HELIONS BUMPSTEAD PARISH COUNCIL

MINUTES of the PARISH COUNCIL MEETING held on
Monday 14th May 2018

RECORD OF ATTENDANCE

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Catchesides</td>
<td>Chair</td>
<td>Yes</td>
</tr>
<tr>
<td>Sue Kehr</td>
<td>Vice-Chair</td>
<td>Yes</td>
</tr>
<tr>
<td>Neville Nicholson</td>
<td>Parish Councillor</td>
<td>Yes</td>
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<tr>
<td>Judy Howard</td>
<td>Parish Councillor</td>
<td>Yes</td>
</tr>
<tr>
<td>Sue Cunningham</td>
<td>Parish Councillor</td>
<td>Yes</td>
</tr>
<tr>
<td>Chris Brown</td>
<td>Parish Councillor</td>
<td>No</td>
</tr>
<tr>
<td>Nigel Turner</td>
<td>Parish Councillor</td>
<td>Yes</td>
</tr>
<tr>
<td>Diana Garrod</td>
<td>District Councillor</td>
<td>Yes</td>
</tr>
<tr>
<td>David Finch</td>
<td>County Councillor</td>
<td>Apologies</td>
</tr>
<tr>
<td>Cathryn Carlisle</td>
<td>Parish Clerk &amp; Responsible Financial Officer</td>
<td>Yes</td>
</tr>
<tr>
<td>Members of the public</td>
<td></td>
<td>1 Member of the public</td>
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18/88 **Election of Chairman**
Clr Kehr nominated Cllr Catchesides as Chairman, seconded by Cllr Cunningham. Cllr Catchesides was duly elected as Chairman. Cllr Catchesides mentioned that this would be her last year on the Council.

18/89 **Election of Vice-Chairman**
Cllr Catchesides nominated Cllr Kehr as Vice-Chair, seconded by Cllr Howard. Cllr Kehr was duly elected.

18/90 **Co-option of a New Councillor**
Cllr Nigel Turner was co-opted on to the Council

18/91 **To Complete Acceptance of Office Forms** and to check whether there are any changes to the register of interest forms.
The Acceptance of Office Forms were completed by the Chairman, Vice-Chairman and the Co-opted member.
Cllrs asked about the share offer at the pub, does this need to be put on the register of interests form. The Clerk will get clarification from BDC

18/92 **Apologies for Absence**
Cllr Brown
Cllr Finch

18/93 **Members’ declarations of interest**
Cllr Catchesides, Cllr Kehr: Members of HBVHMC
Cllr Nicholson: Three Horseshoes

18/94 **Appointments to Committees and of Special Responsibilities**
**Finance Committee:**
All councillors
Planning Committee:
Jane Catchesides, Sue Kehr, Chris Brown, Nigel Turner

Special Responsibilities:
Footpaths: Judy Howard, Sue Cunningham
Highways and Traffic Management: Cathryn Carlisle (Clerk)
Play Equipment: Sue Kehr
Website: Jane Catchesides, Cathy Carlisle (Clerk) Chris Brown
Broadband: Martin Catchesides
Neighbourhood Watch: Neville Nicholson

Working Groups
Finance & Forward Planning:
All Councillors
Play Area:
Sue Kehr, Jane Catchesides, Frances Neal
Footpaths
Sue Cunningham, Judy Howard, Dave West, Phil Snowdon
Stop Stansted Expansion
Neville Nicholson

18/95 Public forum
Mr Andrews came and spoke about the Cricket Club.

18/96 Minutes of the Council Meeting held on 9th April 2018 were approved and signed as a true record of the Parish Council Meeting.

18/97 Finance Report

<table>
<thead>
<tr>
<th>Payments</th>
<th>Amount</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>18/97.1</td>
<td>£321.10</td>
<td>Cathryn Carlisle</td>
<td>101722</td>
</tr>
<tr>
<td>18/97.2</td>
<td>£44.36</td>
<td>E-on</td>
<td>D/D</td>
</tr>
<tr>
<td>18/97.3</td>
<td>£18.99</td>
<td>BT</td>
<td>D/D</td>
</tr>
<tr>
<td>18/97.4</td>
<td>£19.99</td>
<td>Cathryn Carlisle</td>
<td>101726</td>
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<tr>
<td>18/97.5</td>
<td>£50.00</td>
<td>Yvonne Morton</td>
<td>101723</td>
</tr>
<tr>
<td>18/97.10</td>
<td>£420.00</td>
<td>Bojangles</td>
<td>101725</td>
</tr>
<tr>
<td>18/97.11</td>
<td>£75.00</td>
<td>Upsons</td>
<td>101721</td>
</tr>
<tr>
<td>18/97.12</td>
<td>£1572.00</td>
<td>David Anderson</td>
<td>101724</td>
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</tbody>
</table>

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

18/97.6 Month Bank Statement and Monthly Budget Form
Were approved by all members of the Council present.

18/97.7 To Complete the Annual Governance Statement
The Clerk read the Annual Governance Statement and all councillors present agreed to the statement.

18/97.8 To sign off the Accounting Statement
The Clerk and The Chairman signed the Accounting Statement
To receive the Internal Auditors Report
The Clerk had sent out the Internal Auditors Report prior to the meeting. She had made specific comments as follows:
“I am concerned about the actions of one Councillor as reported within Minutes 18/3 of the 8th January meeting. Councillors cannot undertake any actions without it being discussed in the relevant Committee or/and Full Council Meeting. After this the instruction should be given to the Clerk to carry out the task unless otherwise agreed by the Council. 2 members of the public in attendance at that meeting and from the tone of the minute and the doubting of the integrity of the Council as a whole is not good practice to be put before local constituents. The Council members are there to serve their community and are democratically elected and should act democratically within meetings and not singly and without the Council’s consent.”

Cllr Nicholson said that he was entitled to write a private letter to Cllr Finch and Cllr Garrod with regards to the £5,000 grant, which was obtained in 2008 for solar lighting in the bus shelter and not used. Cllr Nicholson asked for the Internal Auditor’s email address so he could write to her. The Clerk would ask the Internal Auditor’s permission to give out her address.

District Councillor’s Report
BDC have a scrutiny committee to look at the role of Highways.
BDC has invested £260K to get Superfast Essex to 99% of the county.
DC has her Community Grant of £250-£350.

County Councillor’s Report
No Report

Reports from Councillors with Matters affecting the village
No Reports

Recent Flooding in Helions Bumpstead
18/101.1 Highways Issues
The Clerk has forwarded all the highway issues on to CC Finch, after the APA. Rick Reynolds had also sent flooding details on to CC Finch. The Clerk to email CC Finch for an update.

Footpath review update
18/102.1 Footpath Map Review
Cllr Howard has some photos for the footpath Map.
The Clerk asked Cllr Nicholson if he had spoken to Richard Hatch about the footpath that runs from the Church Yard to the Marquis of Granby; Richard Hatch had replied to Cllr Nicholson and informed him that the footpath was redundant.
This was questioned by other councillors. The footpath is temporarily closed but not removed.
18/103 Helions Bumpstead Village Hall matters affecting the Parish Council
The area of floor that was originally under the stage has been replaced, and the flat roof over the chair store has been replaced.

18/104 Helions Bumpstead Recreation Ground
The committee of the PPT, who own various bits of land around Helions Bumpstead, consists of The Vicar & Church Warden, and Gordon Moore & Maureen Watts as PC representatives. They have not met for years.
It was agreed that we need to get the Recreation Ground registered at the Land Registry.

18/105 Playground Refurbishment
Cllr Kehr reported that the new play equipment has been ordered, now awaiting a date for installation.

18/106 Three Horseshoes Pub
The Share Offer is now live.
The CBS are looking to CIF for grant funding and wanted the Parish Council’s support; this was proposed by Cllr Nicholson and seconded by Cllr Catchesides and all Cllrs present were happy to support this.
BDC has been informed that the Three Horseshoes is up for sale, and the CBS have informed Braintree that they intend to buy the pub.
Cllr Turner asked who had independently audited the prospectus; Cllr Nicholson replied that Gordon Stewart had reviewed the prospectus, and further information was available from Colin Tyler.

18/107 Village Enhancement
18/107.1 To discuss village repairs
The Clerk had spoken to 2 people about odd jobs around the parish, but they weren’t interested or too busy doing other work. Cllr Nicholson said he would speak to a resident to see if he would like to take on these jobs.

18/107.2 Grass Cutting in the Village
The Grass Cutting has at last been done; there had been 3 complaints with regards to the length of the grass around the play area.
Cllrs suggested that the Parish Council look at getting quotes from other contractors.
It was agreed that if a reasonable quote came in the Council would change contractors.

18/108 Items for information and inclusion on next meeting’s agenda
Various policy documents need to be reviewed. It was agreed to do this at a Forward Planning Working Party before the main meeting.

18/109 Date of the next meeting
11th June 2018, policy meeting at 7pm

18/110 Meeting Closed 9.35pm
Clerk to the Council: Cathryn Carlisle
Herkstead Green Bungalow Cornish Hall End Braintree Essex CM7 4HH
Tel: 01440731964  07766112536
Email: helionsb.pc@gmail.com