



STEEPLE BUMPSTEAD PARISH COUNCIL MEETING @ The Lecture Hall, Chapel Street, CB9 7DQ.

ON Thursday 11th November 2021 at 7.30pm

Chairman – Cllr Kerry Barnes

In attendance – Cllr Hexter, Cllr Swaby, Cllr Rust, Cllr Mackenzie, Cllr Hill & Cllr Borges.

Also present – Cllr Schwier & Cllr Garrod

Members of the Public – None

Clerk – Mrs Julia Howard

MINUTES

- 21/278 Welcome and to receive apologies for absence** - Apologies from Cllr Ian Westrope, and notification that Cllr Garrod will arrive late tonight. **Chairman**
- 21/279 Declarations of Interest** - Cllr Hexter declared an interest regarding 21/288 Schoolings. Cllr Hexter will not take part in any related discussion. **All**
- 21/280 To approve the minutes and for them to be ratified** (previously circulated) of the Parish Council meeting held on 14th October 2021. Cllr Borges proposed to accept these as a true record of the meeting, Cllr Hill seconded and all were in agreement. The chairman also ratified the decisions from the October meeting to co-opt the two new Councillors into position. **Chairman**
- 21/281 Question Time** - none **Chairman**
- 21/282 District Councillor's Report** (circulated and on the PC website) –Cllr Garrod was not present at this point in the meeting and so the PC returned to this item following Cllr Schwier's report 21/283. Covid19 in Essex is rising, Chelmsford is one of the highest 20, nationally. The hospitals in Suffolk have now cancelled any visitors as numbers rise. £74.6m is being spent on new developments including The Horizon120 and iConstruct and the pedestrianisation of Braintree town. Closure of the bridge outside the White Hart in Great Yeldham for approx. 20 weeks, in the spring, will have an impact on this area. Additional business grants are available from BDC, plus a cycle storage / parking grant is also available, for business park sites. Further discussion regarding the lay-by at the Cemetery, Cllr Garrod is also in support this project. The PC then moved on to item 21/284. **Chairman**
- 21/283 County Councillor's Report** – Cllr Schwier initially responded to the Parish Council's earlier email regarding moving a 30mph speed limit sign and advised this has been forwarded onto the County Council. Essex bus service improvement plan consultation expires soon, on 3rd December, ECC policy for active travel promotes the use of public transport. ECC are replacing streetlights with LED's, which saves money and is environmentally friendly. Safe roads – gritting maps are now online and if you sign up to the twitter updates you can get a daily update on this. ECC are working with Anglia Ruskin university re: bike use and are gathering data about how safe it is to cycle. Over 2000 drains were cleared in BDC last month, this is due to receiving better data about where the faults are and what the issue is. Drones are also being used for evaluation of problems too. 288 street lights were fixed and if they are old style lights, they are replaced by new LED ones. The annual budget plan is being looked at and it is expected there will be an increase, which they would aim to have a 3 year offer in place for, to create a more stable situation for residents by spreading the increase out. **Chairman**



Discussions followed relating to the streetlights and road signage / diversions when there are road works and signs not being collected promptly or at all. Cllr Hill asked about the lay-by by the Cemetery and an update was requested. Cllr Schwier advised that it appears that it has now been de-selected and is not going ahead. The explanation was that this is in part due to the cost and concerns around underpinning the wall by the cemetery. The chairman explained that this is very disappointing, as this leaves the village in the situation where there is nowhere for a funeral hearse to park currently. The Council is advised that we can re-submit our request. In the meantime, the PC can look at alternative ways to approach this rather than the LHP. Further discussions commenced about Poppy fields pavements/ footpaths.

- 21/284 Casual Vacancy** - The Parish Council has one casual vacancy, the official notice is posted on our noticeboards and website, and expires on 25/11. After which the Council will look to co-opt into this role. The vacancy is due to Cllr Fellows resignation last month. John had been on the PC for over 30years and has served this village substantially. He was involved in getting the village hall built and funded along with many other things. We thank John for all he has done and he will be missed from the Parish Council. The Chairman then moved on to item 21/295, with the recommendation to propose John for an Honours award. **Chairman**
- 21/285 Church Yard Wall** – this has been an on-going issue, which was put on ice due to Covid. There is a working group which the PC sits on and Cllr Hexter had already volunteered to join this working group prior to becoming a Councillor. Our Chairman will look to get the working group up and running again. Cllr Swaby will also join this working group. Cllr Hexter has already been looking into grants and other funding opportunities, including the Lottery National Heritage funds. **All**
- 21/286 Open Spaces** **All**
- Item 1. Leaf pickup from Horse chestnut trees on Camping Close** this is required each year to help reduce the effect of horse chestnut leaf minor and maintain tree health. We have had a quote through from Country Gardens, a second quote is to come from our Handyman. It has been discussed with the SB Environmental Group who are not able to assist at this point. The Steeple Wombles and / or Scout groups may be able to help and we will discuss this outside of the meeting. Further discussions around whether the PC can get a green waste bin for the leaves if we asked volunteers to lift them, Cllr Garrod advised this is unlikely.
- Item 2. Mole Hills at the Camping Close** there are new molehills. Looks like it was one mole, however it isn't interfering with the football pitch and it is hoped that the cold ground will make it leave / desist – as per advice from the specialist. We will wait for the Spring to make any further decisions, but review the situation regularly.
- 21/287 Christmas / Festivities** – The events working group and Clerk have been liaising on ways to create a safe Community focused event where people from all age groups could come together if they wish to, within the safe limits set by COVID. **Chairman**
- With this in mind we propose that there will be a Community Christmas Tree installed outside the Moot Hall, some wooden decorations provided to children in the village (via the school, pre-school, toddler group and social groups), which will be put on the tree once completed). The tree and lighting have been sourced via donations (tbc) and a budget of approximately £100 (under Section 137) is requested for decorations and mince pies / squash / refreshments (tbc), (there are no facilities to make tea and coffee at the Moot Hall).
- Timed power from the Moot Hall has been agreed and the tree will be installed in a weighted pot. There will be a risk assessment completed for this activity.



On Friday 3rd of December at 5pm the tree lights will be switched on and the Moot Hall will be open with some form of festive refreshment available. We would like people to gather outside, by the pub, observing Covid safety / distancing and enjoy the switch on. Or if preferred, visit at a later time and view the decorations and tree.

The Councillors discussed various aspects of this, including the location and type of tree, a vote was offered but not proceeded with and the proposal was accepted including the virement of £100 from the contingency fund into section 137 budget). We will review it and make changes for the following year.

21/288

Planning - Full details can be found on the Braintree District Council Planning Portal.

All

Item 1. Planning Applications – Received as at 4/11/21

21/03148/TPOCON - 28 North Street, Steeple Bumpstead – Notice of intent to carry out works to trees in a conservation area – Recommend refusal due to lack of information / justification.

21/03224/COUPA - Upper House Farmhouse Sturmer Road Steeple Bumpstead - Prior approval for the change of use of agricultural building to a dwelling house (Class C3), and for associated operational development - Change of use to 1no. residential dwelling. – **for information only, this is for prior approval.**

2 additional applications came through since the agenda was written, these were also noted at the meeting as follows.

21/03336/HH - 5 Church Street *Removal of existing utility area, erection of single storey cross-wing extension, conversion of existing barn to create home office/workshop, removal of 2No. existing sheds, erection of single-storey outbuilding, reconfiguration of car parking area.* Recommend refusal due to Grade II* status and concern about the change to the footprint of the building and the size of the addition. **UPDATE POST MEETING: further information re: consultation of Historic England has led the PC to remove the refusal and opt to not comment.** 'The planning group were concerned about the extended footprint of the new kitchen and initially considered recommending refusal, but in light of further information, now wish to make no comment'.

21/03305/TPOCON - 15 Church Street *Notice of intent to carry out works to tree in a Conservation Area - Lime - diseased limbs to be removed down to living base. The tree is alive at the base and on some younger limbs so the four diseased limbs will be removed with the rest maintained.* Recommend approval

Item 2. Planning Applications – Decisions made by Delegated Powers as at 4/11/21 for note and ratification. - NONE

Item 3. Planning Applications – To note any decisions received as at 04/11/21

21/01540/FUL | Construction of 9 No. dwellings, new access from Helions Road and associated development. | Land North of Helions Road Steeple Bumpstead Essex CB9 7DU **Status – Approved at Committee.**

21/02888/HH - Schoolings, 20 Church Street, Steeple Bumpstead - Alterations to 21/01521/HH reduction in size of proposed new shed/workshop and relocation of existing shed adjacent to the new building. **Status - Approved.**

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**

21/02770/TPO – 39 Chapel Street, CB9 7DQ. Notice of intent to carry out works to 3 trees protected by Tree Preservation Order 26/89 - G1 one of which over hangs on the drive and cars which is causing damage to the cars - Lime **Status - Permitted**

21/02827/TPCON – 39 Chapel Street, CB9 7DQ. - Notice of intent to carry out works to trees in a Conservation Area – to significantly reduce the size of 13 trees up to the height of 2.5 metres, trim the top slightly to make them look even - these are tall Conifers **Status - Permitted**



21/02541/FUL - Land At 16 Church Street, Church Street. Demolition of existing outbuilding and erection of 1No. 3-bedroom dwelling house. Alterations to existing site access.
Status - Pending Consideration.

Item 4. Neighbourhood Plan (standing Item) – we have applied for funding, which was agreed in principle, however we can't receive the new funding until any surplus funds and there is a disagreement on the amount. Therefore, a new completion report is required.

Action Chairman

Chairman

21/289 Finance and Administration

All

Item 1. Accounts for Payment – (previously circulated and appendix a.) An update of the accounts was shared, Cllr Swaby proposed to accept these Cllr Rust seconded, and all were in agreement.

Item 2. Clerks report – Previously circulated and appendix a.

Item 3. Budget Update – shared on screen and discussed. In preparation for the annual budget setting in the coming months.

OTHER ITEMS FOR DISCUSSION

21/290 Footpaths / PROW and Mapping – Cllr Rust shared an update. He has undertaken a first aid course, so that he can take volunteers with him to replace posts. The footpath near Devil's Grove has had its bridge replaced by Highways. The three others reported have not yet been repaired. Footpath 11, by the Endway bridge, has been inspected and awaiting a decision - It was reported with a concern that it may have moved. Most of the paths North, the circular walk etc, have had their posts straightened and new way markers have been put up. Cllr Rust has applied to replace 10 posts, which the working group will undertake after a survey by ECC.

Cllr Rust

Cllr Rust is also working on content for a footpaths section for the website, and is planning a boxing day walk.

Walton's lane, is a permissive path, where the land owner has given permission to walk along this path. The farmer had put a gate at either end, potentially blocking the route. Highways are involved in looking into this with the Parish Council. The PC will look to speak to the farmer to see if any issues can be resolved.

21/291 Crime Reports – there have been some recent break-ins to parked vehicles in the village, be vigilant, check your CCTV, the police would be interested in any footage.

All

21/292 BALC meeting – the BALC meeting on 7th October was informative in particular someone spoke about section 106 money, and some of the hurdles to be prepared for in order to get the most out of this funding.

Chairman

21/293 Village Phone Box, recently used as a library – BT attended to do some maintenance / upgrades to the wiring and was not happy that it has been used as a community library. Our village handyman kindly came to the rescue and safely removed the books to allow the engineer to work. Approx. 200 books were removed and placed into storage.

All

21/294 Meeting Venues – at present we are meeting in the Lecture Hall to enable better social distancing, it also allows us to be more environmentally friendly and modernise by using a projector, which the Moot Hall doesn't allow for. Due to time, we couldn't discuss this any further.

All

21/295 Essex Honours Programme – The Essex Honours Programme is an initiative headed by Her Majesty's Lord-Lieutenant of Essex, Mrs Jennifer Tolhurst, to help recognise more Essex people and volunteer groups for honours and awards. As recorded in item 21/284 the Parish Council would like to nominate Cllr John Fellows if we are able to do so.



- 21/296 Queens Jubilee** – as we are short of time tonight, an update will be circulated by email and this item will be added to December agenda. **Cllr Mackenzie**
- 21/297 Yellow Book** – article deadline is 15th November, Cllr Hexter has this in hand.
- 21/298 Remembrance Parade Sunday 14th November** – We will be gathering at the war memorial from 10.30am. Reverend Jonathan Lowe and Cllr Westrope have taken care of plans for the parade and service. **Cllr Westrope**
- 21/299 Information Sharing** – items for future meetings / information only **All**
 Cllr Swaby – drainage concerns at Poppyfields, Cllr Hexter – none, Cllr Borges – none, Cllr Hill – has updated our action plan items, and 1 tree is being planted by Mr Fellows, Cllr Rust – none, Cllr Mackenzie – none.
- 21/300 Next Meeting** – Thursday 9th December 2021, 7.30pm venue tbc (due to covid restrictions we will review the location of the meeting each month). **Note**
- 21/301 Meeting Close** – The meeting was closed by the chairman at 22.11. **Note**

Signed by the Chairman

Date

Action 1	21/283 Look into alternative options for providing a lay-by at the Cemetery	Cllr Swaby and Cllr Westrope
Action 2	21/284 and 21/295 Nominate John Fellows for an Honours Award	Chairman
Action 3	21/285 Cllr Barnes to ask the working group to re-focus and restart, and to accept the two new members (Cllr Swaby and Cllr Hexter)	Chairman
Action 4	21/286 Look into alternative options to remove the leaves each year. Clerk speak to Matt at Treeworx, Chairman will contact wombles Ian Mack to ask the Scouts	Chairman, Cllr Mackenzie and Clerk
Action 5	21/287 Clerk to purchase and distribute decorations	Clerk
Action 6	21/287 Accept tree and lights and make arrangements for installation	Cllr Mackenzie
Action 7	21/287 advertise the Community Christmas Tree light switch on	Clerk
Action 8	21/288 item 4. submit updated spend report	Chairman
Action 9	21/290 Check insurance policy to see how far volunteers are covered, in addition to Public Liability.	Clerk
Action 10	21/290 Create a footpaths update for the Yellow Book article	Cllr Rust



Appendix a. Finance Update and Clerks Report



CLERKS REPORT –13th October 2021 – 9th November 2021

Receipts		Payments	
October 2021			
		E-On	£57.84
		Nest	£37.51
Sub-total	£0		£95.35
November 2021			
		HMRC	£24.79
		SBNN phone bill August	£10.00
		SBNN phone bill Sept	£10.00
		SBNN phone bill Oct	£10.00
		Country Gardens	£1806.00
		PKF Littlejohn - audit	£360.00
		Moot Hall - October	£55.00
		Lecture Hall booking October	£27.00
		Clerk Wages	£839.69
		Peter Hill Mileage @45p/mi	£44.55
Sub-total	£0		£3,187.03
TOTALS	£0		£3,282.38

Payments / Invoices pending:

JULY

£144 (+£10 Joining fee) – SLCC Membership

NOVEMBER

£12.46 – Web domain (clerk)

£122.40 Web premium plan (clerk)

£133.24 email accounts (clerk)

£100(approx.) - Christmas activities

£722.76 - Clerk wages

£2598.00 – Country Gardens

£27 – Lecture Hall

£10 – SBNN

£50 – Royal British Legion Section 137.

£70 – EALC – Budget/precept course Clerk

£72.60 - RCCE membership

£32.40 – Mileage Cllr Rust

December

£580.71 – Handyman

These payments are pending/ awaiting approval

Balances as at 9/11/21

Current Account: £26,387.46

Savings Account: £38,771.42

Savings Account*: £15,540.92

Total: £88,669.80

*Earmarked Reserves:

£4,218.97 – War memorial

£10,000.00 – Churchyard wall repair fund

£ 521.95 – Neighbourhood Plan grant

£ 800.00 – Steeple Bumpstead Neighbourhood Network

Clerks notes of interest:

The website is due for renewal this month. Cllr Rust has prepared new content which we are working on adding to the website, making it a great resource for residents of the local area.

The website has had an increase in visitors with most people accessing it via Google, and spending most time on the blog and councillor contact pages.