

**HELIONS BUMPSTEAD
PARISH COUNCIL**

**ANNUAL REPORT
2011 – 2012**

HELIONS BUMPSTEAD PARISH COUNCIL ANNUAL REPORT 2011-2012

Chairman's Overview:

The Parish Council's year began with the elections in May 2011, at which 6 candidates stood to fill the 7 places available; in March Roy Etheridge was co-opted to fill the vacancy, so the Council is back up to full strength. Councillors' contact details are at the back of this Report.

The work of the Council as falls into three main areas:

- there are the day-to-day responsibilities, such as providing & maintaining street lighting, footpaths, street cleaning, litter bins, notice boards, and so on, and responding to problems of many kinds as and when they arise in the village;
- there is the need to keep all our administration and policy documents up to date, reviewing them at least annually, making sure we respond to changes in legislation as they occur and also responding to communications from both Braintree District and Essex County Councils;
- and there is also the programme of work defined by the Parish Plan that was published in 2009, trying to achieve the targets set there.

Some of the Council's achievements over the past year have been in the following areas:

1. Many villagers noted the Council's decision to switch off street-lights between midnight and 5am; this will save about 40% on the annual energy bill. And with the help of grant aid from Greenfields Community Housing, two additional street-lights have been installed to improve safety along Mill Road.

The red telephone box in Mill Road was purchased from BT for £1 a couple of years ago. This is being converted to provide an information point, well stocked with leaflets, and accessible at all times.

Monthly Councillor Surgeries were trialled during the year, but there was very little response; they have been discontinued.

2. Work was completed on the Risk Register, a wide-ranging document covering many different areas. The Parish Council's greatest exposure to risk was found to be a financial one, the lack of a formal reserves policy and completely inadequate levels of reserves. This has been tackled robustly, with an increase in the next year's precept of 20% to start to build up some general reserves. A detailed article setting

out the reasons for this was published in the March 2012 issue of the Village Magazine.

Grant funding has brought over £100,000 into the village over the past 7 or 8 years, but this is much more difficult with the economic downturn, and cannot be relied upon in future.

3. Helions Bumpstead's first Parish Plan, completed in 2004, identified the state of village roads in bad winter weather as a major cause of concern. The Parish Council sourced a small, inexpensive salt-spreader that would make us self-sufficient, but despite repeated efforts had been unable to obtain the necessary funding. We are very grateful to Braintree District Council's MiCommunity Fund, which awarded us the grant we need to purchase the gritter; as from next winter Sages End Road and Water Lane will be gritted when necessary.

The update to the Parish Plan that was published in 2009 included a list of 23 different actions as a result of the responses to the questionnaire. Nine of these actions have now been completed, 3 removed from the list, and work is in progress on a further ten.

One of the most intractable has been the provision of allotments – 16 households requested one at the time of the survey, and the Parish Council has a statutory duty to provide them. But to be practical they need to be near the centre of the village, and none of our local landowners will consider renting or selling any land to us. We don't need a lot – just an acre or two. The value of allotments as a community resource does not need to be spelt out - we are still trying to resolve this one, and hope that somebody will have a change of heart.

A table summarising progress on the Parish Plan is to be found on pages 8 &9.

At the end of the Parish Plan Report was the statement that the Council is working towards achieving **Quality Council Status**. There are rigorous requirements to be met in order to achieve this, one of which is that the Clerk must hold the Certificate in Local Council Administration (CiLCA)

Our Clerk has now successfully completed the CiLCA course, which means that Helions Bumpstead Parish Council now meets all the requirements for Quality Status, and we will be applying shortly to achieve this. Changes brought in by the Localism Bill mean that the powers awarded to qualified Councils are changing. The Council will be learning more about this shortly, and achieving Quality Status will be one of our top priorities for next year.

Jane Catchesides

Chairman

June 2012

Officers:

At the May 2011 local elections Dr. Jane Catchesides, Dr. Matthew Lawfield, Mr. Cliff Baker, Mr. Gordon Moore and Mr. Mark Istance were elected as members of the Parish Council.

Mrs. Charlotte Purdie was co-opted onto the Parish Council at its Annual Meeting held on May 9th 2011.

At the Annual Meeting in May 2011 councillors and parishioners were elected to the following positions:

Chairman: Dr Jane Catchesides
Vice-Chairman: Mr. Cliff Baker
Parish Councillors: Dr Matthew Lawfield
Mr Mark Istance
Mr Gordon Moore

Parish Clerk: Mr Tony Evans

Planning Committee: Dr. Jane Catchesides, Mr. Cliff Baker, Mr Mark Istance,
Dr Matthew Lawfield

Finance Committee: all Councillors

Village Design Statement Working Party: Mr. Alan Fletcher, Mrs Jane Catchesides, Mr. Cliff Baker, Juliette Burrows, Mrs Charlotte Purdie, Mr Martin Catchesides. Mrs Susan Ramsey, Dr. Matthew Lawfield, Mrs Debra Fletcher, Mr Baker, Mr. Martin Catchesides

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

Grants Co-ordinator: Mrs Jane Catchesides
Transport: Mr Gordon Moore
Highways: Mr Tony Evans
Traffic: Mr. Cliff Baker
Footpaths: Dr Matthew Lawfield
Website: Mrs Jane Catchesides, Mr Tony Evans, Mr Martin Catchesides
Village Hall Representative: Mrs Jane Catchesides

Mr. Roy Etheridge was co-opted onto the Parish Council at its meeting held on 13th February 2012.

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 2011-2012 term there have been 12 full Parish Council meetings, 3 Planning Committee, 2 Finance Committee and 1 Extraordinary Council Meeting, and the Annual Parish Assembly held in April 2012.

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.

Village Design Statement

The VDS Working Party, set up by the Parish Council, held several meetings and workshops during 2011. Significant work had been carried out which would have culminated with the publication of a questionnaire to all households in the village. The results of the questionnaire would then be used to gauge residents' attitudes towards the present and potential future layout and design of the village and its buildings. This would ultimately be used to develop a Village Design Statement which would be considered when making planning decisions. The work by the VDS Working Party was halted following the enactment of the Localism Bill which provides for communities to set up Neighbourhood Plans as alternatives to Village Design Statements.

The benefits of Neighbourhood Plans are still unclear. The Parish Council will either complete the VDS or commence the development and publication of an NP following an assessment of the best option for the village.

Helions Mutual Support Network

During 2011 the Parish Council initiated the setting up of the Helions Mutual Support Network. The HMSN is organised and managed by representatives from the Parish Property Trust, Parochial Church Council and the Gospel Hall as well as the Parish Council.

The purpose of the HMSN is to provide help and support to residents of the village when required. A register of parishioners who have offered to provide help, such as small handyman jobs, shopping, transport and collection of prescriptions, is maintained by the Parish Clerk who also acts the main point of contact for villagers who require help.

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 completion of the Parish Council's Risk Register in 2011 identified the need for a

Financial Reserves Policy and a plan to accrue an acceptable level of financial reserves over time. The Parish Council subsequently agreed an increase in the precept of 21% for 2012/13. The Parish Council's Financial Regulations were reviewed in May. A summary of the accounts is included with this report. The accounts have been independently audited by Stuart Markley prior to being externally audited by the Audit Commission.

Insurance

Insurance was provided for equipment and street furniture. Zurich Insurance provided the Parish Council's insurance and the policy also included cover for personal accident, legal fees, fidelity and employer's and third party 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. The Council would like to thank Mrs Fiona Short, who has edited the Magazine for the past three years, and to welcome Mrs Jackie Tyler, who has just taken over. Advertising helps to offset the costs of production.

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.

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 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.

Highways and Transportation

Highways

The Parish Council liaises regularly with Essex County Council when problems occur on our roads.

Transport

The Parish Council Transport Representative Gordon Moore 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 17 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 Joseph Istance.

Bus Shelters

The Parish Council owns two bus shelters which it maintains under contract from Essex County Council; this service was also undertaken by Joseph Istance.

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. A major refurbishment has been carried out this year, and further work is planned for 2012.

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 regularly mown from April to October, and this is also undertaken by Malcolm Cox.

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
on behalf of Helions Bumpstead Parish Council

21st June 2012

Table of Responsibilities and Targets

Parish Plan Review 2012									
Revised 13/04/12									
Ref	What Action?	Who Leading?	Who Else Involved?	How Funded?	When?	Completed	In Progress	Removed	Still to do:
T: Traffic Issues									
T1, T2	Extend 30mph limit throughout village	PC	ECC Highways and Essex Police	ECC	2009/10		✓		Community surveys
	Awareness campaign- lead by example	Villagers			ongoing		✓		Continue publicity
T3	Road gritting	PC	ECC Highways	PC/ECC	2009/10	✓			Grant funding just received
T4	Quiet Lane status for Sages End Road and Water Lane	PC	ECC Highways	ECC	2011/12				✓ Consider alternatives
	Covered cycle rack at Village Hall	PC	VH	PC	2010/11		✓		Grant funding sought
	Replace footway lights	PC	ECC	ECC <i>Making the Links</i>	2009	✓			
	Reduce unnecessary signage	PC	ECC Highways	ECC CIF Highways	2009/10		✓		
	Village gateway, oak posts	PC	ECC Highways	ECC CIF Highways	2009/10				Continue discussions with Highways
	Remove white lining from roads [don't replace when resurfaced]	ECC Highways	PC	no cost involved			✓		ditto
E: Environment Issues									
E5, E6	Continue to support recycling initiatives	PC, VH	BDC	BDC	Ongoing	✓			
E7	Create Nature Conservation Area	PC	BDC, ECC	PC, BDC, ECC	2010/11		✓		Land being sought
E9	Continue to maintain & improve Footpaths	PC	ECC	ECC P3	Ongoing	✓			
	Produce Footpaths leaflet	PC		PC	2010/11				✓
	Re-align Footpaths as necessary	PC	ECC	ECC P3	2014/15				✓ Landowners' responsibility
E10	Flooding: Clearance of stream	PC		PC	2009/10	✓			Much improved, but ongoing problem
	Replace culvert at Village Green	ECC	PC, PPT	ECC Highways	2009	✓			
	Recreate flood plain	PC	EA, SB Flood Group	EA	2010/11				✓ EA not in favour
E11	Provide allotments	PC	BDC	BDC	2010/11		✓		

Table of Responsibilities and Targets

									Land being sought		
VH: Village Hall											
	Continue to improve the physical structure of the Hall	VH	PC	VH, PC	2009/2012	✓			Kitchen, cloakrooms done Energy efficiency next		
	Continue to improve facilities provided at the Hall	VH	PC	VH, PC, villagers	Ongoing	✓			New activities introduced.		
Y: Young People											
	Provide regular forum for meetings with teenagers	PC,VH	BDC, ECC		Ongoing		✓		Ideas discussed		
Carried Forward:											
	Village Design Statement	PC	RCCE		2011/12		✓		Work started 2011		
	Community Housing	PC	PPT, RCCE		2011/12		✓		Land needed		
	Stansted Airport Expansion	PC	SSE, BDC, ECC		Ongoing	✓			Monitor future developments at Stansted		
23 actions specified								9	10	3	1

Helions Bumpstead Parish Council
Summary Receipts & Payments for Year End 31 March 2012

Receipts	
Precept and PSG	£10,922.00
Grants & Bursaries	£2,842.73
Agency Receipts	£2,268.44
VAT Reclaim	£708.88
Magazine Advertising	£460.00
Insurance Claims	£164.90
Photo copying	£103.92
Bank Interest	£0.36
Total Receipts	£17,471.23
Payments	
Clerk's Salary	£4,435.03
Street Lighting	£3,088.07
Agency Services	£3,000.59
Village Hall	£1,963.49
VAT	£1,120.20
Administration	£833.26
Insurance	£535.23
Recreation & Open Spaces	£350.00
Church yard Mowing	£345.00
Training	£319.50
Misc. (Noticeboard Repair)	£234.92
Subscriptions to Organisations	£200.72
Village Magazine	£164.82
Election	£55.20
S.137 (Rememberance Wreath)	£22.00
Total Payments	£16,668.03

Summary	
Balance at 1st April 2011	£10,742.22
Receipts 11/12	£17,471.23
Payments 11/12	<u>£16,668.03</u>
Balance at 31st March 2012	£11,545.42

These Cumulative funds are represented by:	
Community Account (10477745)	£10,950.91
Business Premium Account (50477753)	£744.50
Less unrepresented cheques	<u>-£149.99</u>
	£11,545.42

The above statement represents fairly the financial position of Helions Bumpstead Parish Council at 31st March 2012 and reflects it's receipts and payments during the year.

Signed _____ Chairman Signed _____ Parish Clerk

Date _____ Date _____

HELIONS BUMPSTEAD PARISH COUNCIL

MEMBERS RECORD OF ATTENDANCE 2011/2012

FULL COUNCIL MEETINGS

NAME	DATE 9/5/11	DATE 13/6/11	DATE 11/7/11	DATE 8/8/11	DATE 12/9/11	DATE 10/10/11	DATE 14/11/11	DATE 12/12/11	DATE 9/1/12	DATE 13/2/12	DATE 12/3/12	DATE 10/4/12
Mrs. J. Catchesides	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mr. C. Baker	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mr. C. Cadman	B	✓	B	✓	✓	✓	B	B	B	✓	B	B
Mr. G. Moore	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	S	H
Mrs. C. Purdie	✓	✓	✓	✓	✓	✓	✓	✓	S	✓	✓	✓
Dr. M. Lawfield	✓	✓	✓	✓	H	✓	✓	✓	✓	✓	✓	✓
Mr. R. Etheridge	-	-	-	-	-	-	-	-	-	-	✓	H
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 2012/2013

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
	Mr Roy Etheridge	1 Helions Farm Cottages	CB9 7AR	730 724	royetheridge05@gmail.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	Blacksmiths Cottage, Borley	CO10 7AE		cllr.david.finch@essexcc.gov.uk

