

Helions Bumpstead Parish Council

LUKE BROWN
Clerk & RFO

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www.helionsbumpsteadparishcouncil.gov.uk



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

Minutes of the **HELIONS BUMPSTEAD ANNUAL PARISH COUNCIL MEETING** held on **09th MAY 2022 AT 7:00 PM.**

NAME	POSITION	PRESENT
S. Kehr	Chair	No
N. Turner	Vice Chair	Yes
S. Cunningham	Parish Councillor	Yes
R. Etheridge	Parish Councillor	Yes
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

1 Members of public

22/24 **Nominate and Elect the Chairman for Period 2022 - 2023**

Cllr Kehr was nominated and duly elected as Chair for the 2022/23 period.

22/24.1 **Sign the Declaration of Acceptance of Office**

Cllr Kehr absent from meeting and unable to sign at this meeting.

Resolution: New Chair to sign declaration of acceptance at next meeting.

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

22/25 **Nominate and Elect the Vice Chairman for Period 2022 - 2023**

Cllr Turner was nominated and duly elected as Vice Chair for the 2022/23 period.

22/25.1 **Sign the Declaration of Acceptance of Office**

The declaration of acceptance of office was signed by the candidate and witnesses by the proper officer.

22/26 **Confirm the Member's Representation Responsibilities**

Stansted Airport – Cllr Nicholson

Play Areas – Cllr Kehr

Village Green – Cllr Parker

Footpaths – Cllr Cunningham & Cllr Etheridge
Highways – Clerk
Flooding – Cllr Parker
Youth Engagement – Cllr Etheridge
Helions Mutual Support Network – Cllr Nicholson
Village Hall – Cllr Kehr

Council agreed to set up a Staffing Committee.
Cllrs Kehr, Nicholson, Turner nominated and duly elected.

22/27 **Apologies for Absence**

Cllr Kehr

Resolution: Accept apologies for absence.

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

22/28 **Members' Declarations of interest**

None declared.

22/29 **Public Forum**

A member of the public was present to answer any questions regarding a planning application that is to be considered further down the agenda.

22/30 **Minutes**

Signing of the Minutes deferred to next meeting.

22/31 **District & County Councillors Reports** (APPENDIX A)

DCllr report – There have been reports to Braintree regarding overgrown verges that have created some potentially dangerous blind bends.

Cllr Turner thanked the DCllr for their annual report and for their work in planning and development matters.

22/32 **Clerks Report** (APPENDIX B)

No comments.

22/33 **Action Tracker** (APPENDIX C)

108 mugs have been ordered for the Jubilee.

Cllr Parker spoke to the housing association, relevant officer to get in touch.

Bottom of copy hill potholes have been reported.

VAS & SID signs – Essex Highways Panel will install if they have details of reports of speeding or accidents. The Council require a written report from their County Cllr. The Council would like to see the whole village changed to a 30 MPH zone - Cllr Etheridge to speak to Highways & Castle Camps to see how they managed to get their speed limits changed. Cllr Turner to speak to Cllr Schwier.

22/34 **Finance**

Resolution: Approve payments for this month.

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

22/34.1 **Nominate Members for the Finance Committee**

Cllrs Kehr, Turner and Nicholson nominated and duly elected to the Finance Committee.

Resolution: Appoint Cllrs Kehr, Turner and Nicholson to be the members of the Finance Committee.

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

22/34.2 **Finance Committee Terms of Reference**

Terms of reference deferred to next meeting – Clerk to circulate.

22/35 **Grants**

The Council has received the accounts from the PPC, and after consideration have agreed to the grant to assist with maintaining the Churchyard as the Council see it as a benefit to the whole community. Not all Cllrs were in agreement, but the majority approved.

Resolution: Approve the grant of £600 to the PPC for maintaining the Churchyard.

Proposed: Cllr Nicholson **Seconded:** Cllr Parker

22/36 **Annual Parish Assembly**

Flood report to go on the website – Clerk to action.

APA scheduled for 19th of May at 7 PM for a 7:15 PM start. Cllr Kehr to open the APA and give a report on the Council. Clerk to give a report on the finances and budget. Cllr Parker to give a report on the Flooding. Other groups and clubs will follow.

22/37 **New Planning Applications**

The Council were appreciative of Mr. Hall coming to the meeting and offering to answer questions. The Council considered both applications below and agreed to support them.

22/00962/HH | Erection of two-storey rear extension and front porch. | Drapers Farm Drapers Green Helions Bumpstead Essex CB9 7AT | **Expiry Date: Wed 11 May**

22/01076/LBC | Replacement of existing roof of main house. Works to comprise removing existing plain clay tiles, fitting new roofing membrane and treated battens, and relaying the existing tiles that are in good condition, with additional new handmade tiles as required. | Ivy Todd Drapers Green Helions Bumpstead Essex CB9 7AT | **Expiry Date: Thu 26 May**

22/37.1 **Nominate Members for the Planning Committee**

Cllrs Kehr, Turner and Nicholson nominated and duly elected to the Planning Committee.

Resolution: Appoint Cllrs Kehr, Turner and Nicholson to be the members of the Planning Committee.

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

22/37.2 **Planning Committee Terms of Reference**

Terms of reference deferred to next meeting – Clerk to circulate.

22/38 **Flooding in the Village**

Cllr Nicholson agreed to send the Flood report to West Suffolk.

There has not been a lot of rainfall lately, which could cause an issue when it does rain.

22/39 Playground

Clerk to contact Mr. Cox regarding the play equipment rotting post.

22/40 Highways and Footpaths

No Comments.

22/40.1 Hedges and Trees Trimming

Letter sent to resident regarding overgrown trees & hedges.

22/40.2 VAS or SID Illuminated Sign

Covered under item 22/33.

22/40.3 Footpath Message board

The Council would like to setup a message board on the website for notifying the status of the footpaths in the village.

22/41 Queen's Jubilee (02 June 2022)

Cllr Turner to speak to the Village Hall committee regarding the Jubilee Fund.

The Council agreed a fund of up to £1,000.00 to cover the costs of the Jubilee.

Resolution: Approve £1,000.00 max spend for the Jubilee Celebrations.

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

22/42 Handyman Fund Projects

The Council would like to consider moving and maybe renovating the phone box in the village. –

Clerk to find out who refurbished the Sampford's phone box.

Draper's Lane noticeboard needs repair.

22/43 Resources for Teenagers

No further update.

22/44 Matters to be Raised by Members for the Next Agenda

No comments.

22/45 Date of the Next Meeting

13th of June 2022.

22/46 Meeting Close @ 8:49 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 May 2022 to Parish Councils **(Cllr. Diana Garrod - Bumpstead Ward)**

Temporary Traffic Regulation Orders

Intended closure of Water Lane, Helions Bumpstead due to commence on 26th May 2022 for 6 hours, whilst Openreach undertakes pole testing.

Update – Wethersfield Airbase Proposals: Ministry of Justice (MoJ)

There has been a great deal of interest in these proposals and I have therefore outlined an update.

Public Consultation: The MOJ undertook a public consultation exercise which began in September 2021. Braintree District Council has no power to require the MOJ to publish the results of this consultation, or to require them to carry out additional consultation. However it has passed on the concerns expressed by local Parishes and residents regarding the adequacy of that consultation.

Planning Process: As I am sure you are aware, Braintree District Council Planning Services encourages applicants to seek pre-application discussion/advice. BDC has been engaging in pre-application discussions with the MOJ and their consultants. They have been discussing a range of issues which will need to be considered should a planning application be submitted. The MOJ submitted a request for an Environmental Scoping Opinion in November 2021 and BDC's response was sent to the MOJ and published on BDC's website. This is a formal process under which the Council sets out the matters that should be covered within the Environmental Statement that would need to accompany a potential planning application. The information submitted by the MOJ, consultation responses and BDC's response can all be found on BDC's website.

Next Steps: If a planning application is submitted, then as a development required to be accompanied by an Environmental Statement (ES), the Council will have a statutory timescale of 16 weeks to determine the application. However the Council will be looking to agree an appropriate timescale for the determination of any planning application which reflects both the public interest and the likely volume and complexity of documents which would accompany it. This would be subject the MoJ's agreement.

If a planning application is submitted all the information which came with it will be published on the Councils website and available to view. The Council will invite statutory consultees such as Essex County Council, Natural England and the Environment Agency to comment and it will also be subject to a period of public consultation. This is normally a 30 day period, but recognising the level of information which is likely to be published, the Council will do its best to be flexible on this point. In line with the Councils scheme of delegation, a development of this size and type will be determined by the Planning Committee in the usual way. If an application is submitted, more detail of how and when that committee would take place and how it would be managed will be agreed with the Chairman and published in due course. This will be a public meeting which would also available to watch via the Councils committee Youtube Channel

Energy Rebate

BDC is working hard to issue a £150 energy rebate to households living in council tax bands A to D. Those who have been paying their Council Tax by Direct Debit from 1 April 2022 will have had their payment issued and should receive it no later than 9 May 2022. Residents who have been paying their Council Tax by Direct Debit from 1 May 2022 will receive their payment in May. Residents who do not pay by Direct Debit will be able to access our online form very soon and further details will be issued this month.

The BDC website updated with the latest information.

Scam alert: There are several scams in circulation using the £150 rebate to call or text people for their bank details or asking you to click on links. If you are worried about any potential council tax scams you have received, you can speak to the Revenues team by calling 01376 557755. For more information on how to recognise a scam or what to do if you have been the victim of one, please contact Citizen Advice.

Rural Verge Cutting

Cllr Wendy Schmitt; Cabinet Member, Climate Change and The Environment has announced that Braintree District Council and Essex County Council have agreed to maintain a single full width cut (in the autumn) of the rural verges across the Braintree District for the next 3 years, recognising that there is balance to be obtained in promoting biodiversity, habitat creation and protecting wildlife, whilst ensuring the overall safety of all road users. BDC will also undertake ad-hoc safety cuts of the verges around junctions on request where visibility compromises road safety. This will not generally apply to linear lengths of the verges where the grass does not present a genuine safety issue to road users.

Process for Requesting Safety Cuts: Safety cuts can be requested either on-line at www.braintree.gov.uk/contact or by contacting the Customer Services Team on 01376 552525. Following receipt of a request, a site inspection will be made to verify the need for a cut and this will be added to the works programme as required and the person reporting it notified of the decision. (There is no need to contact Essex County Council, as BDC maintains the rural verges on their behalf).

Please note that other highways issues such as overhanging trees or highway signage that is obscured or requires cleaning/maintenance should be reported direct to Essex Highways at <https://www.essexhighways.org/tell-us>

Policing the Parishes Update (Town & Parish Meeting)

PC James Draper attended a recent meeting to provide a Police update and talk about the plans to engage with parishes over the summer period. Essex Police are hoping to visit all the parishes this summer to talk to local residents about any issues, work with local schools and community groups. The aim is for this to be a multi partner visit where possible and dates will be co-ordinated over the next month. PC Draper gave an update on Community Policing in the district and trends. Issues can now be reported using the online chat function on the Essex Police website <https://www.essex.police.uk/>

Ukraine Update

Ukrainian guests have been arriving in our district and the community has come together to welcome and support them. BDC has been busy carrying out accommodation checks to ensure they are fit for purpose and suitable for guests, with the safeguarding checks being carried out by Essex County Council. BDC has also distributed the £200 payments that Ukrainian guests are entitled to in our district if sponsored through the Homes for Ukraine scheme. Welcome packs have been produced to help sponsors and their guests understand and access the wide range of support available in the Braintree district. The packs are available in Ukrainian and Russian.

BDC will continue to work alongside partner agencies to ensure those who arrive into the district have the appropriate support. Any sponsors or guests who need support, please do get in touch with our Communities team at communityhub@braintree.gov.uk or by calling 01376 552525 who are more than happy to help where they can.

Braintree District Council – New Chairman and Vice Chair

I am delighted to advise you that I have been elected Vice-Chairman of Braintree District Council for 2022/23. Cllr. Andrew Hensman is elected Chairman. Andrew has been a District Councillor in the Braintree Central and Beckers Green ward since 2015. We are available for engagements via BDC's Civic Team: civic@braintree.gov.uk

APPENDIX B

Clerk's Report

The Council has received its first instalment of its precept for this year.

The year-end accounts and file for 2021/22 are currently with the internal auditor and will be audited in due course ready for the AGAR to be signed off next month.

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
October	21/188.2	CLlr Turner to investigate Jubilee memorabilia for the children of the village - Mugs	CLlr Turner to action
Feb 2022	21/259	Ask Mr Cox for quote to repair play equipment	Clerk to action
Feb 2022	21/261	Contact housing association regarding clearing the ditch behind footpath 21	CLlr Parker to action
Mar 2022	21/281	Contact Mr. Cox regarding securing play equipment to the ground	Clerk to action
Mar 2022	21/285	Make revisions to policies	Clerk to action
Apr 2022	22/05	£150 available to households for energy relief	Clerk to action
Apr 2022	22/14	Pot holes at the bottom of copy hill	Clerk to action
Apr 2022	22/14.1	Forward letter trimming back hedges to landowner	Clerk to action
Apr 2022	22/14.2	Investigate the installation of VAS or SID signs	CLlr Etheridge
Apr 2022	22/14.3	Footpath message board on website	Clerk to action
Apr 2022	22/16	Inform Mr. Instance regarding quote	Clerk to action

**APPENDIX D
May Payments**

Date	Supplier	Description	Invoice	FPO/DD	Min Ref	Rec	Credit	Debit	VAT	Net
Opening Balance							44,945.34			
	Employee	Salary	N/A	BACS				304.98		304.98
	Employee	Expenses	N/A	BACS				24.40		24.40
	Luke Brown	SLCC Fee	MEM239260-1	BACS				57.00		57.00
	Community Heartbeat	Annual Support Cost	11528	BACS				162.00	27.00	135.00
	Mark Instance	Bus Shelters	21	BACS				65.00		65.00
	Adam Haylock	Verge Cutting	1508	BACS				1,454.40	242.40	1,212.00
	RSA	Insurance	000193	BACS				483.32		483.32
	Drax	Electricity	INV1105971657/658	DD				56.38	2.68	53.70
	Martin Catchesides	Temporary Events Notice	179-65515	BACS				21.00		21.00
	Malcolm Cox	Grass Cutting	5					200.00		200.00
	Malcolm Cox	Chipping	5					180.00		180.00
	Malcolm Cox	Gritting - April	97					60.00		60.00
Totals								3,068.48	272.08	2,796.40
								41,876.86		