**MINUTES OF STEEPLE BUMPSTEAD PARISH COUNCIL MEETING ON THURSDAY 12 SEPTEMBER 2019**

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

 County Councillor David Finch

 Clerk: Pauline Kenning

Members of the Public: nil

**6576**

Apologies

Apologies were accepted from District Councillor Diana Garrod.

**6577**

Declarations of Interests

none

**6578**

Minutes of the last meeting (previously circulated)

Acceptance of the minutes was proposed by John Drage and seconded by John Fellows, all agreed. The minutes were signed by the Chairman.

**6579**

Question Time

There were no members of the public present

**6580**

District Councillor’s report

Cllr Garrod report was received on 12th September and will be circulated after the meeting.

**6581**

County Councillor’s report

David Finch reported on three areas.

1. Brexit - Essex County Council has been instructed to prepare plans in the event of a ‘no deal’. The Chief Constable (Gold Command) has overall control of the plans. Essex is in a strong and good position with regard to preparedness. There has been lots of communication through the Essex Chamber of Commerce and talking to businesses. Food and medical supplies are in good position, any price rises will be caused by speculators. The Port of Harwich and Stansted Airport are prepared. Lorries may be corralled at a site in Essex while documents are checked. There are plans in place in the unlikely event of food or fuel shortages etc to prioritise the emergency services, hospitals, schools etc.
2. Financial settlement - This is the amount of money central government allocates to the county councils. There are three elements: 1) Education, the amount per pupil this is increasing, 2) Special Educational Needs funding. £700million has been allocated nationally and 3) General Settlement. of the £1.6 billion, £33 million allocated to Essex. This will be sufficient to cover inflation, living wage increases etc. The Social Care precept, which forms part of the Council Tax was previously set at 2% per year. This is up for consultation.
3. Environmental issues - At the Local Government Association meeting last year it was agreed that there is a climate emergency. The County Council is now looking at further ways to reduce carbon emissions. These include: go paperless, dispose of plastic, use computers more, increase tree planting in country parks, cut verges in such a way to allow wild flowers to grow but not hinder visibility, increase cycle ways in Essex, install more charging points for electric vehicles, convert to LED streetlights, use warm tarmac as opposed to hot tarmac.

Following David Finch’s report the Chairman raised a question concerning the Haverhill By-pass, part of which is in Essex and part in Suffolk. The vegetation all along the road is very overgrown and road signs cannot be seen. Some photos were circulated to illustrate the situation. Councillor Finch agreed to look into this and stated that as the majority of the By-pass was in Suffolk, Essex would probably pay Suffolk to do the work on their behalf.

David Finch left the meeting at 19.58

**6582**

Appointments to Village Charities

There was no further progress on this matter. Ian Westrope agreed to pass on the contact number for Paula Suckling to Sophia Girvan.

**6583**

Open Spaces, Highways and Lighting

1. **New Bench for Humphrey’s meadow -** Chairman is still to contact parishioner regarding this matter. John Fellows agreed to pass on the contact number to Chairman.
2. **Street Lights -** Currently two of the Council owned street lights are not working. These are the one by the recycling bins and the other on Finchingfield Road, on the corner of the Plantation. It was thought that we had an annual maintenance agreement with the installing company but this was never confirmed. A and J Lighting have offered two options. One to come and just look at the non-working lights or two to carry out an inspection of all the lights. It was agreed to go ahead with inspection and repair where necessary of all the lights and to put in place an annual maintenance contract. The Clerk will contact A and J lighting to arrange this.
3. Humphreys Meadow - Andrew Kenning reported that two fruit trees have been damaged.

**6584**

Planning Applications/Decisions

18/00408/FUL Enterprise Property Group Ltd **Pending decision**

Amended planning application

English Heritage have now lodged an objection.Diana Garrod has reported that this may come to Committee in the next coupleof months**.**

19/00282/HH Fell, 3 Fordwater Close, New England **Recommended approval**

Amendments to application 12/01070/FUL to increase the

ground floor extension by 16m2, and revise the rear

fenestration

19/00141/TPOCON Nash, 17 Water Lane **Pending consideration**

 Reshape & reduce walnut trees, Reduce Mulberry tree, Fell Cyprus

19/00150/TPOCON Claywalls House, 39 Chapel Street **Recommended approval**

Remove lower limb from Tilia x Europaea to allow clearance for pending garage project

19/00191/TPOCON 5 Lion Meadow **Pending consideration**

Treework reduce T1 by 1 metre

19/00205/TPOCON 23 Lion Meadow **Pending consideration**

Tree work due tohealth & safety considerations

19/00220/TPOCON The Great Barn, 2 Freezes Barns **Pending consideration**

 Reduce Ash & Acacia Tree

19/00916/FUL Old Hall Farm **Recommended approval**

Restoration & change of use to wedding venue and seasonal business

19/01195/FUL Maltings House, Sturmer Road **Recommended approval**

Demolition of dwelling and construction of replacement dwelling and cartlodge

19/01277/VAR Old Hall Farm **Recommended approval**

Change of use to short term let

19/01423/HH 28 Churchfields Drive **Recommended approval**

Two storey extension and link to garage plus cladding to first floor of existing and proposed extension

19/01557/FUL Bowercroft, Finchingfield Road **Recommended approval**

Erection of storage barn and associated development

There were no further other comments on the other applications and in general for TPOCON applications the Council would recommend approval.

**6585**

Finance and Administration

1. **Clerk’s report**

|  |  |  |  |
| --- | --- | --- | --- |
| **Receipts** |  | **Payments** |   |
| ECC Footpath cutting  | £ 1,258.80 | Country Gardens & Landscapes |  £ 2,718.00 |
|  |  | Eon Street Lighting |  £ 52.01  |
|  |  | A. James Ltd (church clock) |  £ 186.00  |
|  |  | EALC - invoice 11669 |  £ 108.00  |
|  |  | Ron Thorn - Bin emptying |  £ 210.00  |
|  |  | EALC - invoice 11725 |  £ 108.00  |
|  |  | EALC - invoice 11726 |  £ 108.00  |
|  |  | EALC - invoice 11765 |  £ 108.00  |
|  |  | EALC - invoice 11766 |  £ 108.00  |
|  |  | Clerks Wages |  £ 684.11  |
|  |  | HMRC |  £ 24.96  |
|  |  | Clerks expenses |  £ 72.48  |
| **Total** | **£ 1,258.80** |  |  **£ 4,487.56**  |

Balances as at 03/09/19

Current Account: £ 5,512.22

Savings Account: £27,858.78

Earmarked Reserves: £ 4,221.21 – War memorial

The Clerk reported that there should be other items listed as ‘Earmarked Reserves’ and that it was difficult to identify what these should be. Other items should include the grant for the Neighbourhood plan and the money raised by the Diamond Jubilee celebrations. The Chairman agreed to provide further details to the Clerk on these items.

Acceptance of the Clerk’s report was proposed by Ian Westrope and seconded by Andrew Kenning. All agreed.

1. **Asset Register update**

The Clerk reported that one of the conditions of the Annual Audit is that we keep a register of assets and that this was identified as lacking by the Internal Auditor.

The Clerk presented a summary of Assets as identified so far. Several items were missing a value and the Council agreed on estimated values for these. The total assets identified so far are valued at just over £100,000.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Item** |  **Value**  | **Comments** |
|  | Fido Bins (15) |  £ 1,297.80  | invoice |
|  | Litter Bins (20) |  £ 2,097.46  | invoice |
|  | Benches (14) |  £ 4,800.00  | estimate from invoices |
|  | Salt bins (3) |  £ 327.00  | invoice |
|  | Bus Shelters (2) |  £ 1,500.00  | estimate |
|  | Street Lights (27) |  £ 5,373.00  | upgrade cost |
|  | Play equipment  |  £ 75,000.00  | sum insured |
|  | Equipment Store |  £ 6,000.00  | sum insured |
|  | Computer & Printer |  £ 700.00  | receipt |
|  | Village Sign |  £ 1,000.00  | estimate |
|  | Camping Close |  £ 500.00  | purchase cost |
|  | Notice Boards (6) |  £ 4,788.00  | estimate from invoices |
|  | Oak Posts (165) |  £ 4,125.00  | invoice |
|  | Lockable Anti ram posts (8) |  £ 2,200.00  | invoice |
|  | Signs -red and white (4) |  £ 900.00  | invoice |
|  | Gates on Camping Close & Humphrey's Meadow |  £ 1,000.00  | estimate |
|  | Plantation, wall & fencing |  £ -  | no value |
|  | Pill Box on Humphrey's Meadow |  £ -  | no value |
|  | **Total** |  **£ 111,608.26**  |  |

**6586**

Village survey update

John Borges reported that the surveys have been delivered and the closing date for replies is 29th Sept. A banner has been made and it will to go up on gate at Humphreys Meadow reminding everyone to return their questionnaires. John Borges thanked everyone for their help with delivering the surveys. Extra forms are available at the collection points around the village. The results will be collated by the group over the coming months.

Peter Hill reported that some houses weren't on his delivery list. This is probably because the householders are not on the electoral role. Copies can be delivered to these houses. Peter Hill agreed to do this and to deliver to Herkstead Lane. Sophia Girvan agreed to deliver to Bower Hall Farm

**6587**

Emergency plan annual update

The Clerk reported that we have been asked to update our information on the Emergency Plan by Braintree District Council. The version they hold is dated 2017 and with the recent changes to the Council some people listed are non-longer on the Parish Council.

The Chairman asked Ian Westrope, lead of the Emergency Plan Working Group, to coordinate a meeting of the group to update the plan and contact details. The Chairman agreed to pass the Emergency Plan cd to Ian Westrope.

**6588**

VE Day

The Chairman has asked Ian Mackenzie (Chairman of Diamond Jubilee group) to contact the past members of this group to see if they are interested in being involved in planning some VE Day celebrations. Ian Mackenzie is planning an initial meeting on 26th September. The Chairman has agreed to join this group and attend this initial meeting. The Council does have some earmarked funds from the Diamond Jubilee which could be used to support this event.

**6589**

Information Sharing

Chairman reported that the Village Handyman advert is now on noticeboard, Facebook, website and will be going in the Yellow Book. Chairman has approached someone to fill in on a temporary basis before we make an appointment and has agreed a rate of £12 per hour. The Chairman agreed to follow this up and arrange for some of the bins to be empty this coming weekend.

John Borges - Doctors surgery update. Provide are coming out of their contract. In the future the surgery will be a shared asset with another local practice. The surgery will continue but on a smaller scale.

John Borges also requested that the bus timetables be added to the website as a link. John Drage agreed to do this.

John Drage reported that the new owners of The Fox are coming on 23rd September.

Clerk reported that the white line on Church Street has been reported to Essex Highways and it will be inspected.

Andrew Kenning reported that one of the pavements reported for repair has now been sprayed ready for repair.

Andrew Kenning also reported that he had so far been unable to obtain a quote for the stakes for the hedging project.

John Fellows reported that on doing a google search for the website June Argents details are still showing. John Drage agreed to investigate. Village organisations are still not represented on website, need to look into this and maybe copy out of the Yellow book

Sophia Girvan said that the Yellow Book article will be submitted tomorrow.

John Borges reported that County Broadband are in the village installing ducting.

John Fellows asked if a quote could be obtained from Alex Coleman to realign the gates on Humphreys Meadow. He would then apply for a grant to cover the work. The Clerk agreed to ask Alex.

John Fellow also asked if the Parish Council would agree to a gazebo/shelter on Camping Close. The Chairman asked John Fellows to bring some proposals to the next meeting.

**6590**

Next Meeting – Thursday 10 October, 7.30pm, Moot Hall.

**6591**

There being no other business the meeting closed at 21.12pm

 Signed: Kerry Barnes

 Date: 10th October 2019