



Stanway

Parish Council

Parish Clerk: Donna Tristram
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21/03

Minutes of the Corporate Governance Committee Meeting held on Wednesday 12th May 2021 at 7.00pm in the Victory Hall.

Present: Cllrs Baines, Dundas, Spademan, the Clerk and the RFO (to No. 9)

1. Chair's welcome – Cllr. Baines welcomed all attending back to the face to face meetings.

2. Apologies for Absence – Cllr Norton

3. Declaration of Interests

Councillors to declare either a Disclosable Pecuniary, or any Other Pecuniary or Registerable, Non-Pecuniary interests on any matters covered by this Agenda. Members are reminded that, when considering any item, if it becomes clear they have an interest, they must declare it – **Cllr Baines declared an interest in No. 10 on the Agenda as the SVHMC Treasurer**

4. Public Participation – NONE

5. Minutes of the Corporate Governance Committee meeting of 14th April 2021 (previously circulated) – APPROVED

6. Clerk's Report

The Clerk and RFO, provided a verbal update of developments within the report – **NOTED.**

7. Finance

10 May 2021 (2021-2022)

Stanway Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
50	10/05/2021		Barclays Main C/A	Direct Debit	Bank charges	Barclays Bank	X	6.00	0.00	6.00
51	10/05/2021		Barclays Main C/A	Direct Debit	Printer lease	BNP Paribas	S	120.00	24.00	144.00
52	10/05/2021		Unity Trust Bank	Standing Order	Street Lighting Maintenance	A&J Lighting	S	127.30	25.46	152.76
53	10/05/2021		Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	99.00	19.80	118.80
54	10/05/2021		Unity Trust Bank	Standing Order	IT Support	I.T. Saint	S	129.10	25.82	154.92
60	10/05/2021		Unity Trust Bank	Standing Order	HW Allowance	C Clouston	X	18.00	0.00	18.00
61	10/05/2021		Unity Trust Bank	Standing Order	HW Allowance	D Lines	X	18.00	0.00	18.00
62	10/05/2021		Unity Trust Bank	Standing Order	HW Allowance	Donna Tristram	X	18.00	0.00	18.00
63	10/05/2021		Unity Trust Bank	Standing Order	HW Allowance	A Ward	X	18.00	0.00	18.00
65	10/05/2021		Unity Trust Bank		Pension payments	Essex Pension Fund	X	1,946.88	0.00	1,946.88
66	10/05/2021		Unity Trust Bank		Signage	SignAce	S	1,990.00	398.00	2,388.00
67	10/05/2021		Unity Trust Bank		Certificates of Appreciation	Green Square Comms	Z	120.00	0.00	120.00
68	10/05/2021		Unity Trust Bank		Stanway Guides	Green Square Comms	Z	950.00	0.00	950.00
69	10/05/2021		Unity Trust Bank		Office Kettle	Amazon Business	S	19.93	3.99	23.92
70	10/05/2021		Unity Trust Bank		MW Tools and supplies	Kent Blaxhill	S	47.39	9.48	56.87
Total								5,627.60	506.55	6,134.15

The above report excludes salaries totalling £5,307.08

7a) RESOLVED – to approve intermediate expenditure and sign cheques where required (*the list provided had been circulated to all members and verified against invoices by the Clerk prior to the meeting, with a further check to be undertaken by the two councillors authorising payment on the bank website, and*

7b) RESOLVED – to **APPROVE** the interim finance reports and the full Bank Reconciliation distributed to all committee members prior to the meeting. **Cllr Baines** confirmed that she had conducted the bank reconciliation against the provided bank statements.

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8. Corporate Governance Review – Stage 2 of 3 (At the request of the RFO, the Chair agreed to defer this discussion until after No. 9 on the Agenda) A lengthy and fruitful discussion ensued concerning the Clerk's supporting paper detailing feedback from the Chair and Deputy Chair. It was **AGREED** that **FC** would be asked to **CONSIDER** the idea of the burial ground operating outside of a committee on the basis that it could function more autonomously. The Clerk stressed the importance of training officers fully to take over from Councillors who currently assist the Clerk's Assistant with operations. It was stressed that the rationale behind this suggestion is not to undermine the importance of the work the BGC does, which GC recognise and are very grateful for. To this end, it is **RECOMMENDED** to **FC** that both sides of the debate for either ceasing the BGC or retaining as a Sub/Full Committee should be represented fully at FC in May for consideration and decision. Discussions around increasing intervals for meetings to perhaps 6 weeks apart (as is the case with Witham) were also discussed. It was **AGREED** that this CG Review could not be dealt with "en masse", as each area of potential change required due consideration separately. It was also recognised that the Council and Committees have been operating well over the last 1-2 years (particularly through the tough conditions of COVID) and that this review is merely about streamlining SPC's operations further.

9. Legal Services Tender / Stanway Green Ransom Strip – (At the request of the RFO, the Chair agreed to discuss this prior to No. 8 on the Agenda) The RFO advised that a meeting had been held with a legal advisor and the clerk and a letter would follow (with the cost of approximately £ 350.00 authorised by the Clerk under her delegated authority) to confirm the course of action required. The Clerk/RFO will follow the necessary course of action recommended and update further.

10. Wifi coverage of Victory/Village Hall – It was **AGREED** to proceed (subject to SVHMC's agreement) with extending the wifi coverage to the Village Hall/Victory Hall Halls in accordance with the costs proposed, which include the licence costs for 3 years. The Clerk will contact SVHMC to discuss and coordinate.

11. Information Update - To receive oral updates from members on matters affecting the Parish - **NONE**

12. Agenda items for the next meeting – Continuation of CG Review

13. To confirm the date and time of the next meeting at Victory Hall – Wednesday 9th June 2021 at 7.00 pm

The Chair closed the meeting at 9.21 pm



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COMMUNITY SERVICES DEPUTY CLERK'S REPORT May 2021

IDEA	DESCRIPTION (including Costs)	ACTION (including Expenditure)
VE/VJ Day 75	No event this year. Banners purchased - £23.73.	Banners outside Community Halls. £23.73.
The Flying Seagull	Children's charity performing circus and magic shows.	Contribution to charity: £300.00 Expenses: £90.00
Macmillan Tea party	Raising money for Cancer Nurses.	Will SPC want to hold the event in 2021?
SPC Community Services Session	Invite CAB, other agencies and Ward Councillors. Free event providing information.	Meeting with Cathy Doyle, CBC Community Enabling Officer who is keen to offer support. Wendy Pagden? Possible date – Tuesday 21 st September. Costs? Working group?
Christmas Fair	Stalls to be positioned around Victory Hall for outdoor Sunday afternoon event.	Contacted event planner for advice and potential costings. Restrictions on inside social events. Possible dates. Costs?
Woodland Project	SPC planting at Comb Meadow, Silver Witch Green, sports field and Youth Garden – officially the greenest parish.	Further planting Autumn 2021. Contact with schools. Presentation to CSC by Nick Day at June meeting.
Tree and Shrub Giveaway	Using additional trees and shrubs provided by CBC for free give-away to local residents.	Event postponed until November 2021.
CBC Winter Resilience Package	Parcel of warming items to be handed out at parish level. Needs facilitating.	Postponed with Tree and Shrub Giveaway event.
Salt Bag scheme	Salt bags stored at Villa Road. Available for free collection.	Postponed with Tree and Shrub Giveaway event.
Community Service Police	Coffee with a copper	Contact made with PC Dex Adams for future events.
Textile Bins	CBC has stopped textile collections but will provide bins. Recycling and green agenda.	Confirmed support from SPC. Waiting for inspection of premises for suitability.
Welcome booklet	Designed for new residents with helpful contacts. £950.00	Printed and 50 copies delivered to Wendy Pagden. Expenses: £950.00. Distribute to other places in the parish?
Best Kept Playing Field	Competition for best kept playing field in Essex	Membership paid @ £30.00 pa and entry into three categories @ £10.00.
Sponsor fitness coach	For activity sessions on Sports Field or new adult gym.	Adult gym equipment installation due w/c 17 th May.



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		Grant applications.
Electric Car Charging Point	As part of SPC's contribution to environment. Approx. cost estimate £2.5k	Contacted Zap-Map, CYC and Pod Point for more information.
Stanway in Bloom	Local companies to sponsor tubs of plants around the parish. Community involvement with planting. Agreed budget: £500.00	Sponsors? Maintenance? Costs? Councillors to advise on potential sites for confirmation with ECC/CBC.
SPC signage	Design and repair. Legal control of usage. Agreed budget: £2,000.00	Positioning discussed with Signage. Installation to follow. Total - £395.00 each and installation - £410.00 for all 4 signs.
Annual Parish Forum	SPC annual event. Proposed date: Tuesday 25 th May. Victory Hall booked.	Wendy Pagden speaker from Stanway Foodbank - confirmed. Certificates and letters prepared. Support with hybrid meeting.
Defibrillators: supply of life-saving heart defibrillators and subsequent training sessions	SPC to buy and site three units around the parish and arrange training for use. Costs: £1,390.00 per machine. Colchester First Responder Coordinator: Martin Ford 07919016481 col.cfr@gmail.com.	Sites confirmed: <ol style="list-style-type: none"> 1. Stanway Post Office (confirmed) 2. Outside Stanway Rovers (installed) 3. Lucy Lane North/Halstead Road (streetlight mounted) – permission from electricity provider). Forms received from UKPN.
Marie Curie/NHS Day	Yellow ribbons to demonstrate support - £12.00	Photos on social media.
Petanque	Specialised court to be built at new Community Centre	Contact with CBC. Positive response.
NHS and Social Care / Frontline Workers Day	5 th July 2021. £40.86 for banner.	Banner purchased to mark event on the day. Expenses: £40.86.
Street Tag	CBC Sponsored Fitness Programme	SPC registered interest.
Great British Spring Clean	Councillors to support litter picking in their areas.	See report about ways of supporting event.
Special Constables	SPC to finance overtime. Agreed budget £8,000.00	Proposal for SPC to pay for overtime (see report).



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L - Grants & Donations								
£13772 & £19MPA76	110	-15,000	-5,095	-5,100	-9,500	£300 per member	-10,000	-10,000
£106 expenditure								
Other grants					0		0	0
CIL Grant expenditure								
M - Loans								
Capital repayments	-16,000	-16,000	-15,000	-16,000	-16,000	Opportunity to refinance	-16,000	-16,000
Interest payments	-8,010	-7,400	-7,298	-7,400	-6,800		-6,000	-5,200
N - Community Services - Events								
CE Income	468		0	0	500		500	500
CE Expenditure	-1,371	-1,000	-756	-1,000	-1,000		-1,200	-1,200
O - Community Services - Services								
Community Safety (Reserve)	-6,392		0	0	0	Comm Specials / Defibs	0	
	0	-6,000	-90	-1,000	-1,000		-6,000	-8,000



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DEPUTY CLERK'S REPORT FOR COMMUNITY ASSETS - May 2021

Asset	Task	Status	Finance	Progress
Lucy Lane South Play Area	Replace General maintenance	Passed ROSPA. Investigate upgrade.	Finance up to £50,000 for play area upgrade.	Tender for play equipment.
Silver Witch Green	General risk management Legal agreement with CBC Adult gym equipment	Formal letter from DL/JS about ownership. Robert Pomery - Planning Consultant Contract - Caloo.	Finance £20,000 for gym. Finance up to £50,000 for play area upgrade.	Planning permission received. Caloo to start installation w/c 17 th May. Tender for play equipment.
Swan Green	General maintenance	Mole problem Rubbish dumped from local garden clearance – Dines contacted.	£120.00 £60.00	Moles removed. Dines contracted for clearance.
Garage/workshop	Storage and workspace.	Completed		List of electrical appliances. H&S assessment (RFO/CGC).
Grounds Maintenance	Grass cutting, hedge trimming. Restore 2m firebreak on SWG. London Road hedge.	Dines Agri Services began 1 st April 2020. Agreed terms for 3-year contract. CBC cut hedge.	£500.00 per month. Additional £100.00 pa for 2022/3.	Three-year contract signed April 2021-March 2024.
Streetlights	On-going maintenance Upgrade Unmetered energy supply	Survey complete – details with Clerk/CGC.	Finance up to £40,000 scheduled 2020/21	Next stage of tender/upgrade with Clerk/CGC.
Noticeboards	Replace Lucy Lane North Regular inspections New boards in Tollgate/new developments	Funding: Mersea Homes – agree in principle Persimmon Homes – £1,000 Church Manor – funding agreed	2020 Budget - £2,500 £2,000 pa thereafter.	Three noticeboards ready for delivery. Proposed delivery w/c 17 th May. 1. Lakelands Primary (Wagtail Mews) - agreed 2. Warren Farm/Dale Close – confirmed (site ready for installation)



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		RF West Ltd, Cala Homes, British Land all contacted.	£5,334.00 including delivery and installation.	3. Villa Road outside Victory Hall - proposed.
Waste collection	Emptying bins	TBS Hygiene Ltd began work 1 st April 2020.		Three-year contract signed April 2021-March 2024. Relocation of two bins to SWG.
Tollgate Car park drains	Repair/risk management	Investigation of drainage/soakaways	£5,000.00 in carpark budget. £2,500 for tests	BRE porosity testing complete. Report circulated with recommendations.
Tree maintenance	3-year cycle schedule/risk management	Contract: TWH Tree Services	£3,000 annual budget	Maintenance on-going.
Van acquisition	Parish wide maintenance	Barry's licence / vehicle lease	£2,500 annual budget	Other transport options being considered.
Tollgate Car Park	Extension	Planning permission may be required		Possible extension agreement with Sports England. Survey of whole area. Proposal with Clerk/CGC.
Drought Garden	Upgrade Lighting Cycle path	Investigation into land ownership. Letters sent to West family.	Budget/ Reserve £5,000 pa from 2021 Legal costs to date: £1,000.00	Legal advice on ownership received. Issue with FC/Clerk.
Footpath 42 and The Folley	Maintenance Signage		£1,000 2020 Reserve, then £2,000 pa £450.00 budget for cleaning trolley.	BC cleared path and cut back overhanging trees.
Bus shelters	Maintenance	Paint London Road bus shelter	£235.33 – paint £420.00 - engraving	Painting London Road bus shelter. Grants received.
Swan Green bus shelter	Replacement	Contract: Andrew Baker – The Shed Man Colne Contracts for groundworks. £2,500 quote.	SPC Bus shelter reserves 2020/21 £3000.00. Reserves 2021/22 £500.00 With grants: £7,800.00	Wooden bus shelter on order. Application granted by Essex Highways. Groundworks to begin July?



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Burial Ground	Build Memorial Wall	BC to take-over maintenance. Cook & Phillips for wall construction.	£5,500.00 in 20/21 budget. £12,000 quote.	Purchase of additional tools. Memorial wall construction.
Village Halls	Finalise legal agreement. Review SVHMC MoU	Building Condition Survey Report: to comment on general condition, defects, necessary repairs and ongoing maintenance required.	£5,567.00 in contingency reserves. £1.5k	Contacted Homebase about overhanging trees and broken fence. MOU and insurance documents received. Building condition survey completed.
New Community Centre and Country Park	Transfer of lease. Design Potential clients – Scouts?	Mid/late 2021 completion?	Likely maximum annual cost £60,000 pa	CBC arranging long-term lease. Revised designs under consideration. Petanque?
Sports Field	Outdoor use by SVHMC clients	Contracts re charges and liability. Community space in demand by other groups. Footpath blocked – fallen tree.	£60.00	Contracts signed for use of Sports Field – Colchester Fitness and Stanway Villa. Fallen tree removed.



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G - Comm Assets - Grounds

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 General repairs				1,250.00		1,250	1,250 (100%)
28 Car Park repairs				5,000.00		5,000	5,000 (100%)
29 Play equipment Reserve				50,000.00		50,000	50,000 (100%)
30 Play area signs				500.00		500	500 (100%)
31 Grounds maintenance				10,750.00	2,710.00	8,040	8,040 (74%)
32 Play area bark				1,000.00		1,000	1,000 (100%)
33 Tree maintenance				5,000.00	650.00	4,350	4,350 (87%)
34 Youth Pod / Outdoor Gym				1,000.00		1,000	1,000 (100%)
35 Play area benches/bins				500.00		500	500 (100%)
42 Pest control				500.00	120.00	380	380 (76%)
52 MW Consumables				750.00	290.89	459	459 (61%)
90 Safety Inspections				500.00		500	500 (100%)
94 Vehicle lease				200.00		200	200 (100%)
95 Workshop/store				200.00	2,629.00	-2,429	-2,429 (-1214%)
SUB TOTAL				77,150.00	6,399.89	70,750	70,750 (91%)



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H - Comm Assets - Streets

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Bus Shelter Reserve				500.00	350.00	150	150 (30%)
49	Notice Board Reserve				250.00		250	250 (100%)
50	Street Light Costs				5,300.00	516.50	4,784	4,784 (90%)
51	Street Light Reserve				2,000.00		2,000	2,000 (100%)
61	Street signs etc				500.00		500	500 (100%)
84	Street lighting electricity				6,000.00		6,000	6,000 (100%)
96	Footpath Reserve				1,500.00		1,500	1,500 (100%)
SUB TOTAL					15,050.00	866.50	14,184	14,184 (94%)

I - Comm Assets - Halls

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
87	Architectural and other fees							(N/A)
88	Contingency Reserve				1,000.00		1,000	1,000 (100%)
SUB TOTAL					1,000.00		1,000	1,000 (100%)

J - Comm Assets - Burial Gds

Code	Title	Receipts			Payments			Net Position			
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend			
55	Burial Ground Income	1,000.00	950.00	-50				-50 (-5%)			
56	Tree sponsorship	10.00	100.00	90				90 (900%)			
57	BG Maintenance				1,500.00	708.33	792	792 (52%)			
58	BG Reserve				500.00		500	500 (100%)			
SUB TOTAL					1,010.00	1,050.00	40	2,000.00	708.33	1,292	1,332 (44%)

The Clerk's Report will be a verbal update since the last Full Council AGM Meeting
in May 2021



Clerks Report for Full Council 27.05.21

Agenda Item	Subject	Update	Status	
269	Stanway/Toll-gate Link	Affected by Drought Garden reappropriation The Clerk has chased JLG's Management Company up for plans – they are still with the architect and have been asked to incorporate a cycle path alongside the current footpath. The Clerk has also requested signage be erected on the hoarding and enquired about the return of SPC bench		
332	SPC & SVHMC MoU	The Clerk has several templates from RCCE to consider with SVHMC for drafting an MoU to confirm the current verbal MoU. After confirming liability with SPC insurers, the Clerk has confirmed with SVHMC that all hirers using the field (unless for a large event), will hire through SVHMC and arrange for SPC's disclaimer to be signed regarding liability. The Clerk will continue to liaise and review and monitor operations with SVHMC and Stanway Villa on an ongoing basis		
9.7.6	Emergency Planning	EP Working Group report – to be revisited in July/August in association with new community centre		
321 (FC)	Old Pay Area as Car Park	Survey to be completed – to be reviewed and prioritised in accordance with future expected legal budgetary constraints. Clerk has spoken with SVHMC at their May Committee Meeting to request they spearhead the sourcing of grants, either through SVHMC or SPC, to progress this project. SPC will support SVHMC in this process		
19.27.11 (FC)	New Community Centre	The Clerk has confirmed our solicitors, Fisher Jones Greenwood LLP Solicitors, to deal the lease.		

		<p>The Clerk has been pursuing avenues with the police/traffic police concerning SPC's proposed out of hours police rest as CBC have removed this scope from the planning application due to lack of funds. CBC's building company (Amphora) have confirmed the following costs to keep the external door and sink (not toilet or showers) (Sink @ £1500 and external door (instead of window) @ £2000 – discuss options as do SPC want to fund this now or at a later date (Without the separate toilet facility is it relevant as access will be required to the main hall to use the toilet facilities – an internal door, in any event, should be provided (as was in the original spec)</p> <p>The Clerk is also seeking written feedback/evidence for a Toucan Crossing which Amphora/CBC are now putting forward to planning</p>		
20.15.07 (FC)	Review of SO's/Fin Regs	Corporate Governance Review – Ongoing – CG have advised the review cannot be dealt with “en masse”, as each area of potential change requires due consideration separately. CG will therefore “chip away” at this. After adoption of SO's and Financial Regulations at the AGM, the Clerk will continue to review the SO's and Financial Regulations (with the RFO) and propose any changes after their adoption at subsequent FC meetings		
20.24 (FC)	Virtual/F2F Meetings	Meetings have returned to F2F Meetings (in Victory Hall until 20 th June and back in the Committee Room for Committee Meetings thereafter). The APM will be live streamed over Facebook - the Deputy Clerk has purchased a camera to video the event. This will further assist the officers organise recording of future in person meetings.		
20.18.9 (FC)	Street Light Project	<p>The Clerk has spoken to Colchester Borough Homes regarding the survey carried out in Spring 2020. As a lot of the lights are on telegraph poles, CBH felt asking to replace them could potentially result in SPC being asked to remove them entirely and CBC also indicated that the “piecemeal” ownership SPC have is fairly unique seeing as virtually all the streetlights are on Highways adopted land. CG have been updated and are in agreement with the Clerk that another possible avenue to explore is ECC re-acquiring most/all of the streetlights. The Clerk is looking into this with assistance from Cllr Bentley and fact finding with other councils to see if they have had similar dealings. The integrity of the poles and wiring prompted a survey by SPC in Spring 2020. Feedback from other PC's so far - (eg., Tiptree/Lambourne/Great Horkesley) – they all use A&J (as do we) to replace bulbs with LED ones as and when they break down – Tiptree also have a phased plan to replace a few bulbs each year and Great Horkesley have used A&J to replace a metal pole also – The Clerk has contacted A&J to discuss this in more detail. SPC currently replace LEDs were</p>		
		feasible too on the basis of when each light requires repairs. costs (other PC's have advised in the region of £ 500 per lamp to convert to LED		