



**Members of the Council are hereby summoned to attend the  
STEEPLE BUMPSTEAD PARISH COUNCIL Meeting @ The Moot Hall on Thursday 9<sup>th</sup> February 2023  
AT 7.30pm**

**Chairman:** Cllr Peter Hill

**Attendees:** Cllr Borges, Cllr Mackenzie, Cllr Rust, Cllr Swaby and Cllr Hexter

**Clerk:** Mrs Julia Howard

**Members of the Public:** none

**Minutes**

- 23/020 Welcome and to receive apologies for absence** **Chairman**  
Apologies received from Cllr Barnes, Cllr Denning, Cllr Westrope, Cllr Garrod and Cllr Schwier.
- 23/021 Declarations of Interest - none** **Information**
- 23/022 To approve the minutes of the last meeting** held in January. Cllr Swaby proposed to accept the minutes as a true reflection of the meeting and actions, Cllr Hexter seconded and all voted in agreement. **Decision**
- 23/023 Question Time - none** **Information**
- 23/024 Invitation to Cllr Peter Schwier, Essex County Council and Cllr Diana Garrod, Braintree District Council** to address the meeting on matters of mutual interest.  
- none, however district Councillor's report is on the PC's website and noticeboards.
- 23/025 HM King Charles III Coronation - to hear progress and agree spending** **Decision**  
The first meeting was held on 6<sup>th</sup> February and has produced a draft schedule of events. Groups across the village will be getting involved. Further information to follow. The PC's events will run from 1pm – 7pm on the Sunday, including a street picnic, games, the Cavell Choir are planning to sing and the Primary school is arranging for the children to do Maypole dancing, other things will be going on across the weekend. A page will be set up on the PC's website.
- 23/026 Steeple Bumpstead in Bloom – to hear progress and agree spending** **Decision**  
Cllr Hexter is still in touch with BDC regarding this however they have not defined the grant monitoring and application form. The planter outside the Moot Hall has been planted up by Cllr Hexter, it will have a different display in time for the Kings Coronation.
- 23/027 Slide replacement – to review quotes and agree preferred option** **Decision**  
Three quotes have been received all around £6500, and it is not possible to get a slide quite as tall as the current one for safety reasons. The quotes are above the current s106 grant funding amount. The PC agree to put the slide on hold and look at the next items on the action list, Cllr Mackenzie to obtain quotes for benches with concrete bases, both wooden and recycled materials options and quotes to replace wood chips with rubber chippings for the open part of the play area. Three quotes required.

**23/028 Planning Applications**

**New Applications**

**Validated Planning Applications**

Number	Address	Postcode	Details
23/00120/TPOCON	The Red Lion , 8 Church Str	CB9 7DG	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.
23/00128/TPOCON	22 Chapel Street	CB9 7DQ	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
23/00040/TPOCON	3 Church Street	CB9 7DG	Notice of intent to carry out works to trees in a Conservation Area: Front Garden -and rear garden

All three are for maintenance to trees, the PC has no comment on any of them



**Decisions**

**Validated Planning Applications**

Number	Address	Postcode	Details	Status
22/02516/HH	22 Church street	CB9 7DG	Erection of single-storey side extension and replacement windows and door	Granted
22/03098/LBC	Fox And Hounds 3 Chapel Street S	CB9 7DQ	Reclad existing corrugated metal roof sheeting with matching corrugated meta	Granted
22/03188/HH	48 Water Lane Steeple Bumpstead	CB9 7DS	Erection of single-storey rear extension with ramped wheelchair access.	Granted
22/03173/SCR	Rowley Hill. Land Off Hill Lane Sturmer Essex		Town & Country Planning Act 1990 (as amended), Town & Country Planning (Environmental Impact Assessment) Regulations 2017 - Screening Request (Regulation 6) - Ground mounted solar farm and associated infrastructure, including energy storage, access and cable route	Adopted
22/03202/PLD	41 the endway	Cb9 7DW	Single storey rear extension	Granted
22/03378/TPOCON	Congregational church	CB9 7DQ	Notice of intent to carry out works to trees in a Conservation Area - Pollard 2N	Granted
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	Granted

**23/029 Neighbourhood plan – standing item for any updates Information**  
 No further update

**23/030 a. Financial Matters - To note receipts and approve upcoming payments Decision**  
 The clerk has requested Simpson accountancy for the annual audit again this year, the external auditor has been confirmed as PKF Littlejohn again.  
 Cllr Rust proposed to accept the financial statement (appendix a) and approve upcoming payments, Cllr Mackenzie seconded this and all voted in agreement

**b. Grant Applications – to update on current applications Decision**  
 A Grant Application from the village Preschool has been received, but not reviewed yet as awaiting financial information and official quotes.

This year the PC adopted a Grant awarding policy following the request, from Cllr Westrope and the Village Shop, to assist and support the purchase of a Defibrillator for village use.  
 The cost of the Defib was £1745+VAT, an ECC grant of £600 (administered by the PC) was paid towards the purchase cost of the Defib, plus £385.59 was paid from the PC's contingency fund in support of the project. The remaining amount was covered by the Village shop, Cllr Westrope and any fund raising or donations received by them. The PC are grateful to the Village Shop for housing the Defib and committing to its ongoing upkeep, we understand having a defib at each side of the village is a great resource and potential life saver.

**23/031 Clerks Report – update of actions Information**

The current actions list was shared (appendix b).  
 Additional notes include; Yellow Book delivery update – Gloria Mackenzie has volunteered to do John F's YB route and Cllr Hill is taking on Poppy Fields development.

The open spaces action plan was updated by the clerk to include signage  
 The public paths partnership work plan document has been sent to the clerk asking about planned projects for the coming year and what supplies may be required. Cllr Rust to look at personalised hi viz jackets (to say Steeple Bumpstead PC) and whether any work boots etc. are needed.

**OTHER ITEMS FOR DISCUSSION**

**23/032 a. Tree survey – an update from the tree survey on 16<sup>th</sup> January Information**

The village tree survey was done and there are a number of actions, which the open spaces WG will schedule, mostly severing of Ivy – volunteers to assist will be welcomed.  
 The survey also reported on the trees to the rear of a resident's home, the resident had previously been in touch with the PC regarding these and although the arborculturalist didn't recommend any reduction in the height of the young trees the PC may wish to reduce the bulk of the trees. Cllr Mackenzie proposed that the PC arranges and pays for a one-off visit to trim the trees, Cllr Hexter seconded, all voted and the motion was carried. The clerk will 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.



Mackenzie to liaise with SBWEG to see if they would like to assist with the ivy severing etc. and forward the clerk their email address for circulation of the tree report.

**b. Leaf Clearing** – leaves need clearing from the Camping close

**Decision**

Fallen leaves on the camping close carpark are looking untidy and are a potential slip hazard. The edges of the play area also needs weeding. The open spaces working group are going to combine these with the Ivy severing, Cllr Swaby will lead in arranging this. Cllr Mackenzie to liaise with SBWEG

**23/033 Solar Farm Proposals** – sharing details of recent pre-proposals

**Information**

Wixoe have been approached about a huge solar farm proposal. Cllr Mackenzie attended the meeting and fed back, it is a very large site, there is no benefit being given back to the community (i.e., similar to the S106 funds) or reduction in energy bills. The clerk has asked BDC about the influx of Solar proposals and whether the planning department has a view on them in general – awaiting a response.

**23/034 Information Sharing** – Cllr Mackenzie – road closed signage has been left in the village, clerk to ask Highways / Ringway Jacobs team to collect signs, Cllr Borges – queried whether planning responded to the PC’s query about the 20m tree reduction which has now been approved, no response was given, Cllr Rust - Waltons lane permissive route put to the owner of the land, awaiting a response, Cllr Swaby – power cut from 31<sup>st</sup> Jan has been postponed to 19<sup>th</sup> February. Oak tree is waiting to be planted and safe currently, but needs the group together to get it planted, Roy, Colin and Ian to get it planted ASAP (Sunday 11am). Queens Green Canopy plaque has arrived, and suggested an official unveiling on or around the Queens birthday 21<sup>st</sup> April, can be tied in with the annual village meeting on 19<sup>th</sup> April. Cllr Hexter – queried whether there space for a water bowser in the football equipment shed and was advised there is.

**23/035 Date of next meeting and Meeting Close**

Next meeting is 9<sup>th</sup> March. Meeting closed at 21.48.

Signed by Chairman .....

Date .....

**Actions:**

Item	Details	Who’s responsible
23/025	clerk to request street closure and set up page on the PC’s website.	Clerk
23/027	Obtain 3x quotes for new benches / picnic benches plus concrete bases	Cllr Mackenzie
23/027	Obtain 3x quotes for rubber chippings for the play area	Cllr Mackenzie
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
23/031	Obtain quotes for personalised Hi-Viz jackets (to say Steeple Bumpstead PC) and whether any work boots etc. are needed.	Cllr Rust
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
23/032	a. Liaise with SBWEG and send their email address to the clerk	Cllr Mackenzie
23/032	b. arrange WG to clear leaves and weed along with severing the ivy from item a.	Cllr Swaby



## Appendix a.

### RFO (Finance) REPORT & payments list –11<sup>th</sup> Jan – 7<sup>th</sup> February 23

**Upcoming Payments / Invoices pending (for approval):**  
February:  
none

**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:	£15,944.70	
Savings Account:	£35,577.61	
Savings Account*:	£36,649.55	
<b>Total</b>	<b>£88,171.86</b>	
*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.**

- £1400.91 has been transferred from the Tree Surveys and Maintenance ear marked account (£195.92 – Oak tree, £1050.00 – tree survey, £154.99 tree canopy plaque) leaving a balance of £1,099.09.
- The clerk's payslip was late, therefore an estimated figure of £800 was paid, and an adjustment for the balance paid at a later date (£29.48)
- Simpson Accountancy has agreed to undertake the Internal Audit for SBPC again this year.
- PKF Littlejohn has been reappointed as external auditor.

Receipts		Payments	
<b>January 2023</b>	£ -		
		Npower	£ 60.06
		Ashridge nurseries large oak tree	£ 195.92
		country gardens	£ 360.00
		SLCC Membership	£ 146.00
		EALC Election briefing (5363912509)	£ 54.00
		Moot Hall	£ 55.00
		Clerk phone	£ 5.00
		quarterly mileage (clerk)	£ 64.80
		clerk wages estimated.	£ 800.00
		Westrope Motors Grant from PC for Defib	£ 385.59
		The Queen's Green Canopy Plaque	£ 154.99
<b>Sub-total</b>	£0		£2281.36
<b>February 2023</b>			
		NEST	£ 33.80
		Caroline Hall Arborculturalist Tree survey	£ 1,050.00
		clerk wages adjustment	£ 29.48
<b>Sub-total</b>	£0		£1113.28
<b>TOTALS</b>	<b>£0</b>		<b>£3,394.64</b>

## Appendix b

Action Number	Details	Responsible person	action complete y/n?	Reported at a meeting? y/n	Date	Follow up? up?	Follow up date	NOTES
22/060	Send email to Cllr Schwier to ask for an update on the pavement, re safety issue.	Chairman	y					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 - Kerry to update
22/066 Item 3	Defer review of assets and asset register until New Year	clerk				y	October	Clerk has started cataloging assets.
22/080	Site the planters	Cllr Mackenzie						1 is now sited outside Moot Hall
22/097	Item 3. Schedule landscapes tender for the Autumn	Clerk						Deferred until 2023 as awaiting training
22/114	Chase up Finchingfield rd 30mph limit	clerk			Nov-22			clerk has completed a new LHP request and sent to Cllr Schwier applying for grant from BDC, will be putting planters on railings too. Combined with action 23/011
22/142	Look at locations for a memorial flower bed & look into grants that may be available for it too	Cllr Hexter						
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						
22/145	Looking into maintenance work at the Bumpstead Brook and whether there are grants available.	Cllr Hexter						working on this
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
22/146	Contact the Police department to arrange repairs to the old lockup	Cllr Hexter						
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
22/165	Item 2. Look at replacement slide options	Cllr Mackenzie						Quotes have been requested
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
22/166	Obtain 3 quotes for replacement notice boards	Clerk						Quotes have been requested
22/179	Council to respond in writing to member of the public	Chairman / Clerk						Clerk and Chair discussed this, chair has now drafted a reply for the clerk to add to and send. Clerk also to raise with Cllr Schwier re: flooding.
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 for floral baskets. 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	y			n		Completed
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						