

# HELIONS BUMPSTEAD PARISH COUNCIL

## MINUTES of the PARISH COUNCIL MEETING held on Monday 8<sup>th</sup> May 2017

### RECORD OF ATTENDANCE

NAME	POSITION	PRESENT
<i>N. Nicholson</i>	Chairman	Yes
<i>J. Catchesides</i>	Vice-Chairman	Yes
<i>S. Kehr</i>	Parish Councillor	Yes
<i>J. Howard</i>	Parish Councillor	Yes
<i>S. Cunningham</i>	Parish Councillor	Yes
<i>M. Lawrie</i>	Parish Councillor	Yes
<i>C. Brown</i>	Parish Councillor	Yes
<i>D. Garrod</i>	District Councillor	No
<i>D. Finch</i>	County Councillor	No
<i>C. Carlisle</i>	Parish Clerk & Responsible Financial Officer	Yes

No members of the public were present.

#### 17/83 Election of Chairman

Cllr Lawrie nominated Cllr Catchesides Cllr Kehr seconded this. Cllr Catchesides was duly elected as Chairman.

#### 17/84 Election of Vice-Chairman

Cllr Kehr put herself forward as Vice-Chair this was unanimously agreed, Cllr Kehr was duly elected as Vice-Chair.

#### 17/85 Co-option of a New Councillor

Chris Brown was Co-opted on to the Council.

#### 17/86 To Complete Acceptance of Office Forms and to check whether there are any changes to the register of interest forms.

Cllrs Catchesides, Kehr and Brown completed the Acceptance of Office Forms. The Clerk gave Cllr Brown his register of interest form to complete and return to The Clerk.

#### 17/87 Members' declarations of interests

Cllr Kehr and Cllr Catchesides the Village Hall.

#### 17/88 Apologies for Absence

DC Garrod  
CC Finch

- 17/89 Public forum  
No public Present.
- 17/90 Minutes of the Council Meeting held on 10<sup>th</sup> April 2017 were approved and signed as a true record.
- 17/91 Review of Standing Orders  
The Council reviewed the draft Standing Orders previously circulated, and agreed to adopt them.
- 17/92 Review of Committees and their terms of reference  
**Finance Committee:**  
To consider forward planning for the next three years and to determine the precept for the following year.  
Membership: All councillors (mandatory)
- Planning Committee:**  
To consider all planning applications that affect Helions Bumpstead, from both within and outside the parish.  
Membership: Jane Catchesides, Sue Kehr, Chris Brown, Martin Lawrie
- 17/93 Appointments to Committees and of Special Responsibilities  
**Footpaths:** Judy Howard, Sue Cunningham  
**Highways:** Cathryn Carlisle (Clerk)  
**Public Transport:** to be confirmed  
**Traffic Management:** to be confirmed  
**Play Equipment:** Sue Kehr  
**Planning:** Jane Catchesides, Sue Kehr, Chris Brown, Martin Lawrie  
**Village Website:** Jane Catchesides, Cathy Carlisle (Clerk) Chris Brown  
**Broadband:** Martin Catchesides  
**Neighbourhood Watch:** Neville Nicholson
- Working Groups**  
**Forward Planning:** All Councillors  
**Footpaths:** Neville Nicholson, Judy Howard, Sue Cunningham, Malcolm Rowson  
**Play Area:** Sue Kehr, Jane Catchesides, Ronni Coggins(tbc)
- 17/94 Finance Report  
**Payments**
- |          |         |                  |                    |        |
|----------|---------|------------------|--------------------|--------|
| 17/94.1  | £257.72 | Cathryn Carlisle | Clerks Salary      | 101665 |
| 17/94.2  | £38.09  | E-on             | Lighting           | D/D    |
| 17/94.3  | £31.24  | BT               | Telephone          | D/D    |
| 17/94.10 | £19.75  | Cathryn Carlisle | Clerks Expenses    | 101666 |
| 17/94.11 | £62.50  | Yvonne Morton    | Internal Audit     | 101667 |
| 17/94.16 | £18.00  | BALC             | Subs               | 101672 |
| 17/94.12 | £461.81 | EALC             | Subs/Training/Book | 101668 |
| 17/94.13 | £760.03 | Farrant          | Village Hall       | 101671 |
| 17/94.14 | £36.00  | CPRE             | Subs               | 101669 |

17/94.15	£605.01	Community Insurance	Insurance	101670
17/94.16	£65.00	C Instance	Maintenance	101673

Payments were approved and signed; Cllr Cunningham and Cllr Howard checked the invoices prior to the meeting.

17/94.4 Month Bank Statement and Monthly Budget Form  
Payments were approved by all councillors at the meeting, Cllrs Cunningham and Howard checked the Bank Statement prior to the meeting.

17/94.5 To receive the Internal Audited Account  
The Clerk had had the Accounts internally audited, and circulated a copy of the approved accounts. The Auditor commented on the following: "The Annual Precept or rates requirement resulted from an adequate budgetary process; process against the budget was regularly monitored; and reserves were appropriate. The accounts complied with the budgetary process. But the council held £29K in the bank account as at the 31<sup>st</sup> March 2017. This is equal to twice its precept and localism grant received in 2016/17 year. Council has earmarked £10,360 for various projects. The Finance Committee has discussed this several times and has not been able to decide on when to spend this money. 10<sup>th</sup> April 2017 meeting deferred the decision again. She believes that the money should be spent on these projects during 2017/18. The money has been raised from the community for the benefit of all the community and should be used accordingly and promptly".

17/94.6 To Complete the Annual Governance Statement  
The Clerk read out the Governance Statement, the Chairman signed this off.

17/94.7 To sign off the Annual Account  
This was signed off by the Chairman and The Clerk

17/94.8 To review the Assets Register.  
The Council reviewed the Assets Register; the photocopier and a few other items of office equipment were removed, and it was agreed to add the Bike Rack once it was erected.

17/94.9 To review the Insurance Policy  
The Council to review the policy once the Bike Rack has been erected The Clerk will speak to Community Insurance regarding the changes.

#### 17/95 Clerk's Report

The Clerk reported that she had received a reply to the letters sent to Cllr Finch and Anglian Water, these had been passed on to councillors.

The Clerk reported that Mark Instance had cleaned the Telephone Box windows. The Clerk had noticed this as soon as she came into the village and commented to Mark when she saw him that phone box looked very clean.

17/96 District Councillor: No Report

17/97 County Councillor: No Report

- 17/98 Bicycle rack at the Village Hall  
The bike rack has been ordered and will be erected once the village hall refurbishment has finished, and the bike rack is ready.
- 17/99 Reports from Councillors with Matters affecting the village  
Cllr Lawrie stated that the Police contact no in the Village Magazine was unobtainable. It was suggested that it's best to ring 101 or report it on the website.  
The Clerk mentioned that she would be attending The Police Conference in Great Dunmow on the 7<sup>th</sup> June. She would ask then if anyone could help with this information.
- Cllr Howard reported on the dirty water coming out of the blue pipe on Sages End Road, someone came out from BDC and couldn't find the pipe; Cllr Howard gave a more details of where the pipe was. Someone else came, Cllr Howard had not heard back what it was, but it has now stopped running dirty water. So she's hoping it has been sorted.
- 17/100 Highways  
17/100.1 Highway Maintenance  
No update
- 17/101 Annual Parish Assembly  
It was a good evening, the demonstration was really good, It was agreed that the report from CC Finch should go on to the website and see if he would give a monthly report to go on to the website.  
The Clerk had passed on the Cricket Club's report to the Village Mag as requested. It was agreed that in future 10 minutes talks would be sufficient.  
Cllr Catchesides suggested that we get the First Responders to do a Saturday Morning talk to see if we can get a group set up in the village again.
- 17/102 Helions Bumpstead Footpath Map  
To discuss Footpath Map amendments and content of reverse  
To asses rational modifications to footpaths in the parish  
The Council discussed some of the proposed changes to the footpaths in the parish, this will now be passed on to the Working Group to work on.  
The Clerk has reported the bridges that were broken.
- 17/103 Helions Bumpstead Village Hall matters affecting the Parish Council  
The refurbishment of the Committee Room is about half way through, and should be completed in about two weeks time. The modifications have increased the length of the room by about 5 feet.
- 17/104 Helions Bumpstead Recreation Ground  
The Council agreed to put some plastic grasscrete in the entrance to the playing field its costs £19 for a metre by ½ metre strip it was suggested that we put 6 strips down.  
The gate way does need widening at some stage, but at the moment the ground is too hard.
- 17/105 Church Yard

The council agreed to give a grant of £600 to the PCC for church yard maintenance and grass cutting.

17/106 Items for information and inclusion on next meeting's agenda  
There were none.

17/107 Date of the next meeting  
12<sup>th</sup> June 2017

17/108 Meeting Closed at 9.52pm

Signed.....

Dated.....

**HELIONS BUMPSTEAD PARISH COUNCIL**

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