



STEEPLE BUMPSTEAD PARISH COUNCIL Meeting @ The Moot Hall
ON Monday 26th September 2022 at 7.30pm

Chairman: Kerry Barnes
In attendance: Cllr Hill, Cllr Rust, Cllr Borges, Cllr Denning and Cllr Swaby
Also present: Cllr Diana Garrod
Clerk: Mrs Julia Howard
Members of the public: None.

Minutes

22/110 Welcome and to receive apologies for absence

The chairman opened the meeting with a note regarding the recent death of the Queen and how the Councillors and community pulled together to replace the flag rope, re-fit the refurbished purple bench and lay floral tributes and heartfelt notes.

Apologies received from Cllr Westrope, Cllr Mackenzie, Cllr Hexter and Cllr Schwier.

22/111 Declarations of Interest - Cllr Rust, re: item 22/123 village hall noise but no decisions are required.

22/112 To approve the minutes (previously circulated)

of the Parish Council meeting held on 14th July 2022 & 8th September 2022.

Cllr Rust proposed to accept the minutes as a true record, Cllr Denning seconded and all were in agreement. In the case of the 8th September, which was adjourned, the minutes have been signed for the purposes of record keeping.

22/113 Question Time

none

22/114 Invitation to Cllr Peter Schwier, Essex County Council and Cllr Diana Garrod, Braintree District Council

Cllr Garrod highlighted the recent increases in crime in nearby villages. Discretionary funding people in eligible households in council tax bands E-H are being offered £150 to help with rising energy costs. This is part of the government's Energy Bills Rebate scheme announced earlier this year.

People in receipt of Personal Independence Payment, Disability Living Allowance or those who consider themselves to be suffering from financial hardship and not in receipt of a rebate under the mandatory scheme, will need to apply by calling BDC's Revenues team on 01376 557755.

Those who are eligible and currently pay their council tax by direct debit will have the payment issued automatically to their bank account as soon as possible. Those who are eligible and do not pay by direct debit, including those who pay by standing order, will have received a letter asking for bank details to arrange payment.

People who do not qualify under any of the criteria but are facing financial difficulties paying their council tax, are urged to contact BDC's Revenues Team on 01376 557755.

Essex County Council – Summary of Services (NB: updated as new services become available):

<https://www.essex.gov.uk/news/cost-of-living>

<https://www.essex.gov.uk/money-debt-and-benefits/money-and-debt>

<https://www.southend.gov.uk/extra-financial-help/essential-living-fund>

Please see Cllr Garrod's full update on the PC's website.

Also, two complaints have been received which were passed to the Clerk for further actions, regarding trees planted by East Light housing which have died and motorbike noise nuisance on the Finchingfield Road. The Clerk will make contact regarding the trees. The Chairman gave an update on previous progress regarding antisocial vehicle noise (both cars and motor bikes)



22/115 Defibrillator Proposal – to discuss for an additional village location.

Cllr Westrope, Carol Jones, from the First Responders, and the village shop would like to install a defibrillator at the village shop for the use of the village. They are able to get a grant for £600 if the PC will support and assist in this. The full cost is £1745+vat. The PC has two decisions to make.

- Decisions
1. Are we happy to act as receiver of the grant?
 2. Are the PC happy to contribute to the cost of the defib and how much? The PC will not have any ongoing financial responsibilities to the defib.

Cllr Swaby proposed that the PC would be happy to act as the receiver of the grant on behalf of the shop and that the PC will contribute towards the cost of the defib to the amount of up to £385.59, which is the figure currently in the PC’s contingency budget, however if there are sufficient other donations then the figure could be reduced accordingly. Cllr Denning seconded the proposal, all Councillors voted in agreement and the motion was passed.

JH speak to Ian w.

22/116 Energy & Low Carbon projects - Helping communities reduce energy costs and act

on climate change. Chairman Cllr Barnes had a meeting with the climate change team regarding having a free assessment of the area and a feasibility study to identify where the low carbon solutions may be (within the village) and help to link this up with funding to move it forward. They spoke about solar allotments, where villagers could benefit from solar panels even when they can’t have them on their own properties. Chairman Cllr Barnes will contact them to take this forward. Need David Phillips to agree for the village hall to apply for it as a charity

22/117 Planning Applications

Date	Number	Number	Address	Postcode	Details	Status
9/8/22	22/02111/HH		Folly Farm , Herkstead Lane	CM7 4HH	Demolition of two storey rear extension and erection of single storey rear extension	Pending
8/8/22	22/02093/TPOCON		14 Church Street	CB9 7DG	Notice of intent to carry out works to trees in a Conservation Area: Fell one Picea Abies to ground level	Pending
8/8/22	22/02091/TPOCON		30 North Street	CB9 7DP	Notice of intent to carry out works to trees in a Conservation Area:- To fell to ground level 6 Cupressus x Leylandi Tress to ground level (G1) To fell to ground level 6 Cupressus x Leylandi Tress to ground level (G2)	pending
2/8/22	22/02047/TPOCON		Ffytches 1 Churchfields Walk	CB9 7DT	Notice of intent to carry out works to trees in a Conservation Area: Cherry - 1-2m crown reduction Ash 1 - Reduce height by 3m, reduce lateral spread by 1-2m Ash 2 - Reduce height by 3m, reduce lateral spread by 1-2m Beech - 1-2m crown reduction Red leaf plum - 1m crown reduction Holly - Reduce height by 2m	pending
2/9/22	22/02309/REM	21/02009/OUT	Land At Side Of, 50 Water Lane		Application for approval of reserved matters (in respect of appearance, landscaping and layout) pursuant to outline planning permission 21/02009/OUT granted 14.01.2022 for: Outline planning permission with all matters reserved apart from access and scale for the erection of up to 9 dwellings and associated development.	Pending
5/9/22	22/02317/HH		6 Sucklings Yard	CB9 7DB	Replacement of softwood windows with aluminium windows and Intallation of solar PV panels on existing roof	Pending
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.	Pending

22/02111/HH - Support the proposal, 22/02093/TPOCON - No objection, 22/02091/TPOCON - No objection to felling but would like some more suitable trees to be planted in place of the 12 being removed.

22/02047/TPOCON - Support, 22/02309/REM - Send in the neighbourhood plan design codes, 22/02317/HH - No objection, 22/02371/HH - No objection

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)

Decisions – 22/02093/TPOCON 14 church street - granted



22/118 Neighbourhood development plan, to receive an update

There was a Neighbourhood planning meeting to agree to go to regulation 14 and to get the landscape survey done by Wynne-Williams and to get the public survey done by the RCCE. Costing £6450+VAT (with a grant) and £420+VAT respectively.

Cllr Borges proposed to spend the figures as above seconded by Cllr Hill all in agreement

22/119 Financial Matters - To note receipts and approve upcoming payments

It was agreed that the clerk will also pay the outstanding handyman invoice at the quoted figure of £190 - Cllr Rust proposed to approve the payments list and financial records, Cllr Hill seconded and all voted in agreement.

Audit Update - The external audit was signed off and the notice of conclusion was put on the noticeboards/website on 20th September and will remain there for fourteen days

22/120 Clerks Report - To note updated actions and update outstanding items

22/121 Open Spaces -updates from open spaces groups

The environment group are going to be planting some of the Queens green canopy trees and wants to put in a water butt to the equipment store shed at camping close, the PC support this.

Item 1. In memorandum of Queen Elizabeth II - looking to plant a mature tree at the camping close preferably in a prominent position. Open spaces working group to look into this further.

Item 2. ROSPA report action plan – defer to next meeting

Item 3. Village Tree Survey – Shane Lanigan is providing us with a quote to do this

Item 4. Flower Planters – defer to next meeting

22/122 Councillor Training – training on code of conduct and finances update. The Clerk gave a brief update on the new Code of Conduct which hasn't yet been adopted by BDC. Then summarised some key points around conduct, respect and diversity and a reminder that personal bank accounts and personal email addresses should not be used for Council business. If they are and there is an issue, you risk having your personal accounts suspended while they are looked into. We will come back to the training at a later date, however the EALC are offering training on this and new Councillor training if any Councillors would like to attend.

The PC would also like to be in a position to apply for Quality Status, which can be done once the clerk is qualified (CiLCA), one of the criteria is that Councillors ought to be undergoing training.

OTHER ITEMS FOR DISCUSSION

22/123 Village Noise Nuisance – Cllr Rust and Cllr Borges were present at the public meeting and the issues appear to now be resolved. The committee were very receptive to the concerns raised.

22/124 Grants – An update on the CIF grant progress and planning for future grant applications - Deferred to the next meeting

22/125 Churchyard Wall Update – update on the progress of the churchyard wall working group which the PC are part of. – defer to next month

22/126 Highways Survey update – Cllr Ian Mackenzie and Cllr Ian Westrope are still to do this.

22/127 Flooding Update – Update on flooding in the village / Bumpstead Brook - deferred to next meeting

22/128 Christmas Event update – update following first working group meeting

The Event scheduled for **Friday 2nd December 5.30pm start, lights switch on at 6.30pm** the next Working Group meeting is 27th Sept.

22/129 Information Sharing – Remembrance Day-St Mary's are hosting the service and the choir will sing at the remembrance parade, **Cllr Rust** – Waltons lane have been in touch and are waiting for further information, **Cllr Borges** – none, **Cllr Denning** – None, **Cllr Swaby** – interested in looking at additional ways to support the remembrance i.e., Silent soldiers. (JH and Roy to look into it for next meeting) **Cllr Hill** – none, **Chairman** - none

22/130 Next meeting – 13th October 2022

22/131 Meeting Close - 21.34



Actions:

22/114	contact East Light housing about trees that have died	Clerk
22/114	Chase up Finchingfield rd. 30mph limit	Clerk
22/115	Clerk to move forward with the defib grant paperwork	Clerk
22/116	Kerry to speak to the village hall about being the charitable body for the assessments to be arranged under	Chairman
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
22/118	Instruct Wynne Williams to go ahead with the landscape survey and RCCE that we would like them to do our Neighbourhood plan residents survey and collate the results.	Clerk
22/121/ Item 1	looking to plant a mature tree at the camping close preferably in a prominent position	Open spaces group

Appendix a

RFO (Finance) REPORT & payments list –14th July – 26th September 2022

Upcoming Payments / Invoices pending (for approval):

September
£13.33 – Flag pole rope B&Q (Kerry Barnes)

These payments are pending/ awaiting approval

Paid under delegated authority, authorised by the finances working group.

August
£111.29 – Clerks training / overtime
£94.99 – Antivirus software

September
£360 – PKF Littlejohn (External Auditor)
£1974.00 – Country Gardens
£72.60 – RCCE membership
£42.99 – Book of condolences (to clerk)
£40.00 – The little Flower house
£5.18 – black picture frame (clerk)
£5.99 – black table cloth (clerk)
£14.91 – Sailing chandlery (chairman)

Regular pre-approved Payments (monthly unless stated)

£55.00 - Moot Hall (per month)
£5.00 - Clerks monthly phone contribution
£744.16 - Clerks Wages
£66.00 – mileage allowance (quarterly)

Account Balances as at 26/9/22

Current Account: £ 8,683.60
Savings Account: £35,737.29
Savings Account*: £38,050.46
Total **£82,471.35**

*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. Bank interest received is higher than usual, and has been moved to the savings account as usual.
2. £6175 was moved from the earmarked account for the Neighbourhood Plan work as per June/July accounts
3. £300 DC Jubilee grant money is now included within the S137 budget line
4. £7060 Groundwork grant has been received for the Neighbourhood plan and moved to the earmarked fund

Previous Payments as per the Bank Statements

Receipts		Payments	
July 22			
Clr Garrod Jubilee Grant	£300.00	ROSPA / play safety	£ 117.60
Street Cleaning BDC	£1,721.16	Npower	£ 62.93
		Moot Hall (July)	£ 55.00
		Clerks monthly phone contribution	£ 5.00
		HMRC employer contributions	£ 122.08
		Jim Webb, oak post replacement	£ 80.00
		Country Gardens	£ 1,014.00
		Viking	£ 52.88
		Clerks' quarterly mileage	£ 64.80
		Nest	£ 71.15
		ICO	£ 35.00
		Clerks Wages & Overtime	£ 1,080.45
Sub-total	£2,021.16		£2760.69
August 2022			
ECC Pavements, Parish Paths	£ 1,258.80	Moot Hall (August)	£ 55.00
		Clerks monthly phone contribution	£ 5.00
		Clerks Wages	£ 744.15
		Country Gardens	£ 2,406.00
		Npower	£ 63.42
		Nest	£ 36.28
Sub-total	£1,258.80		£3,309.85
September 2022			
Bank Interest	£11.46	Clerks Aug overtime/training	£111.29
Bank Interest	£11.00	RCCE membership	£72.60
Neighbourhood plan grant (groundworks)	£7060.00	Book of condolences (to clerk)	£42.99
Eon refund	£38.03	The little Flower house	£40.00
		black picture frame (clerk)	£5.18
		black table cloth (clerk)	£5.99
		Sailing chandlery (chairman)	£14.91
		Antivirus software	£94.00
		PKF Littlejohn (external auditor)	£360.00
		Country Gardens	£1974.00
		Clerks monthly phone line	£5.00
		Moot Hall	£55.00
Sub-total	£7,120.49		£2,780.96
TOTALS	£10,400.45		£8,851.50

Please note, the FSCS limit is £85k in any 1 account or bank, the PC accounts are currently below 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 outstanding actions – 8th September 2022

Status	Date of meeting	Action Number	Details	Responsible person	NOTES
open	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	22/064	NDP – Apply for additional grant funding	Kerry Barnes	Needs to know quote value to apply for grant Figure confirmed in July, will apply for the grant as below.
open	12/05/2022	22/064	NDP – consider appointing an additional consultant to provide a landscapes assessment.	Jon Borges	Quotes received from 4 companies (1 declined) and preferred option chosen. Kerry to apply for grant.
open	12/05/2022	22/066 Item 3	Defer review of assets and asset register until October	clerk	To be reviewed in October
open	12/05/2022	22/066 Item 8	Contact Barclays about setting up standing orders.	clerk	attempted to call twice, will focus on this in September
open	09/06/2022	22/080	Site the planters	Cllr Mackenzie	Need a suitable vehicle to move the filled planters. Update required
closed	09/06/2022	22/083	Apply for CIF grants	Alice	Passed to clerk to do, due to time constraints
in progress	14/07/2022	22/097	Item 1. Send application forms to Meakins fair	Clerk	not been returned 08/9/22
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
open	14/07/2022	22/097	Item 3. Schedule landscapes tender for the Autumn	Clerk	
in progress	14/07/2022	22/097	Item 4. Liaise with Cllr Mackenzie regarding village tree map	Clerk	maps sent to Shane Lanigan to see if sufficient for a village tree survey
closed	14/07/2022	22/100	Publish the publication scheme on the PC's website	Clerk	complete
in progress	14/07/2022	22/101	Undertake a survey of the village roads and report to Highways	Cllr Westrope and Cllr Mackenzie	Update required
closed	14/07/2022	22/102	Circulate grant documents to Councillors	Clerk	complete
in progress	14/07/2022	22/102	Complete grant applications for the list created in June	All	Clerk & Cllr Mackenzie submitted a CIF grant application but awaiting a response.
closed	14/07/2022	22/103	Complete and submit yellow book article	Cllr Denning and Clerk	complete
closed	14/07/2022	22/103	Request date change for the Y8 deadlines	Clerk	Can't move the date

CLERKS REPORT on outstanding actions – 8th September 2022



Clerks notes of interest:

1. Parking issues on Queen Edith drive were passed across to the Neighbourhood Policing team and the residents who were concerned are dealing directly with the Police team
2. We have had a number of people concerned by the noise (and times of the noise) from the village hall. This is an agenda item, as the village hall have been in touch too.
3. Allotment queries are handled by the District Council, we have had 2 recent queries about the waiting list – which is all managed by Braintree DC.
4. The first meeting of the Christmas Event working group was this Monday and was met with enthusiasm.
5. Jim, our handyman has tightened the grips on the small climbing ramp, as per the ROSPA report and action plan
6. There has recently been some graffiti on pieces of play equipment which has been cleaned up by a kind resident. We will be checking the CCTV that covers the play area.

Signed By Chairman.....

Date