

## STURMER PARISH COUNCIL



Ian Brown  
Parish Clerk & Responsible Financial Officer  
Email: [sturmerpc@gmail.com](mailto:sturmerpc@gmail.com)

72 St. Edmunds Fields  
Dunmow  
Essex, CM6 2AN

Minutes of the **COUNCIL MEETING OF STURMER PARISH COUNCIL** held at **STURMER VILLAGE HALL** on **TUESDAY 12<sup>th</sup> SEPTEMBER 2017** at **7:30 PM**

Present: Cllr Garrod Cllr Porth Cllr Collar Cllr Carter Cllr Naylor

<b>17/65</b>	<b>APOLOGIES FOR ABSENCE</b> Cllr Mcleod-Jones
<b>17/66</b>	<b>DECLARATION OF INTEREST FOR SEPTEMBER MEETING</b> Cllr Collar – Item 17/77 Planning
<b>17/67</b>	<b>APPROVE MINUTES OF MEETING HELD AT STURMER VILLAGE HALL TUESDAY 01 AUGUST 2017</b> Proposed Cllr Carter, Seconded Cllr Collar
	<p style="text-align: center;"><b>PUBLIC PARTICIPATION SESSION</b></p> <p>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)</p> <p>Request to bring Items 17/72 and 17/73 forward to this point in the meeting, which was agreed to enable members of the public to contribute and then leave the meeting.</p>
<b>17/68</b>	<b>CLERK'S REPORT &amp; CORRESPONDENCE</b> ESSEX AIR AMBULANCE PARISH COUNCIL DONATION REQUEST – <b>RESOLUTION</b> - not to support but to leave to individual conscience. JOINT EALC AGM & ECC CONFERENCE – Clerk to attend. AON INSURANCE – Council remains under cover until renewal in 2018. LAND REGISTRY TITLE UPDATE – Clerk still to verify their identity with Solicitor. GDPR MAY 2018 – Clerk to ensure a timely compliance, ICO Registration now complete.  Other matters covered under requisite Agenda items.
<b>17/69</b>	<b>FINANCE – RECEIVE FINANCIAL STATEMENT - AGREE PAYMENTS, APPOINT AUTHORISER</b> FINANCE STATEMENT at APPENDIX A – Proposed Cllr. Naylor, Seconded Cllr Carter. Appointed Authoriser – Cllr Garrod
<b>17/70</b>	<b>RECEIVE UPDATE ON PLAY EQUIPMENT PURCHASE OPTIONS</b> Site meeting arranged with second supplier - 21/09, 3:30pm – to receive alternative quote
<b>17/71</b>	<b>RECEIVE UPDATE ON THE RENOVATION AND/OR REPAIR OF THE CULVERT HEAD ON THE PARISH COUNCIL'S RAILWAY LINE WALK</b>

	Engineer visited site to review damage, now awaiting priced options for repair / renewal
<b>17/72</b>	<p><b>SPEEDWATCH REPRESENTATIVE’S REPORT AND CONSIDER REQUEST TO PURCHASE 100 BIN STICKERS, ADDITION OF ROADWAY SPEED ROUNDELS AND SIGNAGE FOR VILLAGE ROADSIDE GATES</b></p> <p><b>RESOLUTION</b> – Parish Council to purchase 100 off 30mph bin stickers, SPEEDWATCH GROUP to distribute and request donation towards cost from recipient – <b>CLERK to ACTION.</b></p> <p>Request for additional traffic calming measures to ultimately be raised by the parish council for the Local Highways Panel consideration, to include road markings, Vehicle Activated Signs and alternative “roadside gates” signage.</p> <p>Residents are urged to report all Highways related matters via the ECC Highways online Portal.</p>
<b>17/73</b>	<p><b>RECEIVE UPDATE ON STATUS OF SPEED INDICATOR SIGNS AND AVAILABLE GRANTS</b></p> <p>Cllrs Collar and Porth to liaise over signage and funding options.</p> <p>Speedwatch Group and parish council to liaise over speed survey request to Highways.</p>
<b>17/74</b>	<p><b>RECEIVE UPDATE FROM REPRESENTATIVE ON “FLOOD PREVENTION ACTION”</b></p> <p>Report at APPENDIX B</p>
<b>17/75</b>	<p><b>AGREE ADOPTION OF DOCUMENT / EMAIL ARCHIVE POLICY AND THE DESTRUCTION OF NON ESSENTIAL ITEMS</b></p> <p><b>RESOLUTION</b> – To ADOPT Document Retention Policy, link now showing on the website</p>
<b>17/76</b>	<p><b>RECEIVE FOOTPATHS OFFICER REPORT</b></p> <p>Officer not present, Laminated A3 size copies of Footpath Maps now available</p>
<b>17/77</b>	<p><b>PLANNING – REVIEW ANY APPLICATIONS SINCE LAST MEETING AND COMMENT</b></p> <p>17/01455/FUL – Churdles, Rowley Hill, Sturmer – NO OBJECTION</p> <p>17/01279/DAC &amp; 17/00274/LBC – Red Lion, The Street, Sturmer – NO OBJECTION</p>
<b>17/78</b>	<p><b>TO CONSIDER A CODE OF CONDUCT YET TO BE FULLY REVIEWED FOR ADOPTION BY THE PARISH COUNCIL</b></p> <p>Deferred to next Agenda, awaiting Clerk to amend</p>
<b>17/79</b>	<p><b>WAR MEMORIAL – CONSIDER GROUND REPAIRS &amp; MAINTENANCE OPTIONS</b></p> <p>Cllr Carter to acquire quotes and forward to the Clerk</p>
<b>17/80</b>	<p><b>POPPY WREATH – AGREE TO PLACE ORDER WITH BRITISH LEGION AND TIMING FOR REMEMBRANCE SERVICE</b></p> <p>Service to be held Sunday 12 November at 10:30am</p> <p><b>RESOLUTION</b> - to acquire wreath for delivery to Cllr Collar, donate £30 – CLERK to action</p>
<b>17/81</b>	<p><b>POCKET PARK – AGREE VOLUME TO PLACE ORDER FOR ADDITIONAL BARK</b></p> <p>Cllr Carter to action</p>
<b>17/82</b>	<p><b>AGREE ACTION TO BE TAKEN WITH BROKEN PARISH STRIMMER</b></p> <p><b>RESOLUTION</b> – To scrap irreparable Strimmer</p>
<b>17/83</b>	<p><b>AMENITY WALK – AGREE ACTION RE SEEMINGLY FOUL WATER ENTERING A DITCH</b></p> <p>Reported to Environment Agency, Cllr Porth is liaison member</p>

<b>17/84</b>	<b>EMERGENCY PLAN – UPDATE ON CURRENT VERSION AMENDMENTS RESOLUTION – To forward current version to District Council – CLERK to ACTION</b>
<b>17/85</b>	<b>TO CONSIDER OPEN SPACES AND S106 RELATING TO WHEEL CHASE DEVELOPMENT</b> Deferred to next meeting – Clerk to correspond with St Edmundsbury Borough Council
<b>17/86</b>	<b>RESPONSE TO COMMUNITY GOVERNANCE REVIEW</b> Submit parish council response - CLERK to ACTION
<b>17/87</b>	<b>AGREE DECISION ON OPTIONS FROM HIGHWAYS RE NEW CROSSING AT HILL LANE RESOLUTION – Accept Option 5 as only viable solution, estimated at £53,000</b>
<b>17/88</b>	<b>RECEIVE DISTRICT COUNCILLORS REPORT</b> Gladman Appeal re development at Steeple Bumpstead was dismissed
<b>17/89</b>	<b>ITEMS OF REPORT TO BE NOTED OR ADDED TO NEXT AGENDA</b> None
<b>17/90</b>	<b>DATE OF NEXT MEETING – TUESDAY 17 OCTOBER and TUESDAY 05 DECEMBER MEETING CLOSED AT 09:12pm</b>

## APPENDIX A

Sturmer Parish Council Finance Statement 12 **SEPTEMBER** 2017

Receipts & Payments Cashbook Accounting

### Expenditure

DATE	PAYEE	DESCRIPTION	INVOICE	BACS	ACCOUNT	GROSS	VAT	NET	Ccentre	Box
12-Sep-17	Employee	Salary	PAYE	BACS	00112616	525.12	0.00	525.12	Parish	4
12-Sep-17	Employee	Expenses	Mileage	BACS	00112616	16.20	0.00	16.20	Parish	4
12-Sep-17	RoSPA Playsafety	Annual Inspection	28943	BACS	00112616	79.80	13.30	66.50	Parish	6
12-Sep-17	A&J Lighting	Annual Maintenance	30783	BACS	00112616	324.00	54.00	270.00	Parish	6
12-Sep-17	PKF Littlejohn	External Audit	EX0241	BACS	00112616	120.00	20.00	100.00	Parish	6
12-Sep-17	SA Pledger	Gras Cutting	040917	BACS	00112616	100.00	0.00	100.00	Parish	6
12-Sep-17	HMR&C	Contribution	PAYE	BACS	00112616	76.00	0.00	76.00	Parish	4
12-Sep-17	EALC	Local Cpouncil Award	8753	BACS	00112616	40.00	0.00	40.00	Parish	6
12-Sep-17	EALC	Data Protection brief	8749	BACS	00112616	45.00	0.00	45.00	Parish	6
12-Sep-17	AON	Insurance	Sep-17	BACS	00112616	423.42	0.00	423.42	Parish	6

**TOTAL** **£1,749.54** **£87.30** **£1,662.24**

### Income

DATE	PAYER	DESCRIPTION	REMITTANCE	Cq No	ACCOUNT	GROSS	VAT	NET	Ccentre	Box

**TOTAL** **£0.00** **£0.00**

Accounts		Balance
Parish	00112616	£16,191.39

Signed \_\_\_\_\_ Date \_\_\_\_\_

Minute Item \_\_\_\_\_

## **APPENDIX B**

### **WATER LANE FLOOD ALLEVIATION PROJECT**

Informal meeting held 9 August, 17

Present: Alan Carter (Parish Councillor)  
Mary Sail, Linda Bevan, Bev Bevan (Reps from S.F.A.G)  
Mike Casneuve, Fiona Clarke (Essex Highways)  
Tom Palmer (Local Flood Management)

Essex Highways have agreed to clear the blocked gully at Tinmore and install a kerb up to the next gully to discourage vehicles from driving on the verge and filling the gullies with mud. They will also raise 3 gullies and build a structure around to stop vegetation encroaching and restricting drainage. This is up to the Cement Work's Ditch.

They have also agreed to do a test dig at the blocked culvert in front of Dearsley House to see if the project to carry out drainage work on the bridleway is viable.

Hill Lane – they have agreed to clear the blocked gully and install flood bags around to help prevent further damage.

The above will be carried out by Essex Highways and paid for in their Maintenance Budget.

We also looked at the collapsing culvert under the Amenity Walk and they said that putting a sleeve in would be very expensive. They thought that other possibilities such as a bridge or a new culvert around the existing one would be a cheaper option.

They also looked inside the manhole giving access to the blocked culvert in Water Lane and the viability of installing a pipe to take the water to the existing pond and from there into the river.

The Engineer will work on the proposed plans and if viable will provide costings. Other aspects were also raised and these will be looked at in Stage 2.

The Engineer will report back to us and also pass the information to Councillor Finch.

Our thanks should go to Diane Garrod (Chair of the Parish Council) for contacting Mr Finch who has started the ball rolling to help Sturmer to solve their problem with flooding.