

Bulmer Parish Council

Minutes of the Bulmer Parish Council Meeting

Held on 15th January 2018 in the Village Hall, at 7.45pm

Present: Cllr. S.Buchanan, Cllr. R.Raymond, Cllr.C.Leigh, Cllr.P.Benns, Cllr.C Bennett
Mrs D.Jacob (Parish Clerk)
8 members of the public.

18/010 Welcome and Apologies of Absence.

Cllr.S. Buchanan welcomed everyone. Apologies for absence received and accepted from Cllr.S.Morgan, DC Wendy Scattergood and CC David Finch.

18/011 Declaration of Interests.

Received from Cllr. C. Leigh relating to planning matters ref 18/00052/FUL if this application is discussed.

18/012 Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.

No comments from members of the public.

18/013 County Councillor David Finch & District Councillor Wendy Scattergood to address the members if present.

Not present.

18/014 To confirm the minutes of the Parish Council meeting held on 20th November 2017.

Approved, subject to amendments as a true and accurate record were signed by the Chairman.

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

Note amendment to item 17/168 Item 1 as follows: - To refund Bulmer Grazing £600.00, by deduction from invoices due in September for year 2018, 2019, 2020 and 2021 of £150.00 per year in line with the five-year contract.

Note amendment by Cllr Bennett

Councillor Raymond was appointed to office on the 13 May 2011. During her tenure has she ever brought to the council's attention that the licence was due for renewal or that no rental increase had been applied?

Note amendment to item 18/025 Mrs D. Jacob Salary for February should read £248.43, as advised by payroll provider.

18/015 Budget/Precept 2018-2019.

Item 1 - To set the budget for 2018/2019 the figure for the budget is £13,514.00 No allocation of money for an Election, this to be drawn down from reserves if required.

Item 2 – To set the precept for 2018/2019 the figure for the precept is £9,497.00 this is a 3% increase.

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

18/016 Annual Parish Assembly 2018

The Annual Parish Assembly for 2018 has been scheduled to take place on 30th April 2017 Start Time 7.30pm.

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

18/017 Auditors 2017/2018 Accounts.

Item 1. Heather Heelis at a cost of £128.00 was appointed the internal auditor for the financial year of 2017/2018.

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

Item 2. Bulmer Parish Council declared themselves "exempt authority".

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

Item 3. The Clerk/Responsible Financial Officer was instructed to complete the exemption form which will be in the pack sent in March from PFK Littlejohn.

Proposed by Cllr.C. Bennett, seconded by Cllr.P.Benns, all in favour, resolution passed.

Signed.....Chairman

19th March 2018

18/018 Payroll Service Provider.

It was agreed to appoint Simpsons Accountancy, at a cost of £96.00 per year, as the new payroll provider, as from 1st April 2018.

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

18/019 Allotments.

Item 1. To consider quotes for a second water pipe.

This item deferred until next meeting, to consider if S106 funding should be spent on this item

Item 2. Subject to receiving specifications of glass and size of greenhouse, it was agreed the use of toughened glass, agreement needs to be changed to reflect this.

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

18/020 Broadband.

Item 1. Feedback from Bulmer Tye residents, was not very encouraging, those that have expressed an interest were not prepared to pay any extra.

Item 2. To consider acting as the legal entity for any future contract with BT. Due to item 1, not now an option.

This item to be deferred until March.

18/021 Insurance 2018.

Update, discuss and agree the terms, assets and values to be insured for the year 2018/2019

Item 1. To consider and confirm acceptance of asset register (items owned by Bulmer Parish Council)

Item 2. To consider and confirm acceptance of asset register (for Insurance purposes)

It was noted that the renewal date for the insurance is 31st May 2018. This item deferred until March.

18/022**Freedom of the Village.**

Peter Fulcher to be granted the Freedom of the village for work carried out within the local community.

Cllr.R. Raymond asked if anything else could be granted – this to be considered at a later date.

Proposed by Cllr.S. Buchanan, seconded by Cllr.C.Leigh, 4 in favour, 1 abstained, resolution passed.

18/023 Noticeboards.

Cllr. P.Benns was elected from Bulmer Parish Council to take full responsibility for displaying notices on the three notice boards, including agendas, draft minutes, etc, and notices from BDC, ECC and local organisations to ensure that notices are displayed by the correct dates and to hold keys, which also includes the village hall key. Subject to agreement by the village hall management committee for Cllr.P. Benns to be the keyholder, this to commence as from 1st April 2018. If the Councillor fails to advertise the meeting properly, then the Clerk will not be held liable for a meeting being called without proper notice.

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

18/024 Coe's Meadow report.

The gates are to remain closed and the Laurel hedge to be trimmed back in the spring.

18/025 Financial Matters.

- 1) Financial Statement for December/January/February (Items to be approved for payment and signed as per payment schedule).

DESCRIPTION	CHEQUE NO.	TOTAL
Wave (Anglian Water Allotments Sep-Dec 2017)	DD	22.75
Wave (Anglian Water Coes Meadow Sep-Dec 2017)	DD	13.32
Mrs D. Jacob Salary for January	SO	305.85
Mrs D. Jacob Salary for February	SO	248.43
Essex Pension Fund (for January)	SO	75.28
Essex Pension Fund (for February)	SO	75.28
Wayman & Long (Solicitors Inv.No. 4032)	101425	309.00
Philip Liverton Ltd Inv.No. 41070	101427	360.00
Top Marques Direct (Inv.No. 7069 & 7199)	101428	133.92
Mrs D. Jacob (Expenses for December/January)	101429	146.32

All above payments approved.

Signed.....Chairman

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

2)Balance in Hand.

Community Account as at 15th January (Revenue)	10,724.06
Business Premium Account as at 15th November (Capital)	36,965.19
CCLA Public Sector Deposit Fund (Capital)	30,199.14
Total as at 15th January 2018	77,888.39

18/026 Plough Green.

Thanks, expressed to Cllr.R.Raymond for clearing away the brambles etc. New membrane and stones required around the base of the monument to prevent weeds etc. A member of the public volunteered to carry out this work. Proposed by Cllr.S.Buchanan, seconded by Cllr.C.Leigh, all in favour resolution passed.

18/027 Training at EALC (Essex Association of Local Councils).

Cllr.S. Buchanan to attend the following at a cost of £85.00 per day, mileage expenses to be paid by Cllr.S. Buchanan. Chairman's Day one on 23rd May, Chairman's Day two on 19th June, Chairman's Day three on 10th July. Proposed by Cllr.C.Leigh, seconded by Cllr.C.Bennett, all in favour resolution passed.

18/028 Planning Matters.

Ref: 17/02108/FUL

Erection of replacement porch and rear dormer window

No Objection - Proposed by Cllr.S. Buchanan, seconded by Cllr.C. Bennett, all in favour resolution passed.

Ref: 17/02306/FUL & 17/02307/LBC

Mulberry Tree Cottage Bulmer Street Bulmer Essex CO10 7EP

Erection of outbuilding

No Objection - Proposed by Cllr.P. Bennis, seconded by Cllr.C. Bennett, all in favour resolution passed.

17/60420 No Objection.

To consider any other applications received.

Ref. No: 18/00052/FUL

Land Adjacent to Flint Cottage Church Road Bulmer Essex

Erection of single storey detached dwelling with associate vehicular access and double-parking space

As this application is from a member of Bulmer Parish Council – it was decided not to send in comments.

Members of the Council and members of the public were reminded that this can be done by individuals.

18/029 Clerk's Report.

Received and noted.

18/030 To Excluded the press and public.

Public Bodies (Admission to Meetings) Act 1960 'That the public be excluded from the meeting during consideration of Agenda Item 18/031. on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business subject to the public bodies admission to meetings Act 1960 Section 1 Sub-section 2. Proposed by Cllr.S.Buchanan, seconded by Cllr.C.Bennett, all in favour resolution passed.

18/031 Personnel Committee.

Item 1 – Clerk's Contract of Employment

A copy of the contract of employment was made available for all Council members to view.

Item 2 – Annual Salary Scale Increment

The Clerk's pay scale was discussed. It was noted that the Parish Council had failed to carry out an appraisal at the due time, the pay scale should have been raised to 23 in 2017 and should now be increased to 24. However, the Clerk is aware of the financial situation of the Parish Council and has suggested that she would be happy to compromise and accept the scale being raised to 23. This will increase the hourly rate by £0.315 per hour on her 7 hours per week contract a total of £2.205 per week. To take affect from 1st April 2018.

Proposed Cllr.S.Buchanan, seconded Cllr.C. Bennett, in favour Cllr. C.Leigh, Cllr R.Raymond, Cllr.P.Bennis against, resolution passed.

Signed.....Chairman

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It was noted that the sum quoted of £57.33 for the shortfall of salary only covered the period from April 2017 to December 2017. The revised figure to the end of January 2018 is now £63.70 and this under payment is due to the Clerk with immediate effect. Subject to approval from the payroll provider.

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

Item 3 – Office Rent

It was discussed as to if this item should appear on the pay slip, as a sundry item, rather than under expenses, the Chairman confirmed that the amount would still remain, whichever way it was shown. It was decided by council members that this should remain to be shown on expenses, to be circulated to council members prior to meeting.

Item 4 – Tax and National Insurance Contributions.

It was agreed that any tax deductions from the clerk's salary would be passed onto HMRC by the deadline date as per advised by the payroll provider.

Item 5 – Essex County Council Pension Scheme.

It was noted, from the contact of employment that the Clerk is entitled to join the Essex County Council Pension scheme.

Item 5 – Training Development

It was agreed that should the Clerk require training, then the invoice would be split between all the Parish Councils that the clerk is employed by.

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

Item 6 – Transparency Funding

Bulmer Parish Council applied for 2 years of Transparency funding and currently have £386.64 of this funding left. It was suggested that this should be kept in the reserves and used for overtime required for the accounts year end and the AGM. Item deferred.

Item 7- Payroll Service Provider

See item 18/018

17/173 Date of Next Meeting

19th March 2018 at 7.45pm.

Meeting closed at 10.25pm.

Signed.....Chairman

19th March 2018