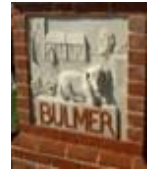




# Bulmer Parish Council



Agenda for the  
Annual Parish Meeting  
held at  
Bulmer Village Hall  
dated  
Monday 20<sup>th</sup> May 2024  
at 7.45pm





# Bulmer Parish Council

Members of the Council are hereby summoned to attend the Parish Council meeting being held at

Bulmer Village Hall on Monday 20<sup>th</sup> May 2024 at 7.45pm.

Members of the press and public are welcome to attend.

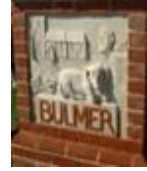
## AGENDA

1. Election of Chairman: Council to consider and elect a chairman for the Municipal year 2024/2025.
2. Receive the Chairman's Declaration of Acceptance of Office.
3. Election of Vice Chairman: Council to consider and elect a vice chairman for the Municipal year 2024/2025.
4. Receive the Vice Chairman's Declaration of Acceptance of Office.
5. Declaration of Acceptance to Office for the Municipal year 2024/2025 by full council.
6. Apologies for absence: Council members are required to forward their apologies to the Clerk ahead of the meeting.
7. Disclosure of pecuniary interests: Council members to identify any item on the agenda that they have a connection to as introduced through the Localism Act 2011, failure to do this could result in a fine and a ban.
8. Minutes of previous meeting: To approve the minutes of the meetings held dated 25<sup>th</sup> March 2024.
9. Public Questions - 15 minutes time allowed for this item: Members of the public in attendance may ask the Parish Council a question. Following this item members of the public are welcome to observe the rest of the meeting but are asked to remain silent. Any question that requires a Council decision must be added to a future agenda.
10. Report from District Councillor: – 10 minutes time allowed for this item:
11. Report from County Councillor: 10 minutes time allowed for this item:
12. a) Planning Validated:

Application Number, Date Received & Applicant:	Address:	Request:	Council Decision: No Comments
24/00988/VAR	Land Adjacent Butlers Wood And Waldergrave Wood West Of A131 Sudbury Road Twinstead Essex	Variation of Condition 2 (Approved Plans) of approved application 23/01488/VAR granted 22/09/2023 for: Variation of Condition 2 (Approved Plans) & Condition 3 (Surface Water Drainage) of approved application 22/01147/FUL granted 25.10.2022 for: A new 400/132 kilovolt (kV) Grid Supply Point (GSP) substation including two supergrid transformers, associated buildings, equipment and switchgear, a single circuit cable sealing end compound, a new permanent vehicular access to the public highway, associated landscaping	



# Bulmer Parish Council



		(including boundary fencing, an area for Biodiversity Net Gain, and landscape mounding) and drainage. Variation would allow for: Change in layout of substation.	
24/00685/FUL	Keys Barns Church Road Bulmer Essex CO10 7EH	Proposed change of use of 2no. piano teaching rooms to bedrooms; Staff W/C and kitchen to proposed shower-room and toilet; Proposed change of use of former nursery land to residential garden land.	
24/00859/TPOCON	Griggs Farm Bulmer Street Bulmer Essex CO10 7EW	Notice of intent to carry out works to trees in a Conservation Area: T1- Lime- Fell to ground level and remove stump due to significant decay and risk of failure. Replace with one lime tree or cherry tree. T2 -False acacia - Fell to ground level and remove stump due to significant decay in the main stem over the road. Replace with one field maple. T3 Laurel- Fell to ground level and remove as much stump as is safe to do so. Undermining Listed Wall. No replacement.	

b) Planning resolutions/determinations:

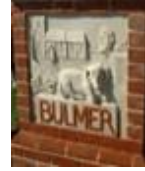
Application Number, Date Received & Applicant:	Address:	Request:	Decision/Approval Date:
24/00529/COUPA	The Piggeries Hedingham Road Bulmer Essex	Prior approval for the change of use of agricultural building to a dwellinghouse (Class C3), and for associated operational development - Change of use to 2 no. residential dwellings.	Decision Issue Date: 1 <sup>st</sup> May 2024
24/00327/LBC	Griggs Farm Bulmer Street Bulmer Essex 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.	Application Granted: 9 <sup>th</sup> April 2024

13. Approval of Documents: Council to review the documents and re-adopt documents from 2023/2024:

- a) Standing Orders
- b) Financial Regulations
- c) Asset Register
- d) Code of Conduct
- e) Biodiversity Policy
- f) Complaints Procedure
- g) Communications & Social Media Policy
- h) Community Engagement Policy
- i) Co-Option Policy



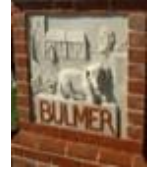
# Bulmer Parish Council



- j) Data Protection Policy
  - k) Dignity at Work Policy
  - l) Equality & Diversity Policy
  - m) Freedom of Information Publication Scheme
  - n) Grant Funding Policy: Grant Application Form, Grant Leaflet 1, Grant Leaflet 2
  - o) Health and Safety Guide to Allotments
  - p) LGPS Discretions Policy Statement
  - q) Privacy Statement
  - r) Public Participation Policy
  - s) Recording and use of Social Media at Council Meeting
  - t) Strategic Risk Register
  - u) Training & Development Policy
  - v) Virtual Meetings Protocol
  - w) Business Continuity Policy
  - x) Internal Controls Policy
14. Long term Budget Forecast/ Wishlist of Council Assets: 1 to 5 Year Plan: What is the vision of the council and what do you want to achieve? Strategic Plan & Action Plan required to show how Budgets are to be used.
15. UK Power Network: Parish Clerk to provide an update to the Council for the work due to be completed at the allotment.
16. Bulmer Sign in The Street: Overgrown Grass Maintenance – Who is responsible?
17. Road Sings & Horse Riders: Cllr R Raymond to provide details.
18. Finance: Financial Regulations
- a) General Reserves: should be set at 3-12 months of outgoings/expenses.
  - b) Savings: 3-12 Months
  - c) Emergency Funds: £1,000
  - d) Elections Reserves: Suggested £2,000
  - e) Scheme of Delegation: What can be spent without requesting at Parish Council meeting? £250.00
19. Domain & Emails: Parish Clerk to provide an update regarding Cloud Next and Eyelid Productions: re website Domain and email platforms for quote; recommended by numerous other Parishes as they deal with the transfer from previous website. Email and Website are to be transferred to .gov.uk within the next Financial Year as per PFK Little John; this is to satisfy the External Audit and to be compliant for the 2024-2025 financial year.
20. Speed Cameras: Council to considering the installation of Speed Cameras.
21. Allotments: Update from Cllr R Raymond regarding installation of hose pipe.
22. 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.
23. 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 Parish Clerk regarding RoSPA.



# Bulmer Parish Council



24. 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.
25. Training with the EALC: Copford with Easthorpe Parish Council and Thorrington Parish Council have funded the core training courses for the Parish Clerk. Would Bulmer consider paying for the Cilca qualification due to start in September 2024?
26. Code of Conduct Training: Parish Clerk to ascertain when the Council had Code of Conduct Training and Councillor training. If no training has happened in the past year, Parish Clerk is to liaise with Braintree District Council to arrange a training session. This is important as a Councillor.
27. Internal Audit: The Internal Audit documentation has not yet been started due to waiting to have access to the Bulmer Parish bank accounts. The audit will then be a priority to get started and completed promptly and liaise with Ann Wood to arrange a date for the audit to be completed.
28. Accounts: Payments for approval and signatures at meeting on 20<sup>th</sup> May 2024.
- a) Payments presented for approval and to be signed by two signatories at the Parish meeting dated 20<sup>th</sup> May 2024.
  - b) Bank Reconciliations dated 31<sup>st</sup> March and 30<sup>th</sup> April 2024 to be approved and signed by two signatories at the Parish Meeting dated 20<sup>th</sup> May 2024.

29. Clerk's Report:

30. Councillor's Reports:

Confidential Closed Council Session:

31. Contract to be signed for new Parish Clerk (Proper Officer) and RFO and position to be officially accepted.
32. Pension: Clerk to advise update following speaking to the EALC and Pension Regulator.
33. Ashes to be placed into the Spinney with a Spindle Tree on top.

Date of next meeting 15<sup>th</sup> July 2024 at 7.15pm at Bulmer Village Hall

Closure

Lynsey Ritchie-Fagg: Parish Clerk & RFO 15<sup>th</sup> May 2024