

MINUTES of HELIONS BUMPSTEAD PARISH COUNCIL MEETING held on

MONDAY 8 MARCH 2010

28/10 ATTENDANCES

The Chairman welcomed everyone present at the meeting, which commenced at 20.00hrs.

NAME	POSITION	PRESENT
Mr M. Rowson	Chairman	Yes
Mr J. Collar	District Councillor	Yes
Mr G. Moore	Parish Councillor	Yes
Dr. M. Lawfield	Parish Councillor	Yes
Mr M. Istance	Parish Councillor	Yes
Mrs J. Catchesides	Vice Chairman & Parish Councillor	Yes
Mrs T. Freight	Parish Clerk & Responsible Financial Officer	Yes
Mr .P. Noakes	Parish Councillor	No
Mr D. Finch	County Councillor	No
Mr N. Turner	Parochial Church Council	Yes

29/10 HEALTH & SAFETY

Persons attending meetings in the Village Hall Meeting Room are requested to take a few moments to familiarise themselves with the nearest available fire exit, indicated by the fire evacuation signs. In the event of the alarm being raised during the meeting, you must evacuate the building immediately and follow the instructions provided by the Parish Clerk. You will be assisted to the nearest designated assembly point in the car park until it is safe to return to the building.

30/10 APOLOGIES FOR ABSENCE

Mr Noakes.

31/10 MINUTES

The minutes of the Parish Council meeting held on the 8th February 2010. In item 26/10 an amendment was made to the date for Local Parish Elections to read 2011. The minutes were then agreed to be a correct record and duly signed by the Chairman.

32/10 DECLARATIONS OF INTERESTS

Information: Personal and prejudicial matters relating to agenda items: -

Mr Moore and Mrs Catchesides declared their personal interests in item 34/10, as they are members of the Village Hall Management Committee.

Decision: In accordance with the Members Code of Conduct, the councillors remained in the meeting, unless stated otherwise, and took part in the discussion for all the above items and the vote thereon.

33/10 PUBLIC QUESTION TIME

Mr Turner, Church Warden requested information concerning payment of PC invoices as currently reviewing their procedures. Chairman gave brief description of financial procedure.

34/10 REPORT FROM VILLAGE HALL MANAGEMENT COMMITTEE

Information:

- a) *Cloakroom Refurbishment* – On going.
- b) *Kitchen Refurbishment* – Clerk reported project completed within budget with a remaining balance of £3118 (see attached report). Mrs Catchesides reported contractor overspend. Chairman had witnessed a letter from contractor setting out additional works not included in ITT which he would stand up in court and declare he had seen if necessary. He had also confirmed that Mike Hibbs – Architect had attended a meeting with the process committee where this additional work had been suggested. Mr Moore suggested that a witch hunt was being carried out to discredit the Clerk. Chairman insisted that this dispute was between the VHMC and contractor not the PC. Mrs Catchesides also reported that no proposals made regarding the Existing Disabled Toilet.
- c) *Village Hall Grant Funding* – Decisions: It was agreed that :
 - i) Any future grants awards received by the PC on behalf of VHMC would not be managed by PC. Grant awards would be paid directly into VHMC accounts.
 - ii) Future PC Precept allocation would also be paid directly to VHMC accounts.

35/10 EMERGENCY PLAN

Information: Review of Emergency Plan undertaken last year but never completed.

Decision: Agreed to revert to previous format of original plan. **Action:** Clerk and Chairman to update plan.

36/10 PARISH COUNCIL GRANT FUNDING FOR LOCAL ORGANISATIONS

Information: In line with other PC's the Clerk suggested that any local organisation within the community seeking funding for projects should make a formal grant application. An advert to be placed in Village Magazine in June and September, with a closing date to be 31st October each year. Applications to be considered and awarded as part of annual precept for the following financial year. **Decision:** Agreed this procedure. **Action:** Clerk and Chairman to devise application and guidelines.

37/10 HIGHWAYS

Information: The following items were reported:

- a) *Village Green Culvert* – Various items still outstanding (see attached email correspondence).
- b) *Annual Highways Inspection* – This had been arranged for 24th March 2010 at 14.00hrs. Action: Chairman, Clerk and Mr Moore to attend.

38/10 PROPOSED PURCHASE OF LOCAL COUNCILS STANDING ORDERS

Information: Clerk advised that the revised Standing Order publication was for sale from EALC. Decision: Agreed to purchase publication at a cost of £25.00. Action: clerk to place order.

39/10 CURRENT PLANNING APPLICATIONS / DECISIONS

Information: At the Planning Sub-Committee held this evening the following proposed applications were discussed. Decision: Agreed no objections made to applications below:-

a) 10/00269/FUL - Cowslip Cottage, Steeple Bumpstead Road, Helions Bumpstead, Haverhill, Suffolk CB9 7BT. Information: Proposed change of use from self catering holiday use to a self contained annexe for an elderly dependant relative.

b) 10/00037/TPOCON – Birchbrook House, Water Lane, Helions Bumpstead, Haverhill, Suffolk CB9 7AL. Information: Tree works within Conservation Area.

c) 10/00177/FUL - Birchbrook House, Water Lane, Helions Bumpstead, Haverhill, Suffolk CB9 7AL. Information: Erection of shed and conversion of garage to annexe.

d) There were no items to be discussed at the Planning Sub-Committee meetings scheduled for 22nd February.

40/10 FOOTPATHS

Information: Dr Lawfield reported the following:

- a) *ECC P3 Scheme* - Review of service being undertaken. 2009/10 Grant from ECC still awaiting payment.
- b) *Monthly Footpath Ramble* – Being better attended.

41/10 FINANCE

Information:

A) *Members were circulated copies of the following financial information (copies attached):* -

- i) Current Parish Council Accounts with bank reconciliation.
- ii) VAT payments.
- iii) Monthly Budget.
- iv) Retrospective Payments.
- v) List of cheques for signature.
- vi) Copies of monthly Bank Statements.

B) *VAT Reclaim Village Hall.* - This function was a voluntary procedure undertaken by the Clerk and not part of her Job Description, Contract of Employment or the PC Financial Policy.
Decision: Agreed PC no longer to reclaim VAT on behalf of VHMC.

C) *Closure of Special Projects Bank Account* – **Decision:** Agreed to close account with immediate effect as account no longer necessary to manage any future special projects. Spread sheets to be produced for individual projects instead.

D) *Proposed Amendments to Finance Policy* – Policy reviewed. **Decision:** Agreed to revise policy. **Action:** Clerk and Chairman to amend existing policy.

42/10 DISTRICT COUNCILLOR'S REPORT

Information: Mr Collar reported the following:-

a) *River Colne Countryside Project* – Now ended.

b) *Steeple Bumpstead Flooding Project* – A special meeting had been arranged with the EA on 20th March 2010 to discuss progress of project. **Action:** Clerk to place agenda on notice boards and circulate to members along with EA fact sheet.

c) *BDC Precept* – A 2% increase for 2010/11.

d) *Recycling* – 25% increase since introduction of Wheelie Bins. Decrease in collection of aluminium cans since Supermarkets introduction of offering point's scheme for these items. He also confirmed that the monthly Garden Waste Collection recycling scheme would continue to operate.

43/10 ITEMS FOR INFORMATION

a) *Clerk's report* – written attached report submitted.

b) *PPT* – Mr Turner and Mr Moore confirmed they had not received any request from Mr Purdie to hold a meeting to discuss PC application for donation towards new street lights.

c) *Cycle Shelter* – Mrs Catchesides reported that grant application to Community Initiatives Fund for this project had been unsuccessful.

d) *Archives* – Chairman reported that more items and photograph albums are to be donated by the family of Betty Rowe.

44/10 NEXT MEETINGS

Planning Sub Committee: Monday 22nd March 2010 19.30hrs.

Planning Sub Committee: Monday 12th April 2010 19.30hrs.

Full Parish Council: Monday 12th April 2010 20.00hrs.

Action: Clerk to prepare items for respective agenda's.

Meeting closed at 21.45hrs.

Signed: _____

Mr. J. M. Rowson – Chairman

For further information regarding these minutes, please contact: -

*Mrs Terri Freight – Helions Bumpstead Parish Clerk & Responsible Financial Officer
Rainbow Cottage, Crooks End, Helions Bumpstead, Haverhill, Suffolk, CB9 7AB.*

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Abbreviations: -

PC – Parish Council

BDC – Braintree District Council

ECC – Essex County Council

FP – Footpath

LDF – Local Development Framework

PPU – Parish Plan Update

VHMC – Village Hall Management Committee

Hrs – hours

RCCE – Rural Community Council of Essex

PSG – Parish Support Grant

EA – Environment Agency

ROW – Rights Of Way