

# Bulmer Parish Council

## Minutes of the Bulmer Parish Council Meeting

Held on 16<sup>th</sup> November 2015 at the Village Hall, at 7.45pm

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 (Acting Parish Clerk), DCllr. Scattergood and 10 members of the public.

### 15/20 Welcome and Apologies for Absence

The Chairman welcomed all those present. One minute silence was observed for the people who lost their lives during the terrorist attack in Paris. Apologies received and accepted from CCllr. Finch.

### 15/21 Parish Council Policies

**Item 1** Standing Order.

**Item 2** Financial Regulations.

**Item 3** Code of Conduct and Nolan Principles

**Item 4** Recording and use of Social Media at Council

**Item 5** Freedom of Information Publication Scheme

### Meetings.

**Item 6** The Parish Calendar for 2016-17

All of the above Parish Council Policies were adopted.

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

### 15/22 Declarations of interest

None received.

### 15/23 Public Participation session

A member of the public raised an issue with post going to the wrong address (Cllr Scattergood offered to investigate) and trucks blocking his driveway, requested the Parish Council to consider some parking restrictions near his property.

Chairman replied we would investigate further.

A member of the public raised the following issues:

- Adoption of Transparency code. - Chairman replied that due to S106 money, the Parish Council was not in a position to adopt this at the present time. But would comply in the spirit of the code.
- Call for sites (Planning Development) - Chairman replied that this is still at a very early stage, and the consultation period is still at the first stage.
- Allotment rentals - Chairman replied that this item would be discussed further under item 15/31 Item 2 on the agenda.
- Speed limits on A131 - Chairman replied that this was not possible, as the new SID has no cover, and it is not permitted on sites with speed limits higher than 40mph.

An allotment holder expressed concern regarding dog fouling in the area, photos of which were provided, suggested fencing is required. Chairman replied that this would be discussed and thanks expressed for the photos.

### 15/24 District Councillor Wendy Scattergood addressed the members and public

DCllr.Scattergood expressed concern of filming and recording at Parish Council meetings. DCllr Scattergood asked the member of public if this was being shown live on social media or if the intent was to put it on at a later date. The member of the public confirmed that it was not on social media and does not intend to put it on.

Call for sites is still at the consultation stage, Bulmer should have received a letter and Cllr Scattergood will investigate why not received. Everyone was urged to respond, and make comments, anyone can take part at planning committee and local plan meetings.

### 15/25 Approval of the minutes of the meeting held on 21<sup>st</sup> September 2015

Approval of the minutes was proposed by Cllr. C.Ponty seconded by Cllr. S.Buchanan, six in favour, one abstained (Not present 21st Sept.), resolution passed.

Signed.....

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**15/26 RCCE Affordable Housing Enabler (Mr E.Rigby)**

Mr Rigby explained the process and left information. A survey better carried out after Christmas would be required to see if there is a need. The process would take just over a month, and cost around £200.00. The land would be just outside of the village envelope, once built would remain the possession of the housing association.

**15/27 Greenfields and Affordable Housing Representative (Mr A.Allocca)**

Mr Allocca confirmed that until the survey was carried out and results reviewed, no action would be taken.

**15/28 Coe's Meadow**

Report received and noted – a full equipment survey for rot would be required as suggested in the RoSPA report, at a cost of £501.00 Plus VAT. Although this would be required, an Award has been presented to Coe's Meadow. Proposed by Cllr.P.Fulcher, seconded by Cllr.R.Raymond, all in favour, resolution passed.

**15/29 Village Hall Report**

Report received and noted, to confirm that a fire proof cabinet had been installed in the Village Hall for use by the Parish Council.

**15/30 Allotments Report**

Report received and noted.

**15/31 Allotments**

**Item 1.** The Parish Council agreed to obtain advice from Essex Legal Service at a cost of approximately £400-£500 and also to subscribe to the Allotment Association at a cost of £55.00 plus VAT in order to obtain advice regarding fencing and excluding dogs from Turnpike Piece.

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

**Item 2.** The Parish Council agreed not to issue any further Allotment Tenancy Agreements until after Item 1 is concluded to the Councils satisfaction

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

**15/32 Transparency Code**

Due to S106 money, expenditure will be greater than £25,000 this financial year, so are unable to adopt the Transparency Code at the present time. However the Council would comply in the spirit of the code. Proposed by Cllr. R.Raymond, seconded by Cllr.C.Leigh, all in favour, resolution passed.

**15/33 Broadband**

This is an ongoing process with the Church and County Broadband, questions have been put to County Broadband and legal advice is currently being obtained.

**15/34 Planning matters**

Inglefield - Permitted, The Robins – Permitted

Ref: 15/00959 -14 St Andrews Rise Bulmer Essex CO10 7TH - Refused Decision

Ref: 15/00301 - 1 Vicars Orchard Bulmer Essex CO10 7TB – Permitted

Ref: 15/01187 - 1 Chapel Cottages Bulmer Street Bulmer Essex CO10 7EW - Permitted

Ref: 15/01168 - 1 Brickwall Cottages Bulmer Street Bulmer Essex CO10 7EW - Permitted

This now clears outstanding planning applications, at the present time.

**15/35 White Lines application**

Highways have completed resurfacing the A131 but have not extended the white lines.

To put forward this proposal to LHP and contact Cllr.D.Finch. No contribution can be agreed, still awaiting confirmation of costs.

**15/36 Financial Matters**

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

We are still awaiting current information from the Bank.

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

<u>Balance in hand at</u>		29.10.2015
Current Account	(as at 29.10.2015)	£6,469.85
Business Savings Account	(as at 29.10.2015)	£50,358.34
HSBC - Business money management	(as at 30.06.2015)	£30,134.98

Signed.....

18<sup>th</sup> January 2016

Balance in hand (£)			£86,963.17	(May: 93,204.17)
			beginning of 2015-16: 90,371	(Audit)
<b>Debtors</b>				
Allotment Rent			£67.59	
<b>Receipts since last meeting</b>			invoice no.	
Allotment rents & Grazing			£2,185.88	
BDC S106 Contribution			£2,250.00	
BDC Street Cleaning Grant			£732.42	
BDC S106 Coes Meadow C/P			£7,543.39	
<b>TOTAL (£)</b>			<b>£12,711.69</b>	
<b>Payments since last meeting</b>			chq. no	
None				
<b>TOTAL (£)</b>			<b>£0.00</b>	
<i>Payments to be signed at this meeting:</i>				
Horsemat Limited	Coe's Meadow (Car Park)	277	£8,818.06	inc VAT
Playsafety Ltd (RoSPA)	Coe's Meadow (Play equip inspection)	278	£170.40	inc VAT
Mortimers	Grass cutting for October	279	£366.00	inc VAT
Information Commissioner	Data Protection Subscription	280	£35.00	
PKF Littlejohn LLP	External Audit	281	£120.00	inc VAT
Broxap Limited	Salt Bin	282	£142.80	inc VAT
Chilton Office Supplies	Newsletter	283	£83.52	inc VAT
J.W. Dixey Builders	Noticeboard Maintenance	284	£526.80	inc VAT
Mrs D. Jacob	Clerk salary(Part Sep, Oct & expenses)	285	£658.23	
R&R Lawnmower Repairs	Trimmer & Lawnmower Repair	286	£206.53	inc VAT
Essex Pension Fund	Clerks Pension for November	287	£69.37	
Essex Pension Fund	Clerks Pension for December	288	£69.37	
<b>TOTAL</b>			<b>£11,266.08</b>	

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

ii) **Receipts and payments, as above.**

Signed.....  
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Allotment rents and grazing received, and Braintree District Council Street Cleaning grant and S106.

### **iii) Review Capital Unity Trust**

Decision not to go ahead and transfer any funds at the present time.

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

**Accounts for 2014/2015** –To confirm a clean external audit and confirm that the notice of conclusion of the audit and right to inspect the Annual return has been on the notice boards for the required 14 days. A copy of the Annual return is available on the website.

### **15/37 Precept for 2016/2017**

Motion to give power to the clerk to grant dispensation for councillors to consider and set precept . Proposed by Cllr.C.Ponty, seconded by Cllr.P. Fulcher, all in favour resolution passed.

Clerk granted a dispensation to all members of Parish Council.

### **15/38 Draft Precept for 2016/2017**

Various options considered 1% increase, 3% and 5%. Council members requested further calculation of 10%. Various headings discussed and amendments to be made.

This item to be on the next agenda for discussion and decision.

### **15/39 Open Spaces Action Plan**

To consider applying for Section106 funding, for Turnpike Allotments and Coe's Meadow improvements.

Proposed by Cllr.A. Buchanan, seconded by CllrP.Fulcher, all in favour, resolution passed.

### **15/40 Clerks Reports**

Received and noted.

### **15/41 Mobile Phone**

This item moved to item 15/44

### **15/42 Items for the next agenda**

- Complaints Procedure, Co-Option Policy, Dignity at work/Bullying and Harassment Policy, Public Participation, Equality & Diversity Policy.
- The Parish Council recording of meetings.
- Coes Meadow Management Committee
- Village Sign

### **15/43 To Exclude the Press and Public**

Motion to exclude the public from the meeting during consideration of Agenda Item 15/44.

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

### **15/44 Contract of Employment**

A contract of employment was offered to Mrs Diane Jacob, which was accepted.

"As required by legislation, notice is hereby given that Mr Diane Jacob will be admitted to membership of the Local Government Pension Scheme operated by Essex County Council, following the necessary 7 days public notice. This item was included in this Agenda under item number 15/44 of the meeting of the Parish Council held on 16th November 2015"

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

A mobile phone has been donated to the Parish Council, the Clerk to purchase a SIM card.

### **15/45 Date of next meeting**

Monday 18<sup>th</sup> January 2016

Meeting closed at 9:25.

Signed.....

18<sup>th</sup> January 2016