



STEEPLE BUMPSTEAD PARISH COUNCIL Annual Council Meeting @ The Moot Hall
ON Thursday 12th May 2022 at 7.30pm

Chairman: Cllr Barnes

Present: Cllr Denning, Cllr Westrope, Cllr Borges, Cllr Rust, Cllr Mackenzie and Cllr Swaby

Also in attendance: Cllr Garrod & Cllr Schwier

Clerk: Mrs Julia Howard

Members of the public: None

MINUTES

- 22/054 Election of Chairman Decision**
Nomination of Cllr Kerry Barnes, no other interest in standing as chair. Cllr Jon Borges proposed the nomination and Cllr Ian Mackenzie seconded, Cllr's voted and were all in agreement, and the resolution was passed.
Declaration of acceptance was signed before moving to the next item.
- 22/055 Election of Vice Chair Decision**
Chairman Cllr Barnes nominated Cllr Peter Hill, no other nominees were put forward. Cllr Borges seconded and all voted all in agreement.
As Cllr Hill is not present, the Declaration of Acceptance will be signed at a later date
Following a successful appointment to both positions the meeting follows as per the agenda
- 22/056 Welcome and to receive apologies for absence**
Apologies were received from Cllr Hexter and Cllr Hill
- 22/057 Declarations of Interest**
In the Planning Section, ref: 19 Church street - Cllr Swaby has a pecuniary interest and will abstain from comment and any voting
- 22/058 To approve the minutes (previously circulated) Decision**
Cllr Rust proposed to accept these as a true record, Cllr Mackenzie seconded and all were in agreement.
- 22/059 Question Time - Public Participation Session Information**
None
- 22/060 Invitation to Cllr Peter Schwier, Essex County Council and Information**
Cllr Diana Garrod, Braintree District Council
Cllr Garrod provided an update on her report which was circulated and is on the PC website. Initially focusing on the Wethersfield prison proposal and potential planning process.
Rural verge cutting update, this is now reduced to a one cut for the benefit of wildlife etc, however a safety cut will be done if it is needed – by contacting BDC Customer services on 01376 552525.
Cllr Garrod announced that she is now Vice Chair of Braintree District Council. She also spoke about a mobile respiratory support van for long covid support which would like to come to the village to offer some services to parishioners.
UPDATE: this has been arranged, to start on 29th June 2022, at the village shop.
Cllr Schwier spoke about his 100day report which was circulated in March. He spoke about energy prices and availability, particularly in relation to solar provisions and retrofit batteries.
Essex forest initiative, planted 37,000 trees last year and has planted 104,000 this year, which is more than double the planting target. Looking at specialised species for flood management etc. Hoped to increase wildlife too.
Ukraine update, working in conjunction with the red cross, there are increasing numbers now coming through the port and there are youth clubs set up to help.



Community Initiatives Fund grants are now available again. Chairman Cllr Barnes has asked for an update on the pavement the PC requested from the new development (poppy fields) to the centre of the village, which is a safety issue.

22/061 **To receive reports from;** **Information**

The Village Hall Committee – No one was able to attend from the village hall committee a financial report was provided, the figures are from 2020, but show effective management none the less.

The Moot Hall Committee – Cllr Westrope is a trustee and offered an update to the council.

The Platinum Jubilee group – basic financial update provided. There are 4 planters, the first one will be placed outside the moot hall at the end of May. 4 days of Jubilee events are planned, starting with lighting of the beacon behind Freezes Barns on Thursday 2nd June.

Clerks report (circulated) updates on actions from previous minutes were noted.

22/062 **Essential Housekeeping for the Annual meeting** **Decision**

Item 1. Adoption of Standing Orders, Financial Policy and Reserves Policy

The new standing orders were created from the NALC model document (updated in April 22) and this will be placed on our website following adoption. Cllr Barnes proposed to accept these standing orders, seconded by Cllr Swaby, all voted in agreement.

The Financial Policy and Reserves Policy have not changed and the chairman recommends re-approval, proposed by Chairman Cllr Barnes, seconded by Cllr Borges, all voted in agreement.

Item 2. Delegation arrangements were reviewed.

Chairman Cllr Barnes proposed to approve the scheme of delegation to the clerk, this was seconded by Cllr Rust, all Cllr's voted in agreement.

Item 3. Review of working group responsibilities and membership to other bodies.

Working group delegation, it is proposed that there will be a reduced number of working groups and some will be merged as follows;

Open Spaces & Footpaths – Cllr Mackenzie (play areas lead), Cllr Rust (footpaths lead) and Cllr Swaby

Planning – Cllr Borges (lead), Chairman Cllr Barnes and Vice Chair Cllr Hill

Highways and Police – Cllr Westrope, Cllr Hill and Chairman Cllr Barnes

Policies and Grants – Chairman Cllr Barnes, Cllr Hexter and Clerk

Emergency Planning Group – Cllr Westrope, Cllr Hexter, Cllr Swaby and Vice Chair Cllr Hill

Neighbourhood Development Plan – Cllr Borges, Cllr Denning, Cllr Hill, Cllr Swaby and Chairman Cllr Barnes.

Street lighting – Cllr Hill (lead), Cllr Denning and Clerk.

Finance – Chairman Cllr Barnes, Cllr Borges and Cllr Hill.

Personnel – Chairman Cllr Barnes, Cllr Hill and Cllr Mackenzie.

Community Engagement and Events – Cllr Hexter, Cllr Denning, Cllr Mackenzie and clerk.

Memberships to other bodies deferred to next meeting.

22/063 **Planning**

Applications

Erection of single-storey rear extension and replacement front bay window.

19 Church Street Steeple Bumpstead Essex CB9 7DG

Ref. No: **22/00844/HH** | Received: Thu 31 Mar 2022 | Validated: Thu 07 Apr 2022

No objections



Lawfulness application. Erection of 15mx8m barn for storage at Deres Yard.

The Barn 2A Chapel Street Steeple Bumpstead Essex CB9 7DQ

Ref: 22/00877 received 4th April 2022. To be reviewed as a planning group.

Notice of intent to carry out works to trees in a Conservation Area - T1 Robina - Fell to ground level and replant with a more suitable urban specimen. The Tree Has been poorly pruned previously resulting in masses of epicormic growth which makes suitable management un-practical. The tree has also exceeded lateral room for growth as well as disruptive root systems to adjacent buildings. **T2 Prunus** - To undergo 2m vertical height reduction to enable the tree to be maintained in its urban environment. **T3 Ash** - To undergo full crown reduction/remedial Prune of up to 2m. To create a new crown structure to maintain the epicormic growth from previous poor pruning works **T4 Maple** - To undergo 1m full crown reduction to maintain the specimen in its urban environment.

Planning Application

6 Church Street Steeple Bumpstead Essex CB9 7DG

Ref. No: 22/00963/TPOCON | Received: Tue 12 Apr 2022 | Validated: Tue 12 Apr 2022

No objection

Decisions

22/00726/HH | Erection of part single and part two storey rear extension. |

43 Churchfields Drive Steeple Bumpstead Essex CB9 7EU – **Application Granted**

22/00750/TPOCON | Notice of intent to carry out works to trees in a Conservation Area - T1 ON SKETCH PLAN - RE-POLLARD TILIA BACK TO PREVIOUS POLLARD POINTS T2 ON SKETCH PLAN - CROWN REDUCE GENUS PYRUS BY APPROXIMATELY 1.5 METRES | 2 Sucklings Yard Steeple Bumpstead Essex CB9 7DB – **Application Granted**

21/03612/FUL | Demolition of dwelling and outbuildings and construction of a replacement dwelling and garage. |

Maltings House Sturmer Road Steeple Bumpstead Essex CB9 7BS – **Application Granted**

Other – None at present.

22/064 **Neighbourhood development plan (NDP)** – there has been a meeting (in the Moot Hall on 28/4/22), the report has been received from the consultants and version 8 of the NDP has been drafted. Next step for regulation 14 is to go out to consultation, there is a list of statutory consultees, and comments need to be included in the plan. We also must consult with those in the village, following on from the village survey in 2019. It is vitally important to ensure the development in our village is ‘in keeping with the village aspirations’. These comments also need to be included and considered within the process. It is expected that the village plan would be in place for next year.

The PC will need to consider appointing an additional consultant to provide a landscapes assessment.

We will need further funding for printing, a second consultation and the final document.

22/065

Council Meetings

Decision

Item 1. To agree dates and times for ordinary meetings for the next year (2022/23) Meetings continue to be planned for the second Thursday of the month at 7.30pm from June to March

Item 2. To agree the location for ordinary meetings – this will remain at the Moot Hall unless there is a reason not to.



Item 3. To agree a day / time for any other scheduled meetings

Annual village meeting, venue Village Hall

Date: Wednesday 19th April Time: 7pm

Annual Council Meeting, – Village Hall (room tbc)

Date: Thursday 11th May Time: 7.30pm

Chairman Cllr Barnes proposed that the Parish Council agree to the three items above, seconded by Cllr Westrope, all were in agreement.

22/066

Financial Matters

To note and Decision

Item 1. To note receipts and approve upcoming payments – the list of payments was presented along with a statement of income and expenditure

Payments / Invoices pending:

January

£225 – PC Monitor/screen for Clerk

May

£2406.00 - Country Gardens

£68.59 – Viking stationery

£744.16 – Clerks wages

£488.77 – clerks training hours (minus tax)

£175 – librarian honorarium

£75 – assistant librarian honorarium

£312 – clerks homeworking allowance

£40 – BALC membership

£5 – Clerk monthly phone contribution

£7410.00 – DAC planning for the Neighbourhood Plan

£53.40 – Jim Webb, repair to chain bridge

£348 – Simpson Accountancy

£1221.31 – BHIB Insurance renewal

Cllr Swaby proposed to approve the list of payments, Cllr Westrope seconded, all voted in agreement.

Item 2. To approve the Year end accounts and Earmarked reserves for 2021/22 as per circulated documents and the AGAR approved by the internal auditor

Cllr Swaby proposed to accept the accounts, Cllr Denning seconded all voted in agreement.

Item 3. To approve the Fixed Asset register as of 31/3/22 – this item is to be deferred until October

Item 4. To receive the report for the Internal Auditor for 2021/22 & agree any action. There were no actions and the report was duly received.

Item 5. To complete and approve the Annual Governance Statement for 2021/22

Cllr Rust proposed to approve the accounting statements, Cllr Swaby seconded all voted in agreement. Section 1 of the AGAR was signed by the chairman in the presence of the council.

Item 6. To approve the Accounting Statements for 2021/22

Cllr Rust proposed to approve the accounting statements, Cllr Swaby seconded all voted in agreement

Section 2 of the AGAR, was signed by the chairman in the presence of the Council.

Item 7. To note the dates for the Publication of Notice of Public Rights

These will be Monday 13th June to Friday 22nd July - Duly noted.

Item 8. To approve processing of regular payments list

1. BHIB insurance
2. Arden Kendall Payroll services
3. EALC & NALC affiliation fees
4. SLCC membership fees
5. BALC membership fees



4. Clerks monthly wages (to be paid by standing order at £744.16)
 5. Moot Hall donation and rental fees (to be paid by standing order at £55 /month)
 6. Colne and Stour countryside association (paid at £5/annum by standing order)
 7. Country Gardens – scheduled invoices according to the payment schedule and only within budgeted amount
 8. HMRC Employer contributions
- Cllr Westrope proposed to approve this list, seconded by Cllr Mackenzie, all voted in agreement.

Item 9. To confirm Insurance cover for the coming year – the premium has increased slightly, from £1215.88 to £1221.31 The council is happy to confirm this, we are within a three-year agreement, this is the final year.

Item 10. To review the Council's expenditure incurred under s137 (LGA 1972), in 2021/22 the Council spent £807.63 of a permissible spend of £10,394.76 (which for that year is £8.41 x #electors).

Item 11. To confirm the Internal Auditor for 2022/23 as Simpson Accountancy, proposed by Cllr Mackenzie, seconded by Cllr Westrope, all voted in agreement.

At 10pm, the chairman suspended the standing orders to seek agreement to allow the meeting to continue until 10.30pm. Councilors were happy to continue.

Item 12. Review of earmarked fund accounts

Recommended actions.

Approve transfer of end of year surplus (of £16,390.30) from the current account to general reserves or earmarked funds as follows;

Of the surplus of £16,390.30

1. £3666.00 surplus from the amount budgeted for the Churchyard maintenance should be moved to the Churchyard wall repair fund
2. £2500 to be moved to a new earmarked fund for Tree Maintenance
3. £5000 to be moved to a new earmarked fund for Maintenance to assets (ie benches and play equipment)
4. The remaining £5224.30 to be moved to general reserves

Chairman Cllr Barnes proposed that Points 1, 2 and 3 are agreed, point 4 surplus to go into the churchyard wall fund, Cllr Swaby seconded and all were agreement.

22/067

Administration

Item 1. Adoption of new Training Policy, Review of Bench and Co-Option policies

Chairman Cllr Barnes proposed to accept the new policies and the reviewed policies, Cllr Swaby seconded all voted in agreement.

Item 2. Use of Notice Boards

The notice board at the village hall is worn and in need of repair. The notice board at Queen Edith rd. is in disrepair and will stop being used by the Council, and removed before it becomes unsafe – Public may continue to use it.

The Council will continue to use the noticeboard at the village shop, which has been relocated for better access and is in good repair.

OTHER ITEMS FOR DISCUSSION

22/068

Platinum Jubilee Update – Cllr Mackenzie gave an update on the last meeting.

Sadly, the cake competition has been removed so is no longer in the programme.



There is an A4 leaflet being delivered with the seeds on Tuesday/Wednesday. Competition entries are coming in. Judges are being contacted for each event. One of the conditions of the Parish Council insurance for this event is to have medical assistance in place. This is coming to around £700, which needs approval from the PC. Any funds coming in from donations and/or the food vans will go towards reducing the costs.

Cllr Rust proposed to accept the cost, Cllr Swaby seconded all voted in agreement. **Yellow Book Deadline** - 15th May 22, Cllr Denning will draft this and send to the Clerk for submission.

22/069

22/070 Information Sharing

Chairman Cllr Barnes – The Neighbourhood Police team came to the village on 12/5 and brought speed cameras over, 40 vehicles were checked and only one over the 30mph, Water Lane will be closed Monday 16th potentially for the week. Cllr Westrope – a parishioner asked for a bench on the river walk, can this be noted for when new benches are considered, Cllr Borges – parishioner complaint about the cemetery being overgrown, Cllr Swaby will have a look at the situation and follow up. Cllr Rust – new person at Highways Jason Portello, will be following up on some outstanding issues, loose plank on one of the footpath bridges on foot path 7 at the back of freezes farm will follow up on this Cllr Swaby – none, Cllr Mackenzie – wood is being placed behind freezes barn in preparation for the beacon. A memorial tree has been planted at Humphries meadow today, a plaque will be placed shortly, Cllr Denning - none.

22/071 Next meeting - Thursday 9th June, 7.30pm at the Moot Hall

22/072 Meeting Close – 22.25

Actions:

Reference	Details	Who
22/060	Send email to Cllr Schwier to ask for an update on the pavement, re safety issue.	Clerk
22/062 Item 1.	Finalise policies (SO's and financial) and put on the website	Clerk
22/064	NDP – Apply for additional grant funding	Chairman
22/064	NDP – consider appointing an additional consultant to provide a landscapes assessment.	Cllr Borges
22/065	Publish dates of meetings	Clerk
22/066 Item 3	Defer review of assets and asset register until October	Clerk
22/066 Item 8	Contact Barclays about setting up standing orders.	Clerk
22/066 Item 12	Transfer surplus to earmarked accounts as noted	Clerk
22/067	Add new / reviewed Training, Bench and Co-Option policies to the website	Clerk

Signed by the Chairman.....

Dated