

## **BELCHAMP ST PAUL AND BELCHAMP OTTEN PARISH COUNCIL**

Minutes of the meeting held on Tuesday 6 September 2022 at 7.30pm at  
The Community House, Gages Road, Belchamp St Paul

**Present:** Councillors David McKee (Chairman), Harvey Bamford, Scott Bridge, Robin Lock, Sarah Mardon, David Middleditch, Tony Money and John Pheby. County Councillor Peter Schwier entered during Item 2618. One member of the public, Hannah Rumsey, was present. In attendance: Diane Smith (Clerk).

### **2608. Apologies for Absence and Declarations of Interest**

Apologies had been received from Councillors Ruth Carter and Dave Winslow plus District Councillor Iona Parker. There were no Declarations of Interest.

**2609. Public Forum** – No matters were raised.

### **2610. Confirmation of the Minutes of the meeting on 5 July 2022**

These Minutes were unanimously approved and were signed by the Chairman.

### **2611. Matters arising from the July PC meeting**

- 1. Parking problem at Savilles, BSP (Item 2593.2)** – A response from Eastlight Community Housing was still awaited. It was agreed to consider involving our MP to expedite a response from Eastlight Housing. [CLERK'S NOTE: Eastlight Community Housing made contact shortly after the meeting and a site meeting was arranged to progress the matter.]
- 2. Deeds for Parish Council owned land and property (Item 2593.3)** – The Clerk had circulated copies of all the Deeds to Councillors on 17 August 2022. See Item 2617 below re Churchyard Green at Belchamp Otten.
- 3. Bi-annual review of the Tree Planting Plan (Item 2602)** – The Clerk had circulated the updated Tree Planting Plan to Councillors on 17 July 2022 and the revised document was unanimously approved.

### **2612. Co-option to fill Councillor vacancy for Belchamp Otten**

The Clerk informed Members that Hannah Rumsey had applied to fill the vacancy arising from the resignation of Stephen Nice. The Chairman invited Hannah Rumsey to briefly address the Council. It was proposed by Cllr Sarah Mardon, seconded by Cllr Scott Bridge and unanimously agreed to co-opt Hannah Rumsey onto the PC. Cllr Hannah Rumsey took her seat and completed her Declaration of Acceptance of Office. The Chairman welcomed her to the Parish Council.

### **2613. Essex County Council**

Members noted details of e-mails received from County Cllr Peter Schwier since the last PC meeting, which had been circulated by the Clerk. County Cllr Schwier was expected to attend the meeting to deliver his report - see Item 2619 below.

### **2614. Braintree District Council / BDC Local Plan approved**

No report had been received from District Councillor Iona Parker this month.

Members were pleased to note that the BDC Local Plan had been formally adopted by BDC on 25 July 2022.

## 2615. Finance

<b>1. The Income and Expenditure List was approved as follows:</b>		IN (£)	OUT (£)
28 June	Transfer	35.89	
1 July	Essex Playing Field Association subscription		25.00
21 July	E-On – PFMC		21.17
26 July	Transfer	21.17	
27 July	Infill Double Glazing (Part of Community House grant)		195.00
27 July	Fred Eady – Belchamp Otten litter picking		66.00
27 July	Diane Smith – Clerk’s salary and expenses		192.50
27 July	R H Nankivell – Grass cutting, Church Green, Belchamp Otten		110.00
27 July	Wendy Bird – BSP litter picking		66.00
4 Aug	BDC Section 106 Grant (PFMC)	4178.20	
5 Aug	Transfer		4178.20
23 Aug	E-On – PFMC		25.71
23 Aug	Transfer	25.71	
25 Aug	Diane Smith – Clerk’s salary and expenses		275.65

Current account balance at 30 August 2022 was £4434.73, Deposit account balance £15824 and PFMC account £9608.

**2. External Audit for 2021-22** – Members noted that there had been no requests to inspect the PC 2021-22 accounts from members of the public. PKF Littlejohn had officially logged the PC’s notification of Exempt status for the year ended 31 March 22.

**3. External Audits for 2022-27** – Members unanimously agreed not to opt out of the SAAA central external auditor appointment arrangements for the next 5 year appointing period (from year end 2022-23 until 2026-2027).

## 2616. Review of Standing Orders, Financial Regulations, Financial Procedures and Code of Conduct

The Clerk had almost completed the review of the Council’s Standing Orders and would then move on to the Financial Regulations and Financial Procedures. Copies of the revised documents would be circulated to Members as soon as possible. This would be considered again at the next PC meeting.

## 2617. Consider submitting a Land Registry application for Title Absolute for Churchyard Green, Belchamp Otten

In 2009 the PC applied to the Land Registry and was granted, Possessory Title of Churchyard Green at Belchamp Otten. As 12 years have past, the PC are now entitled to apply for this to be upgraded to Title Absolute. The Clerk had looked into the required process and after some discussion Members agreed to obtain quotes from 3 local solicitors to make the upgrade Title application and also to change the PC’s registered address with the Land Registry. These would be considered at the next meeting.

## 2618. Defibrillator training session / Safety recall on BSP defibrillator

Members noted that Cllr John Pheby had spoken to the village’s First Responder regarding the possibility of him holding a training session. However the former First Responder confirmed that he had not been carrying out this role since the start of the Covid epidemic so would be unable to help. The Chairman agreed to look into the possibility of holding an online training session and this matter would be considered again at the next meeting.

### **2619. Essex County Council Report**

County Councillor Peter Schwier delivered his report which included the following matters: £2 million has been allocated to Nightingale Care Bursary to encourage people into the social care career pathway: Highways are trialling a new composite material to repair potholes which it is hoped will be more durable. The material includes a small percentage of recycled plastic which would otherwise go to landfill: Vaccinations for Covid and influenza are now underway: the Ride London Cycle Race will cover Essex again next year but will only be held for 1 day instead of 2 and will utilise rolling road closures instead of full closures: the Parks Department are offering children the opportunity to learn coppicing and woodworking skills.

### **2620. BSP Speedwatch Group – New co-ordinator required**

The Clerk informed Members that because of other commitments she was no longer in a position to undertake the role of Speedwatch co-ordinator. She had attempted to find a replacement co-ordinator without success but Members suggested some other local people who may be interested. The clerk would approach them and this would be considered again at the next meeting.

### **2621. Playing Field Management Committee**

The Clerk reported that, following further chasing, the Section 106 monies, totalling £4178.20, had been received from BDC on 4 August 2022.

Cllr John Pheby reported that he and 3 volunteers had recently cut back the playing field boundary hedge at the rear of the residential properties in The Savilles. However, it was noted that a long-term solution still needed to be found, to stop the hedge encroaching over the rear access road and causing problems for local residents. The Clerk would establish if a long term maintenance contract, to cut back the hedge once or twice a year, would be eligible for BDC Section 106 funding.

### **2622. Village Design Code Working Group**

The Chairman had not yet had an opportunity to discuss membership of the VDC Working Group with certain residents but Councillors Hannah Rumsey and Sarah Mardon agreed to be part of the Working Group to take the project. Further volunteers would continue to be sought and this would be considered again at the next meeting.

### **2623. Strimming of ditch between The Savilles and Cole Green, Belchamp St Paul**

The Clerk reported that she had not heard from the contractor despite her efforts to expedite a response. She would continue to chase the contractor for an explanation/ alternative date. It was agreed to raise the matter of responsibility for maintaining the ditch with Eastlight Housing Association when contacting them with regard to Item 2611.1 above. Members would consider the ongoing maintenance arrangements for the ditch at the next meeting.

### **2624. Correspondence**

Members considered the Correspondence List which had been circulated by the Clerk and the following items were noted: Initial data released from the 2021 Census: Acknowledgement letter received for Honours Supporting Letter sent in July 2021: Charity Commission plan to engage more pro-actively with trustees (Village Green, BSP): Safety recall on BSP defibrillator [see Item 2018 above]: Community 360 Offer of Winter Resilience Packs [publicise in village magazine]: Letter from

resident expressing concern regarding some overgrown footpaths [Clerk would liaise with Parish Footpath Warden and respond].

## **2625. Planning applications, decisions and appeals**

### **1. New Applications**

- 22/01762/HH – **Mill House, Gages Road, BSP** – Demolition of existing single storey lean-to, erection of replacement 2 storey side extension, new front porch, new chimney stack and new rear patio doors. Councillors considered this application via e-mail and agreed to make NO COMMENT. This decision was formally approved at the meeting.

- 22/01766/HH and 22/01767/LBC – **Wakes Hall, Wakes Hall Lane, BSP** – Erection of a 2 storey side extension, single storey side extension and a detached outbuilding. Councillors considered this application via e-mail and agreed to make NO COMMENT. This decision was formally approved at the meeting.

- 22/01930/HH – **Greengages, Cole Green, BSP** – Single storey side extension (enlarge garage and change flat roof to pitched). Councillors considered this application via e-mail and agreed to make NO COMMENT. This decision was formally approved at the meeting.

- 22/02052/HH – **Lantern Cottage, Cole Green, BSP** – Replacement garage. NO COMMENT.

### **2. Decisions**

- 22/01404/FUL – **Shearing Place, Shearing Place Road, BSP** – Retention of rural workers dwelling on a permanent basis, including erection of single storey side extension and associated operational equipment. GRANTED.

- 22/01598/AGR – **Cutbush Farm, Bakers Road, BSP** – Prior notification of a General Purpose agricultural building to store machinery and fertilizer. PRIOR APPROVAL REQUIRED AND GIVEN.

**2626. Public Forum** - No members of the public were present.

## **2627. Urgent matters and proposals for future Agenda**

**1. BDC matters** – The Clerk agreed to report the overflowing dog bin in Fowes Lane, Belchamp Otten, ascertain if BDC would be supplying free bulbs, for Councillors to plant, again this year and publicise that BDC can supply compost bins to residents at a 50% discounted price.

**2. Venue of October PC meeting** – Members noted that work to re-roof the Community House would commence in late September and that this would affect Community House bookings. The October PC meeting is not expected to be affected but it was agreed to check the availability of hiring the school hall in case the work overruns for some reason.

**3. Roy Reeves** – Members were sorry to learn of the recent death of Roy Reeves who had been a former Councillor and been very active in community matters. It was agreed to send the Council's condolences to his family.

### **Next meeting**

The next Council meeting will be held on Tuesday 18 October 2022 at 7.30pm in The Community House, Gages Road, Belchamp St Paul. The meeting closed at 8.58pm.

Signed: ..... (Chairman) 18 October 2022