



## **STEEPLE BUMPSTEAD PARISH COUNCIL MEETING**

**ON Thursday 10<sup>th</sup> February 2022 at 7.30pm**

Chairman: Kerry Barnes

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

Clerk: Julia Howard

Members of the public: none

### **M I N U T E S**

- 22/019 Welcome and to receive apologies for absence** – Cllr Garrod sends apologies **Chairman**
- 22/020 Declarations of Interest** - Cllr Swaby has a pecuniary interest and will not take part in any discussion nor vote on item 22/032, Cllr Hexter, has a pecuniary interest on item 22/0022 which is just for information, Cllr Borges, has a non-pecuniary interest, will take part in discussion but not vote on planning item 22/00238. **All**
- 22/021 To approve the minutes** (previously circulated) of the Parish Council meeting held on 13th January 2022. Cllr Mackenzie proposed to accept these as a true record and Cllr Westrope seconded, all were in agreement, however it was noted that the year was incorrect and needs to be corrected. **Chairman**
- 22/022 Question Time** - None **Chairman**
- 22/023 District Councillor's Report** (circulated) – Cllr Garrod was not available to attend the meeting, however her report had previously been circulated and was discussed, with particular interest in the section about the boundary commission which has its secondary consultation from 22<sup>nd</sup> February to 4<sup>th</sup> April and traffic news as this has been an ongoing issue and is discussed later on the agenda too. **Chairman**
- 22/024 County Councillor's Report** – Cllr Schwier was not in attendance and does not send a report. **Chairman**
- 22/025 Co-option of Councillor** - To co-opt into the casual vacancy of Parish Councillor. **Chairman**  
The Personnel Group met with two candidates and used a set of questions and a scoring system. There is a third candidate who is yet to be interviewed. The Councillors were asked whether to proceed and co-opt or whether to wait for the personnel group to conduct the final interview. Cllr Mackenzie proposed that the PC delays the co-option, this was seconded by Cllr Hexter, the vote was carried by 6 for and 2 against.
- 22/026 Queens Platinum Jubilee 2<sup>nd</sup> – 5<sup>th</sup> June 2022 Memento options** **Cllr Mackenzie**  
– Cllr Mackenzie discussed memento options for the PC to consider, discussions followed and the PC were unable to agree on a memento and therefore there was no virement and no decision to purchase. Cllr Mackenzie to take this back to the QPJ Committee and re-propose next month. The Clerk will also contact the PTA, brownies/guides to see if they are doing anything.
- 22/027 Felled trees at North Crescent** – We contacted East light community housing who removed the trees as they were dead / diseased. They intend to re-plant and would support the PC in adding further trees by giving permission on their land. **Chairman**
- 22/028 Planning** - Full details can be found on the Braintree District Council Planning Portal. **All**



## Item 1. Planning Applications – Received as at 2/2/22

22/00028/TPOCON - 15 Chapel Street- Notice of intent to carry out works to tree in a Conservation Area - Common Lime (T1) - Re-pollard back to previous points. Currently about 2-3m epicormic growth, diameter of growth suggests preferable time to restart cycle. – **Recommend approval**

22/00105/TPOCON 16 Church Street, CB9 7DG. Notice of intent to carry out works to a tree in a Conservation Area - Remove a Sycamore tree and replace with an Oak tree – **Recommend approval**

22/00238/TPOCON- 62 Lion Meadow Steeple Bumpstead Essex CB9 7BY. Notice of intent to carry out work to trees in a Conservation Area - T1 ON SKETCH PLAN - FRAXINUS EXCELSIOR OVERALL CROWN REDUCTION OF 30%, T2 ON SKETCH PLAN - LEYLANDII FELL TO GROUND LEVEL, T3 ON SKETCH PLAN - LEYLANDII FELL TO GROUND LEVEL, T4 ON SKETCH PLAN - DEAD ULMUS FELL TO GROUND LEVEL – **Recommend approval to reduce and tidy up the trees however would prefer removed trees to be replaced.**

22/00222/CLPLB - Schoolings 20 Church Street. CB9 7DG. Application for a Certificate of Lawfulness of Proposed Works to a Listed Building -Erection of a greenhouse – **FOR INFORMATION ONLY**

## Item 2. Planning Applications – Decisions made by Delegated Powers as at 2/2/22 for note and ratification.

NONE

## Item 3. Planning Applications – To note any decisions as at 2/2/22

21/03467/LBC - Fox and Hounds 3 Chapel Street. CB9 7DQ. Installation of replacement windows

**Status – Application Refused**

21/03607/FUL - Maltings House, Sturmer Road, Steeple Bumpstead, Demolition of dwelling and outbuildings and construction of a replacement dwelling and cart lodge.

**Status -Application Refused**

21/03612/FUL - Maltings House Sturmer Road Steeple Bumpstead Essex CB9 7BS, Demolition of dwelling and outbuildings and construction of a replacement dwelling and garage.

**Status -Pending Consideration**

21/03364/HH | 56 North Street, Steeple Bumpstead - Erection of single storey rear extension. –

**Status – Application Granted**

21/02819/TPOCON – 17 Water Lane, CB9 7DS. Notice of intent to carry out works to trees in a Conservation Area, tree reductions to 3 trees. **Status -Pending Consideration**

**Item 4. Neighbourhood Plan** (standing Item) to provide an update on the progress or status of the Neighbourhood plan

**Chairman**

The money for the consultant is now in our account and Cllr Borges has been in touch with the consultant.

Cllr Borges to instruct the consultant to commence.

**21/029**

**Finance and Administration** - The policy working group have been looking at some draft policies and propose to adopt the Communications policy, Bench and tree donation policy and Recreation ground Hire policy. Cllr Hexter proposed to adopt all three policies, Cllr Hill seconded this and all were in agreement.

**All**

**Item 1. Accounts for Payment (see appendix a)**– to review and approve monthly accounts (receipts and payments) and for approval of monthly invoices and payments due in the next month as per attached finance and clerks report.

The PC have also received an invoice for works done, when a quote had been requested but works not yet instructed - Cllr Swaby to discuss this with our handyman, to take it forward.

This month the clerk advised of the intention to make two virements, the first of £6,175 for NHP reserves as the grant is now in our bank account, the



second virement of £3,600 for play equipment purchased earlier in the year (with any remaining at year end being returned to general reserves)  
Cllr Borges proposed to accept the accounts and approve all payments and both virements, Cllr Rust seconded and all agreed

**Item 2. Clerks report** – for note and comment. Discussed. No actions

**Item 3. Communication Routes** – the communications policy has now been adopted and will be on the website. As a reminder the clerk and or chairman should be copied into emails sent to/from Councillors and use official email addresses for Council related business.

## OTHER ITEMS FOR DISCUSSION

- 22/030 Recent road closures** – as an action from the last meeting, the clerk emailed our County Councillor and has circulated the very prompt response from highways, out thanks to the Cllr Schwier, however the response doesn't really address the routing issues which have been created by the recent road closures in and around the village. Many of the road works are not the responsibility of the County Council, who state that they do check with our neighbouring County Councils, but some of the works are done as emergencies or at short notice.  
North street road surface is currently covered in mud, this is from the works being done at Poppy fields. Chairman to request this is attended to. **All**
- 22/031 Queens Tree Canopy (see appendix c)**– Cllr Mackenzie shared an update on the tree locations, there are a total of 19 trees/ plots identified. The application needs to be submitted by the end of this month. **Cllr Mackenzie**  
A discussion on whether to purchase an official Plaque, decision to be considered next month, clerk to share the information.  
**Beacon for the Jubilee** – this was discussed, there are three types of beacon, the PC agreed that the artisan beacon would be most suitable, and could be located on the Camping Close. Cllr Mackenzie and Cllr Hexter will meet to take this forward and Cllr Hexter will look at grant opportunities, as shared by the EALC recently. If we do not have a beacon in time for the Jubilee weekend the PC will use the bonfire location at the rear of Freezes barn. We can also look at local makers, to get a quote in the meantime.  
**Quotes from Treeworx** – these have been received, in liaison with our open spaces working group. There are works required at the vicarage which have been quoted for but are not the responsibility of the PC.  
£1180 has been quoted to reduce a number of mixed trees at the edge of the camping close, which are partly in the conservation area, so planning permission will need to be requested. Currently we have funds within the budget still, not accounting for further charges before the end of the year. It is therefore likely to take this over our budget line. Cllr Mackenzie proposed that the PC goes ahead with these works, seconded by Cllr Swaby.
- 22/032 Temporary permissive route at Tanyards** – to share an update on this item for public safety **All**
1. There is no issue relating to the PROW over the bridge. The red line indicates a 1.5m PROW which now goes along pavement on the side of the road bridge – this item is now closed.
  2. The PROW access from the camping close to Tanyards has moved from one side (next to the garage) to the other side (next to the fence) due to safety issues - falling roof tiles, bats nesting etc.  
This is a temporary permissive route, which the Parish Council have agreed is necessary.  
Having spoken to the ECC Highways / PROW team, the PC don't consider the change to be significant, the ingress and egress locations are not notably different.



3. Current DDA guidance states that gates should, where possible, be replaced with ones which are DDA compliant, so a wheelchair could pass. The chairman suggests that since the gate belongs to the PC, we would need to look at replacing this gate with a DDA compliant option.

- 22/033 Open Spaces Sub-Group** – the clerk sent Cllr Swaby a template terms of reference document. Cllr Swaby doesn't want to set up a separate group but rather to be able to muster volunteers together to do things within the village and use some of his skills and knowledge. AS projects arise, we will look at whether we can utilise volunteer skills rather than paying for contractors. **All**
- 22/034 Clearing of the Football shed** – on 5<sup>th</sup> March there will be a session to clear out the shed. The Football club have already been up there having a tidy up. Looking to avoid the use of a skip and things going to landfill and be recycled in preference. Volunteers would be welcomed to assist in this. The veterans' team have also been contacted and Cllr Swaby will contact them about the tidying up date.
- 22/035 Information Sharing** – items for future meetings / information only **All**  
 Cllr Westrope – None, Cllr Hexter- yes about the welcome pack, didn't get much info back by email so will phone local groups. Did speak to SBNN and discussed the jubilee event SBNN are keen to work with us. Cllr Swaby – re: paving o/s a parishioner's property at Lion Meadows on an unadopted road area, need to know who is responsible for this, check deeds to see who is responsible. The Essex PROW site should show which roads are adopted. Cllr Hill – none, Cllr Borges – The boundary commission is mainly for parliamentary representation, rather than changing the boundary/County that we are in. Cllr Mackenzie – Energy and food vouchers, there are approx. 4000 vouchers available, can we forward to SBNN, Cllr Rust – still waiting for highways re: footpaths work, putting in the posts. Cllr Barnes – we can apply for do not litter signs from BDC, he will look into this.
- 22/036 Next Meeting** – Thursday 10<sup>th</sup> March 2022, 7.30pm venue tbc (due to covid restrictions we will review the location of the meeting each month). **Note**
- 22/037 Meeting Close** – 22.08

Signed by the Chairman .....

Date .....

Actions:

Action 1	22/026 Investigate memento options further and re-present	Cllr Mackenzie
Action 2	22/026 contact PTA and Scouts / Brownies group to ask what is already being done re: jubilee mementos	Clerk
Action 3	22/028 Contact the consultant for the neighbourhood plan and instruct next steps	Cllr Borges
Action 4	22/029 Add new policies to the website	Clerk
Action 5	22/031 share Jubilee plaque information	Clerk
Action 6	22/031 Obtain quotes for a beacon	Cllr Swaby
Action 7	22/031 Apply for a grant to purchase a beacon	Cllr Hexter
Action 8	22/031 Instruct Treeworx to go ahead with part of the quote, totaling £1180 only	Clerk





## Appendix a, Finance and Clerks report

### CLERKS REPORT –10<sup>th</sup> January 2022 – 7<sup>th</sup> February 2022

Receipts		Payments	
<b>January 2022</b>			
		NEST	£ 23.23
Neighbourhood plan grant (Groundworks)	£ 6,175.00	Clerk Wages	£ 722.76
		Jim Webb - works to the Camping Close	£ 300.00
		Lecture Hall Booking January	£ 27.00
		The Moot Hall	£ 55.00
		Viking - stationery	£ 71.00
<b>Sub-total</b>	<b>£6,175.00</b>		<b>£1,198.99</b>
<b>February 2022</b>			
	£0	Npower (transferred from Eon)	£ 94.33
<b>Sub-total</b>	<b>£0</b>		<b>£94.33</b>
<b>TOTALS</b>	<b>£6,175.00</b>		<b>£1,293.32</b>

#### Payments / Invoices pending:

**JULY**  
 £144 (+£10 Joining fee) – SLCC Membership  
**NOVEMBER**  
 £10 – SBNN  
**December**  
 £10 SBNN  
**January**  
 £225 – PC Monitor/screen for Clerk

#### February

£55 -Moot Hall  
 £27 -The Lecture Hall  
 £722.76 Clerk wages  
 £194.70 – Clerk training overtime  
 £234 – A James ltd – church clock  
 £300 – Handyman – leaf clearance  
 £125 – Charles Arnold Baker 12<sup>th</sup> book  
*These payments are pending/ awaiting approval*

#### Balances as at 7/2/22

Current Account: £23,814.08  
 Savings Account: £39,294.73  
 Savings Account\*: £15,018.97  
**Total £78,127.78**

#### \*Earmarked Reserves:

£4,218.97 – War memorial  
 £10,000.00 – Churchyard wall repair fund  
 £ 0 – Neighbourhood Plan grant  
 £ 800.00 – Steeple Bumpstead Neighbourhood Network

#### Clerks Report / notes of interest:

The Leaf Clearance quote has not previously been agreed by the PC however the handyman has completed the task and has an invoice for approval.

Council Tax Collection Fund Surplus -The proposal for 2022/23, is that the proportion of the Collection Fund surplus that is attributed to the District Council is not shared with parish and town councils.

Our precept request was accepted as no change to the precept, however due to a lower number of Council Tax payers this results in a 0.17% increase (or 12p on a band D property)

Our Open Spaces action plan was submitted and accepted, with the exception of the outdoor bin store, for the purple bags.  
 30% increase in website access / activity in January



## Appendix b, Queens Platinum Jubilee Tree Canopy plan

