**STAMBOURNE PARISH COUNCIL**

**Minutes of the meeting held on Thursday 22 July 2021 at 7.30pm. The meeting was held in the village hall.**

**PRESENT:**

Mrs Val Kerrison Mrs Karen Grant (joined late)

Mr Martyn Fall Mrs Vanessa Young

**CLERK:**

Mrs Deborah Hilliard

**21/47 Apologies for absence.**

Neil Pyman, Michael Crago, Andrew Drysdale, BDC Cllr Richard van Dulken and ECC Cllr Peter Schwier. With the absence of Neil Pyman it was agreed that Martyn Fall would chair the meeting.

**21/48 Declaration of interests, personal or prejudicial**

There were no declarations made.

**21/49 Minutes of meeting held on 20 May 2021**

The minutes of the meeting held on 20 May 2021 were approved as a correct record and signed.

**21/50 Matters arising from the minutes of the previous meeting**

 There were no matters arising.

**21/51 Report of County Councillor/District Councillor**

 Not present.

**21/52 Pavilion**

*Re-opening -* The pavilion had been cleaned and cleared and with the lifting of Covid restrictions on 19th July, was ready to hire again. A quote of £167.28 had been received from Braintree District Council to remove the items cleared from the pavilion. Martyn advised he and Neil will arrange to remove them.

*Broken shutters* – to be completed.

*Pavilion improvements -* It was proposed that the main room and hallway of the pavilion be repainted and a new floor installed. It was agreed this could be part of a CIF application, but it would be too late to make an application for 2021 and would have to go forward to 2022. Consideration was given to an appropriate type of flooring. It was agreed that councillors would make enquiries and return with ideas and quotes to the September meeting. Quotes would also be needed for repainting.

*Risk Assessment* – was noted and accepted.

*Insurance Claim* – It was noted that a break-in had occurred between 6 and 14 July 2021. The grass cutting contractor had been storing equipment in the end shed and a lawnmower and strimmer were stolen. The Clerk was in the process of submitting an insurance claim. A new lock had been bought and fitted but there was a risk that the wooden doors could be damaged if any further break-in attempts took place. It was proposed that the wooden doors be replaced with a metal roller shutter at an approximate cost of £500. This could be funded by the BDC Councillor’s Community Grant. Consider further at September meeting.

**21/53 Playingfield**

 Neil and Martyn have mended the motorbike and used the wetpour on the safety tiles.

The Clerk, Val and Vanessa have agreed a rota to empty the bins on the playing field and leave the sacks by the gate for collection.

It was noted that there was an amount of approximately £1,000 left from the last village fete. As no one had expressed interest in organising any future fete, consideration was given as to an appropriate use of this money. It could be used toward the proposed zip-wire or another piece of play equipment or towards the Platinum Jubilee in 2022. See minute 21/57 below.

**21/54 Highways**

The following points were discussed:-

* The drain in Church Road outside Park View was still blocked.

**21/55 Footpaths**

* Footpath 22 (Birdbrook Road to Park Wood) fingerpost sign missing – The clerk will report.

**21/56 Planning**

 Nothing to report.

**21/57 Correspondence**

Platinum Jubilee 2022 – It was noted the bank holiday would be 2-5 June 2022. A suggestion had been made that the parish council, church, chapel, ladies’ group and village hall work together towards a village celebration. With the agreement of the Chair, It was agreed that the clerk will send a letter to these groups with the suggestion of a meeting to take place in September. There was the potential to use the surplus from the village fete fund towards this.

**21/58 End of Year Accounts 2021**

It was noted that the auditor, Mr Garnett Wright of Melford Accounting, had sadly passed away before completing the audit for Stambourne. A new auditor, Mrs Rachel Drane, had audited the accounts. The accounts were agreed, and the Clerk will arrange for Neil to sign before submitting to PKF for the external audit by the deadline of 30 July 2021.

**21/59 Finance**

 Accounts Paid

 RCCE £52.80

 Paul Clark Printing £52.00

 Vanessa Young (reimburse for keys) £6.72

 Rachel Drane (annual audit) £75.00

 M&N Pyman (first verge cut) £723.60

 Mrs D Hilliard (wages) £743.00

 Mrs D Hillard (expenses) £11.60

Accounts to be paid

Saxon Fire £188.29

Mr M Fall (keys for pavilion) £54.38

 Monies Received

 Nil

 Estimated balances at 15 July 2021

 Balance of Current Account £18,609.42

 Balance of Business Reserve Account £ 4,085.03

 Total £22,694.45

 Balance of Bonfire Fund £5,643.05

 Balance of General Fund £17,051.40

**21/60 Date, time and place of next meetings.**

 16 September 2021

 Weds 17 November 2021

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

Signed: ……………………………………………… Dated: ………………………………………………