

# Steeple Parish Council

Parish Clerk / RFO: Kevin B. Money  
7 Roach Vale Colchester Essex CO4 3YN  
Tel: 07810781509 email [steepleparishcouncil@gmail.com](mailto:steepleparishcouncil@gmail.com)  
[www.steeplepc.co.uk](http://www.steeplepc.co.uk)



Dear Councillor

You are requested to attend the forthcoming meeting of Steeple Parish Council to be held on

**WEDNESDAY 15<sup>th</sup>. NOVEMBER 2023 at 7pm in the Village Hall**

for the purpose of transacting the business ONLY shown on the agenda

*KBMoney* - Kevin B. Money – Parish Clerk to the Council – 8<sup>th</sup>. November 2023

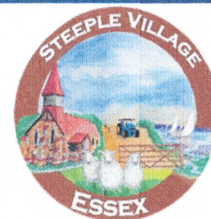
The Press and Public are welcome to attend

## **FULL COUNCIL MEETING AGENDA**

- 056/2023 Chairman welcome**
- 057/2023 Apologies for Absence**
- 058/2023 Declaration of Interest**  
To declare any Pecuniary, Registerable or non-Registerable Interest relating to items on the agenda
- 059/2023 To approve the Minutes of the last Full Council meeting of Steeple Parish Council**  
To receive and agree the minutes of the last STPC meeting held on 11<sup>th</sup>. July 2023  
To receive and agree the minutes of the last STPC Planning meeting held on 17<sup>th</sup>. October 2023
- 060/2023 To approve the permanent position of Kevin B. Money as Parish Clerk / RFO to Steeple Parish Council**
- 061/2023 Public Participation Session.** The Chairman will invite questions and observations from members of the public present. A maximum time of **15 minutes** will be allowed
- 062/2023 Essex County Councillor report – ECC Cllr W. Stamp**  
a) **Locality Funding** – Application approved and the basketball pitch will be completed on the 24<sup>th</sup> November 2023 starting a 8.30am (weather permitting)
- 063/2023 District Councillor report – Cllr L. Haywood**
- 064/2023 Highways issues**
- 065/2023 Planning Application/s**
- 066/2023 Planning Appeals affecting Steeple**
- 067/2023 Planning Decision/s made by MDC affecting Steeple**
- 068/2023 Playing Field/Play Equipment/Outside Gym/Community Group Garden**  
Update from the Community Group
- 069/2023 Finance**  
1) To receive the Bank reconciliations as at 31<sup>st</sup>. October 2023  
2) To receive the comparison of Actual to Budget 2023/2024  
3) To approve the payment of Accounts for October & November 2023 and to agree a transfer of funds to meet the Parish Council's financial requirements
- 070/2023 Budget 2024/2025** - Councillors to discuss the anticipated Budget for 2024/2025
- 071/2023 Councillors to agree the 2024 meeting dates 10.01.24: 13.03.24: 08.05.24: 10.7.24: 11.09.24: 13.11.24**
- 072/2023 Items for Next Agenda**
- 073/2023 Date of Next Full Council meetings – Wednesday 10<sup>th</sup>. January 2024**
- 074/2023 Closure of the Meeting**  
To Close the meeting having considered and determined all items of business

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## Minutes of the Parish Council meeting on Tuesday 11<sup>th</sup>. July 2023 at 7pm in Steeple Village Hall.

Present: Cllrs K. Davey (Chairman), J. Partridge (Vice-Chairman), K. Potten and Kevin B. Money Parish Clerk.  
There were No members of the public present.

**040/2023 Chairman welcome.** The Chairman welcomed everyone to the meeting

**041/2023 Apologies for Absence** were received from ECC Cllr W. Stamp

### **042/2023 Declaration of Interest**

To declare any Pecuniary, Registerable or non-Registerable Interest relating to items on the agenda  
**None declared**

**043/2023 To approve the Minutes of the last Full Council meeting of Steeple Parish Council**  
To receive and agree the minutes of the last STPC meetings held on 10<sup>th</sup>. May 2023. **All Agreed**

### **044/2023 Public Participation Session**

The Chairman will invite questions and observations from members of the public present.  
A maximum time of **15 minutes** will be allowed. No questions asked

### **045/2023 Essex County Councillor report – ECC Cllr W. Stamp**

1) ECC Locality Fund 2023/2024 – Any projects that fits this funding criteria  
Councillors discussed projects that fit the locality funding criteria. To be reviewed at 6<sup>th</sup>. September 2023 meeting

### **046/2023 District Councillor report – Cllr L. Haywood**

No report was submitted

### **047/2023 Planning Application/s**

**23/00489/HOUSE** - The Malt House Maldon Road Steeple Southminster  
Demolish side extension and replace with a two storey side and front extension and a single storey porch.  
Due to the response constraint STPC informed MDC of the following response  
Steeple Parish Council has no objection to this application but wish to state that the builders' vehicles must be parked on-site as that junction is particularly hazardous

**23/00531/FUL** - Land Adjacent To Grange Cottage The Street Steeple  
Detached house  
Due to the response constraint STPC informed MDC of the following response  
Steeple Parish Council has no objection to this application but is the planning application in contrary to Policies S1, D1 and H4 of the Maldon Local Development Plan (2017) and the guidance contained within the Maldon District Design Guide (2017) and the National Planning Policy Framework (2021).

**048/2023 Planning Appeals affecting Steeple.** No appeals have been received

### **049/2023 Planning Decision/s made by MDC affecting Steeple**

Councillors noted the planning decisions below

**PDE/MAL/23/00432** - The Malt House Maldon Road Steeple Southminster  
Single storey rear extension which would extend beyond the rear wall of the original house by 5m, maximum height of 3.60m and the maximum height to the eaves of 2.80m. **APPROVE**

**HOUSE/MAL/23/00489** - The Malt House Maldon Road Steeple Southminster  
Demolition of existing side extension and proposed replacement part two/part single storey side/front extension and single storey front porch. **REFUSE**



**050/2023**      **Playing Field/Play Equipment/Outside Gym/Community Group Garden**

**Update from Community Group**

Things are all good at the park. People are kindly using the bins provided for rubbish and the dog mess is all being picked up which is lovely. The community group have cleared some areas again and there is going to be another new bench being installed beneath the fruit trees.

**051/2023**      **ROSPA Inspection 2023**

Councillors discussed the ROSPA report and undertook to rectify the very limited remedial works required Cllr J. Partridge thanked the Community Group for a marvellous job and the success of the playing field

**052/2023**      **Finance**

- 1) To receive the Bank reconciliations as at 30<sup>th</sup>. June 2023

Councillors noted the Bank reconciliations as at 30<sup>th</sup>. June 2023

- 2) To receive the comparison of Actual to Budget 2022/23 and 2023/2024

Councillors noted the comparison of Actual to Budget 2022/23 and 2023/2024

- 3) To approve the payment of Accounts for June and July 2023 and to agree a transfer of funds to meet the Parish Council's financial requirements. **All Agreed**

**053/2023**      **Items for Next Agenda**

**054/2023**      **Date of Next Full Council meetings – Wednesday 06.09.23: 08.11.23**

**055/2023**      **Closure of the Meeting**

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

The Chairman then closed the meeting at 8pm and thanked everyone for attending.

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## Minutes of the Parish Council Planning meeting held on Tuesday 17<sup>th</sup>. October 2023 at 7pm via zoom link

Present: Cllrs K. Davey (Chair), J. Partridge (Vice-Chair), K. Potten and Kevin B. Money Parish Clerk.  
There were No members of the public present.

**P001/2023 Chairman welcome.** The Chairman welcomed everyone to the meeting

**P002/2023 Apologies for Absence** None were received

### **P003/2023 Declaration of Interest**

To declare any Pecuniary, Registerable or non-Registerable Interest relating to items on the agenda  
**None declared**

### **P004/2023 Planning Application/s**

**23/00887/FUL** - Land Adjacent To Grange Cottage The Street Steeple

New semi detached house

**RESOLVED:** Steeple Parish Council has no objection to this application but the planning application is in contrary to Policies S1, D1 and H4 of the Maldon Local Development Plan (2017) and the guidance contained within the Maldon District Design Guide (2017) and the National Planning Policy Framework (2021). If this application is granted the site will be cramped and the development will be out of keeping with the area. This would impinge on the neighbouring dwellings, the street scene and the surrounding area.  
No infill on site

**23/00948/HOUSE** - The Malt House Maldon Road Steeple Southminster

Single storey porch, replacement cladding on principle elevation.

**RESOLVED:** No objection this planning application

**23/00933/HOUSE** - 1 Rosedene Cottage The Street Steeple Southminster

Demolition of existing rear extension and erection of single storey rear extension

**RESOLVED:** No objections to this application.

### **P005/2023 Decisions made by MDC affecting Steeple**

No planning decisions have been made by MDC affecting Steeple

### **P006/2023 Appeals made affecting Steeple**

No appeals have been submitted affecting Steeple

### **P007/2023 Date of next Planning Committee meeting TBA**

### **P008/2023 Closure of the Meeting**

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

The Chairman then closed the meeting at 7.35pm and thanked everyone for attending.



|                                    | <b>BANK RECONCILIATION</b> |                    |                    |                    |
|------------------------------------|----------------------------|--------------------|--------------------|--------------------|
| Financial year ending 31.03.24     |                            |                    |                    |                    |
| Bank Balance as at                 | <b>30.04.23</b>            | <b>31.05.23</b>    | <b>30.06.23</b>    | <b>31.07.23</b>    |
| Unity Trust Bank - Current account | £ 20,123.16                | £ 18,309.20        | £ 18,291.20        | £ 16,710.90        |
|                                    |                            |                    |                    |                    |
| <b>Total</b>                       | <b>£ 20,123.16</b>         | <b>£ 18,309.20</b> | <b>£ 18,291.20</b> | <b>£ 16,710.90</b> |
| Less Unpresented cheques           | £ -                        | £ -                | £ -                | £ -                |
|                                    |                            |                    |                    |                    |
| Total of unpresented cheques       | £ -                        | £ -                | £ -                | £ -                |
| <b>Net Bank Balances as at</b>     | <b>£ 20,123.16</b>         | <b>£ 18,309.20</b> | <b>£ 18,291.20</b> | <b>£ 16,710.90</b> |
| <b>CASH BOOK</b>                   |                            |                    |                    |                    |
| Balance as at 01.04.23             | £ 8,294.95                 | £ 8,294.95         | £ 8,294.95         | £ 8,294.95         |
| Plus Receipts                      | £ 11,828.21                | £ 11,828.21        | £ 11,828.21        | £ 11,894.21        |
| <b>Total</b>                       | <b>£ 20,123.16</b>         | <b>£ 20,123.16</b> | <b>£ 20,123.16</b> | <b>£ 20,189.16</b> |
| Less Payments                      | £ -                        | £ 1,813.96         | £ 1,831.96         | £ 3,478.26         |
| <b>Grand Total</b>                 | <b>£ 20,123.16</b>         | <b>£ 18,309.20</b> | <b>£ 18,291.20</b> | <b>£ 16,710.90</b> |
| Difference                         | £ -                        | £ -                | £ -                | £ -                |
| Financial year ending 31.03.24     |                            |                    |                    |                    |
| Bank Balance as at                 | <b>31.08.23</b>            | <b>30.09.23</b>    | <b>31.10.23</b>    |                    |
| Unity Trust Bank - Current account | £ 16,710.90                | £ 15,355.60        | £ 15,355.60        |                    |
|                                    |                            |                    |                    |                    |
| <b>Total</b>                       | <b>£ 16,710.90</b>         | <b>£ 15,355.60</b> | <b>£ 15,355.60</b> |                    |
| Less Unpresented cheques           | £ -                        | £ -                | £ -                |                    |
|                                    |                            |                    |                    |                    |
| Total of unpresented cheques       | £ -                        | £ -                | £ -                |                    |
| <b>Net Bank Balances as at</b>     | <b>£ 16,710.90</b>         | <b>£ 15,355.60</b> | <b>£ 15,355.60</b> |                    |
| <b>CASH BOOK</b>                   |                            |                    |                    |                    |
| Balance as at 01.04.23             | £ 8,294.95                 | £ 8,294.95         | £ 8,294.95         |                    |
| Plus Receipts                      | £ 11,894.21                | £ 11,894.21        | £ 11,894.21        |                    |
| <b>Total</b>                       | <b>£ 20,189.16</b>         | <b>£ 20,189.16</b> | <b>£ 20,189.16</b> |                    |
| Less Payments                      | £ 3,478.26                 | £ 4,833.56         | £ 4,833.56         |                    |
| <b>Grand Total</b>                 | <b>£ 16,710.90</b>         | <b>£ 15,355.60</b> | <b>£ 15,355.60</b> |                    |
| Difference                         | £ -                        | £ 0.00             | £ 0.00             |                    |
| Financial year ending 31.03.24     |                            |                    |                    |                    |
| Bank Balance as at                 |                            |                    |                    |                    |
| Unity Trust Bank - Current account |                            |                    |                    |                    |
|                                    |                            |                    |                    |                    |
| <b>Total</b>                       |                            |                    |                    |                    |
| Less Unpresented cheques           |                            |                    |                    |                    |
|                                    |                            |                    |                    |                    |
| Total of unpresented cheques       |                            |                    |                    |                    |
| <b>Net Bank Balances as at</b>     |                            |                    |                    |                    |
| <b>CASH BOOK</b>                   |                            |                    |                    |                    |
| Balance as at 01.04.23             |                            |                    |                    |                    |
| Plus Receipts                      |                            |                    |                    |                    |
| <b>Total</b>                       |                            |                    |                    |                    |
| Less Payments                      |                            |                    |                    |                    |
| <b>Grand Total</b>                 |                            |                    |                    |                    |
| Difference                         |                            |                    |                    |                    |

## STEEPLE PC ACTUAL AGAINST BUDGET REPORT

|                |                                | Budget<br>2023/24 | Total<br>Income /<br>Spend to<br>Nov '23 | Left In<br>Budget as at<br>Nov '23 |
|----------------|--------------------------------|-------------------|--|------------------------------------|
| <b>Income</b>  | Precept                        | 11064             | £ 11,064.00                              |                                    |
|                | Other Income/Grants/VAT Refund | 66                | £ 66.00                                  |                                    |
|                | VAT Refund                     | 0                 | £ 764.21                                 |                                    |
|                | Interest                       | 0                 | £ -                                      |                                    |
|                | <b>TOTAL</b>                   | <b>11130</b>      | <b>£ 11,894.21</b>                       |                                    |
| <b>Exp.</b>    |                                |                   |  |                                    |
| <b>Staff</b>   | Salary                         | 2902              | £ 2,147.09                               | £ 754.91                           |
|                | Office Allowance               | 216               | £ -                                      | £ 216.00                           |
|                | <b>TOTAL</b>                   | <b>3118</b>       | <b>£ 2,147.09</b>                        | <b>£ 970.91</b>                    |
| <b>Adm.</b>    | Admin / IT                     | 100               | £ 53.35                                  | £ 46.65                            |
|                | Audit Fees                     | 90                | £ 80.00                                  | £ 10.00                            |
|                | <b>TOTAL</b>                   | <b>190</b>        | <b>£ 133.35</b>                          | <b>£ 56.65</b>                     |
| <b>General</b> | Grass Cutting                  | 4000              | £ 2,880.50                               | £ 1,119.50                         |
|                | Meeting cost                   | 80                | £ 30.00                                  | £ 50.00                            |
|                | Street Lighting                | 955               | £ 429.00                                 | £ 526.00                           |
|                | Insurance                      | 450               | £ 442.55                                 | £ 7.45                             |
|                | EALC/NALC Subscriptions        | 175               | £ 208.84                                 | <b>-£ 33.84</b>                    |
|                | Training                       | 570               | £ -                                      | £ 570.00                           |
|                | Donations & S137               | 40                | £ -                                      | £ 40.00                            |
|                | Tru Cam                        | 400               | £ -                                      | £ 400.00                           |
|                | Website                        | 160               | £ -                                      | £ 160.00                           |
|                | Travel Expenses                | 50                | £ -                                      | £ 50.00                            |
|                | Playing Field                  | 800               | £ 542.31                                 | £ 257.69                           |
|                | Bank Charges                   | 72                | £ 36.00                                  | £ 36.00                            |
|                | Playing Field Inspection       | 70                | £ 65.10                                  | £ 4.90                             |
|                | Playing Field Equipment        | 0                 | £ 16.66                                  | <b>-£ 16.66</b>                    |
|                | <b>TOTAL</b>                   | <b>7822</b>       | <b>£ 4,650.96</b>                        | <b>£ 3,171.04</b>                  |
|                | <b>GRAND TOTAL</b>             | <b>11130</b>      | <b>£ 6,931.40</b>                        | <b>£ 4,198.60</b>                  |
|                | Total VAT reclaim              |                   | £ 747.40                                 |                                    |
|                | TOTAL in Expenditure account   |                   | £ 7,678.80                               |                                    |

**STPC FINANCE OCTOBER & NOVEMBER 2023****Income:****Expenditure**

| <b>Chq No.</b> | <b>Invoice No.</b> | <b>Payee</b>                              | <b>Cost</b>       | <b>VAT</b>      | <b>Total</b>      | <b>STPC Ref. No.</b> |
|----------------|--------------------|---|-------------------|-----------------|-------------------|----------------------|
| BACS           | Oct '23            | Kevin B. Money - Clerk payment            | £ 176.65          | £ -             | £ 176.65          | 20                   |
| BACS           | Oct '23            | HMRC - Tax on salary                      | £ 44.00           | £ -             | £ 44.00           | 21                   |
| BACS           | 122876             | Sutcliffe Play - New play equipment parts | £ 242.31          | £ 48.47         | £ 290.78          | 22                   |
| BACS           | Nov '23            | Kevin B. Money - Clerk payment            | £ 176.65          | £ -             | £ 176.65          | 23                   |
| BACS           | Nov '23            | HMRC - Tax on salary                      | £ 44.00           | £ -             | £ 44.00           | 24                   |
| BACS           | 37584              | A&J Lighting - Street light repair        | £ 429.00          | £ 85.80         | £ 514.80          | 25                   |
| BACS           |                    | Microsoft365 subscription                 | £ 49.99           | £ 10.00         | £ 59.99           | 26                   |
| BACS           | 5974               | MSJ Garwood Grass cutting 05.09 & 18.09   | £ 245.50          | £ 49.10         | £ 294.60          | 27                   |
| BACS           | 2023-01            | Steeple Community Group                   | £ 300.00          | £ -             | £ 300.00          | 28                   |
| BACS           |                    | Viaan - Office stationery                 | £ 8.13            | £ 1.63          | £ 9.76            | 29                   |
| BACS           | 6988943            | MDC - Annual play inspection              | £ 65.10           | £ 13.02         | £ 78.12           | 30                   |
| BACS           |                    | Kevin B. Money - Clerk under payment      | £ 381.89          | £ -             | £ 381.89          | 31                   |
| BACS           | 5994               | MSJ Garwood Grass cutting 02.10 & 31.10   | £ 395.00          | £ 79.00         | £ 474.00          | 32                   |
|                |                    | <b>TOTAL:</b>                             | <b>£ 2,558.22</b> | <b>£ 287.01</b> | <b>£ 2,845.23</b> |                      |