



**STEEPLE BUMPSTEAD PARISH COUNCIL Meeting @ The Moot Hall
on Thursday 8th December 2022 AT 7.30pm**

Meeting Chair: Vice Chairman Cllr Hill.
In attendance: Cllr Borges, Cllr Mackenzie, Cllr Rust, Cllr Hexter.
Clerk: Mrs Julia Howard
Public: one

MINUTES

- 22/176 Welcome and to receive apologies for absence** **Chairman**
Apologies from Chairman Cllr Barnes, Cllr Denning, Cllr Westrope, Cllr Swaby, Cllr Schwier and Cllr Garrod.
- 22/177 Declarations of Interest - none** **Information**
- 22/178 To approve the minutes** (previously circulated) of the Parish Council meeting held in November 2022. Cllr Mackenzie proposed to accept the minutes as a true record, Cllr Rust seconded all voted in agreement.
- 22/179 Question Time** Public Participation Session - one member of the public attended to speak about flooding issues in Maltings Lane. The flooding hasn't encroached the properties, but does block them in (or out) which is a huge issue if there were any emergencies. There is a drain at the end of the Endway/ top of Maltings Lane (by Lower house farm) which is blocked with mud and has been for some time. It is on the ECC portal but not been attended to. The water stays on the ground for several days after the flooding in the village has gone. The PC will consider the points raised and respond in writing to the parishioner, however due to the festive period there will be a slight delay.
- 22/180 Invitation to Cllr Peter Schwier, Essex County Council and Cllr Diana Garrod, Braintree District Council** – none. Apologies received from both Councillors.
- 22/181 Christmas Tree** – our thanks to our Sponsors, The Bauble Barn, Jarvis Electrical, Gino's Pizza and AKS, Rev Theresa Lowe for providing a refreshments stall and the Moot Hall for hosting. A big thank you to everyone involved and those who attended from the whole community.
- 22/182 Boxing Day Walk** - 11am on Boxing Day, meeting at the village hall. Flyers will be up, and it's in the Yellow Book and will be on social media too. Volunteer Marshalls are sought after, if anyone is interested in helping, please contact Cllr Colin Rust.
- 22/183 Planning Applications**

New -

Validated Planning Applications					
Date validate	Number	Address	Postcode	Details	Status
28/11/2022	22/03098/LBC	Fox And Hounds 3 Chapel Street S	CB9 7DQ	Reclad existing corrugated metal roof sheeting with matching corrugated meta	Pending
21/11/22	22/03188/HH	48 Water Lane Steeple Bumpstead	CB9 7DS	Erection of single-storey rear extension with ramped wheelchair access.	Pending

22/03188/HH 48 water lane – okay, 22/03098/LBC fox and hounds – okay. 22/03162/COUPA Maltings Poultry farm, change of use –objection submitted by the PC. 22/03202/PLD 41 The Endway – okay.
22/03173/SCR Rowley hill solar farm – pre-consultation – concerns over power supply capabilities wouldn't want to see new power lines / telegraph poles. Would like to know whether new power lines will be buried. There should have been a public consultation in person and a longer consultation period for the written responses, which were not easy to use, not user friendly and looked like junk mail – small white writing on blue background. Clerk to submit a response on the LanPro consultation online tonight.



Decisions -

Validated Planning Applications						
Date validate	Number	Address	Postcode	Details	Status	PC Comments
2/9/22	22/02309/REM	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.	Granted	
5/9/22	22/02317/HH	6 Sucklings Yard	CB9 7DB	Replacement of softwood windows with aluminium windows and Installation of solar PV panels on existing roof	Granted	no objection
10/10/22	22/02603/HH	16 The Endway	CB9 7DW	Double Garage	Granted	No Comment

22/184 Neighbourhood Plan, No further update Information

22/185 Financial Matters - To note receipts and approve upcoming payments Appendix a

Cllr Borges proposed to approve the financial report, Cllr Rush seconded and all voted in agreement

22/186 Budget Setting – for year 2023/24 Decision

The Budget group have gone through every line of the budget document and it was circulated to all Councillors for review. There will be a zero increase in the precept. The figure will remain at £43,409 for the third year. Cllr Borges proposed to accept the budget, Cllr Rust seconded and all voted in favour.

22/187 Adoption of the draft Grant Awarding Policy – A new policy was drafted, Cllr Hexter proposed to adopt the policy and Cllr Hill seconded, all were in agreement

22/188 Clerks Report – The actions list was shared. See appendix b.

Julia is now a CiCA qualified Clerk, having passed the year long course recently.

22/189 Open Spaces -updates from open spaces groups Information

Item 1. Village Tree Survey – Caroline Hall, has been booked to do the tree survey and is looking to be done on a date in January tbc. Chairman Cllr Barnes and Cllr Mackenzie will arrange to meet with her when she arrives.

Item 2. New Trees – with thanks to the environmental group 23 trees (from the Queen’s canopy) were planted and are being watered. 7 more trees will be planted on the Camping Close in January with preschool’s assistance along with the larger Oak tree.

Item 3. Bumpstead Brook – update on the condition / excess growth / flood risk – this ties in with the question from the parishioner earlier this evening and Cllr Hexter has an ongoing action to address the condition of the Brook. An update will be requested again in January.

OTHER ITEMS FOR DISCUSSION

22/190 S106 – Village regeneration – a new email address has been set up for this, so that we can gather communication from the wider village when we are ready to start looking at repairing or replacing equipment. The PC has approx. £4k due which is expected to go on the slide and maybe a replacement notice board – subject to getting quotes. The larger amount will want input from parishioners and so when we get to that point there is an email address set up to gather views, or to do surveys from it is office.steeplebumpstead.pc@gmail.com It is currently live but not monitored

22/191 Christmas Tree collection – recycle your real Christmas trees from the Village Hall, Saturday 14th January, 8-8.30am. The PC’s Christmas Working group plan to get together on Friday 13th to remove SBPC’s tree decorations to go back to the children of the village.

22/192 Information Sharing – Cllr Hexter – Library update, furniture has been offered to update the library, hopes to open soon. Cllr Rust – has cut and removed another fallen tree by the bowls club, Cllr Mackenzie – there was a minor accident at the Haverhill junction road, should have a give way or stop sign there. Cllr Hill – there is an interested party in restarting a nursery.

22/193 Next meeting – 12th January.

22/194 Meeting Close – 20.45

Actions

Item	Details	Who
22/179	Council to respond in writing to member of the public	Chairman / Clerk
22/181	Council to write letter of thanks to donors	Clerk
22/187	Add Grant awarding policy to the website	Clerk



Appendix a. Finance report.

RFO (Finance) REPORT & payments list –9th Nov – 08th December 22

Upcoming Payments / Invoices pending (for approval):

December:

£58.79 – Viking Hamper

£39.76 – Cllr Rust – RCD extension cable

£600 – Defib Grant to Westrope Motors

£178 (approx.) - Clerk Overtime (training)

£54 – Election training for clerk

£1014 – Country Gardens

£168.96 – Oak tree

£154.99 – Queen's tree canopy commemorative sign (RBLI)

£385.59 – Grant towards Defib (awaiting gran form)

£145 – website (clerk)

November:

£6.00 – large decorations (clerk)

Regular pre-approved Payments (monthly unless stated)

£55.00 - Moot Hall (per month)

£5.00 - Clerks monthly phone contribution

£800.00 - Clerks Wages

Account Balances as at 8/12/22

Current Account: £21,790.39

Savings Account: £35,557.18

Savings Account*: £38,070.89

Total £95,418.46

*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 / observations.

1. Interest has just been paid into the accounts and will be moved into general reserves.
2. 3 payments due were raised a while ago, and need prioritising. Other payments will be raised by RFO in due course.

Receipts		Payments	
November 2022			
	£ -	Npower	£ 73.29
		Viking	£ 88.94
		country gardens	£ 1,806.00
		Moot Hall (Nov)	£ 55.00
		Clerks' wages	£ 744.15
		Tree decorations (clerk)	£ 38.97
		SLCC tenders training	£ 108.00
		Wix email accounts	£ 158.24
		Clerk phone	£ 5.00
		wedding barn / bauble barn (DIGBY STRIDE)	£ 104.00
		HMRC employer contributions	£ 370.32
		Clerk pay award backpay and training	£ 694.26
		Viking printer, ink, paper	£ 252.52
		Viking, cups for xmas	£ 5.99
		Nest	£ 132.39
Sub-total	£0		£4,637.07
December 2022			
Bank Interest	£40.32		£ -
Gino's Pizza donation	£80.00		
Sub-total	£120.32		£0
TOTALS	£120.32		£4,637.07



Appendix B, Clerks report, update on actions

Actions from Meetings 2022/23										
Status	Date of meeting	Action Number	Details	Responsible person	action complete y/n?	Reported at a meeting? y/n	Date	Follow up?	Follow up date	NOTES
in progress	12/05/2022	22/060	Send email to Cllr Schwier to ask for an update on the pavement, re safety issue.	clerk	y					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	22/066 Item 3	Defer review of assets and asset register until November/December	clerk				y	October	To be reviewed in Nov/Dec
in progress	09/06/2022	22/080	Site the planters	Cllr Mackenzie						Need a suitable vehicle to move the filled planters. Update required
open	14/07/2022	22/097	Item 3. Schedule landscapes tender for the Autumn	Clerk						Deferred until 2023 as awaiting training
in progress	26/07/2022	22/114	Chase up Finchingfield rd 30mph limit	clerk						clerk has completed a new LHP request and sent to Cllr Schwier Grant has been agreed. Clerk has submitted paperwork to receive funding and awaits a reply. Funding received and £600 paid to Westrope Motors towards the defib
in progress	26/07/2022	22/115	Clerk to move forward with the defib grant paperwork	clerk						
closed	26/07/2022	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	y		08/12/2022			clerk has completed a new LHP request and sent to Cllr Schwier
open	13/10/2022	22/142	Look at locations for a memorial flower bed & look into grants that may be available for it too	Cllr Hexter						
open	13/10/2022	22/142	Enquire with Fraser at the village pottery to see if he will make a second plaque to match the previous jubilee one	Cllr Barnes						
open	13/10/2022	22/145	Looking into maintenance work at the Bumpstead Brook and whether there are grants available.	Cllr Hexter						
open	13/10/2022	22/146	Obtain new quotes for repairing the churchyard wall	Cllr Swaby						
open	13/10/2022	22/146	Contact the Police department to arrange repairs to the old lockup	Cllr Hexter						
in progress	10/11/2022	22/165	Item 2. Apply for s106 funding to replace broken rope. Obtain 3 quotes and follow procedure and then instruct contractor to replace rope	Clerk						Quotes have been requested
in progress	10/11/2022	22/165	Item 2. Look at replacement slide options	Cllr Mackenzie						Quotes have been requested
in progress	10/11/2022	22/165	Item 3. Instruct Caroline Hill to undertake tree survey	Clerk						Instruction has been made. Caroline will attend in January date tbc
in progress	10/11/2022	22/165	Item 4. Co-ordinate planting of 30 trees	Cllr Mackenzie						This was started
open	10/11/2022	22/165	Item 4. Purchase English Oak tree as displayed at PC meeting	Clerk						
open	10/11/2022	22/166	Obtain 3 quotes for replacement notice boards	Clerk						
open	10/11/2022	22/166	Add information to the Yellow Book to ask for parishioner's views on how the money should be spent	Cllr Hexter						
open	10/11/2022	22/168	Identify priority potholes	Cllr Westrope						

Signed By Chairman.....

Date