



STEEPLE BUMPSTEAD PARISH COUNCIL Meeting @ The Moot Hall
ON Thursday 14th December 2023 at 7.30pm

Chairman: Cllr Kerry Barnes

In attendance: Cllr Mackenzie, Cllr Borges, Cllr Hill and Cllr Rust

Also present: Cllr Garrod

Clerk: Mrs Julia Howard

MINUTES

23/157 Welcome and to receive apologies for absence - Apologies received from Cllr Hexter, Cllr Swaby, Cllr Denning, Cllr Westrope and Cllr Schwier.

23/158 Declarations of Interest - none

23/159 To approve the minutes (previously circulated) of the Parish Council meeting held on 9th November 2023. Proposed as a true record by Cllr Mackenzie, seconded by Cllr Hill, all voted in agreement.

23/160 Question Time - none

23/161 Invitation to Cllr Peter Schwier, Essex County Council and Cllr Diana Garrod, BDC to address the meeting on matters of mutual interest. Cllr Garrod gave a brief update on her report which is available on the PC website.

23/162 Planning Applications

Validated Planning Applications					
Date validate	Number	Address	Postcode	Details	Status
15/11/23	23/02771/LBC	Portobello House 2 Chapel Street	CB9 7DQ	Replace 3No. timber windows with hardwood frames and heritage sash lite ultra thin double glazing.	Pending
21/11/23	23/02814/TPOCON	43 Lion Meadow	CB9 7BY	Notice of intent to carry out works to trees in a Conservation Area: T1 Prunus avium - Fell to ground level T2 Taxus - Fell to ground level	Pending

No need to pass comment on either of these.

Decisions:

Validated Planning Applications					
Number	Address	Postcode	Details	Status	
23/02506/TPOCON	32 North Street			Granted	
23/02513/TPOCON	2 Sucklings Yard	CB9 7DB	Notice of intent to carry out works to trees in a Conservation Area: T1 - Pyrus - Crown reduction of approximately 1-2 metres with 1 metre approximately off the lateral spread.	Granted	

23/163 Neighbourhood development plan – No further progress; awaiting for submission to Braintree District Council.

23/164 Financial Matters

To note and Decision

Item 1. To note receipts and approve upcoming payments. Approval proposed by Cllr Rust, seconded by Cllr Bordes, all in agreement.

Item 2. Bank Reconciliation -latest Bank reconciliation completed by the clerk and passed to Cllr Hill to check and confirm.

Item 3. Budget and precept setting - Budget planning zoom call to be scheduled for January, prior to the PC meeting. Budget suggestion will come to the January PC meeting, the submission deadline is 31stJanuary.

Item 4. Grants update and clerk's report – the paperwork for the grants the PC has been offered have now been returned. The PC has been successful in 3 grant applications.

There have been more member of the public complaints about out of sync, very bright led street lights, these have been reported via the ECC online portal, however there is no feedback or communication regarding the problems and the repairs haven't been done.

23/165 Churchyard Wall working group – recent meetings have been useful and determined that official advice is required from heritage and diocese responsibilities. There has been a recommendation that the wall is repaired rather than rebuilt, which carries the risk of needing to be done again. Work continues on the scoping exercise.

23/166 Maintenance of Cemetery – update following last meeting, still awaiting confirmation of details from DG Landscapes following discussions last month. Once received, the PC will look to approve the spend of around £2000.



23/167 Working Groups – revisiting the need for Council led working groups to include maintaining the cemetery, Bumpstead in Bloom, Camping close etc.

The PC would like to set up more official working groups rather than ad hoc groups, and have a calendar of activities throughout the year. The Bumpstead in Bloom daffodil planting session worked very well and would like to replicate this sort of thing and increase the sense of ownership.

Next up, there is a need for a working group to clear the top carpark at the camping close. Leaves can be put in the compost bins in that area. Cllr Rust will lead this group on **Sunday 7th January 10am** meeting at the Camping Close carpark – bring your neighbours, wheelbarrows, gloves, safety glasses etc.

23/168 Management of land behind Weatherheads site- it appears there's a strip of land unadopted. Chairman Cllr Barnes would like to make contact with the management group to find out what their plans are for maintaining the land.

23/169 Open Spaces and Footpaths Update

To note and Decision

Item 1. Update on items from last month – hedge at Village Hall, Cllr Rust will take a look at this, fence by Tanyard's Chairman Cllr Barnes to follow up, work to basketball court to be done in January, play surface pending, awaiting a meeting with contractors to see if we can reduce the cost.

Item 2. Tree maintenance – the work has commenced, following a short delay. Matt has removed the dead tree at the Village Hall and is hoping to remove the ones from the Camping Close later this week.

23/170 Christmas Switch-On and Mini stalls – update on event. Lots of positive feedback, it worked well, need a few timing adjustments. Very well attended and supported. To be reviewed in January.

23/171 Information Sharing – the silent soldiers need to be taken down and stored, poppies have been taken down and put into storage. Xmas tree collections on 13th Jan 8-8.30am at VH. Boxing Day walk 11am details in the yellow book. Cllr Mackenzie – broken drain cover at Haverhill road, had a bollard over it, but keeps being moved, large hole, not very safe but has been reported. Cllr Borges – none, Cllr Hill - none, Cllr Rust - none.

23/172 Meeting Close & Date of Next meeting - next meeting January 11th. Meeting closed 9.30pm.

Signed by Chairman

Date

RFO (Finance) REPORT & payments list –8th Nov–14th December '23

Upcoming Payments / Invoices pending (for approval):

November:
 £250.12 – Cllr Hexter, *InBloom* expenses
 £28.94 – clerk for Santa sack, hats and glue
 £8.99 – collection jar clerk

December:
 £42.99 - Bauble barn, Xmas tree lights (1 replacement set)
 £757.43 – Handyman 6 monthly charge

Regular pre-approved Payments (monthly unless stated)
 £80.00 - Moot Hall (per month)
 £5.00 - Clerks monthly phone contribution
 £803.88 - Clerks Wages
 £64.80 – quarterly mileage claim

Account Balances as at 14/12/23
 Current Account: £10,654.86
 Savings Account: £35,920.19
Total: £46,575.05

*Earmarked Reserves:

£4,250.46	– War memorial
£28,527.00	– Churchyard wall repair fund
£0	– Neighbourhood Plan grant
£3,000.00	– Maintenance to Assets
£2,239.09	– Tree Surveys and Maintenance
£957.11	– Bumpstead in Bloom

Savings Account (005)* Total: **£38,973.66**
 Plus, additional interest of £137.83

Recent actions / observations

1. There are a number of tree survey actions coming up, which will have a cost attached, and be paid from the budget/Tree surveys and Maintenance fund
2. In Bloom finance update. Spent: £4,830.29(incl. vat), Remaining £957.11

Receipts		Payments	
November 2023			
		RCCE	£ 504.00
Gino's Pizza donation	£125.00	Jarvis	£ 1,020.00
		NEST	£ 84.23
		Npower	£ 109.09
		Country Gardens	£ 1,614.00
		EALC - Cllr Training	£ 180.00
		Clerk phone contribution	£ 5.00
		Moot Hall	£ 60.00
		key cutting - clerk	£ 8.00
		Clerk Wages	£ 1,246.65
		HMRC	£ 107.53
		Wix Email account (clerk)	£ 98.24
		Candy Canes (Clerk)	£ 7.12
		Poppy Appeal donation (wreath)	£ 55.00
Sub-total	£125.00		£5,098.96
December 2023			
Bank Interest	£262.45	paint for Xmas post box (clerk)	£ 15.94
		Email accounts - clerk	£ 158.40
		Paul Clerk printing (road signs)	£ 31.20
		Country Gardens	£ 1,374.00
		Viking	£ 128.16
Sub-total	£262.45		£1,707.70
TOTALS	£387.45		£6,806.66