

# Helions Bumpstead Parish Council

Helions Bumpstead Village Hall,  
3 Mill Road,  
Helions Bumpstead,  
CB9 7AH  
[www.helionsbumpsteadparishcouncil.gov.uk](http://www.helionsbumpsteadparishcouncil.gov.uk)



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## Helions Bumpstead Parish Council Meeting

**Meeting date:** Monday 10 June 2024

**Meeting time:** 7pm

**Meeting Location:** Committee Room, Helions Bumpstead Village Hall,  
3 Mill Road, Helions Bumpstead, CB9 7AH

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## Minutes

### Record of attendance

Name	Position	Present
Neville Nicholson	Chair	Yes
Nigel Turner	Parish Councillor	Yes
Sue Cunningham	Parish Councillor	Yes
Roy Etheridge	Parish Councillor	No
Alison Meldrum	Parish Councillor	Yes
Andrew Parker	Parish Councillor	Yes
Diane Garrod	District Councillor	Yes
Peter Schwier	County Councillor	Yes
Beth Sivyver	Parish Clerk & Responsible Financial Officer	Yes

2 members of public

### 24/41 Apologies for Absence

Apologies were received from Cllr Roy Etheridge.

### 24/42 Declarations of interest

No declarations of interest in relation to agenda items were reported.

### 24/43 Approval of minutes

Minutes from the 13 May 2024 were not accepted to be true representation of meeting discussions. The following amendments were requested:

- Cllr Peter Schwier requested that the minutes be amended to include his apologies which were received in advance of the meeting.
- It was requested that amendments be made to 24/33 as follows:

- Stansted Airport, Turbines, WASC and energy policy – Cllr Alison Meldrum and Cllr Nigel Turner
- Play Areas – All
- Village Green – Cllr Andy Parker
- Highways – All to report on their areas within the village
- Flooding – All to report on their areas within the village
- Village Hall – None
- Planning – All
- GDPR – Clerk
- Cllr Alison Meldrum requested that it be noted that she was present at the meeting until agenda item 24/32 and left the meeting following the discussion of application 24/00632/FUL.
- It was requested that it be noted that a submission has been made regarding the Stansted noise consultation by Cllr Alison Meldrum.
- It was requested that reference to a HR committee be removed. It was noted that authority to recruit the new Clerk was followed up via email to Councillors.

The minutes will be redrafted by the new Clerk to include these amendments and submitted for approval at the July meeting.

**24/44**

**Actions tracking**

April '24	24/08	Update Website	Clerk	The Clerk has identified the following priority areas requiring updates: <ul style="list-style-type: none"> <li>● Agendas (as requested by the internal audit)</li> <li>● Village news (no updates since 2022)</li> <li>● Planning applications (currently refers to applications from 2021)</li> <li>● Policies (currently under review)</li> <li>● Accounts – Budget (as requested by the internal audit)</li> <li>● Planning minutes</li> <li>● Parish Councillors</li> <li>● Parish boundaries</li> </ul>
April '24	24/08	Drapers Lane and Village Hall notice board repairs – Getting quotes	Clerk	No quotes seem to have been sourced to date by the outgoing Clerk.
April '24	24/08	Speak to the PPT regarding install of cricket nets – Committee formed.	Nigel Turner	NTR
April '24	24/08	Purchase traffic cones	Clerk	<b>Complete</b>
April '24	24/10	Request extension to comment for 24/00632/FUL	Clerk	<b>Complete</b>
April '24	24/15	Bus shelter repairs – quote needed	Clerk	No quotes seem to have been sourced to date by the outgoing Clerk
April '24	24/11	Flood mitigation Water Lane	Alison Meldrum	NTR
April '24	24/12	Policy Review	Clerk	See 24/49
April '24	24/13	Emergency Plan update	Clerk	See 24/50

**24/45**

## **Public Forum**

Madeleine Finn attended the meeting and updated Councillors on recent communications with various authorities regarding the monitoring of traffic as a result of local road closures.

Councillors were pleased to hear that Madeleine has been successful in engaging Essex Police who have agreed to monitor traffic at peak times, including the use of speed gun. Further successful engagement has been made with Anglian Water regarding signage, although it was noted that some action would fall under the responsibility of Essex Highways rather than Anglian Water due to legislation.

Councillors further acknowledged that immediate action is needed but noted that drivers need to take responsibility and need to drive along the roads with sightlines in mind in order to avoid any further accidents.

**24/46**

## **District & County Councillors Reports**

District Councillor, Diana Garrod shared her report by email in advance of the meeting and joined the meeting at 8.30pm to provide an update in person. Updates were provided regarding:

- Scheduled temporary traffic regulation orders and roadworks including the impact of the current B1057 closure
- Extension of the national grid consultation until the 26 July
- BDC Judicial review appeal update regarding the Wethersfield Airfield Asylum Accommodation Centre
- General election
- Anglian Water
- Affordable housing
- Awareness for Asian hornet sightings this summer

A full copy of Cllr Diana Garrod's written report is attached as Appendix 1.

County Councillor, Peter Schwier attended the start of the meeting, contributing to Public Forum discussion regarding the impact of the closure of the B1057 with regards to safety and worsening road conditions. Cllr Schwier shared councillor concerns and updated that improving weather means micro surfacing can take place, improving the condition of the roads. Attention was drawn to the helpline available via Essex Highways to report any dangerous potholes/road damage. Councillors queried the possibility of the closure of Water lane due to safety concerns but Cllr Schwier confirmed that further investigation as to the procedure for this is required.

Updates were also provided regarding:

- An £8,000 flood resilience grant that is available for properties impacted by flooding
- National grid consultation –the consultation has been extended to the 26 July
- Climate packs have been updated and upgraded
- An application has been made for bleed kits across the Heddingham division, the allocation of which will be decided by committee
- The community safety survey is ongoing, available online until the 30 June
- Minerals plan across Essex has been revamped and is now entering a public consultation

Cllr Peter Schwier gave his apologies and left the meeting following his report.

Cllr Nigel Turner gave his apologies and left the meeting prior to the start of this agenda item.

### 1. Balance on account

As of 3 June 2024, the balance on account was £40,153.19. It was noted that the Clerk currently has no visibility of the account to provide a further update as the bank mandate requires updating following the resignation of the previous Clerk.

### 2. To note receipts and review upcoming payments

Receipts:

- VAT reclaim - £518.85 – received 3 June

Upcoming payments:

- Red Side Up Ltd - £330 for the June edition of the village magazine – due 6 July
- Information Commissioner's Office - £40 for the annual data protection fee – due 18 July (collected by direct debit)
- Drax - £162.90 for electricity for the period 1-31 May – due 18 June (direct debit)
- Clerk June salary

It was noted that payments not collected by direct debit will need to be made by cheque due to not having access to online banking whilst the new Clerk is added to the bank account.

It was also requested that the new Clerk investigates the ongoing move to a new electricity supplier (started by the outgoing Clerk) as it was highlighted that the Council is currently out of contract and therefore paying higher rates.

### 3. Audit

Recommendations provided by the internal auditor were discussed and will be actioned by the new Clerk in the coming weeks.

Following the agreement of councillors present, the Chair completed the annual governance statement and signed the Annual Governance and Accountability Return for 2023/24.

### 1. Determinations

- 24/00632/FUL –  
Replacement timber frame barn | Slate Hall Farm, Pale Green, Haverhill Road, CB9 7AF – **Granted – 14 May 2024**
- 24/00768/TPOCON -  
Notice of intent to carry out works to trees in a Conservation Area - The Old Vicarage, Camps Road, CB9 7AS – **Granted – 28 May 2024**

## 2. Catesby submission

Councillors discussed the need to respond to consultation documents and agreed to draft a response re-emphasising points made as part of previous submissions and resubmitting the flood report.

## 3. Tree planting plan

Cllr Nigel Turner provided councillors with a map indicating a tree planting plan for Parsonage Wood which is to be reviewed by the forestry commission. Councillors agreed to share their views on the outlined plans ahead of the next meeting.

## **24/49**

### **Policy and Procedures Review**

#### 1. Existing policies

- a. Code of conduct (previously reviewed – June 2020)
  - i. Discuss adoption/modification of LGA code of conduct

It was agreed that the Clerk will circulate the code of conduct of another Parish as an example and begin redrafting with consideration for the Nolan principles.

Policies and procedures will then be updated on a rolling basis with the next policy for consideration decided at the sign off of the current policy in review. A note will be added to the village website to indicate that the policies and procedures are currently under review.

- b. Complaints procedure (previously reviewed – June 2020)
- c. Council training (previously reviewed – June 2020)
- d. Disciplinary procedure (previously reviewed – June 2020)
- e. Grant applications (previously reviewed – July 2020)
- f. Grievance Procedure (previously reviewed – June 2020)
- g. Financial regulations (previously reviewed - March 2022)
- h. Privacy Notice (previously reviewed – June 2020)
- i. Publication Scheme (previously reviewed – July 2020)
- j. Recording of council meeting (previously reviewed – June 2020)
- k. Retention Policy (previously reviewed – June 2020)
- l. Standing Orders (previously reviewed – June 2020)

#### 2. Additional policy needs

- a. Equity, diversity and inclusion – The Clerk will begin looking at example policies in consultation with Cllr Alison Meldrum.

## **24/50**

### **Parish Council documents and records**

The options of using either Microsoft OneDrive/SharePoint or Dropbox were discussed briefly. The Clerk will send a couple of options to Councillors based on preference for ways of working.

## **24/50**

### **Emergency Plan**

Councillors updated the new Clerk on the status of the Emergency Plan and what progress has been made in recent years.

It was agreed that the Clerk would draft a short (one or two page) document, similar to that found in the village magazine to highlight emergency contact details and provide key information such as the identification of fires from smoke colour. A full emergency plan will be drafted in the future, following the review of existing policies.

#### **24/51 Village Maintenance**

##### 1. Playground

It was agreed that the Clerk would check with the current inspection company regarding their recommendations for frequency of checks outside of the annual inspection.

##### 2. Highways and footpaths

In relation to the closure of the B1057 as covered by other agenda items, Cllr Neville Nicholson agreed to draft a letter following the next Parish Council meeting to politicians regarding the decision to route works through roads instead of fields.

##### 3. Verge cutting

A Purchase order has been raised by the outgoing Clerk and has been submitted to ECC by new Clerk.

It was agreed that the Clerk would check if Adam Haylock had already been contacted regarding the works and would send an email requesting the work if this hasn't already been actioned.

#### **24/52 Speed Watch/B1057 Closure**

Councillors suggested that it could be checked to see if Anglian Water can provide a temporary interactive speed sign. It was agreed that the Clerk would get in touch with Anglian Water to request this.

#### **24/53 Neighbourhood Plan**

Councillors agreed that having explored the idea of a Neighbourhood plan and the level of work required, this item could be removed from future agendas.

Councillors however felt it was important to find out more about what the village would like from their Parish Council through a village survey.

#### **24/54 Matters for the Next Agenda**

- Election of new meeting Chair
- Risk review as highlighted by the internal audit
- Advert for a new Councillor
- Flooding, in regard to checking responsibility with BDC for pipework running through personal property.

#### **24/55 Meeting Close and Date of the Next Meeting**

Due to Councillors holiday it was proposed that the July meeting be moved from the 8 July to the 29 July 2024 – 7pm at Helions Bumpstead Village Hall.

## Appendix 1

### **District Councillor's Report to Parish Councils June 2024**

#### **Cllr. Diana Garrod - Bumpstead Ward**

#### **Scheduled Temporary Traffic Regulation Orders & Roadworks**

Intended closure of North Street, Steeple Bumpstead on 9<sup>th</sup> June 2024 for 9 hours. Required while Openreach undertakes new connection.

The 40mph speed restriction on Copy Hill, Helions Bumpstead, which commenced on 29th May 2024 and is in force for up to 21 days (to be followed by an 18 month order) (It is estimated to be completed on 13th September 2024. However, please check [one.network](https://one.network) for the most up to date information on duration of the emergency closure) is required for the safety of the public and workforce whilst Anglian Water undertakes mains replacement. These works are being undertaken as an emergency, please check <https://one.network/?tm=139021899> for the most up to date information regarding these works.

[Current closure of the B1057 Haverhill Rd, Steeple Bumpstead from 20<sup>th</sup> May to 13<sup>th</sup> September whilst Anglian Water undertakes works. https://one.network – "permit granted and works about to start".](https://one.network)

#### **Norwich to Tilbury Statutory Consultation Extended to 11.59pm Friday 26 July 2024**

Norwich to Tilbury is a proposal by National Grid Electricity Transmission (National Grid) to reinforce the high voltage power network in East Anglia between the existing substations at Norwich Main in Norfolk, Bramford in Suffolk, and Tilbury in Essex, as well as connect new offshore wind generation. They are proposing to build approximately 184 km of new electricity transmission reinforcement between Norwich and Tilbury. This will be made up mostly of overhead line and pylons, along with some underground cables and a new 400 kV substation. Their proposals are the largest overhaul of the grid in generations. They have rescheduled their five remaining Project webinars.

The revised dates for these webinars are below, and you can register for them via their website:

<https://www.nationalgrid.com/electricity-transmission/network-and-infrastructure/infrastructure-projects/norwich-to-tilbury>

<b>Date and Time</b>	<b>Topic</b>
Wednesday 10 July 2024: 6pm-7pm	Section A and B South Norfolk and Mid Suffolk
Thursday 11 July 2024: 6pm-7pm	Section C and D Babergh, Tendring and Colchester
Tuesday 16 July 2024: 6pm-7pm	Section E and F – Braintree and Chelmsford
Wednesday 17 July 2024: 6pm-7pm	Section G and H Basildon, Brentwood and Thurrock
Thursday 18 July 2024: 6pm-7pm	Project Overview Two

#### **Wethersfield Airfield Asylum Accommodation Centre - BDC Judicial Review Appeal Update**

On 30<sup>th</sup> May 2024 Braintree District Council announced that it has withdrawn from the Judicial Review appeal process, challenging the Home Office of its use of Wethersfield airfield for asylum accommodation. In making this decision, the council has had to weigh the advantages and disadvantages of continuing the legal action and determining whether the gain arising from the action is worth the risks associated such as additional costs incurred, adding to the council's budget pressures, and impact on council resourcing.

Further information at: <https://www.braintree.gov.uk/news/article/690/special-development-order-for-wethersfield-airfield-means-legal-challenge-no-longer-expedient->

## General Election

Taking place **Thursday 4th July 2024**. Residents can have their say on the new MP's for the Braintree constituency. There is lots of information for residents to be aware of including registering to vote, applying for postal/proxy votes, photo ID and changes to postal vote handling at:

<https://www.braintree.gov.uk/generalelection>.

Important deadlines:-

Register to vote: 11.59pm Tuesday 18 June 2024. Apply for a proxy vote: 5pm Wednesday 26 June 2024. New postal vote application: 5pm Wednesday 19 June 2024. These will be sent on 17 June 2024 to those already registered. A second batch will be sent 26<sup>th</sup> June for those who apply between 1 June and the deadline of 5pm on 19 June 2024.

## Update from Anglian Water

The following update has been received: "We wanted to provide an update on the project and address concerns that have been raised by some members of the community about our Haverhill to Steeple Bumpstead water mains project. As you will be aware, we have now started work to deliver this project, which when finished, will ensure that our customers continue to have a consistent and resilient water supply in years to come. We have received a small number of complaints from our customers, some of which you may be aware of, relating to the inconvenience our road closure is causing. We would like to assure you that we are working closely with Highways and our traffic management company, and we have already deployed signage and additional measures to help traffic flow and inform road users of diversions whilst keeping our workforce and the local community, as well as drivers, safe. As a gesture of goodwill we have also accommodated requests from local farmers to allow them access through our road closure to ensure their harvest and trading are not impacted. Once again, we apologise for any disruption to the community but please be assured that we are doing all we can to minimise any inconvenience caused. Just a reminder that we also have a project webpage which is kept up to date with our progress – [Additional contact \(anglianwater.co.uk\)](#) – but should you have any questions or suggestions for communication with the community, please let us know."

Contact: E: [steeple@anglianwater.co.uk](mailto:steeple@anglianwater.co.uk) or call 03457 145 145 quoting reference number **61886011**

## Affordable Housing Update

424 new affordable homes were completed during 2023-24 across the Braintree district, exceeding the council's target by 70%. Despite the continued economic uncertainties in the housing sector, this is the highest number of affordable homes ever recorded in the district in a single year.

The council's target for 2024/25 is for a further 250 additional affordable homes to be completed across a range of sites including in Kelvedon, Halstead, Silver End and Finchingfield.

## Watch and Report any Sightings of Asian Hornets this Summer

**The Government is urging the public and beekeepers to report any sightings.** Asian hornets are a highly effective predator of insects, including honey bees and other beneficial species, which can cause significant losses to bee colonies, and potentially other native species. **They can be identified by their very dark body, wide orange stripe on the fourth abdomen section and yellow leg ends.**





**E:** [alertnonnative@ceh.ac.uk](mailto:alertnonnative@ceh.ac.uk) and include a photograph if it can be safely obtained. **More info:** <https://www.nonnativespecies.org/non-native-species/species-alerts/>

**Cllr.** Diana Garrod  
Braintree District Councillor - Bumpstead Ward

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