

STAMBOURNE PARISH COUNCIL

Minutes of the Annual General meeting held on Thursday 20 May 2021 at 7.30pm. The meeting was held in the village hall.

PRESENT:

Mr Neil Pyman
Mrs Val Kerrison
Mr Martyn Fall

Mr Michael Crago
Mr Andrew Drysdale
Mrs Vanessa Young (attended remotely)

Cllr Richard Van Dulken (BDC)

CLERK:

Mrs Deborah Hilliard

21/28 Election of Chair for the year 2021-22

Andrew Drysdale proposed and Martin Fall seconded, with all in favour, that Neil Pyman be elected Chair of the Parish Council for the year 2021-22. Neil Pyman was duly elected.

21/29 Election of Vice-Chair for the year 2021-22

Martin Fall proposed and Michael Crago seconded, with all in favour, that Andrew Drysdale be elected Vice-Chair of the Parish Council for the year 2021-22. Andrew Drysdale was duly elected.

21/30 Apologies for absence.

Karen Grant.

21/31 Appointment of Representatives

Representatives were confirmed as:

- Village Hall Committee – Vanessa Young
- Emergency Planning – Michael Crago
- Footpaths – Karen Grant
- Tree Warden – Oscar Pickess
- Public Transport – Andrew Drysdale

21/32 Declaration of interests, personal or prejudicial

There were no declarations made.

21/33 Minutes of meeting held on 18 March 2021

The minutes of the meeting held on 18 March 2021 were approved as a correct record.

21/34 Matters arising from the minutes of the previous meeting

There were no matters arising.

21/35 Review of Documents

- Standing Orders
- Code of Conduct
- Financial Regulations
- Policies
 - Budget Virement Policy
 - Code of Conduct Policy

- Co-option Policy
- Disciplinary Policy
- Equalities Policy
- Expenses Policy
- GDPR Policy
- Grievance Procedure
- Health and Safety Policy
- Record Management Policy
- Sickness Absence Policy
- Social Media Policy

It was noted that there had been no changes to the policies and documents. They were considered and accepted.

21/36 Pavilion

Shutters – The shutters had been examined by Neil and Martin who recommended that the shutters at the back of the pavilion which covered the blocked off window, be moved to the front to replace those covering the kitchen window. Martin will do this.

Pavilion Re-opening – It was agreed that the pavilion could re-open in compliance with government guidelines. The Clerk will carry out a Covid risk assessment.

Ladies Group Booking 23 June 2021 – It was agreed that the booking could take place as long as it complied with government guidelines and a risk assessment was in place.

Pavilion Cleaning – Vanessa reported that the pavilion needed cleaning before re-opening. Val, Debbie and Vanessa will liaise and arrange a date to do this.

Fridge and Freezer – It was noted that the old fridge and chest freezer were still in the pavilion and needed to be removed. It was agreed to advertise them in the village newsletter for interest. It was noted they were still in working condition.

21/37 Playingfield

Litter Bin emptying – Vanessa reported the difficulty in getting BDC to collect the bin bags from the litter bins on the playing field. Cllr Van Dulken agreed to look into this and report back.

Play Equipment – It was agreed that Neil, Martin and Michael will arrange to meet and use the wetpour on the safety tiles and repair the motor cycle.

Consideration was given to spending the funding from BDC on new play equipment. It was agreed to get quotes for a zipwire. The Clerk will do this.

Benches – Martyn has rubbed them down and they have been treated with preserver. Martyn was thanked for this.

Grass cutting contractor – It was noted that the contractor was using the storage area at the end of the pavilion for storage. Neil will check their insurance will cover this.

21/38 Footpaths

Michael reported another broken footbridge on footpath 19. He will provide photos and the Clerk will report to ECC.

21/39 Highways

Verge Cutting – It was noted that Braintree District Council had agreed to adopt a 1-cut policy across the district. However, ECC had issued a purchase order to Stambourne for the normal 2 cuts. The Clerk will investigate further. The Parish Council agreed that two cuts would be appropriate.

21/40 Planning

Application No – 21/01192/HH – Lapwings, Chapel End Way – no comment.

21/41 Insurance Renewal

The renewal documents had been circulated prior to the meeting. It was agreed to renew.

21/42 Verge Cutting

Considered under minute 21/39 above.

21/43 Correspondence

It was noted that a number of “Stambourne Wombles” had been out and about litter picking through the village over the last few months. A thank you will go in the newsletter.

21/44 Statement of Accounts

Statement of Assurance

Accounts Year Ended 31 March 2021

The Clerk had completed the accounts for the year ended 31 March 2021. They had been submitted to Melford Accounting for audit. However, before the audit was completed the Clerk had been notified that Mr Wright, auditor, had suddenly passed away. Condolences were expressed to Mr Wright’s family. The Clerk had now got the papers back and needed to find another auditor. Andrew reported he may know somebody who could help. He will investigate and report back.

21/45 Finance

Accounts Paid

Eon £5.37

Accounts To Be Paid

Zurich Insurance £985.92

Monies Received

First Half Precept £3,864

BDC Surplus £108

Bank Balances at 31 March 2021

Notional Current Account Balance £19,492.16

High Interest Account £4,085.03

Total £23,577.19

Less Bonfire Fund £5,643.05

£17,934.14

21/46 Date, time and place of next meetings.

22 July 2021

16 September 2021

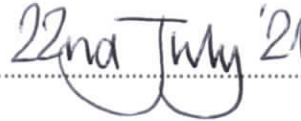
17 November 2021

There being no further business to discuss the meeting closed at approximately 8.30pm.

Signed:

A handwritten signature in black ink, appearing to be 'A. Hill', written over a dotted line.

Dated:

A handwritten date '22nd July '21' in black ink, written over a dotted line.