



Members of the Council are hereby summoned to attend the
STEEPLE BUMPSTEAD PARISH COUNCIL Meeting @ The Moot Hall
ON Thursday 12th October 2023 at 7.30pm

Chairman: Cllr Kerry Barnes

In Attendance: Cllr Hexter, Cllr Swaby, Cllr Westrope, Cllr Borges, Cllr Mackenzie, Cllr Denning, Cllr Hill

Also present: Cllr Schwier, Cllr Garrod & Phillip Whittome.

Clerk: Mrs. Julia Howard

Members of the Public: none

M I N U T E S

23/122 **Welcome and to receive apologies for absence** -none

23/123 **Declarations of Interest** - none

23/124 **To approve the minutes** (previously circulated) of the Parish Council meeting held on 14th September 2023. Proposed as a true record by Cllr Mackenzie, seconded by Cllr Denning all voted in agreement.

23/125 **Question Time** - none

The Chairman agreed to move item **23/130** forward to allow the PC's guest speaker to address the Council. Phillip gave a brief history of the Neighbourhood plan, see appendix a.

Next steps, to move forward to regulation 16, The Council are asked to approve the Submission Draft (version 11), of the NP (incl. all ancillary maps, supporting docs etc.)

The Basic conditions statement; and The Consultation Statement, these documents to be circulated and discussed, ready for a decision next month.

The meeting then moved to item **23/126**.

23/126 **Invitation to Cllr Peter Schwier, Essex County Council**, who provided an update on the RACC concrete situation across the County. Park and Ride price has now been fixed at just £3 into Chelmsford making it a more affordable option for shopping or business visits to the city. Pothole repairs are underway, many have now been filled. The Great Yeldham bridge is fully open and works are completed. The County Council's children in care services were awarded 'outstanding' in their Ofsted assessment.

There is an open waste consultation, parishioners are encouraged to respond. An open consultation is still open for the trial of booking appointments at the recycling centres across the County. There are reciprocal agreements for those across the borders, i.e. using the Suffolk (Haverhill /Sudbury) recycling centres.

When asked about speeding motorbikes around the village, although this is an Essex Police issue, the Parish Council can make a request to move and/ or change speed signs to assist with calming traffic coming through the village.

and to Cllr Diana Garrod, Braintree District Council , whose monthly report was circulated and is on the website. There are several road closures – these are also on the PC's website. There is RAAC concrete at the village school which is being worked on at the moment, the issue is limited to the staff room areas.

An ice rink is coming to Braintree Freeport Village from Nov -7th Jan.

When asked about the play equipment which was removed today from North Crescent by Eastlight Housing, the District Councillor, Cllr Garrod advised that she had also looked into whether BDC could assist with this and was not able to offer support as it is owned by Eastlight Housing association who would be responsible for budgeting and maintaining it.

23/127 **Speeding Motorists and obstructive parking** – pedestrian safety concerns following communication from residents. This was discussed earlier in the meeting, however, in addition, the PC has previously paid for a speed wire test and found that although the vehicles were noisy and accelerating, the vehicles were generally not travelling above the speed limit but did sound faster as they were accelerating. Speed watch could be re-activated, volunteers would be required. The clerk is to put up another post requesting speed watch volunteers and look for the costs and details of a speed wire check,

23/128 **Village tidy up required** – There is significant overgrowth around the village, there are areas which are in need of a tidy up, some other villages book an amenity vehicle and clear up day, the PC considered what this could look like for Steeple Bumpstead. Members of the public would be encouraged to tidy up their properties, and around the village and to help to clear overgrown weeds along paths etc. Have a



community litter pick, led by the Steeple wombles. Timings of the vehicle will be dependent on the BDC schedule. Cllr Hexter will lead the project.

23/129 Planning Applications

Validated Planning Applications				
Number	Address	Postcode	Details	Status
23/02205/TPOCON	43 Lion Meadow	CB9 7BY	Notice of intent to carry out works to trees in a Conservation Area:- T1 - Taxus, overall crown reduction of 2-3 m in height and 1-2 m from the sides	Pending

22/02205/tpccon – no comment.
The PC chooses not to comment on tpo’s in general.

Decisions:

Validated Planning Applications					
Number	Address	Postcode	Details	Status	PC Comments
23/01022/FUL	2 Rylands Farm Broad Green Steeple Bumpstead	CB9 7BW	Conversion of a farm building to 1 No. dwelling house.	Pending	Granted
23/01058/FUL	Land At 16 Church Street Church Street Steeple Bumpstead Essex		Demolition of existing outbuilding and erection of 1No. 2-bedroom dwelling house. Alterations to existing site access.	pending	Granted

23/130 Neighbourhood development plan – an update on the current status Information
This was covered earlier in the meeting and documents will be circulated for decision next month.

23/131 Financial Matters To note and Decision

Item 1. To note receipts and approve upcoming payments, as per appendix b (circulated).

RESOLVED Cllr Swaby proposed to accept the report and approve payments, Cllr Rust seconded, all voted in agreement.

In addition, 2 further silent soldiers will be purchased from the war memorial fund, with the words ‘lest we forget’ on the base. The Council requested a male and female soldier if possible.

Item 2. Clerks report / admin – The PC has been seeking to ensure all Councillors receive training. There is a Councillor training course which could be done in the village, on a Saturday or 1 or 2 evenings. This was generally agreeable and the chairman will look into the options further. The Clerk will contact neighbouring PC’s to see whether they would like to share the opportunity.

The clerk is in the process of applying for the District Councillor grant for modernising the Moot Hall for meetings, which will help to pay for the upgraded wiring to allow the PC to have a screen and power for meetings.

Due to a conflict of dates, the Clerk cannot attend the current date for the PC meeting, it was agreed to move it the meeting to 16th May ‘24, the clerk will update the website.

23/132 Annual Village meeting date – to confirm the new date and format of the AVM.

Following the last AVM the PC agreed it needs a new format and date. The village hall is available on Saturday 20th April, the PC agreed with this suggestion, time to be confirmed – clerk to include this in the list of meeting dates. The Events group will look to get local groups to do demos and stands, add cheese and biscuits / cupcakes. It will become an event rather than a meeting so the events group will work on pulling it all together and looking to rename it.

23/133 Churchyard Wall working group – update on recent progress & meeting dates. Chairman Cllr Barnes contacted the group to agree meeting dates, however only one response was received and a meeting wasn’t scheduled. An updated quote/estimate was received from Lodge & Sons, to review and Cllr Swaby has made some progress with another specialist and had a suggested way forward, by undertaking an additional type of assessment of the wall and ground beneath it. The Working group will also speak to the Heritage team regarding the wall. The Churchyard Wall group will be meeting before the next PC meeting and would like to be in a position to proceed with such actions, with a cost of up to £1000. In order to proceed in this manner, Cllr Borges proposed that £1000 (from the churchyard wall fund) is used for the



instruction of an assessment of the church wall, following the next meeting of the working group. Cllr Hexter seconded this proposal, all were in agreement.

23/134 Open Spaces and Footpaths Update

Item 1. In Bloom progress report - Volunteer bulb planting Day is this weekend, 15th October, there are many daffodil and snowdrop bulbs to be planted around the village. The Parish Council would like the village to be filled with spring bulb blooms next year, and will seek to plant more bulbs year on year. The clerk is waiting to hear about the submitted grant request for a community herb planter

Item 2. Bumpstead Brook – fallen debris and overgrowth has been reported to the Council, the clerk has reported this to the Environment Agency (EA) ref: 02192883 at Claywall Bridge area, a response received indicates that the EA are awaiting funding to do this and expect action around November. Also, resident has reported fallen wood in the brook causing a blockage. This is probably from their own tree and would be their responsibility to remove it, however Cllr Swaby and Cllr Mackenzie are going to visit to see whether it can easily be pulled out, without involving additional costs.

Item 3. Footpaths update – the new handrail has been fitted to the steps at North Street (FP7). A MOP has reported overgrown trees along footpath at the rear of North Street houses (opp shop) – this is BDC land and would need to be reported to the District Council. There have been comments about nettles and weeds on pavements and footpaths.

Cllr Rust has submitted a grant request for hi viz vest and tool kits – an amount of funding had been agreed in principle.

A Boxing day walk route will be available but not guided for 2023, the guided walk will be postponed to a New Year day walk, unless there are volunteers who would like to guide the boxing day walk – please contact Cllr Rust.

Item 4. Open spaces update – the new slide has been installed today and a resin bound mulch / wetpour will need to be put in, the PC are trying to get a grant towards the fund. A gofundme could be set up to help get donations, the clerk is asked to find out more.

The PC need to sort out the surface ASAP and order new woodchip for the closed play area.

OTHER ITEMS FOR DISCUSSION

23/135 Landscapes Tender – the clerk has registered the PC as a buyer and awaits a duns number. There was a meeting about the tender document and some further changes were made, which Chairman Cllr Barnes will send through to the clerk so it can be advertised.

23/136 Christmas Switch-On – update to the tree lighting 2023, which will be 6.30pm for 7pm switch on 25th November 23. Local business owners / crafters will be able to request a very small, free, stall to be made available in the Moot Hall. Plus Santa will be present to receive letters from the children.

The village will also be invited to sign up to do advent windows.

23/137 Remembrance Day – the service will be at the Chapel and led by Revd. Jonathan Lowe. Cllr Westrope is arranging to clean and tidy up the memorial. The PA system is available, Chairman Cllr Barnes to look into this, a radio microphone may be needed.

Volunteers gathered with The Spotted Cat pottery, to make clay poppies to donate to the village. They will need to be painted by volunteers too.

2 Silent Soldiers have been ordered by the PC to be used around the village and as noted a further 2 will be purchased to go on the war memorial.

23/138 Information Sharing – Cllr Westrope – no, Cllr Hill none, Cllr Swaby -none, Cllr Borges – disappointed about the north crescent play equipment being removed, Cllr Mackenzie – none, Cllr Rust – none, Cllr Hexter – none, Cllr Denning – none.

23/139 Meeting Close & Date of Next meeting – 9th November

Signed by Chairman

Date



Appendix a – NHP Briefing document

Steeple Bumpstead Neighbourhood Plan Steering Group ***“Steeple Bumpstead: Planning for our Future”***

Briefing Note for Parish Council meeting on October 12th 2023

Background

As the PC is aware, a Regulation 14 Consultation process was held in respect of the draft Steeple Bumpstead Neighbourhood Plan earlier this year, which was felt to be well-conducted and highly successful.

Following the Reg 14 process, the planning consultancy DAC Planning were commissioned to compile a detailed report on the results of the Reg 14 Consultation, including a list of amendments which DAC Planning formally recommended to reflect the various responses which had been received in respect of the Consultation. These recommendations were then incorporated in an updated version of the NP (VERSION 11).

At its meeting on 9th August 2023, the Steering Group formally approved the updated Version 11 of the Neighbourhood Plan, which will now form the Submission Draft of the NP for the next stage of the process.

What happens next

Jan Stobart of RCCE attended the same Steering Group meeting, and set out the next steps of the process, as follows.

Reg 15 - the full Parish Council now need to formally approve three documents, as set out below.

Reg 16 - following the PC formally approving these documents, BDC would hold their own consultation via the usual BDC planning portal.

BDC would then discuss with the Parish Council about appointing an Examiner, and Jan highlighted that the PC might have a choice between a number of potential candidates. It was agreed that the PC/Steering Group might then discuss this process, including asking for help in responding to any questions which the Examiner might ask etc., with DAC Planning who might be able to assist with this. It was further agreed that the Steering Group would apply for more grant funds to allow for these various exercises, in the sum of at least £3,000. These funds might also cover a final stage of arranging for the final version of the NP to be more attractively typeset with proper graphic design etc. and also importantly with all the maps etc. fully incorporated into the main body of the NP rather than presented as separate files.

Actions now asked from the full Parish Council

The full Parish Council now need to formally APPROVE three documents:

The Submission Draft (Version 11) of the NP itself (including all ancillary maps, supporting documents etc.);

The Basic Conditions Statement; and

The Consultation Statement.

Documents

Parish Councillors have been sent final versions of Version 11 of the NP and the Consultation Statement.

The various ancillary documents to the ancillary documents can still be seen on the PC website, here: <https://www.steeplebumpstead-pc.org/neighbourhood-plan>

The situation with the draft Basic Conditions Statement is slightly more complicated. DAC Planning have completed a draft of this, which has been sent to Parish Councillors. However, this cannot be finalised until a few elements have been informed by the outcomes of an SEA and HRA Screening Assessment, which has not yet been undertaken. This is a service which is undertaken on our behalf by Braintree District Council, who will circulate the draft Neighbourhood Plan to relevant organisations and seek their opinion on the need for a Strategic Environmental Assessment or Habitats Regulation Assessment to be produced to support the Plan. DAC Planning are 99% certain that we will not need these assessments to support the Plan, however they do tell us that we will still need to go through this ‘screening assessment’ process.

In order to progress this, DAC Planning have recommended that we email Alan Massow of BDC and ask for their assistance in undertaking an SEA and HRA Screening Assessment for the draft SBNP, attaching the draft version of the Plan to our email. This has now been done and is in train.

Following the screening consultation undertaken by the Council, they will then provide us with a report which will provide the conclusions we need to include within the final Basic Conditions Statement. These conclusions are highly likely to be similar to the draft wording which DAC Planning have highlighted within the current draft Statement.

For the purposes of tonight’s PC meeting, therefore, it is proposed that there is no reason why the PC should not formally approve all of the other documents as they stand, and approve the Basic Conditions Statement subject to any final minor amendments to be completed by DAC Planning following hearing back from BDC, with the authority to approve any such minor amendments delegated formally to the Steering Group.

The Parish Council is therefore REQUESTED to give these formal approvals as above.



Appendix b – Finance Report

RFO (Finance) REPORT & payments list –12th Sept 23 – 9th October

Upcoming Payments / Invoices pending (for approval):

October:

£50 - Cllr Hexter for Chedburgh Plant centre Ltd
 £55 - Cllr Hexter for Chedburgh Plant centre Ltd for tubs and baskets
 £9 – Cllr Hexter for B&Q for baskets this has vat to claim
 £320 – RBLI Silent Soldier
 £55- Poppy appeal / Wreath Donation, by cheque
 Moot Hall electrics Quote (£1020.00 – Jarvis Electrical (Moot Hall))

September:

£79.99 – Norton anti-virus

Regular pre-approved Payments (monthly unless stated)

£60.00 - Moot Hall (per month)
 £5.00 - Clerks monthly phone contribution
 £803.88 - Clerks Wages
 £64.80 – quarterly mileage claim

Account Balances as at 10/10/23

Current Account: £24,275.30
 Savings Account: £35,795.57
Total: £60,070.87

*Earmarked Reserves:	£4,600.46	– War memorial
	£28,527.00	– Churchyard wall repair fund
	£0	– Neighbourhood Plan grant
	£3,000.00	– Maintenance to Assets
	£2,239.09	– Tree Surveys and Maintenance
	£957.11	- Bumpstead in Bloom
Savings Account (005)* Total:	£39,323.66	

Recent actions / observations

1. There are a number of tree survey actions coming up, which will have a cost attached, and be paid from the budget/Tree surveys and Maintenance fund
2. The Slide is yet to be billed for, part will come from S106 grant

In Bloom finance update. Spent: £4,830.29(incl. vat), Remaining £957.11

2023/24		InBloom accounts for Grant purposes			
Date	Details	Total	net	vat	balance (without VAT)
06/04/2023	BDC Grant Bumpstead in Bloom	£ 5,000.00			£ 5,000.00
26/06/2023	Plants - cllr Hexter	£ 89.80	£ 89.80		£ 4,910.20
26/07/2023	Amberol	£ 2,374.92	£ 1,979.10	£ 395.82	£ 2,931.10
26/07/2023	FASTCO - Cllr Hexter (In Bloom)	£ 26.47	£ 22.06	£ 4.41	£ 2,909.04
26/07/2023	Clerk - flowers and feed receipt	£ 16.00	£ 16.00		£ 2,893.04
04/08/2023	Amberol	£ 1,343.16	£ 1,119.30	£ 223.86	£ 1,773.74
12/09/2023	GetComposting	£ 529.95	£ 441.63	£ 88.33	£ 1,332.11
12/09/2023	Field (compost) Ltd	£ 148.00	£ 123.33	£ 24.67	£ 1,208.78
12/09/2023	Field (compost) Ltd	£ 148.00	£ 123.33	£ 24.67	£ 1,085.45
20/09/2023	Boston Seeds	£ 153.99	£ 128.34	£ 25.65	£ 957.11
Totals		£ 4,830.29	£ 4,042.89	£ 787.41	

Receipts		Payments	
September 2023			
	£21704.00	Get Composting	£529.95
		Field (compost) Ltd	£148.00
		Field (compost) Ltd	£148.00
		Npower	£63.00
		Boston Seeds	£153.99
		Moot Hall	£60.00
		Clerk Wages	£803.88
		Clerk phone contribution	£5.00
		Country Gardens	£1,806.00
		Clerk Milage allowance	£64.80
		The Moot Hall sundries for meeting	£157.09
		NEST	£32.53
Sub-total	£21,704.00		£3,972.24
October 2023			
Sub-total	£0		£0
TOTALS	£21,704.00		£3,972.24