



STEEPLE BUMPSTEAD PARISH COUNCIL Meeting Thursday 9th March 2023, 7.30pm

Chairman: Cllr Barnes

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

Also present: Cllr Garrod

Members of the public: One

Clerk: Mrs Julia Howard

MINUTES

23/036 Welcome and to receive apologies for absence - apologies received from Cllr Denning.

23/037 Declarations of Interest - none

23/038 To approve the minutes - Cllr Mackenzie proposed to accept the minutes as a true record, seconded by Cllr Hill, all voted in agreement.

23/039 Question Time

Information

One member of the public attended to speak to the Council and express their objection to the possible closure of Church Street on the 7th May – although this has not yet been agreed it will be discussed later.

23/040 Invitation to Cllr Peter Schwier, Essex County Council and Cllr Diana Garrod, Braintree District Council – Cllr Garrod summarised key issues, which are within her report (available on the PC's website and noticeboard.

Cllr Schwier addressed the PC after item 23/041; With regard to the works at the Great Yeldham bridge, there is a delay on the completion date due to weather conditions and works required.

Finchingfield bridge consultation has closed now. ECC circulated a request to land owners to maintain their hedges, ditches and trees on the boundary of their properties. Streetlights are being replaced by LED lights, these take a few weeks to adjust and fall into the timer cycles. Increase in use of libraries. Levelling up report has been circulated. Pavement along Water Lane is pending property owners' agreement.

The meeting then moved on to item 23/042.

23/041 HM King Charles III Coronation - to hear progress and agree spending **Decision**

Cllr Mackenzie gave an update following the meeting on Monday 6th March. The current proposal includes a Street party to take place between 1pm & 3pm. Cllr Hexter found a schedule from the 1953 coronation and some of these games are going to be copied. The Moot Hall will be open on the Sunday with an exhibition. Residents and businesses who may be affected will be contacted and then Information will be shared on the PC Facebook and website pages, a dedicated page on the PC's website.

Volunteering day is on the Monday 8th May – where the PC could look at getting parishioners together to Form some working parties.

Perret's funfair has expressed an interest in running their fair over this weekend. The PC consider this is a Clash.

The PC then moved back to item 23/040 to hear from Cllr Schwier.

23/042 Steeple Bumpstead in Bloom – to hear progress and agree spending **Decision**

A bid has been submitted to BDC for planters at Moot Hall, Church Street and Claywall bridge, plants to Underplant trees, two flowerbeds on the verge of the cemetery. As part of the project compost and bulbs to be planted across the village.

The first application, for £5k includes guttering to the storage shed, water Butts, water bowser and thermal compost bins.

The second application includes ~£3k, wheelbarrows, gardening tools, lockable cupboard/shed to go inside The storage shed, compost and bulbs.

There is also a seed swap every Tuesday when the library is on. If the new planters have arrived by the Volunteer day this could be a good activity.

23/043 Camping Close regeneration – to review quotes and agree preferred options **Decision**

Cllr Mackenzie and the clerk have been obtaining quotes for benches and picnic tables and shared suggestions at the meeting, before seeking approval to apply for s106 funding.

Cllr Mackenzie proposed that the clerk will apply for £3178 s106 funds to purchase furniture as listed (appendix a) not including VAT, delivery or installation.



Clr Rust seconded and all voted in agreement. Further funds can be requested for bases, Clr Swaby will seek 3 quotes for bases.

Clerk to go ahead and purchase the replacement rope to fit ourselves at a cost of £64 and a cage for the new oak tree the OSWG will Continue to seek quotes for the replacement slide, flooring and sleeper style edging and replacement notice boards.

23/044 Tree Maintenance – to agree relevant quotes Decision

Quotes received from Treeworx for 2 separate jobs coming to £860, these are items that were raised on the tree survey. Clr Rust Proposed to approve for the works to be undertaken, Clr Mackenzie seconded, a vote was held and although it was not unanimous it was carried.

23/045 Planning Applications

New Applications

Validated Planning Applications

Number	Address	Details	Status
23/00204/TPOCON	Congregational Church, Chapel Street	Notice of intent to carry out works to trees in a Conservation Area:- Bramley Apple Tree -Removal of lowest limb back to trunk , thin out canopy to open up crown and reduce overall canopy by 2 metres. Remove any dead wood.	Pending
23/00392/LBC	5 Church Street	Removal of internal existing flat ceiling, insulation to existing pitched roof and replacement of external roof materials to entrance hall	Pending
23/00464/HH	31 Blois Road	Erection of garage/workshop	Pending

No comment from the PC on any of these applications.

Decisions

Validated Planning Applications

Number	Address	Details	Status
23/00040/TPOCON	3 Church Street	Notice of intent to carry out works to trees in a Conservation Area: Front Garden -and rear garden	Granted
23/00120/TPOCON	The Red Lion , 8 Church Street	Notice of intent to carry out works to trees in a Conservation Area: 1-5 (Red Lion) -Crown reduction by 2m. 6 (45 Lion Meadow) - Crown reduction by 2m.	Granted
23/00128/TPOCON	22 Chapel Street	Notice of intent to carry out works to trees in a Conservation Area: 5No. Leylandii G1 - Pollard trees to a height of approximately 3 meters above ground level	Granted

23/046 Neighbourhood plan – standing item for any updates Information

The draft has come together and will go to regulation 14 shortly.

Clerk to create a page on the PC’s website for the Neighbourhood plan. A hard copy will available in the library and hopefully other locations in the village.

23/047 a. Financial Matters - To note receipts and approve upcoming payments Decision

Clr Borges to proposed to approve the payments in appendix b, Clr Rust to seconded and all voted in agreement.

b. Local Council Awards / Quality Status - to provide a summary of actions Information

It would be realistic to apply for either the Foundation or Quality level towards the end of next year. There’s a £50 registration fee and three intakes each year (Jan, May and September).

There are things to do in preparation, 1. Elections, 2. Get Councillors to take up training 3. Review our policies and create an action plan and evidence file.

23/048 Clerks Report – update of actions and key communication Information

The Action list (appendix c) was circulated for updates.

23/049 Open Spaces –

Ivy has been severed from trees at the camping close as identified by the tree report. Report to go on the website. We need to keep a record of which trees have had attention and schedule the next set of quotes and work in. Clerk to arrange a zoom call for this purpose.



OTHER ITEMS FOR DISCUSSION

23/050 Tender for Grounds Maintenance – to set out a timeframe / next steps **Information**

Tender to be commenced shortly for the grounds’ maintenance contracts.
Ideally it would be in place for April, however, time is short and the process must involve certain steps. The clerk will start putting documents together and will need a ‘team’ for assessment, the OSWG will do this.

23/051 Planters sited – update on where the new planters have been sited **Information**

The second planter has been positioned by the Haverhill Road. A third will go on Claywall bridge and fourth opposite the cemetery.

23/052 Information Sharing

The Yellow Book article deadline is 17th March, next meeting is the annual village meeting.
Cllr Westrope – Moles on the camping close, Cllr Mackenzie – none, Cllr Borges – none, Cllr Hexter – Yellow Book article notes, Cllr Swaby – None, Cllr Hill -none, Cllr Rust – applied for a grant for work on the Footpaths and is watering the new Oak tree once a week.

23/053 Date of next meeting and Meeting Close - annual village meeting on Wednesday 19th April, then Annual Council meeting on 11th May
Meeting closed 22.18.

Signed by Chairman

Date

Actions

23/042	Cllr Barnes to liaise with the Village Hall Committee regarding some form of water harvesting options.	Chairman Cllr Barnes
23/042	Cllr Barnes to organise a volunteer’s day for Monday 8 th May.	Chairman Cllr Barnes
23/043	Apply for s106 funds	Clerk
23/043	Obtain quotes for bases for all the new benches	Cllr Swaby
23/043	Purchase new climbing rope	Clerk
23/046	Create a page on the website for the Neighbourhood plan	Clerk
23/049	Zoom call to update the progress on the tree survey	Clerk

Appendix a.

Chosen benches for Camping close and Humphrey’s meadow.

1 x Kings coronation bench @ £444 (Recycled furniture)

1 x accessible picnic bench (NBB) @ £567

2 x picnic bench (Fenton) for the camping close @ £290 each

1 x Balmoral bench (for along the churchyard wall) @ £499

2 x armless benches (NBB) to replace play area benches @£399 each

1 x Picnic bench (Fenton) for Humphrey’s meadow @ £290



Appendix b
Finance report

RFO (Finance) REPORT & payments list –8th February 23 -7th March

Upcoming Payments / Invoices pending (for approval):

March:
 £94.00 – Moot Hall additional meetings
 £29.28 – Clerks wages adjustment
 £77.69 (incl VAT) – replacement play rope from Playdale
 £7200 – Wynne Williams – Neighbourhood plan (£6k pre-VAT)

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 07/03/23

Current Account: £14,944.05
 Savings Account: £35,668.37
 Savings Account*: £36,649.55
Total £ 87,261.97

*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
 £1,099.09 – Tree Surveys and Maintenance

Recent actions / observations.

1. The clerk's payslips are coming through late at the moment, so an approximate figure and adjustment are being processed.
2. Bank reconciliations have been done for the first 3 quarters of the year.

Receipts		Payments	
February 2023			
	£ -	Npower	£ 58.12
		Moot Hall	£ 55.00
		Clerk phone	£ 5.00
		clerk wages approx.	£ 800.00
		NEST	£ 32.53
Sub-total	£0		£950.65
March 2023			
Bank Interest	£90.36		
Sub-total	£90.36		£0
TOTALS	£90.36		£950.65

Appendix c

Clerks Report / Actions update

In addition,

1. Parishioner communication regarding a very bright new LED light, causing an intrusion and not switching off, the parishioner is advised to wait until 8 weeks after installation at which point a deflector of sorts can be added if needed
2. New trees have been planted at North Crescent (by East Light Housing) they need to be watered, the OSWG keep an eye on them
3. Parish Council Street Cleaning Agreements reduction has been deferred to next year
4. Grant review forms completed for the Jubilee Grant
5. Parish Pathways SLA signed up to again
6. Emergency Plan public copy has been sent in to BDC.



Status	Date of meeting	Action Number	Details	Responsible person
complete	12/05/2022	22/060	Send email to Cllr Schwier to ask for an update on the pavement, re safety issue.	Chairman
in progress	12/05/2022	22/066 Item 3	Defer review of assets and asset register until New Year	clerk
complete	09/06/2022	22/080	Site the planters	Cllr Mackenzie
open	14/07/2022	22/097	Item 3. Schedule landscapes tender for the Autumn	Clerk
in progress	26/07/2022	22/114	Chase up Finchingfield rd 30mph limit	clerk
complete	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
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	Chairman
in progress	13/10/2022	22/145	Looking into maintenance work at the Bumpstead Brook and whether there are grants available.	Cllr Hexter
in progress	13/10/2022	22/146	Obtain new quotes for repairing the churchyard wall	Cllr Swaby
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. Look at replacement slide options	Cllr Mackenzie
in progress	10/11/2022	22/165	Item 4. Co-ordinate planting of 30 trees	Cllr Mackenzie
in progress	10/11/2022	22/166	Obtain 3 quotes for replacement notice boards	Clerk
complete	08/12/2022	22/179	Council to respond in writing to member of the public	Chairman / Clerk
closed	12/01/2023	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
open	12/01/2023	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
in progress	12/01/2023	23/011	Proceed with grant application for floral baskets. Purchases to be made by the Clerk, for VAT purposes.	Cllr Hexter
complete	12/01/2023	23/018	Send details and photos of flooding in the village / at the endway to Cllr Schwier	Cllr Mackenzie
closed	12/01/2023	23/018	Enquire with the first aid providers, requesting a quote for the Kings Coronation	Cllr Hexter
complete	09/02/2023	23/025	clerk to request street closure and set up page on the PC's website.	Clerk
complete	09/02/2023	23/027	Obtain 3x quotes for new benches / picnic benches plus concrete bases	Cllr Mackenzie
in progress	09/02/2023	23/027	Obtain 3x quotes for rubber chippings for the play area	Cllr Mackenzie
complete	09/02/2023	23/030	B. Defib at shop - Add article to the yellow book thanking the shop and Ian W and pointing out where the two defibs are located.	Cllr Hexter / Cllr Denning
in progress	09/02/2023	23/031	Obtain quotes for personalised Hi-Viz jackets (to say Steeple Bumpstead PC) and whether any work boots etc. are needed.	Cllr Rust
Complete	09/02/2023	23/032	a. write to the resident with the findings and offer to undertake some minor trimming to reduce the impact of the trees on a one-off, clerk also to obtain quotes for the work if the resident agrees.	Clerk
complete	09/02/2023	23/032	a. Liaise with SBWEG and send their email address to the clerk	Cllr Mackenzie
complete	09/02/2023	23/032	b. arrange WG to clear leaves and weed along with severing the ivy from item a.	Cllr Swaby