



# Stanway

## Parish Council

Parish Clerk: Donna Tristram

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20/22

### Minutes of the Parish Council Meeting held on March 25<sup>th</sup> 2021

*This meeting was conducted under the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 which mandates public access and took place using the Zoom video-conferencing application.*

Present: Cllrs J. Spademan (Chairman), Baines, Chambers, Cotta, Dundas and Norton  
EEC Cllr Bentley (to Item 6), the Parish Clerk & the RFO were also present.

#### 1. Chairman's Welcome

The Chairman gave a welcome to all attending and confirmed that the meeting was being recorded and would be loaded to Stanway Parish Council's website for public viewing.

#### 2. Apologies for Absence

Apologies were received and accepted from Cllrs Bloomfield, Botha, Jordan & Williams, and from the Deputy and Assistant Clerks.

#### 3. Declaration of Interests

To **RECEIVE** delegated Declaration of Interest Dispensation decisions or **APPROVE** such dispensation requests where required - **NONE**

#### 4. Public Participation – NONE

**5. Essex County Councillor's report – Cllr Bentley** provided a quick update on the Covid situation, with schools successfully reopening and the vaccination programme continuing. CCTV has been installed to identify parking problems around schools to ensure offenders are caught. Highways have carried out the scheduled drains work in Winstree Road and repairs in Holly Road will be carried out in due course (the programme of works having had to slow down due to Covid restrictions). The unprecedented traffic around Tollgate Retail Park was highlighted Saturday, 13<sup>th</sup> March. Cllr Baines advised she had taken a photo of a pothole on the Heath Road/Gryme's Dyke junction. Cllr Bentley & Dundas confirmed they had also taken photos and it would be dealt with urgently. Cllr Baines also asked for SPC to be provided with a copy of the Folly assessment. Cllr Norton extended a resident's thanks for the recent repairs on Winstree Road and, although outside Stanway, highlighted potholes on the B1026.

#### 6. Borough Councillors' Reports

**Cllr Dundas** (in his capacity as a Borough Councillor) provided an update on bus service provision from a meeting with bus companies. Buses are currently allowed to operate with a 30% capacity which is severely affecting their businesses, in spite of government support. New Aviva buses are coming to Stanway and First are currently trialling a one touch ticket solution elsewhere. The bus companies provide free apps with live information on times and seats, but it would be helpful if there was one app that covered all buses. CBC are gearing up to council meetings possibly returning to physical meetings after 7<sup>th</sup> May, although there is desire for remote attendance to be acceptable. Due to May elections, CBC is now in purdah (a time period immediately before elections when specific restrictions on communications activity are in place)

#### 7. Minutes of the Parish Council Meeting on 25<sup>th</sup> February

**RESOLVED** - to approve the Minutes (previously circulated) of 25/02/2021 as a true and accurate record.

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

**a) Planning Committee:** To note the (draft) minutes (*previously circulated*) from the Planning Committee Meetings held on 2nd and 16th March 2021

**b) Corporate Governance Committee:** To note the (draft) minutes (*previously circulated*) from the Corporate Governance Committee Meetings held on 11<sup>th</sup> March 2021.

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**c) Community Assets Committee:** To note the (draft) minutes (*previously circulated*) from the Community Assets Committee Meetings held on 17<sup>th</sup> March 2021

**d) Community Services Committee:** To note the (draft) minutes (*previously circulated*) from the Community Services Committee Meetings held on 9<sup>th</sup> March 2021

**e) Burial Ground Sub-Committee:** To note the (draft) minutes (*previously circulated*) from the Burial Ground Sub-Committee Meeting held on 2<sup>nd</sup> March 2021

**9. To CONSIDER** any actions arising from matters brought to the Council's attention during Public Participation - **NONE**

## 10. Clerk's Report

a. To **RECEIVE** an update and act on any ongoing action items from previous meetings, per the circulated list - **NOTED**

**11. To RECEIVE** applications to become a Parish Councillor or to **APPROVE** any changes to the membership of the Committees of the Parish Council or to **APPROVE** any (changes to) appointments to outside bodies – After discussions concerning the reduction in councillors from 15 to 10, it was **APPROVED** to make all current councillors either full or substitute members of every committee to ensure quorum. All councillors will be provided with links to meeting papers and will have full voting rights. A **RESOLUTION** was passed to reflect this in the Standing Orders.

## 12. RFO Report

### a. Payments on-line or by cheque

**RESOLVED** – to approve the payments on-line/ by cheque for the latter part of March (*circulated and verified against invoices by the Clerk prior to the meeting*)

23 March 2021 (2020-2021)

### Stanway Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
423 Youth Pod / Outdoor Gym	23/03/2021		Unity Trust Bank		Specialist fees	Sue Slaven	S	650.00	130.00	780.00
424 Other specialist fees	23/03/2021		Unity Trust Bank		PAT Testing	UK Safety Management	S	98.99	19.80	118.79
425 Printer maintenance	23/03/2021		Unity Trust Bank		Printer supplies	Corona Corp Solutions Ltd	S	9.68	1.94	11.62
426 Payroll Services	23/03/2021		Unity Trust Bank		Payroll costs	Richard Edwards LLP	S	104.00	20.80	124.80
427 Training - All	23/03/2021		Unity Trust Bank		Councillor/staff training	EALC	S	50.00	10.00	60.00
428 Training - All	23/03/2021		Unity Trust Bank		Councillor/staff training	EALC	S	70.00	14.00	84.00
429 Training - All	23/03/2021		Unity Trust Bank		Councillor/staff training	EALC	S	70.00	14.00	84.00
430 Travel expenses	23/03/2021		Unity Trust Bank		Travel Expenses	B Cooper	X	30.72	0.00	30.72
431 MW Consumables	23/03/2021		Unity Trust Bank		Fuel - Machinery	B Cooper	S	4.17	0.83	5.00
432 Office IT Reserve	23/03/2021		Unity Trust Bank		Printer	Donna Tristram	S	187.49	37.50	224.99
433 Postage	23/03/2021		Unity Trust Bank		Postage	Donna Tristram	Z	8.00	0.00	8.00
434 Office supplies	23/03/2021		Unity Trust Bank		Stationery	Donna Tristram	X	2.50	0.00	2.50
435 Office supplies	23/03/2021		Unity Trust Bank		Stationery	A Ward	S	2.91	0.58	3.49
436 Travel expenses	23/03/2021		Unity Trust Bank		Travel Expenses	Donna Tristram	X	36.00	0.00	36.00
437 Risk Management	23/03/2021		Unity Trust Bank		Zoom subscription	D Lines	S	23.98	4.80	28.78
438 Travel expenses	23/03/2021		Unity Trust Bank		Travel Expenses	C Clouston	X	22.86	0.00	22.86
439 Postage	23/03/2021		Unity Trust Bank		Postage	C Clouston	Z	4.83	0.00	4.83
440 s137/1972	23/03/2021		Unity Trust Bank		Marie Curie Ribbons	C Clouston	Z	11.80	0.00	11.80
441 Risk Management	23/03/2021		Unity Trust Bank		Zoom subscription	C Clouston	S	11.99	2.40	14.39
442 Phone/Broadband charges	23/03/2021		Unity Trust Bank		Telephone & Broadband	C Clouston	X	12.42	0.00	12.42
<b>Total</b>								<b>1,412.34</b>	<b>256.65</b>	<b>1,668.99</b>

**b. Financial Reports – RECEIVED and 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.

**c. To AUTHORISE** (if required) contracts or project expenditure exceeding any committee's £10,000 delegated authority- **NONE**

**13. General Reserves Policy** - The RFO gave a general explanation of the policy and advised that this policy is a living document which will change according to timings, expenditure and necessity. **RESOLVED** to **ADOPT** the General Reserves Policy recommended at the Corporate Governance Meeting, 11<sup>th</sup> March 2021.

## 14. Reports from Outside Bodies

**a) Colchester Association. of Local Councils** – The Clerk attended and updated on grants for electric charging points and the wish for virtual meetings to continue (many councils have written letters of support to EALC/NALC and their MP)

**b) Village Hall Management Committee** – Cllr Baines advised that the new caretaker was now employed and receiving a hand over, taking full responsibility from 1<sup>st</sup> April. Hall hirers will be returning from 12<sup>th</sup> April.

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c) **School Governors** – Cllr Spademan advised Stanway Secondary School was successfully carrying out Covid testing & although most children had returned to the classroom, many were continuing with home schooling for various reasons.

d) **Quarry Liaison Group** – Cllr Spademan advised that a quarry representative would be attending the April FC meeting to announce a significant development regarding the site and a public link to the presentation would be provided after the meeting

e) **Footpath/Tree Warden/Hedgerow Officer** – no report

f) **Bus Passenger Representative** – no report as no meeting has been conducted

g) **Rosemary Alms Houses** – no report.

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

- a) After a lengthy discussion, it was **AGREED** that the proposed electric vehicle options for the maintenance worker were not suitable and a vehicle to aid, better utilise and expand the maintenance worker's role (transporting him, tooling/machinery and materials) would be **REFERRED** back to **Community Assets Committee** to investigate and cost (including running costs). The consensus was that a vehicle was needed for the maintenance worker's expanded role, with the caveat that this vehicle may need to suit the current maintenance worker's driving capabilities. Due to the high-profile nature of the purchase, it was **RESOLVED** that any recommendation from Community Assets Committee would be referred back to Full Council for approval, regardless of price.
- b) **RESOLVED** to write in support of NALC's and SLCC's recommendation that councils have the option of meetings continuing on-line. The Clerk advised that online meetings would continue with Zoom as previously advised by email to Councillors.
- c) **AGREED** that a press release by the Chairman and Clerk to advise residents of the Council's dealings with JLG and the current position regarding the Drought Garden would be submitted to local newspapers, using Cllr Spademan's Drought Garden History Document as a draft (document to be circulated after the meeting to all Councillors and the Deputy Clerk for comment and correction). The Clerk advised that no response to date has been received concerning the cycle path request letters to the landowners.
- d) **AGREED** to keep highlighting the noise and pollution concerns around the A12 junction as no specific recommendations were received from Councillors. The Clerk and Chairman will organise another meeting in due course.

**15. Information Update** – Cllr Dundas confirmed that planning permission for the Silver Witch Green Outdoor Gym had been approved.

## 16. Items for Committees/ Next Council Meeting – NONE

## 17. Date and time of Next Meeting

The next meeting of the Parish Council will take place on **Thursday 29<sup>th</sup> April at 7.00 pm** - Venue to be advised.

**The Chairman closed the meeting at 9 p.m.**