



Stanway

Parish Council

Parish Clerk: Donna Tristram
Victory Hall, Villa Road,
Stanway, Essex CO3 0RH
P: 01206 542221/07759 837111
E: clerk@stanwaypc.org.uk

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Minutes of the Parish Council AGM Full Council Meeting held at 7pm on 26th May 2022 in the Victory Hall

Present: Cllrs Bloomfield (until item 13), Baines, Chambers, Cotter, Dundas, Jordan, A Norton, J Norton, Singh, Spademan and Williams and the Parish Clerk and Finance Officer. Also present were 3 members of the public and 2 Colchester Borough Council Ward Councillors (until item 22)

1. To elect a Chairman of the Council - **RESOLVED** to **ELECT** Cllr Bloomfield as chair for a second municipal year term.
2. To receive the Chairman's Declaration of Acceptance of Office – The Chair will sign the Declaration of Acceptance of Office after the meeting and prior to the next Full Council meeting.
3. To elect a Deputy Chairman of the Council – **RESOLVED** to **ELECT** Cllr Baines as Deputy Chair for the municipal year
4. Attendance and Apologies for Absence – **RESOLVED** to accept Cllr Botha's apology for absence.
5. Declaration of Interests - to **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests where required – **NONE DECLARED and no councillors advised of any changes to their Register of Interests (the links to which were sent prior to the meeting)**

6. Public Participation

A member of the public, representing Pegasus Football Club expressed the Club's desire to locate a home ground in Stanway and wanted to let the Parish Council know of this ambition and enquire if the Parish Council could assist. The club has been going for many years and has 20 teams for men, ladies, children and disability groups. A lot of the children are from Stanway and the club are keen to give them the opportunity to play locally. The Chair thanked the member of the public for their verbal presentation and requested information be left with the Clerk regarding the club. It was noted that Colchester Borough Council should be approached to provide land for extra sporting facilities under future S106 allocation. The Clerk confirmed CBC were already aware of this desire, but she would reinforce it again.

7. Minutes of the Parish Council Meeting 6th May 2022 – **RESOLVED** to **APPROVE** the Minutes (previously circulated) as a true and accurate record.

8. **RESOLVED** to **ADOPT** the following Committee Reports – <https://www.stanwaypc.org.uk/council-meetings.html>

- a) **Planning Committee:** Noted the (draft) minutes (*previously circulated*) held on 3rd May 2022
- b) **Corporate Governance Committee:** Noted the (draft) minutes (*previously circulated*) held on 11th May 2022
- c) **Community Assets Committee:** Noted the (draft) minutes (*previously circulated*) held on 18th May 2022
- d) **Community Services Committee:** Noted the (draft) minutes (*previously circulated*) held on 10th May 2022
- e) **Burial Ground Sub-Committee:** Noted the (draft) minutes (*previously circulated*) held on 3rd May 2022
- f) **The Annual Parish Forum:** Noted the (draft) minutes (*previously circulated*) held on 12th May 2022

<https://www.stanwaypc.org.uk/uploads/annual-parish-forum-minutes-12th-may-2022.pdf?v=1652867633>

9. To **RECEIVE, CONSIDER** and **APPROVE** applications to become a Parish Councillor – After review of submitted application forms and hearing from both applicants, **RESOLVED** to **APPROVE** applications for Samantha Racey and Rebecca King to become Parish Councillors. Declarations of Acceptance of Office were signed and both newly appointed Councillors were invited to join the remainder of the meeting to comment and vote accordingly. The Clerk will arrange for the necessary Councillor Information Pack to be issued, including Declarations of Interest for submission within 28 days to the monitoring officer and councillor email addresses to be set up with the Council IT Consultant.

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10. To **APPOINT** Councillors to Committees and Sub Committees – **RESOLVED** that existing Committee members remain unchanged, Cllrs A Norton and Cotter are appointed to the Internal Audit Committee and Cllrs King and Racey are appointed to Community Services Committee – refer link

11. To **APPROVE** Co-option of Non-Members to Committees and Sub Committees – **NO Non Members were proposed**

12. To **APPOINT** Parish Council Representatives to Outside Bodies/Positions–**RESOLVED** that existing appointments remain in place until May 2023 AGM meeting, per regulations, filling vacancies as required

13. (Cllr Bloomfield had to leave the meeting due to ill health and Cllr Baines (Deputy) took over as Chair from this item), **Financial Reports y/e 31st March 2022**

RECEIVED and **NOTED** a full set of Financial Reports (including the Bank Reconciliation) for the year to 31st March 2021.

14. **Internal Auditor's Report: Annual Report for the year ending 31st March 2022** - after discussion, **APPROVED** the the previously circulated Internal Auditor's Full Report for 2021/22, accompanied by the relevant section of the Annual Governance and Accountability Return (AGAR). The report will be referred to the Internal Audit Committee to decide on any action concerning recommendations

15. After presentation by the Finance Officer and RFO, **RESOLVED** to **APPROVE** the **2022 ANNUAL GOVERNANCE STATEMENT**

16. After presentation by the Finance Officer and RFO, **RESOLVED** to **APPROVE** the **ANNUAL ACCOUNTING STATEMENTS: 2021/22 AGAR Form 3, Section 2**

17. **Internal Auditor** – **CONFIRMED** the re-appointment of Mr Gordon Mussett as the Internal Auditor for the financial year ending March 31st 2023. Due to the change of RFO and appointment of new staff, it was noted that the internal auditor tender process did not take place this year so will be carried out for 2023/24

18. **Bank Signatories** – **CONFIRMED** the reappointment of Cllrs Baines, Cotter, Dundas and Spademan as bank signatories for the Unity Bank Account with the addition of Cllrs A Norton & Racey and the appointment of Chambers, Cotter and A Norton, alongside existing signatories, Cllrs Baines, Dundas & Spademan for the Barclays Account(s) and Dundas and Spademan for the Nationwide Accounts(s)

19. **CONFIRMED** the appointment of Donna Tristram as the Responsible Financial Officer (in accordance with the 1972 Local Government Act s 151.)

20. **Essex County Councillor's Report** – No further updates to report

21. **Borough Councillors' Reports** -Cllrs Lesley Scott Boutell advised of her appointment as Chair on the CBC Policy Panel & thanked the Council for supporting 3 x recent Local Highway Applications. Newly elected, **Cllr Tracey Arnold** advised she was on the Local Plan and Environmental and Sustainability Committee and was also involved with the Youth Centre in Stanway.

22. To **CONSIDER** actions arising from matters brought to the Council's attention during Public Participation–**Refer 6**.

23. **Clerk's Report**-To **RECEIVE** an update & action any ongoing items from previous meetings, per the circulated list - **NOTED**. The Council repeated its complete agreement concerning a fully operational TOUCAN crossing being an integral condition to the Council signing a lease to manage and maintain Stanway Lakelands Centre. Additionally, it was noted that 250+ houses have been proposed next to the Bridge on the Western Bypass, which could result in another crossing being required and any crossing would require a suitable footpath to service it, particularly as this would form a school walking route.

24. **RFO Report**

i) Review of inventory of land and assets–**DEFERRED** approval of the latest 2022 Asset Register so CGC can review it first

ii) **REVIEWED & APPROVED** the insurance arrangements with Gallagher Insurance for the coming year, noting the renewal increase and the subsequent additional value to play equipment (pending premium confirmation). CGC will review the arrangements in more depth and a tender process will follow in 2023/24

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iii) **REVIEWED** and **APPROVED** the Council's and/or staff subscriptions to other bodies as detailed:-

23 May 2022 (2021-2022)

Stanway Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
16	11/04/2021		1. Unity Trust Bank		Annual Subscription	Essex Playing Fields Assoc.	X	30.00		30.00
20	11/04/2021		1. Unity Trust Bank		Annual Subscription	EALC	X	1,258.22		1,258.22
44	28/04/2021		1. Unity Trust Bank		Annual Subscription	ICCM	E	95.00		95.00
116	08/07/2021		1. Unity Trust Bank	Direct Debit	ICO Registration	Information Commissioner	X	35.00		35.00
143	08/07/2021		1. Unity Trust Bank		Annual Subscription	Donna Tristram	Z	223.00		223.00
149	08/07/2021		1. Unity Trust Bank		Annual Subscription	Colchester Association of Loc	X	35.00		35.00
160	08/07/2021		1. Unity Trust Bank		Annual Subscription	RCCE	S	115.50	23.10	138.60
286	11/10/2021		1. Unity Trust Bank		Annual Subscription	RCCE	S	60.00	12.00	72.00
318	04/11/2021		1. Unity Trust Bank		Annual Subscription	Donna Tristram	S	17.62	3.52	21.14
482	21/02/2022		1. Unity Trust Bank		Annual Subscription	Society of Local Council Clerk	X	249.00		249.00
Total								2,118.34	38.62	2,156.96

iv) At the request of the Clerk, **AGREED** to **DEFER APPROVAL** of virements proposed by CGC as a consequence of a CGC Working Group Budget Finance Meeting earlier that day. Cllr Dundas highlighted that if the SLC outdoor park area project had to be forward funded, the Council would not be in a position to support this due to the value of the contract which would expose the Council to financial risk and non-compliance with its own reserves policy

v) **Financial Reports – RECEIVED** and **NOTED** reports from the most recent Corporate Governance Meeting detailing Payments (net of staff salaries) & Receipts, a year-to-date Receipts & Payments Summary & Bank Reconciliation

10 May 2022 (2022-2023)

Stanway Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
13	20/04/2022		1. Unity Trust Bank		Car park repairs	M J Baker	E	580.00		580.00
14	25/04/2022		2. Barclays Main C/A	Direct Debit	Printer	BNP Paribas Leasing Solution	S	120.00	24.00	144.00
15	25/04/2022		1. Unity Trust Bank		Signage	Handmade Signs Ltd	X	65.00		65.00
16	25/04/2022		1. Unity Trust Bank		Room hire	SVHMC	X	30.00		30.00
17	25/04/2022		1. Unity Trust Bank		Grant	Ability using Sport	X	500.00		500.00
18	25/04/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	245.00		245.00
19	26/04/2022		1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	225.00	45.00	270.00
20	27/04/2022		1. Unity Trust Bank		Subscription	EALC	X	1,262.13		1,262.13
23	03/05/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	556.87		556.87
24	04/05/2022		1. Unity Trust Bank		Fuel - Machinery	Ernest Doe & Sons Ltd	S	70.00	14.00	84.00
25	05/05/2022		1. Unity Trust Bank		Travel Expenses	Donna Tristram	X	24.50		24.50
26	05/05/2022		1. Unity Trust Bank		Training materials	Donna Tristram	X	135.00		135.00
27	05/05/2022		1. Unity Trust Bank		Event expenses	Donna Tristram	X	21.00		21.00
28	05/05/2022		1. Unity Trust Bank		Printer supplies	Donna Tristram	S	36.71	7.34	44.05
29	05/05/2022		1. Unity Trust Bank		DBS Check	Donna Tristram	X	18.00		18.00
30	05/05/2022		1. Unity Trust Bank		Printer supplies	Aurora Managed Services Ltd	S	17.89	3.58	21.47
31	05/05/2022		1. Unity Trust Bank	Direct Debit	IT Support	Saint IT Ltd	S	129.10	25.82	154.92
32	05/05/2022		1. Unity Trust Bank	Direct Debit	IT Support	Saint IT Ltd	S	99.00	19.80	118.80
33	05/05/2022		1. Unity Trust Bank		Office Supplies	A Ward	X	16.99		16.99
34	05/05/2022		1. Unity Trust Bank		Printer supplies	Amazon Payments UK Limitee	S	62.73	12.56	75.29
35	05/05/2022		1. Unity Trust Bank		Printer supplies	Amazon Payments UK Limitee	S	178.41	35.68	214.09
36	09/05/2022		1. Unity Trust Bank		Staff training	EALC	S	70.00	14.00	84.00
37	09/05/2022		1. Unity Trust Bank		Staff training	EALC	S	70.00	14.00	84.00
38	09/05/2022		1. Unity Trust Bank		Staff training	EALC	S	70.00	14.00	84.00
49	10/05/2022		1. Unity Trust Bank		Grant	Age Well East Ltd	E	500.00		500.00
Total								5,103.33	229.78	5,333.11

NOTE: Excluding salaries, pensions, tax and National Insurance contributions, totals of which are included in later reports.

vi) To **AUTHORISE** contracts or project expenditure exceeding any committee's £10,000 delegated authority - **NONE**

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25. STANDING ORDERS/FINANCIAL STANDING ORDERS

i) **APPROVED** to **MOVE** the suspension of **Standing Order 5j** (Business of the Annual Meeting) to allow the remaining items in that Standing Order (i.e. not listed above) to be dealt with in more depth at meetings throughout the year or to be considered at a more appropriate time.

ii) **RECONFIRMED** to **ADOPT** Financial Regulation 6 as necessary to allow the authorisation of payments using scanned copies of invoices for scrutiny and remote authorisation by two members of the Council. Such remote authorisations shall be reported to the next Corporate Governance/Full Council Meeting. Financial Reports will continue to be published monthly.

iii) **APPROVED RECOMMENDATION** from Corporate Governance to **ADOPT** the **PROPOSED** Standing Orders and Financial Regulations. The Standing Orders and Financial Regulations will be published on the Council website.

26. APPROVED To **ADOPT** the **PROPOSED** Code of Conduct as drafted by Colchester Borough's Monitoring Officer after in-house training. The Code of Conduct will be published on the Council website and issued to Councillors.

27. REVIEWED and **APPROVED** Community Services and Corporate Governance Committee's Terms of Reference as approved by relevant Committees and proposed by Corporate Governance Committee

28. Stanway Lakelands Centre - To **AGREE** to further increase the proposed budget to fund a dedicated Multi Accessible Play Space Area through guaranteed grants (£ 68,000 CBC S106 Facilities & possibly £ 25,000 ShortBreaks Funding) for the financial Year 2022/23. Staged flexibility may also still be factored into the design through either further grant streams and/or Council contribution. **AGREED** to firstly request further information about how the project can be funded as the Council cannot forward fund a project of this size from the current budget and reserves. The Clerk will contact the relevant grant providers and report back to CGC/FC

29. Items referred/requested for consideration by Committees or Members of the Parish Council

a) CSC – Referral regarding cancellation of Organised Litter Pick on 2nd April due to lack of support from most Councillors. Cllr Jordon requested support for this project if it was to be rebooked and Cllrs agreed to support the venture with a show of hands. This will be referred back to CSC to organise, noting that Cllr Scott-Boutell may be able to help with collecting the litter once bagged

30. Information Update – Cllr Jordon thanked all concerned for their hard work towards the successful Jubilee Event that Bex Cakes and the Council had organised

31. Items for Committees/ Next Council Meeting –

i) Internal Auditor's Report to be considered and actioned by IAC

ii) CGC to review Asset Register, insurance cover, virements required and SLC outdoor play area forward funding options

iii) CSC to rebook litter pick.

vi) CAC to consider an open day event for both new playground upgrades

32. Date and time of next meeting - the next scheduled meeting of the Parish Council will take place on **Thursday 30th June at 7.00 pm in Victory Hall, Stanway Community Centre.**

The Chair thanked all in attendance & closed the meeting at 9.25pm

Key:-

CAC – Community Assets Committee

CSC – Community Services Committee

CGC – Corporate Governance Committee

FC – Full Council

SLC – Stanway Lakelands Centre

IAC – Internal Audit Committee