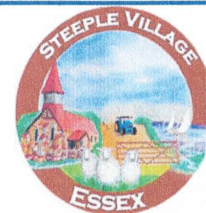


Steeple Parish Council

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



Dear Councillor

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

Wednesday 2nd. July 2025 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 – 26th. June 2025

The Press and Public are welcome to attend

AGENDA

055/2025 **Apologies for Absence**

056/2025 **Declaration of Interest**

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

057/2025 **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).

058/2025 **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 22nd. May 2025

059/2025 **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

060/2025 **Steeple Community Group** – update on way forward and any issues

061/2025 **Highways issues**

- 1) **Winter Salt bag scheme** – Councillor to discuss getting salt for 2025 winter and if so, where to place the salt

062/2025 **Speed watch update**

063/2025 **Planning** – including any Current Planning Applications requiring a response

064/2025 **Planning Decision/s made by MDC affecting Steeple**

065/2025 **Finance**

- 1) To receive the Bank reconciliations as at 30th. June 2025
- 2) To receive the comparison of Actual to Budget 2025/2026
- 3) To approve the payment of Accounts for June and July and to agree a transfer of funds to meet the Parish Council's financial requirements
- 4) Membership of RCCE – Is this required

066/2025 **Date of Next Full Council meetings – Wednesday 10th. September at 7pm**

067/2025 **Councillors to note the 2025 meeting dates: 12.11.25**

068/2025 **Items for Next Agenda**

069/2025 **Closure of the Meeting**

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



STEEPLE PARISH COUNCIL

Procedure for Co-option of a Parish Councillor

Eligibility criteria

Candidates must be qualified to stand for election or if an election is not called within the specified time on the Notice of Casual Vacancy can be –co-opted onto the Parish Council. The Local Government Act 1972, Section 79, sets out the qualifications for standing as a candidate and the grounds for disqualification of a candidate.

On the day of nomination and the day of poll, you must:

- be at least 18 years old
- be a British citizen, an eligible Commonwealth citizen or a citizen of any other member state of the European Union, and
- meet at least **one** of the following four qualifications:
 - a) Your name must appear on the register of local government electors for the parish/community at the time of your nomination and throughout your term of office should you be elected.
 - b) You have occupied any land or other premises as owner or tenant in the parish/community during 12 months before the day of your nomination and the day of election.
 - c) Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish/community area. You do not have to have paid employment to qualify, as long as your main or only place of work is in the parish/community area. For example, Councillors who's main or only job is being a Councillor would be able to use this qualification, if their council office is within the parish/community.
 - d) You have lived in the parish/community area or within three miles of it during 12 months before the day of your nomination and the day of election.

You may be disqualified as a candidate if:

- You are employed by the parish/community council or hold a paid office under the parish/community council (including joint boards or committees).
- You have been declared bankrupt in the last five years and has not repaid your debts.
- You have been convicted of a criminal offence and sentenced to at least three months imprisonment (including any suspended sentence) within the previous five years.
- You are disqualified due to corrupt practices under the Representation of the People Act 1983 or the Audit Commission Act.

Candidates Name: SALLY WILSON

Address: LULLINGS LODGE, MALDON RD

STEEPLE Post Code CM0 7RP

Tel: _____ Mob: 07899 995940

Email Address : sallyw@uwclub.net

Length of time lived or worked in the Village of Steeple? 4 years

Are you or have you ever been a Councillor for a Parish/Town/District? NO

Please circle which eligibility criteria you meet. (a) (b) (c) (d)

Please write about who you are and why you would like to become a Steeple Parish Councillor and what skills you can contribute.

If you run out of space, please utilise the back of the form.

I, (INSERTNAME)..... SALLY WILSON hereby confirm, that I am eligible to apply for the vacancy of Steeple Parish Councillor, and that the information given on this form is a true and accurate record.

Signed.....  Dated..... 27/5/25

Please return the completed form to the Parish Clerk by post to:

Parish Clerk,

Steeple Parish Council,

c/o 7 Roach Vale

Colchester

Essex CO4 3YN

Or email: Steepleparishcouncil@gmail.com

- Short listed applicants will be interviewed by a panel of three Councillors
- the appointee will have to complete an Acceptance of Office before taking part in their first meeting.
- Sign the Code of Conduct and complete a register of interests' form (within
- 28 days of taking up office) which will be displayed on the Maldon District Council website with a direct link to the Steeple Parish Council website.

Steeple Parish Council

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



Minutes of the Parish Council meeting on Thursday 22nd. May 2025 at 6.45pm in Steeple Village Hall

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

Cllr M. Neall acted as Chair for the beginning of this meeting

037/2025 Apologies for Absence None were received

038/2025 Co-option

Councillors are requested to receive written applications for the office of Parish Councillor and co-opt candidates to fill the vacancies

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).

Cllr M. Neall proposed Joanne Partridge, Karen Potten and Robert Wilson to be co-opted onto the Council

Cllr T. Fittock seconded. **All Agreed**

Joanne Partridge, Karen Potten and Robert Wilson then signed their Declaration of Acceptance of Office, E Consent form and were given the MDC Register of Interest forms.

They then took their seats as a Parish Councillors

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

Cllr K. Potten proposed Cllr J. Partridge to act as Chair for 2025-2026 year. Cllr C. Poulter seconded.

All Agreed. Cllr J. Partridge then signed the Declaration of Acceptance of Office

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

Cllr K. Potten proposed Cllr C. Poulter to act as Vice-Chair for the 2025-2026 year. Cllr C. Poulter seconded.

All Agreed. Cllr K. Potten then signed the Declaration of Acceptance of Office

All MDC Councillors then withdrew from the meeting as Steeple Parish Council is now quorate and left the meeting for another MDC meeting. Cllr J. Partridge thanked all the MDC Councillors for their assistance over the last month or so

041/2025 Declaration of Interest

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

None Declared

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 28th. April 2025 **All Agreed**

To receive and agree the minutes of the STPC meeting held on 12th. March 2025 **All Agreed**

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

Cllr R. Wilson attended a Community Speed watch session in Braintree to see if the group were doing a good job. He will inform Councillors more fully at the next meeting. There is a regular speeding offender through the village.

044/2025 Essex County Councillors report

ECC 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

Cllr L. Haywood report is as per the Annual Parish Assembly

046/2025 Highways issues

A pot hole requires reporting. Cllr J. Partridge to inform Essex Highways with the "what3words"

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

No planning applications have been submitted affecting Steeple

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. **APPROVED**

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.

APPROVED

049/2025 2024/2025 Annual Return

- 1) To Receive the Internal Auditors report for 2024/2025

Councillors noted the Internal Auditors report for 2024/2025

- 2) To Receive and, if agreed, sign Section 1 - Annual Governance Statement of AGAR 2024/2025

Cllr J. Partridge proposed accepting and signing Section 1 - Annual Governance Statement of AGAR

2024/2025. Cllr K. Potten seconded. **All Agreed**

The Chair and Clerk then signed Section 1 - Annual Governance Statement of AGAR 2024/2025

- 3) To Receive and, if agreed, sign Section 2 - Accounting Statement of AGAR 2024/2025

Cllr J. Partridge proposed accepting and signing Section 2 - Accounting Statement of AGAR 2024/2025

Cllr K. Potten seconded. **All Agreed**

The Chair and RFO then signed Section 2 - Accounting Statement of AGAR 2024/2025

050/2025 Finance

- 1) To receive the Bank reconciliations as at 30th. April 2025

Councillors noted the Bank reconciliations as at 30th. April 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 May '25 and to agree a transfer of funds to meet the Parish Council's financial requirements. **All Agreed**

051/2025 Date of Next Full Council meetings – TBC 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

Steeple Community Group: Asset Register: Steeple Playing Field:

054/2025 Closure of the Meeting

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

The Chair then closed the meeting at 7.55pm and thanked everyone for attending

Signed

Joanne Partridge
Chair

2nd. July 2025

	BANK RECONCILIATION			
Financial year ending 31.03.26				
Bank Balance as at	30.04.25	31.05.25	30.06.25	
Unity Trust Bank - Current account	£ 21,635.74	£ 20,054.16	£ 20,054.16	
Total	£ 21,635.74	£ 20,054.16	£ 20,054.16	
Less Unpresented cheques	£ -	£ -	£ -	
Total of unpresented cheques	£ -	£ -	£ -	
Net Bank Balances as at	£ 21,635.74	£ 20,054.16	£ 20,054.16	
CASH BOOK				
Balance as at 01.04.25	£ 11,041.92	£ 11,041.92	£ 11,041.92	
Plus Receipts	£ 12,036.00	£ 12,036.00	£ 12,036.00	
Total	£ 23,077.92	£ 23,077.92	£ 23,077.92	
Less Payments	£ 1,442.18	£ 3,023.76	£ 3,023.76	
Grand Total	£ 21,635.74	£ 20,054.16	£ 20,054.16	
Difference	£ 0.00	£ 0.00	£ 0.00	
Bank Balance as at				
Unity Trust Bank - Current account				
Total				
Less Unpresented cheques				
Total of unpresented cheques				
Net Bank Balances as at				
CASH BOOK				
Balance as at 01.04.25				
Plus Receipts				
Total				
Less Payments				
Grand Total				
Difference				
Bank Balance as at				
Unity Trust Bank - Current account				
Total				
Less Unpresented cheques				
Total of unpresented cheques				
Net Bank Balances as at				
CASH BOOK				
Balance as at 01.04.25				
Plus Receipts				
Total				
Less Payments				
Grand Total				
Difference				

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: 31/05/2025

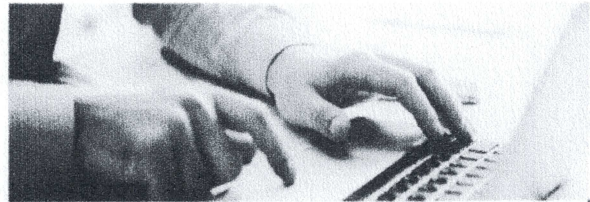
Account Name: Steeple Parish Council

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



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** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us

- Call us: 0345 140 1000
- Email us: us@unity.co.uk
- Visit us: unity.co.uk

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/04/2025		Balance brought forward	£0.00	£0.00	£21,635.74
23/05/2025	Faster Payment Debit	B/P to: Chantelle Poulter	£19.95	£0.00	£21,615.79
23/05/2025	Faster Payment Debit	B/P to: Kevin B. Money	£30.60	£0.00	£21,585.19
23/05/2025	Faster Payment Debit	B/P to: British Gas	£186.06	£0.00	£21,399.13

Page number 1 of 3

Statement number 056

**For Businesses.
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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
23/05/2025	Faster Payment Debit	B/P to: MSJ Garwood	£497.69	£0.00	£20,901.44
23/05/2025	Faster Payment Debit	B/P to: M. J. Lawson	£100.00	£0.00	£20,801.44
23/05/2025	Faster Payment Debit	B/P to: Kevin B. Money	£302.06	£0.00	£20,499.38
23/05/2025	Faster Payment Debit	B/P to: ZURICH TOWN PAR	£439.22	£0.00	£20,060.16
31/05/2025	Fee	Service Charge	£6.00	£0.00	£20,054.16

Page number 2 of 3

Statement number 056

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

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STEEPLE PC ACTUAL AGAINST BUDGET REPORT

		Budget 2025/26	Total Income / Spend to July '25	Left In Budget as at July '25
Income	Precept	12036	£ 12,036.00	
	Other Income/Grants/VAT Refund	66	£ -	
	VAT Refund	0	£ -	
	Interest	0	£ -	
	TOTAL	12102	£ 12,036.00	
Exp.				
Staff	Salary	4113	£ 1,208.24	£ 2,904.76
	Office Allowance	0	£ -	£ -
	TOTAL	4113	£ 1,208.24	£ 2,904.76
Adm.	Admin / IT	60	£ 48.16	£ 11.84
	Audit Fees	350	£ 100.00	£ 250.00
	TOTAL	410	£ 148.16	£ 261.84
General	Grass Cutting	4400	£ 1,406.59	£ 2,993.41
	Meeting cost	48	£ 16.00	£ 32.00
	Street Lighting	1200	£ 443.52	£ 756.48
	Insurance	510	£ 439.22	£ 70.78
	EALC/NALC Subscriptions	234	£ 172.25	£ 61.75
	Training	75	£ -	£ 75.00
	Donations & S137	20	£ 16.62	£ 3.38
	Tru Cam	250	£ 63.71	£ 186.29
	Website	0	£ -	£ -
	Travel Expenses	0	£ 30.60	-£ 30.60
	Playing Field	700	£ 300.00	£ 400.00
	Bank Charges	72	£ 18.00	£ 54.00
	Playing Field Inspection	70	£ -	£ 70.00
	Playing Field Equipment	0	£ -	£ -
	Election cost	0	£ -	£ -
	TOTAL	7579	£ 2,906.51	£ 4,672.49
	GRAND TOTAL	12102	£ 4,262.91	£ 7,839.09
	Total VAT reclaim		£ 329.19	
	TOTAL in Expenditure account		£ 4,592.10	

STPC FINANCE JUNE & JULY 2025 PAYMENTS						
Income:						
Expenditure						
Chq No.		Payee	Cost	VAT	Total	STPC Ref. No.
BACS	June & July '25	Kevin B. Money - Clerk payment	£ 604.12	£ -	£ 604.12	13
BACS		British Gas - Street Lighting	£ 64.84	£ 3.24	£ 68.08	14
BACS	2025-27	Steeple VH - Meeting cost 28.04.25	£ 8.00	£ -	£ 8.00	15
BACS	2025-001	Steeple Community Group	£ 300.00	£ -	£ 300.00	16
BACS	2025-032	Steeple VH - Meeting cost 22.05.25	£ 8.00	£ -	£ 8.00	17
BACS	6349	MSJ Garwood - Grass cutting	£ 414.74	£ 82.95	£ 497.69	18
BACS	3692408	MDC - TruCam Services Jan-Mar'25	£ 63.71	£ 12.74	£ 76.45	19
TOTAL:			£ 1,463.41	£ 98.93	£ 1,562.34	