



STEEPLE BUMPSTEAD PARISH COUNCIL Meeting @ The Moot Hall
ON Thursday 14th July 2022 at 7.30pm

Chairman: Cllr Barnes

Attendees: Cllr Westrope, Cllr Borges, Cllr Rust, Cllr Swaby, Cllr Denning

Also present: Cllr Garrod

Clerk: Mrs Julia Howard

Members of the Public: one in attendance.

Minutes

22/089 Welcome and to receive apologies for absence **Chairman**

Apologies from Cllr Hexter, Cllr Mackenzie and Cllr Hill

22/090 Declarations of Interest **Information**

Cllr Swaby – re: Tanyards Public Right of way (22/097)

22/091 To approve the minutes (previously circulated) **Decision**

of the Parish Council meeting held on 9th June 2022 – Cllr Swaby proposed to accept them as a true record of the meeting, Cllr Rust seconded, all voted in agreement.

22/092 Question Time **Information**

A Member of the public came to talk to the Parish Council regarding the veteran’s football team. The football club re-starting in a new form in Steeple Bumpstead. They have spoken to the chairman of Dynamos and chairman of the village hall and would look to start to after 11th September. A fixture list will be shared before commencement.

22/093 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 Schwier was not present.

Cllr Garrod shared the key points from her report, which is on the PC’s website.

Key headings within the report include Local Plan, Green energy consultation, Cost of Living crisis, BDC has a new CEO – Mr Dan Gascoyne. The long covid van has re-booked for the 10th August and will be at the village shop. Verge cutting update – Safety cuts can be requested by contacting BDC Customer Services on 01376 552525.

22/094 Planning Applications

Validated Planning Applications						
Date	Number	Number	Address	Postcode	Details	Status
17/6/22	22/01639/TPOCON		2 Churchfields walk	CB9 7DT	Notice of intent to carry out works to trees in a Conservation Area - T1 ON SKETCH PLAN - CROWN LIFT FRAXINUS EXCELSIOR TO HEIGHT OF APPROXIMATELY 5 METRES, T2 ON SKETCH PLAN - CROWN LIFT ALNUS GLUTINOSA TO HEIGHT OF APPROXIMATELY 5 METRES, T3 ON SKETCH PLAN - CROWN LIFT QUERCUS ROBUR TO HEIGHT OF APPROXIMATELY 5 METRES	pending

2 Churchfields walk – no comment from the PC on this application. No trees are being removed, this is likely routine maintenance.

Decisions

Validated Planning Applications							
Date	Number	Number	Address	Postcode	Details	Status	PC Comment
23/5/22	22/01331/TPOCON		22 Church street		Notice of intent to carry out works to tree in a Conservation Area - Remove a large apple tree. The tree has some woolly aphid infection on many parts of the tree with the main trunk being rotten and hollow. The epicormic growth has been left for many years and has overgrown the garden and that of next door. It reduces the light in the garden and is affecting the grass and other plants. Replace the apple with a less invasive tree which would take less maintenance.	Granted	No Comment
28/2/22	22/00527/DAC		Poppyfields Development		Condition 4 approval	Granted	No Comment
11/2/22	22/00357/DAC		Poppyfields Development		approval for conditions 17,19 &23	Granted	No Comment



22/095 Neighbourhood development plan, to receive an update **Information**
The landscape assessment quotes have come in and one has been selected. Chairman Cllr Barnes will submit a grant application for this, and the plan will refer to the landscape assessment as an appendix.

It will in due course, go to statutory consultees and then go to the village residents for consultation. We have had quotes to get some things printed but will prefer to use electronic means where possible and there will be a village meeting on the subject.

22/096 Patient Participation Group (PPG) update from Cllr Hill **Information**
Cllr Peter Hill attended a PPG meeting on Monday 20th June.

Madeleine Finn was elected as Chair and the group plan to meet every 3 months. There will be 3 key members of the Clements practice attending the meetings as well.

Madeleine was head teacher at Castle Manor school for many years until her recent retirement and lives in Helions Bumpstead. She was registered in Steeple Bumpstead surgery as the majority of our parishioners were. She is gathering together terms of reference for the PPG.

Cllr Hill will keep in touch with Madeleine and hopes to assist her to make the group an effective PPG.

22/097 Open Spaces -updates from open spaces groups **Information & Decision**
Parishioners may be aware of some changes in the past few months to the access route for the footpath through Tanyards, from Camping close, here is a brief update. The PC are no longer involved in any discussion regarding the footpath.

1. The property owner has asked for a diversion of the footpath, which they will pay for (or part of as Highways also need to complete their diversion by the bridge)
2. There is a delay on the diversion and so Highways wants the landowner to pay for a temporary diversion, which has been declined as there is no set timeframe and it is expensive. Therefore, the landowner has re-opened the original route. Both options are now available for the public to use
3. The landowner believes that the tree line and kissing gate belong to themselves
4. PROW team do not see a need for any gate to be in place on footpaths unless there is livestock, however as the landowner can do this
5. There is a backlog with highways and so we can't say when this will be finalised, it may take more than a year.

Previously permission was given for a temporary diversion for safety reasons (tiles falling from the garage roof) and at this point the landowner moved the Kissing Gate and blocked off the original access. The original access is now re-opened but the Kissing Gate has not been put back.

Item 1. Meakins Funfair – request to use Humphrey’s meadow again in September.
The fair was good and the people were friendly, it was well attended. There was less there than at the previous fair, but still fun. It is thought that there was an increase of opportunistic crime in the village which may have been linked to the additional people in the village, however unlikely to be directly related to the fair. There was also some litter left on site.

Following discussion, the Council was asked to consider whether the fair should come back to the village and use Humphrey’s meadow again.

Cllr Swaby proposes to allow them to return and monitor the local crime rate and litter, this was Seconded by Cllr Borges and all agreed. Motion passed. The Clerk will make contact with them.

Item 2. ROSPA report received –
The ROSPA report identified a number of actions, Cllr Mackenzie will put together a list of actions again. More play bark is also required. The Councillors would like to review the report and see what actions can be undertaken in house or with the use of volunteers.

Item 3. Update on meeting with Alex from Country Gardens –
Chairman Cllr Barnes and Cllr Swaby met with Alex from Country Gardens (who is the appointed landscapes contractor for the Parish Council) and discussed some of the emerging issues with nettles, ivy and areas that need to be cut back further. Alex has confirmed that he will do this in place of grass cutting which is not needed due to the dry weather conditions.
Re-tendering the contract was discussed, this is a routine issue and is no reflection of the work that is done by Alex or Country Gardens, but for equity and transparency, also because we are aware that



the last tender was around 6 years ago and things have changed since then, including fuel prices. For next financial year, the PC aims to have the new contract in place, with a tender in December, including a cost of living / inflation escalator.

Item 4. Village Tree Survey –

The PC need to define the terms of reference and provide a map for the arborculturalist – Check whether Cllr Mackenzie has the map already from the work he was doing with the Queens tree canopy. Clerk to check whether we need competitive quotes for this.

Chairman Cllr Barnes noticed that the tree on the opposite side of the carpark has developed canker and is not looking very healthy and will need monitoring.

Item 5. Street Name update – street name for 4 Helions development update

The developer has chosen to put forward **Reeds Place** as their preference.

22/098 Financial Matters - To note receipts and approve upcoming payments **Decision**

The list of upcoming payments was reviewed Cllr Borges proposed to accept them and Cllr Swaby seconded, all voted in agreement.

22/099 Clerks Report - Information

The actions list was shared, and updates noted.

22/100 Publication scheme – adoption of recently drafted document Decision

Cllr Swaby proposed to accept the Publication Scheme which has already been approved by the Policies working group. Cllr Rust seconded this, all voted to agree and the document was adopted.

OTHER ITEMS FOR DISCUSSION

22/101 Highways Survey – request to identify and report potholes for repair

Cllr Mackenzie and Cllr Westrope undertook a tour of the village recording all the issues. Cllr Westrope and Cllr Mackenzie will do this again.

22/102 CIF Grant Update – report from Grants working group (closing date 19/8)

Cllr Hexter has been looking at this, but needs to pass it on to someone else to do the next stage. In addition to those listed last month, Chairman Cllr Barnes would also like to apply for some mature trees. Clerk to look at this.

Clerk to circulate CIF application form and see if anyone wants to do an application

22/103 Yellow Book – deadline is 15th July. Cllr Denning has drafted the article. Clerk has obtained an extension until Monday and will request that there is a longer time frame in future as this is generally hard to meet.

22/104 HM Platinum Jubilee update –

Medals have been received and are being distributed where possible. The ‘mop up meeting’ is due to be rescheduled shortly.

22/105 Information Sharing

Chairman Cllr Barnes asked each person around the table and there were no items for future agendas or information.

22/106 Next meeting 11th August, 7.30pm tbc

22/107 Meeting Close – 9pm

Actions

22/097	Item 1. Send application forms to Meakins fair	Clerk
22/097	Item 2. Create an action plan from the ROSPA report	Cllr Mackenzie
22/097	Item 3. Schedule landscapes tender for the Autumn	Clerk
22/097	Item 4. Liaise with Cllr Mackenzie regarding village tree map	Clerk
22/100	Publish the publication scheme on the PC’s website	Clerk
22/101	Undertake a survey of the village roads and report to Highways	Cllr Westrope and Cllr Mackenzie
22/102	Circulate grant documents to Councillors	Clerk
22/102	Complete grant applications for the list created in June	All
22/103	Complete and submit yellow book article	Cllr Denning and Clerk
22/103	Request date change for the YB deadlines	Clerk



Appendix a. Finance report

RFO (Finance) REPORT and payments list –8th June – 13th July 2022



Upcoming Payments / Invoices pending (for approval):

July

£117.60 – ROSPA
 £80.00 – Jim Webb replaced oak post
 £1014.00 – Country Gardens
 £53 – Viking Stationery
These payments are pending/ awaiting approval

Regular pre-approved Payments (monthly unless stated)

£55.00 - Moot Hall (July)
 £5.00 - Clerks monthly phone contribution
 £744.16 - Clerks Wages
 £64.80 – quarterly mileage claim (clerk)

Previous Payments as per the Bank Statements

Receipts		Payments	
June 22			
Jubilee income – Street food (IM)	£60.00	HMRC employer contributions	£ 185.12
Jubilee income – Dog Show (IM)	£68.09	Moot Hall (May)	£ 55.00
Grass Cutting grant (ECC)	£336.20	RJO Medical (Jubilee event)	£ 700.00
		Moot Hall (June)	£ 55.00
		Clerks monthly phone contribution	£ 5.00
		Assistant Librarian Honorarium (K Haywood)	£ 75.00
		Corran Barnes SBNN bench base	£ 300.00
		Clerk for SBNN bench plaque	£ 61.70
		Trophiesplusmedals	£ 158.70
		Microsoft software - to clerk	£ 59.99
		Clerks Wages	£ 744.16
		NEST	£ 42.10
		N Power	£ 71.41
		Clerks Overtime (training)	£ 140.64
		HMRC employer contributions	£ 24.33
		Kerry Barnes - bench bolts	£ 10.38
		Kerry Barnes - bench brackets	£ 20.96
		Kerry Barnes - bench starpin/screws	£ 2.61
Sub-total	£464.29		£2712.10
July 2022			
Sub-total	£0		£0
TOTALS	£464.29		£2712.10



Account Balances as at 13/7/22

Current Account:	£8,043.30	
Savings Account:	£35,700.49	
Savings Account*:	£37,179.80	
Total	£81,444.28	
*Earmarked Reserves:	£4,218.97	– War memorial
	£18,890.00	– Churchyard wall repair fund
	£0	– Neighbourhood Plan grant
	£5,000.00	– Maintenance to Assets
	£2,500.00	– Tree Surveys and Maintenance

Recent actions.

1. SBNN fund has been closed, the 18p surplus has been moved to S137 budget line.
2. Neighbourhood Plan line is now zero, but awaits a further grant.

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 / actions update



CLERKS REPORT on outstanding actions – 14th July 2022

10/06/2021	21/205 ITEM 2	21/205 ITEM 2 – Relocation of 30mph speed limit. Complete application for Highways panel and send to Rissa Long	Cllr Hill / Clerk	An email has been sent to Highways panel as advised by Cllr Schwier which he has responded to stating that it is on the HLO now.
11/11/2021	21/285	21/285 Cllr Barnes to ask the Churchyard wall working group to re-focus and restart, and to accept the two new members (Cllr Swaby and Cllr Hexter)	Chairman	Chairman is liaising Rev Jonathan Lowe to restart the group – update required in July
09/12/2021	21/309	21/309 work on drafting a Welcome Pack and bring it back to the next meeting.	Cllr Hexter	Still in draft stages – update requested for June/July
12/5/2022	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, update required.
12/5/2022	22/062 Item 1.	Finalise policies (SO's and financial) and put on the website	Clerk	Completed
12/5/2022	22/064	NDP – Apply for additional grant funding	Chairman	Can't apply until quote knows. Update required
12/5/2022	22/064	NDP – consider appointing an additional consultant to provide a landscapes assessment.	Cllr Borges	Quotes have been requested from 4 companies, 2 quoted, 1 declined, 1 has not responded
12/5/2022	22/066 Item 8	Contact Barclays about setting up standing orders.	Clerk	Not completed
12/5/2022	22/067	Add new / reviewed Training, Bench and Co-Option policies to the website	Clerk	Three policies uploaded
9/6/2022	22/080	Cllr Hexter to make some areas for jubilee seeds to be scattered at the camping close near Bell ropes	Cllr Hexter	n/a No longer required as task postponed/cancelled
9/6/2022	22/080	Clerk and Chairman to advertise jubilee seed planting on social media	Chairman and Clerk	This was done, however was cancelled due to such dry weather conditions.

9/6/2022	22/080	Site the planters	Cllr Mackenzie	Update required
9/6/2022	22/083	Apply for CIF grants	Cllr Hexter	Update required
9/6/2022	22/083	Send previous CIF application form to Cllr Hexter	Clerk	Completed

Clerks notes of interest:

1. Enquiry from Member of the Public regarding trees being heavily pruned along Lion Meadow (15-17th May). Cllr Denning has assisted in the enquiries and the clerk is still waiting for confirmation from BDC regarding the actions. Landscape services don't have any records so Shaun Taylor has been emailed on the 23/6 and 4/7.
Update: Shaun confirmed that this was under his instruction and there will be further works in due course
2. Enquiry from Member of the Public regarding bird scarers disturbing sleep from early in the morning. The Clerk spoke to the farmer who has said that due to the dry conditions, things aren't growing well and the scarers have been in place longer than usual. They will be removed early in July.
3. Enquiry from Member of the Public regarding the moving gate and footpath through Tanyards from the Camping close. Holding response given.
4. Enquiry from Member of the Public regarding parking congestion on Queen Edith rd, holding response sent
5. Other actions - £629.25 moved from Contingency Budget line into s137 budget line, which along with £300 DC Councillor Grant (yet to be received) was spent on the Jubilee events (printing, medals and medical)

Signed By Chairman.....
Date