

# Sturmer Parish Council

**IAN BROWN**  
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 Responsible Financial Officer  
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**72 ST. EDMUNDS FIELDS**  
**GREAT DUNMOW**  
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Minutes of the Annual Council Meeting of STURMER PARISH COUNCIL held in the STURMER VILLAGE HALL at 7:30pm on Monday 15<sup>th</sup> MAY 2017

Present: Cllr Garrod                      Cllr Carter              Cllr Naylor  
             Cllr Porth                              Cllr Collar              Cllr Mcleod-Jones

<b>17/15</b>	<b>ELECTION &amp; APPOINTMENT OF OFFICERS</b>
<b>17/15.1</b>	CHAIRMAN – Cllr Garrod, Proposed Cllr Carter, Seconded Cllr Naylor
<b>17/15.2</b>	VICE CHAIRMAN – Cllr Naylor, Proposed Cllr Carter, Seconded Cllr. Garrod
<b>17/16</b>	<b>COUNCILLOR REPRESENTATIVES</b>
	FLOOD GROUP – Cllr Carter
	FOOTPATHS – Cllr Mcleod-Jones
	VILLAGE HALL – Cllr Collar
	PLAY AREA – Cllr Porth
	EMERGENCY PLANNING – Cllr Carter and Cllr Naylor
	SPEEDWATCH – Cllr Naylor
	PLANNING – Parish Council
<b>17/17</b>	<b>FORMALLY APPOINT CLERK – AGREE PERFORMANCE REVIEW</b>
	Mr. Ian Brown appointed, contract signed, performance review in 18 weeks
<b>17/18</b>	<b>DECLARATION OF ACCEPTANCE OF OFFICE</b>
	Chairman and Vice Chairman signed Declaration of Acceptance of Office parish record book plus forms for office file
<b>17/19</b>	<b>REGISTRATION OF INTEREST &amp; RETURN OF EXPENSES FORMS</b>
	No updates due to be placed on Register, No expenses to be claimed
<b>17/20</b>	<b>APOLOGIES</b>
	None received
<b>17/21</b>	<b>APPROVE MINUTES OF MEETING HELD ON TUESDAY 4<sup>TH</sup> APRIL 2017</b>
	ADOPTED – Proposed Cllr Naylor, Seconded Cllr Carter

<b>17/22</b>	<b>PUBLIC PARTICIPATION SESSION</b>
	None
<b>17/23</b>	<b>CLERKS REPORT &amp; CORRESPONDENCE</b>
	No signed contract for grass cutting from Golf Club
	Bank accounts now rationalised into one account
	Online banking free if turnover remains under £50K, all current signatories to provide Clerk with date of birth to enable process to commence for dual authorised, online payments banking with Lloyds Bank
	End of Year internal audit complete, forms to be signed, unaudited accounts to appear on public display early June
	Awaiting confirmation from Street Lighting contractor of current installed LED distribution across parish
	COMPLAINT AGAINST PARISH COUNCIL – Clerk reviewed, powers, responsibilities and authority of council members when acting outside a parish council meeting
<b>17/24</b>	<b>FINANCE – RECEIVE FINANCIAL STATEMENT, AGREE PAYMENTS, SIGN CHEQUES</b>
	See Finance statement as APPENDIX - A
<b>17/24.1</b>	<b>TO AGREE AND SIGN THE ANNUAL GOVERNANCE STATEMENT</b>
	Chairman and Clerk duly signed Section 1 – Annual Governance Statement
<b>17/24.2</b>	<b>TO COMPLETE AND SIGN THE ACCOUNTING STATEMENT 2016/17</b>
	Clerk and Chairman duly signed Section 2 – Accounting statements 2016/17
<b>17/25</b>	<b>OUTSIDE GYM EQUIPMENT REVIEW</b>
	Cllr Collar reviewing options, presented current priced options, council agreed to continue review at next meeting
<b>17/26</b>	<b>FLOOD ALLEVIATION PROJECT UPDATE</b>
	Cllr Carter made presentation on current position, see APPENDIX – B
	Clerk in contact with EALC to seek advice and guidance over land of unknown title and Insurers to confirm public liability cover when working on said land.
	Council to consider cost and liability implications of agreeing to adopt responsibility for ongoing maintenance to flood alleviation works once complete
<b>17/27</b>	<b>DOCUMENT ARCHIVE UPDATE</b>
	Cllr Porth making significant progress, 90% of records now moved to village hall filing cabinets, much of the records need further “sorting”. Historical Minutes records yet to be moved to village hall, historical planning applications now sorted into geographical areas and ready to be filed / moved.
	Cllr Garrod to arrange collection of additional files from Mr. Hearn

	Council to assess risks surrounding archived records being stored in the village hall
<b>17/28</b>	<b>FOOTPATH REVIEW</b>
	Cllr Mcleod-Jones presented members with a copy of the local footpath map plus an overview of the current condition of those paths walked. <b>RESOLVED</b> – Cllr Mcleod-Jones would request a definitive, updated list of footpaths in the parish from Highways to enable her presenting a complete list of those paths in need of clearance and maintenance
<b>17/29</b>	<b>PLANNING APPLICATIONS</b>
	<b>17/00156/TPO</b> – Council considered comprehensive Tree Warden report, reviewed site drawings, discussed proposed tree works. <b>RESOLVED</b> – Members would visit site before arriving at a final decision  <b>17/00805/NMA</b> – NO OBJECTION  <b>APPEAL REF No: APP/Z1510/W/17/3173352 – GLADMAN DEVELOPMENTS LTD</b> – Council letter of strong objection to be sent by Clerk, see APPENDIX - C
<b>17/30</b>	<b>DISTRICT COUNCILLORS REPORT</b>
	None
<b>17/31</b>	<b>ITEMS OF REPORT</b>
	Tree overgrowing causing nuisance to neighbours
	Street Lighting Expo for any interested in attending, neighbouring parish reviewing move to LED lamps, report awaited
<b>17/32</b>	<b>DATE OF NEXT MEETINGS &amp; CLOSE</b>
	Tuesday 20 <sup>th</sup> June
	Tuesday 01 <sup>st</sup> August
	<b>CLOSE – 9:30pm</b>

Signed.....

Dated.....

**APPENDIX - A**

Sturmer Parish Council Finance Statement 15 MAY 2017										
Receipts & Payments Cashbook Accounting										
<b>Expenditure</b>										
DATE	PAYEE	DESCRIPTION	INVOICE	Cq Number	ACCOUNT	GROSS	VAT	NET	Ccentre	Box
15-May-17	Y L Morton	Int Audit	2017-01	000761	00112616	150.00	0.00	150.00	Parish	6
15-May-17	Mr Pledger	Grass cutting	10-Apr-17	000762	00112616	80.00	0.00	80.00	Parish	6
15-May-17	Mr Pledger	Grass cutting	10-May-17	000762	00112616	180.00	0.00	180.00	Parish	6
15-May-17	D. Garrod	Gifts	Tesco&Nusery	000763	00112616	65.60	0.00	65.60	Parish	6
15-May-17	Sturmer V Hall	PC Hire	56	000764	00112616	36.00	0.00	36.00	Parish	6
15-May-17	Sturmer V Hall	Grant	N/A	000765	00112616	1000.00	0.00	1000.00	Parish	6
15-May-17	EALC	Affiliation Subs	7780	000766	00112616	150.88	0.00	150.88	Parish	6
15-May-17	Employee	Salary	PAYE	000768	00112616	405.04	0.00	405.04	Parish	4
15-May-17	Employee	Expenses	N/A	000769	00112616	32.40	0.00	32.40	Parish	4
15-May-17	PCC	Grant	N/A	000770	00112616	150.00	0.00	150.00	Parish	6
<b>TOTAL</b>						<b>£2,249.92</b>		<b>£2,249.92</b>		
<b>Income</b>										
DATE	PAYER	DESCRIPTION	REMITTANCE	Cq Number	ACCOUNT	GROSS	VAT	NET	Ccentre	Box
21-Apr-17	HMRC	VAT	UB8804	BACS	00112616	476.20	0.00	476.20	Parish	3
27-Apr-17	BDC	Precept 1	Apr-17	BACS	00112616	3,090.00	0.00	3,090.00	Parish	2
27-Apr-17	BDC	Local&Surplus Fnd	Apr-17	BACS	00112616	857.00	0.00	857.00	Parish	3
02-May-17	BDC	Street Cleaning	PaymentsBDC	BACS	00112616	71.55	0.00	71.55	Parish	3
<b>TOTAL</b>						<b>£4,494.75</b>		<b>£4,494.75</b>		
<b>Accounts</b>		<b>Balance</b>								
Parish	00112616	£19,858.29		Signed _____			Date _____			
Savings account closed, transfer to current										
				Minute Item _____						

Update for Parish Council on 15 May 2017 from SFAG

1. Concrete blockage in the bridge at Water – EA have informed us that Highways and EA have met and agreed to do a study (funded by EA) on how the situation can be improved. Their plan is to include the works in the 2018/19 programme.
2. Water Lane culvert and track project – SFAG were delighted funds were allocated for an investigation for the design of the project at the last meeting of the PC.

Further issues need to be decided by the PC:

Is the suggestion that the track is covered by common law acceptable to the PC ?– has the EALC been able to help with this?

Would the work be covered by the PC's Public Liability Insurance in these circumstances?

Is the PC happy to agree to maintenance of the system e.g. checking an inspection hatch once a year once the scheme is finished? We do not think residents will agree to do this themselves.

We have names of contractors to contact for the investigation once these issues are resolved and hope they can be discussed at the May meeting.

3. The repeat ordinary watercourse survey has revealed a cracked headwall on the amenity walk owned by the PC which it is hoped can be added to the grant for the Water Lane culvert and track project.
4. News on flood signs being acquired by PC under new pilot scheme should be received by the end of the summer.
5. A letter has been received confirming that comments from SFAG on housing development in Steeple Bumpstead have been passed on for the planning appeal.

6. Spinning Wheel site – we have raised a number of concerns with the site manager. He has responded positively.

The disturbed bank by the culvert opposite Wentworth has been shored up with sandbags.

We think some gullies still need clearing. He agreed to do this some time ago but we realise this would be best done at the end of the works which should be June/July.

A resident is concerned that the flood alleviation tanks drain into the ditch by and across her property. She has cleared the ditch where it crosses her property but where it crosses her neighbour's garden the ditch is blocked and she fears this will cause flooding. The Chairman of the PC has approached the neighbour about this.

Alan Carter has been negotiating with the Red Lion to keep their side of the ditch clear and the above resident has cleared her side in the past.

We hope the PC can resolve the blockage issue amicably without resorting to Local Flood Management who have enforcement powers over ordinary watercourses. We understand that Marc Inman is now the contact on

[watercourse.regulation@essex.gov.uk](mailto:watercourse.regulation@essex.gov.uk)