

# HELIONS BUMPSTEAD PARISH COUNCIL

Meeting of the Parish Council by a virtual meeting held on Monday 11<sup>th</sup> May 2020

## **ATTENDANCE**

NAME	POSITION	PRESENT
C Brown	Chairman	Yes
S. Kehr	Vice Chair	Yes
N. Nicholson	Parish Councillor	Yes
A Parker	Parish Councillor	Yes
S. Cunningham	Parish Councillor	No
N Turner	Parish Councillor	Yes
R Kirkland	Parish Councillor	Yes
D. Garrod	District Councillor	Yes
D. Finch	County Councillor	Yes
C. Carlisle	Parish Clerk & Responsible Financial Officer	Yes

**20/63 Standing Orders** To review and adopt the Standing Orders which have been altered to include reference to the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 which permits remote meetings.  
The Clerk will amend the Standing order to allow for virtual meetings to take place

### **20/64 Election of Chairman**

Cllr Kehr nominated Cllr Brown as Chairman, seconded by Cllr Turner, Cllr Brown was duly elected as Chairman. All in Favour

### **20/65 Election of Vice-Chairman**

Cllr Brown nominated Cllr Kehr, seconded by Cllr Nicholson, Cllr Kehr was duly elected as Vice-Chairman. All in Favour

**20/66 To Complete Acceptance of Office Forms** and to check whether there are any changes to the register of interest forms.

Due to the meeting taking place virtually, the Clerk will send out the Acceptance of Office forms to Cllr Brown and Cllr Kehr.

### **20/67 Apologies for Absence**

No Apologies

### **20/68 Members' declarations of interest**

Shares in The Three Horseshoe Cllr Kehr, Cllr Nicholson  
VHMC Cllr Kehr

### **20/69 Public forum**

No members of the public asked to join the meeting

## **20/70 Appointments to Committees and of Special Responsibilities**

The Clerk to send out the list of special responsibilities, so Councillors can check them.

**20/71 Minutes of the Council Meeting held on 9<sup>th</sup> March 2020** were approved and signed as a true record of the meeting.

## **20/72 Finance Report**

### **Payments**

20/72.1	£309.66	Cathryn Carlisle	Clerk's Salary	BACs
20/72.2	£56.87	Haven	Lighting	D/D
20/72.3	£130.00	Malcom Cox	Grass Cutting	D/D
20/72.4	£34.00	Cathryn Carlisle	Clerks Expenses	Bacs
20/72.5	£309.66	Cathryn Carlisle	Clerk's Salary	BACs
20/72.6	£54.45	Haven	Lighting	D/D
20/72.7	£65.00	Mark Istance	Maintenance	bacs
20/72.14	£300.00	Bojangles	Website	Bacs
20/72.15	£75.00	Y Morton	Audit	Bacs

Payments were approved by all members of the council.

20/72.8 Month Bank Statement and Monthly Budget Form the Finance Sheet  
These were sent out prior to the meeting

20/72.9 Community Insurance to review insurance premium.  
The Clerk had sent out the insurance renewal paper work prior to the meeting. The council agreed to take on the 3 year option at £483.32

20/72.10 Receive Internal Auditors Report  
The Internal Auditor had looked at the books and suggested that Mark Istance invoice is in Emma's name rather than Marks for Tax purposes. There were 2 cheque stubs that hadn't been sign on the back.

20/72.11 To complete the Annual Governance Statement  
The Council felt that we needed to say no to box 2 and 3 as we had claimed VAT for the Bench and the Tables for the village hall. The Clerk will write to the Village Hall Committee and explain that the Parish Council wont be able to put invoices through their books in future.

20/72.12 To Complete Accounting Statement  
The Council agreed that Cllr Brown would sign the Accounting Statement. The Clerk explained to councillors that the council did qualify for exempt audit this year as we were under the £25,000 threshold.

## **20/73 Clerk's Report**

No Report

## **20/74 District Councillor's Report**

DC report was sent out to the council.

### **20/75 County Councillor's Report**

CC gave a report on what The County Council had been doing and how Covid-19 had been managed by the County Council.

### **20/76 Reports from Councillors with Matters affecting the village**

Quad bikes have been driving round fields Cllr Turner To look into this

### **20/77 Highways Issues: Clerk to report**

ECC had been mending the potholes around Copy Hill area.

20/78.1 Speeding in the village No report

### **20/79 Footpath update**

Footpath 61 or 65 a bridge is dangerous Clerk to report to ECC

### **20/80 Village Enhancement**

20/81.1 To discuss village repairs

The Council agreed to look for a new Handy man.

20/81.2 Funding for HB Village Green Preservation Society project

The Council agreed that they would need a planting plan for the village green, So that the Parish Council can approve a grant.

### **20/82 Consultations /Publications sent**

Uttlesford District Council Local Plan has been withdrawn and will be restarted

### **20/83 Forward Planning**

20/83.1 Parish Plan/Design Statement no report

### **20/84 Website**

The Clerk to speak to Eyelid Productions about redoing the website

### **20/85 Annual Report**

Cllr Brown to do the Chairman Report

### **20/86 Community hospital provision Bumpsteads and Sturmer**

No report

### **20/87 Covid – 19**

20/87.1 Bonfires in the Village

There has been numerous bonfires reported in the village, some have been reported to BDC and some have not. The Clerk and the Chairman have put something on the Website and Facebook page, and sent something on the village email. Residents have been asked not to have bonfires by BDC.

20/87.2 FOI from Paddock View

The Clerk to send a letter asking if Mr Mckenna wanted to continue with the FOI after the letter the asking for £100 payment in advance so that the Clerk can pull off all the information and detract any personnel information.

**20/88 Items for information and inclusion on next meeting's agenda**

None

**20/89 Date of the next meeting 8<sup>th</sup> June 2020**

**20/90 Meeting Closed 8.38pm**

Signed.....

Dated.....

Clerk to the Council: Cathryn Carlisle  
Herkstead Green Bungalow, Cornish Hall End, Braintree, Essex CM7 4HH  
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*Members of the Public and Press are welcome to attend.*