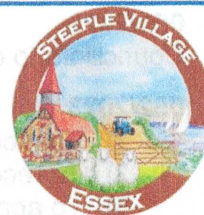


# Steeple Parish Council

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

**TUESDAY 11<sup>th</sup> JULY 2023 at 7pm in the Village Hall**

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

*KB Money*

Kevin B. Money – Parish Clerk to the Council – 4<sup>th</sup>. July 2023

The Press and Public are welcome to attend

## **FULL COUNCIL MEETING AGENDA**

**040/2023 Chairman welcome**

**041/2023 Apologies for Absence**

**042/2023 Declaration of Interest**

To declare any Pecuniary, Registerable or non-Registerable Interest relating to items on the agenda

**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

**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

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

1) ECC Locality Fund 2023/2024 – Any projects that fits this funding criteria

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

**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**

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

**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** for the following reason:-

The proposed extension would fall within the tolerance of Class A of Part 1, of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

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

Update from Community Group

**051/2023      ROSPA Inspection 2023**

Councillors to discuss the ROSPA report

**052/2023      Finance**

- 1) To receive 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
- 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

**053/2023      Items for Next Agenda**

**054/2023      Date of Next Full Council meetings – Wednesday 13.09.23: 08.11.23**

**055/2023      Closure of the Meeting**

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

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Website: [www.steeplepc.co.uk](http://www.steeplepc.co.uk)



## Minutes of the Parish Council Annual meeting on Wednesday 10<sup>th</sup>. May 2023 at 7.15pm 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.

**016/2023 2022/23 Chairman Welcome.** The Chairman welcomed everyone to the meeting

**017/2023 Apologies for Absence** were received from ECC Cllr W. Stamp

**018/2023 All Councillors to sign**

a) **Declaration of Acceptance of Office**  
Councillors signed their Declaration of Acceptance of Office

b) **E Consent form**  
Councillors signed their E Consent form

c) **To complete their Register of Interest form for 2023/2024**  
Councillors completed their Register of Interest form for 2023/2024 on line

d) **To complete their Election Expenses Return form**  
Councillors signed their Election Expenses Return form

**019/2023 Election of Chairman for the 2023/24 year**

Cllr J. Partridge proposed Cllr K. Davey to be Chairman for 2023/2024. Cllr K. Potten seconded. **All Agreed**  
The Chairman then signed the Declaration of Acceptance of Office form for Chairman

**020/2023 Election of Vice-Chairman for the 2023/24 year**

Cllr K. Davey proposed Cllr J. Partridge to be Vice-Chairman for 2023/2024. Cllr K. Potten seconded.  
**All Agreed.** The Vice-Chairman then signed the Declaration of Acceptance of Office form for vice-Chairman

**021/2023 To re-adopt all Council policies for 2023/2024**

Cllr K. Davey proposed adopting all STPC policies for 2023/2024 en-bloc. Cllr K. Potten seconded. **All Agreed**

**022/2023 2023/24 Chairman to Close Annual meeting**

**023/2023 Closure of the Meeting**

To Close the meeting having considered and determined all items of business  
The Chairman then closed the meeting at 7.30pm and thanked everyone for attending.

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## Minutes of the Parish Council meeting on Wednesday 10<sup>th</sup>. May 2023 at 7.30pm in Steeple Village Hall.

Present: Cllrs K. Davey (Chairman), J. Partridge (Vice-Chairman), K. Potten and Kevin B. Money Parish Clerk.  
There were 3 members of the public present.

**024/2023 Chairman welcome.** The Chairman welcomed everyone to the meeting

**025/2023 Apologies for Absence** were received from ECC Cllr W. Stamp

### **026/2023 Declaration of Interest**

To declare any Pecuniary, Registerable or non-Registerable Interest relating to items on the agenda

**None Declared**

### **027/2023 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 8<sup>th</sup>. March 2023. **All Agreed**

### **028/2023 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

a) May Elections – update from Parish Clerk

The Clerk informed the meeting that following the May Elections only 3 Councillors out of a possible 5 were elected. Therefore, a Co-option notice to fill the other 2 positions will be placed in the notice board and on the website following this meeting. A closing date of 31<sup>st</sup>. May 2023 for any resident applying for the position

### **029/2023 Essex County Councillor report – ECC Cllr W. Stamp**

ECC Cllr W. Stamp has supplied an Annual Report which can be found at

<https://e-voice.org.uk/steepleparishcouncil/ecc-information/>

### **030/2023 District Councillor report**

No report was given

### **031/2023 Planning Application/s**

**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

**RESOLVED:** No Objection to this planning application.

The workmen vehicles must be parked on site and not on the roadway which may cause a hazard

### **032/2023 Planning Appeals affecting Steeple**

Councillors noted the appeal below

An appeal made for the following site has been decided:

21/00862/VAR (Appeal Ref: APP/X1545/W/22/3298461

**Address:** Steeple Bay Holiday Park - Canney Road - Steeple

**Proposal:** Variation of condition 4 on approved application 18/00465/FUL (Change of use of land to allow the occupation of holiday caravans between the 1st March and the 30th November (inclusive) in each year (resubmission of 17/01364/FUL)) to allow occupation between 1st March and 14th February (inclusive) in the following year. **APPEAL DISMISSED – 2<sup>nd</sup> May 2023**

### **033/2023 Planning Decision/s made by MDC affecting Steeple**

Councillors noted the planning decisions made by MDC

**FUL/MAL/22/00309** - Land Adjacent To Grange Cottage The Street Steeple

New detached house. **REFUSE**

**FUL/MAL/22/01135** - Land At Loftmans Farm Maldon Road Steeple

Construction of a two storey detached rural workers dwelling. Change of land use to C3

**APPROVE** subject to conditions

**034/2023**      Playing Field/Play Equipment/Outside Gym/Community Group Garden

Update from Community Group

It's still very soft underfoot in places and we have a wildlife pond thanks to the rain. The grass is long in places. It's still so wet but drying out slowly. Nothing negative to report.

**035/2023**      **Annual Return 2022/2023**

- 1) To receive the 2022/23 signed Internal Audit Report

Councillors noted the 2022/2023 Internal Audit report

- 2) To receive and sign the Certificate of Exemption – AGAR 2022/23 part 2

Cllr K. Davey proposed accepting the Certificate of Exemption document. Cllr J. Partridge seconded.

**All Agreed.** The Chairman and RFO then signed the Certificate of Exemption.

- 3) To receive and sign the Section 1 - Annual Governance Statement 2022/23

Cllr K. Davey proposed accepting the Annual Governance Statement for 2022/2023. Cllr K. Potten seconded.

**All Agreed.** The Chairman and Parish Clerk then signed the Annual Governance Statement for 2022/2023

- 4) To receive and sign the Section 2 - Accounting Statements 2022/23

Cllr K. Davey proposed accepting the Account Statements for 2022/2023. Cllr J. Partridge seconded. **All**

**Agreed.** The Chairman and RFO then signed the Annual Governance Statement for 2022/2023

The RFO then informed the meeting that the "Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority)" will be placed in the notice board and on the website immediately after this meeting

**036/2023**      **Finance**

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

Councillors noted the Bank reconciliations as at 30<sup>th</sup>. April 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 April and May 2023 and to agree a transfer of funds to meet the Parish Council's financial requirements. **All Agreed**

**037/2023**      **Items for Next Agenda**

**038/2023**      **Date of Next Full Council meetings – 11.07.23: 13.09.23: 08.11.23**

**039/2023**      **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.

<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>
Unity Trust Bank - Current account	£ 20,123.16	£ 18,309.20	£ 18,291.20
	<b>Total</b>	<b>£ 20,123.16</b>	<b>£ 18,309.20</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>CASH BOOK</b>			
Balance as at 01.04.23	£ 8,294.95	£ 8,294.95	£ 8,294.95
Plus Receipts	£ 11,828.21	£ 11,828.21	£ 11,828.21
<b>Total</b>	<b>£ 20,123.16</b>	<b>£ 20,123.16</b>	<b>£ 20,123.16</b>
Less Payments	£ -	£ 1,813.96	£ 1,831.96
<b>Grand Total</b>	<b>£ 20,123.16</b>	<b>£ 18,309.20</b>	<b>£ 18,291.20</b>
Difference	£ -	£ -	£ -
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			
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**

		<b>Budget 2023/24</b>	<b>Total Income / Spend to July '23</b>	<b>Left In Budget as at July '23</b>
<b>Income</b>	Precept	11064	£ 11,064.00	
	Other Income/Grants/VAT Refund	66	£ 764.21	
	Interest	0	£ -	
	<b>TOTAL</b>	<b>11130</b>	<b>£ 11,828.21</b>	
<b>Exp.</b>				
Staff	Salary	2902	£ 882.60	£ 2,019.40
	Office Allowance	216	£ -	£ 216.00
	<b>TOTAL</b>	<b>3118</b>	<b>£ 882.60</b>	<b>£ 2,235.40</b>
Adm.	Admin / IT	100	£ 45.22	£ 54.78
	Audit Fees	90	£ 80.00	£ 10.00
	<b>TOTAL</b>	<b>190</b>	<b>£ 125.22</b>	<b>£ 64.78</b>
General	Grass Cutting	4000	£ 1,510.00	£ 2,490.00
	Meeting cost	80	£ 30.00	£ 50.00
	Street Lighting	955	T/F to EMR	£ -
	Insurance	450	£ 442.55	£ 7.45
	EALC/NALC Subscriptions	175	£ 158.85	£ 16.15
	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	£ -	£ 800.00
	Bank Charges	72	£ 18.00	£ 54.00
	Playing Field Inspection	70	£ -	£ 70.00
	Playing Field Equipment	0	£ -	
	<b>TOTAL</b>	<b>7822</b>	<b>£ 2,159.40</b>	<b>£ 4,707.60</b>
	<b>GRAND TOTAL</b>	<b>11130</b>	<b>£ 3,167.22</b>	<b>£ 7,962.78</b>
	Total VAT reclaim		£ 311.04	
	TOTAL in Expenditure account		£ 3,478.26	

**STPC FINANCE JUNE & JULY 2023 PAYMENTS****Income:**

<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	June & July '23	Kevin B. Money - Clerk payment	£ 441.30	£ -	£ 441.30	9
BACS	5906	MSJ Garwood - Grass cutting 02.05 & 30.05.23	£ 592.50	£ 118.50	£ 711.00	10
BACS	2023-028 & 2023-034	STVH - Meeting cost 10.05.23 & 11.07.23	£ 20.00	£ -	£ 20.00	11
BACS	5921	MSJ Garwood - Grass cutting 14.06 & 28.06.23	£ 395.00	£ 79.00	£ 474.00	12
<b>TOTAL:</b>			<b>£ 1,448.80</b>	<b>£ 197.50</b>	<b>£ 1,646.30</b>	



# KEVIN B. MONEY

7 Roach Vale, Colchester

Essex. CO4 3YN

Tel: 07810781509

email: kevin.money@sky.com

Invoice to Steeple Parish Council  
c/o 7 Roach Vale  
Colchester  
Essex.  
CO4 3YN

Date 31st. July 2023

Invoice number: 86039

Date	Description	Amount
30 June 2023	Working as a Temporary Clerk / RFO for Steeple Parish Council	£ 220.65
31 July 2023	Working as a Temporary Clerk / RFO for Steeple Parish Council	£ 220.65
		<b><u>Total: £ 441.30</u></b>