



Bulmer Parish Council



Bulmer Parish Council

Minutes for the Parish Council meeting
held at Bulmer Village Hall dated
25th March 2024 at 7.15pm





Bulmer Parish Council



Minutes of the Bulmer Parish Council meeting held at Bulmer Village Hall on Monday 25th March 2024 at 7.15pm.

Members of the press and public are welcome to attend.

Minutes

Present: Cllrs L Nichols, C Harvey, A Crawshay, R Morris

In the Chair: Cllr L Nichols

Also in attendance: Lynsey Ritchie-Fagg (Parish Clerk & RFO) and 4 Members of the Public (MOPs)

1. Apologies for absence: Cllr R Raymond, Cllrs D Holland & P Schwier
2. Disclosure of Pecuniary Interests: Item 8 Agenda: Cllr R Morris has recused herself from this part of the meeting.
3. Minutes of previous meeting: The minutes of the meeting dated 25th March 2024, having been previously circulated, were agreed by those present and signed by the Chairman as a true and accurate record and unanimously agreed by all.
4. Public Questions: 15 minutes time allowed for this item:
 - o Allotment Officer: It was agreed in July 2023 for a standpipe to be installed to supply water to the Allotments and due to waiting for UK Power Network to confirm dates, it has been advised that they now need to quote for the works due to the time that has elapsed since they provided the original quote. Parish Clerk to liaise with UK Power Networks to ascertain when the works are planned.
 - o Request from MOP asking if there would be the opportunity to have a defibrillator demo and for instructions to be shared within the village of how to use the equipment. Cllr R Morris has advised she will be happy to organise an event and for people to familiarise themselves with the equipment.
5. Report from District Councillor: 10 minutes time allowed for this item: No report received from the District Councillor.
6. Report from the County Councillor: 10 Minutes time allowed for this item: No report received from the County Councillors.
7. a) Planning Applications: Members to review and agree comments for submission to Braintree District Council.

Application Number, Date Received & Applicant:	Address:	Request:	Council Decision: No Comments
24/00244/HH	Griggs Farm Bulmer Street Bulmer Essex CO10 7EW	Installation of 1.2m high metal estate fencing to the southwest boundary of Griggs Farmhouse.	Pending Decision
24/00217/DAC	Land Adjacent Butlers Wood And Waldegrave Wood West Of A131 Sudbury Road	Application for approval of details as reserved by conditions 10 (LEMP), 11 (Hard and Soft Landscaping) and 12 (Landscaping scheme) of approved application 23/01488/VAR	Pending Consideration
24/00327/LBC	Griggs Farm Bulmer Street, CO10 7EW	Demolition of garden room and canopy to side elevation, removal of modern cement render infill panels to timber frame. Alterations and repairs to fenestration. Application of lath and lime render, replacement of uPVC rainwater goods with cast iron and associated works.	Pending Consideration
24/00468/DAC	The Old Vicarage Sudbury Road, CO10 7TA	Application for approval of details reserved by condition 5 of approval 23/03001/LBC	Pending Consideration
24/00529/COUPA	The Piggeries Heddingham Road	Prior approval for the change of use of agricultural building to a dwelling house (Class C3), and for associated operational development - Change of use to 2 no. residential dwellings.	Pending Consideration



Bulmer Parish Council



b) Planning resolutions/determinations:

Application Number, Date Received & Applicant:	Address:	Request:	Council Decision: No Comments
24/00320/DAC	The Old Vicarage Sudbury Road, CO10 7TA	Application for approval of details as reserved by condition 3 and 4 of approved application 23/03001/LBC	Application GRANTED
24/00405/DAC	Clement Cottage Bulmer Street, CO10 7EW	Application for approval of details as reserved by condition 4 of approved application 23/02165/LBC	Application GRANTED

8. Upper Houses/ Aubreas Estate Road Conditions:
Anglian Water have caused the issues regarding the Mud on the Road at Upper Houses and Aubreas Estate. Cllr R Raymond is to liaise with Anglian Water to request a statement/report and share the feedback with the local community. The response is to be placed on the Bulmer Parish website and within the Parish Council Noticeboards.
9. Coes Meadow:
 - o Cllr L Nichols has advised there has been a general tidy up of Coes Meadow and the post that had been damaged allowing access to the field has been repaired and will stop people from being able to drive onto the site.
 - o The overgrown laurels were dealt with in 2023 and by doing the works as volunteers has saved money.
10. Road Signs & Horse Riders:
Cllr R Raymond to provide details.
Moved to May Agenda.
11. Contract to be signed for new Parish Clerk (Proper Officer) & RFO and position to be officially accepted: To be discussed via email as would like to be paid monthly instead of Bi Monthly & dated 25th of each month and a Standing Order can be set up for payments. Request for a Pension to be added within the Contract and to ask councillors if they agree to contribute to Pension Payments.
12. Asset Register: Annual inspection of all Assets within Bulmer owned by Bulmer Parish Council & Photos required of each item: Register to be updated by Parish Clerk to include the Defibrillators and locations. Within the asset register it states that a defib is located at Finch Hill when it should state Kitchen Hill. To also be added is the new Laptop for the Parish Clerk & the two external hard drives. Noticeboards to be updated with total value of £5,996.00 for each board and to remove the Wobble Dish that is showing on the register totalling £2,763.00
13. Risk Management Document to be updated and include finance and business continuity: Parish Clerk to share documents to full council for agreement to be decided via email prior to 31st March 2024. Agreed unanimously by full council.
14. Internal Controls Policy & Procedures: Parish Clerk to share documents to full council for agreement to be decided via email prior to 31st March 2024.
15. Email platform to .gov.uk or .org.uk: Parish Clerk to obtain quotes and advise Council via email: EALC have suggested to use Cloud Next as this has been successful and seamless for all whom have used and reasonably priced too.
16. Finance: Financial Regulations
 - a) General Reserves: should be set at 3-12 months of outgoings/expenses.
 - b) Savings: 3-12 Months agreed: Parish Clerk to advise total
 - c) Emergency Funds: £1,000
 - d) Elections Reserves: Suggested £4,000
 - e) Scheme of Delegation: What can be spent without requesting at Parish Council meeting? £250.00
Moved to May Meeting.
17. Biodiversity Act: Policy to be considered as will help with future planning applications.



Bulmer Parish Council



Moved to May Agenda.

- 18. Long term Budget Forecast: 1-5 Year Plan: Wishlist of Council Assets: What is the vision of the council and what do you want to achieve? Strategic Plan & Action Plan are required to show how Budgets are to be used. Parish Clerk has suggested a survey/questionnaire to be placed on website and QR code to be placed on the noticeboard.

Moved to May Agenda.

- 19. Play Area Inspection: Weekly play area inspections? Who is responsible for this? Parish Clerk to liaise with council to ascertain certification in place for those undertaking the Play area Inspections on a weekly/monthly basis.

Moved to May Agenda.

- 20. RoSPA membership: Parish Clerk to update Councillors regarding the RoSPA membership and to advise what is included within their package for Annual Audit of Play Equipment: Cllr L Nichols to provide documents to the Parish Clerk regarding RoSPA.

- 21. Annual Parish Meeting: Date suggested provisionally of 20th May at 6pm and to follow with Ordinary Parish Meeting to elect Chairman and Councillors and to complete Declaration of Pecuniary Interests. Parish Clerk to liaise with Village Hall Committee to ascertain if 20th May is available and for Parish Clerk to liaise with council to seek guidance of whom has been invited to the Annual Parish meeting previously.

- 22. Accounts: .

- a) Payments presented for approval and to be signed by two signatories at the Parish Council meeting dated 25th March 2024: Cllrs L Nichols & A Crawshay.
- b) Bank Reconciliation dated 31st January & 29th February 2024 be approved and signed by two signatories at the Parish Council meeting dated 25th March 2024: Cllrs L Nichols & C Harvey.

- 23. Reports from Amenities Representatives:

Cllr R Raymond	
Cllr L Nichols	
Cllr C Harvey	
Cllr R Morris	
Cllr A Crawshay	

Moved to May Agenda.

- 24. Clerk's Report:

- a) Allotment Paperwork: Plan, Insurance, National Allotment Association Log On, Tenancy Agreement, Allotment Policy including Health & Safety, Payment Dates and Details to be shared with the Parish Clerk as computerised documents: Parish Clerk to liaise with Mike Crome to provide guidance on what documents and details are stored in the Village Hall and to learn what the role of Allotment Officer entails.
- b) Purchase of Fireproof Box for historical paperwork and for laptop to be stored in – to comply with the Risk Assessment and Insurance: Agreed unanimously by full council.
- c) Expenses: Printing & Phone Costs: Agreed unanimously by full council. Phone contract to be considered for Parish Council business: Pay as you Go Phone to be discussed.
- d) External Hard Drive: Purchase two to be kept up to date and one to be held by the Parish Clerk and the other by Chairman. Business Continuity: All documents belonging to Parish Council will be backed up and loaded onto external hard drive. Agreed unanimously by full council.
- e) Policies & Procedures: Review Standing Order, Financial Regulations & Code of Conduct previously set: to be reviewed on an annual basis and copies sent to councillors via email for approval.
- f) Risk Assessment: Assessment to be undertaken for Working from Home: Parish Clerk to liaise with HSE Risk Assessment to ensure compliant.



Bulmer Parish Council



- g) Insurance Policies: Clerk to check all Insurances include all items suggested within Advance Councillor Training by EALC and list dates to be aware of renewals.
 - h) Chelmsford Records Office Historical Documents: Historical documents and archive documents scheduled for delivery to Chelmsford Record Office and mileage to be calculated and paid at May Meeting. Historical Documents within the Village Hall to be viewed at a later date and cleared if not necessary. Any important documents to be delivered to the Chelmsford Records Office. Parish Clerk to liaise with Village Hall to determine a date.
 - i) Interim Auditor: Ann Wood has done the Audit previously and the Parish Clerk has advised will send an email Ann Wood week commencing 25/03/2024 to enquire as to whether agree to Internal Audit for 2023/2024.
 - j) External Auditor: PFK Little John have sent us the request to submit all Audit information prior to 1st July 2024 as Bulmer Parish Council has been selected as part of the 5% immediate review. Parish Clerk has communicated with External Auditor to request time scales.
 - k) Publish Budget set for 2024/2025: Pie Chart to make easy for people to read and to be shared on website.
 - l) Meeting Dates 2024/2025: Parish Clerk to send a list of dates to Cllr R Raymond and if in agreement with dates to then advise Village Hall Committee.
 - m) Meet with Clare Waters to go through all 2023/2024 Finances and tie up loose ends due to Financial Year End. Unanimously agreed by full council.
25. Councillor's Reports: An opportunity for each Councillor to note any relevant communications with residents or raise any business that needs to be discussed at a future meeting.
- o Email Addresses & Personal Email Use: All email communications for the Parish Council MUST be completed via the appointed Councillor email addresses and not from personal email addresses. Should a Subject Access Request be received all email addresses can be accessed and this would include all of your personal data AND includes WhatsApp messages. Parish Clerk is liaising with other councils to research other platforms that are used for cloud storage and ease of use.
 - o Cllr R Morris has received numerous negative comments from MOPs and has advised she is never rude and people continue to shout and continue to be aggressive whilst at their place of work and at home. Cllr R Morris has advised it is very sad that people are negative as they are trying to work and it is not fair on their staff. This past winter has been the worst since 1987 and it is very upsetting to have abuse and is anxious for day to day living. Cllr R Morris has advised aggression is not acceptable. Cllr C Harvey has asked if any reports can be provided in order to communicate with the local community and Cllr R Morris has advised that unfortunately, due to being reliant on external contractors it is not often until the day before that they are informed of any works that will be happening.

Date of next meeting: Annual Parish Meeting to be held on 20th May 2024 at Bulmer Village Hall at 18.00pm and the Ordinary Parish Meeting to be held afterwards at 19.15pm

Closure: There being no further business to discuss the chairman closed the meeting at 20.30pm.

Lynsey Ritchie-Fagg: Parish Clerk & RFO

2nd April 2024