**MINUTES OF STEEPLE BUMPSTEAD PARISH COUNCIL ANNUAL MEETING IN THE MOOT HALL ON THURSDAY 13 JUNE 2019**

Present: Kerry Barnes (Chairman), Jon Borges, John Fellows, Sophia Girvan, Peter Hill, Andrew Kenning, Ian Westrope, Lorraine Wright

District Councillor Diana Garrod

Clerk: Pauline Kenning

Members of the Public: nil

**6524**

Apologies

Apologies were accepted from County Councillor David Finch

**6525**

Declarations of Interests

**none**

**6526**

Minutes of the last meeting (previously circulated)

The only change was that the process for the co-option of 9th Councillor was altered. The candidates were interviewed just before this meeting and the successful candidate will be invited to the next meeting.

Acceptance of the minutes was proposed by Jon Borges and seconded by Peter Hill

**The minutes were signed by the Chairman**

**6527**

Question Time

There were no members of the public present

**6528**

District Councillors report

Cllr Garrod presented her report - See attached

There was a discussion over the future of the GP Surgery as a result of the recent poor CQC report. Main problem is inability to recruit permanent staff. Surgery is too small to attract a permanent GP. The 2500 patients is too few for it to be sustainable.

Cllr Garrod reported that she had attended a meeting to look at the way forward. The two options being considered are becoming a branch of a larger surgery or finding a permanent GP. If these are unsuccessful patients will be reallocated to other surgeries.

Cllr Garrod will be attending another meeting to review progress in July.

The Chairman agreed to contact Cllr David Finch regarding any support that can be offered.

**6529**

Co-option of 9th Parish Councillor

The Chairman reported that three candidates were seen by a panel of councillors prior to the meeting. He reported that all 3 candidates would have made ideal parish councillors and a shame that they hadn't come forward for the election. The panel decided that John Drage was the best candidate and should be offered the position as Parish Councillor

The co-option of John Drage was proposed by Sophia Girvan and seconded by Jon Borges. All agreed.

Chairman agreed to write to all three candidates with the outcome of the interviews

**6530**

Adoption of Standing Orders

The Chairman suggested that the addition of an appendix covering Declaration of interests should be added to our previous Standing Orders

This was proposed Ian Westrope and seconded by Peter Hill.

All agreed

The new Standing Orders were signed by the Chairman

**6531**

Appointments to Village Charities

Deferred to next meeting

**6532**

Open Spaces, Highways and Lighting

**1. Cemetery Parking**

Ian Westrope explained background to project. In 2015 request was put in to the Highways Panel to have a layby at the Cemetery entrance. The request was deferred at that time however we have now been told that there is possibility of funding for a feasibility project. It will be design only in this financial year. Ian has requested to be present when they come out to do a site visit.

**2. Church Wall soil removal**

Ian Westrope reported that this project has been completed this week. An area of 1 metre of soil has been removed from behind the wall. This has relieved the pressure behind the wall but has and revealed that the wall is a bit ‘soft’ in some places. Darren from Lodge & Son, listed building contractors, has had a look and says we have done the best we can for now. We may need to do some small repairs. The pressure has also been released behind the ‘Lock up’. The soil has been graded back and we now need to get some seed the bank, spray the ivy and cut trees back. Ian will ask Alex Coleman for a quote to do this.

Ian reported that it is now less urgent now to get the funds together to replace the wall and the Chairman agreed to talk to the vicar regarding the next steps and to reconvene the working group.

The Clerk was asked to send letters thanks to John Harrison and Richard Suckling for their assistance with this project.

**3. Salt Drop**

Chairman gave an explanation of this scheme to the council. The council agreed to investigate possible storage options at the village hall.

The Clerk will contact the chairman of village hall committee to see if they are happy for a shelter to be installed in the plantation at the end of the Playgroup shed. Andrew Kenning agreed to look at options for the shelter and report back at next meeting. The closing date to sign up for this scheme is 23rd July

**4. Auto Speed Watch**

The Chairman reported that a resident had asked if we were interested in purchasing a speed watch camera. After a brief discussion it was agreed that the council could not support this. The Chairman to reply to the resident stating that it was inappropriate for PC to purchase this.

**5. Play Area – RoSPA report**

Andrew Kenning reported that the annual inspection had been carried out. Nothing needs doing at present, however some decay was reported on the wooden posts that go into the bark. The bark will also need topping up. Chairman mentioned that the slide will need replacing at some stage in the future.

**6. Pathway repair**

Andrew Kenning reported that Cllr Finch had mentioned that there was a pot of money for repairing pathways. Three areas have been identified that could be repaired. Closing date for applications is end of July. There was some confusion as to whether this fund also applied to footpaths and Andrew Kenning agreed to call Jasmine Whiles or Elizabeth Luck at BDC to see what the money is for. Andrew Kenning and Lorraine Wright will liaise over what we are going to ask for.

**7. Footpath Survey**

Lorraine Wright reported that the survey is not yet complete. Lorraine Wright will continue with this moving forward.

**8. New bench in Humphrey’s meadow**

Chairman reported on the meeting with lady who wants a bench around a horse chestnut tree. John Fellows has asked for a quote but it has not yet been received.

Jon Borges proposed that we get costs for bench and base and present to the donor. Report back at next meeting

**6533**

Planning

**1. Planning Applications/Decisions**

18/00408/FUL Enterprise Property Group Ltd

Amended planning application

Jon Borges reported that 20 - 25 objections already submitted all saying they wanted a footpath along the road and the access was in the wrong place. These were the original objections made by the PC. Planning group request a full council vote on the new plans. The Council were in agreement with the development subject to these two changes. Cllr Garrod has spoken to Melanie Corbishley (Case manager) regarding this case and BDC are keen to retain the hedge.

The Council asked Councillor Garrod to ‘call it in’ and Jon Borges and the Chairman agreed to attend the planning meeting

Sophia Girvan proposed that the council recommend refusal based on footpath not as originally discussed running along the side of the road. This was seconded by John Fellows. All agreed.

19/00089/TPOCON Kuyper, 18 Chapel Street **Recommended refusal**

Notice of intent to carry out works to trees in a Conservation Area

T1 & T2 reduce existing conifers by 6-8 metres

19/00110/FUL Suckling, Freezes Farm, North Street **Pending decision**

Use of a Shepherd’s Hut at the rear of Freezes Barns for

one day a week, trading as a catering business providing

pizzas as part of farm diversification project

19/00282/HH Fell, 3 Fordwater Close, New England **Pending consideration**

Amendments to application 12/01070/FUL to increase the

ground floor extension by 16m2, and revise the rear

fenestration

An email has been received from Mr Fell. The Parish Council agreed to withdraw our objection as the additional extension does fall within permitted amount allowed. The Chairman agreed to email Mr Fell and explain.

19/00503/FUL, Scotton, Maltings Farm, Steeple Bumpstead **Pending consideration**

Proposed change of use and conversion of rural

building to create 4-bedroom holiday let.

Although we missed the window for commenting on this application the Council agreed that we should add a comment to recommend approval

19/00916/FUL Barr, Old Hall Farm, Steeple Bumpstead **Recommended Approval**

[Restoration and change of use of Grade II listed redundant agricultural barn to a seasonal wedding venue and a seasonal Christmas tree and ornament business. Alterations to existing parking and change of use of land currently used as an Orchard to additional parking.](https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PRUS4HBFGN800&prevPage=inTray)

**6534**

Finance and Administration

**1. Clerk’s report** from 02.05.2019 to 30.05.2019

|  |  |  |  |
| --- | --- | --- | --- |
| **Receipts** |  |  |  |
| ECC Vegetation cutting grant | 1,258.80 | Country Gardens & Landscapes |  3,510.00  |
| VAT Refund 18/19 | 9,143.57 | EALC inv11261 & 11232 training |  156.00  |
|  |  | Eon Street Lighting |  50.34  |
|  |  | Ron Thorn - Bin emptying | 210.00  |
|  |  | Playsafety - ROSPA report | 107.40  |
|  |  | EALC inv 11417 training | 78.00  |
|  |  | Clerks wages | 796.91  |
|  |  | Clerks expenses - May | 84.52  |
|  |  | BHIB Annual Insurance | 1,191.76  |
|  |  | Country Gardens & Landscapes |  2,718.00 |
| **Total** | **£10,402.37** |  |  **£8,902.93** |
|  |  |  |  |

Balances as at 30.05.19

Current Account: £ 5,397.93

Savings Account: £47,827.36

Earmarked Reserves: £ 4,598.17

Acceptance of the Clerk’s report was proposed by Jon Borges and seconded by Lorraine Wright. All agreed.

**2. Annual Accounts Audit**

The Clerk presented the Annual Governance Statement and Accounting statements for 2018/19. These have been internally audited. The internal audit highlighted a few areas that need addressing by the Council. These being the need for the preparation of an asset register, risk assessments and a review of our financial regulations.

The Chairman checked and agreed the accounts which will now be sent to the external auditor. The statements were signed by the Chairman.

Acceptance of the Annual audit was proposed by Lorraine Wright and seconded by Peter Hill. All agreed

**6534**

Neighbourhood Plan

Jon Borges reported that as part of the Neighbourhood Plan information gathering a village survey is going to be published later this year. Publicity will take place before it is sent out. A copy of the survey will be emailed to all Councillors for their comments.

**6535**

Essex Village of the Year

Peter Hill reported that he met with the assessors. They were very impressed with the facilities the village offers. An email has since been received stating that we were not in the top 4 and would go no further in the competition this year.

**6536**

Archive Day

Andrew Kenning reported that he has looked into the long term safe storage of PC files. The Essex Records Office will store for free. Andrew Kenning offered to sort all existing records.

**6537**

VE Day 2020

Chairman reported that the PC has been invited to take part in this event weekend next year. (8th-10th May 2020). It was agreed that a village committee should be put together.

**6538**

Information Sharing

Chairman a note of procedure - please could all communication be copied in to the Clerk

Ian Westrope reported that an article about June Argent will be included in the next edition of the Yellow Book. Also, the War memorial assessment is due within 6 months and the spare paving is stored in the equipment store.

Peter Hill reported that the missing street light has been logged.

Peter Hill reported that the Weatherhead land has been sold to Troy Homes.

Andrew Kenning reported that Section 106 payments has 3 planning obligations and the Enterprise developments could not be used to obtain funding for the Churchyard wall

Sophia Girvan proposed that the date of the August meeting be moved as the Chairman and Vice chair could not be present. It was agreed to move this meeting to the 15th August.

**6539**

Next Meeting – Thursday 11 July 2019, 7.30pm, Moot Hall.

**6540**

There being no other business the meeting closed at 21.55pm

 Signed: ……………………………………….

 Date: ………………………………………….