



**STEEPLE BUMPSTEAD PARISH COUNCIL Meeting @ The Moot Hall**

**ON Thursday 13<sup>th</sup> July 2023 at 7.30pm**

Chairman: Cllr Kerry Barnes

Also in attendance: Cllr Westrope, Cllr Swaby, Cllr Mackenzie, Cllr Borges, Cllr Hill, Cllr Denning

Clerk: Mrs Julia Howard

Members of the public: two

**MINUTES**

**23/087 Welcome and to receive apologies for absence** **Chairman**

Apologies received from Cllr Schwier, Cllr Garrod, Cllr Hexter & Cllr Rust

**23/088 Declarations of Interest - none** **Information**

**23/089 To approve the minutes – RESOLVED** Cllr Hill proposed to accept the minutes as a true record, seconded by Cllr Denning, all voted in agreement

**23/090 Question Time - none** **Information**

**23/091 Invitation to Cllr Peter Schwier, Essex County Council and Cllr Diana Garrod, Braintree District Council** – neither were available today however Cllr Schwier sends round informative emails and Cllr Garrod sends a monthly report (which is circulated and posted on the PC’s website each month)

**23/092 Village Hall Committee report** – The VH committee was invited to present their report. The village hall was left a sum of money by Stanley Drapkin and only the interest from that money is permitted to be used, year on year.

Total income last year was £24k, outgoings £25k, there was exceptional expenditure last year to install new CCTV and a new main door. In addition, the preschool was also supported. Hirer fees have not been raised since prior to 2020 and will be assessed later this year. The deposit scheme has been reinstated. The hall continues to be well used, by a variety of groups offering good choice for the community.

The village hall is 29 years old and in need of some refurbishment. There have been issues with the boiler and pipework. A new boiler quote was £30k and so a decision to move toward a more environmentally friendly option (air source pump and electric) providing heating and cooling whilst minimizing noise disruption to the neighbours from having windows open.

Also looking to install solar panels to the roof with batteries. Kitchen and toilets also require refurbishment. Water testing has been completed and is safe (this included legionella testing) and showers in the pavilion are working, which is a requirement in order for the veteran’s football team to play, and they will be joining the dynamos this year. New chairs will be needed soon as the current ones are sharp in places.

The hedge to the side of the hall is overgrowing and needs pruning. The drinks carton bins are overflowing regularly as they are not being squashed before binning.

**23/093 Churchyard Wall update** – a project plan has been pulled together detailing next steps, but it can’t proceed further until the quote from Lodge and Sons has been updated. Further quotes will also be needed. A schedule of meetings and a delegate list is required along with an agreed plan of action. At which point a schedule of works and timeframe can be completed – grants applications and fund raising is likely to be required. Cllr Swaby will look to obtain additional quotes and write an initial report of the wall at present.

**23/094 Planning**

Validated Planning Applications				
Number	Address	Postcode	Details	Status
23/01398/LBC	Fox And Hounds , 3 Chapel Street	CB9 7DQ	Installation of replacement windows	Pending
23/01471/TPOCON	19 Chapel Street	CB9 7DQ	Notice of intent to carry out works to trees in a Conservation Area - T1 - Fell Laurus Nobilis to ground level	Pending
			T2 -Reduce Leylandii hedgerow by 1.5m in height.	
23/01470/TPOCON	17 Chapel Street	CB9 7DQ	Notice of intent to carry out works to trees in a Conservation Area - T1- Crown reduction of Fraxinus Excelsior by 3-4 m in height & 1-2 m off the sides.	Pending



23/01398/LBC – no objection. 23/01474/TPOCON – topped leylandii look unpleasant and the PC would recommend removing and replacing with something more suitable. Otherwise, no objection.

23/01470/TPOCON – no objection

**Decisions:** none at present

**23/095                    Neighbourhood development plan – an update on the current status                    Information**

The grant paperwork was completed, and receipts submitted. The comments from the NHP consultation have been analysed and there will be another steering group meeting.

**23/096                    Financial Matters (appendix a)                    To note and Decision**

**Item 1.** To note receipts and approve upcoming payments. RESOLVED Cllr Swaby proposed approval, seconded by Cllr Hill and all voted in agreement.

**Item 2.** To note the Bank Reconciliation has been completed and has been passed to Peter to check and confirm.

**Item 3.** To note that the BHIB insurance was renewed as scheduled at £1502.25.

**23/097                    Open Spaces and Footpaths Update                    To note and Decision**

**Item 1.** To receive an update on the slide and S106 Grants and public consultation

The smaller s106 grant of £4470 has been granted toward the slide of £6680 – the PC will need to cover the shortfall (this can be done from the budget or savings).

The larger sum of s106 funds is not usable on play equipment but is to be used on sporting facilities (and not minor repairs) The OSWG has already been looking at options and plans to consult the public for a period of approx. 4 weeks from mid-August – there is not a big rush to proceed but the PC should push forward to ensure the funds allocated are used correctly.

The PC have been receiving suggestions from the public, the current suggestions include pétanque, table tennis (all weather), basketball court refurb and replacement football ‘frame’ (which is noted on the ROSPA report OR a MUGA frame (multi use goals)). After the consultation the OSWG will look at costing options before bringing to the PC for decisions to be made. Members of the public are invited to email suggestions to [office.steeplebumpstead.pc@gmail.com](mailto:office.steeplebumpstead.pc@gmail.com)

**Item 2.** Play area surface update – RESOLVED the PC is in possession of two quotes for alternative surfaces for the open play area and awaiting two more. They range from just below £10k to £30k and from resin bound mulch to wet pour solutions (with guarantees of between 5 & 7 years) or more wood chippings. Grant funding should also be applied for. The CIF grant is open soon.

Cllr Swaby proposes that the PC allocates £10k from the appropriate budget line, reserves or contingency funds to be spent on a suitable surface- allowing the OSWG and Clerk to select the surface in advance of the next meeting (once the remaining quotes are received), this was seconded by Cllr Denning and agreed by all.

**Item 3.** Maintenance of the play area versus increase in Litter and Weeds – weeds in the play area are a bigger problem than usual, the area perhaps isn’t being raked as well as it could be, this can be incorporated back into the landscapes tender and/or ‘in bloom’ could be asked to manage the situation (or both). The OSWG pulls up weeds regularly also, but it is part of the role of the village handyman.

**Item 4.** Planter update and decision on sponsorship – there has been some vandalism to the planters – with plants being moved or taken. The chairman has agreed that the clerk will spend up to £100 getting plant feed, compost and some more plants for the planters.

Following discussions regarding sponsorship of the planters, it was agreed to invite the community and/or community groups to help to look after the planters instead. Community groups could volunteer to adopt a planter and help to take care of it.

Members of the community are also asked to help the PC to keep the planters weeded and watered.

**Item 5.** In Bloom update – hanging planters from Amberol are being delivered and should be installed soon.

**Item 6.** Footpaths update –Cllr Rust has been trimming back overhanging branches and brambles along footpaths as he goes, just to make them easier to pass. However, people are asked to check if their gardens have plants that are overhanging public footpaths or fields and to give them a trim to avoid injury of passers-by.



No update on the handrail to the steps still, it is on highways list but no action yet. Vegetation is growing rapidly still and we may require an additional cut this year.

### OTHER ITEMS FOR DISCUSSION

**23/098 Landscapes Tender** – an update on the current position. A draft Invitation to Tender (ITT) has been written, timescales to be agreed following approval or amendment of the draft ITT.

**23/099 Christmas Market** – to consider the option of a Christmas Market at the tree lighting 2023. The Christmas tree meeting is scheduled for 16<sup>th</sup> August and will be a sum up (from 22) and kick off of 23. It has also been suggested that a combined Christmas market and light switch on is organised, ideally combined with the last Farmers market which is on 25<sup>th</sup> November if possible / agreeable. The PC were generally in support of this idea but will need scoping further and someone to lead it. Cllr Swaby will liaise with the Village Hall and the organisers of the village market to see if they would be interested in this option too.

In addition, the Moot Hall charity have met with the PC Chairman to agree an alternative electricity supply for the tree, plus a modernisation of the meeting facilities in the Moot Hall. There is a time pressure due to the Moot Hall insurance and electrical certificate being due next month. Therefore, once the new quote has been received, it will be approved under the clerk's delegated powers, (in the absence of an August meeting)

**23/100 Information Sharing** - Cllr Westrope – none, Cllr Swaby – None, Cllr Mackenzie – none, Cllr Borges – none, Cllr Hill – attended the recent quarterly patient's participation group at Clements surgery, it was more positive than it has been before and there are many improvements, there are now 9 doctors, 11 nurses and many more staff there including nurse practitioners, Cllr Denning – none, Chairman Cllr Barnes – attended the Highways panel last night at BDC's Causeway house. Many projects have been signed off, there's £5k left in the budget and therefore there will not be any spending in Bumpstead this year. They also spoke about an AMPR speed device which can be rented by Parishes. The PC has 4 projects on the list, the pavement at Poppy field estate, resurfacing wildings lane, moving the 30mph speed limit in Finchingfield road, and moving the speed limit at Helions road.

**23/101 Meeting Close & Date of Next meeting** – next meeting September 14<sup>th</sup>. Meeting closed at 10.10pm.

Signed by Chairman .....

Date .....

#### Appendix a.

#### RF0 (Finance) REPORT & payments list –8<sup>th</sup> June 23 – 17<sup>th</sup> July 23

##### Upcoming Payments / Invoices pending (for approval):

July:  
 £842.70 – Handyman 6 monthly fee  
 £3,174.00 – Country Gardens  
 £8880+VAT – Yates (slide) of which £4470 is awarded as a s106 Grant  
 £72.60 – RCCE membership  
 £3718.08 (incl. VAT) – Amberol (from Bumpstead in Bloom Grant)

##### Regular pre-approved Payments (monthly unless stated)

£60.00 - Moot Hall (per month)  
 £5.00 - Clerks monthly phone contribution  
 £800.00 - Clerks Wages  
 £64.80 – quarterly mileage claim

##### Account Balances as at 17/07/23

Current Account: £17,098.57  
 Savings Account: £35,581.38  
**Total: £52,679.95**

*Earmarked Reserves:	£4,600.46	– War memorial
	£28,527.00	– Churchyard wall repair fund
	£0	– Neighbourhood Plan grant
	£3,000.00	– Maintenance to Assets
	£3,099.09	– Tree Surveys and Maintenance
	£5,000	– Bumpstead in Bloom
Savings Account (005)* Total:	<b>£46,226.55</b>	

##### Recent actions / observations

1. The first quarters bank reconciliation has been completed and passed to Cllr Hill for checking.
2. 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

Receipts	Payments	
<b>July 2023</b>		
	Npower	£ 71.22
	ROSPA	£ 210.00
	BALC	£ 48.00
	Country Gardens	£ 3,366.00
	Plants - Cllr Hexter	£ 89.80
	coronation gift - clerk	£ 17.47
	Clerk Wages	£ 1,106.30
	HMRC employer contributions	£ 64.41
	wages adj from May	£ 3.88
	HMRC employer contributions (May)	£ 7.96
	Paul Clark printing	£ 112.00
	HMRC employer contributions	£ 7.96
	Wages adjustment	£ 3.88
	Clerk phone contribution	£ 5.00
	Moot Hall	£ 60.00
	MS 365 subscription to clerk	£ 59.99
	BHIB Insurance	£ 1,502.25
	NEST	£ 68.48
<b>Sub-total</b>	£0	£6,774.60
<b>July 2023</b>		
<b>Sub-total</b>	£0	£0
<b>TOTALS</b>	£0	<b>£6,744.60</b>