

# MINUTES of HELIONS BUMPSTEAD PARISH COUNCIL MEETING held on

**MONDAY 14<sup>th</sup> JUNE 2010**

## **73/10 ATTENDANCES**

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

<b>NAME</b>	<b>POSITION</b>	<b>PRESENT</b>
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
Dr. J. Catchesides	Vice Chairman & Parish Councillor	Yes
Mr. T.Evans	Parish Clerk & Responsible Financial Officer	Yes
Mr .P. Noakes	Parish Councillor	No
Mr D. Finch	County Councillor	No
Mr N. Turner	Parish Councillor	Yes

## **74/10 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.

## **75/10 APOLOGIES FOR ABSENCE**

Mr. Noakes

## **76/10 MINUTES**

The minutes of the Parish Council meeting held on 10<sup>th</sup> May, 2010. The minutes were agreed to be a correct record and duly signed by the Chairman.

The minutes of the Annual Parish Meeting held on 10<sup>th</sup> May, 2010. The minutes were agreed to be a correct record and duly signed by the Chairman.

The minutes of the Parish Council Finance sub-committee meeting held on 14<sup>th</sup> May, 2010. The minutes were agreed to be a correct record and duly signed by the Chairman.

## **77/10 DECLARATIONS OF INTERESTS**

**Information:** Personal and prejudicial matters relating to agenda items: -  
Mrs Catchesides and Mr Moore declared their personal interests in item 79/10, 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.

## **78/10 PUBLIC QUESTION TIME**

There were no members of the public in attendance.

## **79/10 REPORT FROM VILLAGE HALL MANAGEMENT COMMITTEE**

Mrs. Catchesides reported that the VHMC held its Annual General Meeting in May 2010. There were 4 new members appointed to the VHMC replacing those who had resigned. A new Chairman of VHMC will be appointed at the next VHMC meeting as well as a new Treasurer. The VHMC accounts were not presented at the AGM but have since been completed and are now available to go to the Auditor.

## **80/10 RESPONSIBLE FINANCIAL OFFICER'S REPORT**

- The financial report with bank reconciliation was distributed to the members prior to the meeting.

It was suggested that some changes in the format of reporting the results would help to understand the financial position each month. This would include an addition of a VAT column to the monthly budget statement and a more details income and expenditure statement to replace the current receipts and payments statement. These changes would be reported in the next financial report for approval and agreement.

- BT were contacted to request a VAT invoice for future telephone bills to enable VAT reclaim.

- A statement has been sent by EON showing a reduction in the cost of unmetered electricity supply resulting from the fitting of low energy lights in the village. The monthly cost has been reduced from £43.44 per month to £29.32 per month. The new cost has been backdated and a cheque for £254.31 will be forwarded from EON as a result of a credit amount in the electricity account.
- The noticeboard at Drapers Lane is in need of repair or replacement. There is an unused noticeboard which requires less repair and it is intended that quotations will be sought for the repair of the unused noticeboard and to have it fitted at the Drapers Lane location.
- A purchase order has been received from ECC for verge cutting. There is no change in cost from last year. The contractor will be instructed to carry out the verge cutting in June and again in the autumn under the same terms as previous.

### **81/10 CHILDREN'S PLAY EQUIPMENT**

It was agreed this item would be carried forward to the next meeting.

### **82/10 ALLOTMENTS – ALLOCATION OF SUITABLE LAND AND GRANT FUNDING**

Mrs. Catchesides reminded the meeting that 16 families in the village had requested allotments. Grant funding is available from ECC. However, there has been difficulty in identifying and obtaining a suitable plot of land. There was also a need to understand the sizes of allotments required and what services need to be provided. It was agreed that Dr. Lawfield, Mrs. Catchesides and Mr. Rowson would form a sub-committee to research and report back to the members.

### **83/10 HIGHWAYS – ANNUAL INSPECTION – RESULTS AND ACTIONS**

Mr. Rowson reported the results of the Annual Inspection and the actions to be taken or completed.

Burst pipe on Camps Road need repairing. Confirmation of completion is required.

The verge at Highfield is to be re-seeded only.

The culvert works in the centre of the village have been completed.

Some of the barriers in Water Lane have been repaired and one barrier requires replacing.

The culvert under the drive by Whitegates is to be jetted.

The work along the roadside by the old nursery next to Swallows care home has been completed with the hedges having been cut back. Grey water has been leaking from a processing unit and Environmental Health is dealing with this problem.

The pavements along Church Hill and Mill Road are to be re-surfaced.

Village entry gates have been requested and are still under discussion.

The water leak in Sages End Road has been repaired.

A pot hole in Sages End Road has been marked for repair.

#### **84/10 FOOTPATHS – REPRESENTATIVES REPORT**

Dr. Lawfield reported that the first cut of footpaths had been completed and payment approved.

#### **85/10 ADOPTION OF HBPC REVISED FINANCIAL REGULATIONS**

Previously circulated to members. Agreed.

#### **86/10 ADOPTION OF STANDING ORDERS PUBLISHED BY NALC(2001)**

It was agreed the members would adopt the Standing Orders in principle but there would need to be agreement on completion of the detail. Mrs. Catchesides to prepare details for agreement.

#### **87/10 BDC ETHICAL CHECKLIST DATED 21 MAY 2010.**

The members agreed they were compliant with the requirements of the checklist. Clerk to complete and return checklist.

#### **88/10 ADOPTION OF REVISED EMERGENCY PLAN**

This will be carried over to the next meeting.

#### **89/10 REPORT ON ANALYSIS OF 2009/10 HBPC FINANCIAL RECORDS**

Mr. Rowson reported that the auditor had asked a number of questions and these had been answered.

Mr. Rowson will be meeting with the auditor shortly after June 22<sup>nd</sup> and the Annual Return will be sent to the Audit Commission before the end of June.

#### **90/10 VILLAGE MAGAZINE**

It was agreed that parts of the HBPC Chairman's Report and the VHMC Acting Chairman's Report would be edited prior to distribution of the Summer edition of the Village Magazine.

#### **91/10 HIGH SPEED BROADBAND PARISH NEED SURVEY**

It was agreed that HBPC would request a copy of the survey to complete.

### **92/10 VILLAGE WEBSITE**

Mrs. Catchesides reported that the village website is in need of upgrading And improving. She will obtain a quotation and report at next meeting.

### **93/10 CLERK TO ATTEND MINUTES AND AGENDA COURSE**

The course would take place on July 8<sup>th</sup> 2010 and would cost £36. This is within the HBPC training budget of £200. Agreed.

### **94/10 SIGNING OF NEW BANK MANDATES**

New mandates were signed.

### **95/10 DISTRICT COUNCILLOR'S REPORT**

Mr. Collar reported on the current financial situation at BDC. Financial cuts in BDC budgets are being sought during this financial year as well as 2011/12. Mr. Collar advised HBPC to be prepared for the removal of the Parish Support Grant in 2011/12.

### **95/10 NEXT MEETINGS**

Planning Sub-Committee:	Monday June 28th	19.30hrs.
Parish Council	Monday July 12th	20:00hrs

**Meeting closed at 22:00.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mr. M. Rowson – Chairman**

*For further information regarding these minutes, please contact: - Mr. Tony Evans  
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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

EA – Environment Agency

Hrs – hours

ROW – Rights Of Way

RCCE – Rural Community Council of Essex