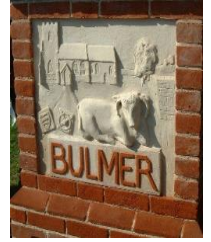




Bulmer Parish Council

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



Minutes of the Annual Meeting of Bulmer Parish Council held at 7.15pm on Monday 22nd May 2023 at Bulmer Village Hall

Present: Cllrs Crawshay, Harvey, Nichols, Morris, Raymond.
In the Chair: Cllr Raymond
Clerk: In the absence of the clerk due to illness, Cllr Nichols took a written record of the meeting
Also Present: 1 parishioner

1. ELECTION OF CHAIRMAN

Cllr Raymond was elected as Chairman and signed the Declaration of Acceptance of Office

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

1.1 ELECTION OF VICE-CHAIRMAN

Cllr Nichols was elected as Vice-Chairman and signed the Declaration of Acceptance of Office

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

2. APOLOGIES FOR ABSENCE

None.

2.1 Councillor Vacancies: Two Councillor seats are currently vacant. *Agenda item for July meeting*

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of 20th March 2023 were approved as a correct record and signed by the Chairman

Proposed: Cllr Harvey **Seconded:** Cllr Crawshay **Agreed unanimously**

4. DECLARATIONS OF INTEREST - None

4.1 Councillors completed Register of Interests forms had been received and submitted to BDC

5. REVIEW OF POLICIES, PROCEDURES, REPRESENTATIVES AND WORKING GROUPS

5.1 The Standing Orders were reviewed and re-adopted

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

5.2 The Financial Regulations were reviewed and re-adopted

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

5.3 The Code of Conduct for Councillors was reviewed and re-adopted

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

5.4 Eligibility for the General Power of Competence was confirmed for the council term beginning May 2023

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

5.5 Membership of committees, representatives and working groups was agreed:

- *Footpaths and Public Rights of way: Cllr Raymond*
- *Village Hall representative: Cllr Harvey*
- *Personnel Committee: Cllrs Crawshay, Harvey, Nichols, Morris*
- *Coes Meadow Committee: Cllrs Nichols, Harvey, Crawshay and Ms Emma Banks*
- *Allotments Officer: Mr Mike Crome*

5.6 The Calendar of meetings for 2023-2024 was noted and confirmed

5.7 Cllr Raymond raised an issue regarding the clerk's contract – *to be dealt with by Personnel Committee*

6. PUBLIC FORUM

A resident raised again the need to cut back by footpaths along the A131. In the absence of Cllr Peter Schwier from ECC this will be raised as a query by email.

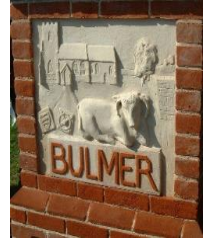
7. PROGRESS CHECK

Village maintenance issues and update on actions from last meeting



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8. HIGHWAYS & PUBLIC RIGHTS OF WAY

Update on Highways issues and any new problems to report

Action: Clerk to contact Braintree about Bus Stop on A131 overgrown and cutting back very high verge at junction of Church Road and A131, also undergrowth up to Upper House and Hill Farm. Also missing sign at junction of Finch hill & Sudbury Road

Clerk's note for residents' information: Braintree District Council cuts the roadside verges but since 2021 is cutting in autumn only. To request a spring or summer safety cut on narrow lanes or at junctions with poor visibility, any resident can report the location on-line at www.braintree.gov.uk/contact or by calling the BDC Customer Services Team on 01376 552525. Residents can report other Highways issues such as overhanging trees or highway signage that is obscured or requires cleaning/maintenance direct to Essex Highways at www.essexhighways.org/tell-us or use the Emergency Highways phone number 0345 603 7631 if public safety is at risk. This information is also available on the Bulmer website <https://e-voice.org.uk/bulmerpc/>

9. REPORTS

9.1 Police/PCSO/Neighbourhood Watch.- None

9.2 Essex CC report – Cllr Schwier apologised for absence and referred Councillors to his email reports

9.3 Braintree DC report – None

10. REPRESENTATIVES AND WORKING GROUPS REPORTS

10.1 Allotments report: Mr Mike Crome, Allotments Officer sent a written report

The perimeter grass is now becoming very long, more than ankle deep, almost knee depth in places. I make a second request for when this will be cut, please. *Clerk confirms grass cutting week beginning 22nd May*
New Standpipe – three quotes are being sought, see item 14. One plot has become vacant, but pleased to say it has been quickly re-let. There is still no sign of activity on plot 5B, which the tenant pays rent on but is not working. Neighbouring plot holders are now complaining about weeds. Request any update on news of UKPN substation work starting? *Clerk confirms no news yet*

An annual inspection is due if the council feels it is necessary.

11. PLANNING

Planning policy

Finchingfield & Wethersfield Neighbourhood Plan - Consultation on Area Designation Application

The consultation period starts on Thursday 11th May and will close at 4:00pm on Friday 30th June 2023

No comment

Applications received:

23/01091/TPOCON To carry out works to trees in a Conservation Area: 1No. Hawthorn tree – Fell

Belchamp Brook House Bulmer Street CO10 7EW

No objections

23/01090/TPOCON Notice of intent to carry out works to trees in a Conservation Area: 6No. Limes - Reduce by 4.572 meters to remove dead top sections and make uniform

St Andrews Church Church Road CO10 7EL

No objections

Applications received: Decision ratified

23/00690/LBC & 23/00689/HH Single storey rear extension

Laurel Cottage Bulmer Street CO10 7EP

No objections

Applications determined:

23/00078/TPOCON Notice of intent to carry out works to trees in a Conservation Area: 1 Holly (T1) - Complete removal. Apple tree (T2) - Complete removal. Both trees diseased and dying

Mulberry Tree Cottage Bulmer Street CO10 7EP

Application PERMITTED



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23/00761/AGR Application for prior notification of agricultural or forestry development - Erection of steel framed building. Land Opposite Hilltop Farm Upper Houses **PLANNING PERMISSION REQUIRED**

23/00444/FUL Proposed ground mounted solar PV system
Smeetham Hall Smeetham Hall Lane CO10 7EU **Application WITHDRAWN**

23/00373/FUL Erection of 2 No. replacement dwellings & associated outbuildings. Improvements to existing vehicular access
4 & 5 Smeetham Hall Lane CO10 7EU **Application PERMITTED**

12. FINANCE

12.1 The monthly payments were approved for authorisation by two Councillors - *Financial report Appendix 1*

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

12.2 The asset register was confirmed and signed by the Chairman and annual insurance renewal approved

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

12.3 Bulmer Parish Council was declared exempt from external audit and the Certificate of Exemption was signed by the Chairman

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

12.4 The Annual Governance Statement was approved, signed by the Chairman and clerk

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

12.5 The Annual Accounts and Accounting Statements were approved, signed by the Chairman and clerk

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

13. DEFIBRILLATORS FOR BULMER

RESOLVED: 4 Defibrillators will be purchased, to be sited at 1. Kitchen Hill, 2. Limes Avenue, 3. Bulmer Tye and 4. Church Road by St Andrews Primary.

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

Cllr Morris raised the possibility of a donation from Auberries Estate towards the installation and/or running cost of defibrillators. She will contact the clerk to discuss options and the correct way to proceed with this.

14. ALLOTMENTS WATER SUPPLY

Decision on installation of additional standpipe at the allotments deferred as only one written quote had been received so far.

15. AGENDA ITEMS FOR NEXT MEETING None raised

16. MEETING DATES 2023

Monday 17th July 2023	Ordinary Parish Council	Bulmer Village Hall
Monday 18th September 2023	Ordinary Parish Council	Bulmer Village Hall
Monday 20th November 2023	Ordinary Parish Council	Bulmer Village Hall

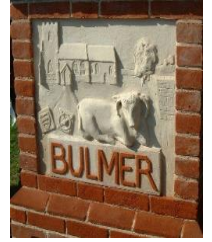
Signed.....

Cllr Rosemary Raymond



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Minutes May 2023: Financial Report Appendix 1

PAYMENTS FOR AUTHORISATION MAY 2023

Bulmer Parish Council Account

May-23	Payments in Month	Details	Amount
06-May	HMRC	475SA894912401	£94.00
TRANSFER	Coes Meadow account	Bulmer PC grant 2023-24	£1,500.00
22-May	Yasar Aslan	Refund Allotment key deposit	£10.00
22-May	JPB Landscapes	Grass Cutting April	£291.60
22-May	A J Gallagher	Insurance	£1,187.53
30-May	E C Waters	Clerk pay May	£404.34
TOTAL in month			£3,487.47

May-23	Receipts in Month	Details	Amount
	None		
TOTAL in month			£0.00

Jun-23	Payments in Month	Details	Amount
06 Jun	HMRC	Tax/NI May	£94.00
TOTAL in month			£94.00

Lawrence Coe Recreational Trust Account

May-23	Payments in Month	Details	Amount
	None		
TOTAL in month			£0.00

May-23	Receipts in Month	Details	Amount
	Bulmer PC	Annual Grant	£1,500.00
TOTAL in month			£1,500.00

Accounts balances at 22nd May 2023

Bulmer Parish Council

BPC Unity Trust Current account	£16,009.77
BPC Unity Trust Allotment Deposits	£280.55

BPC Capital Reserves

BPC Unity Trust Deposit account	£35,800.31
CCLA Public Sector Deposit Fund	£31,211.46
	<u>£67,011.77</u>

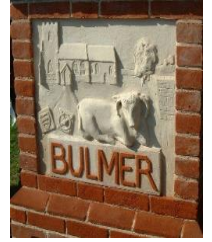
Coes Meadow

LCRT Unity Trust Current account	£2,072.43
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RECONCILED PAYMENTS AND RECEIPTS APRIL 2023

Bulmer Parish Council Current Account

Apr-23		Payments in Month	Details	Amount
05-Apr	B/P	HMRC	475SA894912312	£78.40
25-Apr	B/P	Bulmer Village Hall	Coronation grant	£100.00
25-Apr	B/P	EALC	EALC/NALC Affiliation fee	£227.61
25-Apr	B/P	D M Payroll services	Payroll 2023-2024	£120.00
28-Apr	B/P	E C Waters	Clerk pay April	£404.34
TOTAL in month				£930.35

Apr-23		Receipts in Month	Details	Amount
03-Apr		BDC	S106 Picnic Benches Coes Meadow	£2,073.00
03-Apr		Bone	Allotment deposit	£60.00
03-Apr		King	Allotment deposit	£60.00
05-Apr		S Thomson	Allotment rent (from Sept 22)	£49.40
05-Apr		Bone	Allotment deposit	£50.00
27-Apr		BDC	Precept 1st instalment	£5,557.00
TOTAL in month				£7,849.40

Lawrence Coe Recreational Trust Account

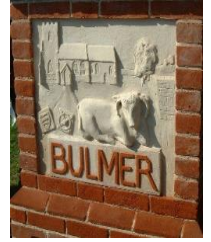
Apr-23		Payments in Month	Details	Amount
		None		
TOTAL in month				£0.00

Apr-23		Receipts in Month	Details	Amount
		None		
TOTAL in month				£0.00



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RECONCILED PAYMENTS AND RECEIPTS MARCH 2023

Bulmer Parish Council Current Account

Mar-23		Payments in Month	Details	Amount
28-Feb		E C Waters	Clerk pay February	£420.14
05-Mar	B/P	HMRC	475SA894912311	£78.20
24-Mar	DD	Wave	Water Allotments	£33.09
20-Mar		Earth Anchors Ltd	Picnic Benches Coes Meadow	£2,487.60
20-Mar		Liverton Ltd	Hedge Cutting Allotments	£396.00
20-Mar		Bulmer Village Hall	Meeting room hire 2022-23	£80.00
20-Mar		Castle Hedingham PC	Shared mobile phone 2022-23	£65.25
20-Mar		E C Waters	Office Expenses Jan-Mar	£10.80
31-Mar		E C Waters	Clerk pay March	£419.94
		Unity Trust	Service Charge	£18.00
TOTAL in month				£4,009.02

Mar-23		Receipts in Month	Details	Amount
		Atkins Dellow	UKPN Lease 2022	£139.69
TOTAL in month				£139.69

Lawrence Coe Recreational Trust Account

Mar-23		Payments in Month	Details	Amount
24-Mar		Wave	Water Coes Meadow	£14.24
31-Mar		Unity Trust	Service Charge	£18.00
TOTAL in month				£32.24

Mar-23		Receipts in Month	Details	Amount
		None		
TOTAL in month				£0.00