



STEEPLE BUMPSTEAD PARISH COUNCIL MEETING @ The Lecture Hall

ON Thursday 12th August 2021 at 7.30pm

MINUTES

Chairman: Cllr Peter Hill (Vice Chair)

Present: Cllr Mackenzie, Cllr Rust, Cllr Girvan, Cllr Borges

Also in attendance: Cllr Garrod

Parish Clerk: Julia Howard

Members of the Public: Four members of the public

- 21/225** Welcome and Apologies
The chairman welcomed members of the public and Councillors and ran through some introductions.
Apologies were conveyed for Cllr Kerry Barnes (Chairman), Cllr Schwier, Cllr Westrope and Cllr Fellows.
- 21/226** Declarations of Interest – None
- 21/227** Minutes of the last meeting (previously circulated) – Item 21/218 (highlighted) tree surgeon stated tree to be 20m but this is not correct, and should be noted as such.
- 21/228** Question Time – Question from a member of the public, with a letter provided (see appendix 1), re: tree felling and planning applications. The member of the public is concerned that the PC is not consistent in decisions to remove trees. A written response will be provided, though there will be a delay due to holiday commitments within the PC and of the Clerk of more than 14 days.
Member of the public 2 – spoke in support of tree comments above, asking for a consistency and openness of how trees are handled. Concerned about enforcement notices being applied to properties. This does not require an additional letter, but is in support of the above.
The Chairman commented that he has heard the concerns and takes this seriously. The matter will be responded to directly to the first member of the public in writing as discussed.
Member of the public 3, asked a question regarding Public Right of Way which used to go across a bridge, and would now go through the river, so members of the public cross through the resident's property. However, repairs to the slate roof are required and there may be slate roof tiles falling, and could cause a danger to passers-by. Clerk to liaise with the Highways team to enquire about a temporary diversion. This is a complicated issue and we will need to look at this further, particularly because Cllr Barnes (Chairman) has previously been in discussion with the resident and wasn't present at the meeting. Therefore, we have requested the member of the public to provide contact details to the clerk (by way of an email) to discuss this further.
- 21/229** District Councillor's Report – this is on the PC website, and appendix 2.
Cllr Garrod highlighted some areas of particular interest within the report; Many road closures – Clerk to put them on the website (and see appendix 2).
BDC has a dedicated employment officer – contact Paul Weaver.
Steeple Bumpstead GP services – Cllr Garrod has been assisting in liaising with the GP service – see report.
Cllr Garrod has also volunteered as a Mental Health champion – see notes
- Also, crime statistics, there hasn't been much in this area, but in surrounding areas. Catalytic converters, shed contents theft, thefts from clothes bins, a chestnut horse was stolen from Black Notley and £700 diesel from a tractor in Great Bardfield.
- 21/230** County Councillor's Report – no monthly report is provided; however, emails have been sent to PC Councillors throughout the month, highlights are in appendix 3.



CCTV Coverage. Suspicious activity / possible Drug Dealing in the village – There have been reports of suspicious activity, possibly drug dealing in the village, by the village hall. The Village Hall has CCTV cameras, these could do with improving and repositioning to capture better footage.

The clerk has been in contact with PC Draper and circulated actions to take as follows; *Be vigilant, make people aware of the problem and to report it using crime stoppers or Essex police digital services (saves waiting on the phone) make sure to give as much detail as possible number of people, sex, age, descriptions and most importantly vehicle registrations.*

Our Neighbourhood Policing team can also do some checks and maybe visit the registered keepers, if registration number are provided

The Parish Council will seek to provide the police with information regarding the identity of the vehicle/s, if safe to do so.

Clerk to write to village hall committee re: CCTV and updating it.

21/232

Flooding issues within the village –

We were made aware that 1 property at Water Lane did suffer with water ingress. There were numerous pictures shared and we have been asked to forward these to Cllr Schwier – all Councillors are asked to provide photos and addresses to the clerk to put forward to the County Councillor. Members of the public may also do this, please include postcodes where possible.

Drains were cleared shortly after; blocked drains may have attributed to the flooding. Reports of this can be put directly through to the County Council by members of the public too, and photos will always be helpful, along with postcodes (or what3word locations)

21/233

Planning & Consultations (*applications received between now and the meeting date may also be discussed*)

ITEM 1. Applications and Decisions

21/02138/TPOCON - The Old Vicarage, 1 Finchingfield Road – no objection (for ratification) – no comment on this matter was put forward when asked at the meeting.

21/02273/TPOCON - STREET RECORD, Poppy Field – new housing estate, want to remove 3 or 4 trees around the corner of North Street, in order to put in a footpath, which the PC requested and see as essential for the safety of the public. This is deferred to the planning working group.

ITEM 2. Neighbourhood Plan (standing Item) – nothing to report at this point

21/234

Emergency Plan Review – update contact details and Councillor membership, however the plan is sound and will be sent through to BDC and updated on the PC website.

21/235

Councillor Vacancy – 1 vacancy which is valid until 20th August, the PC would then seek to co-opt in September at the PC meeting.

21/236

Finance and Administration - EON has sent a letter about unit price changes which will affect our bill. However, as we are paying for unmetered charges, we may need to check that this is correct for the PC, since having the LED streetlights installed.

ITEM 1. Clerk's report – (appendix 4). Cllr Mackenzie proposed to accept this as an accurate account and Cllr Borges seconded, all in agreement.

ITEM 2. Personnel (*the public meeting may be suspended for this item*) suspended at 8.27pm and restarted at 8.38pm

ITEM 4. Adoption of Policies (communication/ email policy and complaints plus schedule of charges to be reviewed / adopted)

These have been reviewed by the policy working group and Cllr Girvan proposed that the PC adopt them, Cllr Borges seconded and all voted in favour.

21/237

Open Spaces – Cllr Girvan is in the process of creating an outline request for 2 picnic benches to go outside the play area, to make up a picnic area and possibly another one for Humphrey's meadow. The deadline for the outline request is Saturday, and then if accepted further work will be required.



ITEM 1. Trees – The PC is looking to have a number of trees planted around the village as part of the Queen’s jubilee event. Cllr Mackenzie is working with the SB Environmental Group on this project along with the Woodland’s trust.

a. Memorial Tree/s – this is in progress; however, we can’t do anything more until after the HCT removed

b. Humphrey’s meadow tree removal – expected for w/c 23/8 weather dependent. The PC is also in touch with a wood carver and hopes to be able to re-use the majority of the timber, depending on the condition of it.

ITEM 2. Flower Planters – with money raised by the ‘Steeple Bumpstead Queen’s memorial fund’ events in the past; 4 flower planters have been purchased, with plaques on them. A delivery of plants was made, however two-thirds of them had died and so were all returned. The supplier will now provide a winter display, aiming for October installation. Ongoing there will be 2 plantings annually. The planters will not be positioned until plants have arrived.

21/238 Highways and Footpaths

ITEM 1. Church Lay-by update – this is now being looked at by highways, they propose a more environmentally hard-standing rather than originally agreed. Clerk to liaise with our PC Councillors for an opinion on this, however, it does seem acceptable at face value.

ITEM 2. Salt Initiative – we are signed up to this but with no salt delivery requested. As the last 2 winters have been mild the PC holds a stockpile of salt/grit and therefore will again look to see whether some of the excess is required locally.

21/239 Information Sharing – Cllr Rust – none, Cllr Mackenzie – none, Cllr Borges, none, Cllr Girvan – none, Cllr Garrod - none.

21/240 Next Meeting – Thursday 9th September 2021, 7.30pm venue tbc.

21/241 Meeting Close – the chairman closed the meeting at 9pm

Action 1	21/227 Draft response to Member of the Public and send by post	Chairman & vice chairman / Clerk to send
Action 2	21/227 Follow up with Member of the Public 2, re: PROW. Also Liaise with Highways re: temporary re-routing.	Chairman and planning working group and Clerk
Action 3	21/231 Contact the Village Hall committee regarding updating the CCTV, also enquire with local police team re: funding options	Clerk
Action 4	21/232 – Email pictures and locations of flooding to Clerk for forwarding to County Councillor and EA	ALL COUNCILLORS and clerk
Action 5	21/233 – Planning working group to discuss a way forward for applications and clerk to submit consultee comments within the consultee deadlines where possible / required. Ratification at a later meeting may be required.	Planning working group / clerk.
Action 6	21/234 – Update contact details then share and publish on website	Emergency Plan working group and Clerk
Action 7	21/235 Item 3. Clerk to publish policies to the PC website, in their final format	clerk
Action 8	21/237 submit outline request to EALC for bench funding	Cllr Girvan
Action 9	21/238 Item 1. consult the PC re: church lay-by proposal	Clerk
Action 10	21/238 Item 2. Enquire whether anyone needs some of the excess salt	Clerk



Appendix 1. Letter from a Member of the Public.

Dear Parish Council,

We feel it appropriate to raise concerns about the consistency of approach regarding planning applications in the parish, in particular requests for tree removal.

As is well documented we recently applied for and after appeal succeeded in gaining planning permission for a new letting building in the Red Lion pub grounds. This appeal and application cost us considerably due to requests from the Parish Council (PC), personal objections from Kerry Barnes & John Fellows as well as adjustments to the ground works to ensure the self-seeded trees in the gardens were not impacted. It was also documented by the tree expert used by the District Council that for any trees removed three additional trees must be planted. We have always been happy to consider everyone's views in any applications and have made reasonable adjustments to ensure our planning application satisfies any requests along the way.

Given the above journey and objections from the PC we are somewhat surprised to have seen recent approved applications by said council.

1. 21/01956/TPCON – 66 Lion Meadow – Why were there not similar objections from the PC? In addition, we cannot understand (when the expert has clearly stated three trees must be planted to replace one) why this same request was not made in the PC approval notes? Why was this authorised with photos only and not the same approach taken as with our permission?
2. 21/01957/TPCON – 64 Lion Meadow – as with the above statement the PC is not taking a consistent approach to their challenges, and we are confused as to what the motivation would be to this change of heart on these two applications? Why was this authorised with photos only and not the same approach taken as with our permission?
3. 21/01709/TPCON – 39 North Street – Again we are confused that given interference of telephone lines is being cited as the reasoning for felling being acceptable, surely some professional maintenance is what is required to solve this issue. Should you continue with authorising this action could 15 trees be planted in the garden to follow rules previously stipulated for any felling of trees. Why was this authorised with photos only and not the same approach taken as with our permission?
4. At the opposite side of our land a tree has recently been felled with no permission.
5. Finally, we always seek permission to trim our trees. Again, it seems some of those who are passionately appealing do not seek permission for their activity in their gardens, yet nothing said.

Given the passionate objections from John Fellows it is amazing that points 1&2 relate to tree felling that he is requesting permission for.

We would like to reiterate that we have accepted all challenges along the way for our permission to be granted and at our considerable cost have adapted our plans to adjust to all feedback. We however respectfully ask the PC that they apply their thinking consistently across their approvals in our village as there could be a danger of opinion that there is bias in the approach which we would not want for the council's integrity.



Appendix 2. – District Councillor’s Report

District Councillor’s Report August 2021 to Parish Councils **(Cllr. Diana Garrod - Bumpstead Ward)**

06/08/21

Temporary Road Traffic Orders

Intended road closures:-

Finkle Green, Birdbrook due to commence on 10th August for 3 days (Anglian Water new connection).
Camps Rd, Helions Bumpstead on 10th August for 6 hours (Openreach pole testing).
Wiggins Green, Copy Hill, Helions Bumpstead on 11th August for 6 hours (Openreach pole testing).
Camps Rd, Helions Bumpstead on 12th August for 1 hour (UK Power Networks tree trimming)
Station Road, Sturmer on 16th August for approximately 1 week (ECC – ground investigations to bridge)
Camps Rd, Drapers Green, Helions Bumpstead due to commence on 17th August for 21 days (County Broadband fibre optic broadband installation).
Birdbrook Rd, Birdbrook due to commence on 19th August for 1 day (Anglian Water meter exchange).
Chapel Street, Steeple Bumpstead due to commence on 23rd August for 5 days (ECC carriageway patching).
Finchingfield Rd, Eggshell Lane, Steeple Bumpstead due to commence on 23rd August for 5 days (ECC carriageway patching).
Birdbrook Rd, Stambourne due to commence on 24th August for 3 days (Anglian Water boundary box installation).
Birdbrook Road, Birdbrook due to commence on 31st August 2021 for 3 days (ECC carriageway patching).
Haverhill Road, Wiggins Green, Copy Hill due to commence on 9th September 2021 for 21 days (County Broadband superfast fibre optic broadband installation).
Steeple Bumpstead Rd, Helions Bumpstead on 20th September for 7 days (County Broadband superfast fibre optic broadband installation)

Affordable Housing and Land Searches

This year BDC has so far seen 91 affordable housing completions during April, May and June and are therefore on target to deliver over 200 affordable homes by the end of the Civic year.

The Government scheme for a Stamp Duty holiday resulted in a surge in house sales. The scheme is being phased out and ending in October. Despite this surge, the Governance Team have kept to their expected response times and have been able to assist neighbouring local authorities to clear their backlog, furthermore BDC is rated as the 5th best Authority in England in this service. In June this year, the Land Charges search total from developers and personal searches reached a peak at 136% higher than June 2020.

The Community Support and Employment Service

This is a new FREE service at Braintree District Council; working alongside the Department for Work and Pensions to support people living in the Braintree District with their employment needs, to assist in managing challenging life barriers that are affecting a person’s development or hindering their life opportunities to employment through engagement and identify individual solutions which will lead to progression towards the job market. Participants can be those who are unemployed, those who are in fear of unemployment for some reason and those who are for any reason, no longer engaging with the workplace. For further information, contact Mr Paul Weaver.

Steeple Bumpstead GP Services

The District Council is not able to influence the provision of GP services. However, I have been communicating with the Partnerships & Development Director, at Suffolk GP Federation CIC after I discovered that a few residents found that they were not registered with Unity Healthcare, Haverhill Practice. Unity Healthcare are keen to address this issue ASAP and have requested that residents contact them directly to resolve this.



With regards to future plans for Steeple Bumpstead Surgery, they have informed me that they do not have a firm position at present as to whether services will run from this building. They say they are currently in discussions about the use of the Unity Healthcare buildings 'post pandemic' and will keep me updated with developments as they unfold. They also said "I would urge parish councils and residents to be mindful of the extreme pressures they are experiencing across the NHS; the unprecedented and relentless increase in demand following relaxation of restrictions and the exhaustion of many of the staff who really do need some time to recover".

Mental Health Champions

At the Cabinet meeting held on 17th May, it was agreed that Braintree Council will sign up to the Local Authorities Mental Health Challenge run by the Centre for Mental Health (and partners), and to appoint myself and Cllr. Andrew Hensman as the Council's Member Champions.

It was reported that Local Authorities have a key role in promoting wellbeing and improving mental health in their communities. The mental health challenge for Local Authorities (the Challenge) seeks to support and encourage Local Authorities to undertake a proactive approach toward addressing this crucial issue. By signing up to the Challenge, the Council would adhere to the following principles:

- a) Support positive mental health in its community, including in local schools, neighbourhoods and workplaces;
- b) Would look to reduce inequalities in mental health in our community;
- c) Work with local partners to offer effective support for people with mental health needs;
- d) Tackle discrimination on the grounds of mental health in our community; and
- e) Proactively listen to people of all ages and backgrounds about what they need for better mental health.

The role of the Member Champion required those appointed to the role to support the Council's activities and responsibilities through key activities, which included:

- a) Advocating for mental health issues in Council Meetings and policy development;
- b) Reaching out to the Local Community (e.g. via schools, businesses, faith groups) to raise awareness and challenge stigma;
- c) Listening to people with personal experiences of mental ill health to get their perspectives on local needs and priorities;
- d) Fostering local partnerships between agencies to support people with mental health problems more effectively; and
- e) Encouraging the Council to support the mental health of its own workforce and those of its contractors.

In undertaking these key activities, Member Champions will provide a presence for mental health within the Council, working respectfully and sensitively with Members and responding to requests from the Challenge Organisers on the work undertaken. The Cabinet Member for Health and Wellbeing would continue to retain oversight for emotional health and wellbeing. Alongside this, the Member Champions will be required to ensure that the Cabinet Member is kept up to date throughout the course of their roles.

Cllr. Diana Garrod
District Councillor - Bumpstead Ward



Appendix 3. – County Councillor’s Highlights

Long term Covid - *The Leader of Essex County Council (ECC), Cllr Kevin Bentley, has announced a new, independent commission which will identify the long-term effects of Covid-19, alongside the opportunities available to Essex residents and businesses to build a better future. An initial report will be produced by the end of 2021, outlining the likely long-term impacts of the pandemic and identifying any specific challenges. A final report in will be published in summer 2022 with recommendations on how local agencies and communities could manage risks and exploit new opportunities.*

Free School Meals and support for families- *A final £3.6m Covid Local Support Grant from central government was available to provide free school meals over the summer holidays and extra support for families hit by the pandemic.*

Essex Public Health Information- *Essex residents are reminded to remain cautious and Keep Covid in Check as the restrictions are lifted.*

Essex Highways Road Surfaces – *Essex Highways’ crews have surfaced over 110 miles of road, the equivalent of a journey across Essex from border to coast and back, in the seven months of 2021 so far. Various processes were used, including:*

- *Fast Coverage Surface Dressing, where machines quickly cover the road with sticky “binder” tar layer and then spread stones on top*
- *Intensive micro-surfacing which is finished by hand*
- *Full resurfacing where heavy machines grind off the existing road surface and the crew then lay new asphalt.*



Appendix 4. – Clerk’s Report



CLERKS REPORT –7th July 2021 – 8th August 2021

Receipts		Payments	
July 2021			
		Clerk - laptop & Norton Anti virus	£ 451.93
		SBNN Phone Bill - June	£ 10.00
		Key Cutting for Moot Hall (March)	£ 19.99
		Eon Street Lighting	£ 50.34
		EALC CiLCA portfolio guide	£ 9.10
		Clerk - Microsoft 365 software	£ 59.95
		Lecture Hall booking June	£ 27.00
		Moot Hall Contribution (July)	£ 55.00
		EALC Code of Conduct course JH	£ 84.00
		EALC Law & Procedures course JH	£ 108.00
		EALC intro to Planning Course JH	£ 90.00
		EALC bespoke CiLCA course JH	£ 108.00
		EALC standing orders course JH	£ 84.00
		SBNN phone bill July	£ 10.00
		Clerks Wages	£ 722.76
		SLCC - CiLCA registration	£ 410.00
Sub-total	£0		£2,300.07
August 2021			
ECC Payments	£ 1,258.80	NEST	£ 58.93
Dynamos	£ 67.50	Clerk OVERTIME for training	£ 280.48
Sub-total	£1,326.30		£339.41
TOTALS	£1,326.30		£2,639.48

Payments / Invoices pending:

JULY

£144 (+£10 Joining fee) – SLCC Membership

£690.00 - CiLCA (14/7)

£35.00 – Annual ICO membership

AUGUST

£27.00 – Lecture Hall rental

£10.00 – SBNN phone bill

£20.57 – Viking

£4,980.00 – Country Gardens

£75.02 - HMRC

These payments are pending/ awaiting approval

Balances as at 9/8/21

Current Account: £17,081.72

Savings Account: £38,770.06

Savings Account*: £ 15,580.92

Total **£71,412.70**

*Earmarked Reserves: £4,218.97 – War memorial

£10,000.00 – Churchyard wall repair fund

£ 521.95 – Neighbourhood Plan grant

£ 840.00 – Steeple Bumpstead Neighbourhood Network

CLERKS NOTES OF INTEREST THIS MONTH

The website has had 243 site visits in the month of July.

I have received over 14 email requests, from members of the public since the last meeting.

The majority of which required more than a simple response, many required documents to be emailed across.