

# Bulmer Parish Council

## Minutes of the Bulmer Parish Council Meeting

Held on 16<sup>th</sup> May 2016 at the Village Hall, at 8.00pm

Present: Cllr. P. Fulcher, Cllr. S.Morgan, Cllr. S. Buchanan, Cllr. R. Raymond, Cllr. P. Benns, Cllr.C.Leigh  
Mrs D.Jacob (Parish Clerk)  
24 members of the public.

### **16/081 Welcome and apologies for absence**

Cllr. P.Fulcher welcomed Cllr.C.Leigh back onto the Parish Council and new Cllr.P.Benns.  
No apologies for absence.

### **16/082 Declaration of Interests**

Received from Cllr.Raymond and Cllr.Morgan regarding item 16/089 on the agenda

Received from Cllr.P.Benns regarding item 16/095, but he stated that he did not think he had an interest. Chairman advised, and confirmed to Cllr.P.Benns that he did have an interest. Cllr.P.Benns said that he intended to speak anyway on this item.

### **16/083 Public Participation session**

Two members of the public spoke in favour of fencing and securing the allotments, as soon as possible, due to vandalism and dog fouling.

### **16/084 County Councillor David Finch, District councillor Wendy scattergood, to address the members.**

None present.

### **16/085 Approval of the minutes of the meeting held on 21<sup>st</sup> March 2016**

Approval of the minutes was proposed by Cllr. S.Buchanan, seconded by Cllr. R.Raymond, 4 votes in favour, 2 abstained, resolution passed.

### **Approval of the minutes of the Extraordinary meeting held on 29th February 2016**

Approval of the minutes was proposed by Cllr. S.Buchanan, seconded by Cllr. S.Morgan, 4 votes in favour, 2 abstained, resolution passed.

### **Approval of the minutes of the Annual Parish Assembly held on 12<sup>th</sup> April 2016**

Approval of the minutes was proposed by Cllr. S.Buchanan, seconded by Cllr. P.Fulcher, 5 votes in favour, 1 objection to the wording of Allotments paragraph one, resolution passed.

### **16/086 Accounts 2015/16**

Item 1. Internal Audit Report – Report read out to members, by Chairman.

Item 2. Approval of Governance Statements for 2015/2016 prior to submission to the Audit Commission. Signed by Clerk and Chairman.

Item 3. Approval of Annual Return (Final Accounts) for 2015/2016 prior to submission to the audit commission. Signed by Clerk & Chairman.

Item 4. Bank and Year End reconciliation to be signed by Clerk & Chairman.

Copies of these will be available to view on our website.

Accepted – Proposed by Cllr.C.Leigh, seconded by Cllr.S.Buchanan, all in favour, resolution passed.

### **16/087 Asset Register 2015/2016**

Confirmed the Asset Register – Chairman signed.

Proposed by Cllr.S.Buchanan, seconded by Cllr.S.Morgan, all in favour, resolution passed.

Signed.....

18<sup>th</sup> July 2016

**16/088 Grants**

Item 1. Church of St Andrew Bulmer PCC £1,000.00 (For Church yard maintenance)

Item 2. Bulmer Village Hall £1,000.00

Item 3. Skylarks £100.00

Item 4. Essex Community Fund (Stour Valley Volunteers) £200.00

Item 5. Coe's Meadow £1,000.00 (Ring Fenced –No cheque to raise)

It was confirmed and agreed to award the above grants.

Proposed by Cllr.S.Buchanan, seconded by Cllr.S.Morgan, all in favour, resolution passed.

**16/089 Bulmer Grazing Land**

Council members to consider selling a strip of land to members of the public behind their houses currently leased to Bulmer Grazing. To remind occupants who have gates in their fence to Bulmer Grazing that they have no legal right of access.

Council members decided Not to sell any land. Clerk to write letters to residents to remind them that they have no legal right of access.

Proposed by Cllr.S.Buchanan, seconded by Cllr.C.Leigh, 2 abstained, 3 in favour, resolution passed.

**16/090 Planning Matters**

Ref: 16/00114

Walnut Cottage Bulmer Street Bulmer Essex CO10 7EW

Notice of intent to carry out works to tree in a Conservation Area - Remove an old Damson tree

Ref: 16/00729

Peartree Cottage Bulmer Tye Bulmer Essex CO10 7ED

Proposed single storey side and rear extensions

Ref: 16/00728

Appletree Cottage Bulmer Tye Bulmer Essex CO10 7ED

Proposed single storey rear extension

Also

**Ref: 16/00697**

The Dower House Smeetham Hall Lane Bulmer Essex CO10 7EN

Fix new satellite dish onto rear chimney stack

Council members had no objections to any of the above applications.

When these applications came in the Parish Council had no Planning Officer, so comments were sent to the Clerk from Council members via e-mail and have been submitted by the Clerk accordingly, to Braintree District Council.

**16/091 Highway Signs**

Old Church Lane Bulmer Tye off Hedingham Road by junction with A131

It was proposed that two named road signs were required each end.

Proposed by Cllr.C.Leigh, seconded by Cllr. S.Morgan, all in favour, resolution passed.

**16/092 Parish Council meetings**

To consider holding monthly meetings (except August).

The Clerk explained that the Parish Council should consider holding monthly meetings (except August) as suppliers are chasing payment of invoices, also the agendas would become shorter as more items could be voted on and dealt with sooner. Council members suggested we should inform contractors/suppliers of the situation when placing orders. Invoices will need to be with the Clerk at least a week prior to a Council meeting, as these will need to be listed onto the payment schedule which will then be published on the Agenda for approval.

This item deferred until next meeting.

**16/093 Allotment Report**

Received and noted.

**16/094 REVISITED SPECIAL MOTION**

Vote to suspend Standing Order 9(b)

To revisit item 16/ 47 Allotment Issues

Item 2. S106 Funding to be obtained for this project.

Cllr.P.Benns instructed that this should read – Vote to suspend Standing Order 7(a) Clerk apologised for typing error. And showed Council members that she was in receipt of the document, signed by three Councillors.

Proposed to suspend Standing Order to revisit item 16/47 Item 2.

Proposed by Cllr.S.Buchanan, seconded by Cllr.C.Leigh, 1 abstained, 5 in favour, resolution passed.

Signed.....

18<sup>th</sup> July 2016

**16/095 Allotment Issue**

**Item A.** That if the Allotment Fencing is not included in the Bulmer Open Spaces Plan for 2016 by BDC at their meeting scheduled to be held on 23<sup>rd</sup> May the fencing be paid for out of Parish Funds to ensure early completion of the fencing to protect the allotment holders produce.

Chairman confirmed that the public footpath would not be closed.

Proposed by Cllr.S.Buchanan, seconded by Cllr. S.Morgan, 5 in favour, 1 objection. Resolution passed.

Cllr.P. Benns reminded Councillors of previous decision re minutes:

Dated Jan 2015

Height of Turnpike Piece/Park Lane Hedge – virtually all at 6 foot. Prop RR leave at 6ft for foreseeable future second SB all in favour. Cllr.P.Benns stated that this affects 10 houses in Park Lane.

Dated 8 March 2013

Water usage and billing: the cost of water used, split equally between keyholders would result in a charge of £2.50 each. In this time of austerity it was felt unfair that all villagers are currently paying for the water, and that such a charge would mean more careful use of water.

Cllr.P.Benns stated that it was unfair and unacceptable to expect Villagers to pay for the water.

Cllr.P.Benns asked how the Council could warrant spending so much money on the Allotments. Cllr. C.Leigh tried to respond, and eventually was allowed to do so, after she stated that she had listened to Cllr.P.Benns and that it was now his turn to listen to her.

**Item B.** Dropped Kerb. That Section 106 funding be sought for this work but if is not included in the Bulmer Open Spaces Plan for 2016 by BDC at their meeting scheduled to be held on 23<sup>rd</sup> May the dropped kerb be paid for out of Parish Funds to ensure early completion of the work before the expiry of the 3 month period on 11th June 2016 and so that it can be completed before the fencing is erected.

That section 106 funding be sought for this work. Completion of the work before the expiry of the 3 month period on 11<sup>th</sup> June 2016 and so that it can be completed before the fencing is erected, and Not to use Parish Funds.

Proposed by Cllr.S.Buchanan, seconded by Cllr.S.Morgan, 5 in favour, 1 objection. Resolution passed

**Item C.** Quotations to consider for dropped kerb as follows:-

Colne Contracts Ltd	£2,326.00 Plus VAT
John Revett (Builders) Ltd	£1,200.00 Plus VAT
Wiles Contractors Ltd	£5,976.00 Plus VAT
TDR Groundworks Ltd	£2,122.82 Plus VAT

The above quotations were discussed and considered, it was decided to award Colne Contracts Ltd at a cost of £2,326.00 Plus VAT the contract. They were chosen because the Council were not sure that the cheapest would represent value for money, or meet the necessary requirements set out by Essex County Council. The Council voted on Colne Contracts Ltd as one Councillor has experienced their work.

Proposed by Cllr S. Morgan, seconded by Cllr.C. Leigh, 5 votes for, 1 objection. Resolution passed.

It was decided to award the contract to Colne Contracts Ltd at a cost of £2,326.00 Plus VAT.

**16/096 BDC NEW LOCAL PLAN 2033**

Update – Representatives from Bulmer Parish Council will attend the Local Plan sub-committee on the 25<sup>th</sup> of May. The recommendation in the officer report is to not allocate any site in the Bulmer Parish.

**16/097 Red Telephone Box at turnpike piece**

Item 1. To consider if the Parish Council would like to adopt this telephone box.

Council members decided Not to adopt this telephone box, as it would need to be insured and maintained at a cost to the Parish Council, and there was no use for it at present.

Item 2. If so then Chairman to sign agreement. To confirm No contract signed, due to item 1.

**16/098 Bus Shelter**

To consider repairs to the Bus shelter in Church Road, near the junction with The Street.

Clerk informed Council members that she had contacted Essex County Council to try and obtain funding for a new shelter. To be deferred until next meeting.

Signed.....

18<sup>th</sup> July 2016

**16/099 Casual vacancy**

To confirm that a notice has been published and issued for the required period, and that two nominations had been put forward – so there will be an Election in Bulmer on the 9<sup>th</sup> June, Chairman encouraged everyone to turn out and vote.

**16/100 Clerks Report**

Received and noted.

**16/101 Financial Matters:**

- 1) **Financial Statement for May. (Items to be approved for payment and signed as PER PAYMENT schedule).**

	CHEQUE No.	TOTAL
<u>CHEQUES TO APPEAR IN NEW FINANCIAL YEAR 2016/17</u> <u>FIGURES AS BUDGETED</u>		
AON UK LIMITED (INSURANCE)	317	2,009.25
AON UK LIMITED (ADJUSTMENT ITEM ADDED)	318	34.79
EALC (SUBSCRIPTIONS FOR EALC AND NALC)	319	175.94
BALC SUBSCRIPTION	320	18.00
SLCC SUBSCRIPTION	321	88.00
J. DOE INVOICE No. 9741 (HEDGE CUTTING)	322	386.40
CHILTON OFFICE SUPPLIES INVOICE No. 197585	323	125.28
PETER HOGAN (VILLAGE SIGN REPAIR)	324	490.00
MORTIMER CONTRACTS LTD INV.No 54 (GRASS CUTTING)	325	690.00
MR P. FULCHER (REIMBURSEMENT FOR POST CONCRETE, SCREWS)	326	23.29
CHURCH OF ST ANDREW BULMER PCC (MINUTE NUMBER 16/087 ITEM 1)	327	1,000.00
BULMER VILLAGE HALL (MINUTE NUMBER 16/087 ITEM 2)	328	1,000.00
SKYLARKS (MINUTE NUMBER 16/087 ITEM 3)	329	100.00
Essex Community Fund (Stour Valley Volunteers (MINUTE NUMBER 16/087 ITEM 4)	330	200.00
DIANE JACOB (SALARY & EXPENSES FOR APRIL & MAY)	331	761.10
ESSEX PENSION FUND (FOR MAY) ( including adjustment advised by ECC at year end £62.70)	332	136.55
ESSEX PENSION FUND (FOR JUNE)	333	73.85
J.C. REDDINGTON (INTERNAL AUDITOR	334	75.00

**Above Payment schedule approved for payment.**

Proposed by Cllr.Raymond, seconded by Cllr. S.Buchanan, all in favour, resolution passed.

**Monthly budget statement presented to Council as follows:**

Signed.....  
18<sup>th</sup> July 2016

**16/101 Item 2. Monthly Budget Statement.****Bulmer Parish Council Accounts 2016-2017**

Community Account Opening Balance 1st April 2016	£8,174.07	
High Interest Account Opening Balance 1st April 2016	£41,369.44	
HSBC Opening Balance 1st April 2016	£30,150.82	
Total Money in Reserve April 2016		<u>£79,694.33</u>
Total Precept <b>to be</b> received in 2016-2017	£5,451.00	
Total General Grant <b>to be</b> received in 2016-2017	£1,464.00	
Money Received from Precept & General Grant 2016-2017		5,086.41
Other Income - HMRC VAT for 2015-2016		3,588.76
Other Income - Allotments		10.00
Other Income - Grant Street Cleaning		<u>750.74</u>
Total Income Received to date		<u>9,435.91</u>

	<b>Budget 2016-17</b>	<b>Total Spend</b>	<b>%age spent</b>
	<b>£</b>	<b>to date</b>	<b>to date</b>
Open Spaces	4,000.00	1,635.41	40.89%
Coe's Meadow	1,000.00	-	0.00%
Allotments	1,500.00	-	0.00%
Insurance	1,945.00	2,044.04	105.09%
Election	1,000.00	-	0.00%
Audit	200.00	75.00	37.50%
Contingency fund	500.00	-	0.00%
Clerk Salary	3,900.00	601.72	15.43%
Pension	1,100.00	284.24	25.84%
Office Expenses	450.00	159.38	35.42%
Room Hire	100.00	-	0.00%
Subscriptions	275.00	281.94	102.52%
Training	200.00	-	0.00%
Grants	2,100.00	2,100.00	100.00%
Newsletter	300.00	104.40	34.80%
Phone Box Refurbishment	200.00	-	0.00%
Quality Council (Funding also received for New Equipment)	1,480.12	-	0.00%
Lime Tree Replacements	450.00	-	0.00%
Wildflower Cutting	200.00	200.00	100.00%
Affordable Housing Survey	200.00	-	0.00%
VAT Paid		249.96	
<b>Totals</b>	<b>21,100.12</b>	<b>7,736.09</b>	<b>36.66%</b>

HSBC as at 1st April 2016	30,150.82
Business Savings Account as at 16th May 2016	41,369.44
Community Account as at 16th May 2016	17,261.34
Total as at 16th May 2016	88,781.60

Signed.....  
 18<sup>th</sup> July 2016

**Not** an agenda item – The Chairman asked if the contractor's cheque could be signed outside of a meeting, as their terms are 30 days. After consideration and discussion, the Clerk informed that this was just one point as to why they should consider holding monthly meetings as per item 16/092, Clerk decided that as this was not an agenda item and in future unless invoices are published on the agenda in the payment schedule, cheques would not be signed outside of meetings - this therefore was not voted on.

**16/102 Date of Next Meeting**

Next meeting 18<sup>th</sup> July at 7.45pm

Meeting Closed at 9.30pm

Signed.....  
18<sup>th</sup> July 2016