillor and/or to **APPROVE** any changes to the membership of the Committees of the Parish Council and **RECEIVE** an update from any Councillor training

Stanway Parish Council

11. **Clerk's Report**-To **RECEIVE** an update regarding ongoing actions from previous meetings and **APPROVE** any actions (*per circulated report*)
12. **RFO Report – To RECEIVE** an update regarding ongoing actions from previous meetings and approve any actions (*per circulated report*)
13. To **CONSIDER** the Jansma Park Report, including business Case dated 20th September and **RECEIVE** an update from the Jansma Working Group
14. To **APPROVE** assent of Comb Field from Mrs Jansma's estate to the Council and **AGREE** to accept 10% share of benefactor's estate for the upkeep and maintenance of Jansma Park in accordance with supporting report including business case dated 20th September 2024
15. To **RECEIVE** and **NOTE** the following recent documents regarding the Annual Governance & Accountability Return (AGAR) and audit process:
 - (i) External Auditor's Conclusion of AGAR for 2023-24
 - (ii) Independent report on the effectiveness of the internal audit for 2022-23
 - (iii) Review of Internal/External Audit Recommendation Report carried out by the Corporate Governance Committee
16. To **APPROVE** changes to Bank Signatories
17. To **APPROVE** applying for Local Council Award Foundation Level at a cost of £ 130.00
18. To **REVIEW** and **ADOPT** the following policies and agreements as proposed by committees:
 - (i) SVHMC Supplementary Agreement to Lease as proposed by the Corporate Governance Committee
 - (ii) Carpark Policy Agreement with Stanway Primary School as proposed by Corporate Governance Committee
 - (iii) GDPR Policy and Request for Information Form as proposed by Corporate Governance Committee
19. To **CONSIDER** any response regarding the following:
 - (i) Colchester Electoral Review
 - (ii) recent traffic problems experienced due to A12 overnight work closures over-running
20. To **RECEIVE Written Reports and Verbal Updates from Outside Bodies**

a) Bus Passenger Representative	b) Colchester Association of Local Councils
c) Emergency Planning Office	d) Footpath/Tree Warden/Hedgerow Officer
e) Quarry Liaison Group	f) Rosemary Alms Houses
g) School Governors	h) Village Hall Management Committee
i) Winstree Road Working Group Party	
21. **Information Update** - to receive oral updates from Members on matters affecting the Parish.
22. **Items for Committees/ Next Council Meeting** - to receive and consider requests for items to be included on agendas for any committee or the next meeting of the Parish Council.
23. **Date and time of next meeting** - the next scheduled meeting of the Parish Council will take place on **Thursday 28th November 2024 at 7.00 pm, Victory Hall, Stanway Community Centre.**