



# Stanway

## Parish Council

Parish Clerk: Donna Tristram

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22/07

### Minutes of the Parish Council Meeting held at 7pm on 29<sup>th</sup> September 2022 in the Victory Hall

**Present** : Cllrs Baines (Deputy Chair), Jordan, A Norton, Singh & Spademan and the Parish Clerk and Finance Officer. Ward Councillor Hagon was also present until 8.10pm

1. **Chair's Welcome** – Cllr Baines opened the meeting at 8pm when sufficient Councillors present
2. **Apologies were received & accepted** from Cllrs Bloomfield, Botha, Chamber, Cotter, Dundas & J Norton.
3. **Declaration of Interests** - to **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests where required. **None declared**
4. **Public Participation** – **No members of the public were present**
5. **RESOLVED** to **ADOPT** the minutes of the Parish Council Meeting 28<sup>th</sup> July 2022 as a true & accurate record.
6. **RESOLVED** to **ADOPT Committee Reports** – see <https://www.stanwaypc.org.uk/council-meetings.html>
  - a) **Planning Committee**: NOTED the (draft) minutes (*previously circulated*) held on 16.08.22 & 06.09.22
  - b) **Corporate Governance Committee**: NOTED the (draft) minutes (*previously circulated*) held on 10.08.22
  - c) **Community Assets Committee**: NOTED the (draft) minutes (*previously circulated*) held on 27.09.22
  - d) **Burial Ground Sub Committee**: NOTED the (draft) minutes (*previously circulated*) held on 06.09.22
  - e) **Staffing Committee**: NOTED the (draft) minutes (*previously circulated*) held on 06.09.22
  - f) **Internal Audit Committee**: NOTED the (draft) minutes (*previously circulated*) held on 15.03.22
7. **Essex County Councillor's Report** – **NOTED** a written report from Cllr. Kevin Bentley (Essex County Council) previously circulated as the regular monthly meet up with the Clerk was cancelled due to the Queen's passing.
8. **Borough Councillors' Reports** - Ward Councillors McClean & Scott-Boutell also sent apologies.

**Cllr Hagon** advised after the congestion around Staines Park Retail Park, weekend of 19<sup>th</sup> September, CBC Planning Officers rechecked and confirmed that the crossing was correctly installed. Cllr Hagon will ask the big retailers if they can provide parking marshals over the Christmas shopping period also. The Council requested First Essex Bus Co. extend their service (eg., S2) ASAP to the 2 recently installed bus stops at Staines Park. Planning Enforcement are looking into Sainsbury's carpark duration extension as do not want this becoming an unofficial "park and ride". When asked, Cllr Hagon confirmed regardless of the extra housing, there were no plans to provide another access route to A12. Instead, a mini roundabout is being proposed. The Council advised part time traffic lights would therefore be advantageous. The Winstree Road Working Group are considering pavement H-Bars to restrict parking. Cllr Baines requested this be extended to Villa Road. The bus cages should also be re-painted and Moss Road needs yellow line repainting. Essex Yeomanry Way pothole repairs are still being chased up as is the carwash plans between Church Manor/Sainsburys as safe access is required. Tollgate Centre refuge issues were reported to the land owners and EDF have to report back regarding the unsatisfactory length of the power cut (ie., over 4 hours) at Grimes Dyke Court (Cllr Hagon will copy the Council in on the correspondence). Local Highways Panel (LHP) – advised on various schemes eg., Tollgate Road speed signs, Peace Road - 20 mile p/hr option, Lakelands – no entry options. Cllr Hagon confirmed his locality budget could be used towards an outdoor water fountain at Stanway Lakelands Centre.
9. **NO ACTIONS** arising from matters brought to the Council's attention during Public Participation.

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10. To **RECEIVE** applications to become a Parish Councillor or to **APPROVE** any changes to the membership of the Committees of the Parish Council. The Clerk advised, following the resignations of Cllrs King and Racey, the Council had publicised CBC's notices and also, sadly Cllr Williams has resigned. The Clerk will write and thank him for his service. **APPROVED** Cllr Baines reinstatement to Community Assets Committee. **DISCUSSED** and requested Community Services Committee consider how they can operate, given the last few meetings have not been quorate.

11. **Clerk's Report- RECEIVED & NOTED** an update & action any ongoing items from previous meetings, per the circulated list. The Clerk will start the tender process for the Tollgate carpark extension project ASAP.

## 12. RFO Report Financial Reports -

a) **APPROVED** intermediate expenditure for on-line payment of invoices (*a list of payments to be circulated & verified against scanned invoices prior to the meeting in accordance with Financial Regs 5 & 6*), with the exception of Caloo outstanding balance, as Corporate Governance Committee could not meet in September due to the Queen's mourning period

b) **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.

b. **AUTHORISED** the increased project expenditure from £ 65,000 to £ 80,000 for Tollgate Carpark Extension (which will be funded by S106)

c. **REVIEWED & APPROVED** Corporate Governance Committee's revised 2022/23 budget proposal with associated virements & streamlining of cost codes

d. To **AUTHORISE** any virements proposed from Corporate Government Committee – **NONE PROPOSED**

e. **APPROVED** amendments to Financial Regulations proposed by Corporate Governance Working Party, including reinstatement of suspended clauses to ensure functionality and continuity of the Council's functions

13. **SWAN GREEN WAYLEAVE REQUEST – REVIEWED & RESOLVED** to permit Gigaclear to lay Full Fibre optic broadband in ducts underground within "land on the north side of London Road, Stanway" (EX869530) through a network access agreement (wayleave), subject to Gigaclear paying £150 & the Council's legal fees (Ellisons Solicitors). Cllr Jordon requested, and it was **AGREED** that the £ 150 payment would be allocated to Community Assets budget

14. **AUTHORISED** 2 x grant applications from Community Services grant budget for Hope for Tomorrow Grant @ £1000 towards mobile cancer care units & St Albrights Church grant @ £352.80 towards the roof repairs of the Lychgate War Memorial. The Clerk will advise Community Services Committee.

15. To **CONSIDER** status of Stanway Parish Council applying to become a town council – **DEFERED** for future meeting

16. **APPROVED** the land registry documents for transfer of ownership from Colchester Borough Council to Stanway Parish Council for both Lucy Lane South and Silver Witch Green park areas. The Clerk will advise Ellisons Solicitors.

## 17. NEW COMMUNITY CENTRE UPDATE –

- i) **LEASE** – The Clerk has updated Ellison Solicitor's with the Corporate Governance Working Group's requests/changes to the lease so these can be passed to CBC
- ii) **COST BENEFIT ANALYSIS** – To be provided at October FC as expenditure & revenue figures are still being updated. A final decision regarding the viability of taking on the Centre can then be made
- iii) To **RECEIVE** any updates & **AGREE** on hire out fees for using the Centre – **Refer 17.ii**
- iv) **KITTING OUT COSTS** – To be provided for approval to October FC with options of funding streams

## 18. Reports from Outside Bodies

a) Colchester Association of Local Councils – Cllr Jordan advised he could not attend the next meeting. The Clerk will email councillors for a substitute

b) Village Hall Management Committee – the flooring in Tollgate Hall has now been replaced as required repairs.

c) School Governors - NO REPORT

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- d) Quarry Liaison Group – NO REPORT
- e) Footpath/Tree Warden/Hedgerow Officer – NO REPORT
- f) Bus Passenger Representative – NO REPORT
- g) Rosemary Alms Houses - NO REPORT
- h) Larger Local Council Forum – NO REPORT
- i) Winstree Road Working Group Party – previously circulated by the Clerk

**19. Items referred/requested for consideration by Committees or Members of the Parish Council - NONE**

**20. Information Update** – The Clerk read out two letters received from Sparling Solicitors regarding the will of Mrs Jansma. The deceased has very generously donated Comb Field and a percentage of her estate to Stanway Parish Council subject to caveats concerning it being used for the community. Full Council will need to approve any decisions.

**21. Items for Committees/ Next Council Meeting –**

- i) Community Services Committee – to consider operational options to ensure continuity of its projects
- ii) Full Council – to receive Cost Benefit Analysis for Stanway Lakelands Centre and decide if it is financially viable
- iii) Full Council – to decide on funding options for Stanway Lakelands Centre kit out
- iv) Full Council – to agree to donation of Comb Field and percentage of Mrs Jansma’s estate with associated caveats

**22. Date and time of next meeting** - the next scheduled meeting of the Parish Council will take place on **Thursday 27<sup>th</sup> October at 7.00 pm, Victory Hall, Stanway Community Centre**

**The Chair closed the meeting at 9.40pm**

**12.a – RFO Report**

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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
183	14/06/2022		1. Unity Trust Bank		Play area equipment	Caloo Ltd	S	4,000.00	800.00	4,800.00
195	31/08/2022		1. Unity Trust Bank		Staff training	SLOCC Enterprises Ltd	S	15.00	3.00	18.00
196	31/08/2022		1. Unity Trust Bank		Printer supplies	Aurora Managed Services Ltd	S	39.28	7.86	47.14
197	31/08/2022		1. Unity Trust Bank		Councillor training	Essex Association of Local Co	S	90.00	18.00	108.00
200	31/08/2022		1. Unity Trust Bank		Website Maintenance	2commune Ltd	S	425.00	85.00	510.00
206	31/08/2022		1. Unity Trust Bank		Street Lighting electricity	Colchester Borough Council	S	2,065.34	413.07	2,478.41
207	31/08/2022		1. Unity Trust Bank		Burial fees	The Hunnaball Family Funera	S	150.00	30.00	180.00
208	31/08/2022		1. Unity Trust Bank		Signage	The Hunnaball Family Funera	S	2,500.00	500.00	3,000.00
209	31/08/2022		1. Unity Trust Bank		Waste bin collection	TBS Hygiene Ltd	S	190.00	38.00	228.00
210	31/08/2022		1. Unity Trust Bank		Fuel - Machinery	Sibbons (Alresford) Ltd	S	50.16	10.04	60.20
211	31/08/2022		1. Unity Trust Bank		Printer supplies	Amazon EU S.a.r.l. UK Branc	S	31.47	6.29	37.76
212	31/08/2022		1. Unity Trust Bank		Office Supplies	Amazon Services Europe S.a.	S	24.82	4.96	29.78
213	31/08/2022		1. Unity Trust Bank		Fitness sessions	Our Parks Ltd	S	450.00	90.00	540.00
223	01/09/2022		1. Unity Trust Bank		Pension payments	Essex Pension Fund	X	2,707.86		2,707.86
224	01/09/2022		1. Unity Trust Bank		PAYE & NI	HMRC	X	2,006.19		2,006.19
229	21/09/2022		1. Unity Trust Bank		Street Lighting Maintenance	A&J Lighting Solutions Ltd	S	429.00	85.80	514.80
231	21/09/2022		1. Unity Trust Bank		Maintenance tools and supplie	Kent Blaxill & Co Ltd	S	16.16	3.23	19.39
232	21/09/2022		1. Unity Trust Bank		Printer supplies	Aurora Managed Services Ltd	S	27.26	5.46	32.72
236	22/09/2022		1. Unity Trust Bank		Fuel - Machinery	Sibbons (Alresford) Ltd	S	50.16	10.04	60.20
237	28/09/2022		1. Unity Trust Bank		Flowers	Cllr Teresa Baines	X	48.50		48.50
238	31/08/2022		1. Unity Trust Bank		Burial fees	The Hunnaball Family Funera	S	150.00	30.00	180.00
<b>Total</b>								<b>15,466.20</b>	<b>2,140.75</b>	<b>17,606.95</b>