



Clerks Report for Corporate Governance Meeting November 2021

Agenda Item	Subject	Update	Status	
269	Stanway/Toll-gate Link	<p>Affected by Drought Garden reappropriation</p> <p>22.06.21 - A positive, in principle response has been received to the pre-app the owners submitted to CBC. CBC welcome the widening of the footpath to 3m and have requested lighting and CCTV are installed and the walkway/cycle path is open 24/7. CBC have requested the design is amended as the dog leg nature is not suitable. The clerk advised SPC would like to be more involved in the planning of the link, particularly if we were to assist by maintaining/financing any part of this. Our bench can be retrieved when work commences</p> <p><i>As per Sept FC request, the Clerk has written to the land agent and CBC Planning Department to express SPC's concerns about the proposed plan to allow cars to cross the pathway/cycle path</i></p> <p><i>03.11.21 – PLANNING HAS BEEB SUBMITTED and our Planning Committee will be discussing the plan 212943</i></p> <p><i>16.11.21 – The Clerk has passed all the advice received from discussions with Nadine (CBC Planning) and Martin Mason (Essex Highways) who has advised Highways would not have any comment to make as it does not affect the public roads (this contradicts what Nadine said as she thought Highways would be concerned about cars crossing the path/cycle way).</i></p> <p><i>CBC also advised that The Legal Right of Way (which has not and will not be adopted by ECC as a PROW), is a civil matter, so although planning department can grant planning, the agent may not be able to implement it without changing/replacing this agreement. 10.2021 - The Clerk has therefore written to Ellisons Solicitors who dealt with the original ROW registered at the Land Registry to ask how any amended ROW needs to be recorded</i></p>		

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CG 21/12 (No. 6)		<p><i>Cllr Dundas & the Clerk have written to CBC Planning to request a “permanent” right of way be a condition of the Tollgate Village II Application 211610. Planning have advised - There was little update from Essex Highways so they have raised the matter with the Applicant and as this wasn’t something that formed part of the previous approval they have asked the Applicant to confirm their intentions. (SHOULD WE WRITE TO THE OWNERS???)</i></p>		
332	SPC & SVHMC MoU	<ul style="list-style-type: none"> • 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. <i>The Clerk will escalate this agreement due to a recent issue with a playing field hire. SVHMC & the Clerk have agreed a timeframe of Jan/Feb 2022 re this MOU</i> • <i>An injury incurred on the playing field in September has been referred to our public liability insurers</i> • UPDATE FROM SVHMC – • <i>05.11.21 - SVHMC have paid for the carpark drains to be inspected and over 12 bags of silt have been removed Drain B’s soakaway has collapsed, all 4 others tested were OK. A full report with cost options will be provided to CA for discussion and action</i> • <i>Tollgate hall WiFi: now scheduled for the 15th October 2021 (waiting to hear back from the contractors as to whether this includes the erection of the new telephone pole. Once this is clarified, SVHMC will advise SPC and make any necessary changes with hirers)</i> • <i>Top 5 refurbishment projects to be considered when a clearer picture is known of SVHMC ability to fund or obtain grants (taken from SVHMC January 2022 meeting):</i> <ul style="list-style-type: none"> • <i>Victory Hall upgrade of hearing loops, addition of PA systems and projectors plus screens</i> • <i>Tollgate Hall upgrade of hearing loops, addition of PA systems and projectors plus screens</i> • <i>Tollgate Hall replacement ceiling</i> • <i>Tollgate Hall interior doors</i> • <i>Tollgate Hall replacement of toilets and wash basins</i> 		
9.7.6	Emergency Planning	<p>EP Working Group report – to be revisited in July/August in association with new community centre. This may be pushed back due to the inevitable delays with the new community centre</p>		
321 (FC)	Old Play Area as Car Park	<p>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 – <i>As Cllr Baines has advised that lots of big events will be taking place in the Community Centre, the</i></p>		

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		<p><i>Clerk will review this ASAP. CG are considering this project in relation 2022/23 budget – NO UPDATE ON IDEA OF COSTS</i></p>		
<p>19.27.11 (FC)</p>	<p>New Community Centre</p>	<p>The Clerk has confirmed our solicitors, Fisher Jones Greenwood LLP Solicitors, to deal the lease – they have requested a current valuation of the property once build. . CBC plans have been approved by Planning - https://www.colchester.gov.uk/planning-app-details/?id=38760749-8f97-eb11-b1ac-0022489c7650#ValidationSummaryEntityFormView -</p> <p><i>THE TIMEFRAME IS OCT 2021 START WITH JULY 2022 FINISH</i></p> <p><i>The Clerk discussed the proposal of a working group of approx. 4 councillors and up to 2 officers to progress this project from now until when the building is complete</i></p> <p><i>Oct FC - NEW CENTRE to be added as an Agenda item to FC each month and Nov FC to DECIDE on the organisational structure required for the process of taking over, equipping, maintaining and running the new centre</i></p> <p><i>The Clerk has received the internal inventory and plans of the external inventory which have been collated together for discussion with SVHMC 10.11.21 – A VERBAL UPDATE WILL BE PROVIDED . These costs will be fed back to CG and CA (at their request) for 2022/23 and beyond project and budget planning as necessary.</i></p> <p><i>Stanway Country Park behind the new centre is currently working on a master plan over the next 12 months, there’s money allocated to provide various sport and play equipment but there’s currently no plans for a visitor centre or café. The Clerk has contacted the Country Park rep to discuss what they are proposing (pending reply).</i></p> <p><i>There is 168K from S106 funds in reserves from Chitts Hill development (for Stage 2 – outside space of Community Centre build – original plan was a MUGA</i></p> <p>FC decided at Sept meeting not to contribute to the meeting/police room’s separate wash facility at a cost of approx. £5,500.</p> <p><i>Water Harvesting</i> - Cllr Norton asked for the issue of grey water recycling to be raised again – Amphora have advised that this has not been factored into the design on the basis of non-viability due to limited usage. <i>As requested at Sept FC, the Clerk has spoken directly to the grant provider who do not currently provide this funding now. The Clerk has taken further advice from a similar hall who have a water harvesting system – this has never been used and the advice is the water usage will be limited ie., only toilets so this is not a practical project.</i></p>		

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		<p>TOUCAN CROSSING – Meeting with stakeholders 9th Sept was very successful as ECC will hand over the project to CBC, who should be able to complete it in time for the opening. Highways are now supportive of this crossing and CBC are looking to reallocate £ 90,000 S106 funds. ECC will look to provide the remaining funds, possibly with support from SPC. <i>Subsequent stakeholder meeting 08.10.21 & 05.11.21 – CBC still need to obtain permission ASAP to reallocate the £90,000 S106 money– which can start paying for the design stage which CBC have put this out to tender (NB: this will not be a standard crossing due to the 40mph speed limit) – (estimated total costs for the crossing have now risen from £ 150 – 200K) 15.10.21 - Cllr Bentley’s proposal for Essex Highways to forward fund the crossing still needs to be formulated. The Clerk has been advised by CBC that the £110K shortfall will be met from somewhere! 05.11.21 - Mark Healy CBC is providing a timeline for this project. Martin Martin (Essex Highways) has advised it is already very tight and we are still no further forward with the legal issues surrounding funding and who will build it. The Clerk has asked for someone at CBC/Amphora or ECC to take overall responsibility for progressing this project!</i></p> <p><i>FC Agreed proposing New Centre’s name as Stanway Jubilee Centre to CBC</i></p> <p><i>11.2021 - The Totem Signage contractor has been decided up</i></p>		
<p>20.15.07 (FC)</p>	<p>Review of SO’s/Fin Regs</p>	<p>Corporate Governance Review – Ongoing – <i>Stage 3 – The Budget is underway and CGC have stated the CG Review is working out well.</i> Agenda 24.06.21 FC have endorsed the Mission Statement/Vision and CG will proceed on this basis. The Clerk has added our Mission Statement/Vision to SPC website. All Committees are to review their budget request in accordance with this direction.</p> <p><i>CG agreed to review budgets bi-annually to ensure compliance.</i></p> <p><i>Financial Regs were ADOPTED at FC 10.21. Stage 4 will continue after the budget process has been completed in 01.2022</i></p>		
<p>20.24 (FC)</p>	<p>Virtual/F2F Meetings</p>	<p>Meetings have returned to F2F Meetings (in Victory Hall until 20th June and back in the Committee Room for Committee Meetings thereafter). The Clerk will see if an audio stream of the meetings can be set up ASAP (possibly FC 24.06.21) The Clerk has not been able to progress this as yet – but will be looking at providing a hybrid platform – <i>10.2021 - The Clerk proposes to deal with this urgently – either to provide audio or video recordings of meetings in light of recent committee meetings – this will be for inhouse distribution to start with 11.21 – Saint IT has set this up for Committee Room and will look into whether our current PA system will work for recording FC meetings</i></p>		
<p>20.18.9 (FC)</p>	<p>Street Light Project</p>	<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</p>		

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		<p>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 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. Clerk had meeting with Keith Tovee from Essex Highways 23.06.21 – the clerk will report back to CG regarding the electrical and structural status of the lights tested by Colchester Borough Homes and organise a quote for any remaining lights that require testing (if applicable). CG will then suggest a programme of works to upgrade/replace. ECC will definitely not consider taking back the lights. The Clerk will be collating a full report from the various reports provided to date which will be discussed by CG with a view to the best course of action regarding replacements/repairs – in conjunction with perhaps pursuing a public works loan. <i>CGC advised 10.2021 that this project would be put on the back burner for approx. 2 years due to the new community centre. A&J Lighting advised 26.10 that costs will be held at previous years prices, the annual maintenance check of all lights is scheduled for Nov 2021 and 19 lights are now LEDS</i></p>		
<p>CG 21/10</p>	<p>Footpath/Cycle Path enhancements</p>	<p>The Clerk has identified Sustrans as the reps visiting Stanway to monitor and promote the Park and Stride Agenda. They have completed a 2 year consultation about Winstree Road and will start to implement these traffic calming measures, such as kerb-line adjustments, changes to shared surfaces and Park & Stride improvements, October 2021. <i>The first package of works includes widening and reconstruction of the footpath that runs between Villa Road and the Tollgate Hall car park – Work was delayed until weekend 06.11.21 and will continue, restricting working hours to avoid children going in and out of school.</i></p> <p>The Clerk is waiting to hear back if they will consider measures for the Folly and get involved in the Drought Garden walkway/cycle path – Jason, Botelho PROW Officer will not be consider taking on any further PROW (eg., Drought Garden) and cannot improve the Folly (PROW remit is clear obstructions from the path only and they are inundated 150% increase in calls – their website now says, they will only respond to safety related issues.</p> <p><i>10.21 - FC enquired if the Folly could also be a cycle path, but PROW Officer has advised it is not wide enough (must be min of 3m (ideally 4m) for shared path/cycle path).</i></p>		

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		<p>To locate details of footpaths refer</p> <p>https://www.essexhighways.org/getting-around/public-rights-of-way/prow-interactive-map</p> <p>Jason Botelho Jason.Botelho@essexhighways.org is PROW Officer – advised re the Folly – “FP3 is a path that is regularly complained about. It is surfaced so should not be on our cutting programme. There has been an intention to hand over all urban surfaced paths to our road colleagues who can more easily get surfaced paths repaired or added to a weed spraying programme. We in PROW drew up a list of paths to hand over to our road colleagues maybe 2 years ago but with Covid this project has seemed to stall.”</p> <p>NB: “Power of parish and community councils to maintain footpaths and bridleways. (1)The council of a parish or community may undertake the maintenance of any footpath or bridleway within the parish or community which is, in either case, a highway maintainable at the public expense; but nothing in this subsection affects the duty of any highway authority or other person to maintain any such footpath or bridleway.”</p> <p><i>CG have asked the Clerk to investigate options for SPC part paying (as a one off) with Essex Highways to potentially clear and resurface the Folly (FP3) Grants may be available from Enovert (as with Tollgate Pathway) – 2 contractors have been contacted re re-surfacing and Dines contacted re: clearance SPC may also want to consider maintaining the Folly either now or in the event of it being resurfaced for the Community.</i></p>		
<p>GC 20/22 NO. 9</p>	<p>Transfer of ownership of SWG & LLS Playgrounds</p>	<p>CBC have issued notice regarding transfer of ownership which has raised concerns with residents as it does not state the parks will remain. The Clerk has provided Ellisions Solicitors contact details and been advised that the transfer should take around 3 months to complete (from Sept 2021). The Clerk has published a flyer on website/FB and Stanway Life confirming this transfer.</p> <p><i>10.21 FC – Cllr Dundas will request CBC re-word any future and retrospective CBC press releases/information concerning the “disposal” to include reference to the “transfer of ownership” of both Lucy Lane South and Silver Witch Green play areas to SPC to avoid confusion</i></p>		

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Clerks Report Corporate Governance Review – Updated November 2021

Agenda Item	Subject	Update	Status	
FC 21/08	Stage 1	Full Council endorsed Stage 1 – Mission Statement/Vision (3-5 year plan) of Stanway Parish Council. <i>The Clerk has added this to the Home page of the Council website.</i>		
	Stage 2	Objectives/Activities in line with Mission Statement/Vision – to discuss ongoing assessment of committee practices – how/when (in conjunction with committee budget requests/allocation) <i>CG agreed that each Committee should review their own terms of reference and report back to CG re any amendments</i>		
	Stage 3	Budget (annual Plan) – Financial Framework (Budget) for the following year – progressed November to January - Committee’s to request budget allocation – to be presented to Corporate Governance and reviewed against Mission/Statement/Vision CURRENT POSITION OF REVIEW CS are discussing their budget 13th July meeting – Clerk has emailed CSC to consider the strategy in line with their projects – Only CSS has provided CGC with a budget request summary. All other Committees, including CG will be reviewing their budgets Sept for submission to CG for review Oct/Nov with full budget being agreed by Jan 2022		
FC 20.15.07	Stage 4	Policies to Support practice – ongoing/yearly review - Governance and administration for the coming year – generally February to May (policy review spread out over full year) <i>CG to review SO’s February and Financial Regulations March – REVISED Financial Regulations proposed for acceptance from CG to FC October 2021. FC ADOPTED</i> <i>Refer Agenda 8th August No. 10 CG AGREED to review budgets bi-annually to ensure compliance. As a result of Internal Audit, Staffing Committee requested Clerk to contact Employer Service companies regarding outsourcing human resources and relevant health and safety matters</i> The Clerk will ensure the following are reviewed (mostly during the AMG)		

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	<p>Investment Policy (if applicable) Terms and Conditions of Borrowing (if applicable) System of Internal Audit Asset Register Risk Management Insurance Freedom of Information Act Publication Scheme GDPR Bank Signatories Council & Committee Structure & terms of reference (including delegated authority) Membership of outside bodies? Governance and Financial review (Internal/External Audit) for the prior year – April to September (Internal Audit Committee to feed back to CG)</p>		
	<p><i>Mission Statement (for reference)</i></p> <p><i>Stanway Parish Council aims to help, in cooperation and coordination with others, make Stanway a great place to live, work and visit.</i></p> <p><i>To this end, the Council will:-</i></p> <p><i>Provide high quality services and amenities, independently or in partnership, which provide a tangible benefit to our community in enhancing their physical and mental wellbeing</i></p> <p><i>Continue to be financially responsible, ensuring prudence in spending public funds whilst maintaining sufficient reserves to fulfil future obligations and to meet unexpected costs</i></p> <p><i>Develop and pursue an environmental-friendly policy which will minimise the Council's environmental impact, for example, reducing waste and using green energy</i></p> <p><i>Stay Local, using local contractors and suppliers as much as possible whilst ensuring good value for public money</i></p> <p><i>Maintain full compliance with all regulatory and statutory obligations which apply to local councils</i></p>		