



Bulmer Parish Council



Bulmer Parish Council

Minutes for the Annual Parish Council
meeting held at Bulmer Village Hall
dated

20th May 2024 at 8pm





Bulmer Parish Council



Minutes of the Bulmer Parish Council meeting held at Bulmer Village Hall on Monday 20th May 2024 at 8pm.

Members of the press and public are welcome to attend.

Minutes

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

In the Chair: Cllr R Raymond

Also in attendance: Lynsey Ritchie-Fagg (Parish Clerk & RFO)

1. Election of Chairman:

Cllr C Harvey proposed Cllr R Raymond be elected as Chairman, seconded by Cllr L Nichols. All in favour.

2. Receive the Chairman's Declaration of Acceptance of Office:

The Declaration of Acceptance of Office was agreed in the presence of the Clerk.

3. Election of Vice Chairman:

Cllr C Harvey proposed Cllr L Nichols be elected as Vice Chairman, seconded by Cllr R Raymond. All in favour.

4. Receive the Vice Chairman's Declaration of Acceptance of Office:

The Declaration of Acceptance of Office was agreed in the presence of the Clerk.

5. Declaration of Acceptance to Office for the Municipal year 2024/2025 by full Council:

The Declaration of Acceptance of Office was agreed in the presence of the Clerk.

6. Apologies for absence:

There were none highlighted.

7. Disclosure of pecuniary interests:

There were none highlighted.

8. Minutes of previous meetings:

The minutes of the meetings held on 22nd May 2023 and 25th March 2024 and , having been previously circulated, were agreed by those present and signed by the Vice Chairman and Chairman as a true and accurate record.

9. Public Questions:

No public were in attendance.

10. Report from District Councillor: – 10 minutes time allowed for this item:

No District Councillor in attendance.

11. Report from County Councillor: 10 minutes time allowed for this item:

No Country Councillor in attendance.



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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 super-grid transformers, associated buildings, equipment and switchgear, a single circuit cable sealing end compound, a new permanent vehicular access to the public highway, associated landscaping (including boundary fencing, an area for Biodiversity Net Gain, and landscape mounding) and drainage. Variation would allow for: Change in layout of substation. | No Comment. |
| 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. | Land is to only be used as a Garden and no additional domestic homes allowed and no land sales. If work is undertaken contractors must not park on The Street or on the Blind Corner. |
| 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. | No Comment. |

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 st May 2024. No Comment. |
| 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 th April 2024. No Comment. |



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13. Approval of Documents:

Council has reviewed the documents and re-adopt documents from 2023/2024: Changes to be agreed on items: b, c and g, which will be reviewed and readopted in July 2024. The remaining documents are all readopted with no changes. Full Council in favour.

- a) Standing Orders
- b) Financial Regulations: *NALC has sent the new Financial Regulations. To be reviewed and readopted July 2024.*
- c) Asset Register: *Councillors to review asset register and liaise with Parish Clerk to ascertain updated list.*
- d) Code of Conduct: Training to be undertaken by full council following release of new LGA Code of Conduct and to adopt in July 2024.
- e) Biodiversity Policy
- f) Complaints Procedure
- g) Communications & Social Media Policy: *Parish Clerk to review and forward to full Council to adopt July 2024.*
- h) Community Engagement Policy
- i) Co-Option Policy
- 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: Cllr C Harvey has agreed to be the Internal Controls Representative.
- x) Internal Controls Policy: Cllr C Harvey has agreed to be the Internal Controls Representative.
Item moved to July Agenda.

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.

Cllr R Raymond has stated that the Council will keep the Precept as low as possible, Maintenance will be a priority and interaction for the Village and Council will be a priority, in order to build community links. Council would like more members of the community to join the Parish Council. Parish Clerk to email Councillors with details of accounts and to ascertain how funds have been earmarked.
Item moved to July Agenda.

15. UK Power Network:

Parish Clerk has contacted UK Power Network numerous time throughout the month and is unable to provide an update to the Council for the work due to be completed at the allotment. Cllr R Raymond has also tried to contact the company to no avail.
Item moved to July Agenda.

16. Bulmer Sign in The Street: Overgrown Grass Maintenance

Essex Highways (EHW) are responsible for the Grass Maintenance by the Bulmer sign in The Street. Cllr C Harvey has received complaints whereby, members of the public have stated the grass verge belongs to



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Coes Meadow. The Parish Clerk has emailed EHWs to report the sign being hidden and requesting an urgent cut. In the meantime, Cllr L Nichols has cut back the hedge and the sign is now clear.

17. Road Signs & Horse Riders:

Cllr R Raymond has requested for the Parish Clerk to liaise with a local graphics company to create a design for 3-4 signs to be created and quoted stating 'Give Horse Riders 2m and pass slowly.'

Item moved to July Agenda.

18. Finance: Financial Regulations

- a) General Reserves: £11,000
- b) Savings: £11,000
- c) Emergency Funds: £1,000
- d) Elections Reserves: £1,0000
- e) Scheme of Delegation: What can be spent without requesting at Parish Council meeting? £250.00

Item moved to July Agenda.

19. Domain & Emails:

Parish Clerk has received the quote for Cloud Next and Eyelid Productions: re website Domain and email platforms to be changed to a gov.uk account; the companies have been 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.

Item moved to July Agenda.

20. Speed Cameras: Council to considering the installation of Speed Cameras.

Parish Clerk to obtain quotes for the consideration of installing speed cameras within the Bulmer Parish.

Item moved to July Agenda.

21. Allotments:

Update from Cllr R Raymond stating has not had any responses from UK Power Network and therefore, cannot provide an update.

Item moved to July Agenda.

22. Play Area Inspection:

Cllr L Nichols to provide Parish Clerk details of the weekly play inspections and ascertain who is responsible for arranging the inspection of the play area, it is likely that it belongs to Coes Meadow. Cllr L Nichols to advise who has the certification to carry out the inspections.

Item moved to July Agenda.

23. RoSPA membership:

Parish Clerk has advised the Councillors what is included within the RoSPA membership and what is included within their package for Annual Audit of Play Equipment. Cllr L Nichols to provide Parish Clerk details of the play inspections and ascertain who is responsible for arranging the inspection of the play area, it is likely that it belongs to Coes Meadow.

Item moved to July Agenda.

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 in June.



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- 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.
Item moved to July Agenda.

25. Training with the EALC:

Copford with Easthorpe Parish Council and Thorrington Parish Council have funded the core training courses for the Parish Clerk. Bulmer Parish Council have unanimously agreed to paying for the Cilca qualification due to start in September 2024.

26. Code of Conduct Training:

Parish Clerk has forwarded details received from Braintree District Council regarding the Code of Conduct training and has asked each Councillor to complete the training and advise the Parish Clerk once completed. A training record is to be created.

27. Internal Audit:

The Internal Audit documentation has not yet been started due to waiting to have access to the Bulmer Parish bank accounts and HMRC Government Gateway. 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 20th May 2024.

- a) Payments presented for approval and to be signed by two signatories at the Parish meeting dated 20th May 2024.
- b) Bank Reconciliations dated 31st March and 30th April 2024 to be approved and signed by two signatories at the Parish Meeting dated 20th May 2024.

29. 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 Allotment Officer.
- b) Expenses: Printing & Phone Costs: Full Council agreed to cover costs within Expenses.
- c) Insurance Policies: I am waiting for Gallagher to call me regarding the asset register amount changing and the enquiry as to whether fidelity insurance is included as suggested within Advance Councillor Training by EALC.
- d) Interim Auditor: Ann Wood has done the Audit previously and has agreed to undertake the audit for Bulmer, I have emailed Ann Wood to advise we do not currently have access to the account (pending paperwork) and that I can get ahead with the audit prep. It has taken 20 hours to complete Copford and Thorrington's audits, this has been paid to me on top of my salary, can this be agreed for Bulmer? Email sent to Councillors for review.
- e) 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.
- f) Meet with Clare Waters to go through all 2023/2024 Finances and tie up loose ends due to Financial Year End. I have not yet instigated this as she has been very helpful on the phone. I will see what I need to do re meeting once I have started the audit process.
- g) Emails – Council has advised they have been receiving emails as I do not have any communications with several of the Council.

30. Councillor's Reports:

Cllr R Raymond has requested for the Parish Clerk to contact EHWs to report an urgent cut of the verges at Church Road and Upper Houses.



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Confidential Closed Council Session:

- 31.** Contract to be signed for new Parish Clerk (Proper Officer) and RFO and position to be officially accepted.
Item moved to July Agenda.
- 32.** Pension:
Clerk has advised the Council are responsible for providing a Pension, as the Parish Council is an employer following speaking to the EALC and Pension Regulator. Council to discuss via Zoom.
- 33.** Ashes to be placed into the Spinney with a Spindle Tree on top. Agreed by full Council. Parish Clerk to liaise with individual's request and advise the outcome.

Date of next meeting: 15th July 2024 at 7.15pm at Bulmer Village Hall

Closure

Lynsey Ritchie-Fagg: Parish Clerk & RFO
30th May 2024