

Helions Bumpstead Parish Council

LUKE BROWN
Clerk & RFO

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Minutes of the **HELIONS BUMPSTEAD ANNUAL PARISH COUNCIL MEETING** held on **13th JUNE 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	No
D. Garrod	District Councillor	Yes
P. Schwier	County Councillor	No
L. Brown	Parish Clerk & Responsible Financial Officer	Yes

2 Members of public

22/47 **Sign the Declaration of Acceptance of Office**

Chair signed the declaration of office and witnessed by the Clerk.

22/48 **Apologies for Absence**

Cllr Parker and Cllr Etheridge

Resolution: Accept apologies for absence.

Proposer: Cllr Kehr **Seconder:** Cllr Cunningham – Unanimously agreed.

22/49 **Members' Declarations of interest**

None to declare for this agenda.

22/50 **Public Forum**

No comments.

22/51 **Wethersfield Jail Opposition Committee**

Sarah and Andrew gave their report to the Council regarding the Wethersfield Jail and the group Westfield Airfield Scrutiny Committee (WASC) that is setup in opposition to the potential development.

Currently there are 12 parish councils that have given their support to the opposition of the Jail, and more are expected to join.

The objections that have been presented so far for the site are:

- The site sits on a B road which is not suitable for such a large development and would disrupt the local villages and parishes.
- The development would double the current traffic in the area and at peak times triple the amount of traffic.
- The location being so remote with no infrastructure of public transport would mean families of inmates would find it very difficult to visit. This has been documented to increase the chances of an offender to reoffend.
- The location being so remote would mean finding staff would be very difficult.
- The light pollution for such a large complex would affect the night sky for miles around.

The Ministry of Defence own the land and the Ministry of Justice are looking to build the prison. The site is located on 150 acres of brownfield land and there will be 800 acres of fenced off land. The application is still in the very early stages and not at the submit stage. The Parish Council were in support of joining WASC and opposing the development. Cllr Nicholson would be in favour of being the Council's representative.

22/52 Minutes

Resolution: Approve the minutes of the Council meeting held on 11th April 2022 as a true record.

Proposed: Cllr Kehr **Seconded:** Cllr Turner - unanimously agreed.

Resolution: Approve the minutes of the Council meeting held on 09th May 2022 as a true record.

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

For the May minutes the Council wanted to highlight that the vote in favour of the Church grant was 5 in favour and 1 against.

It was also noted that in the May minutes the responsibilities have Cllr Etheridge down as Footpaths whereas it should have been Cllr Kirkland.

22/53 District & County Councillors Reports (APPENDIX A)

Clerk to check for an email regarding Steeple Bumpstead drop-ins for long covid and an email regarding a planning forum from BDC.

22/54 Clerks Report (APPENDIX B)

No comments.

22/55 Action Tracker (APPENDIX C)

Cllr Turner to speak to David West from the PPT regarding installing cricket nets.

VAS & SID application to be focused instead on making the whole village 30MPH.

The Council considered the application of a message board, and the Clerk made some comments and recommendations.

22/56 Finance (APPENDIX D)

Resolution: Approve payments for this month.

Proposed: Cllr Kehr **Seconded:** Cllr Turner - unanimously agreed.

Cllr Kehr appointed as authoriser.

For the Jubilee celebrations Cllr Turner purchased, on behalf of the Council, some Jubilee mugs that were given out as part of the celebrations. Cllr Turner wanted to contribute towards the Jubilee and the mugs, therefore the Council agreed to pay the remaining £500 on the invoice. The Council also agreed to make a £100 donation to the Cystic Fibrosis Charity in thanks to the Fire Pit Company who provided the beacon for the event.

22/56.1 **Internal Audit Report**

Finance records were reviewed – Clerk to update the financial regulations stating online transactions are common.

The Risk Register, Risks, and Asset Register documents to be reviewed by Council at the earliest opportunity.

Resolution: Agree submitting an exemption certificate to the external auditors in acknowledgement with the internal audit report.

Proposed: Cllr Kehr **Seconded:** Cllr Turner - unanimously agreed.

22/56.2 **Annual Governance Return**

Resolution: Approve Annual Governance Return and sign for 2021 – 2022.

Proposed: Cllr Kehr **Seconded:** Cllr Turner - unanimously agreed.

22/56.3 **Annual Accountancy Return**

Resolution: Approve Annual Accountancy Return and sign for 2021 – 2022.

Proposed: Cllr Kehr **Seconded:** Cllr Turner - unanimously agreed.

22/56.4 **Finance Committee**

All Cllrs not nominated as committee members are appointed as stand-in members of the committee.

22/56.5 **Finance Committee Terms of Reference**

Resolution: Approve Finance Committee's Terms of Reference.

Proposed: Cllr Kehr **Seconded:** Cllr Turner - unanimously agreed.

22/56.6 **Grants**

Cllr Kehr to speak to Allison regarding a previous grant submitted to the Council that was not paid out. The Council are happy to uphold the original grant request but will also consider a new request if required.

22/56.7 **Insurance**

Resolution: Agree renewal quote of £483.32.

Proposed: Cllr Kehr **Seconded:** Cllr Turner - unanimously agreed.

Council noted that the insurance cover for the reserves in the bank need to be increased, Clerk to contact the Insurers.

22/57 **The Queens Platinum Jubilee**

The Council thanked everyone involved in the setup and running of the Jubilee event, which the Council agreed was a huge success.

22/58 New Planning Applications

No new planning applications to consider.

22/58.1 Planning Committee

All Cllrs not nominated as committee members are appointed as stand-in members of the committee.

22/58.2 Planning Committee Terms of Reference

Resolution: Approve Planning Committee's Terms of Reference.

Proposed: Cllr Kehr **Seconded:** Cllr Turner - unanimously agreed.

22/59 Flooding in the Village

No comments.

22/60 Playground

Clerk to get in contact with Mr. Cox regarding play equipment that needs fixing.

22/61 Highways and Footpaths

Potholes have been missed when Highways visited Copy Hill and Copy Barn last month, the potholes have been marked by Highways and they are aware.

22/61.1 Hedges and Trees Trimming

The verges are in need of being trimmed – Clerk to contact Mr. Haylock to find out when they are planning to cut and if done so already if they would cut again.

22/61.2 VAS or SID Illuminated Sign

Covered under item 22/55.

22/61.3 Footpath Message board

The Clerk noted that it would be irresponsible to allow every one access to write on the message board as unfortunately there are internet Trolls and other people around the world that could put unwarranted messages on it.

This would mean, like a forum, someone would have to be a moderator and monitor it 24/7, which is not something the Clerk is prepared to do.

Another option the Clerk suggested was to have a google docs document that could be shown on the website that only certain people have access to and could update. The Council were not sure as they did not want to restrict who could update the document.

22/62 Handyman Fund Projects

Maintain hedges and trees on PPT land that are over hanging a nearby resident. – Clerk to ask Mr. Cox to investigate.

22/63 Telephone Box

The Council have considered the proposal to move the Telephone box and decided that it is not in the public's interest to move it using public funds. The Council are happy for the Telephone Box to be moved assuming others are willing to pay the cost.

22/64 Resources for Teenagers

No update.

22/65 **Village Magazine**

The Council considered the cost of printing and collecting the magazine from BDC printing services and decided to look to see if there is a better alternative closer to Helions Bumpstead. Cllr Kehr and the Clerk to investigate.

22/66 **Matters to be Raised by Members for the Next Agenda**

No additional comments.

22/67 **Date of the Next Meeting**

11th of July 2022.

22/68 **Meeting Close** @ 9:30 PM

Signed.....

Dated.....

Clerk to the Council: Luke Brown
72 St. Edmunds Fields, Great Dunmow,
Essex, CM6 2AN
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APPENDIX A

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

Temporary Traffic Regulation Orders

Intended closure of Station Road, Birdbrook from 27th June 2022 for 19 days whilst Openreach undertakes new ducts works.

Village Halls - Fund

The Government has announced a new £3 million fund to support village hall improvement projects for over 100 village halls. The Platinum Jubilee Village Hall Improvement Grant Fund will provide grant funding over three years to support capital improvement projects for village halls, such as installing Wi-Fi, extending buildings and modernising facilities.

<https://www.gov.uk/government/news/platinum-jubilee-fund-creates-boost-for-village-halls>

Long Covid Mobile Clinic

Coming to Sturmer Wednesday 8th June and Steeple Bumpstead Wednesday 29th June 2022

I have been able to organise a visit from the Provide Long Covid Team who will be able to offer residents health checks to include spirometry, ECG, blood pressure and respiration assessment together with advice and sign posting to relevant services. The aim is to raise awareness of Long Covid and reach areas where GPs can be difficult to get to. The team will meet members of the public who have concerns. The mobile clinic will be open from 9.30am to 4.00pm at Sturmer Nurseries on June 8th and the Village Shop, Steeple Bumpstead June 29th.

Dedham Vale AONB and Stour Valley Forum 2022 (FREE – Online)

A final reminder to register. If you wish to attend the Dedham Vale AONB and Stour Valley Forum, on the topic of Climate change impacts on the AONB and Stour Valley, which will be an online event from 5:45 to 7:30pm on Tuesday 14 June, with presentations from the farming community and Prof Jules Pretty as well as break-out sessions

on the Farming in Protected Landscapes programme, the links between climate change and nature loss and how individuals can make a difference in combating the drivers for and impacts of climate change. Additional face to face site visits are available at later dates.

More information and booking for this FREE event at:

<https://www.dedhamvalestourvalley.org/dedhamvalestourvalleyforum/>

Dedham Vale AONB and Stour Valley - Free homes for hedgehogs

In view of the sign about hedgehogs at Steeple Bumpstead, I wanted to advise the Ward about a new initiative in Suffolk and Essex that has been launched to increase the numbers of hedgehogs in our designated landscapes by providing free hedgehog homes and signs to residents. The hedgehog is a priority species in the Coast & Heaths and Dedham Vale Areas of Outstanding Natural Beauty (AONBs) Nature Recovery Plans. In the past decade over a half of rural hedgehogs and a third from towns and cities have been lost. This decline has been brought about by fragmented landscapes of houses, roads, walls, fences, and farming which has meant less connectivity and corridors for wildlife. Areas in and around towns and villages can be excellent habitats for hedgehogs, and hedgehogs often prefer them over farmland. To help hedgehogs, the AONB Team are giving away free hedgehog homes and hedgehog highway signs to suitable locations. There is a limited number of homes and signs to giveaway and the AONB will operate on a first come first served basis for suitable sites. A maximum of one hedgehog home and two signs can be given out per site. If you live outside this area unfortunately you will not be eligible for a free box. To apply for a free hedgehog home and signs, please visit www.dedhamvalestourvalley.org, click on the hedgehog homes section and complete the short application form.

Monkeypox Becomes a Notifiable Infectious Disease from 8th June

Legislation has been laid which will make monkeypox a notifiable infectious disease under the Health Protection (Notification) Regulations 2010 from 8th June. This means all doctors in England are required to notify their local council or local Health Protection Team (HPT) if they suspect a patient has monkeypox. Laboratories must also notify the UKHSA if the monkeypox virus is identified in a laboratory sample. Yesterday (6 June), the UKHSA announced that it has detected 73 additional cases of monkeypox in England, two additional cases in Scotland and two in Wales. This brings the total number confirmed in the UK to 302 as of 5 June. There are currently 287 confirmed cases in England, 10 in Scotland, 2 in Northern Ireland and 3 in Wales. The government has also published a document outlining strategic aims for controlling monkeypox, assumptions about monkeypox transmission and biology, and implications for domestic/community, ambulatory care, inpatient healthcare and other residential settings. Councils are encouraged to share this information as appropriate.

<https://www.gov.uk/government/news/monkeypox-cases-confirmed-in-england-latest-updates>

Essex Community Initiatives Fund (CIF) 2022-23 Open for Applications

The fund is administered by Essex Association of Local Councils on behalf of Essex County Council. This year £300,000 is allocated to the main CIF round with grants of up to £10,000 available to support projects that benefit the wider community and demonstrate a real community need. These projects may be new amenities, equipment, new local services or cultural initiatives all of which contribute towards strengthening communities.

<https://www.community360.org.uk/apply-to-350000-community-initiatives-fund/>

Housing Legal Aid (Spring 2023)

More than [£10 million a year of additional funding has been announced](#) for housing legal aid to help people facing eviction or repossession. Reforms to the former Housing Possession Court Duty Scheme (HPCDS) mean that anyone facing eviction or repossession will now receive free early legal advice on housing before appearing in court, as well as continuing to get advice and representation on the day of their hearing. Individuals with a repossession notice can also receive early legal advice on debt and welfare benefit matters, to help with the wider issues they may face. The support will be via legal advice from a housing legal aid provider who holds a contract for the new service. The MOJ is bringing forward the legislation to implement the proposals this summer. Implementation will be in in spring 2023, once the Legal Aid Agency's contractual tender process has concluded.

Planning Committee Members Forum Proposals Consultation

BDC's Planning Development Manager has sent information, including the draft Terms of Reference for the Members Forum to Town and Parish Councils regarding the revised Scheme of Delegation for Planning, which was approved at Full Council in December 2020. The proposals for the new Planning Committee Members Forum have been advanced and BDC is proceeding with further consultation with Town and Parish Councils. Comments are required by Friday 1st July 2022.

A presentation to the Council's Planning Committee on 31st May 2022 is available at:

<https://www.youtube.com/watch?v=X4NDNyebVCK>

The Members Forum shall perform the following functions:

- ♣ To act as a consultative forum, reviewing application proposals at the pre-application stage, and/or pre-submission, and/or post-submission stage of the planning process;
- ♣ To ask questions and seek clarifications on development proposals.

For the avoidance of doubt, the Members Forum is not a formal decision making body, nor a formally constituted Committee of the Council.

Cllr. Diana Garrod

Braintree District Councillor - Bumpstead Ward

APPENDIX B

Clerk's Report

Correspondence

I have received a response to my letter regarding the overgrown vegetation along Park Lane/ Drapers Green, those involved have requested more information, which I am in the process of providing.

The letter regarding the electoral commission has been sent to Mr. Cleverly MP, as per the Council's request.

Other News

I have spoken to Sam Moore at BDC regarding the paper quality of the Village magazine and the outcome is that the current type of paper is the best for the job and that the only way to reduce the price would be to print on standard copy paper. Also of note is that now that management has changed the cost of the magazine has gone up by about £40. Previous invoices were about £280 whereas the next invoice is expected to be about £320.

I have had to replace the battery to the defib unit, which has been out of commission whilst I was waiting for the replacement.

APPENDIX C

Action Tracker

Council Meeting	Reference	Details	Status
July	21/150	Update website	CLlr Kehr to review website
September	21/170	Obtain quotes for works for repairing wall on cricket ground	CLlr Kehr to action
September	21/176	Set up email accounts for the Cllrs	1 account left to set up
May 2022	22/33	Contact housing association regarding clearing the ditch behind footpath 21 – Waiting for reply	CLlr Parker to action
Mar 2022	21/285	Make revisions to policies	Clerk to action
May 2022	22/34.2	Finance Committee terms of reference	Clerk to action
May 2022	22/35	Grant awarded to the PCC	Clerk to action
May 2022	22/36	Flood report to be uploaded to website	Clerk to action
May 2022	22/37.2	Planning committee terms of reference	Clerk to action
May	22/39	Contact Mr. Cox regarding securing play equipment to the ground – Waiting for quote	Clerk to action
May 2022	22/40.2	Investigate the installation of VAS or SID signs. Cllr's to speak to Highways and County Cllr Schwier respectively.	CLlr Etheridge & CLlr Turner
May 2022	22/40.3	Footpath message board on website	Clerk to action
May 2022	22/42	Drapers Lane notice board repairs and phone box re-situated	Clerk to action

**APPENDIX D
June Payments**

Date	Supplier	Description	Invoice	FPO/DD	Min Ref	Rec	Credit	Debit	VAT	Net
Opening Balance							42,476.86			
30/05/2022	Drax	Electricity	IN1106059656/657					54.59	2.60	51.99
	Employee	Salary - June	N/A					304.98		304.98
	Employee	Expenses - June	N/A					34.80		34.80
	Mark Instance	Bus Shelter Repair	23					160.00		160.00
	Malcolm Cox	Grass Cutting	9					100.00		100.00
	C.B. Mower	Mower repair	36922					109.52	18.25	91.27
	Bassenhally Farm	Hog Roast	050622					640.00		640.00
	HB CBS	Compost Facility	Grant					425.00		425.00
Totals								1,828.89	20.85	1,808.04
								40,647.97		