



STEEPLE BUMPSTEAD PARISH COUNCIL Meeting
The Moot Hall on Thursday 12th January 2023 AT 7.30pm

Chairman: Cllr Kerry Barnes

In attendance: Cllr Westrope, Cllr Mackenzie, Cllr Borges, Cllr Denning, Cllr Hexter, Cllr Swaby, Cllr Hill and Cllr Rust

Also present: Cllr Garrod and Cllr Schwier

Clerk: Mrs Julia Howard

Members of the Public: None

MINUTES

- 23/001 Welcome and to receive apologies for absence - none** **Chairman**
- 23/002 Declarations of Interest** **Information**
 Cllr Westrope, non-pecuniary re: 23/006
- 23/003 To approve the minutes** (previously circulated) of the Parish Council meeting held in December 2022. Cllr Borges proposed to accept these as a true record, seconded by Cllr Hill, all votes were in agreement.
- 23/004 Question Time - None**
- 23/005 Invitation to Cllr Peter Schwier, Essex County Council and Cllr Diana Garrod, Braintree District Council** to address the meeting on matters of mutual interest.

Cllr Garrod summarised her report, which has been circulated and is on the PC's website. There are some road works in the area, to patch up pot holes. Lanpro Solar presentation was at the Sturmer village hall today and will be in our Moot Hall on Monday 16th Jan (and by appointment on Tuesday). There was a vote not to increase BDC Members' allowances this year. The PFCC live event is on Facebook and open to the public. There has been an increase in blackmail being reported to the police. As Cllr Schwier was not present the meeting continued with item 23/006. **Following item 23/008 Cllr Schwier** attended the meeting and summarised key messages to the PC. Particularly in relation to the increases in Council tax, and where it is being used. 3% is a small increase, and is delivering a responsive service for health and social care which accounts for 2% of the increase, by providing a good social care provision, the CC is working to reduce the delayed discharge and pressure on the health care provisions / hospitals. The meeting then returned to item 23/009

- 23/006 Electrics at the Moot Hall - to agree measures following Xmas event** **Decision**
 We had a successful Christmas event with regard to the electrics, no power outages etc. However, the Moot Hall Charity require some works to be done for a permanent solution, there is a small sum of money remaining in the Christmas event fund which can be put toward the solution, if agreed. Return to this item after a final xmas event review meeting – to be scheduled.

23/007 Planning Applications

Validated Planning Applications						
Date validated	Number	Number	Address	Postcode	Details	Status
8/12/22	22/03378/TPOCON		Congregational church	CB9 7DQ	Notice of intent to carry out works to trees in a Conservation Area - Pollard 2	Pending
9/12/22	22/03351/TPOCON		Quail Cottage 14 North Street	CB97DP	Notice of intent to carry out works to trees in a Conservation Area: Robinia "1" (False Acacia) - Reduce crown height by about 20 metres	Pending
15/12/22	22/03399/VAR	21/02009/OUT	Land At Side Of, 50 Water Lane		Variation of Condition 16 (Drainage Strategy) of permission 21/02009/OUT granted 14/01/2022 for: Outline planning permission with all matters reserved apart from access and scale for the erection of up to 9 dwellings and associated development. Variation would allow the wording of condition 16 to read: 'The development hereby permitted shall be carried out in accordance with the SuDS Drainage Strategy Planning Statement Version 1 dated 29.09.22 prepared by Withers Design Associates.'	Pending

Maltings farm has been given prior approval; however, the PC do not feel that the concerns raised have been heard and will follow up with the planning department / cabinet representative.

- 22/03999/VAR – the PC support this variation.
 22/00378/TPOCON – no comment
 22/03351/TPOCON – no objection to works to trees, however a 20m reduction seems excessive
 21/03337 – no objection.



23/008

Neighbourhood plan – standing item for any updates

Information

The landscape assessment has been delayed to end Feb, then we will be in place to go to regulation 14 for statutory consultees and parishioners.

Cllr Schwier arrived and so the Council returned to item 5 on the agenda, for Cllr Schwier's address.

23/009

Financial Matters - To note receipts and approve upcoming payments

Decision

The Clerk summarised the current financial position and referred to appendix a.

Cllr Rust proposed to accept the accounts and approve the listed payments, Cllr Westrope seconded this proposal, all voted in agreement.

23/010

Confirmation of the Precept - the precept request documentation was signed by the Chairman, at a £0 increase for the coming year, which represents a small decrease to the public.

23/011

Clerks Report – update of actions

Information

The Xmas tree planter needs planting up, ASAP in order to have spring blooms. The three remaining planters need siting, Cllr Mackenzie is arranging this.

Cllr Hexter has been in touch with BDC re: a grant for community gardening, and initially would like to put approx. 12 planters on the railings at the bottom of water lane, and would like to have Steeple Bumpstead in Bloom, clean, bright and beautiful in the village. Cllr Hexter would like approval to spend £2000, on this project. Cllr Swaby proposes that £2000 is put aside for the project, from general reserves, in the case that a grant is not forthcoming or not sufficient, Cllr Borges seconded all were in agreement.

OTHER ITEMS FOR DISCUSSION

23/012

Churchyard Wall – an initial meeting needs to be rescheduled. The current suggestion is to tackle the wall in sections, as the PC is holding some funds for it, but not enough to complete all works on the whole wall. A site meeting would be preferable, and perhaps a WhatsApp group for quick responses that all can see.

23/013

Tree survey 16th January – Caroline Hall will meet at 10am on the Camping Close by the play equipment then Humphries meadow and the churchyard & brook, guided by Chairman Cllr Barnes.

23/014

South East New Energy – the Chairman updated the PC and slides were circulated. Kerry to follow up with David Phillips, deadline is 20/01 for a grant pre-application to the Jubilee Halls fund.

23/015

Dogs on Camping Close – to agree wording for new signage.

The PC had a lengthy discussion about this issue, which has come up several times in the last few years. The signs need updating and the Council intend to put up new signs in due course, however for the time being there will be no change in signage.

23/016

Yellow Book Deadline – Friday 13th January – Cllr Denning and Cllr Hexter are writing this.

23/017

Quality Council Status – Now we have a qualified Clerk, the PC can consider working towards the Quality Council Status. Cllr's need training & electing. Elections are coming up in May, to be eligible.

23/018

Information Sharing – Lanpro boards will be in the Moot Hall on Monday 3.30-6.30 or by appointment on Tuesday 17th (with Cllr Hexter) Also Finchingfield Bridge has a planning application in to rebuild CC/BTE/129/22 – this is on the County Council's website.

Cllr Westrope – metal posts on crescent bridge have been complained about, can we see if they can be removed. Cllr Mackenzie – Flooding in the Endway, becoming more serious and needs a focused approach, Cllr Shwier has asked to be informed; The Kings coronation event meeting will be on 7th Feb at village hall at 7.30pm, Cllr Borges – none, Cllr Denning -none, Cllr Hexter – Essex community first aid volunteers, may be useful for our events, Library items are arriving and hopes to open this month. Cllr Swaby – first aid for events, has possible paramedics contact who do private work and can be approached for our events this year. Letter received re: planned power outage on 31st Jan, not sure how far is affected, Cllr Hill – none, Cllr Rust – handrail to footpath 10, steep steps which need a handrail Essex Highways on schedule to be done.

23/019

Date of next meeting 9th February.

Meeting Close – 10pm



Item	Details	Who
23/005	Send an email to Cllr Schwier re: lack of cohesion in medical and social care out in the villages, particularly where GPs are in Suffolk, hospital in Cambridge / Suffolk etc.	Cllr Hexter
23/007	Draft an email / letter to Gabrielle Spray, the cabinet member for planning, re: Maltings Lane application. Please copy in Cllr Schwier and Cllr Garrod in the email.	Cllr Borges
23/011	Proceed with grant application. Purchases to be made by the Clerk, for VAT purposes.	Cllr Hexter
23/015	Add signage into the Open Spaces action plan for S106 money, deadline 27/01/23	Clerk
23/018	Send details and photos of flooding in the village / at the endway to Cllr Schwier	Cllr Mackenzie
23/018	Enquire with the first aid providers, requesting a quote for the Kings Coronation	Cllr Hexter

Appendix A. Finance Report

RFO (Finance) REPORT & payments list –08th Dec – 10th Jan

Upcoming Payments / Invoices pending (for approval):

January:
 £360 – Country Gardens
 £146 – SLCC Membership
 £64.80 – Clerks quarterly mileage
 December:
 £54 – Election training for clerk
 £168.96 – Oak tree
 £154.99 – Queen's tree canopy commemorative sign (RBLI)
 £385.59 – Grant towards Defib (awaiting grant form)
 November:
 £6.00 – large decorations (clerk)

Regular pre-approved Payments (monthly unless stated)

£55.00 – Moot Hall (per month)
 £5.00 – Clerks monthly phone contribution
 £800.00 – Clerks Wages

Account Balances as at 10/01/23

Current Account: £17,938.43
 Savings Account: £35,557.18
 Savings Account*: £38,070.89
 Total: **£91,566.50**

*Earmarked Reserves:
 £4,600.46 – War memorial
 £16,890.00 – 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 / observations.

none

Receipts	Payments
December 2022	
£ -	Viking Hamper for Xmas event £ 58.79
	RCD extension / Cllr Rust £ 39.76
	Defib Grant / village shop £ 600.00
	country gardens £ 1,014.00
	wedding barn / bauble barn (DIGBY STRIDE) £ 30.00
	Clerk's wages, incl. overtime and back pay £ 975.05
	HMRC employer contributions £ 47.44
	Moot Hall £ 55.00
	Clerk phone £ 5.00
	Website Domain and Business email accounts x2 (clerk) £ 145.70
	Handyman £ 654.29
	A&J lighting solutions £ 96.00
	Nest £ 52.36
	Npower £ 23.57
Sub-total	£0
January 2023	
	Royal British Legion donation £ 55.00
Sub-total	£0
TOTALS	£0
	£3,851.96

Appendix B – Actions update

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.	Chairman	Email sent to Cllr Schwier on 18/5/22. Pavement on LHP list for Sept 22
open	12/05/2022	22/066 Item 3	Defer review of assets and asset register until New Year	clerk	Cllr Schwier to meet with Kerry on site, 08/9/22 - Kerry to update
in progress	09/06/2022	22/080	Site the planters	Cllr Mackenzie	To be reviewed in New year
open	14/07/2022	22/097	Item 3. Schedule landscapes tender for the Autumn	Clerk	Need a suitable vehicle to move the filled planters. Update required. 1 is now sited outside Moot Hall
in progress	26/07/2022	22/114	Chase up Finchingfield rd 30mph limit	clerk	Deferred until 2023 as awaiting training
in progress	13/10/2022	22/142	Look at locations for a memorial flower bed & look into grants that may be available for it too	Cllr Hexter	clerk has completed a new LHP request and sent to Cllr Schwier applying for grant from BDC, will be putting planters on railings too.
open	13/10/2022	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	
in progress	13/10/2022	22/145	Looking into maintenance work at the Bumpstead Brook and whether there are grants available.	Cllr Hexter	working on this
in progress	13/10/2022	22/146	Obtain new quotes for repairing the churchyard wall	Cllr Swaby	Roy is looking into this but needs the working group to meet again
open	13/10/2022	22/146	Contact the Police department to arrange repairs to the old lockup	Cllr Hexter	
in progress	10/11/2022	22/165	Item 2. Apply for s106 funding to replace broken rope. Obtain 3 quotes and follow procedure and then instruct contractor to replace rope	Clerk	Quotes have been requested
in progress	10/11/2022	22/165	Item 2. Look at replacement slide options	Cllr Mackenzie	Quotes have been requested
Closed	10/11/2022	22/165	Item 3. Instruct Caroline Hill to undertake tree survey	Clerk	Instruction has been made. Caroline will attend on 16th January
in progress	10/11/2022	22/165	Item 4. Co-ordinate planting of 30 trees	Cllr Mackenzie	This was started, remaining trees to be planted in Jan with the preschool
closed	10/11/2022	22/166	Item 4. Purchase English Oak tree as displayed at PC meeting	Clerk	postponed until Jan for purchase
in progress	10/11/2022	22/166	Obtain 3 quotes for replacement notice boards	Clerk	I have made contact but awaiting prices
closed	10/11/2022	22/166	Add information to the Yellow Book to ask for parishioner's views on how the money should be spent	Cllr Hexter	in YB article dec/jan
closed	10/11/2022	22/168	Identify priority potholes	Cllr Westrope	done
in progress	08/12/2022	22/179	Council to respond in writing to member of the public	Chairman / Clerk	Clerk and Chair discussed this, chair to draft a reply.
closed	08/12/2022	22/181	Council to write letter of thanks to donors	Clerk	I have started these (and receipts)
closed	08/12/2022	22/187	Add Grant awarding policy to the website	Clerk	on the website

Signed by Chairman

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Date