

# Helions Bumpstead Parish Council

LUKE BROWN  
Clerk & RFO  
Email: [helionsb.pc@gmail.com](mailto:helionsb.pc@gmail.com)  
[www.helionsbumpsteadparishcouncil.gov.uk](http://www.helionsbumpsteadparishcouncil.gov.uk)



Village Hall, Helions Bumpstead,  
3 Mill Rd, Haverhill, CB9 7AH  
Tel: 07713 926 645

Minutes of the **HELIONS BUMPSTEAD PARISH COUNCIL MEETING** held on **14 MARCH 2022 AT 7:00 PM.**

NAME	POSITION	PRESENT
S. Kehr	Chair	Yes
N. Turner	Vice Chair	Yes
S. Cunningham	Parish Councillor	Yes
R. Etheridge	Parish Councillor	No
R. Kirkland	Parish Councillor	Yes
N. Nicholson	Parish Councillor	Yes
A. Parker	Parish Councillor	Yes
D. Garrod	District Councillor	Yes
P. Schwier	County Councillor	No
L. Brown	Parish Clerk & Responsible Financial Officer	Yes

0 Members of the public.

## 21/275 **Apologies for Absence**

Cllr Etheridge.

**Resolution:** Accept apologies of absence.

**Proposed:** Cllr Kehr **Seconded:** Cllr Cunningham – unanimously agreed.

## 21/276 **Public Forum**

No members of the public present.

## 21/277 **Members' Declarations of interest**

None to declare for this agenda.

## 21/278 **Minutes**

**Resolution:** Approve the minutes of the Council meeting held on 14<sup>th</sup> February 2022 as a true record.

**Proposed:** Cllr Nicholson **Seconded:** Cllr Cunningham – unanimously agreed.

## 21/279 **District & County Councillors Reports** (APPENDIX A)

Cllr Turner asked if BDC were doing anything in relation to the Ukrainian crisis. It was noted that BDC are waiting on Government guidelines.

21/280 **Clerks Report** (APPENDIX B)

Regarding hedges and trees over growing highways in the village, Cllrs suggested other residents to send the letter to.

21/281 **Action Tracker** (APPENDIX C)

Quote from the Fire Pit to provide a beacon was rejected on the grounds of being too expensive. A Cllr has proposed loaning a raised fire pit for the event.

Clerk to speak to Wicksteed to find out details of considerations to fixing playground equipment.

Clerk to speak to Mr. Cox in relation to securing certain playground equipment to the ground.

21/282 **Finance**

Cllrs would like to see a yearend review of the finances for the next meeting – Clerk to action.

Quote received to clear BMX track has been put on hold as currently there is no interest from the public to have the BMX track.

**Resolution:** Agree payments for this month.

**Proposed:** Cllr Turner **Seconded:** Cllr Nicholson – unanimously agreed.

21/282.1 **Clerk's Salary Pay Scale Increase**

Cllr Turner requested the Council be informed as to the schedule of pay reviews by NALC are held. – Clerk to action.

**Resolution:** Agree to the Clerk's salary pay scale increase back dated to May 2021 as approved by NALC.

**Proposed:** Cllr Turner **Seconded:** Cllr Nicholson – unanimously agreed.

21/283 **Grants**

The Council are waiting on further information from all applications before making their decision.

21/284 **New Planning Applications**

No current applications to consider.

21/285 **Policy Review**

Consider any revisions to the following policies:

- Standing Orders – The Council agreed to change the maximum length of the meeting from 3 hours to 2.5 hours. The Council agreed to remove section 15.14 and move section 4D.5 and 4D.6 into one sentence.
- Financial Reserves – The Council agreed to remove “Website” and “War Memorial” as allocations of special reserves. The Council voted in favour of keeping “Bus shelters & Bins” as an allocation of special reserves.
- Financial Regulations – Chair to let Clerk know further details for possible changes.
- Complaints Procedure – No comments.

21/286 **Flooding in the Village**

The Flood team have made changes to their report in line with factual errors that were noticed by Cllrs on the initial report.

The Council intend to add this report to their emergency plan and send that to BDC for their records.

The Council are planning on organising a public meeting for the village in relation to the Flood Report to share ideas and possible actions homeowners can take. Details to be considered at the next meeting.

Cllr Nicholson noted that there are plans to build 5,000 new homes near Helions Bumpstead and the layout of the land would mean that all that concrete and drainage would cause considerably more flooding issues for the village and suggested that this needs to be more widely publicised.

#### **21/286.1 Risk of Flooding Due to New Development**

Correspondence with the developers has shown that they are not required to publish their drainage plans. Cllr Turner to draft a response requesting that the plans are shared with the Council.

#### **21/287 Playground**

Already covered under 21/281.

#### **21/288 Highways and Footpaths**

##### **21/288.1 Hedges and Trees Trimming**

Already covered under item 21/280.

##### **21/288.2 Footpath Maps**

Cllrs agreed to provide extra copies of the footpath maps in the local Pub for sale at £1 each.

##### **21/288.3 VAS or SID Illuminated Sign**

Deferred until further research has been completed.

#### **21/289 Queen's Jubilee (02 June 2022)**

Currently the Parish Council is planning to light a beacon on the Thursday.

The Chair along with 2 volunteers are working on organising a lunch.

There are also plans to have a soft cricket game on the recreation ground.

Clerk to ask the Fire Pit if the Council can hire one of their fire pits for the event.

#### **21/290 Handyman Fund Projects**

Further projects to consider:

- The noticeboard at Drapers Lane is in need of refurbishment, currently leaking and water damage to the inside. Clerk to see if there is someone local who would be willing to do the work.
- Telephone Box could do with being refurbished and move to a better location.
- There is a 30 MPH sign that has fallen over and needs to be reinstalled, near the Gospel Hall.  
– Clerk to report to highways.
- Village green is going to need further work done in the summer.

#### **21/291 Street Lighting**

Deferred to next meeting.

#### **21/292 Boundary Commission**

The Council object to the proposed changes and Cllr's Turner and Nicholson to draft a response from the Council.

**21/293 Resources for Teenagers**

The Council have received some responses such as, football goal, cricket nets with all-weather surface, a wooden climbing frame and youth club. The Council are encouraged with these responses and hope to get more before making any commitments.

**21/294 Annual Parish Meeting**

The Annual Parish Meeting is to be held on Monday the 9<sup>th</sup> of May 2022 @ 7PM.

**21/295 Annual Parish Assembly**

The Annual Parish Assembly is to be held on Thursday the 19<sup>th</sup> of May 2022 @ 7 PM in the Village Hall. Council to consider inviting a speaker to the evening.

**21/296 Matters to be Raised by Members for the Next Agenda**

Ukrainian crisis and whether there is anything the PC can do.  
Message board for footpaths.  
Consider a date for a public meeting relating to the flood report.

**21/297 Date of the Next Meeting**

11<sup>th</sup> of April 2022.

**21/298 Meeting Close @ 9:55 PM**

Signed.....

Dated.....

Clerk to the Council: Luke Brown  
72 St. Edmunds Fields, Great Dunmow,  
Essex, CM6 2AN  
07713 926 645

**APPENDIX A**

**District Councillor's Report March 2022 to Parish Councils  
(Cllr. Diana Garrod - Bumpstead Ward)**

**Temporary Traffic Regulation Orders**

Intended closure of Haverhill Road, Wiggins Green, Copy Hill; due to commence on 2nd March 2022 for 3 days while County Broadband Ltd undertakes superfast fibre optic broadband installation.

Intended closure of Hempstead Road, Water Lane; due to commence on 6th March 2022 for 6 hours and Steeple Bumpstead Road on 27th April 2022 for 6 hours, whilst Openreach undertakes pole testing.

Intended closure of Station Road, Birdbrook; due to commence on 7th March 2022 for 6 hours while Openreach undertake pole testing. Again on 21st March 2022 for 3 days while Openreach undertakes underground cabling.

**A selection of information from the Full Council Meeting 21st February 2022**

The Cabinet Member for Finance and Corporate Transformation; Cllr. J McKee:-

Collection rates have been consistently amongst the highest across Essex for both Council Tax and Business Rates in the current year. The collection of Council Tax and Business rates as at 31st December 2021:

Council Tax collection was 84.7% compared to 84.6% for 2020. The amount collected £82.9m. Business rates collection 81.8% compared to 82.0% for 2020. Amount collected £31.2m.

Housing Benefit Claims: Housing benefit performance data for December 2021 showed that new benefit claims were being processed on average in 15.8 days compared to a target of 20 days; and change events were taking an average of 3.91 days against a target of 6 days.

Track and Trace Payments: as at 31st December 2021, the Benefits Team had received a total of 3,564 applications from residents, who had been told by NHS Test and Trace to self-isolate for a payment of

£500. A spike in claims was experienced in December with 581 new applications being received. Of the total applications received to date 1,529 received payment totalling £765,000 and 438 applications were awaiting further information being submitted before determining the claims.

The Cabinet Member for Climate Change and The Environment; Cllr. W Schmitt:-

Dates have now been released from Keep Britain Tidy for the Great British Spring Clean 2022 which is scheduled to take place from 25th March to 10th April 2022. The Council will be undertaking the first of three annual clean-ups of the Braintree Bypass in early April to coincide with this campaign. Participation from town and parish councils as voluntary groups would be appreciated. The number of fly-tips reported to the Council to December 2021. The data for 2020 is provided for comparison purposes:-

MONTH	2021	2020
April	78	94
May	60	65
June	60	104
July	67	69
August	66	67
September	72	66
October	57	62
November	64	73
December	51	49

Public Health & Housing Team: Environmental Health, as a Responsible Authority under the Licensing Act 2003, brought a review of the Premises Licence for the Hare and Hounds Public House, High Garrett. The review was heard by the Licensing Sub-Committee which concluded with the Premises Licence being varied, restricted the use of the garden. The Company operating the Hare and Hounds was prosecuted at Ipswich Magistrates Court on 7th January 2022, for breaching a noise abatement notice on 10 occasions between 8th May 2021 and 25 September 2021, despite plenty of warning and advice to prevent it. The Company was fined £250 per offence, and ordered to pay £2,000 towards costs, and a victim surcharge of £190.

The Bulb and Tree whip planting scheme proved very popular, but there were a number of plants/whips surplus to requirements which have been planted in the following areas:

Flower bulbs (4,000 planted in each area)

Notley Green, Gt. Notley; River Walk, Halstead; Manor Street, Braintree; Coldnailhurst Avenue, Braintree

Tree whips

Notley Green, Gt. Notley – 2,500 planted; Bramble Road/Honeysuckle Way, Witham – 6,000 planted; Halstead Riverwalk – 1,500 planted; Braintree Cemetery- Scattering Copse – 2,500 planted; Maltings Lane, Witham – 1,000 planted.

The Cabinet Member for Economic Growth; Cllr. T. Cunningham:-

Grant Funding: At the start of January the government provided two elements of further funds to support businesses impacted by Omicron Covid variant. This included a further small allowance of discretionary funding to support business who have been impacted by the Omicron outbreak (the Additional Restrictions Grant) and a Hospitality, Leisure and Accommodation grant for rateable businesses specifically in those sectors. These schemes have been opened to businesses for application and considerable funds already distributed directly to businesses.

We have recently delivered a Cycle Storage Scheme, offering businesses up to £2,000 match funding to invest in cycle storage to help their employees and visitors make more sustainable travel choices. Two business so far have successfully been awarded £2,000 to invest in cycle storage infrastructure.

North Essex Economic Board update: Working with our colleagues across 6 Local Authorities and Essex County Council, NEEB have now launched business support programmes for advice on a range of areas including start-ups, import/export, digital support, business support navigation and finance and debt

management. Digital skills training across 3 separate programmes is being launched in February to support a range of resident needs, as well as advice to help businesses become more carbon neutral. The group are also working with Essex Opportunities to hold virtual job fayres across the region, with a specific Braintree event being hosted in March.

The Cabinet Member for Housing, Assets and Skills; Cllr. K Bowers:-

Affordable Housing: There were 48 affordable housing completions in December 2021 on sites in Braintree, Witham, Halstead, Feering, Hatfield Peverel and Finchingfield, which is a total of 301 completions year to date, from April to December 2021. For January 2022, we anticipate there are likely to be around a further 50 completions. The affordable housing delivery programme will comfortably exceed the annual plan target of 250 and providing there are no further unforeseen delays in the next three months of the programme, it is likely that the number of completions for the year will be the highest annual delivery of affordable housing ever achieved in the district.

The Cabinet Member for Planning and Infrastructure; Cllr. G Spray

Housing land supply and Housing Delivery Test: The Authority has been successful in defending another Planning Appeal for speculative housing development, this time in Black Notley. This followed successful defence of refusals in High Garrett and Sible Hedingham over the last few weeks. I am also incredibly pleased to say that the Black Notley Inspector also concluded that the Council could demonstrate a 5 year housing supply, albeit, by the narrowest of margins (around 66 dwellings). The government recently published its Housing Delivery Test Results. This is a measure of the performance of all local planning authorities in England, against housing targets over the last three years. The results of the test can have significant consequences for authorities who fail to meet targets including imposing a presumption in favour of sustainable development. The District achieved 125% against this target and therefore for the first time since the test was introduced, has no penalty applied.

Transport: The Council has just submitted its comments to the consultation by Transport East on its new Transport Strategy. Braintree is the representative at both Councillor and officer level of Essex district, borough and city authorities and therefore has been heavily engaged with partners to drive the direction of this regional policy. Separately Essex County Council have asked the Council to work with it on a Braintree Town Transport Strategy. ECC are drafting Transport Strategies in the largest urban areas in the County, with Chelmsford and Colchester already having been through the process. Local ward Members have been invited to attend an information and discussion session to learn more with ECC officers and Members and a public consultation of the draft strategy will follow in due course.

**Message from Boundary Commission**

Are you happy with how it is or would you like to be part of a much larger area? I would urge people to participate in the secondary consultation on the proposed new map of constituencies in England which is taking place from Tuesday 22 February to Monday 4 April 2022. People can provide feedback on the proposed new constituencies via our consultation website, [bcereviews.org.uk](https://bcereviews.org.uk), by email or letter.

You can also view responses from other people. They will be looking for your thoughts on geographics; the size, shape and access from one part of a constituency to the other. Is the shape good? Is the size good or is it too big and sprawling? Would it create more or less community cohesion? Do you think Finchingfield has more in common with Braintree or with Bury St Edmunds? Has your area experienced change before and how do you feel about changing again?

More info: <https://boundarycommissionforengland.independent.gov.uk/2023-review/>  
Click on 'Eastern' and then 'Haverhill and Halstead CC (pdf document)'

**Your views are important.**

Cllr. Diana Garrod

Braintree District Councillor - Bumpstead Ward

## APPENDIX B

### Clerk's Report

#### Correspondence

I have forwarded some flood and drainage issues to CClr Schwier, such as the blocked culvert, who has forwarded them on to the relevant department at highways.

I have received a response from the resident, whom the Parish Council sent a letter to regarding over hanging vegetation on the highway. It is clear at this point that the issue is not their responsibility as it is not on their land.

I have received a note of thanks regarding the letter from the Parish Council to the CBS.

#### Other News

Fly-tipping along Water Lane that was reported to BDC has now been cleared away.

The playground bark was delivered last week, and Mr. Cox has done a good job spreading that over the area.

## APPENDIX C

### Action Tracker

Council Meeting	Reference	Details	Status
July	21/150	Update website	Clr Kehr to review website
September	21/170	Obtain quotes for works for repairing wall on cricket ground	Clr Kehr to action
September	21/176	Set up email accounts for the Clrs	1 account left to set up
October	21/188.2	Clr Turner to investigate Jubilee memorabilia for the children of the village	Clr Turner to action
Jan 2022	21/240	Mr. Cox to spread bark on playground area	Clerk to action
Jan 2022	21/242	Write letters to landowners regarding response from ECC on maintaining verges	Clrs to action
Jan 2022	21/244	Jubilee Beacon	Clerk to contact the Fire Pit for a quote
Feb 2022	21/254	Report fly-tipping on Water Lane	Clerk to action
Feb 2022	21/255	Report issues of Water Lane to CClr	Clerk to action
Feb 2022	21/255	Contact Helions Forge regarding Beacon Follow up – Fire Pit quote	Clerk to action
Feb 2022	21/257	Forward grant request form to Clr Turner	Clerk to action
Feb 2022	21/259	Ask Mr Cox for quote to repair play equipment	Clerk to action
Feb 2022	21/261	Report pavement on Church Hill - potholes	Clerk to action
Feb 2022	21/261	Report Footpath 29 and 21 bridges	Clerk to action
Feb 2022	21/261	Contact housing association regarding clearing the ditch behind footpath 21	Clr Parker to action
Feb 2022	21/263	Follow up - Mr. Instance regarding repairing the bus shelter	Clerk to action
Feb 2022	21/266	Send letter of thanks	Clerk to action
Feb 2022	21/268	Organise litter pick	Clerk to action

**APPENDIX D**  
**March Payments**

<b>Date</b>	<b>Supplier</b>	<b>Description</b>	<b>Invoice</b>	<b>FPO/DD</b>	<b>Min Ref</b>	<b>Rec</b>	<b>Credit</b>	<b>Debit</b>	<b>VAT</b>	<b>Net</b>
Opening Balance							39,457.46			
	Drax	Electricity	IN1105838606/605	DD				56.38	2.68	53.70
	Luke Brown	Salary		BACS				304.98		304.98
	Luke Brown	Salary Back Pay to May 2021		BACS				50.70		50.70
	Luke Brown	Expenses		BACS				37.50		37.50
	Luke Brown	Playground Bark	25292	BACS				703.90		703.90
	BDC	Printing Services	7024607	BACS				280.00		280.00
	Malcolm Cox	Gritting November	58	BACS				60.00		60.00
	Malcolm Cox	Weeding of Village Green Path	69	BACS				200.00		200.00
	Malcolm Cox	Gritting January	77	BACS				120.00		120.00
<b>Totals</b>								<b>1,813.46</b>	<b>2.68</b>	<b>1,810.78</b>
								<b>37,644.00</b>		