



Bulmer Parish Council



Dear Councillor

Your attendance is required at the forthcoming meeting of Bulmer Parish Council to be held at the Village Hall on **MONDAY 23rd. SEPTEMBER 2024 at 7.15pm** for the purpose of transacting the business ONLY shown on the agenda

KB Money - Kevin B. Money – Locum Parish Clerk/RFO 17th. September 2024

FULL COUNCIL MEETING AGENDA

001/2024 **Apologies for absence:** Council members are required to forward their apologies to the clerk ahead of the meeting and to note decisions to accept apologies for absence.

002/2024 **To confirm the appointment of Mr. Kevin B. Money as Locum Parish Clerk / RFO to Bulmer Parish Council**

003/2024 **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 and to note the decisions of requests for dispensation relating to the agenda.

004/2024 **Minutes of previous meeting:** To approve the minutes of the meeting held 15th. July 2024.

005/2024 **Public Questions:** 15 minutes time allowed for this item: Members of the public in attendance may as the Parish Council a question. Following this item members of the public are welcome to observe the rest of the meeting and are asked to remain silent. Any question that requires a Council decision must be added to a future agenda.

006/2024 **Report from District Councillor:** 10 minutes time allowed for this item: An opportunity for the Parish Council to raise items of interest from the written reports supplied by the District Councillors.

007/2024 **Report from the County Councillor:** 10 Minutes time allowed for this item: An opportunity for the Parish Council to raise items of interest from the written reports supplied by the County Councillors ahead of the meeting for further discussion.

a) Can Bulmer PC get money from ECC/BDC to cut village verges

008/2024 **EALC Councillor Training:** Councillor with EALC Training.

009/2024 **Coe's meadow hedge cutting from cross roads to gate.** Cllr R Raymond

010/2024 **Coe's meadow – update on Committee meeting**

011/2024 **Street Cleansing Agreement:** Parish Clerk to provide an update.

012/2024 **Village Tidy - update**

013/2024 **Allotment Standpipe:** Cllr R Raymond to provide an update.

014/2024 **Allotment update from M. Crome**

015/2024 **Defibrillator Training:** Councillors to discuss.



Bulmer Parish Council



016/2024 Planning Application/s

24/01816/FUL - Christmas Cottage 4 Finch Hill Bulmer

Change of use of outbuilding from commercial to holiday let

Documents can be found at

<https://publicaccess.braintree.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SIMBCWBFKRL00>

017/2024 Finance

- a) To receive the Bank Reconciliations as at 31st. August 2024
- b) To receive the comparison of Actual against Budget for 2024/2025
- c) To approve the payment of Accounts for August and September 2024 and to agree a transfer of funds to meet the Parish Council financial arrangements
- d) Quotation on moving emails to .gov.uk
- e) Update on Unity Trust application

018/2024 Councillor's Reports:

019/2024 Date of next meeting: Monday 25th. November 2024 at 7.15pm in Bulmer village hall

020/2024 Exclusion of the Public and Press

Councillors to Resolve that by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

021/2024 Parish Clerk / RFO vacancy: Councillors to discuss the Clerk vacancy position and to receive any applications

022/2024 Closure of the meeting

To close the meeting having considered and determined all items of business



Bulmer Parish Council



Bulmer Parish Council

Minutes for the Parish Council meeting
held at Bulmer Village Hall dated
15th July 2024 at 7.15pm





Bulmer Parish Council



Minutes of the Bulmer Parish Council meeting held at Bulmer Village Hall on Monday 15th July 2024 at 7.15pm.

Members of the press and public are welcome to attend.

Minutes

Present: Cllrs R Raymond, A Crawshay, R Burke, D Burke, P Paxton

In the Chair: Cllr R Raymond

Also in attendance: Lynsey Ritchie-Fagg (Parish Clerk & RFO), Cllr D Holland.

1. **Apologies for absence:** Cllr P Schwier.
2. **Disclosure of Pecuniary Interests:** There were none highlighted.
3. **Minutes of previous meeting:** The minutes of the meeting dated 25th June 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. **Co Option of Councillors:** Full Council agreed the Co Option of Jon Morris & Sam Rowe. The Parish Council Welcome Councillor Jon Morris & Councillor Sam Rowe. Both new Co-Options were not present at the meeting and have been sent the documents required to be completed to be sent to the Monitoring Officer at Braintree District Council.
5. **Public Questions:**
 - Allotments perimeter has not been cut: Cllr R Raymond chasing.
 - Cllr R Raymon is chasing up responses and updates from National Grid.
 - Allotment Tenants have received a letter to remind them to maintain their plots, alternatively, their tenancy will be revoked.
 - Water Standpipe: Awaiting quote to be received due to the Standpipe leaking and being faulty. The metal casing is also rotting away – Cllr R Raymond has stated if the repair is not within budget, will have to wait.
 - Cllr D Burke advised the Allotment Rental costs should be raised and 5% has been suggested, details of which, are to go out with the invoices. Water rates are also to be considered. Proposed: Cllr D Burke, Seconded: Cllr R Burke.
 - If Allotment plots are handed back, the plot needs to be covered.
 - No response has been received regarding the What's On request for an Editor – Mike Crome has stated he will deal with the editing on a quarterly basis.
 - Stones near to Griggs Farm (The Street) are in the road and has not been swept away. Cllr R Raymond advised would liaise with a local company if EHW do not clear.
 - Trees to be cut back at Bulmer Tye House/Jenkins Farm House: Cllr R Raymond to liaise with the farm.
6. **Report from District Councillor:**
 - Cllr D Holland has advised footpaths and verges, road safety issues and visual concerns at junctions have been reported to both Braintree District Council and Essex Highways.
 - Road Signs – Landowners are responsible for hedges and should maintain a clear sighting for road signs. Suggested using the reporting tool to request emergency cuts.
 - There are not enough resources for all work to be completed. We live in a world of deliverable, and Cllr D Holland will continue to try to help.
 - HS2 cancellation means funds have been redirected to help with repair of potholes.
 - Braintree District Council are responsible for refuse and planning and Essex County Council are responsible for Highways: Cllr D Holland has gone out to the portfolio holder to express concerns.
 - Bus Services in Bulmer have been removed and Cllr D Holland had advised that is the price we pay for living in the Countryside – Do not expect change.



Bulmer Parish Council



- Local Nature Recovery Scheme is currently underway and has advised to embrace the future – we can shape change but no stop it.
 - Pedestrians and Cyclists are at danger using the country lanes and speed limits are concerning. Residents want to use the roads for their wellbeing and activities, it is a place for people to move. Cllr D Holland has suggested the Parish Council liaise with Braintree District Council and other local councils to make policies work, for all.
 - A131 is overgrown as advised by a MOP and Cllr D Holland has advised this has been reported.
7. **Report from the County Councillor:** There were none highlighted.
8. **Co- Option Councillor(s) Declaration of Acceptance to Office:** Declaration of Acceptance to Office for the Municipal year 2024/2025 by Cllr J Morris & Cllr S Rowe.
Item moved to September Agenda.
9. **Internal Audit:**
- a) The Parish Clerk/RFO had advised the Full Parish Council of the full report of the Internal Audit and advised all recommendations must be considered within the new financial year. The Internal Audit Report includes the following reports:
- The Parish Council did not undertake a risk assessment during the year under review 2022/2023, but this will be dealt with as soon as possible in the new financial year. The Risk assessment should include reference to Data Protection legislation
 - The Parish Council did not declare itself exempt as it is over the £25,000 threshold
 - The Parish Council has not published the Notice of Public Rights for the 2022/2023 on its website.
 - All the issues need to be addressed by the Council as soon as possible.
 - I found the record keeping to be of a very good standard.
 - I would like to record my appreciation to the Clerk of the Council, Lynsey Ritchie-Fagg for her invaluable assistance during the Internal Audit.
 - The current Clerk took on the role on 4th March 2024 and there is specific mention of the appointment as RFO in the contract. The Clerk is the only employee and a draft contract of employment has been seen. The contract was issued in February 2024 but at the time of the Internal Audit had not been signed by the Chairman of the Council. The contract is legally binding and the Council should have checked before issuing it, that it could honour the terms and conditions contained in it. This should be addressed by the Council as a matter of urgency.
 - The Council's general and earmarked reserves do not add up to the amount on the AGAR and are not clearly identified. The earmarked reserves should be clearly identified.
- b) Parish Clerk has advised the Audit documents have been sent to PFK Littlejohn following completion of the Internal Audit dated 27th June 2024.
10. **Public Rights:** 1st July to 9th August 2024 inclusive are the dates that can be used by members of the public to contact the RFO/Parish Clerk to discuss accounts and the audit.
11. **Approval of Documents:**
Council has reviewed the below updated documents:
Emergency Plan: Current Emergency Plan to be updated by Council and does not include the Parish Clerk/RFO due to location of residence being too far away. Parish Clerk has advised can be contacted and be at Bulmer Village Hall within 1 hour.
Code of Conduct: Code of Conduct has been signed by Cllr R Raymond.



Bulmer Parish Council



12. Finance: Financial Regulations

Council to confirm additional reserves: This is a requirement of the Internal Audit as there is over £20,000 not accounted for within the reserves. Parish Council want to have more control over maintenance budgets and therefore, want to consult with Braintree District Council.

Item moved to September Agenda.

13. Code of Conduct Training: Parish Clerk has again requested the Full Council to confirm by email they have read and understand the new Code of Conduct document and has advised there is training that has been provided by Braintree District Council.

Item moved to September Agenda.

14. EALC Councillor Training:

Parish Clerk has advised Cllr P Paxton has been signed up for the new Councillor Training planned for September. Proposed: Cllr D Burke, Seconded: Cllr R Burke.

Parish Clerk has advised how useful the EALC have been with their training and suggests all Councillors attend either new Councillor Training or refresher courses.

Item moved to September Agenda.

15. Tree on Boundary of 3 Park Lane:

Cllr R Raymond had advised that if the tree is not affected by a TPO and the resident follows all legalities, it is fine for the tree to be removed. Any impact after the removal of the tree and ground changes are not the responsibility of the Parish Council.

16. Street Cleaning Agreement:

Parish Clerk has advised that the documents have been sent to Braintree District Council for funds to be released.

17. Allotment Standpipe:

Cllr R Raymond had advised that she is chasing up communications with National Grid. Parish Clerk has forwarded all contact details to Cllr R Raymond.

Item moved to September Agenda.

18. Defibrillator Training:

Council to discuss.

Item moved to September Agenda.

19. Accounts: Payments for approval and signatures:

a) Payments presented for approval and to be signed by two signatories at the Parish meeting dated 15th July 2024. Proposed: Cllr P Paxton, Seconded: Cllr D Burke.

b) Bank Reconciliations dated May & June 2024 to be approved and signed by two signatories at the Parish Meeting dated 15th July 2024. Proposed: Cllr P Paxton, Seconded: Cllr D Burke.

20. Clerk's Report:

- I have felt unsupported by the Parish Council, particularly by the Chairman. The email communications I have received from the Chairman have been disrespectful and rude, showing a lack of respect towards my position as Parish Clerk.
- The six-month delay in obtaining a signed contract is unacceptable and constitutes a breach of the terms and conditions within the offered contract, as detailed in the Internal Auditor's full report.
- The delay in finalising the pension agreement and related paperwork is also unacceptable and a further breach of the offered contract. Failure to submit the documents resulted with the Parish Council being reported to The Pensions Regulator.



Bulmer Parish Council



- The Parish Clerk has reiterated the necessity of adhering to legislation, compliance, and regulations due to the nature of working for a Parish Council. All councils, including Bulmer Parish Council, must comply with legal requirements, irrespective of their size.
- The Parish Council need to ensure they attend Councillor training and understand and confirm they have read and accept the dialogue within the Code of Conduct.

21. Councillor's Reports:

- Cllr R Raymond has advised a Community What's App will be created for Bulmer Residents and has suggested a MOP to be the Admin. This will not have anything to do with the Parish Council.
- Full Council to communicate via social media, What's On, Website, Church Magazine re the What's App group.

Private & Confidential:

22. **Parish Clerk & RFO Contract:** Parish Clerk's contract was signed by Cllr R Raymond dated 6th July 2024. Parish Clerk was unable to sign the original document due to the Chairman not providing the original hard copy signed document.
23. **Essex Pension Scheme:** The Parish Clerk had completed the TCP1 form to be signed by the Chairman and was signed by Cllr R Ramond and passed as a resolution specifying 'the post of clerk' is to become pensionable. 7 days' notice of intention was required to pass such a resolution, usually by public display on the council notice board. The date the resolution ended dated 22nd July 2024 and this is the date that will be shown on the TCP1 form.
Parish Clerk has chased via email numerous times for the original copy of the document and a photograph of the signed TCP1 form, for the Pension to be activated. The Council are currently in breach of contract by not providing the LGPS from when the Parish Clerk started employment with the Parish Council dated 1st March 2024.
Item moved to September Agenda.
24. **Automated Standing Order Payments:** Parish Clerk has advised why it would be beneficial for the Parish Council to set up automated Standing Order Payments which, require minuted authorisation which, will allow agreement for one year without the Salary and usual regular payments being authorised at the monthly meetings to ensure payments are made on the correct date. Parish Clerk has advised that Salary and expenses have been paid late for June and this again occurred in July 2024.
Item moved to September Agenda.

Closure

Lynsey Ritchie-Fagg: Parish Clerk & RFO
7th August 2024



Bulmer Parish Council



Appendix 1:

Payment Schedule:

| Date | Payee | Amount | Payment Details |
|------------|------------------------------|------------------|--------------------|
| 15/07/2024 | Staff | £ 852.20 | (Salary July) |
| 15/07/2024 | Staff | £ 33.77 | (Mileage July) |
| 15/07/2024 | Staff | £ 478.50 | (Pension Payment) |
| 15/07/2024 | Staff: Amazon | £ 130.46 | Expenses July) |
| 15/07/2024 | JPB Landscapes Ltd | £ 473.90 | Invoice 1590 |
| 15/07/2024 | Letchwood Audit | £ 125.00 | Internal Audit Fee |
| 15/07/2024 | E Bones | £50.00 | Allotment Refund |
| | Total Online Payments | £2,143.83 | |

Banking Reconciliation:

| Date | Payee | Description | Amount Paid | Account Balance |
|--------------------|------------------------------------|-------------------|-------------|-----------------|
| 04/06/2024 | CCLA Investment Management Limited | PS3078566, Bulmer | £138.15 | £27,940.21 |
| 30/06/2024 | Credit Interest | | £189.27 | £27,750.94 |
| | | | £138.15 | |
| Account | | | | |
| BPC Unity Trust | | | | |
| Allotment Account | | | | |
| Date | Payee | Description | Amount Paid | Account Balance |
| 30-Jun-24 | Credit Interest | | £3.02 | £443.51 |
| | | | £3.02 | |
| Account | | | | |
| Laurence Coe | | | | |
| Recreational Trust | | | | |
| Account | | | | |
| Date | Payee | Description | Amount Paid | Account Balance |
| 30-Jun-24 | Service Charge - Unity Trust | | -£18.00 | £2,502.60 |
| | | | -£18.00 | |

ALLOTMENT REPORT SEPTEMBER 2024

Firstly I'd like thank Cllr Paul Paxton for repairing the faulty tap and standpipe, much appreciated.

1. The agreed additional water standpipe is still awaited, hopefully installed for next season.
2. The main gate is now only operable with grate difficulty due to the main post so lose in the ground. It is believed to have been damaged by the contractors when removing the earth spoil.
3. A decision is needed on plot 2B who wish to place a polytunnel measuring 4m x 5m, the long side would be along the fence. Currently there is no maximum or minimum size stipulated in the allotment agreement.
4. The plots to the left and right (plots 2A and 3) are ones that have not been maintained in accordance with the agreement and have received warning letters reminding them of their obligations under the terms of the agreement. It has been agreed that these two tenants are to have their agreements terminated.
The tenant of 2B is prepared to take plot 2A when it is vacant.
5. Have the letters referred to above been sent.

Mike Crome – September 2024.



Parish Clerk <bulmerparishclerk@gmail.com>

Account Management: Additional Information Required

1 message

Unity Trust Bank <us@unity.co.uk>

18 September 2024 at 12:59

To: "bulmerparishclerk@gmail.com" <bulmerparishclerk@gmail.com>



For Businesses. For Communities. For Good.

Dear Kevin B. Money,

App reference: APP-406619

Thank you for your application.

We are currently unable to process your application.

In order to proceed please provide the following:

- Please note the signature provided for A.C does not match what we hold on record please re sign alternative obtain another signature.

- Please also arrange to have a known signatory contact us to approve these changes.

You will receive another email shortly after this email with the link to access your application.

Once we receive this, we will continue to process your application, however if you do have any further questions or require additional support please call the team on 0345 140 1000.

Kind Regards,

Jahanara Begum
Unity Trust Bank

Four Brindleyplace, Birmingham B1 2JB ? 0345 140 1000 ?

us@unity.co.uk ? www.unity.co.uk ?

Unity Trust Bank plc ('the Bank') is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. The Bank is entered in the Financial Services Register number 204570. Registered office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124.

Calls are recorded and may be monitored for security, quality and monitoring purposes.

This message contains confidential information and is intended only for the recipient. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately if you have received this e-mail by mistake and delete this e-mail from your system. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

The Bank reserves the right to intercept any e-mails or other communication for permitted purposes in accordance with the current legislation which you send to, or receive from, any of the employees or agents of the Bank via Bank telecommunications systems. By so corresponding you also give your consent to the Bank monitoring and recording of any correspondence using these systems.



Proving your Identity Leaflet 2022.pdf

258K