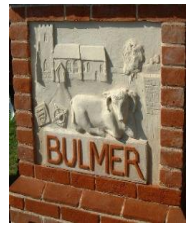




Bulmer Parish Council



Minutes of the Bulmer Parish Council Full Council meeting held on Monday 15th June 2020. The meeting opened at 4.14pm

Please note that during the Coronavirus (Covid-19) Pandemic, Bulmer Parish Council held the meeting online using the Zoom video conferencing facilities and that no physical face to face meetings will be taking place until further notice.

Present: Cllr R Raymond (Chairman), Cllr M Crome, Cllr C Street, Cllr A Crawshay and Cllr L Nicholls

Also Present – ECC Cllr David Finch and Miss Ann C Wood (Locum Clerk). There were no Members of the Public present

017/2020 Chairman's Welcome

The Chairman welcomed those present and asked if there were any other participants. The Clerk said there were no other people waiting to join the meeting. The Chairman announced that the meeting was being recorded for the purposes of taking minutes and that the recording will be deleted after the next meeting when the minutes have been agreed.

Those present were also be told that if the session times out, they should log in again with the same details.

018/2020 Apologies for Absence

No apologies had been received. It was noted that Cllr E Penn had given apologies in March 2020, due to a bereavement but that a recent e.mail from the Clerk, had not been replied to.

019/2020 Declarations of Interest

Cllr M Crome declared a non-pecuniary interest relating to the allotments part of item 026/2020, because he is the tenant of an allotment.

Cllr R Raymond declared a non-pecuniary interest in item 032/2020.

020/2020 To approve the Minutes of the last meeting of Bulmer Parish Council

It was proposed by Cllr M Crome and seconded by Cllr A Crawshay that the minutes of the full council meeting held on 18th May 2020 should be accepted, with the following amendment to item 012/2020, line one that "Cllr C Street has been running a service for local residents" be changed to "Cllr C Street has been taking part in a service for local residents". This was agreed unanimously.

021/2020 Public Participation Session

There were no members of the public present.

022/2020 Essex County Councillors report – Cllr D Finch

Cllr D Finch reported that most Essex County Council staff are still working from home. The Highways workers re-started at the beginning of May 2020 and he has reported the pot-hole in Kitchen Hill.

The schools re-opening is going well and thanks had been received from both teachers and parents.

The Track and Trace process is to be de-centralised, so local outbreaks can be reported to the government. Whether this will be the responsibility of PHE or ECC is to be decided.

The shielding operation which was started by the government sending out food parcels, is continuing under the Essex Welfare Service.

Traffic volumes on the roads are still low but are rising. The introduction of more space for walkers and cyclists is being made in Chelmsford, Colchester and Basildon.

There is a phased re-opening of the libraries, 7 of which have re-opened. These are the ones with registration services in them and all should be re-open by July 2020. The country parks are all re-open and waste and recycling centres as well.



Bulmer Parish Council



Claiming universal credit exempts more people from paying council tax and so there could be a problem of collection, when the various schemes end. However, Cllr Finch is optimistic for the future.

Cllr R Raymond asked about the resurfacing in Church Road and said that there is a problem with the manhole covers. Cllr Finch said that he would report this.

Cllr R Raymond also asked whether monies that had been claimed from the government schemes will be paid back, if it is found that they were fraudulently claimed. Cllr Finch said that investigations will be undertaken at an appropriate time.

Cllr D Finch left the meeting at 4.29pm

023/2020 District Councillors report – Cllr W Scattergood

Cllr Scattergood had not sent a report.

024/2020 Chairman's report and any update since last meeting

There were no matters to report.

025/2020 Clerks Report

There were no matters to report.

026/2020 Representative reports / Parish Upkeep

Village Green - Cllr R Raymond reported that the green was cut and tidy and that there was nothing else to report. It was agreed that a meeting of the working party should be deferred again, due to the ongoing pandemic situation.

Allotments - Cllr M Crome reported that all the allotments are now taken. The water pipe trench, which is being filled in by the contractor, is nearly finished. The gate, which was damaged, has now been repaired.

Website Update – Cllr M Crome reported that the website is up to date. A Privacy Statement and Accessibility Statement had been drafted and it was proposed by Cllr R Raymond and seconded by Cllr L Nicholls, that these should both be agreed. This was agreed unanimously. It was noted that these documents are a work in progress and updates will be given as work progresses.

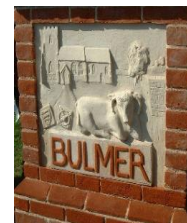
The meeting dropped out at 4.35pm and was restored at 4.37pm.

027/2020 Finance

- Income - noted
 - 1st April 2020 – CCLA Dividend - £15.47
 - 30th April 2020 – Allotment Key – J Orr - £10.00
 - 1st May 2020 – CCLA Dividend - £9.84
 - 20th May 2020 – Allotment Key – C Kelly - £10.00
- To ratify payments made between 19th May 2020 and 14th June 2020
 - Cheque 101533 - JPB Landscapes (Grass cutting) – £511.20
 - Cheque 101534 - EALC (Training course on 1/2/2020) - £65.00
 - Proposed by Cllr M Crome, seconded by Cllr R Raymond and agreed unanimously
- To agree payments to be made to
 - Cheque 101535 – Locum Clerk's Invoice for 16th March 2020 and April and May 2020
 - Cheque 101536 – EALC (VAT on training course)
 - Proposed by Cllr M Crome, seconded by Cllr R Raymond and agreed unanimously
- Bank balances as at 30th April 2020 and 31st May 2020
 - 31st May 2020 - Barclays Current A/C - £18447.07
 - 31st May 2020 – Barclays Savings A/C - £37125.92



Bulmer Parish Council



30th April 2020 – CCLA - £30659.52

31st May 2020 – CCLA - £30669.36

028/2020 **Annual Accounts**

It was proposed by Cllr M Crome and seconded by Cllr R Raymond that the Annual Accounts for the Financial Year 2019/2020 be accepted. This was agreed unanimously. The Locum Clerk was asked to check on the DD to the ICO, which does not seem to have been paid in the previous year.

029/2020 **AGAR**

- a) Councillors to agree and Chairman to sign the Annual Governance and Accountability Return 2019/20 Part 2 Statement
Proposed by Cllr M Crome and seconded by Cllr R Raymond and agreed unanimously.
- b) Councillors to agree and Chairman to sign the Certificate of Exemption – AGAR 2019/20 Part 2
Proposed by Cllr M Crome and seconded by Cllr R Raymond and agreed unanimously.
- c) Councillors to agree and sign Section 1 – Annual Governance Statement 2019/20
Proposed by Cllr M Crome and seconded by Cllr R Raymond and agreed unanimously.
- d) Councillors to agree and sign Section 2 – Accounting Statements 2019/20
Proposed by Cllr M Crome and seconded by Cllr R Raymond and agreed unanimously.

Due to the current situation, it was agreed that the Locum Clerk will post the statements to the Chairman for signing. Arrangements will then be made for the Internal Audit.

030/2020 **Internet Banking**

The Locum Clerk had circulated a short report, bringing together the information that had been obtained about internet banking. Thanks were given for this. It was proposed by Cllr M Crome and seconded by Cllr C Street that a current account should be opened with the Unity Trust Bank. This was agreed unanimously. The signatories will be Cllrs R Raymond, M Crome, A Crawshay and L Nicholls. The Locum Clerk will be able to raise payments and Cllr C Street will be able to view the account. It was proposed by M Crome and seconded by Cllr L Nicholls that £15000.00 should be transferred.

031/2020 **Coe's Meadow**

The Locum Clerk had circulated some information about the Lawrence Coe Recreational Trust. After discussion, it was agreed that Cllrs C Street, A Crawshay and L Nicholls would form a new management committee and will arrange a meeting to discuss how this will run. It was confirmed that the Parish Council usually gives a grant of £2000.00 a year for maintenance.

The meeting dropped out at 5.16pm and was restored at 5.19pm.

032/2020 **Grazing Drainage**

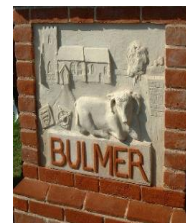
Three quotes had been received for works to the grazing drainage. After consideration, it was proposed by Cllr M Crome and seconded by Cllr A Crawshay that the quote of £1870.00 + VAT from R J Alston Construction should be accepted. This was agreed unanimously on the proviso that insurance certificates, method statements and guarantees are provided.

033/2020 **Hedge Cutting and Grass Cutting**

The contract for the grass cutting ends in October 2020. It was proposed by Cllr M Crome and seconded by Cllr C Street that the Council should go out to tender for the next three-year contract. This was agreed unanimously. The notice of tender will be published on the website and noticeboards.



Bulmer Parish Council



034/2020

Personnel Committee

It was proposed by Cllr R Raymond and seconded by Cllr L Nicholls that the Council's Personnel Committee should consist of Cllrs R Raymond, M Crome, C Street and A Crawshay. This was agreed unanimously. Cllr M Crome was asked to circulate the advert for the Clerk's position to the Council.

035/2020

Highways Issue

The Locum Clerk noted that the overhanging vegetation at the crossroads with the Street had been reported to ECC Highways and a reply had been received, stating that the problem had been noted but there were other issues that were a higher priority. Cllr R Raymond said that she would contact Cllr D Finch about this matter.

Cllr M Crome said that he had reported the pothole on Kitchen Hill.

036/2020

Items for Next Agendas:

CCLA Investment Report

Model Code of Conduct Consultation

Advert for a permanent Clerk

Co-option

Coe's Meadow Committee Report

Salt Scheme – no salt is currently required but the Council wants to continue to join the scheme

Proposed Dates of future meetings:

Parish Council Meeting 20th July 2020

Parish Council Meeting 21st September 2020

Parish Council Meeting 6th November 2020

These dates will be confirmed as soon as possible

There being no further business the Chairman closed the meeting at 5.43pm and thanked everyone for attending.

Signed..... 20th July 2020

Cllr Rosemary Raymond