

# Steeple Parish Council

Locum Parish Clerk / RFO: Kevin B. Money  
7 Roach Vale, Colchester, Essex. CO4 3YN  
Tel: 07810781509 email [steepleparishcouncil@gmail.com](mailto:steepleparishcouncil@gmail.com)  
<https://e-voice.org.uk/steepleparishcouncil/>



## ANNUAL PARISH ASSEMBLY

To be held in Steeple Village Hall on

**THURSDAY 22<sup>nd</sup>. MAY 2025 at 6.30pm**

### AGENDA

1. Apologies for absence
2. Report from Steeple Parish Council – Parish Clerk
3. Report from Essex County Councillor – Wendy Stamp  
ECC Report sent prior to the meeting. It can be found at  
<https://e-voice.org.uk/steepleparishcouncil/supporting-documents/2025/>
4. Report from Maldon District Councillor – Linda Haywood
5. Community Group Report
6. Village Hall Report
7. Public Forum

*MNeall*

Councillor Matthew Neall  
Chair of Steeple Parish Council

16<sup>th</sup>. May 2025



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Dear Councillor

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

## **THURSDAY 22<sup>nd</sup>. MAY 2025 immediately after the Annual Parish Assembly in the Village Hall**

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

*KB Money* - Kevin B. Money – Locum Parish Clerk to the Council – 16<sup>th</sup>. May 2025

The Press and Public are welcome to attend

## **ANNUAL MEETING AGENDA**

037/2025 Apologies for Absence

038/2025 Co-option

Councillors are requested to receive written applications for the office of Parish Councillor and co-opt a candidate to fill the vacancies for the Steeple Parish Council

The Candidates having completed a short application form and confirmed their eligibility for the position of Councillor within the statutory rules (Local Government Act 1972 section 79).

039/2025 Election of Chair for the 2025/26 year

The Chair to sign the Declaration of Acceptance of Office form

040/2025 Election of Vice-Chair for the 2025/26 year

The Vice-Chair to sign the Declaration of Acceptance of Office form

041/2025 Declaration of Interest

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

042/2025 To approve the Minutes of the last Full Council meeting of Steeple Parish Council

To receive and agree the minutes of the STPC Extra-Ordinary meeting held on 28<sup>th</sup>. April 2025

To receive and agree the minutes of the STPC meeting held on 12<sup>th</sup>. March 2025

043/2025 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

044/2025 Essex County Councillors report – Report sent prior to the meeting. It can be found at <https://e-voice.org.uk/steepleparishcouncil/supporting-documents/2025/>

045/2025 Maldon District Councillors report

046/2025 Highways issues

047/2025 Planning – including any Current Planning Applications requiring a response

048/2025 Planning Decision/s made by MDC affecting Steeple

24/00967/LDE - Agricultural Barn At Batts Farm Batts Road Steeple

Claim for lawful development for an existing use of a building as an independent dwelling for a period exceeding four years. APPROVE

24/00968/LDE - Caravan At Batts Farm Batts Road Steeple

Claim for lawful development certificate for erection of a building and its continued use as an independent dwelling for a period exceeding ten years and use of land as domestic garden for a period exceeding ten years. APPROVE

049/2025 2024/2025 Annual Return

- 1) To Receive the Internal Auditors report for 2024/2025
- 2) To Receive and, if agreed, sign Section 1 - Annual Governance Statement of AGAR 2024/2025
- 3) To Receive and, if agreed, sign Section 2 - Accounting Statement of AGAR 2024/2025



**050/2025 Finance**

- 1) To receive the Bank reconciliations as at 30<sup>th</sup>. April 2025
- 2) To receive the comparison of Actual to Budget 2025/2026
- 3) To approve the payment of Accounts for May '25 and to agree a transfer of funds to meet the Parish Council's financial requirements

**051/2025 Date of Next Full Council meetings – Wednesday 9<sup>th</sup>. July 2025 at 7pm****052/2025 Councillors to note the 2025 meeting dates: 10.09.25: 12.11.25****053/2025 Items for Next Agenda****054/2025 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 Wednesday 12<sup>th</sup>. March 2025 at 7pm in Steeple Village Hall

Present: Cllrs K. Davey (Chair), J. Partridge (Vice-Chair), M. Findlay, C. Poulter and Kevin B. Money Parish Clerk. There were 4 members of the public present.

**015/2025 Apologies for Absence** No apologies were received  
Councillors, reluctantly, accepted the resignation of the Parish Clerk with immediate effect. An advertisement for his replacement has been sent to EALC. His last day of service is 30<sup>th</sup>. April 2025

### **016/2025 Declaration of Interest**

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

### **017/2025 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>. January 2025 **All Agreed**

**018/2025 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 resident thanked the Parish Council, Wendy Stamp and Tom Cunningham for helping getting the flooding issues repaired quickly.

Roadworks are scheduled for April where, hopefully, with the project will alleviate the flooding issues.  
The speeding in the village is constant with vehicles getting heavier and it rocks the houses as they pass by.  
Can a weight restriction be placed on the roadway to protect houses and reduce noise pollution?  
Could the local police officer be approached to undertake catching speeding traffic?

For the residents and Councillors information

ECC Cllr W. Stamp reported that the requests you and the residents have asked me to bring to LHP for the forthcoming year will no longer be started or applied for.

Please note the email also advises the Council not to apply online either at this stage.

As many of you know I have been pushing for a meeting of this panel for most of the year with NO success to start the application process which I cannot now.

There is nothing I can say at this stage as I have NO information as yet.

I have been advised that due to a review of the LHP system, all future meetings of the panel have been postponed. It is also important that parish councils are advised that they should not submit any new applications to the panel until further notice and that no current schemes will be progressed until the review is completed.

### **019/2025 Highways issues**

#### **a) Update on flooding issues in Steeple**

Roadworks are scheduled for 14<sup>th</sup>. April for 5 days where, hopefully, with the project will alleviate the flooding issues

#### **b) To discuss if the TruCam service from MDC is required for 2025-2026 year**

This service from MDC will not be renewed as from 1<sup>st</sup>. April 2025

### **020/2025 80th Anniversary of VE Day**

The Community Group are organising an event on Sunday 11<sup>th</sup>. May in the village hall from 1-3pm  
The Parish Council to plant a Bramley tree for the Anniversary. Cllr J. Partridge to purchase the Bramley Tree for about £100

### **021/2025 Planning – including any Current Planning Applications requiring a response**

No planning applications have been submitted

### **022/2025 Planning Decision/s made by MDC affecting Steeple**

#### **24/00967/LDE - Agricultural Barn At Batts Farm Batts Road Steeple**

Claim for lawful development for an existing use of a building as an independent dwelling for a period exceeding four years. **APPROVE**

#### **24/00968/LDE - Caravan At Batts Farm Batts Road Steeple**

Claim for lawful development certificate for erection of a building and its continued use as an independent dwelling for a period exceeding ten years and use of land as domestic garden for a period exceeding ten years.

**APPROVE**



Cllr C. Poulter proposed informing MDC Enforcement officer that there are still 5 caravans at Batts Farm Batts Road Steeple. Cllr K. Davey seconded. **All Agreed**

**023/2025 Finance**

- 1) To receive the Bank reconciliations as at 28<sup>th</sup>. February 2025

Councillors noted the Bank reconciliations as at 28<sup>th</sup>. February 2025

- 2) To receive the comparison of Actual to Budget 2024/2025

Councillors noted the comparison of Actual to Budget 2024/2025

- 3) To approve the payment of Accounts for February & March 2025 and to agree a transfer of funds to meet the Parish Council's financial requirements. **All Agreed**

**024/2025 Date of Next Full Council meetings – Wednesday 14<sup>th</sup>. May 2025 at 7pm which is the Annual Parish Assembly followed immediately afterwards by the Full Council meeting AGM**

**025/2025 Councillors to note the 2025 meeting dates: 09.07.25: 10.09.25: 12.11.25**

**026/2025 Items for Next Agenda**

**027/2025 Closure of the Meeting**

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

The Chair then closed the meeting at 8.30pm and thanked everyone for attending.



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## Minutes of the Extra Ordinary Parish Council meeting on Monday 28<sup>th</sup>. April 2025 at 7pm in Steeple Village Hall

Present: MDC Cllrs T. Fittock, L. Haywood, M. Neall, R. Pratt, STPC Cllr C. Poulter and Kevin B. Money Locum Parish Clerk. There were also 4 members of the public present.

### 028/2025 To elect a Chair person for this meeting

Cllr R. Pratt proposed Cllr M. Neall to act as Chairperson for this meeting. Cllr L. Haywood seconded.

**All Agreed**

### 029/2025 Apologies for Absence No apologies were received.

a) To note the resignations of Cllrs Kay Davey, Joanne Partridge and Margaret Finlay with immediate effect as from 24<sup>th</sup>. March 2025

### 030/2025 Declaration of Interest

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

### 031/2025 Finance

1) To receive the Bank reconciliations as at 31<sup>st</sup>. March 2025

Councillors noted the Bank reconciliations as at 31<sup>st</sup>. March 2025

2) To receive the comparison of Actual to Budget 2025/2026

Councillors noted the comparison of Actual to Budget 2025/2026

3) To approve the payment of Accounts for April and to agree a transfer of funds to meet the Parish

Council's financial requirements Cllr M. Neall proposed to accept the payments. Cllr L. Haywood seconded.

**All Agreed**

### 032/2025 Update on Councillor vacancies

The Clerk informed the meeting that 3 residents have applied for the Councillor vacancies. Subject to acceptance, the co-option process will take place at the 8<sup>th</sup>. May 2025 meeting

033/2025 Date of Next Full Council meetings – **THURSDAY 8<sup>th</sup>. May 2025 at 6pm** which is the Annual Parish Assembly followed immediately afterwards by the Full Council Annual meeting

034/2025 Councillors to note the 2025 meeting dates: 09.07.25: 10.09.25: 12.11.25

035/2025 Items for Next Agenda

036/2025 Closure of the Meeting

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

The Chair then closed the meeting at 7.20pm and thanked everyone for attending.



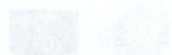
BANK RECONCILIATION			
Financial year ending 31.03.26			
Bank Balance as at	30.04.25		
Unity Trust Bank - Current account	£ 21,635.74		
<b>Total</b>	<b>£ 21,635.74</b>		
Less Unpresented cheques	£ -		
Total of unpresented cheques	£ -		
<b>Net Bank Balances as at</b>	<b>£ 21,635.74</b>		
<b>CASH BOOK</b>			
Balance as at 01.04.25	£ 11,041.92		
Plus Receipts	£ 12,036.00		
<b>Total</b>	<b>£ 23,077.92</b>		
Less Payments	£ 1,442.18		
<b>Grand Total</b>	<b>£ 21,635.74</b>		
Difference	£ 0.00		
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 01.04.25			
Plus Receipts			
<b>Total</b>			
Less Payments			
<b>Grand Total</b>			
Difference			
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 01.04.25			
Plus Receipts			
<b>Total</b>			
Less Payments			
<b>Grand Total</b>			
Difference			

Statement number 080

Unity Trust Bank is a member of the Financial Conduct Authority and is regulated by the Financial Conduct Authority and the Prudential Regulation Authority. For more information, please visit: <https://www.fca.org.uk>

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Unity Trust Bank

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For Businesses  
For Communities  
For Good.





# Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

Mr Kevin Money  
Steeple Parish Council  
7 Roach Vale  
Colchester  
CO4 3YN

**Date:** 30/04/2025

**Account Name:** Steeple Parish Council

**Swift Code (BIC):** NWBKGB2L

**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301

**Account Number:** 20449735

Your arranged overdraft limit is £0.00

**Go Paperless!** Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



## Contact Us

- Call us: 0345 140 1000
- Email us: [us@unity.co.uk](mailto:us@unity.co.uk)
- Visit us: [unity.co.uk](http://unity.co.uk)

For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](http://FSCS.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](http://unity.co.uk/fscs)

## Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/03/2025		Balance brought forward	£0.00	£0.00	£11,041.92
14/04/2025	Credit	MALDON DC PAYMEN	£0.00	£12,036.00	£23,077.92
29/04/2025	Faster Payment Debit	B/P to: Kevin B. Money	£57.79	£0.00	£23,020.13
29/04/2025	Transfer	B/P to: EALC	£172.25	£0.00	£22,847.88

Page number 1 of 3

Statement number 055

**For Businesses.  
For Communities.  
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.  
Unity Trust Bank is entered in the Financial Services Register under number 204570.  
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.  
Registered in England and Wales no. 1713124.  
Calls may be monitored and recorded for training, quality and security purposes.  
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**INVESTORS IN PEOPLE**  
We invest in people Gold





Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
29/04/2025	Faster Payment Debit	B/P to: British Gas	\ £211.55	£0.00	£22,636.33
29/04/2025	Faster Payment Debit	B/P to: MSJ Garwood	\ £692.53	£0.00	£21,943.80
29/04/2025	Faster Payment Debit	B/P to: Kevin B. Money	\ £302.06	£0.00	£21,641.74
30/04/2025	Fee	Service Charge	\ £6.00	£0.00	£21,635.74

I 12036.60

E 1442.18



# STEEPLE PC ACTUAL AGAINST BUDGET REPORT

		Budget 2025/26	Total Income / Spend to May '25	Left In Budget as at May '25
<b>Income</b>	<b>Precept</b>	12036	£ 12,036.00	
	Other Income/Grants/VAT Refund	66	£ -	
	VAT Refund	0	£ -	
	Interest	0	£ -	
	<b>TOTAL</b>	<b>12102</b>	<b>£ 12,036.00</b>	
<b>Exp.</b>				
<b>Staff</b>	<b>Salary</b>	4113	£ 604.12	£ 3,508.88
	Office Allowance	0	£ -	£ -
	<b>TOTAL</b>	<b>4113</b>	<b>£ 604.12</b>	£ 3,508.88
<b>Adm.</b>	<b>Admin / IT</b>	60	£ 48.16	£ 11.84
	Audit Fees	350	£ 100.00	£ 250.00
	<b>TOTAL</b>	<b>410</b>	<b>£ 148.16</b>	£ 261.84
<b>General</b>	<b>Grass Cutting</b>	4400	£ 991.85	£ 3,408.15
	Meeting cost	48	£ -	£ 48.00
	Street Lighting	1200	£ 201.48	£ 998.52
	Insurance	510	£ -	£ 510.00
	EALC/NALC Subscriptions	234	£ 172.25	£ 61.75
	Training	75	£ -	£ 75.00
	Donations & S137	20	£ -	£ 20.00
	Tru Cam	250	£ -	£ 250.00
	Website	0	£ -	£ -
	Travel Expenses	0	£ -	£ -
	Playing Field	700	£ -	£ 700.00
	Bank Charges	72	£ 6.00	£ 66.00
	Playing Field Inspection	70	£ -	£ 70.00
	Playing Field Equipment	0	£ -	£ -
	Election cost	0	£ -	£ -
	<b>TOTAL</b>	<b>7579</b>	<b>£ 1,371.58</b>	<b>£ 6,207.42</b>
	<b>GRAND TOTAL</b>	<b>12102</b>	<b>£ 2,123.86</b>	<b>£ 9,978.14</b>
	Total VAT reclaim		£ 218.07	
	<b>TOTAL in Expenditure account</b>		<b>£ 2,341.93</b>	





STPC FINANCE MAY 2025 PAYMENTS						
Income:						
Expenditure						
Chq No.		Payee	Cost	VAT	Total	STPC Ref. No.
BACS	May '25	Kevin B. Money - Clerk payment	£ 302.06	£ -	£ 302.06	6
BACS		M. Lawson - 2024/2025 Audit	£ 100.00	£ -	£ 100.00	7
BACS	6333	MSJ Garwood - Grass cutting	£ 414.74	£ 82.95	£ 497.69	8
TOTAL:			£ 816.80	£ 82.95	£ 899.75	



