

**HELIONS BUMPSTEAD
PARISH COUNCIL**

**ANNUAL REPORT
2010 – 2011**

HELIONS BUMPSTEAD PARISH COUNCIL ANNUAL REPORT 2010-2011

Highlight of the Year:

RCCE Best Kept Village Competition: Runner-up to Manningtree

Officers:

At the Annual Meeting in May 2010 councillors and parishioners were elected to the following positions:

Chairman: Mr Malcolm Rowson
Vice-Chairman: Dr Jane Catchesides
Parish Councillors: Dr Matthew Lawfield
Mr Mark Istance
Mr Gordon Moore
Mr Philip Noakes
Mr Nigel Turner
Parish Clerk: Mr Tony Evans

Planning Committee: Mr Malcolm Rowson, Mrs Jane Catchesides, Mr Mark Istance, Dr Matthew Lawfield

Finance Committee: all Councillors

Parish Plan Update Working Party: Mrs Jane Catchesides, Mr Malcolm Rowson, Mrs Charlotte Purdie, Mr Martin Catchesides.

Parish Property Trustees Representatives: Mr Gordon Moore, Mrs Maureen Watts

Village Hall Representative: Mrs Jane Catchesides

Grants Co-ordinator: Mrs Jane Catchesides

Transport: Mr Gordon Moore

Highways: Mr Mark Istance

Footpaths: Dr Matthew Lawfield

Website: Mrs Jane Catchesides, Mr Tony Evans, Mr Martin Catchesides

Contact details for current Councillors and the Parish Clerk can be found at the end of this report and on the Parish Council's website, in the village magazine and on notice boards in the village.

Meetings

During the 2010-2011 term there have been 12 full Parish Council meetings, 8 Planning Committee and 3 Finance Committee meetings, and the Annual Parish Assembly in April.

Parishioners are welcome to attend all Council meetings, which are held in the Village Hall Committee Room. Council Meetings are normally held on the second Monday of every month at 8pm. The dates, times and agenda items are advertised on the notice boards, website and in the village magazine. The members' record of attendance for this year is included towards the end of this report.

Parish Plan

The Parish Council has continued to work towards achieving the targets set in the revised Parish Plan published in June 2009, but the reductions in grant funding available have made progress difficult in many areas.

- The Council has consulted with local landowners in an attempt to obtain some land suitable for allotments, but so far without success. We will continue to pursue this.
- The adverse winter weather emphasised the need for our own road gritter; the Council continued in it's efforts to achieve this.
- Work began on producing a Village Design Statement for Helions Bumpstead under the guidance of Jan Cole from the Rural Community Council of Essex.

Helions Bumpstead Parish Council has continued to work towards achieving Quality Parish status. Changes in legislation require the Council to review it's Rules and Regulations on a continuous basis. During the year, we have adopted new Standing Orders, completely updated the Parish Emergency Plan, and revised our Financial Regulations.

In 2009, the Parish Council were delighted to win the Ruggles-Brise Trophy in the Best Kept Village Competition. In 2010, they were only slightly disappointed to be runners-up! This competition is not designed to find the prettiest village, but rather rewards community effort, involvement and achievement, something to be proud of.

Finances

The Finance Committee meets in November each year to set the precept for the following financial year and the precept request is submitted to Braintree District Council in January. The Chairman, Vice-Chairman & Clerk attended additional meetings called by Braintree District Council to discuss the restrictions in funding caused by the cuts in Government grants to local councils. The uncertainties over funding were a major cause of concern during the year; the Parish Council were able to limit the increase in precept to 0.7%

At the April Finance Committee meeting the Parish Council's Financial Regulations were reviewed and End of Year accounts were agreed. A summary of the accounts is included with this report. The accounts were then forwarded to Stuart Markley for internal audit prior to being externally audited by the Audit Commission.

Insurance

Insurance was provided for equipment and street furniture. Allianz Cornhill provided the Council's insurance and the policy also included personal accident cover, legal fees, and fidelity and employer's liability insurance.

Grants

The Parish Council annually provides supporting grants to the Village Hall, Sports Pavilion, and Cricket Club to assist with running costs and general maintenance.

VAT

The Parish Council reclaims VAT paid on services and equipment throughout the year.

Subscriptions

The Parish Council subscribes to the following organisations for consultation and legal purposes:

- 1) National Association for Local Councils
- 2) Essex Association for Local Councils.
- 3) Braintree Association of Local Councils,
- 4) Rural Community Council of Essex,

Poppy Wreath

A Royal British Legion poppy wreath is laid at the Remembrance Sunday memorial service in Castle Camps on behalf of parishioners.

Communications

Village Magazine

The Parish Council produces its own magazine, distributed free of charge to all residents, and edited by Mrs Fiona Short. The A4 sized magazine was produced quarterly and distributed by local families. Advertising helps to part fund the publication.

Website

The Parish Council's website address is

www.helionsbumpsteadparishcouncil.gov.uk.

The website was re-designed during the year. It provides a wealth of information about all that goes on in Helions Bumpstead, and is available for all to use. The website is hosted and maintained by Bojangles Design, but managed and updated by the Parish Council. The webmaster is Martin Catchesides.

Parish Council Office

The Clerk is available in the Parish Council office based in the Village Hall Committee Room from **10am until 1pm on Tuesdays** and **1:30pm until 4:30pm on Thursdays**. He can be contacted there by telephone on **730 332**, and at other times at his home on 730 595.

The Clerk can also be contacted by email in the office at the address below:

hbpc@btinternet.com

Notice boards

The five notice boards are regularly updated and are at the following village locations:

- 1) Bus Shelters at the Cross Roads (Village Green) and Mill Road.
- 2) Outside the Village Hall in Mill Road
- 3) Drapers Green
- 4) Wiggens Green
- 5) Inside the Village Hall.

Community Photocopier and Laminator

Based in the Parish Council Office, the copier offers a local photocopying service available to individuals, village groups and organisations at very reasonable rates. A laminator is also available. For details contact the Parish Clerk.

Highways and Transportation

Highways

The Parish Council liaises regularly with Essex County Council when problems occur on our roads. Highway maintenance issues can be directly reported to ECC on **0845 6037631**.

Transport

The Parish Council Transport Representative continues to attend two meetings per year and liaise with Essex County Council concerning any public transport issues.

Street Lighting

The Parish Council owns the 15 footway lights in the village and Eon Ltd are the contractors from which power is obtained. All lights are annually maintained and cleaned by A J Lighting Solutions Ltd.

Street Cleaning

The central areas of the village are cleaned, bins emptied and junctions gritted under contract from Braintree District Council by the Parish Council as part of the Street Scene Partnership. This service was undertaken by Dennis Saville until his retirement in April 2011.

Bus Shelters

The Parish Council owns two bus shelters which it maintains under contract from Essex County Council; this service was also undertaken by Dennis Saville until April 2011.

Parks and Open Spaces

Children's Play Area

This facility is inspected annually by ROSPA. The area is maintained on behalf of the Parish Council by the Village Hall and Recreation Ground Management Committee.

Footpaths

Work continues in providing more way-markers and bridges to our footpaths. Matthew Lawfield continues to organise footpath walks around the village on the first Saturday of every month. The mowing of the public paths through out the village is undertaken by JJ & TH Haylock Ltd.

Kersey

The Hatch family from Upper House generously mow and maintain the Kersey.

Recreation Ground

The cricket ground is maintained to an exceptionally high standard by a dedicated team of volunteers from the Sports Pavilion committee. The rest of the Recreation Ground is maintained on behalf of the Parish Council by the Village Hall Committee.

Village Green

The maintenance and mowing of the green is provided by the Parish Council. The mowing is undertaken by Jonny Ramsey who generously donates his time to provide this service. Malcolm Cox maintains the tree and plant borders, together with a team of volunteers.

Church and Churchyard

Churchyard

Maintenance of this area is also undertaken by the Parish Council on behalf of the village. The churchyard is mown approximately five times per year from April to October, and this is also undertaken by Malcolm Cox.

Clock Service

The Parish Council provided the annual service to the village clock on the church which was undertaken by James Jewellers Ltd.

Planning

The Parish Council considers all proposed planning applications at scheduled Planning Committee meetings. The dates are listed on notice boards, the website, and in the magazine. Members of the public are very welcome to attend these meetings. Observations are then submitted to Braintree District Council advising where necessary on local information and issues.

Children's Services

Activity Days

The Parish Council and Village Hall Committee took part in providing an Activity Day for younger children during the school summer holidays.

Mobile Youth Bus

This service is provided by the Parish Council when available during school holidays.

Village Hall

The Parish Council are the Custodian Trustees of the Village Hall; the day-to-day management is undertaken by the dedicated Village Hall and Recreation Ground Management Committee. The team consists of volunteer members and representatives of all the clubs, societies and organisations that regularly use the hall.

Tony Evans

Parish Clerk & Responsible Finance Officer

Jane Catchesides

Chairman

on behalf of Helions Bumpstead Parish Council
21st June 2011

Helions Bumpstead Parish Council
Summary Receipts & Payments for Year End 31 March 2011

Receipts	
Parish Support Grant	£1,597.00
Precept	£9,348.00
Interest	£0.36
VAT Reclaim	£2,016.93
Agency Payments	£6,080.88
Donations	£250.00
Village Magazine Advertising	£450.00
Miscellaneous	£192.73
50% Phone Bill Contribution	£211.90
Photocopying	£91.36
Total Receipts	£20,239.16
Payments	
Street Lighting	£642.44
Church Yard	£530.00
Agency Services	£2,718.48
Parks & Village Greens Etc	£380.03
Village Hall	£4,080.14
Website	£500.00
Village Magazine	£193.45
Administration	£5,751.72
Section 137 Payments	£20.00
Miscellaneous	£1,524.50
Vat On Payments	£1,200.16
Total Payments	£17,540.92

Summary	
Balance at 1st April 2010	£8,073.38
Receipts 10/11	£20,239.16
Payments 10/11	£17,570.32
Balance at 31st March 2011	£10,742.22

These Cumulative funds are represented by:	
Community Account (10477745)	£10,027.48
Business Saver Account (50477753)	£744.14
Less unrepresented cheque 21/3/2011	£29.40
	£10,742.22

The above statement represents fairly the financial position of Helions Bumpstead Parish Council at 31st March 2011 and reflects it's receipts and payments during the year.

Signed J.M. Rowson Chairman Signed Tony Evans Parish Clerk

Date _____ Date _____

HELIONS BUMPSTEAD PARISH COUNCIL

MEMBERS RECORD OF ATTENDANCE 2010/2011

FULL COUNCIL MEETINGS

NAME	DATE 10/5/10	DATE 14/6/10	DATE 12/7/10	DATE 9/8/10	DATE 13/9/10	DATE 11/10/10	DATE 8/11/10	DATE 13/12/10	DATE 13/1/11	DATE 14/2/11	DATE 14/3/11	DATE 11/4/11
Mr. M. Rowson	B	✓	✓	✓	B	✓	✓	✓	✓	✓	✓	✓
Mrs. J. Catchesides	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mr. J. Collar	U	✓	H	B	✓	✓	✓	✓	A	✓	A	✓
Mr. G. Moore	✓	✓	H	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mr. P. Noakes	✓	B	✓	B	✓	A	✓	A	A	✓	A	A
Dr. M. Lawfield	✓	✓	✓	✓	✓	✓	✓	H	✓	✓	✓	✓
Mr. N. Turner	✓	✓	✓	B	✓	✓	✓	F	B	✓	B	B
Mr. M. Istance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

- ✓ Present
- A Absent – No apology given
- B Apology given – Away on business
- S Apology given – Sick
- H Apology given – Away on holiday
- F Apology given – Family Reasons
- U Apology given – Reason unknown
- C No business to discuss – MEETING CANCELLED

HELIONS BUMPSTEAD PARISH COUNCIL

CONTACT DETAILS 2011/2012

Chairman:	Dr Jane Catchesides	New House Farm, Water Lane,	CB9 7AN	730 422	jane@catchesides.co.uk
Vice-Chairman:	Mr Cliff Baker	The Whyte House, Haverhill Road,	CB9 7AG	730 424	cliffhome@hotmail.co.uk
Parish Councillors:	Dr Matthew Lawfield	The Sparrows, Church Hill,	CB9 7AJ	730 381	lawfield@btinternet.com
	Mr Mark Istance	Avalon, Church Hill,	CB9 7AJ	730 812	markistance@virgin.net
	Mr Gordon Moore	1 Mill Road,	CB9 7AQ	730 681	
	Mrs Charlotte Purdie	Lower House, Camps Road	CB9 7AS	730 323	charlotte_purdie@hotmail.com
Parish Clerk:	Mr Tony Evans	Loveday Cottage, Crooks End	CB9 7AB	730 332	hbpc@btinternet.com
District Councillor:	Mr Chris Cadman	The Willows, Broad Green, SB	CB9 7BW	730 945	cllr.ccadman@braintree.gov.uk
County Councillor:	Mr David Finch				cllr.david.finch@essexcc.gov.uk

