



Stanway

Parish Council

Parish Clerk: Donna Tristram

Victory Hall, Villa Road,
Stanway, Essex CO3 0RH

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

Present : Cllrs Bloomfield (Chair), Chambers, Cotter, Jordan, Norton and Spademan.
Also present were the Parish Clerk and Finance Officer.

1. The Chair welcomed all present

2. RECORDED & APPROVED APOLOGIES for:- Cllrs Singh and Spademan.
Colchester City Ward Councillors Scott-Boutell & Arnold
also sent apologies

3. Declaration of Interests – NONE RECEIVED

4. To ELECT a Deputy Chair – Cllr Spademan, whom although not present had put himself forward prior to the meeting, was voted in as Deputy Chair in accordance with Local Government Act 1972, S15 (6)

5. Public Participation – NON PRESENT

6. APPROVED - Minutes of the Parish Council Meeting 24th November 2022

7. Adoption of Committee Reports – see <https://www.stanwaypc.org.uk/council-meetings.html>

NOTED the (draft) minutes (*previously circulated*) which will be adopted at the next relevant committee meeting:

- a) **Planning Committee** meetings held on 06 & 20.12.2022
- b) **Corporate Governance Committee** meetings held on 07.12.22 & 11.01.23
- c) **Staffing Committee** meeting held on 28.11.22

8. Essex County Councillor’s Report – **NOTED** the written reports of 12.12.22 and 20.01.23 provided by Cllr K Bentley. Notices concerning the work at the landfill site will be issued on social media

9. City Councillors’ Reports – No written reports received from Ward Councillors

10. To CONSIDER any actions arising from matters brought to the Council’s attention during Public Participation – **None present**

11. To RECEIVE applications to become a Parish Councillor or to **APPROVE** any changes to the membership of the Committees of the Parish Council – **No applications received, or changes required to committees**

12. Clerk’s Report - RECEIVED & NOTED an update & action any ongoing items from previous meetings, per the circulated list.

13. RFO Report Financial Reports -

a) **RECEIVED & NOTED** a list of Payments (net of staff salaries) and Receipts since the last Parish Council meeting, a year-to-date Receipts and Payments Summary, along with an updated Bank Reconciliation.

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b). To **AUTHORISE** contracts or project expenditure exceeding any committee's £10,000 delegated authority – **NONE required**

c). To **AUTHORISE** any virements proposed from Corporate Governance Committee, as detailed in the Finance Officer's report – **NONE required**

14. APPROVED and SIGNED necessary transfer documents in accordance with the Council's Standing Orders to transfer ownership of Silver Witch Green and Lucy Lane South Playgrounds from Colchester City Council to Stanway Parish Council. The documents will be returned to Ellisons Solicitors for submission to the Land Registry/Colchester City Council. Cllr Norton advised of potential root damage to his garden property from Silver Witch Green.

15. CONSIDERED supporting report and unanimously **APPROVED** outright purchase @ £ 10,000 + VAT for second hand diesel van from Flobridge Services Limited, Van Registration No. LX16 MYG The Clerk will organise payment on receipt of invoice and transfer ownership as soon as possible.

16. REVIEWED and unanimously **APPROVED** the 2023/4 Budget and Precept proposal in accordance with the Local Government Finance Act 1988, S 68, as recommended by Corporate Governance Committee. The Clerk/RFO will advise Colchester City Council of the precept figure of £ 353,793.00

17. CONSIDERED positioning of COVID memorial on Silver Witch Green in response to resident's enquiry. The Community Services Clerk will respond directly advising that the plaque was placed in accordance with the Stonemason's advice.

18. CONSIDERED providing a Warm Space to support those most in need in Stanway at Tollgate Hall on Monday afternoons to commence as soon as possible. Community Services have budget to support this initiative (Cost Code 54 ad/or 104) under Local Government (miscellaneous Provisions) Act 1976, S.19, as the EALC Winter Warmth Fund Grant has now closed. The Clerk will start planning these events and hand over to Community Services Clerk on return from holiday

19. ADOPTED Staff Handbook, including any personnel policies as proposed by Staffing Committee

20. ADOPTED Health and Safety Policy as proposed by Staffing Committee

21. ADOPTED Equality, Diversity and Inclusion Policy as proposed by Corporate Governance Committee

22. ADOPTED the Dignity at Work Policy as proposed by Corporate Governance Committee and passed a resolution to sign up to the Civility and Respect Pledge which will be added to our website.

23. Reports from Outside Bodies

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| a) Colchester Association of Local Councils – | Minutes from 01.12.22 meeting circulated |
| b) Village Hall Management Committee – | Minutes from January 2023 meeting to be circulated |
| c) School Governors – | No report |
| d) Quarry Liaison Group – | Minutes from 01.12.22 meeting circulated |
| e) Footpath/Tree Warden/Hedgerow Officer – | Nothing to report |
| f) Bus Passenger Representative – | No report provided |
| g) Rosemary Alms Houses – | Nothing to report |
| h) Winstree Road Working Group Party – | January meeting deferred by Essex County Council |

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24. Information Update from members and/or officers – Cllr Norton advised of his intention to retire at the next election if enough new councillor applicants are put forward

25. Items for Committees/ Next Council Meeting - None presented

26. Date and time of next meeting - the next scheduled meeting of the Parish Council will take place on **Thursday 23rd February 2023 at 7.00 pm, Victory Hall, Stanway Community Centre**

The Chair closed the meeting at 8.39 pm

13.a

5 January 2023 (2022-2023)

**Stanway Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
342	03/01/2023		1. Unity Trust Bank		Streetlight replacement	AAJ Lighting Solutions Ltd	S	429.00	85.80	514.80
343	03/01/2023		1. Unity Trust Bank		Signage	Universal Silk Screen Printers	S	5.71	1.14	6.85
344	03/01/2023		1. Unity Trust Bank		Signage	Universal Silk Screen Printers	S	2.91	0.58	3.49
345	03/01/2023		1. Unity Trust Bank		Signage	Surfac Limited	S	14.96	2.99	17.95
346	03/01/2023		1. Unity Trust Bank		Signage	M H P INDUSTRIES LTD	S	15.82	3.17	18.99
347	03/01/2023		1. Unity Trust Bank		Signage	Amazon EU S.a.r.l. UK Branc	S	11.37	2.28	13.65
348	03/01/2023		1. Unity Trust Bank		Signage	Amazon EU S.a.r.l. UK Branc	S	9.27	1.85	11.12
349	03/01/2023		1. Unity Trust Bank		Christmas Decorations	Dines Agri Services	X	78.00		78.00
350	03/01/2023		1. Unity Trust Bank		Printer supplies	Amazon EU S.a.r.l. UK Branc	S	36.27	7.26	43.53
351	03/01/2023		1. Unity Trust Bank		Staff training	Essex Association of Local Co	S	210.00	42.00	252.00
354	03/01/2023		1. Unity Trust Bank		Maintenance tools and supplie	Screwfix Direct Ltd	S	17.31	3.46	20.77
355	03/01/2023		1. Unity Trust Bank		Maintenance tools and supplie	Screwfix Direct Ltd	S	20.83	4.17	25.00
356	03/01/2023		1. Unity Trust Bank		Staff training	Essex Association of Local Co	S	45.00	9.00	54.00
357	03/01/2023		1. Unity Trust Bank		ID Badges	Impact Sign Services Ltd	S	15.00	3.00	18.00
358	03/01/2023		1. Unity Trust Bank		Event expenses	Karl Semmenne t/a DJ Bobby	X	225.00		225.00
359	03/01/2023		1. Unity Trust Bank		Printer supplies	Aurora Managed Services Ltd	S	90.24	18.05	108.29
360	03/01/2023		1. Unity Trust Bank		Insurance	Arthur J. Gallagher Insurance	X	98.61		98.61
361	03/01/2023		1. Unity Trust Bank		Tree Maintenance	TW&H Tree Services Limited	X	250.00		250.00
362	03/01/2023		1. Unity Trust Bank		Office Supplies	SPORTSDIRECT.COM RETAIL	S	14.17	2.83	17.00
363	03/01/2023		1. Unity Trust Bank		Telephone and broadband	Lee Needham	X	20.00		20.00
364	03/01/2023		1. Unity Trust Bank		Insurance	Arthur J. Gallagher Insurance	X	1,307.80		1,307.80
365	03/01/2023		1. Unity Trust Bank		Play equipment repair	Calco Ltd	S	254.00	50.80	304.80
366	03/01/2023		1. Unity Trust Bank		Memorial plaque	The Hummell Family Funer	S	487.50	97.50	585.00
367	03/01/2023		1. Unity Trust Bank		Legal advice	Elisons Legal LLP	S	3,014.20	602.84	3,617.04
373	03/01/2023		1. Unity Trust Bank							
374	03/01/2023		1. Unity Trust Bank							
375	03/01/2023		1. Unity Trust Bank							
376	03/01/2023		1. Unity Trust Bank							
377	03/01/2023		1. Unity Trust Bank							
378	03/01/2023		1. Unity Trust Bank							
381	03/01/2023		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	245.00		245.00
382	03/01/2023		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	556.87		556.87
384	03/01/2023		1. Unity Trust Bank		Maintenance tools and supplie	Ernest Doe & Sons Ltd	S	74.17	14.83	89.00
385	03/01/2023		1. Unity Trust Bank		Maintenance tools and supplie	Ernest Doe & Sons Ltd	S	145.44	29.09	174.53
386	03/01/2023		1. Unity Trust Bank		Maintenance tools and supplie	Ernest Doe & Sons Ltd	S	188.84	37.77	226.61
387	03/01/2023		1. Unity Trust Bank		Maintenance tools and supplie	Ernest Doe & Sons Ltd	S	5.00	1.00	6.00
388	03/01/2023		1. Unity Trust Bank		Royroll services	RE Group Accountants Limite	S	104.52	20.90	125.42
389	03/01/2023		1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	225.00	45.00	270.00
Total								21,278.00	1,087.31	22,365.31

**Including totals for PAYE wages, TAX & NI, Pension Costs and Home Working Allowances
with specific figures and personnel particulars redacted**