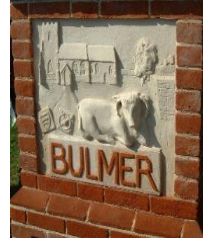




Bulmer Parish Council

Mrs Claire Waters (Parish Clerk)
25 Bayley Street, Castle Hedingham, Essex CO9 3DG
07845 056597 bulmerparishclerk@gmail.com



Minutes of a Meeting of Bulmer Parish Council held at 7.15pm on Monday 18th July 2022 at Bulmer Village Hall

Present: Cllrs Hall, Nichols, Ponty, Raymond, Street
In the Chair: Cllr Raymond
Clerk: Claire Waters
Also Present: None

1. APOLOGIES FOR ABSENCE

Cllr Crawshay apologised for absence.

1.1 Councillor Vacancy: No applications had been received for the vacant Councillor seat

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the annual meeting of 16th May 2022 were approved as a correct record and signed by the Chairman

Proposed: Cllr Nichols

Seconded: Cllr Street

Agreed unanimously

3. POLICY REVIEW

3.1 RESOLVED: The Standing Orders, Financial Regulations and Code of Conduct were reviewed and re-adopted for 2022-23

Proposed: Cllr Raymond

Seconded: Cllr Hall

Agreed unanimously

3.2 RESOLVED: the updated Strategic Risk Register Assessment was reviewed and adopted for 2022-23

Proposed: Cllr Raymond

Seconded: Cllr Nichols

Agreed unanimously

4. DECLARATIONS OF INTEREST

None

5. PROGRESS CHECK

Clerk's report and update on actions from last meeting

5.1 The signed wayleave for County Broadband to access UKPN poles at Plough Green was noted. In answer to residents' concerns reported to the Chairman in advance of the meeting, the clerk confirmed that the Parish Council had acted promptly in all matters and was not responsible for any delay to the work.

5.2 The signed lease for UKPN to install substation at Park Lane allotments, at an annual rent of £250 was noted. **Action:** Clerk to clarify if this needs to be invoiced for the first year or is already organised with the lease.

5.3 The signed wayleave for Gigaclear to access properties via Church Meadow footpath for a one-off payment of £225 was noted. This payment has been received.

6. HIGHWAYS & PUBLIC RIGHTS OF WAY

Update on Highways issues and any new problems to report

6.1 Bridleway 27 Bulmer and Restricted Byway 31 Bulmer: The new Public Rights of Way officer has confirmed that the correct signage will be supplied. For details of location see the Essex Highways PROW map here:

<https://www.essexhighways.org/prow-interactive-map>

6.2 Footpath Fingerposts and bridges: Locations of middle-of-field bridge repairs needed and missing/broken roadside fingerposts were identified to assist new PROW officer in scheduling summer and autumn PROW works by Essex Highways

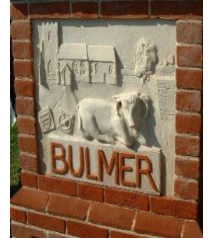
6.3 Community Speed Watch update: To agree a response to the offer from Community Speed Watch officer to assess suitability of other speed watch locations, not just the crossroads at Bulmer Street. The areas have been extended to include 40mph as well as 30mph limits, so would still not include Batt Hall or the A131.

Action: Cllr Nichols will include a request for interested speedwatch volunteers in the next What's Going On.



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7. REPORTS

- 7.1 Police/PCSO/Neighbourhood Watch.** Weekly police reports had been forwarded to Councillors
- 7.2 Essex CC report.** Cllr Schwier apologised for absence due to conflicting meetings, and requested the clerk include his report from his attendance at Castle Hedingham Parish Council meeting on July 11th:
Braintree e-scooter trials have been carried out over 12 months at the Ringwood Industrial Estate. As a result, an improved design of scooter has been chosen which is to be used in Braintree Town Centre
LED Lamps are being replaced in street lights by Essex Highways across the county, reducing cost
BDC Household Waste remains static at an average of 1060kg per household per year, so he is working with them to investigate ways of helping people to recycle more and encourage a circular economy
Ukraine refugee updates: these have been sent out regularly but will probably slow down now that processes and services are becoming established
Levelling Up: fibre broadband is being delivered to an additional 3,700 homes due to ECC intervention. £0.75million is being committed to Essex Tourism including vineyards and the Essex coastline
- 7.3 Braintree DC report** Cllr Scattergood apologised for absence due to conflicting meetings, and sent a written report:
Local Plan: the Planning Inspectors have found the Local Plan sound. At the Braintree District Council Meeting on July 25th it is expected that it will be adopted.
Verge Cutting: At the last Council Meeting I raised my concerns about the uncut verges. Whilst not cutting might be good for the environment it is not good for public safety. The reply I received was not helpful. Since that meeting we have had two verge fires in my ward, one I personally extinguished thus preventing a corn field fire. I complained again to the portfolio holder once again her reply was unhelpful. I will keep complaining as I have farmers and residents contacting me all with relevant concerns

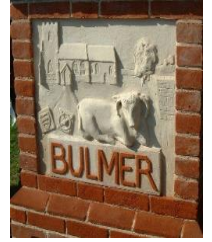
8. REPRESENTATIVES AND WORKING GROUPS REPORTS

- 8.1 Allotments report:** Mr Mike Crome, Allotments Officer sent a written report
Vacant plot: Two tenants have given notice to terminate their plots. One of which has taken an alternative plot. The other one when taking their tenancy covered the entire plot in around 6 to 8 inch's of wood chip, including some pine. I have stated to the tenant this wood chip will have to be removed as wood chip is a weed preventer not really suitable for growing crops. At present the tenant understands the situation in accordance with their agreement, but states they have a back issue and are not in a position to clear it at present. I would appreciate the councils view on how to proceed.
Currently there are no people on the waiting list for a plot. Advertising has been made to all tenants, Village Facebook and website. If a newsletter is being published soon I can prepare an item for publication.
Unkept plots: There are at least 3 plots that have not been worked for several months, some over a year. All have been written to and reminding them of their tenancy agreement that requires it to be used. Also reminding them should they wish to terminate their tenancy the plot needs to be in a reasonable state for the next tenant. The council might like to consider an amendment to the agreement for new tenants in charging a returnable deposit if the plot is in a reasonable state when terminating, if not the council could use it to have the plot cleared.
Perimeter Grass cutting: You will be aware the perimeter of the allotment site has until recently was being cut by a volunteer using his sit on mower, and has now decided not to do so any more. This area because of its size is not suitable to be done by a standard hand pushed powdered lawnmower. I therefore look to the council for a solution. I would think it could be cut on an ad-hoc basis as and when needed.
Agreement update: Should the council decide to increase the rent for any reason, may I respectfully remind the council of the following clause in the tenants' agreement.
3.2 Twelve months' notice of any rent increase will be given by the BPC to the tenant included in the renewal notice of the preceding year, to take effect the following year.



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9. PLANNING

Applications received:

22/01886/AGR Application for prior notification of agricultural or forestry development - Steel framed agricultural building used for the storage of grain store and machinery store
Auberries , Church Road, *No objections*

22/01828/HH Dropped kerb and paved driveway.
9 Batt Hall , Kitchen Hill *No objections*

22/01807/VAR Variation of Condition 2 (Approved Plans) of permission 18/01666/FUL granted 14/11/2018 for:
Erection of one two storey dwelling and associated works. Variation would allow:-Alterations to fenestration and external finishes.
May Hill House, Park Lane *No objections*

22/01612/HH Front porch, pitched roof to existing two storey rear element and balcony
Church Cottage Church Road CO10 7EL *Decision ratified: No objections*

Applications determined:

22/00200/OUT Outline planning application with all matters reserved for the construction of 5 No. dwellings
Tye Corner Farm Hedingham Road CO10 7EE *Application REFUSED*

22/00138/HH Erection of detached gym with changing room, shower and W/C and double garage
Five Acres Cottage Hedingham Road CO10 7EF *Application PERMITTED*

22/01364/FUL Installation of 2no. bio-digesters |
4 & 5 Smeetham Hall Lane CO10 7EU *Application PERMITTED*

10. FINANCE

10.1 The monthly payments were approved for authorisation by two Councillors. This includes an order for a single goal & net for Coes Meadow, which is to be financed by the Parish Council and claimed back from S106 funds. Monthly bank reconciliations were checked and signed by Cllr Street. See *Financial report Appendix 1*

Proposed: Cllr Nichols **Seconded:** Cllr Raymond Agreed unanimously

10.2 Receipt and recommendations from the Internal Audit report 2021-22 were noted and actions agreed.

Action: Recommendation to adopt a Reserves Policy will be an agenda item for the September meeting.

Action: Clerk to write to owners of land adjacent to Coes Meadow to determine if they still wish to sell the land to the Parish Council so that decisions can be made on allocating funds in ringfenced reserves.

Other audit recommendations were addressed at item 3: Policy Review, or will be dealt with at future meetings.

10.3 RESOLVED: A transfer from reserves to cover capital spending of £1,933.72 on purchase and installation of the Platinum Jubilee bench at the Village Hall and beacon at Church Meadow was approved

Proposed: Cllr Raymond **Seconded:** Cllr Nichols Agreed unanimously

Action: Due to difficulties accessing the Barclays account, Cllrs Raymond and Nichols will visit the branch

RESOLVED: To transfer Barclays deposit account savings to a Unity Trust bank savings account

Proposed: Cllr Raymond **Seconded:** Cllr Nichols Agreed unanimously

Action: The clerk will contact Unity Trust bank to clarify the procedure for opening a deposit account

10.4 Discussion of S106 funding - it was noted that due to changes in planning policy, S106 fund income only applies to developments of 10 houses or more, so unlikely to be any more received on behalf of Bulmer

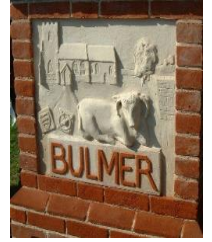
RESOLVED: It was approved for Bulmer Parish Council to purchase new recycled plastic picnic benches and waste bins for Coes Meadow, at a cost up to the limit of the remaining S106 funds available.

Proposed: Cllr Nichols **Seconded:** Cllr Raymond Agreed unanimously



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11. PARISH GRASS CUTTING

11.1 Church Meadow and Plough Green 3 quotes received for cutting once in autumn with paths cut in spring to create wildflower areas were considered, together with one quote for seeding the areas with seed supplied by the Parish Council.

RESOLVED: To request revised quotes for Church Meadow only and continue cutting Plough Green as now.

Proposed: Cllr Nichols

Seconded: Cllr Ponty

Agreed unanimously

Action: Cllr Raymond and the clerk will obtain prices for wildflower seed from suppliers and through BDC

11.2 Allotments To decide on action regarding cutting of communal areas. Considered alongside item 12

RESOLVED: To ask JPB Landscapes to cut the communal area of allotment grass 4 times a year, at a quote of £35.00 per cut and to be done when they are in the village cutting other areas. One cut to be scheduled this year, and all cuts of allotment grass to coincide with one of their scheduled visits to Bulmer. The contractor to be given a key to gain access to the allotments

Proposed: Cllr Nichols

Seconded: Cllr Ponty

Agreed unanimously

Action: Clerk to ask allotments officer for a key to be cut for contractor access.

11.3 To consider any other grass cutting issues which need addressing

Action: Clerk to report to Essex Highways PROW cutting issues discussed at item 6, and enquire about grant availability if the parish wishes to cut some areas.

12. ALLOTMENT RENT REVIEW

To review allotment rents, which have remained static since 2018 at 22p per m².

RESOLVED: To increase the allotment rent to 24p per m² from September 2023, giving tenants the required 12 months' notice as stated in the tenancy agreements. This represents an increase of 9%.

Proposed: Cllr Nichols

Seconded: Cllr Raymond

Agreed unanimously

RESOLVED: To introduce to all new tenancy agreements a refundable deposit of £50.00, to be returned when a tenant vacates an allotment and leaves it in usable condition for the next tenant.

Proposed: Cllr Raymond

Seconded: Cllr Ponty

Agreed unanimously

13. FREEDOM OF THE VILLAGE

The procedure and criteria for awarding "Freedom of the Village of Bulmer" to residents were considered

Action: Cllr Street will look through the archive files at Bulmer Village Hall to confirm the process.

14. CORRESPONDENCE TO NOTE

- **St Andrews Primary School:** The clerk had responded to a consultation on forming a Federation between St Andrews & St Giles with Wethersfield C of E primary school, which ran until June 20th 2022
- **Local Linked Support Roadshow was at Coes Meadow on Friday 22nd July, 13:00 – 15:00pm**
The Local Linked Support team offers short term support for up to four months to adults with a learning disability and/or autism and their carers who are not in receipt of commissioned care and support through Adult Social Care. A formal diagnosis is not required.
The can be contact at: 03330 130593 or llsbraintree@essex.gov.uk

15. AGENDA ITEMS FOR NEXT MEETING

- To adopt a Reserves policy and allocate ringfenced reserves, to be reviewed annually with the budget
- To decide if any actions are needed regarding the land adjacent to Coes Meadow

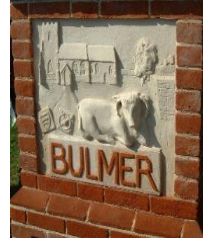
16. MEETING DATES 2022-23

Monday 19 th September 2022	Ordinary Parish Council	7.15pm Bulmer Village Hall
Monday 21 st November 2022	Ordinary Parish Council	7.15pm Bulmer Village Hall
Monday 16 th January 2023	Ordinary Parish Council	7.15pm Bulmer Village Hall
Monday 20 th March 2023	Ordinary Parish Council	7.15pm Bulmer Village Hall
Monday 15 th May 2023	Annual Parish Council	7.15pm Bulmer Village Hall



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Councillors: Cllr Antonia Crawshay Cllr Mike Hall Cllr Laurence Nichols
Cllr Cathey Ponty Cllr Rose Raymond Cllr Christine Street
VACANT POSITION

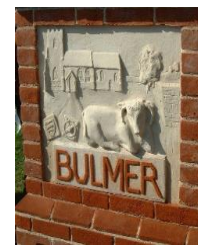
Copy to: **County Councillor:** Cllr Peter Schwier
District Councillor: Cllr Wendy Scattergood

Signed.....
Cllr Rosemary Raymond



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Minutes July 2022: Financial Report Appendix 1

Bulmer Parish Council account

Jul-22		Payments in Month	Details	Amount
01-Jul	B/P	JPB Landscapes	Grass Cutting May	£511.20
01-Jul	B/P	Ray Alston	Install bench & beacon	£1,003.20
01-Jul	B/P	R Raymond	Petrol Little Dean	£10.58
01-Jul	B/P	HMRC	475SA894912302	£86.20
05-Jul	B/P	HMRC	475SA894912303	£86.20
08-Jul	B/P	E C Waters	Clerk pay June	£372.75
18-Jul	B/P	DM Payroll Services	Payroll 2022-23	£120.00
18-Jul	B/P	JPB Landscapes	Grass Cutting June	£544.80
18-Jul	B/P	M3C Sports Supplies	Goal & Net Coes Meadow	£534.00

TOTAL in month **£3,268.93**

Jun-22		Payments in Month	Details	Amount
01-Jun	B/P	C Ponty	Platinum Jubilee prizes	£85.88
01-Jun	B/P	Bulmer Village Hall	Jubilee lunch musicians	£130.00
27-Jun	DD	Wave	Water Allotments	£16.91
30-Jun	B/P	Unity Trust	Service Charge	£18.00

TOTAL in month **£250.79**

Jun-22		Receipts in Month	Details	Amount
06-Jun		Barclays	Premium A/C Interest	£2.80
01-Jun		CCLA	PDSF Interest re-invested	£22.22

TOTAL in month **£25.02**

Jul-22		Receipts in Month	Details	Amount
		Barclays	Premium A/C Interest	
		CCLA	PDSF Interest re-invested	
01-Jul		Gigaclear	Wayleave Church Meadow one-off	£225.00

TOTAL in month **£225.00**

Accounts balances at 18th July 2022

Bulmer Parish Council

BPC Unity Trust Current account	£7,849.22	
Barclays Deposit account	£37,149.41	29-Jun
CCLA Public Sector Deposit Fund	£30,776.41	30-Jun
	£75,775.04	

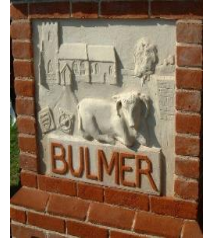
Coes Meadow

LCRT Unity Trust Current account	£3,138.37
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Minutes July 2022: Financial Report Appendix 1

Lawrence Coe Recreational Trust Account

Jun-22		Payments in Month	Details	Amount
24-Jun	DD	Wave	Water Coes Meadow	£15.96
30-Jun		Unity Trust	Service Charge	£18.00
TOTAL in month				£33.96
Jul-22		Payments in Month	Details	Amount
01-Jul	B/P	Graham Nicholl	Tree Surgery	£415.00
TOTAL in month				£415.00
Jun/Jul-22		Receipts in Month	Details	Amount
		None		
TOTAL in month				£0.00