

COVID-19 PUBLIC HEALTH EMERGENCY – VIDEO CONFERENCING MINUTES

STURMER PARISH COUNCIL

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Minutes of the **MEETING** of **STURMER PARISH COUNCIL** held via **VIDEO-CONFERENCE CALL** on **TUESDAY 09 JUNE 2020** at **11:30 AM**

Present: Cllr Garrod Cllr Porth Cllr Collar Cllr Carter Cllr Choat Cllr Jones

Members of the public

20/12	NOTE APOLOGIES FOR ABSENCE None given
20/13	DECLARATION OF INTEREST FOR JUNE MEETING Cllr Garrod indicated she may have an interest to declare but that the possible agenda item was not specific – Item 20/18 Safety Fencing and FP Way Markers pointing to Item 20/23(a)
20/14	APPROVE MINUTES OF MEETING HELD ONLINE ON THURSDAY 30 APRIL 2020 RESOLUTION – Minutes adopted as true record, Proposed Cllr Carter, Seconded Cllr Porth
20/15	APPROVE AMENDMENT OF STANDING ORDERS TO REFLECT A CHANGE IN THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020 CAME INTO FORCE 04 APRIL PROVIDES FOR LOCAL COUNCILS HOLDING REMOTE MEETINGS RESOLUTION – Amendment approved, Proposed Cllr Choat, Seconded Cllr Carter CLERK to ACTION Members noted the current Standing Order document revision was due April 2020
NB	<i>*Cllr Collar joined the meeting after resolving technical difficulties with her IT</i>
20/16	PUBLIC PARTICIPATION SESSION <i>This provides an opportunity for members of the public to raise questions and comment on items on the agenda or of import. Time for this session is limited to 15 minutes (03 minutes per person)</i> FLOOD ALLEVIATION GRANT INITIATIVE – Grateful thanks were offered for the parish council’s assistance with circulating Application packs in the community; one new application is in process; the contractor is completing installation surveys. ORCHARD PADDOCK – Request for clarification of the parish council’s intentions with regard to Orchard Paddock – Cllr Garrod confirmed it had been under consideration - land ownership, access and ground condition were proving challenging for various reasons but option not fully dismissed.
20/17	DISTRICT AND COUNTY CLLRS REPORT(S) District Cllr Garrod highlighted items in the report including the Councillor Community Grants focus on supporting those groups working tirelessly in their communities as they recover from the effects of Covid-19 pandemic and proposed road closures affecting Sturmer due to commence 21 July for 8 nights. Full report at APPENDIX A
20/18	RECEIVE CLERK’S REPORT & NOTE CORRESPONDENCE UNITED IN KIND (UKI) – ECC funded project, launched a Celebrating Volunteers Week in recognition of the great work provided by a legion of volunteers since the lockdown and continuing; members were invited to share with UKI details of any service or individual that should be put forward for recognition BEARS – Funding request from Basics Essex Accident Rescue Service – Clerk to provide Grant Award Policy link VARIOUS COVID 19 DOCUMENTS CIRCULATED TO MEMBERS FROM BDC/ECC/S360/EALC

	<p>SAFETY FENCING – REQUEST FOR CONSIDERATION TO HELP PROTECT WILDLIFE IN PRIVATE FIELD – Comment minute at Item 20/23(a)</p> <p>FP WAY MARKERS – REQUEST FOR ADDITIONAL MARKERS ON FOOTPATHS – Item 20/23 (a) – Comment minute at Item 20/23(a)</p> <p>BADLY DETERIORATING RIVERSIDE FOOTPATH – Item 20/23(a)</p> <p>PLAY AREA – AWAITING CONFIRMATION OF INSTALLATION DATE FROM CONTRACTOR</p> <p>S106 – APPLICATION FOR FUNDING AGREED PENDING SIGHT OF RECEIPTED INVOICE</p> <p>UNLAWFUL ROPE SWING – LETTER SENT TO RESDIENT REQUESTING IMMEDIATE REMOVAL – Since removed</p>
20/19	<p>FINANCE – RECEIVE FINANCIAL STATEMENT - AGREE PAYMENTS, APPOINT AUTHORISER RESOLUTION – Approve payments, Proposed Cllr Collar, Seconded Cllr Porth – Appointed authoriser – Cllr Carter. Finance Statement at APPENDIX B</p> <p>20/19(i) – RECEIVE INTERNAL AUDITOR REPORT 2019-2020</p> <p>RESOLUTION – Approve report, Proposed Cllr Carter, Seconded Cllr Collar</p>
20/20	<p>REVIEW & COMMENT ON CURRENT PLANNING APPLICATIONS/APEALS</p> <p>20/00396/HH & 20/00397/LBC - Abbotts Hall, Rowley Hill, Sturmer - Replacement of the existing conservatory with an orangery and the replacement of doors and surrounds, windows, skirting, flooring, a staircase, bannisters to main staircase and the fitting of bathrooms and kitchen.</p> <p>NO COMMENT</p> <p>20/00328/VAR- Land At, 11 Crunch Croft - Variation of condition 2 'approved plans' and condition 3 'samples of materials' of permission 18/02029/FUL granted 14/01/2019 for: Erection of a two storey three bedroom detached house with amended vehicle crossing on land adj to 11 Crunch Croft and a new vehicle crossing to 11 Crunch Croft. Variation would allow: Alterations to single storey rear element and submission of samples.</p> <p>NO COMMENT</p>
20/21	<p>CONSIDER MILE SIGN AND WAR MEMORIAL REFURBISHMENT OFFER</p> <p>An offer has been made to refurbish the Mile sign for FREE with Cllr Carter completing the re-painting.</p> <p>WAR MEMORIAL - Cllr Carter to draft a schedule of works enabling the Office to invite contractors to Tender for the works, those offers to be brought before council for consideration.</p>
20/22	<p>AGREE SUBMISSION TO LHP FOR IMPROVEMENTS TO BANK ADJACENT TO CHURDLES</p> <p>Submission to Local Highways Panel for the bank to be cut back to help widen the footway – CLERK to ACTION</p> <p>30 mph ROUNDELS - It was noted the recently applied Roundels at the Halstead end of the village had been covered in tarmac, thus need re-applying.</p> <p>FOOTWAY SURVEY – Having completed the footpath survey request from County, complete with photographs and submitted the findings, Cllrs would appreciate knowing the outcome of that survey and intended actions.</p> <p>CLERK to ACTION both matters with the LHP and County Cllr Finch</p>
20/23	<p>RECEIVE REPRESENTATIVES REPORT:</p> <p>a) Footpaths – FP3 - excessive riverbank erosion, significantly narrowing pathway, suggested FP3 should be temporarily closed; reported to Highways on several occasions, ECC Officer discussed matter with council three years ago; Clerk to escalate situation due to risk of injury for users.</p> <p>FP3 – Field contains Sheep, users take natural route across the field which is NOT the defined Footpath route, livestock being worried, FP route would benefit from additional way signage.</p> <p>Way Markers - Request for supply of additional Markers – CLERK to ACTION</p> <p>b) Flood Action Group – Property Protection information circulated to residents. Four Woody Dams installed on the Golf course. ECC bridge bore hole letters sent to the relevant properties, awaiting start date for works. Japanese contingent interested in the flooding matters in Sturmer have made contact. SFAG representative, Linda Bevan attending various online Flood Group forums – APPENDIX C</p> <p>c) Play Area – Inspection pending confirmation play areas can be re-opened, although closed to users some people continue to gain access. A note of thanks was expressed for Cllr Carter’s efforts in tending the newly sown grass, which is growing well, in readiness for installation of new play equipment.</p> <p>d) Parish Maintenance – Contractor has commenced edging of footways to maximise their width for users</p>
20/24	<p>RECEIVE UPDATE ON DEFIBRILLATOR INSTALLATION – AGREE NEXT ACTION</p>

	Comprehensive report from Cllr Jones, circulated to members; Village Hall site under review, quotations required for installation costs, awaiting trades-people return to work; additional considerations will impact on the final decision. Noted the council's review of sites for PC Noticeboard is indicating the Village Hall as only suitable location.
20/25	RECEIVE INPUT FROM ELS AND OTHER LEGAL SOURCES ALONG WITH COSTING WHERE AVAILABLE Request for this item to be discussed under closed session at next meeting
20/26	DISCUSS INPUT FROM ELS AND OTHER LEGAL SOURCES, BASED UPON THAT CONSIDERED INPUT AGREE NEXT STEP TO PROGRESS THE WOODLANDS HOTEL / VG52 MATTER Cllr Porth shared feedback from the following Agents:- Balmforth – Proposed area of VG52 to be sold could not be valued until developers plans are known, obstacles with site were highlighted, recommendation not to Lease but agree outright sale, happy to propose formal site survey with costing. Cheffins Land Agent – Recognised no current planning application so difficult to value, a desktop valuation could be provided if appointed. Agent suggested review of caselaw Stokes v. Cambridgeshire. Cllr Garrod suggested running an article in the village newsletter advising residents of the intention to hold an online meeting to which any member of the community could attend, which meeting would include Dukesmead, and both land Agents; to enable Dukesmead to present their proposals for the Woodlands Hotel site and invite comment. Cllr Garrod invited members to vote on two propositions as follows: “Place an article in the village newsletter inviting residents to attend an online meeting and offer for those unable to attend the opportunity to submit questions” VOTE – Unanimous agreement “Invite Dukesmead and Agents to a ZOOM meeting” VOTE – Unanimous agreement
20/27	ITEMS OF REPORT TO BE NOTED OR ADDED TO NEXT COUNCIL AGENDA Defibrillator Review Standing Orders and Financial Regulations (Confirm security and access to Logins)
20/28	DATE OF NEXT MEETING – 07 July – CLOSE 13:17

Signed.....Date.....

APPENDIX A

District Councillor's Report 09th June 2020 to Sturmer Parish Council (Cllr. Diana Garrod- Bumpstead Ward)

Councillor Community Grants

You will all be aware of the great work taking place in our communities in response to the Coronavirus pandemic. In towns and parishes across the district, charities, local groups and organisation and teams of volunteers have come together to support the most vulnerable people. Moving forward, we are keen to support these groups to help their communities to recover. To do this, we have agreed to focus the Councillor Community Grants on supporting the recovery from COVID this year. Aligned to this, we have looked to simplify the scheme to ensure that some of those groups who have been helping in the community who are newly formed, or do not have a formal structure in place can access support to help them to continue the work that they are doing. We want to show our support in a practical way so have reviewed and adapted the criteria for the scheme which will allow grants to be awarded to informal groups with the endorsement of an established formal organisation.

When considering applications I would ask that you consider the objectives of the Councillors' Community Grant Scheme this year which are;

- To support communities to respond to issues arising from the coronavirus pandemic
- To reduce barriers that prevent groups of volunteers from helping in their communities, whilst ensuring that proportionate safeguards are in place to protect the vulnerable people, the volunteers and public money
- To harness the community spirit and enthusiasm being displayed across the district into long term volunteering opportunities

I would ask you to bear in mind that the situation will continue to change over the months ahead and priorities will emerge, so you may wish to consider what funding is available in your allocation over the next 9 months to support projects being developed in the medium term.

The guidance booklet is available at the link below.

<https://www.braintree.gov.uk/councillorscommunitygrants>

Work to Begin on New M11 Junction

Work on the new M11 Junction 7A at Harlow is gearing up. The site is currently being cleared to enable the works team to set up in in June. The works will see a new junction created between Junction 7 and 8 of the M11 and a new link road joining the M11 with a widened B183 Gilden Way. This will ultimately see a new east-west link created through the town. The new junction 7a is planned to open in 2022.

For more information and to register for construction updates on the scheme visit

www.essex.gov.uk/junction7a.

Court Hearing

On 6th May 2020, legal action has successfully been taken against a resident in the Braintree District who wrongly claimed over £47,000 in income support, tax credit and housing benefit. Ms Corrine Pudney, age 30 of Calamint Road, Witham pleaded guilty to five counts of benefit fraud. She had dishonestly failed to declare that her husband, Jamie Pudney, was living with her while claiming housing benefit, income support and tax credits as a single parent. She was wrongly paid £47,789.42 in benefits from 1 April 2013 to 3 October 2017. She was prosecuted under sections of the Social Security Administration Act 1992 and Tax Credits Act 2002. She was sentenced to 24 weeks in prison suspended for 18 months. She was also ordered to carry out 100 hours of unpaid work and complete 30 days of rehabilitation activities. She will also have to re-pay all the overpaid benefits.

Update on Small Businesses and Cash Grants

We are continuing to administer grants to support businesses across our district. Grants have now been issued to nearly 90% of eligible businesses so far. We've paid out £26.22 million in small business and cash grants (within the retail, hospitality and leisure sectors) to support 2,250 businesses. We've been hearing that some accountants have been telling their business clients that they're not eligible for these grants when they actually are. There are just over 250 businesses in our district yet to come forward to make their claim. Amounts of up to £25,000 or £10,000 are available and businesses will not need to pay the money back. If you're unsure, please email economicd@braintree.gov.uk for a sense check.

Transition – The Future Relationship Between the UK and the EU

The UK is in a transition period until the end of 2020 while the UK and EU negotiate additional arrangements. The current rules on trade, travel and business for the UK and EU will continue to apply during the transition period up to 31 December 2020. New rules will take effect on 1 January 2021. To help

businesses keep up to date, the Department for Business, Energy and Industrial Strategy publishes a free Transition Bulletin for businesses.

Apply for the Coronavirus Future Fund

The government's £500 million Future Fund opened for applications on Wednesday, 20 May with innovative and high-growth British businesses able to secure investment to help them through the Coronavirus outbreak. UK-based companies can now apply for a convertible loan of between £125,000 and £5 million, to support continued growth and innovation in sectors as diverse as technology, life sciences and the creative industries. These convertible loans may be a suitable option for businesses that typically rely on equity investment and are unable to access other government business support programmes because they are either pre-revenue or pre-profit. The Future Fund was developed by the government and is being delivered by the British Business Bank.

Business- Braintree

As of 29th May we have administered £27.36 million in grants to support 2,343 businesses facing financial difficulties as a result of the pandemic. Businesses should check what support they are entitled to by visiting: www.gov.uk/business-coronavirus-support-finder - If they believe they are eligible but haven't received a letter from BDC they should email economicd@braintree.gov.uk as soon as possible. We have also administered business rate relief to 832 retail, hospitality & leisure businesses and to 21 nurseries with a total value of £18.06 million. Figures correct as of 29th May.

We have been allocated £1.5 million for a discretionary grant scheme for businesses which are not currently eligible for the two existing business grant schemes (Small Business Grant Fund and Retail, Hospitality and Leisure Grant Fund). We are currently developing a scheme in accordance with the guidance issued by the Central Government. Details of the launch date, scheme criteria and application process will be issued shortly.

Amenity Waste Collection Service

We are pleased to let you know that from **Monday 8th June** this service will be re-instated.

If you would like more information or to make a booking, please contact Sharon Coppin who will be pleased to help you. Please email sharon.coppin@braintree.gov.uk or call 01376 552525.

Please Dispose of PPE Correctly

Many of us are using items of PPE (Personal Protective Equipment) such as disposable gloves and face masks when we go out and it is important that these are disposed of correctly.

- Please throw away any used PPE (gloves and face masks) in your general grey general waste bin or whilst at work, or a litter bin if you're outside.
- Please don't put masks, gloves or other personal protective equipment (PPE) in your recycling sack. **They cannot be recycled.**
- Used PPE must be double bagged, securely tied and stored for a minimum of 72 hours

Local Road Closures

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1) – Temporary Traffic Regulation Orders:

Intended closure of Sages End Road, Helions Bumpstead due to commence on 10th June 2020 for 3 days. The closure is required for the safety of the public and workforce while Anglian Water undertakes Installation of boundary box works.

Intended closure of Haverhill Road, Wiggens Green, Copy Hill, Helions Bumpstead due to commence on 15th June 2020 for 3 days. The closure is required for the safety of the public and workforce while BT undertakes overhead cable works.

Intended closure of Camps Road/Drapers Green, Helions Bumpstead due to commence on 22nd June 2020 for 3 days. The closure is required for the safety of the public and workforce while Essex County Council undertakes reset manhole cover works.

Intended closure of Rowley Hill, The Street, Sturmer Road, Baythorne End, Ridgewell Road, Four Ash Hill, The Causeway, Chapel Road, Mill Road, Church Road, Bridge Street, High Street, Poole Street, Hedingham Road, Yeldham Road, Crouch Green, Swan Street, due to commence on 21st July 2020 for 8 night. The closure is required for the safety of the public and workforce while Essex County Council undertakes stud installation.

Local Plan Update

Braintree District Council has asked the Planning Inspector for the full list of modifications which would be needed to make its joint section one local plan sound. At a meeting of Full Council on 1st June the Leader of the Council Cllr Graham Butland confirmed the next steps following the letter from the Planning Inspector on the Shared Strategic (Section 1) Plan received last month. In the letter to the North Essex Authorities the Planning Inspector said that much of the plan could be found sound such as many of the policies, the duty to cooperate and the housing figures (in Braintree District's case this is 716 homes should be built every year). He said that issues such as water quality, the effect on the historic environment, air pollution and the impact of overflying aircraft had been considered and assessed appropriately. However the Planning Inspector expressed concerns about part of the proposed Rapid Transit System and the viability of the garden communities. He said that the joint section one local plan could only be found sound if the authorities removed two of three proposals for garden communities i.e. Colchester Braintree Borders Garden Community and the West of Braintree Garden Community. The Planning Inspector backed the Tendring/Colchester Border Garden Communities.

At Full Council last night Cllr Butland said: "While accepting the methodology of the viability assessment and the inputs into it, The Planning Inspector did not believe that the Garden Communities should be planned on anything other than an average of 250 homes per year across their development. This meant he disregarded all other viability scenarios that proposed more than 250 per year." Cllr Butland said this was despite other large sites having a build out rate of more than 250 homes per year.

In his letter, the Planning Inspector suggested two ways forward:

1. accept his main modifications which will include the removal of the Colchester Braintree borders and West of Braintree Garden Community; or
2. withdraw the Plan.

Cllr Butland last night said: "As a council we cannot decide until the Planning Inspector sends us his report which will include the full list of all the modifications. Once we have the modifications, as a Full Council we will be able to consider his proposed changes and what it will mean for our district." The council will then have three options:

- (i) accept the modifications and send them out to public consultation;
- (ii) withdraw the plan; or
- (iii) consider a challenge or an alternative approach

A future meeting of Full Council will be arranged to discuss the options. It is hoped this will take place in late June or July dependent on when the Council receives the Planning Inspector's modifications.

No Annual General Meeting

Braintree District Council has announced there will be no Annual General Meeting (AGM) for the Civic Year 2020/21. Last week Braintree District Council announced that it will hold some meetings virtually in line with new government regulations. However the council has taken the decision to cancel the AGM (originally due to be held on April 20th) to ensure resources can be focussed on other meetings.

Chairman of the Council, Cllr Angela Kilmartin will remain in position for another year. As will the Vice Chair

Cllr Sue Wilson. Over the past year £2,172 has been raised for the two Chairman's Charities which are Witham Choral Society and Marie Curie. These charities will remain the chairman's charities. The council's appointments for 2019/20 to its Committees, including Committee Chairman and Vice Chairman, and to outside bodies remain in place for the Civic Year 2020/21. The next AGM is scheduled for 19th April 2021.

Essex County Council Provides £250,000 Funding to Citizens Advice Service in Essex

Essex County Council is providing £250,000 of funding to the Citizens Advice network in Essex to help it in its response to individuals and small businesses in the county following the COVID-19 lockdown.

Each year, local Citizens Advice in Essex support thousands of people in financial difficulty and in recent year's this has increasingly included sole traders and small business owners

Most businesses in Essex are small – 91% have between 1 and 9 employees. Many small businesses, whether sole traders or limited companies, will have been hit by a loss of income during the COVID-19 lockdown and this will have an effect on many other areas of the business. The need for operational business support is expected to rise as the country comes out of lockdown. The funding will be utilised in a number of ways, tailored to the needs of the locality. Firstly, all local Citizens Advice will be able to maintain or increase their overall service provision. Secondly, in addition to support to access operational help, local Citizens Advice will be on hand to also support smaller businesses, especially sole traders, to better manage their personal finances more effectively. There are national support structures in place for small businesses but many directors of small firms and sole traders, working hard on their core business, may need help and expertise in accessing the help that is out there – that's where the Citizen's Advice service comes in.

The funding from Essex County Council will support Citizens Advice to offer additional capacity and more legal advice, such as specialist level employment advice, to small businesses.

The money will be provided to local Citizens Advice in Colchester, Basildon, Chelmsford, **Braintree**, Tendring, Epping Forest, Harlow, Uttlesford, Rochford, Brentwood and Maldon.

Cllr. Diana Garrod

District Councillor - Bumpstead Ward

APPENDIX B

Sturmer Parish Council Finance Statement - May 2020											
Date	Supplier	Description	Invoice	BACS/DD	Minute Ref	Rec	Credit	Debit	VAT	NETT	Cost Centre
01-May	Eleemosynary Charity	Grant	N/A	Cq			1125.00				Income
15-May	Haven Power	Electricity	5970/5971	DD				46.58	2.22	44.36	Utility
15-May	A&J Lighting	Lighting	34088	DD				27.00	4.50	22.5	Lighting
28-May	Employee	Salary	PAYE	SO				404.73		404.73	Clerk
MAY							1,125.00	478.31	6.72	471.59	
Balance £16,904.93											

Sturmer Parish Council Finance Statement - June 2020											
Date	Supplier	Description	Invoice	BACS/DD	Minute Ref	Rec	Credit	Debit	VAT	NETT	Cost Centre
09-Jun	Y Morton	Internal Audit	2020	FPO				60.00		60.00	Admin
09-Jun	Employee	Expenses	N/A	FPO				27.45		27.45	Clerk
09-Jun	DH Maintenance	Parish Maintenance	130520	FPO				145.00		145.00	Maintain
09-Jun	Sovereign (CCC Fin)	Deposit play equipment	112257	FPO				1,857.70	309.62	1,548.08	Play Area
28-Jun	Employee	Salary	PAYE	SO				404.73		404.73	Clerk
15-Jun	A&J Lighting	Lighting	34130	DD				27.00	4.50	22.50	Lighting
15-Jun	Haven Power	Electricity	7442/7444	DD				48.04	2.29	45.75	Utility
JUNE							0.00	2,569.92	316.41	2,253.51	
Balance £ 14,335.01											

APPENDIX C

SFAG – June report

Property Protection Grants

Please thank Cllr Garrod for delivering property protection grant packs. As a result I have heard from one additional resident who intends to apply. Ofcourse there may be others who have decided to apply without contacting us.

Essex Flood and Water Team is in talks with Lakeside (based in Wales) on when installations could restart because of Covid 19.

Woody Dams

As you know work has started again on the woody dams at the golf course.

Sturmer Station Bridge

Nearby residents have received the licence for the bore holes for the works on the bridge.

NFF (national Flood Forum) Zoom meetings

I am continuing to join these when I can. One of the meetings discussed SUDs being taken over by Water Companies. We were asked to approach our contacts at LLFAs etc for their views. Our contact at Essex Flood and Water Team sent a very detailed response which I have shared with the Parish Council, SFAG and NFF.

Linda Bevan
SFAG