



STEEPLE BUMPSTEAD PARISH COUNCIL Annual Council Meeting VIRTUAL MEETING

ON Thursday 6th May 2021 at 7.30pm

MINUTES

Chairman: Cllr Kerry Barnes (Chairman)

Present: Cllr Girvan (Vice Chair), Cllr Mackenzie, Cllr Rust

Also in attendance: Cllr Garrod.

Parish Clerk: Julia Howard

Members of the public: None

21/183 Welcome and Apologies - Cllr Borges, Cllr Fellows, Cllr Irwin, Cllr Westrope and Cllr Hill

21/184 Appointment of Chair and Vice Chair

Due to the need to reschedule this meeting, Councillors were given the opportunity to provide nominations by email (and to proxy vote by email to the clerk in case of a tie)

For the position of Chair,

Cllr Barnes was nominated by Cllr Mackenzie and seconded by Cllr Rust. There were no other nominations for the position of Chair. Cllr Kerry Barnes signed his Declaration of Acceptance document on screen.

For the position of Vice Chair,

Cllr Hill was nominated by Cllr Girvan and seconded by Cllr Rust. There were no other nominations for the position of vice chair. Cllr Hill was not present at the meeting but had confirmed in writing that he would be happy to stand for vice chair. He will sign his Declaration at a later date.

Following a successful appointment to both positions an ordinary meeting followed as per the agenda.

21/185 Declarations of Interest - none

21/186 Minutes of the last meeting (previously circulated). - Cllr Girvan proposed to accept these as a true account, Cllr Mackenzie Seconded, all were in agreement.

21/187 Question Time – questions were addressed to Cllr Garrod (as we did not have a DC slot this month) in response to the previously circulated District Councillors report (which can be found on the PC website and village noticeboards.

21/188 Essential Housekeeping - Cllr's were asked to review and send in an up-to-date Expression of Interest document (which was circulated by the Clerk)

ITEM 1: Adoption of Standing Orders – As the position of Chairman has been re-elected it is customary to accept the Standing Orders for the coming year. Cllr Barnes confirmed that he is happy that no changes are required but we may choose to review them at a later point in the year and asked the Councillors to vote accordingly. Cllr Rust proposed the Standing Orders would be accepted and Cllr Mackenzie voted to accept them. All were in agreement and the Standing Orders were adopted.

ITEM 2. Review of working group responsibilities – The working groups were discussed and amended as required, with additional working groups added for 'Community Engagement', 'Policies' and 'Events'. Councillors are asked to ensure they are happy with these and advise the Clerk of any changes. These will be shared on the noticeboards and website.

Following discussion, it was agreed to defer updating the Appointments to Other Bodies until the July meeting, by which time the Chairman will contact those listed and ask if they are happy to stand again (where permitted).

21/189 Risk Management for future meetings

ITEM 1. Risk assessment for Face-to-Face Meetings

The risk assessment was shared and the Moot Hall will be difficult for meeting with members of the public therefore for the meeting in June we will meet at the Congregational Church.



Cllr Girvan and the Clerk to liaise and arrange this and ensure Covid compliant practices for the meeting.

ITEM 2. Delegation of power

Two powers to be delegated to the Clerk are as follows; 1. To make payments and process invoices. This will still go through the usual online authorisation by another designated Councillor (Cllr Barnes or Cllr Fellows) 2. To respond to planning applications following agreement / recommendations from the Planning Group, which is particularly useful when there is a short timeframe. Proposed by Kerry and seconded by Cllr Rust. All in agreement.

21/190

Planning

ITEM 1. Applications / Decisions

21/01274/HH - Springside, Old Hall Road – this will be reviewed by the Planning Group and comments recorded in due course, where required. The Clerk will make any required portal entries as per Delegation of Power (above).

ITEM 2. Neighbourhood Plan – we have now found a consultant to appoint. The applications for further funding, which we will need to pay the consultant have just opened and Cllr Barnes has submitted an application.

21/191

Finance and Administration

ITEM 1. Approval of AGAR – Following on from April's meeting, where the accounts and AGAR were discussed. The AGAR has now been to the internal auditor (accountant) and has been completed by them. The IA's report was discussed and Councillors voted to accept the IA return and submit our AGAR to the External Auditor. Cllr Ian Mackenzie proposed to accept the AGAR submission and Cllr Rust seconded this, all were in agreement.

ITEM 2. Clerk's report – See appendix b.

CLERKS NOTES OF INTEREST THIS MONTH - The Camping Close enclosed play areas will be closed for 4 days (from 17th May) to enable new equipment to be installed. This will be on our Social Media. The Carpark will also be out of use, to enable the installation to go ahead and a skip and vehicle to be parked.

The annual ROSPA inspection (of play equipment) will take place in May. Cllr Girvan proposed to accept the report as an accurate submission, seconded by Cllr Mackenzie, all were in agreement.

ITEM 3. Adoption of Policies – Review and adoption of policies is a standing item annually at this meeting.

1. Financial regulations policy – no changes from last year
2. Reserves Policy – no changes from the drafted version last year, therefore this can be accepted as policy going forward.
3. Code of Conduct – same model document circulated earlier in the year, no comments on this, the PC are happy to re-adopt.

The Parish Council chose to vote on the three policies together. Cllr Ian Mackenzie proposed to accept them and Cllr Rust seconded, all were in agreement. These policies will be re-dated and saved as final copies, which will then be available on the PC website.

4. Complaints Procedure – this is newly drafted and will need to be considered before accepting.

5. Handling Payments (internal procedure) – this is an internal procedure and should be approved by the Policy Working group as a matter of best practice.

These documents will go to the policy working group for review and be accepted at a future meeting.

ITEM 4. Vacancies – Thomas Kenning resigned as of the end of April and the Parish Council thank him for his services, paid and as a volunteer over recent years, and wish him well in his future endeavours.

The personnel group will move forward on recruitment as we've had interest in the role.



21/192

Highways & Footpaths - Road Closure, North Street, 22nd and 23rd May for gas works. Also, the developers of Poppy Fields (water lane) will be doing some pipe work (sewerage) on 13th May, it is expected to be completed in 1 day and local residents have been written to. Cllr Rust has been in liaison with Shirley Anglin and has looked at the bridge at Bridge End and it needs some minor works to the post. 3 other bridges have been reported as they are in poor condition and may become unsafe. Cllr Rust will liaise with Shirley about these and get an idea of how long it would take to fix them.

With weather improving and covid restrictions lifting the post training can be rescheduled. However, Cllr Rust is required to attend a first aid course before this can continue any further.

Cllr Rust will be looking to establish a Footpaths Group of volunteers if anyone is interested please contact him or the clerk.

21/193

Community Engagement – The Parish Council have talked about putting out a newsletter and Cllr Mackenzie will seek to pull some of this information together with assistance from Cllr Barnes and the Clerk.

21/193

Information Sharing – Ian Mackenzie - tree overhanging Bower Hall Lodge sheds debris into the garden when the wind blows, also protected trees have been damaged by strimming of grass underneath. Cllr Rust -none, Cllr Girvan – none, Cllr Barnes – none.

21/194

Next Meeting – Thursday 10th June 2021, 7.30pm @ The Congregational Hall.

21/195

Meeting Close – 21.00

Actions.

Action 1	21/184 – Vice Chair to sign declaration of acceptance	Clerk / Cllr Hill
Action 2	21/188 – All Councillors to update their Expressions of Interest forms and return to the clerk.	All
Action 3	21/188 ITEM 2 – All Councillors to review the working group list and advise of amendments	All
Action 4	21/188 ITEM 2 – Appointments to Other Bodies, contact those listed and confirm they are happy to continue (where permitted). To be updated in July meeting	Chairman Cllr Barnes
Action 5	21/189 Item 1 – arrange to use the Lecture Hall and ensure Covid compliant practices in place for the PC	Clerk & Cllr Girvan
Action 6	21/191 ITEM 3 – Clerk to finalise and publish the 3 approved policies	Clerk
Action 7	21/191 ITEM 3 – Policy Working Group to review drafted policies for presentation and acceptance in coming meetings	Policy working group
Action 8	21/193 – Develop a PC newsletter / info sheet	Cllr Mackenzie to lead



Appendix A. Clerks Report

CLERKS REPORT – 26th April 2021 – 5th May 2021



Receipts		Payments	
April 2021			
		Handyman Wages	£86.64
Precept BDC	£22,309.00	J Pest Control	£160.00
		EALC & NALC affiliation fees	£425.78
		Clerks Wages	£722.76
		Mortimer Contracts	£1,524.00
Sub-total	£0		£2,919.18
May 2021			
		<i>No entries</i>	
Sub-total	£0		£0
TOTALS	£0		£2,919.18

Payments / Invoices pending:

APRIL

£10.00 – SBNN Phone bill

£55.00 – Moot Hall Contribution

MAY

£3705.60 – Creative Play – new play equipment

£249 +VAT (which we claim back) for site preparation for the above

£722.76 – Clerks wages

£23.23 - NEST

£10.00 – SBNN Phone bill

£480.00 – tree survey (horse chestnut trees at Camping Close)

£928.00 – Play bark

£95.00 + VAT ROSPA inspection

£55.00 – Moot Hall Contribution

These payments are pending/ awaiting approval

Balances as at 5/5/21

Current Account:	£24,147.28
Savings Account:	£38,768.81
Savings Account*:	£18,120.92
Total	£81,036.99

*Earmarked Reserves:	£4,218.97 – War memorial
	£10,000.00 – Churchyard wall repair fund
	£ 521.95 – Neighbourhood Plan grant
	£ 880.00 – Steeple Bumpstead Neighbourhood Network
	£2,500.00 – CIF 243 – Play Equipment / repairs fund

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