

MINUTES of HELIONS BUMPSTEAD PARISH COUNCIL MEETING held on

MONDAY 12 APRIL 2010

45/10 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	No
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	No
Mr .P. Noakes	Parish Councillor	Yes
Mr D. Finch	County Councillor	No
Mr N. Turner	Parochial Church Council	Yes
Mr. I. Purdie	Village Hall Management Committee	Yes

46/10 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.

47/10 APOLOGIES FOR ABSENCE

Mrs. Freight.

48/10 MINUTES

The minutes of the Parish Council meeting held on the 8th.March, 2010. The minutes were agreed to be a correct record and duly signed by the Chairman.

49/10 DECLARATIONS OF INTERESTS

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

Mr Moore, Mr. Noakes and Mrs Catchesides declared their personal interests in item 51/10, 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.

50/10 PUBLIC QUESTION TIME

Mr.Purdie raised the question of whether the Parish Council is prepared to re-address the collection of VAT on behalf of various Village organisations. This will be put on the Agenda of the next Parish Council Meeting. Mr.Purdie also asked whether the Village Green can be rolled to level it. **Action** Contractor to be contacted.

51/10 REPORT FROM VILLAGE HALL MANAGEMENT COMMITTEE

Information:

- a) *Cloakroom Refurbishment* – Construction work now complete, decoration still to be finished. Water use has reduced considerably due to elimination of various leaks from old fittings.
- b) *Kitchen Refurbishment* –an issue has arisen with the top ovens cutting out for no apparent reason. To be investigated. The issue with the contractor has still not been resolved.

52/10 PARISH CLERK RESIGNATION

Information: Mrs. Freight has tendered her resignation with effect from 30th.April 2010 due to ill health. The Chairman was asked to put on record the Council's thanks for all the hard work she has done during her time as Parish Clerk. The Council were also advised of an entirely inappropriate letter received by the Parish Clerk

Action: Chairman and Deputy Chairman to liaise to recruit a replacement.

53/10 PROPOSED MEMBER CO-OPTION MR.NIGEL TURNER

Information: As there was no nomination received for the vacant position of Parish Councillor, Mr. Nigel Turner agreed for his name to be put forward.

Decision: Mr. Turner was formally co-opted and welcomed to the Parish Council.

Action: Mr. Turner to complete and return to the Chairman the new member documentation.

54/10 VILLAGE HALL HIRE FEES

Information: Village Hall hire fees are to be increased by 2% to £26 per meeting.

Decision: Agreed.

55/10 HIGHWAYS

Information: The following items were reported:

- a) *Village Green Culvert* – Various items still outstanding .
- b) *Annual Highways Inspection* – This had been arranged for 24th March 2010 at 14.00hrs.but was cancelled Action: Revised date being arranged
- c) *Barriers in Water Lane*- Accident damaged barriers in Water Lane require replacement
- d) *Steeple Bumpstead Flood Project*-This has been revised and work will include re-alignment of where the Bumpstead stream meets the Hempstead stream, closure of The Wash to enable it to be deepened, widening of the stream as it passes through Steeple Bumpstead.
- e) *Speeding*-this is still an issue and it is proposed that the Highways sub-committee be re-formed at the next meeting.

56/10 PLANNING

The Minutes of the Planning Sub-Committee Meeting held on 8th.March 2010 were agreed to be a correct record and duly signed by the Chairman.

There were no items to be discussed at the Planning Sub-Committee meetings scheduled for 22nd.March, 2010 and 12 April, 2010.

57/10 FOOTPATHS

Information: Mrs.Catchesides raised the issue that urban areas have more accessible green space than rural areas.

58/10 FINANCE

Information:

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

- i. Parish Council's Accounts.
- ii. List of Cheques for signature.
- iii. Retrospective payments.
- iv. Monthly Budget.
- v. VAT Payments.
- vi. Bank Reconciliation and Bank statements.

B) *VAT Reclaim* – Copy of return shows Village Hall items marked VH.

C) *Closure of Special Projects Bank Account* – **Information:** Account was closed on 31st.March,2010 and the balance transferred to the Current Account. Village Hall monies will be paid to the Village Hall Management Committee as soon as the final cheque to be issued has been cleared.

D)*Revised Finance Policy* – Revised document submitted. **Decision:** Agreed. **Action:** To be submitted to the Annual Meeting.

59/10 DISTRICT COUNCILLOR'S REPORT

No report submitted

60/10 ITEMS FOR INFORMATION

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

b) *Playground* – Mr.Noakes has inspected the timber work of the childrens playground and a lot needs urgent replacement. To be reported to the next meeting of the Village Hall Management Committee.

61/10 NEXT MEETINGS

Planning Sub Committee: Monday 26th April 2010 19.00hrs..
Annual Parish Meeting : Monday 26th April 2010 19.30hrs. for 20.00hrs.
Planning Sub Committee: Monday 10th May 2010 19.30hrs.

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: -
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Abbreviations:

PC – Parish Council

BDC – Braintree District council

ECC – Essex County Council

LDF – Local Development Framework

PPU – Parish Plan Update

VHMC – Village Hall Management Committee

Hrs – hours

RCCE – Rural Community Council of Essex

FP – Footpath

EA – Environment Agency

ROW – Rights Of Way