



STEEPLE BUMPSTEAD PARISH COUNCIL MEETING

ON Thursday 10th March 2022 at 7.30pm

Chairman: Kerry Barnes

In attendance: Cllr Hexter, Cllr Swaby, Cllr Hill, Cllr Westrope, Cllr Borges, Cllr Rust and Cllr Denning

Also present: Cllr Garrod

Clerk: Julia Howard

Members of the public: none

MINUTES

- 22/038 Welcome and to receive apologies for absence** – The chairman opened the meeting with an acknowledgement of the Ukraine situation. Apologies from Cllr Schwier and Cllr Mackenzie **Chairman**
- 22/039 Co-Option of Parish Councillor** – the third candidate was interviewed and the personnel working group propose to put forward Rebecca Denning to be co-opted, seconded by Cllr Hill. All were in agreement. Cllr Denning signed her acceptance of office at the meeting. **Decision**
- 22/040 Declarations of Interest** -none **Decision**
- 22/041 To approve the minutes** (previously circulated) of the Parish Council meeting held on 10th February 2022. Cllr Hill proposed they are a true record of the meeting, Cllr Rust seconded, all were in agreement. **Decision**
- 22/042 Question Time** - none **Information**
- 22/043 Invitation to Cllr Peter Schwier, Essex County Council and Cllr Diana Garrod, Braintree District Council** – a report from Cllr Garrod was circulated and is on the website. Cllr Garrod explained more fully about the boundary commission review and advised that the survey is still open. It is quite complex for Steeple Bumpstead sitting on the border of 3 counties. Cllr Hill asked whether we could get an update on the road closure of Haverhill Road, from Bumpstead through to Haverhill due to broadband works; these works have been delayed to the 22nd with the road being closed for 7 days – unfortunately there is nothing we can do about this. **Information**
- 22/044 Queens Platinum Jubilee 2nd – 5th June 2022 final update by Cllr Mackenzie – see appendix 1** the chairman provided an update, there was a planning meeting on Monday evening which was well attended, minutes will be shared. We will also share a schedule of events. The PC have made a decision, that if we can get a grant to fund it, the PC will get a Jubilee Beacon, and place it on the camping close. However, if the grant isn't awarded, the bonfire at Freezes barn will be used again. The Parish Council has been looking at purchasing a memento type gift, the most popular choice was a packet of official jubilee seeds, to be delivered to each household along with the Yellow book. We would need approx. 725 packets of seeds; the alternative is to have seeds just for the children of the village. Discussions followed. Cllr Swaby then proposed to deliver a packet of seeds to each household, at the purchase cost of approx. £750, and for a virement from general savings for this spend under section 137, Cllr Hexter seconded and all were in agreement. **Decision**
- 22/045 Christmas Tree event 2022** –the review of Christmas tree event 2021 was shared, there was a lot of information and the PC are keen to expand on the successes of last year. The PC plans to commence a working party for 2022 in the new financial year. **Decision**



22/046

Planning - Full details can be found on the Braintree District Council Planning Portal. Cllr Borges has created a spreadsheet which we will use for future meetings, and will be available on the Council's website.

Information

Item 1. Planning Applications – Received as at 3/3/22

22/00335/TPOCON | Notice of intent to carry out works to trees in a Conservation Area - T1 ON SKETCH PLAN - ACER, OVERALL CROWN REDUCTION OF 1 METRE 30% and T2 ON SKETCH PLAN - ROWAN, OVERALL CROWN REDUCTION OF 2 METRES 30% | 64 Lion Meadow Steeple Bumpstead Essex CB9 7BY - **no comment**

22/00405/NMA | Non-Material Amendment to permission 21/00775/HH granted 26/04/2021 for: Erection of part single and part two storey rear extension. Amendment would allow for: - Change of external finish from facing brick to fibre cement cladding - Addition of gable window and velux roof light to extended bedroom | 43 Churchfields Drive Steeple Bumpstead Essex CB9 7EU – **for information only**

21/01183/COUPA | Maltings Poultry Farm, Prior approval for the change of use of agricultural building to a dwellinghouse (Class C3), and for associated operational development - Change of use to 5 No. residential dwellings. Sturmer Road Steeple Bumpstead CB9 7BS – **notification of appeal 3285089**

22/00458/HH | Erection of front porch | 56 North Street Steeple Bumpstead Essex CB9 7DP – **recommend approval**

Item 2. Planning Applications – To note any decisions as at 3/3/22

22/00028/TPOCON - 15 Chapel Street- Notice of intent to carry out works to tree in a Conservation Area - Common Lime (T1) - Re-pollard back to previous points. Currently about 2-3m epicormic growth, diameter of growth suggests preferable time to restart cycle. – **Granted**

22/00105/TPOCON 16 Church Street, CB9 7DG. Notice of intent to carry out works to a tree in a Conservation Area - Remove a Sycamore tree and replace with an Oak tree – **Pending Consideration**

22/00238/TPOCON- 62 Lion Meadow Steeple Bumpstead Essex CB9 7BY. Notice of intent to carry out work to trees in a Conservation Area - T1 ON SKETCH PLAN - FRAXINUS EXCELSIOR OVERALL CROWN REDUCTION OF 30%, T2 ON SKETCH PLAN - LEYLANDII FELL TO GROUND LEVEL, T3 ON SKETCH PLAN - LEYLANDII FELL TO GROUND LEVEL, T4 ON SKETCH PLAN - DEAD ULMUS FELL TO GROUND LEVEL - **Pending Consideration**

21/03607/FUL - Maltings House, Sturmer Road, Steeple Bumpstead, Demolition of dwelling and outbuildings and construction of a replacement dwelling and cart lodge. **Application Refused**

21/03612/FUL - Maltings House Sturmer Road Steeple Bumpstead Essex CB9 7BS, Demolition of dwelling and outbuildings and construction of a replacement dwelling and garage. **Status -Pending Decision**

21/02819/TPOCON – 17 Water Lane, CB9 7DS. Notice of intent to carry out works to trees in a Conservation Area, tree reductions to 3 trees. **Application Granted**

Item 4. Neighbourhood Plan (standing Item) - A draft plan has been sent in and the consultant has agreed to start work on the first 2 tasks. There is also a free design consultant who Cllr Borges will be meeting with shortly. This should also have a focus on the street scene of the conservation area.

Information



22/047

Finance and Administration

Item 1. Accounts for Payment (circulated) – see appendix 2

The accounts were shared along with a list of payments to be paid in the coming month.

Cllr Swaby raised concerns over paying for the work to 6/7 trees by the top car park of the camping close, a discussion followed and the Council have asked the clerk to put this on hold for the time being. The clerk advised that this was the wrong time to be making these decisions and that it was an agenda item for approval last month which was the right time for discussing and making decisions. Chairman Cllr Barnes advised that the PC will still put it on hold and visit to review the trees further due to concerns about setting a precedent.

All other payments were agreed. Cllr Hill proposed to pay all upcoming payments with the exception of the Treeworx entry, this was seconded by Cllr Swaby and the majority in agreement, Cllr Westrope abstained from voting.

Item 2. Policies for adoption – Equality and Diversity Policy – policy was adopted as recommended by the Policies working group. Cllr Hexter proposed adoption, seconded by Cllr Barnes, all were in agreement.

Item 3. Budget update – see appendix 3 the Clerk shared the current status of the budget, thus far. Along with the 3rd quarter bank reconciliation which had been handed to Cllr Hill for audit.

It is noted that the council tax bills have come through with significant increases, but as the PC didn't increase the precept there is a tiny 0.2% increase there

Item 4. Approve internal auditor - The Council are happy to use Simpson accountancy again.

Decision

Decision

Information

Decision

OTHER ITEMS FOR DISCUSSION

- 22/048 **Yellow Book Deadline 14th March** – Cllr Hexter discussed items to include. **Information**
- 22/049 **Dog Fouling** – there has been an increase in fouling around the village, in particular near the school. The dog warden has been informed and dog owners are reminded of their obligation to clear up after their pets. **Information**
- 22/050 **Claywall Bridge** – damage to verge and debris on pavement, due to the Lime tree coming down in the wind. This has been reported to UKPN for damage to the verge and leaving a large cable on site, and to Essex Highways for the damage to the pavement. **Information**
- 22/051 **Information Sharing** – Cllr Westrope – none, Cllr Hexter-none, Cllr Hill-none, Cllr Borges-there are 4 days left for registering for solar panels (done as a reverse auction), Cllr Denning-none, Cllr Swaby-matting has been put round by the cemetery layby, the football shed has been cleared out, Cllr Rust-none, Chairman-none **Information**
- 22/052 **Next Meeting** – The Annual Parish meeting will be on Wednesday 20th April 2022, 7.30pm at the Lecture Hall. **Note**
The Annual meeting of the Parish Council will be on Thursday 12th May, The Moot Hall.
- 22/053 **Meeting Close – 21.27pm** **Note**

Signed by the Chairman

Date



Actions:

Action 1	22/039 – clerk to send welcome pack to Cllr Denning	Clerk
Action 2	22/046 item 4 – request an invoice to be sent to the clerk	Cllr Borges
Action 3	22/047 – clerk to ask contractor to pause works to trees	Clerk
Action 4	22/047 item 2 – clerk to add new policy to website	Clerk
Action 5	22/048 article for yellow book to be sent to clerk	Cllr Hexter

Appendix 1



Steeple Bumpstead Celebrates Her Majesty the Queens Platinum Jubilee

Thursday 2nd June 2022 – Church Street – Steeple Bumpstead – 15:00 – 21:30

Dear Residents of Church Street and the Crescent Steeple Bumpstead,

Over the four days of Her Majesty's Platinum Jubilee, organisers of events in Steeple Bumpstead are planning special events to take place in the village and Church Street is one of the venues as part of the celebrations at this special time.

On Thursday June 2nd, 2022, from 15:00 to 21:30 several events will be taking place in Church Street which will require the closure of the street to all vehicles except emergency vehicles.

The Parish Council and the organisers of the events would kindly like to ask that wherever possible residents of Church Street and the Crescent park vehicles off the street, and if parking is not available on your own property, parking will be provided at the Village Hall.

We can let you know that part of the plans for Church Street will include a Vintage Car Parade, The Thaxted Morris Dancers, Live music, Children's Drawing Exhibition, Wheelbarrow racing and other events awaiting confirmation.

At 21:30 the Steeple Bumpstead Scouts will lead the Queens Beacon Parade from Church Street to the site where the village will join the country for the lighting of our Platinum Beacon at 22:00.

We do apologise for the inconvenience, and if this notice regarding Church Street causes any concern, please contact by email hmplatinumsteeplebumpstead@gmail.com

Nearer the date we will contact residents again just as a reminder.

Thank you for helping the village with this matter.

Steeple Bumpstead Parish Council and HM Queen Platinum Events Organisers.



Appendix 2

RFO (Finance) & CLERKS REPORT –8th February 2022 – 9th March 2022



Receipts		Payments	
February 2022			
		NEST	£ 44.65
	£ -	The Moot Hall	£ 55.00
		Lecture Hall booking Feb	£ 27.00
		SBNN phone Bill x 3 Nov, Dec & Jan	£ 30.00
		A James - church clock service	£ 234.00
		Clerk wages	£ 894.20
		SLCC Membership	£ 154.00
		Arnold Baker book	£ 129.80
		zoom - to clerk	£ 100.72
Sub-total	£0		£1,669.37
March 2022			
Clerks Bursary	£52.50		£ -
Bank Interest	£1.37		
Sub-total	£53.87		£0
TOTALS	£53.87		£1,669.37

Payments / Invoices pending:

January

£225 – PC Monitor/screen for Clerk

March

£55 -Moot Hall

£27 -The Lecture Hall

£722.76 Clerk wages

£231 - Clerk training overtime

£217- Clerk back pay award

£250 – Handyman – leaf clearance

£62.47 – Viking

£1180 - Treeworx

£150tbc – Arden Kendal, Payroll

£3675 – neighbourhood plan (task 1 & 2)

These payments are pending/ awaiting approval

Balances as at 7/2/22

Current Account: £19,852.21

Savings Account: £35,896.10

Savings Account*: £21,163.97

Total **£76,512.28**

*Earmarked Reserves:

£4,218.97 – War memorial

£10,000.00 – Churchyard wall repair fund

£8,175.00 – Neighbourhood Plan grant

£ 770.00 – Steeple Bumpstead Neighbourhood Network



Actions update from last meeting:

Action 1	22/026 Investigate memento options further and re-present	Cllr Mackenzie has had a meeting of the Jubilee working party and will present the final choices in March
Action 2	22/026 contact PTA and Scouts / Brownies group to ask what is already being done re: jubilee mementos	Clerk has contacted the school and PTA.
Action 3	22/028 Contact the consultant for the neighbourhood plan and instruct next steps	Cllr Borges has been in contact with the consultant and will update the Council on progress each month
Action 4	22/029 Add new policies to the website	The Clerk has added the policies to the website
Action 5	22/031 share Jubilee plaque information	The Clerk shared this information by email for a decision in March or at a later date
Action 6	22/031 Obtain quotes for a beacon	Cllr Swaby has looked into the spec and expects the beacon to be very expensive
Action 7	22/031 Apply for a grant to purchase a beacon	Cllr Hexter has made the application and awaiting a response
Action 8	22/031 Instruct Treeworx to go ahead with part of the quote, totalling £1180 only	Cllr Mackenzie is liaising with Treeworx on this matter. Currently awaiting a response from Landscape services.

Other actions with updates;

21/267 Create a 'dummies guide' to using e-consult, for publication on the website. FB page and in the Yellow Book. Cllr Hexter has now completed this and it will go on the website and in the Yellow Book.

21/221 Mrs Mayes has taken delivery of the memorial tree. Cllr Mackenzie will contact her to arrange planting of tree and placement of plaque and will consult wildlife group to confirm exact position on Humphreys Meadow.

22/014 Cllr Hexter enquired re Grant £20k PFCC but we didn't meet the terms



Appendix 3

Budget update March 2022

Expenditure 2021/22							
Heading / code	Budgeted	Grants	Earmarked funds	Totals	Actual to date	%	Notes
Street Lighting	£ 1,350.00			£ 1,350.00	£ 956.86	71%	
Halls / meetings	£ 700.00			£ 700.00	£ 867.99	124%	Hall costs are higher than expected due to continued use of the Lecture Hall
Librarians Honararia	£ 250.00			£ 250.00	£ 175.00	70%	
Administration & Memberships	£3,000.00			£ 3,000.00	£ 2,854.10	95%	
Staff Costs, incl wages	£9,500.00	£ 693.52		£10,193.52	£ 9,356.42	92%	
Training	£2,250.00			£ 2,250.00	£ 2,877.20	128%	Training costs were higher than predicted due to the number of standard courses, not previously budgeted for. However this doesn't take into account for the clerks bursaries received, £367 to date and those due on completion of the CiLCA.
Website	£1,150.00			£ 1,150.00	£ 268.10	23%	
Cemetery maintenance	£1,600.00			£ 1,600.00	£ 1,500.00	94%	
Closed Churchyard	£ 5,500.00			£ 5,500.00	£ 1,759.00	32%	
Open Spaces	£ 8,500.00			£ 8,500.00	£ 7,170.00	84%	
Camping Close	£ 8,500.00	£ 2,500.00		£11,000.00	£ 10,792.16	98%	
Election Cost	£ 250.00			£ 250.00	£ -	0%	
SBNB	£ -		£ 880.00	£ 880.00	£ 110.00	13%	
Neighbourhood Plan	£ -		£ 6,175.00	£ 6,175.00	£ -	0%	
War memorial etc	£ -		£ 4,600.46	£ 4,600.46	£ -	0%	
Royal British Legion (section 137)	£ 150.00			£ 150.00	£ 125.13	83%	
Contingency	£5,250.00			£ 5,250.00	£ -	0%	