



STEEPLE BUMPSTEAD PARISH COUNCIL Meeting @ The Moot Hall
on Thursday 10th November 2022 AT 7.30pm

Chair – Cllr Jon Borges

Attendees – Cllr Swaby, Cllr Westrope, Cllr Mackenzie, Cllr Denning, Cllr Hexter, Cllr Rust.

Also present – Cllr Garrod and Cllr Schwier

Clerk: Mrs Julia Howard

Member of the public - One

M i n u t e s

As the Chair and Vice Chair are absent, Cllr Hexter proposed that Cllr Jon Borges would chair the meeting, Cllr Swaby Seconded, all voted in agreement and the motion carried

22/153 Welcome and to receive apologies for absence **Chairman**

Apologies from Cllr Barnes chairman of the Council and Cllr Hill vice chair of the Council

22/154 Declarations of Interest - none **Information**

22/155 To approve the minutes (previously circulated) **Decision**

Cllr Swaby proposed to accept the minutes as an accurate representation and Cllr Denning seconded, all were in agreement.

22/156 Question Time **Information**

A representative from the village preschool attended the meeting to explain the current situation, as they are in financial difficulties. There are only 11 children currently.

Cllr Garrod has raised this with BDC and looking into funds available to them.

Currently the preschool needs an additional £5k to enable them to run until January. Volunteers would be helpful if they can be used in place of staffing. They need additional paying spaces; the free space children are the only spaces being used currently. The preschool had a bad Ofsted report due to an admin error re: DBS, awaiting another assessment but this may take 3-6 months. The preschool is still looking at its options.

22/157 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's report has been circulated, and is on the website.

St Mary's Walk was missed on the channel sweeping route, the Clerk contacted Cllr Garrod who was able to get in touch with the correct department who have advised that it was missed due to cars parked restricting access, but the channel sweeper was sent back out.

Garden waste collections stop 21/11 and restart in February. The meeting then moved on to item 22/169 before returning to hear the County Councillors report.

Cllr Schwier addressed the PC, the County Council is currently looking into their budget, as is BDC, this is quite a difficult time. Currently spends £640m/year on social care, costs of tarmac, labour etc. is all increasing and therefore, increasing stresses. ECC are training retrofit engineers, to retrofit social housing, trying to improve the energy efficiency standards of housing. Free meals were funded for children during October half term again. Avian flu requires that birds are kept indoors. Information that is shared, largely is placed onto the PC's website. Cllr Schwier has some funds in his locality fund.

22/158 Pre-school Steeple Bumpstead Pre-school is in financial difficulty and risk closure, how can the PC assist. - as above **Decision**

Following on from item 22/156 The Preschool are struggling financially and worried they may have to close at the end of November/December unless they have a funding boost or additional sessions booked. They have set up a Go Fund me page gofund.me/026d1d9f for donations. Usually they would fund raise but over the last 2 years they haven't been able to. The PC Christmas event will have a raffle with proceeds to the preschool. The PC would like to support the Preschool should they ask for a grant, but would need to see some figures and information about how the money would help. (The PC have a draft Grant Policy) The Preschool could also apply for the locality fund Grant or Community Challenge fund, details sent to the Clerk by Cllr Schwier. The Clerk will forward this on.



Decision

22/159 Christmas Event update –

Details: Friday 2nd December from 5.30pm. Starting with children singing carols, then an address from the PC Chairman, and light switch on at 6.30pm. Followed by community led singing by the Cavell Choir. The Moot hall will be serving mince pies and squash and the raffle (in aid of the preschool) will be drawn in the Moot Hall at approx. 7.15 pm. Hot drinks and cakes will be served on the driveway of the old rectory raising funds for the church.

The expenditure to be approved is £51.82 – Christmas decorations, £74 – Christmas tree upgrade £30 – Christmas Lights, £45 – refreshments for xmas event and £50 – Hamper for Christmas Raffle Cllr Denning proposed to agree with the spending of £250.82 for the Christmas tree event Cllr Mackenzie seconded this. All were in agreement.

The PC have been successful in obtaining sponsorship and/or donations from several companies which will be listed and thanked at the next meeting. We are very grateful for all the support.

Cllr Swaby, Cllr Westrope, Cllr Mackenzie and Nigel Chapman are still working together on a long term electrical solution, which the PC are willing to contribute towards, currently there is around £200 available in the budget which can be used for the electrics, any additional costs would need to be budgeted into the next year as previously discussed.

Stewards will be needed for the evening – volunteers welcomed.

22/160 Water Lane/Poppy fields Development an update re: lack of a pavement **Information**

Chairman Cllr Barnes met with residents on 1/11/22 Some are reluctant to get involved others are keen to have a pavement, others were more concerned about the speed of vehicles and consider that traffic calming may be more appropriate. It seems further negotiation is required, perhaps an option to provide calming and a pavement combined. Cllr Barnes to follow up on this.

22/161 Planning Applications

New -

Validated Planning Applications					
Date validate	Number	Address	Postcode	Details	Status
19/10/22	22/02777/HH	4 Woolnough close	CB9 7BX	Single storey rear extension, rear dormer, infill rear and side window, enlarging of rear window, removal of front bay window, replace all windows and doors, replace garage door, replace soffits, fascia and guttering/downpipes.	Pending

This application was granted prior to the meeting

Decisions -

Validated Planning Applications						
Date validate	Number	Address	Postcode	Details	Status	PC Comments
18/9/22	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	Granted	no objection
12/9/22	22/02371/HH	Portobello House, 2 Chapel Street	CB9 7DQ	Erection of single-storey rear extension and refurbishment of existing rear cat slide roof.	Granted	no objection

22/162 Neighbourhood Plan – waiting for the landscape assessment to be put together before next steps.

22/163 Financial Matters - To note receipts and approve upcoming payments as circulated (appendix a) **Decision**

Cllr Rust proposed to approve the payments and accounts, Cllr Mackenzie seconded, all voted and were in agreement.

Budget Planning – for year 2022/23 – The clerk has been working on the budget and will liaise with the finance working group before circulating the budget proposal for next months meeting.

22/164 Clerks Report - To note updated actions and update outstanding items **Information**
See appendix b. There were several additional notes this month, which are recorded on the sheet.

22/165 Open Spaces -updates from open spaces groups **Information & Decision**

Item 1. Volunteers Needed – there are a number of volunteer tasks coming up incl. raking leaves, planting flowers, planting trees, watering trees and stewarding the Christmas event. It was suggested that the PC look to request volunteers to help, but decided that the open spaces group will do this on an adhoc basis.



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

Cllr Mackenzie has addressed the report and there were no outstanding urgent issues. There are many issues that need monitoring and the PC should budget to replace.

There is a damaged rope and swing at the play area – notice is up warning users, also been on website and FB page. A quote from Mortimer of £1140 to replace the rope. Play Dale have been asked to quote but haven't yet. The Clerk is to ask Wickstead to quote too. The PC is due some S106 funding soon. Roy proposed to use the S106 funding, Cllr Hexter seconded, all agreed. The Clerk will look to apply for the funding, there needs to be 3 quotes.

ROSPA reports bring up the disrepair of the slide each year. Cllr Mackenzie is to look into options and get quotes for next meeting.

Item 3. Village Tree Survey – to make a decision on which quote to accept

Caroline Hall quoted £750 complete, Shane Lanigan quoted £240 each site plus up to £60 / tree
Cllr Swaby proposed to accept the quote by Caroline Hall, seconded by Cllr Hexter, all in favour. Clerk to make arrangements.

Item 4. New Trees – 30 trees, ornamental cherry, silver birch and hornbeam have been delivered. SBWEG are happy to plant them, on the allocated site plan. Cllr Mackenzie to co-ordinate this. Cllr Swaby has got a quote for a bare large oak tree, approx. 15ft, £160 + delivery, this is to commemorate the Queen's jubilee. To be planted near the village hall.

Cllr Swaby proposed to purchase the tree from the tree account, Cllr Rust seconded, all voted in favour. Clerk and Cllr Swaby to liaise on ordering this in the name of the PC.

Item 5. Flower Planters – First one is being placed by the Moot Hall for the Christmas tree, The remaining 3 will be placed around the village. Plants until summer are included and then will need to be budgeted for.

22/166 S106 Monies – We will be able to access funding as part of the developments in the village the first £4k to be used by 2024, Clerk to get 3 quotes for replacement noticeboards. Cllr Mackenzie to get 3 quotes for a replacement slide. Then plan how best to use the larger sum. This will involve a project group and should include members of the village – Cllr Hexter to put a notice in the YB article, clerk to set up an email address for this purpose. Anything to be claimed must be on the BDC open spaces action plan, which is open this month for amendments.

OTHER ITEMS FOR DISCUSSION

22/167 Remembrance Parade – The village parade will go as usual, starting at 10.45am. A Silent soldier has been installed by Roy, on the village sign. Poppy wreath donation of £55 to be made.

22/168 Highways Survey update – Cllr Ian Mackenzie and Cllr Ian Westrope updated the Council and it was noted they have done a fantastic job on surveying the roads of the village. This has been done, but needs sending to ECC or inputting on to the web portal, there are 50 photos, clerk has been in touch with Cllr Schwier who still has some priority spaces for urgent potholes. Cllr Westrope to identify the priority cases and the clerk will forward the information to Cllr Schwier.

22/169 Solar farm proposal – This item was addressed directly after Cllr Garrod's report in item 22/157 update following information meeting with Lanpro representatives for the proposal. Cllr Hexter gave a summary of the meeting and information that was given. There are concerns about flooding and loss of farmland. Until there is a planning application the PC are not able to either support or object to the proposal. The clerk has requested a copy of the slides to circulate. The meeting then resumed with item 22/157 and Cllr Schwier's report.

22/170 Landscapes tender – for information, this has been postponed until spring. The Clerk is having training in February so will do the tender after the annual audit

22/171 Event Planning – Kings Coronation 6th May 2023 – The PC need to budget for this. Suggestion to have a coronation lunch street party 12-6pm on Bank Holiday Monday, with a vintage car show, perhaps a dog show on the Sunday, perhaps on Saturday doing a best dressed house / scarecrow competition again.

There is a suggestion to put £2k into next year's budget. The first meeting will take place in January and volunteers will be needed. A road closure will be required.



- 22/172** **Yellow Book Deadline** – 18th November. To include Boxing Day walk. Cllr Hexter to draft the article and sent to the Clerk for submission.
- 22/173** **Information Sharing** – Cllr Swaby – none, Cllr Westrope – none, Cllr Denning- none, Cllr Hexter – library still not open, waiting for improved equipment, Cllr Mackenzie – none, Cllr Rust – keeping an eye on footpaths, cleared vegetation on the bridge and some trees fallen on the footpaths, and has a broken post to replace. Cllr Borges – none.
- 22/174** **Next meeting** – 8th December.
- 22/175** **Meeting Close** – 9.50pm

Item	Details	Who
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
22/165	Item 2. Look at replacement slide options	Cllr Mackenzie
22/165	Item 3. Instruct Caroline Hill to undertake tree survey	Clerk
22/165	Item 4. Co-ordinate planting of 30 trees	Cllr Mackenzie
22/165	Item 4. Purchase English Oak tree as displayed at PC meeting	Clerk
22/166	Set up email address for village regeneration emails	Clerk
22/166	Obtain 3 quotes for replacement notice boards	Clerk
22/166	Add information to the Yellow Book to ask for parishioner's views on how the money should be spent	Cllr Hexter
22/168	Identify priority potholes	Cllr Westrope

Signed By Chairman.....
 Date

Appendix a. Finance report



RFO (Finance) REPORT & payments list –13th Oct – 8th November 22

Upcoming Payments / Invoices pending (for approval): November

£1806.00 – Country Gardens
 £45.82 – Christmas decorations (clerk)
 £6.00 – large decorations (clerk)
 £74 – Christmas tree upgrade
 £30 – Christmas Lights
 £45 – refreshments for xmas event
 £50 – Hamper for Christmas Raffle
 £158.40 - Wix email accounts (clerk)
 £12.46 - Wix website domain (clerk)
 £88.95 – Viking
 £108.00 – Tendering course (clerk)
 Backpay £1/hr
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

Account Balances as at 8/11/22

Current Account: £25,550.12
 Savings Account: £35,537.29
 Savings Account*: £38,050.46
Total £99,137.87

*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. £200 was vired from general savings into the current account as agreed in October.

Previous Payments as per the Bank Statements

Receipts		Payments	
October 2022			
	£ -	Nest	£ 45.00
		Npower	£ 66.40
		HMRC employer contributions	£ 22.95
		Phone contribution clerk	£ 5.00
		The Moot Hall Charity	£ 55.00
		Handyman	£ 580.71
		Silent Soldier (clerk)	£ 200.00
		Country Gardens	£ 1806.00
		Mileage (clerk)	£ 64.80
		Training (parish online)	£ 15.00
		Training (overtime, clerk)	£ 171.38
		Wages, Clerk	£ 744.15
Sub-total	£0		£3,776.39
November 2022			
	£ -		£ -
Sub-total	£0		£0
TOTALS	£0		£3,776.39

Please note, the FSCS limit is £85k in any 1 account or bank, the PC accounts are currently above 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. Clerks report on actions

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. Pavement on LHP list for Sept 22 Cllr Schwier to meet with Kerry on site, 08/9/22
open	12/05/2022	22/066 Item 3	Defer review of assets and asset register until November/December	clerk	To be reviewed in Nov/Dec
in progress	09/06/2022	22/080	Site the planters	Cllr Mackenzie	Need a suitable vehicle to move the filled planters. 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	Deferred until 2023 as awaiting training
in progress	26/07/2022	22/114	Chase up Finchingfield rd 30mph limit	clerk	clerk has completed a new LHP request and sent to Cllr Schwier
in progress	26/07/2022	22/115	Clerk to move forward with the defib grant paperwork	clerk	Grant has been agreed. Clerk has submitted paperwork to receive funding and awaits a reply.
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	clerk has completed a new LHP request and sent to Cllr Schwier
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	
open	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	Cllr Barnes	
open	13/10/2022	22/145	Looking into maintenance work at the Bumpstead Brook and whether there are grants available.	Cllr Hexter	
open	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	

Additional notes of interest:

1. Request from resident to add handrail to steps by poppy fields (Cllr Rust investigated and made request to ECC)
2. Report of armchair dumped in Bumpstead Brook (reported to BDC)
3. Complaint that Channel Sweeping missed St Mary's Walk (reported to Cllr Garrod)
4. Concerns raised about additional telegraph poles being situated near poppy fields, causing concerns to resident. Resident has contact Troy home directly.