



**STEEPLE BUMPSTEAD PARISH COUNCIL Meeting @ The Moot Hall**  
**on Thursday 13<sup>th</sup> October 2022 AT 7.30pm**

**Chairman:** Cllr Kerry Barnes

**In attendance:** Cllr Jon Borges, Cllr Roy Swaby and Cllr Alice Hexter

**Clerk:** Mrs Julia Howard

**Members of the Public:** None

**MINUTES**

**22/132 Welcome and to receive apologies for absence** **Chairman**  
 Apologies from Cllr Garrod, Cllr Hill, Cllr Denning, Cllr Rust, Cllr Mackenzie and Cllr Westrope.

**22/133 Declarations of Interest** - Cllr Hexter, 22/138 non pecuniary interest and would like to comment. **Information**

**22/134 To approve the minutes** (previously circulated) **Decision**  
 Cllr Swaby proposed that they are a true record of the meeting, Cllr Borges seconded, all voted in agreement.

**22/135 Question Time** - none **Information**

**22/136 Invitation to Cllr Peter Schwier, Essex County Council and Cllr Diana Garrod, Braintree District Council** to address the meeting. **Information**

Cllr Barnes summarised the report from Cllr Garrod, which is on the PC's website and noticeboards.

**22/137 Remembrance Parade** – to discuss the arrangements and purchase of poppy wreath and whether to purchase a silent soldier. **Decision**

Cllr Westrope is happy to arrange the wreath and crosses as usual, it has been agreed that the war memorial fund can't be used for the silent soldiers. Therefore, if the PC would like to purchase a silent soldier it would need to be purchased from general reserved.

Cllr Swaby proposed that a Silent Soldier is purchased for ~£175 this year out of savings and put at the bottom of Queen Edith drive, Cllr Hexter seconded, and it was agreed. The clerk is to make a virement from general savings into the current account in order to make the purchase.

**22/138 Planning Applications**  
**New -**

|                 |                  |         |  |
|-----------------|------------------|---------|--|
| 22/02486/TPOCON | 60 North Street  | CB9 7DP | Notice of intent to carry out works to trees in a Conservation Area: - Frazinus Excelsior T1 - Remove 1 Limb |
| 22/02603/HH     | 16 The Endway    | CB9 7DW | Double Garage  |
| 22/02516/HH     | 22 Church street | CB9 7DG | Erection of single-storey side extension and replacement windows and door                                    |

22/02486/TPOCON - No objection, 22/02603/HH - No comment, 22/02516 - The PC comment that although there is no objection to the works, the Council would like to see that any replacement windows remain in keeping with the age of the building and the conservation area. We note it is in the conservation area and it is unclear what the windows will be made from, we would hope they would be timber and thus in keeping with the area.

**Decisions -** 22/02111/HH – Folly farm – Granted,  
 22/02091/TPOCON – 30 North St. – Granted  
 22/02047/TPOCON – Ffytches, 1 Churchfields walk - Granted

**22/139 Neighbourhood development plan**, to receive an update **Information**  
 Wynne-Williams have been instructed to do the Landscape assessment and ensure the protected views across the village. The RCCE have been asked to prepare to do the residents survey. We will also need to instruct a printer's firm.

**22/140 Financial Matters (appendix a)** - To note receipts and approve upcoming payments **Decision**  
 The accounts now hold over £100k and therefore the council should consider an investment strategy. Cllr Swaby proposed to approve the payments, Cllr Hexter seconded all were in agreement.



**Budget Update (appendix b)** – The status of this year’s budget (mid-year) is looking as expected. There were discussions regarding the electricity costs and the earmarked funds.

**Asset register** – review of the asset register is due; the clerk has proposed that we arrange an online asset management system and the clerk is looking into. It is a work in progress.

**22/141 Clerks Report (appendix c)**- To note updated actions and update outstanding items  
**Information** Note that there have been overflowing sewers at Humphries meadows, blockage due to wipes etc. Residents are asked to take care with what is flushed.

**22/142 Open Spaces** -updates from open spaces groups **Information & Decision**

**Item 1. In memorandum of Queen Elizabeth II** - last month the open spaces working group were to look options / locations for planting a more mature tree and report back. The proposed location is in the corner by the village hall and play area. Cllr Hexter suggested a flowerbed may be a nice option and will look into this for the next meeting, Cllr Hexter will look into applying for a grant once agreed. Cllr Barnes will speak to Fraser about an additional plaque to match the previous on.

**Item 2. ROSPA report action plan** – to agree next actions

The ramp grips were tightened by the handyman, the damaged rope wall has been reported to Mortimer and we’ve asked for a quote to repair/ replace it. The clerk has emailed the s106 team at BDC but no response as yet, to see what funding we have available to renew and/or repair equipment.

Cllr Hexter noticed that the woodchip needs raking by the roundabout, this should be done every week by the handyman. Clerk do a sign for broken rope, Cllr Hexter to send photo of the swing, may need to put out of action.

**Item 3. Village Tree Survey** – to provide an update

Charges to inspect the trees, attaching numbered tags for identification purposes and provide a written condition report pertaining to the tree species, location/zone, height, diameter, age class, physiological and structural condition with recommendations for any necessary works with timings, and identifying pertinent surrounding features are as follows: Shane Lanigan has quoted to do this at the Camping Close for £240 + a charge per tree depending on size. And again, at Humphries Meadow for £240 + a charge per tree. Clerk to go back to Shane and ask for a closed / capped quote and look at getting another quote for comparison.

Our trees from the Woodland trust will arrive sometime between 31st October and end of November

**Item 4. Flower Planters** – these are yet to be placed. One will be used for the

Christmas tree, Cllr Swaby suggested putting a tree tube in the planter to secure the Christmas tree each year. Cllr Swaby is liaising with companies re: donations and will speak to Cllr Mackenzie and bring it to the next meeting

**22/143 Councillor Training** – training on code of conduct and finances update **Information**

Clerk is going to a BDC meeting where we will be discussing the new code of conduct and rolling it out to our Councillors.

## OTHER ITEMS FOR DISCUSSION

**22/144 Pizza van** – Kate from the Fox and Hounds pub has approached the Parish Council regarding having Gino Vines mobile pizza van attend each Friday evening and park by the pub. The PC don’t have jurisdiction over this, and providing the relevant licenses are in place and neighbours consulted with the PC would support Kate in this new partnership and wish her every success.

**22/145 Grants** – An update on the CIF grant progress is still pending.

Dedham Vale has a large grant which is available, and Cllr Hexter is concerned with the growth in the Bumpstead brook, Cllr Hexter is to speak to Cllr Mackenzie regarding approaching the Environment Agency following up from concerns raised by him about the Bumpstead Brook.

**22/146 Churchyard Wall Update** – The working group has not met since before 2020.

There is now £18k in the churchyard wall earmarked account, which the PC will look to move into another account, following some investment advice. Cllr Swaby will look into what works are



required and obtain new quotes.

The police lock up next to the church wall needs repair. Cllr Hexter will look into this and report back.

**22/147 Highways Survey update** – Cllr Ian Mackenzie and Cllr Ian Westrope to update. This hasn't been done yet.

**22/148 Flooding Update** – Update on flooding in the village / Bumpstead Brook, covered above in 22/145

**22/149 Solar farm proposal** – the PC have been approached regarding a possible future proposal for a solar farm on the boundary of the village and have a meeting arranged in the Moot Hall on Thursday 3<sup>rd</sup> November at 7pm. Please advise the clerk if you intend to come.

**22/150 Information Sharing** –we asked for our top 3 policing priorities, which were agreed as Speeding vehicles, loitering/possible drug use and abandoned / badly parked cars and fed back to the Neighbourhood policing team. The King's Coronation is now planned for 6/5/23 which is a Saturday. Chairman – BALC meeting next Wednesday in Witham, addressed by police and crime commission would anyone else like to attend, let Kerry know. Cllr Borges - none, Cllr Swaby – none, Cllr Hexter – library still waiting opening, consideration over whether it could be a 'warm space'.

**22/151 Next meeting - 10<sup>th</sup> November**

**22/152 Meeting Close – 21.34pm**

**Actions**

| Item   | Details   | Who         |
|--------|---|-------------|
| 22/137 | Purchase silent solidier and make a virement from general reserves to fund this                                     | Clerk       |
| 22/142 | Look at locations for a memorial flower bed & look into grants that may be available for it too                     | Cllr Hexter |
| 22/142 | Enquire with Fraser at the village pottery to see if he will make a second plaque to match the previous jubilee one | Cllr Barnes |
| 22/142 | Item 2. Do a sign to alert parents of the damaged items at the park   | Clerk       |
| 22/142 | Circulate a photo of the damaged swing, determine whether it needs to be removed                                    | Cllr Hexter |
| 22/142 | Item 3. Obtain additional tree survey quotes  | Clerk       |
| 22/145 | Looking into maintenance work at the Bumpstead Brook and whether there are grants available.                        | Cllr Hexter |
| 22/146 | Obtain new quotes for repairing the churchyard wall   | Cllr Swaby  |
| 22/146 | Contact the Police department to arrange repairs to the old lockup  | Cllr Hexter |

Signed By Chairman.....

Date .....



## Appendix a. financial report

### RFO (Finance) REPORT & payments list –27<sup>th</sup> Sept – 12<sup>th</sup> October 22

#### Upcoming Payments / Invoices pending (for approval):

##### October

£580.71 - Handyman salary (6 monthly)

£1806.00 – Country Gardens

£15.00 – Parish Online training session

*These payments are pending/ awaiting approval*

#### Regular pre-approved Payments (monthly unless stated)

£55.00 - Moot Hall (per month)

£5.00 - Clerks monthly phone contribution

£744.15 - Clerks Wages

£64.80 – mileage allowance (quarterly)

#### Account Balances as at 12/10/22

Current Account: £29,126.51

Savings Account: £35,737.29

Savings Account\*: £38,050.46

**Total £102,914.26**

|                      |            |                                |
|----------------------|------------|--------------------------------|
| *Earmarked Reserves: | £4,600.46  | – War memorial                 |
|                      | £18,890.00 | – Churchyard wall repair fund  |
|                      | £7,060.00  | – Neighbourhood Plan grant     |
|                      | £5,000.00  | – Maintenance to Assets        |
|                      | £2,500.00  | – Tree Surveys and Maintenance |

#### Recent actions.

1. The second precept instalment has been received
2. The new NHP grant has been moved into the budget line for NHP
3. The Council should now consider an investment strategy as the account balances exceed £100k however, they will fall below this later in the month when payments are made.

#### Previous Payments as per the Bank Statements

| Receipts            |                  | Payments                    |                 |
|---------------------|------------------|-----------------------------|-----------------|
| <b>September 22</b> |                  |                             |                 |
| BDC precept         | £21704.00        | Npower                      | £ 63.14         |
|                     |                  | Clerks' wages               | £ 744.15        |
| <b>Sub-total</b>    | <b>£21704.00</b> |                             | <b>£807.29</b>  |
| <b>October 2022</b> |                  |                             |                 |
|                     | £ -              | Nest                        | £ 46.45         |
|                     |                  | HMRC employer contributions | £ 22.56         |
|                     |                  | Handyman                    | £ 190.00        |
|                     |                  | Clerk overtime              | £ 181.46        |
|                     |                  | Chairman – flagpole rope    | £ 13.33         |
| <b>Sub-total</b>    | <b>£0</b>        |                             | <b>£453.80</b>  |
| <b>TOTALS</b>       | <b>£21704.00</b> |                             | <b>£1261.09</b> |

Please note, the FSCS limit is £85k in any 1 account or bank, the PC accounts are currently below this limit.  
If the accounts balance total reaches £100k SBPC will need an investment strategy and the Finance working group should consider this.

## Appendix b. Budget update (mid-year)

| Heading / code                     | Budgeted           | Earmarked funds | 12/10/2022           |                  | % spent       | Notes   |
|------------------------------------|--------------------|-----------------|----------------------|------------------|---------------|---|
|                                    |                    |                 | Actual spend to date | Budget remaining |               |   |
| Street Lighting                    | £ 1,750.00         |                 | £ 633.13             | £ 1,116.87       | 36.18%        |   |
| Halls / meetings                   | £ 1,000.00         |                 | £ 443.24             | £ 556.76         | 44.32%        |   |
| Librarians Honararia               | £ 250.00           |                 | £ 250.00             | £ -              | 100.00%       |   |
| Administration & Memberships       | £ 3,300.00         |                 | £ 1,645.09           | £ 1,654.91       | 49.85%        |   |
| Staff Costs, incl wages            | £ 11,250.00        |                 | £ 5,370.92           | £ 5,879.08       | 47.74%        |   |
| Training                           | £ 1,500.00         |                 | £ 925.33             | £ 574.67         | 61.69%        |   |
| Website                            | £ 400.00           |                 | £ -                  | £ 400.00         | 0.00%         |   |
| Camping Close                      | £ 8,500.00         |                 | £ 2,821.40           | £ 5,678.60       | 33.19%        |   |
| Cemetery maintenance               | £ 1,500.00         |                 | £ 800.00             | £ 700.00         | 53.33%        |   |
| Closed Churchyard                  | £ 5,500.00         | £ 18,890.00     | £ 600.00             | £ 4,900.00       | 10.91%        |   |
| Open Spaces                        | £ 8,000.00         |                 | £ 4,205.00           | £ 3,795.00       | 52.56%        |   |
| Election Cost                      | £ 250.00           |                 | £ -                  | £ 250.00         | 0.00%         |   |
| SBNN                               | £ 770.00           |                 | £ 769.82             | £ 0.18           | 99.98%        |   |
| Neighbourhood Plan                 | £ 6,175.00         | £ 7,060.00      | £ 6,175.00           |                  | 100.00%       | an additional grand of £7060 has been received to fund the landscape assessment - this will be added to the budget at a later date  |
| War memorial etc                   |                    | £ 4,600.46      | £ -                  | £ -              |               |   |
| Tree Maintenance                   |                    | £ 2,500.00      | £ -                  | £ -              |               | This is a new earmarked fund  |
| Asset maintenance and repair       |                    | £ 5,000.00      | £ -                  | £ -              |               | This is a new earmarked fund  |
| Royal British Legion (section 137) | £ 1,429.25         |                 | £ 929.25             | £ 500.00         | 65.02%        | This is for the poppy wreaths and for the Christmas event.  |
| Contingency                        | £ 479.75           |                 |                      |                  |               | £629.25 virement from contingency to s137 to fund Jubilee costs. The remaining £385.59 has been allocated to the new Defib at the village shop as agreed by full council. |
| <b>TOTALS</b>                      | <b>£ 52,054.00</b> |                 | <b>£ 25,662.34</b>   | <b>£ 385.59</b>  | <b>49.30%</b> |   |
|                                    | £ 52,054.00        |                 | £ 25,662.00          |                  |               |   |



Appendix c. Clerks report / Actions updated

| Actions from Meetings 2022/23 |                 |                |  |                                  |  |
|-------------------------------|-----------------|----------------|--|----------------------------------|--|
| Status                        | Date of meeting | Action Number  | Details  | Responsible person               | NOTES  |
| in progress                   | 12/05/2022      | 22/060         | Send email to Cllr Schwier to ask for an update on the pavement, re safety issue.  | clerk                            | Email sent to Cllr Schwier on 18/5/22.<br>Pavement on LHP list for Sept 22<br>Cllr Schwier to meet with Kerry on site, 08/9/22       |
| closed                        | 12/05/2022      | 22/064         | NDP – Apply for additional grant funding   | Kerry Barnes                     | Needs to know quote value to apply for grant<br>Figure confirmed in July, will apply for the grant as below.                         |
| closed                        | 12/05/2022      | 22/064         | NDP – consider appointing an additional consultant to provide a landscapes assessment.   | Jon Borges                       | Quotes received from 4 companies (1 declined) and preferred option chosen. Kerry to apply for grant. Wynne Williams instructed 09/22 |
| open                          | 12/05/2022      | 22/066 Item 3  | Defer review of assets and asset register until October  | clerk                            | To be reviewed in October  |
| open                          | 12/05/2022      | 22/066 Item 8  | Contact Barclays about setting up standing orders.   | clerk                            | attempted to call twice, will focus on this in September   |
| open                          | 09/06/2022      | 22/080         | Site the planters  | Cllr Mackenzie                   | Need a suitable vehicle to move the filled planters.<br>Update required  |
| in progress                   | 14/07/2022      | 22/097         | Item 2. Create an action plan from the ROSPA report  | Cllr Mackenzie                   | actions list created, to be shared at sept meeting, deferred to october  |
| open                          | 14/07/2022      | 22/097         | Item 3. Schedule landscapes tender for the Autumn  | Clerk                            |  |
| in progress                   | 14/07/2022      | 22/101         | Undertake a survey of the village roads and report to Highways   | Cllr Westrope and Cllr Mackenzie | Update required  |
| closed                        | 14/07/2022      | 22/102         | Complete grant applications for the list created in June   | All                              | Clerk & Cllr Mackenzie submitted a CIF grant application but awaiting a response.  |
| closed                        | 26/07/2022      | 22/114         | contact East Light housing about trees that have died  | clerk                            | Clerk has emailed Rikki at East light Community Housing, who will ensure they are looked after / replaced if needed                  |
| open                          | 26/07/2022      | 22/114         | Chase up Finchingfield rd 30mph limit  | clerk                            |  |
| in progress                   | 26/07/2022      | 22/115         | Clerk to move forward with the defib grant paperwork   | clerk                            |  |
| closed                        | 26/07/2022      | 22/116         | Kerry to speak to the village hall about being the charitable body for the assessments to be arranged under  | Chairman                         | Kerry has done this and the VH have agreed.  |
| in progress                   | 26/07/2022      | 22/117         | 22/02309/REM - a member of the public has raised concerns about this development - There was discussion on the topic and the points raised by the resident along with other flooding related discussions. The PC agree that moving the 30mph speed limit to the village sign would be a positive change and safer. The Clerk is asked to write to highways in this regard. (And tie in with the previous request re: Finchingfield rd. speed sign) | clerk                            |  |
| closed                        | 26/07/2022      | 22/118         | Instruct Wynne Williams to go ahead with the landscape survey and RCCE that we would like them to do our Neighbourhood plan residents survey and collate the results.  | clerk                            | Done   |
| open                          | 26/07/2022      | 22/121/ Item 1 | looking to plant a mature tree at the camping close preferably in a prominent position   | open spaces WG                   |  |