

Bulmer Parish Council

DRAFT Minutes of the Bulmer Parish Council Meeting

Held on 18th January 2016 at the Village Hall, at 7.45pm

(These minutes are unapproved until the next meeting on 21st March 2016)

Present: Cllr. M.Crome, Cllr. C.Leigh, Cllr. C.Ponty, Cllr. S.Morgan, Cllr. P. Fulcher, Cllr. R. Raymond, Cllr. S. Buchanan . Mrs D.Jacob (Parish Clerk & Responsible Financial Officer),
8 members of the public.

16/001 Welcome and Apologies for Absence

The Chairman welcomed all those present. Apologies received and accepted from DCllr. Scattergood.

16/002 Declarations of interest

None received.

16/003 Public Participation session

A member of the public raised an issue regarding the Call for sites (Planning Development) - Chairman replied that this is still at a very early stage, 11 sites have been submitted and none have been approved or accepted. No comment will be made by the Parish Council until requested by Braintree District Council.

16/004 County Councillor David Finch, District councillor Wendy scattergood, to address the members if present

Not in attendance.

16/005 Approval of the minutes of the meeting held on 16th November 2015

Approval of the minutes was proposed by Cllr. S.Morgan seconded by Cllr. R.Raymond, all favour, resolution passed.

16/006 Parish Council Policies

Item 1 Complaints Procedure

Item 2 Public Participation Policy

Item 3 Co-Option Policy

Item 4 Dignity at work/Bullying and Harassment Policy

Item 5 Equality & Diversity Policy

Item 6 Training & Development Policy

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

16/007 Annual Parish Assembly

The Annual Parish Assembly will take place on 12th April 2016, in the Village Hall at 7.30pm

Proposed by Cllr. C.Leigh, seconded by Cllr. P.Fulcher, all in favour resolution passed

16/008 First Aid Training

The first Aid certificates are due to expire in February. Cllrs to seek their own individual first aid training requirements.

Proposed by Cllr. R.Raymond, seconded by Cllr. C. Leigh, all in favour, resolution passed

16/009 Coe's Meadow

Report received and noted – a full inspection has been carried out, which will be available in due course. On the 9th March Stour Valley project are planning to clear trees from around the pond and have a general tidy up of all areas. It was suggested that some bare root plants, should be purchased, from S106 money. Estimated under £500.00 no vote required.

16/010 Grant Request

As this was a general/circulated request for a donation from the Dedham Vale Area of Outstanding Natural Beauty (AONB) and Stour Valley Project, no additional donation to be granted as the Parish Council already provides one.

Proposed by Cllr. P.Fulcher, seconded by Cllr.C.Leigh, all in favour, resolution passed

Signed.....

21st March 2016

16/011 Allotment Issues

The Parish Council to consider advice received from The National Allotment Association, and Essex Legal Services.

Item 1. Council members approved the revised Allotment Tenancy Agreement and the Fencing and excluding dogs from Turnpike Piece. Cllr. S.Buchanan (Allotment Representative) signed the new agreement.

Item 2. Council members instructed the clerk to send out new Allotment Tenancy Agreements, to existing allotment holders in September, and any potential new allotment holders when requested. To obtain quotes for fencing etc. Proposed by Cllr. S. Bauchanan, seconded by Cllr.C.Ponty, all in favour, resolution passed.

16/012 Planning Matters

Ref: 15/01602/AGR

Greyhound Farm Hedingham Road Bulmer Essex CO10 7EE

Application for Prior Notification of Agricultural or Forestry Development - Erection of grain store building

For information only – no comments required. Cllr. C.Leigh to contact owner.

16/013 Financial Matters

i) Balance in hand: The following report was circulated and read out. Cheques were signed.

Proposed by Cllr.C.Leigh, seconded by Cllr.P.Fulcher, all in favour, resolution passed.

Balance in hand at		18.01.2015	
Current Account	(as at 18.01.2016)	£11,747.65	
Business Savings Account	(as at 18.01.2016)	£41,364.28	
HSBC - Business money management	(as at 30.12.2015)	£30,145.56	
Balance in hand (£)		£83,257.49	(May: 93,204.17)

beginning of 2015-16:
90,371

(Audit)

Debtors

VAT Reimbursement (as at 18/01/2016) **£3,210.73**

Receipts since last meeting

invoice no.

Allotment Rent **£67.79**

Barclays Interest **£5.94**

TOTAL (£) £73.73

Payments since last meeting

chq. no

None

TOTAL (£) £0.00

Payments to be signed at this meeting:

Anglian Water	Coe's Meadow Aug-Nov 2015	290	£14.74	inc VAT
Anglian Water	Allotments Aug-Nov 2015	291	£54.45	
Chilton Office Supplies	Fire Proof Cabinet	292	£169.99	
Essex Pension Fund	Clerks Pension for January	293	£69.37	inc VAT
Essex Pension Fund	Clerks Pension for February	294	£69.37	
Mrs D. Jacob	Clerk salary(Nov, Dec & expenses)	295	£658.14	
Essex Association of Local Councils (EALC)	Inv. No. 6273 (Training)	296	£15.00	inc VAT
Chilton Office Supplies	Photocopying (Newsletter)	297	£83.52	
TOTAL			£1,134.58	

	spending has exceeded budget
	spending near or on budget limit
	spending is under budget
	spending is within CMMC savings

Signed.....

21st March 2016

ii) Receipts and payments, as above.

Approved

16/014 Precept for 2016/2017

Motion to give power to the clerk to grant dispensation for councillors to consider and set precept .

Proposed by Cllr.P. Fulcher, seconded by Cllr.C.Ponty, all in favour resolution passed.

Clerk granted a dispensation to all members of Parish Council.

16/015 Precept for 2016/2017

Various options discussed and considered, proposed to raise the precept to £5,451.00

Proposed by Cllr.P.Fulcher, seconded by Cllr.C.Ponty, two against, five in favour, resolution passed.

It was agreed to leave grants at the same level for financial year 2016/2017 Proposed by Cllr.S.Buchanan, seconded by Cllr.C.Leigh, one against, six in favour, resolution passed.

16/016 Internal Auditor

Item 1. John Reddington (Approx. £75.00) for the financial year of 2015/2016 was appointed the Internal Auditor for Bulmer Parish Council.

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

Item 2. Bulmer Parish will be automatically opted into the sector led Small Authority Audit Appointment Limited for the financial year 2017/2018. (Bulmer will automatically be elected in, but this will not apply if expenditure is under £25K expenditure) (No external audit required but internal audit still required and must be published on our website).

Proposed by Cllr.C.Ponty, seconded by Cllr.P.Fulcher, all in favour, resolution passed

16/017 No agenda item.

16/018 Affordable Housing

Bulmer Parish Council to move forward and to proceed to carry out a survey, to establish if there is a need for affordable housing in Bulmer, at a cost of £96.84, draft letter and survey agreed. Clerk to contact RCCE. Proposed by Cllr.S.Morgan, seconded by Cllr.C.Ponty, all in favour, resolution passed.

16/019 Village Sign

Awaiting quote, stronger mortar required. To be deferred until March.

16/020 Bulmer Parish Council Recording Public

Council members discussed to audio record meetings, it was suggested that this would be a good idea, to ensure that correct and accurate information would then be assessable for all the general public. To trial this at our next meeting and to use service provider called audiominsutes.

Hard copy Minutes are still required as legally binding documents.

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

16/021 Yellow Lines

Bulmer Parish Council to place a small article in what's on, for Parishioner's to respond, as support is required for proposals, for yellow lines in Church Road, and St. Andrews Rise.

Proposed by Cllr.P.Fulcher, seconded by Cllr.C.Leigh, all in favour, resolution passed.

16/022 Signs for Coe's Meadow

Signs are required in Coe's Meadow, the following quotations have been received and were considered.

1. Sign of the Times

3mm Aluminium signs with Digital Print to face

£351.44 plus extra post £35.00 plus carriage £26.00 = £412.44 plus VAT

3mm thick Aluminium signs encapsulated with tough coating (guaranteed) 10 years

£741.00 plus extra post £35.00 plus carriage £26.00 = £802.00 Plus VAT

2. Alpha Signs

3mm thick Aluminium signs

£1088.00 plus 4 posts £112.00 = £1,200.00 plus carriage and VAT

Cast Aluminium Signs

£2221.00 plus 4 posts £112.00 = £2333.00 plus carriage and VAT

The £112 may be for each post not the 4 required it is not clear in estimate

3. Leander Architectural

Cast Aluminium signs 12mm thick with permanent raised lettering can be repaired lifespan unlimited might need repainting after 15-45 years.

£765.00 plus 4 posts £192.00 plus carriage £44.35 = £1001.35

Signed.....

21st March 2016

Bulmer Parish Council voted for option 1 Sign of the Times Total cost £802.00 Plus VAT.
 Money to be received from Section 106.
 Proposed by Cllr.S.Morgan, seconded by Cllr.C.Ponty, all in favour, resolution passed.

16/023 Grass Cutting

This item was put out to tender and various quotations were considered.

Grass Tenders 2016/2017												
	Price paid per cut in 2015		Mortimers		JPB Landscapes		Countrywide		MD Landscapes		Gary Flowers	
		Cuts	Per Cut	Total	Per Cut	Total	Per Cut	Total	Per Cut	Total	Per Cut	Total
Church Meadow & Strim around Car Park	46.00	12	53.00	636.00	56.14	673.68	180.00	2,160.00	60.00	720.00	50.00	600.00
Village Hall	18.00	12	19.00	228.00	37.43	449.16	131.67	1,580.00	25.00	300.00	30.00	360.00
Plough Green	53.00	12	53.00	636.00	49.90	598.80	73.33	880.00	75.00	900.00	50.00	600.00
Outside Coes Meadow	32.00	12	32.00	384.00	12.48	149.76	48.43	580.00	25.00	300.00	20.00	240.00
Inside Coes Meadow	72.00	17	72.00	1,224.00	74.85	1,272.45	140.00	2,380.00	93.00	1,581.00	100.00	1,700.00
Path from Village Hall to Primary School	13.00	8	13.00	104.00	37.43	299.44	47.50	380.00	20.00	160.00	30.00	240.00
Total Cost	234.00		242.00	3,212.00	268.23	3,443.29	620.93	7,960.00	298.00	3,961.00	280.00	3,740.00
			Excl. VAT									
Total	3,116.00											
Quotes Valid until			Also 2017		until end 2016							
Park Lane, allotments, dixey allotments, church meadow, Coes Meadow												
J.Doe	310.50			322.00		322.00		322.00		322.00	322.00	322.00
			Excl. VAT									
Overall Total excluding VAT	3,426.50			3,534.00		3,765.29		8,282.00		8,244.00		4,062.00

It was proposed to accept Mortimers quotation for grass cutting, and J.Doe for hedge cutting.
 Proposed by Cllr.P.Fulcher, seconded by Cllr.S.Morgan, all in favour, resolution passed

16/25 Clerks Reports

Received and noted.

16/26 Items for the next agenda

- Village Sign
- Coe's Meadow Inspection Report
- Agenda items for the Annual Parish Assembly
- Grant Fund Policy

16/27 Date of next meeting

Monday 18th January 2016

Meeting closed at 9:21pm.

Signed.....

21st March 2016