

HELIONS BUMPSTEAD PARISH COUNCIL

MINUTES of the PARISH COUNCIL MEETING held on Monday 10th July 2017

RECORD OF ATTENDANCE

NAME	POSITION	PRESENT
Jane Catchesides	Chair	Yes
Sue Kehr	Vice-Chair	Yes
Neville Nicholson	Parish Councillor	No
Judy Howard	Parish Councillor	Yes
Sue Cunningham	Parish Councillor	Yes
Chris Brown	Parish Councillor	No
Diana Garrod	District Councillor	Yes
David Finch	County Councillor	Apologies
Cathryn Carlisle	Parish Clerk & Responsible Financial Officer	Yes
Members of the public		2

David West and Tony Evans attended the meeting as members of the public.

17/128 Members' declarations of interests

Cllr Catchesides, Cllr Kehr: Members of VHMC

17/129 Apologies for Absence

Cllr Nicholson, CC Finch

17/130 Resignation of Clerk

Tony Evans spoke with the Chairman and the Vice-chairman the day before the last meeting, and resigned as Clerk to the Parish Council. Mr Evans asked for a month's pay in lieu of notice, and one month's holiday pay. This was agreed. Mr Evans also asked if he could have the laptop once the new Clerk had replaced it, but the Council agreed that the laptop would remain the PC's property.

17/131 Appointment of new Clerk

Cathryn Carlisle, the temporary clerk, was appointed the new Clerk and RFO to Helions Bumpstead Parish Council.

17/132 Public Forum

Dave West (Pavilion/Cricket Club) came and spoke about a decision made at the last meeting and said that the Cricket Club couldn't afford to pay the back pay for the Mower Fund but they would like to start a fresh from now on. If they paid the back pay, the Parish Council would get all the bills for the repairs done. This was agreed by the Council.

The Clerk to write and confirm this.

The Footpath that goes beside Rose Cottage, and that at the side of the pub, are both over grown and impassable.

17/133 Minutes of the Council Meeting held on 12th June 2017 were approved and signed as a true record of the meeting.

17/133 Finance Report

Payments

17/133.1	£257.72	Cathryn Carlisle	Clerks Salary	101564
17/133.2	£40.32	E-on	Lighting	D/D
17/133.3	£0.00	BT	Telephone	D/D
17/133.4	£19.99	Cathryn Carlisle	Expenses	101565
17/133.5	£672.00	LGB Furnishings	VHall	101566
17/133.6	£264.00	Field (composting) Ltd	Planter	101568
17/133.7	£212.50	Bird Table Gardening	Planter	101576
17/133.8	£810.00	The Bike Storage Co	Installation	101569
17/133.9	£52.80	RCCE	Subs	101570
17/133.10	£1855.09	Farrant Electrical	V Hall	101571
17/133.11	£37.25	SLCC	Subs	101575
17/133.12	£222.19	Jane Catchesides	Planter Plants	101574
17/133.13	£71.92	Jane Catchesides	Planters	101577
17/133.14	£750.00	RJ & ND Bowers	V Hall	101578
17/133.15	£1700.00	Travis Perkins	V Hall	101579
17/133.16	£7282.80	R Campbell	V Hall	101580

Payments were approved by all members of the council present. Cllr Howard and Cllr Cunningham checked the invoices prior to the meeting.

17/133.13 Month Bank Statement and Monthly Budget Form

The monthly Bank Statement was approved by all councillors present.

17/133.14 To consider recommendations from Finance Forward Planning working party.

At 31/03/2017, the Council's closing balance stood at £29,040.

Of this, the General Reserve was	£ 9,845
And the Special Reserves were	£10,360
This leaves a surplus of	<u>£ 8,835</u>

However, in setting the 2017/18 Precept, an allowance was taken from the closing balance to keep the precept at zero increase. This was £2,652. So the amount available for the Council to consider spending is £8,835 - £2,652 = **£6,183.**

Projects:

Particular projects for consideration were identified at Finance Committee Meetings held in March and April 2017. The working party reviewed all of these, and recommended that the following be considered for this financial year:

Bicycle Shelter

This had been agreed earlier, and a grant of £750 towards the cost obtained from BDC via our District Councillor. The net cost to the Council was **£1,570**

Hard surfaced approach to the Recreation Ground

This had also been agreed, and costed at about £500. However Chris Brown had some grasscrete surplus to his requirements, and offered it to the Council for free, reducing the net cost to about **£200**.

New Computer for the Clerk

The grant for this was received before the end of the last financial year, and is therefore included in the total above. This was **£480**.

Village Hall replanting

The initial work on this project will cost about £750, plus on-going maintenance, So a total of **£1,000** should be allowed for this financial year.

Village Green refurbishment

Work on this area will probably start in the autumn. Again, **£1,000** should be allowed for this year.

HB Footpaths Map

The maps have been produced for us by BDC, but the printing cost is likely to be of the order of **£1,500**.

New Noticeboards for outside the Village Hall

The cost of replacement (but larger) noticeboards for outside the Village Hall is likely to be up to £2,500 each. It was decided to recommend refurbishment of the existing noticeboards in the short term.

Projector for HBPC

It was agreed that a projector had been extremely useful at earlier Council meetings, particularly when reviewing the precept. Chris undertook to cost this, but it was thought to be about **£500**.

Children's Play Area equipment

The need to replace much of the play area equipment in the near future is recognised by the Council. £2,000 has been precepted for this financial year, which will cover essential repairs. It was recommended that an application be made to the CIF Fund this year – the maximum grant available is £20,000, which has to be match funded. The deadline for expressions of interest is 25th August.

The total cost of all the projects highlighted in bold type will be approximately £6,200. This was agreed by all members of the Council present.

Levels of Reserves

General Reserves:

The General Reserve fund as at 01/04/2017 stands at £12,095. This is equivalent to one year's Precept, and is considered to be adequate by the working party. It meets the requirements of our Financial Reserves policy.

Special Reserves:

Several of our Special Reserves are no longer needed. It was suggested that they be transferred to the Play Area reserve, to build up the match-funding necessary to obtain

the CIF Grant. £500 could be transferred from the War Memorial Fund, and £2,000 from the Land Registry Fund, giving the Play Area a total of just under £3,500. All other Special Reserves should remain unaltered. These recommendations were agreed by all members of the Council present.

17/133.15 Bank Mandate: to agree to change the mandate

The Clerk wants to change the Bank Mandate, at the present time we only have 2 signatories. It was agreed that Cllr Cunningham, Cllr Howard, Cllr Brown be put on to the Mandate, The Clerk needs to be added to the Mandate, so she can speak to the bank if need be, and we need to change the correspondence address to the new Clerk. The Clerk said she would take the forms in to Barclays Bank as soon as possible. Councillors were asked to take in proof of id passport/driving licence and a utility bill as soon as possible for changes to take place.

17/134 Clerk's Report

The Clerk reported that she had received notice that no one had come forward to be a councillor. The Council can now co-opt someone on to the council. The Clerk to prepare a notice.

Stansted Airport had sent some leaflets to be displayed about the London Stansted Airport Building the Future.

17/135 District Councillor's Report

The District Council had been busy with the elections, and now the Local Plan, the plan is now out for consultation, BDC are focusing on 3 Garden Villages. Once the Consultation finishes it has to go to the inspector and secretary of state who looks to make sure the plan is sound and policies are viable.

17/136 County Councillor's Report

No report

17/137 Reports from Councillors with Matters affecting the village

Cllr Brown has reported to Suffolk CC the sign on the Haverhill bypass which has vegetation obscuring it.

17/138 Highways

Surface dressing is taking place at the moment in the village.
All Verges have been cut.

17/139 Footpath review update

17/139.1 Footpath Map Review

Cllr Cunningham and Cllr Howard have taken the copy of the map to look at. The Clerk to speak to Adam Fisk with regards to the amendments on the Village centre map.

17/140 Helions Bumpstead Village Hall matters affecting the Parish Council

17/140.1 Update on refurbishment work.
The Meeting Room is finished.

Start on the Main Hall begins mid Aug –through Sept, which includes insulating the roof space, re-plastering where necessary, chasing electrical wires into the wall, re-decorating, decorating the outside of the hall and filling any cracks.
The VHMC have decided not to dry line the walls at the present time.

17/140.2 Update on Planters

The Planters are coming along, it's taking a bit longer than expected, and the lady needs another day to finish off. Cllrs agreed what had been done looked really nice.
The Watering System doesn't seem to be working.

17/141 Helions Bumpstead Recreation Ground

17/141.1 Fields in Trust

Cllrs agreed that we needed to get the Parish Property Trust up to date before we apply to Fields in Trust; the trust has not met for many years. It consists of the Vicar, 2 Church Wardens and 2 representatives from the Parish Council.

The Clerk to speak to Joy Darby at the EALC, to see if she can help with this matter.

17/142 Refurbishment of open spaces in the village

The Village Green will be cleared in the autumn.

17/143 Playground Report

So far Cllr Kehr has 1 quote and waiting for another and she's meeting another company next week. It was agreed that we should apply to the CIF for a grant

17/144 To Review the Code of Conduct and Complaints Procedure.

Both were approved and adopted without amendment.

17/145 Bike Shelter Update

The Bike Shelter is now finished.

17/ 146 Village Handyman

It was suggested that the Chair puts something in the next Village Magazine asking for someone to be our Handyman.

17/147 Items for information and inclusion on next meeting's agenda

There were none

17/148 Date of the next meeting

14th Aug 2017

17/149 Meeting Closed at 9.07 pm

Signed.....

Dated.....

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