

MINUTES of HELIONS BUMPSTEAD PARISH COUNCIL MEETING held on

MONDAY 14th APRIL 2009

64/09 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
Mr B. Freight	Parish Councillor	No
Dr. M. Lawfield	Parish Councillor	Yes
Mr M. Istance	Parish Councillor	Yes
Mrs J. Catchesides	Vice Chairman & Parish Councillor	Yes
Mrs C. Purdie	Parish Councillor	Yes
Mrs T. Freight	Parish Clerk & Responsible Financial Officer	Yes
Mr D. Finch	County Councillor	No
Mr M. Catchesides	PPU Working Party Member	Yes

65/09 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.

66/09 APOLOGIES FOR ABSENCE

Mr Collar and Mr Freight.

67/09 MINUTES

The minutes of the Parish Council meeting held on the 9th March 2009 were agreed to be correct records and then duly signed by the Chairman.

68/09 DECLARATIONS OF INTERESTS

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

Mrs Catchesides and Mr Moore declared their personal interests in item 80/09, as they are members of the Village Hall Management Committee. **Decision:** In accordance with the

Members Code of Conduct, the councillor remained in the meeting, unless stated otherwise, and took part in the discussion for all the above items and the vote thereon.

69/09 PUBLIC QUESTION TIME

Mr Baker informed members of an individual known to the police who has displayed lude gestures to women in Steeple Bumpstead.

70/09 REPORT FROM PARISH PLAN UPDATE WORKING PARTY

Information: Mrs Catchesides reported the following:-

Draft PPU completed and circulated. Detailed discussions took place to consider what actions the PC need to address for the future in section 3 of the report. Copies of different Covers and report layout circulated for comments.

Decision: Agreed with layout and proposed details in all sections of report

Action: Mrs Catchesides to finalise report liaising with Graphic Designer Karen Wilson.

71/09 CREATION OF HIGHWAYS & TRAFFIC SUB-COMMITTEE

Information: Mr Baker proposed the creation of this sub-committee to monitor and improve traffic issues in the village. Clerk circulated the recent speed survey undertaken by ECC to members (copy attached). No conclusive areas of speeding identified. **Decision:** Agreed to set up sub-committee. **Action:** Mr Baker to create Sub-Committee's Terms of Reference and present at next PC meeting. Clerk to enquire if raw data available of speed survey.

72/09 UPDATE OF EMERGENCY PLAN

Information: Mrs. Purdie and the Clerk currently drafting update of Emergency Plan to include details of Emergency Management Team who will manage and co-ordinate all actions to be taken in cases of emergencies affecting villagers. Section Heads and Team Leaders to be appointed dealing with different areas of responsibility without overlapping with BDC and ECC.

Action: Mrs Purdie to draft a skeleton of Strategy Plan of Action. Clerk to obtain agreement of residents identified as having specialist skills and agreement to publish contact details for plan. Leaflet also to be drafted for residents giving brief outline of Emergency Plan.

73/09 CRITEREA FOR USAGE OF THE POWER OF WELL BEING

Information: Clerk recently attended course for Power of Well Being. Before the PC can exercise this power it has to resolve that the following conditions have been met:-

- a) At least two-thirds of the total number of seats on the PC must have been filled by candidates who stood for election at the last ordinary elections.
- b) Clerk must be qualified through CILCA.
- c) At least 80% of members must have attended the training event for the power of well being.
- d) The PC must have published a statement of intent of community engagement.

Decision: At present Helions Bumpstead PC does not meet any of the above conditions and cannot exercise this power.

74/09 REPLACEMENT STREET LIGHTS

Information: Replacement of Street Lights completed.

Action: Clerk to inform Eon of reduced wattage of light units to reduce monthly electricity fee.

75/09 VILLAGE GREEN CULVERT

Information: Barriers placed on village green to enable earmarked reserves for the culvert project to be carried forward into next financial year. Highways Consultant currently away but work to commence soon. No road closure necessary, traffic light controlled only.

76/09 WAR MEMORIAL PLAQUE

Information: No quote received for engraving from Paintins. Mrs Catchesides obtained an alternative quote for plaque measuring 1m. x 1.2m. laser engraved including delivery of £346.00.

Decision: Agreed to purchase plaque.

Action: Mrs Catchesides to place order with housesignsonline.co.uk. Clerk to obtain quote for brick wall measuring 1m high x 2m length and invoice ECC for Making the Links grant of £1600.00.

77/09 ADDITIONAL DOG WASTE BINS

Information: Clerk has recently received complaints from residents concerning the increase in dog waste at various locations and proposed purchase of 2 additional bins

Decision: Agreed not to purchase additional dog waste bins.

78/09 STREET SCENE PARTNERSHIP & OPERATIVE EQUIPMENT

Information:

- a) BDC Street Partnership Agreement signed and returned. Invoice issued for annual agency payment of £644.56 on 8th April 2009. Members informed of dates of Road Channel Sweeping which have been placed on notice boards and will appear in village magazine / website (copy attached).
- b) Clerk proposed purchase of litter picking equipment kit for Street Operative Mr Saville at inclusive cost of £65.00. Chairman thanked for obtaining several pairs of heavy duty gloves.

Decision: Agreed to purchase equipment.

Action: Clerk to place order with R. Acton Product Developments.

79/09 CURRENT PLANNING APPLICATIONS / DECISIONS

Information:

- a) The current Planning list was circulated to members (copy attached) and the Clerk informed members of most recent decision / applications.
- b) There were no items to be discussed for the Planning Sub-Committee meeting scheduled 23rd March 2009.
- c) At Planning Sub-Committee held on 14th April 2009, the following planning applications were discussed and no objections were made:-

09/00308/FUL – T. Barker Ltd. Erection of new factory unit on existing site.

09/00344/FUL – 5 Mill Road. Erection of rear single storey extension.

80/09 REPORT FROM VILLAGE HALL MANAGEMENT COMMITTEE

Information: Process committee decided not to employ Mr Hibbs as Project Manager. Refurbishment of kitchen to commence after 9th May 2009 due to increase of demand for private hire functions.

81/09 HIGHWAYS

Information: Clerk reported the following: -

- a) Water Lane - Mr T. Sills has completed ditch clearance work. Clerk reported to ECC Highways that some of the Gabion reinforcements have disintegrated into stream and also proposed placing grill over the two holed culvert.
- b) Pot holes in various locations in the village reported to ECC Highways.

82/09 FOOTPATHS

Information: Dr Lawfield reported the following: -

- a) Bridge now installed on bridleway FP73.
- b) Bridge kit obtained for FP40 from Bumpstead Hall.
- c) Diana Frost [Hempstead] contacted to discuss FP reconciliations. She has agreed to assist but it is conditional on Hempstead PC receiving back their village hall documents borrowed by Major Projects Working Party.

Action: Mrs Catchesides to locate and return documents. [Footnote: These had in fact been returned two years previously]

83/09 FINANCE

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

- a) Current Parish Council Accounts.
 - i) Retrospective payments and cheque list.
 - ii) Copies of current Bank Statements.
 - iii) VAT payments
 - iv) Monthly Budget.
- b) Finance Sub-Committee held on 14th April 2009 agreed the following:
 - i) End of year financial records. Carried forward balance of £19,959.57.
 - ii) Annual Return.
 - iii) Details of Clerks Annual Pay Award.
 - iv) Revised Finance Policy.
- c) Local Council Administration – Clerk proposed purchase of 8th edition. Cost unknown at present until publication date in June 2009.

Decision: Agreed to purchase copy at no more than £60.00.

Action: Clerk to place order with EALC.

84/09 DISTRICT COUNCILLOR'S REPORT

No Report

85/09 ITEMS FOR INFORMATION

- a) *Clerk's report* – A brief outline of items highlighted on the attached report was given to members.
- b) *Incidents Report:* - None.

c) *Wild Life Conservation Group* – Mr Catchesides has placed group’s information on website and details will also appear in village magazine.

Meeting closed at 22.09 hrs.

86/09 NEXT MEETINGS

Planning Sub-Committee: Monday 27th April at 19.15.

Annual Assembly: Monday 27th April at 19.30.

Full Parish Council: Monday 11th May 2009 at 20.00hrs.

Annual Meeting: Monday 11th May 2009 at 19.30 hrs.

J. M. Rowson – Chairman

For further information regarding these minutes, please contact: -

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Abbreviations: -

PC – Parish council
council

ECC – Essex County Council

LDF – Local Development Framework
Update

VHMC – Village Hall Management Committee

Hrs – hours

BDC – Braintree District

FP – Footpath

PPU – Parish Plan

EA – Environment Agency

ROW – Rights Of Way

