



STEEPLE BUMPSTEAD PARISH COUNCIL MEETING @ The Lecture Hall

ON Thursday 10th JUNE 2021 at 7.30pm

MINUTES

Chairman: Cllr Kerry Barnes (Chairman)

Present: Cllr Hill (vice chair), Cllr Girvan, Cllr Mackenzie, Cllr Fellows, Cllr Borges,

Also in attendance: Cllr Schwier & Cllr Garrod.

Parish Clerk: Julia Howard

Members of the public: One

- 21/196** Welcome and Apologies – The chairman opened the meeting and welcomed all to the first face to face meeting since March 2020. Covid safe practices were in place. Apologies were received from Cllr Irwin and Cllr Rust.
- 21/197** Declarations of Interest - None
- 21/198** Minutes of the last meeting (previously circulated) – one amendment required (21/188 correct Cllr Hill to Cllr Mackenzie)
Cllr Mackenzie proposed to accept these as a true account, Cllr Hill seconded, all were in agreement.
- 21/199** Question Time- Query from the Member of the Public (MOP) over why emails sent to a Parish Council Councillor were circulated to three other people, two being PC Councillors and the other being the PC's Clerk. The MOP also asked what the PC's data protection policy is. The Chairman has advised that he will formally respond in writing and agreed this will be sent by post, rather than as an email. The MOP agreed that a posted letter would be preferred.
A written response was sent to the MOP, dated 24th June.
- 21/200** District Councillor's Report (see appendix a) – Cllr Garrod referred to her report and also highlighted that the District Councillor Grants are available again, with £1500 being available this year for groups, targeted primarily at covid recovery.
Further discussions around planning and housing supply, leading on to the Neighbourhood plan and a recommendation that the Dedham Vale AOB has a dedicated officer who may be able to offer advice as the PC progresses its Neighbourhood plan.
- 21/201** County Councillor's Report – Cllr Schwier introduced himself to the meeting and was warmly welcomed. He informed the PC that he resides in Great Maplestead and is the elected County Councillor for our area and sits on the Highways board*, he informed us that ECC has around 5000miles of road, 4000miles of Public Rights of Way (footpaths) including some shared with cycle paths. Essex is a rapidly growing County, and with ports and property building, there is a significant number of HGV's passing through the county.
He provided some updates regarding the Climate Change Commission which was set up by ECC to look at formulating a plan on how to challenge climate change and become a 'greener' county. The initial report is due in late July 2021 and from there ECC will structure a plan.
Along with the above, Cllr Schwier is also on the Planning and Licensing board.
Cllr Garrod asked for an update on the Local Plan and was advised that part 2 is due at the end of the year, though there may be a little slippage.
*Please always use the ECC Portal for raising Highways issues in the first instance, as this will be more direct and faster than going through the County Councillor.
- 21/202** Steeple Bumpstead Doctor's Surgery – The clerk has written to Unity on several occasions and invited them to attend a zoom meeting, which was declined. This month an update was received, which merely advised that there are no plans at present to re-open the village surgery.
- 21/203** Planning & Consultations
ITEM 1. Applications / Decisions
21/01624/OUT - Land North Of, Blois Road- The PC object on the basis that this in Employment/ Industrial land and would need a change of usage. It would be a shame to lose the opportunity to housing instead. The application is for 2 houses.
21/01183/COUPA – Maltings Poultry Farm
21/01540/FUL - Land North of Helions Road – The PC will not object but will comment to state the option proceeding was not the PC's preference, nor the developers. The



development now spreads further outside of the village envelope, the properties are all larger properties (3&4 bed) and several are 3 storeys high, which is not in keeping with the village, however the height may be similar to others given the landscape. Yellow bricks are also not used in the village.

21/01521/HH - Schoolings, 20 Church Street – No objection. This is within a conservation area, but there is no objection to the application.

20/01758/HH – 20 Chapel Street, notification of appeal – N/a, this is for information.

21/01274/HH - Springside, Old Hall Road – Concerns that the residents have built over the ditch. However, no objection to the current application.

21/01709/TPOCON – 39 North Street – application to remove 5 trees in the conservation area. There is no explanation as to why this would be necessary or whether they would be replaced. PC to comment as such.

ITEM 2. Neighbourhood Plan – The PC is awaiting the 2nd tranche of funding and ready to progress to Regulation 14 stage, which requires the appointment of an official person/ officer – this is why the funding is required to progress any further. Chairman Cllr Barnes to follow up on the funding application.

ITEM 3. Longfield Solar Farm Survey – There is a public consultation underway for this large solar farm located between Braintree and Chelmsford, on farmland North east of Chelmsford and north of the A12 between Boreham and Hatfield Peverel. Consultation dates are 1/6/21 – 13/7/21 on their website <https://www.longfieldsolarfarm.co.uk/>

ITEM 4. Active Travel Essex Consultation – Essex County Council has been working with district, borough and city councils and local community and accessibility groups to create a partnership known as Active Travel Essex. Our plan is to re-allocate road space to make more room for everybody to safely and efficiently walk and cycle in five Essex towns - Braintree, Brentwood, Chelmsford, Colchester and Wickford. As more people take up walking and cycling and avoid using their cars for short trips, it will mean fewer vehicles on the road and ease congestion for those who have no alternative but to drive, making their journeys more reliable and efficient. To have your say please visit the website.

<https://www.essexhighways.org/active-travel-fundhighways.org>

21/204

Finance and Administration

ITEM 1. Clerk's report – see appendix b. There is a significant number of pending payments, many of which relate directly to the contracted training of the clerk and are listed for the purpose of approval prior to spending. The Churchyard wall fund is now set up as a separate reserved fund. The PROW invoice has been submitted this month, which will bring in funds for maintaining the footpaths.

Cllr Hill proposed to accept this as an accurate account and Cllr Girvan seconded.

ITEM 2. Training – The clerk is due to commence CiLCA training next month and has undertaken/booked an additional 21 hours of training in preparation. There is a training fund set up for this purpose.

ITEM 3. Insurance Renewal – The annual renewal is due this month, the clerk will confirm that it is sufficient to cover the additional new play equipment installed recently.

ITEM 4. Adoption of Policies – the policy working group has been working to update, create and renew policies, which are being approved at each meeting. This month, Document Management, Freedom of Information and Data Protection / GDPR were revised. Cllr Girvan proposed to adopt the policies; Chairman Cllr Barnes seconded. All were in agreement.

ITEM 5. Bank Reconciliation – periodic bank reconciliation was flagged up by the internal auditors, of course meeting to undertake this won't have been possible during the pandemic. Cllr Hill and the Clerk will meet to progress this through out the year.

21/205

Highways & Footpaths

ITEM 1. Traffic Nuisance / Calming options – Cllr Hill and Cllr Irwin raised concerns, particularly with lorries, which is likely not helped by the development site traffic. The PC could consider a vehicle choke, if the situation does not improve. The issues are relating to both noise and speed of vehicles.

Heavy vehicles are using the Claywall Bridge, there isn't a notice of a weight limit, Highways should be asked to assess the bridge to prevent damage by the extra vehicles.



On this topic, the Chairman has been continuing work with other PC's regarding the noise nuisance from motorbikes and some cars, they are looking into noise activated cameras.

ITEM 2. Relocation of 30mph Speed Limit on Finchingfield Rd. – The PC had requested the sign to be moved, Cllr Finch had said this could be achieved. A form needs to be done and put to the Highways Panel (Rissa Long) – Cllr Hill to take action on following this up.

ITEM 3. Verge Cutting Trial (Single Cut) – ECC trialed a single verge cut last year and have adopted this approach for this year. All verges will receive just one cut. However, if there are any areas where visibility or passage is affected, please report to highways and they will arrange for it to be trimmed and made safe.

21/206

Open Spaces

ITEM 1. New Play Equipment Installed – part funded by the CIF fund, this was officially opened on 25th May and the response was favourable. Thanks to those involved in this project, including spreading the huge amount of play bark. The preschool children really enjoyed playing with the new pieces.

ITEM 2. ROSPA Report – the ROSPA inspection was done in May, before the new equipment was installed. We have received the report and will review it for the next meeting.

ITEM 3. Tree Survey Update – the Parish Council paid to have a tree survey done of 3 large horse chestnut trees on the Camping Close and 1 large horse chestnut tree on Humphrey's meadow. Sadly the tree on Humphrey's meadow is diseased and considered to pose a risk, therefore will need removing within 3 months as per the report.

The report also highlighted that strimming close to the tree trunks has damaged bark on several trees. A notice will also be put on the tree, the website and social media.

4 contractors have been asked to quote. These will be reviewed once received. In the meantime, the PC will look to see if any funding is available for this work, contacting BDC, Dedham Vale AOB and the woodland trust.

The Parish Council are very sad the tree needs to be removed and will look into the best ways to do this, and what to do with the wood, whether it could be carved etc.

A new commemorative tree on the site would be a nice gesture in time for the Queen's Jubilee in 2022.

ITEM 4. Planting of new trees – Discussed. SBWEG have some more mature trees and would like to plant them. Cllr Mackenzie will develop this further with SBWEG and bring to a future meeting.

ITEM 5. Camping Close Storage Shed – a large number (~200) posts have been stored in the equipment store which has raised a number of questions over the usage of the shed and the amount of old equipment stored there and it is quite untidy. Chairman is to meet with the football club to discuss this, and look at shelving options and removal of old cricket equipment etc.

ITEM 6. Swing Gate (on camping close) – Chairman Cllr Barnes and Cllr Borges

Met with a resident who would like the swing gate moved, cllr Rust has made some Enquiries as moving the swing gate would require re-routing of the footpath, there is a cost involved in doing this. Currently the gate is in a highly visible, safe place, for those playing at the Camping Close, there are concerns that moving it may make the area less safe.

21/207

Community Engagement & Events

ITEM 1. Queens Platinum Jubilee – June 2022 – As our new events co-ordinator, Cllr Mackenzie is already looking into making plans for this event. There will be a 4 day weekend, from Thursday 2nd June – Sunday 5th June 2022. Current proposals include a scarecrow competition, a street party, perhaps the Steeple Chasers 3k and 10k runs.

In August there will be an advert / requests for volunteers to assist.

21/208

Information Sharing – Cllr Hill – None, Cllr Mackenzie – None, Cllr Borges – some hoax emails have been circulating, phishing, please be aware, Cllr Girvan – none, Cllr Garrod – Police report highlighted local theft of a Catalytic Converter and a battery from a barn at the edge of the village. They are using drones to check the area before attempting thefts. CIF Fund is open again for applications.



Next Meeting – Thursday 8th July 2021, 7.30pm venue tbc, due to changing COVID restrictions we are uncertain of the venue and expect it will either be at the Moot Hall or here at the Lecture Hall. This will be detailed on the July Agenda.
Meeting Closed by the chairman at 21.20pm

Actions.

Action 1	21/203 ITEM 2 – Chase up 2 nd tranche of funding	Chairman
Action 2	21/204 Item 3 – Check on Insurance cover for play equipment	Clerk
Action 3	21/204 ITEM 4 – finalise and publish adopted policies	Clerk
Action 4	21/105 ITEM 1 – Contact Rissa Long, Highways to enquire when the Claywall Bridge was last inspected and is there a weight limit	Clerk
Action 5	21/205 ITEM 2 – Complete application for Highways panel and send to Rissa Long	Cllr Hill
Action 6	21/206 ITEM 2 - Review and report on ROSPA report for next meeting	Cllr Mackenzie
Action 7	21/206 ITEM 3 – ask the open spaces contractor not to trim near the tree trunks.	Chairman
Action 8	21/206 ITEM 3 – put a notice on the tree, social media and website	Chairman / Clerk
Action 9	21/206 ITEM 3 – enquire about funding to remove condemned tree	Cllr Mackenzie
Action 10	21/206 ITEM 5 – meet with the football club and identify ways to maximise usable space and tidy the equipment store	Chairman
Action 11	21/207 – place advert in the Yellow Book, and send to Chairman & Clerk for adding to Website and Social Media pages	Cllr Mackenzie

Signed by the Chairman

Date



Appendix A – District Councillor report

District Councillor's Report June 2021 to Parish Councils
(Cllr. Diana Garrod - Bumpstead Ward)

08/06/21

Temporary Road Traffic Orders

Intended road closures:-

- Steeple Bumpstead Road, Helions Bumpstead due to commence on 21st June for 16 days.
- Water Lane, Helions Bumpstead, due to commence on 20th July 2021 for 8 days.
- Sages End Road, Helions Bumpstead due to commence on 27th July 2021 for 14 days.
- Haverhill Road, Wiggins Green, Copy Hill due to commence on 9th September 2021 for 21 days.

The closures are required for the safety of the public and workforce while County Broadband Ltd undertakes superfast fibre optic broadband installation.

Self Employment Income Support Scheme (5th Grant)

A fifth grant covering May 2021 to September 2021 from central government will be open to claims from late July 2021. The grant is taxable and will be paid out in a single instalment. Guidance for claiming the grant will be available by the end of June 2021. To be eligible for the grant you must be a self-employed individual or a member of a partnership. The online claims service for the fifth grant will be available from late July 2021. If you're eligible based on your tax returns, HMRC will contact you in mid-July 2021 to give you a date that you can make your claim from.

Restart Grants

Currently processing applications for restart grants. The Grant Scheme is effective from 15th April and is to provide further support to non-essential retail, hospitality, accommodation, leisure, personal care and gym businesses. Up to 7th May, the total value of Restart Grants paid was £6.645m to 912 businesses.

Business Support Grants

The total value paid to businesses under all of the Business Grant Schemes administered by the Council on behalf of Central Government since March 2020 to 7th May is £53.54m with 10,428 payments made.

Collection of Council Tax and Business Rates

As at 31st March:

- Council Tax – 96.65% with £94.645 million collected compares to 98% for same period last year. Average amongst Essex authorities for the year was 95.9%.
- Business Rates – 95.72% with £25.344million collected, compares to 99.28% for the same period last year.

This performance was achieved without the availability of all Recovery Processes, due to the Courts being unavailable for proceedings for non-payment.

Local Council Tax Support Hardship Fund

The amount allocated to Council Tax accounts, £150 per working age claimant in receipt of Local Council Tax Support, totals £847,771 and represents 95% of the allocation received from Government. The balance of funding will be carried forward to the new financial year.

BDC Customer Services Centre

The average call answering time for the year was 29 seconds, with 74% of calls answered within 15 seconds. The total number of calls received in March was 10,987, an increase of 2,276 on the previous month, taking the total calls answered for the year to 109,250. The total number of emails was 12,451 with a further 28,186 enquiries via online forms received in the year. The percentage of calls resolved at first point of contact increased over the year from 64% to 81%.

NHS Test and Trace Payments

As at 31st March, the Benefits Team had received 1,199 applications from residents, who had been told by NHS Test and Trace to self-isolate for a payment of £500. Of these, 431 applicants received payments totalling £215,500. Whilst, 756 applications were rejected as they did not meet the eligibility criteria for either the standard or discretionary schemes. 12 applications were awaiting further information being submitted before determining their claims. The eligibility criteria for the Council's discretionary Test and Trace Scheme was broadened recently following a request and financial support from Essex County Council. This is to encourage as many people as possible to self-isolate and to stop the spread of the virus.

Affordable Housing

Councillor Kevin Bowers - Cabinet Member for Housing, Assets and Skills reported: "There were 49 new affordable housing completions in April 2021. This follows on from 220 completions in 2020/21, which exceeded our target. It is encouraging to see that so many new affordable homes were developed during what has been a difficult year, and this will give more of our residents a wider range of housing options. The Council is hoping to enable 250 affordable housing completions in 2021/22, so April's figures give us a good start".

Development Plans

The Planning Policy Team continue to prepare for the Local Plan section 2 examination which will be held on 6th to 15th July 2021. The examination website contains all information relating to the examination and is regularly updated: <https://www.braintree.gov.uk/planning-building-control/section-2-examination-local-plan?documentId=259&categoryId=20010>

Five Year Housing Land Supply

Councillor Mrs Gabrielle Spray - Cabinet Member for Planning and Infrastructure reported: "The assessment of 5 year supply of housing land has now been updated to 31st March 2021 to take into account homes built over the past year; permissions granted and updated information on expected future development. Despite the challenge of the pandemic, delivery over the year 2020/21 once more exceeded the target, with 847 new homes being completed in the District. The five year target for identifying sites with a realistic prospect of completions 2021-2026 is 5,352 (1,070 per year), including the buffer. The review has identified a projected supply for decision making of 5,713 homes, which means an identified supply of 5.34 years".

Planning Enforcement

The Planning Enforcement team have continued to experience a significant volume of enforcement enquiries and the team remains under pressure. One of the full time Members of the team has recently retired and as such some interim cover has been put in place to assist the team with the volume of enquiries. Coupled with this, the team are also dealing with a number of complex enforcement cases where the team are seeking to resolve breaches of planning control. Despite these pressures, any enforcement enquiry that is received by the team, is still being fully investigated and updates are being provided in accordance with the Council's adopted Enforcement Plan. As a reminder, anyone wishing to raise a Planning Enforcement enquiry with the team, must do so using the online form: <https://www.braintree.gov.uk/planning-building-control/reporting-planning-breach>.

Councillor Community Grants

The BDC Grants scheme has now launched for 2021/22. This will enable us to continue to support communities and groups as they recover from COVID, and COVID recovery will continue to be the focus for this fund in the year ahead. If groups would like to apply for the scheme, please speak to me.

Cllr. Diana Garrod
District Councillor - Bumpstead Ward



Appendix B. Clerks report.

CLERKS REPORT –6th May 2021 – 9th June 2021

Receipts		Payments	
May 2021			
HMRC Vat rebate	£4,308.70	E On	£50.34
		NEST	£46.46
		VIKING	£93.00
		SBNN Phone Bill	£10.00
		EALC training	£48.00
		Moot Hall Charity (apr)	£55.00
		EALC	£84.00
		tree survey (horse chestnut trees)	£610.00
		Moot Hall Charity (May)	£55.00
		Clerks Wages	£722.76
Sub-total	£4,308.70		£1,774.56
June 2021			
Interest Paid	£1.25	Creative Play – new play equipment	£4,004.00
Sub-total	£1.25		£4,004.00
TOTALS	£4,309.95		£5,778.56

Payments / Invoices pending:

MAY

- £10.00 – SBNN Phone bill
- £688.00 – Play bark
- £95.00 + VAT ROSPA inspection
- £25.00 – Introduction to CILCA, standalone course
- £324.00 – Simpsons Accountancy – Internal Audit
- £19.00 – Key cutting (Moot Hall). Clerk

JUNE

- £1218.58 – BHIB Insurance
- £312.00 – Clerks Homeworking allowance
- £27.00 – rental of the Lecture Hall
- £70.00 – Code of Conduct Course
- £90.00 – Law and Procedures Course
- £70.00 – Intro to Planning Course
- £10.00 – SBNN Phone bill
- £5,172.00 – Country Gardens (April & May invoice)
- £8.50 – CILCA course book
- £440.00 – Laptop for Clerk
- £144 (+£10 Joining fee) – SLCC Membership
- £119.00 – Arnold Baker book
- £150.00 – CILCA registration
- £70.00 – Bespoke CILCA course (23/6)

JULY

- £70.00 – Standing Orders Course
- £575.00 – CILCA (14/7)

These payments are pending/ awaiting approval

Balances as at 9/6/21

Current Account:	£25,187.00
Savings Account:	£38,770.06
Savings Account*:	£ 15,600.92
Total	£79,557.98

*Earmarked Reserves:	£4,218.97 – War memorial
	£10,000.00 – Churchyard wall repair fund
	£ 521.95 – Neighbourhood Plan grant
	£ 860.00 – Steeple Bumpstead Neighbourhood Network
	£0 – CIF 243 – Play Equipment / repairs fund

CLERKS NOTES OF INTEREST THIS MONTH

Funds for the play equipment have been removed from the earmarked reserves to pay for the equipment, the fund will no longer be reported on, balance is £0.

I have recently invoiced ECC for PROW & Grass cutting costs at £1595.00

Start date for CILCA course is 14th July. Pre-Acceptance courses are underway with 21hours having been undertaken or already booked to the end of June. More are scheduled in July.