

**STURMER PARISH COUNCIL**

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Minutes of the **ANNUAL COUNCIL MEETING OF STURMER PARISH COUNCIL** held at **STURMER VILLAGE HALL** on **24 MAY 2022 AT 7:30 PM**

Present: Cllr Diana Garrod (Chair) Y  
Cllr Alan Carter Y  
Cllr Terrie Jones Y  
Cllr David Porth Y  
Cnty Cllr Peter Schwier X  
Clerk – Mr Ian Brown  
00 Member(s) of the public

<b>22/11</b>	<b>AGREE THE NOMINATION, ELECTION &amp; APPOINTMENT OF OFFICERS FOR 2022-2023</b> <b>22/11(i) CHAIRMAN</b> <b>RESOLUTION</b> – Cllr Diana Garrod was duly elected as Chairman for 2022-2023: Proposed Cllr David Porth, Seconded Cllr Alan Carter – unanimous approval <b>22/11(ii) VICE CHAIRMAN</b> Council agreed not to appoint a Vice Chairman
<b>22/12</b>	<b>WITNESS THE SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE</b> Declaration of Office duly signed by Cllr Diana Garrod
<b>22/13</b>	<b>AGREE THE COUNCILLOR REPRESENTATIONS / RESPONSIBILITIES FOR 2022-2023</b>  The following responsibilities were adopted by the listed Cllrs;- <b>a) FOOTPATHS</b> – All Cllrs to report matters using the Highways online portal <b>b) FLOOD ACTION GROUP</b> – Cllr Alan Carter <b>c) PLAY AREA</b> – Cllr David Porth and Cllr Alan Carter <b>d) PARISH MAINTENANCE</b> – Cllr David Porth and Cllr Alan Carter <b>e) WAR MEMORIAL</b> – Cllr David Porth <b>f) VILLAGE HALL</b> – Cllr Terrie Jones <b>g) HIGHWAYS</b> – All Cllrs to report matters using the Highways online portal
<b>22/14</b>	<b>NOTE AND APPROVE APOLOGIES FOR ABSENCE</b> No apologies provided
<b>22/15</b>	<b>CONFIRM RECEIPT OF RESIGNATION FROM CLLR KEITH CHOAT &amp; CLERK TO ADVISE BDC</b> Mr Keith Choat and Eileen Raynes-White have confirmed their resignation from the council. CLERK has advised the Democracy Officer at BDC who have subsequently provided the preliminary NOTICE OF VACANCY for publication
<b>22/16</b>	<b>INVITE DECLARATION OF INTEREST FOR THIS MEETING</b> Cllr Diana Garrod declared a Non pecuniary interest in Item 22/24(a) – Footpaths for FP3
<b>22/17</b>	<b>APPROVE MINUTES OF MEETING HELD ON 26 APRIL 2022</b> <b>RESOLUTION</b> – Minutes 26 APRIL 2022 adopted as true record: Proposed Cllr David Porth, Seconded Cllr Terrie Jones - Unanimous agreement
<b>22/18</b>	<b>PUBLIC PARTICIPATION SESSION</b>  <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>

	No public in attendance
<b>22/19</b>	<p><b>RECEIVE COUNTY &amp; DISTRICT COUNCILLORS REPORTS</b> Dist Cllr Diana Garrod report – <b>APPENDIX A</b></p> <p>Council offered their congratulations to Cllr Garrod with her appointment as Vice Chairman of BDC</p> <p>Cnty Cllr Peter Schwier report – <b>APPENDIX B</b></p>
<b>22/20</b>	<p><b>RECEIVE CLERKS REPORT &amp; NOTE CORRESPONDENCE</b> Clerk's report at <b>APPENDIX C</b></p>
<b>22/21</b>	<p><b>FINANCE – RECEIVE FINANCIAL STATEMENT - AGREE PAYMENTS, APPOINT AUTHORISER RESOLUTION</b> – Approve Finance statement as attached: Proposed Cllr David Porth: Seconded Cllr Diana Garrod– Unanimous approval - Cllr Carter to Authorise. Finance Statement at <b>APPENDIX D</b></p> <p>Council approved Clerk to make payments during June, to provide members with a finance statement and supporting documents.</p> <p>In light of the recent resignations council requested to add Cllr David Porth to the bank mandate with Barclays – CLERK to ACTION</p> <p><b>22/21(i) – RECEIVE AND REVIEW ANNUAL INTERNAL AUDITORS REPORT RESOLUTION</b> – Approve Annual Internal Audit Report, note comments and actions to be taken: Proposed Cllr Diana Garrod, Seconded Cllr David Porth – Unanimous approval</p> <p><b>22/21(ii) – AGREE SUBMISSION OF EXTERNAL AUDIT EXEMPTION CERTIFICATE RESOLUTION</b> – Agree submission of External Audit Exemption Certificate: Proposed Cllr Alan Carter, Seconded Cllr Diana Garrod – Unanimous agreement</p> <p><b>22/21(iii) – APPROVE ANNUAL GOVERNANCE REPORT AND SIGN FOR 2021-2022 RESOLUTION</b> – Approve Annual Governance Statement: Proposed Cllr Alan Carter, Seconded Cllr Diana Garrod – Unanimous approval</p> <p><b>22/21(iv) – APPROVE ANNUAL ACCOUNTANCY REPORT AND SIGN FOR 2021-2022 RESOLUTION</b> – Approve Annual Accounting Statement: Proposed Cllr Alan Carter, Seconded Cllr Diana Garrod – Unanimous approval</p>
<b>22/22</b>	<p><b>REVIEW &amp; COMMENT ON CURRENT PLANNING APPLICATIONS/APPEALS</b></p> <p><b>Ref. 22-01217-REM</b> <b>Application for the Approval of Reserved Matters (in respect of Access, Appearance, Landscaping, Layout and Scale) pursuant to outline planning permission 15/01477/OUT granted 04.10.2016 for: Construction of access road and the erection of a freestanding drive-thru restaurant with car parking, goal post height restrictor, customer order displays and associated works. - Land At Haverhill Business Park, Phoenix Road, Helions Bumpstead</b> <b>Comment Date – 16 June 2022</b></p> <p>NO OBJECTION – CLERK to ACTION</p> <p><b>LATE SUBMISSION</b> <b>Ref. 22/01157/HH</b></p>

	<p>Erection of first-floor extension over existing detached garage, two-storey link between house and garage, new porch, raised garden deck and screen fencing to rear garden. - 17 Crunch Croft, Sturmer, Essex</p> <p>Comment date – 13 June 2022</p> <p>NO OBJECTION – CLERK to ACTION</p>
22/23	<p>RECEIVE UPDATE ON S106 SPEND TO DATE</p> <p>Now included in monthly finance statement</p>
22/24	<p>RECEIVE REPRESENTATIVES REPORT:</p> <p>a) Footpaths – ALL– No report</p> <p>b) Flood Action Group – Cllr Alan Carter - Report at APPENDIX E</p> <p>c) Play Area – Cllrs Alan Carter and David Porth – Area cleaned, some overhanging trees to be considered for removal; awaiting independent safety report on play area</p> <p>d) Parish Maintenance – Cllrs Alan Carter and David Porth – Contractor advised that additional cuts during this season may be required. Mile stone cleaned and painted</p> <p>e) War Memorial – Cllr David Porth – Removed privet hedge to enable contractor access to complete base works; Memorial cleaned in preparation for the Jubilee</p> <p>f) Village Hall – Cllr Terrie Jones – 03 June, 2:30pm Coronation film showing in the Hall with refreshments being served</p> <p>g) Highways – ALL – Pothole repaired outside Riverside bungalows; dangerous and inconsiderate parking at the junction of A1017 with Crunch Croft to be reported to Essex Police</p>
	<p><b>MOTION TO BE AGREED - Approve exclusion of the public</b></p> <p><i>Members of the public will be asked to leave the meeting for the next item, Exclusion of Public and Press - Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting whilst discussion takes place on the following item on the grounds that they involve the likely disclosure of exempt and commercially sensitive information</i></p> <p>NO MEMBERS OF THE PUBLIC PRESENT</p>
22/25	<p>RECEIVE UPDATE ON THE VG52 LAND SALE PROPOSALS</p>
	<p><b>MOTION TO BE AGREED – Approve readmission of the public</b></p> <p><i>Members of the public to be readmitted to the meeting</i></p> <p>NO MEMBERS OF THE PUBLIC PRESENT</p>
22/26	<p>RECEIVE FEEDBACK FROM ECC RE EXTRA STREET LIGHTING AND CONSIDER FURTHER ACTION</p> <p>ECC confirmed they will not fund the provision of additional lamps, approximately £1800 per light plus cost of electrical connection but will assist with acquiring a licence for the PC to install additional lamps if the PC proceeds.</p> <p>Grant funding available covering the cost to replace one lamp plus a remaining contribution towards the cost of a second. Council discussed the possibility of replacing three of the remaining six PC owned streetlamp stock, CLERK to confirm pricing from Lighting contractor and bring the matter to the next meeting.</p>
22/17	<p>CONFIRM GULLY CLEANSING SCHEDULE AS ADVISED BY ECC FOR 2022-2023</p> <p>Some immediate gully cleansing completed at strategic locations; the district gully cleansing schedule commences in January 2023.</p>
22/18	<p>CONSIDER ACTION(S) TO DISSUADE INCONSIDERATE PARKING AT JUNCTION OF CRUNCH CROFT WITH A1017</p> <p>The PC has no immediate jurisdiction over the matter but will report the incident to Essex Police</p>

22/19	<b>ITEMS OF REPORT TO BE NOTED OR ADDED TO NEXT COUNCIL AGENDA</b> Additional bench for the Amenity Walk LED light costing
22/20	<b>DATE OF NEXT MEETING – 12 JULY 2022 – CLOSE – 8:52pm</b>

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

## APPENDIX A

### District Councillor's Report May 2022 to Parish Councils (Cllr. Diana Garrod - Bumpstead Ward)

#### Temporary Traffic Regulation Orders

Intended closure of Water Lane, Helions Bumpstead due to commence on 26<sup>th</sup> May 2022 for 6 hours, whilst Openreach undertakes pole testing.

#### Update – Wethersfield Airbase Proposals: Ministry of Justice ( MoJ)

There has been a great deal of interest in these proposals and I have therefore outlined an update.

**Public Consultation:** The MOJ undertook a public consultation exercise which began in September 2021. Braintree District Council has no power to require the MOJ to publish the results of this consultation, or to require them to carry out additional consultation. However it has passed on the concerns expressed by local Parishes and residents regarding the adequacy of that consultation.

**Planning Process:** As I am sure you are aware, Braintree District Council Planning Services encourages applicants to seek pre-application discussion/advice. BDC has been engaging in pre-application discussions with the MOJ and their consultants. They have been discussing a range of issues which will need to be considered should a planning application be submitted. The MOJ submitted a request for an Environmental Scoping Opinion in November 2021 and BDC's response was sent to the MOJ and published on BDC's website. This is a formal process under which the Council sets out the matters that should be covered within the Environmental Statement that would need to accompany a potential planning application. The information submitted by the MOJ, consultation responses and BDC's response can all be found on BDC's website.

**Next Steps:** If a planning application is submitted, then as a development required to be accompanied by an Environmental Statement (ES), the Council will have a statutory timescale of 16 weeks to determine the application. However the Council will be looking to agree an appropriate timescale for the determination of any planning application which reflects both the public interest and the likely volume and complexity of documents which would accompany it. This would be subject the MoJ's agreement.

If a planning application is submitted all the information which came with it will be published on the Councils website and available to view. The Council will invite statutory consultees such as Essex County Council, Natural England and the Environment Agency to comment and it will also be subject to a period of public consultation. This is normally a 30 day period, but recognising the level of information which is likely to be published, the Council will do its best to be flexible on this point. In line with the Councils scheme of delegation, a development of this size and type will be determined by the Planning Committee in the usual way. If an application is submitted, more detail of how and when that committee would take place and how it would be managed will be agreed with the Chairman and published in due course. This will be a public meeting which would also available to watch via the Councils committee Youtube Channel

#### Energy Rebate

BDC is working hard to issue a £150 energy rebate to households living in council tax bands A to D. Those who have been paying their Council Tax by Direct Debit from 1 April 2022 will have had their payment issued and should receive it no later than 9 May 2022. Residents who have been paying their Council Tax by Direct Debit from 1 May 2022 will receive their payment in May. Residents who do not pay by Direct Debit will be able to access our online form very soon and further details will be issued this month. The BDC website updated with the latest information.

**Scam alert:** There are several scams in circulation using the £150 rebate to call or text people for their bank details or asking you to click on links. If you are worried about any potential council tax scams you have received, you can speak to the Revenues team by calling 01376 557755. For more information on how to recognise a scam or what to do if you have been the victim of one, please contact Citizen Advice.

### **Rural Verge Cutting**

Cllr Wendy Schmitt; Cabinet Member, Climate Change and The Environment has announced that Braintree District Council and Essex County Council have agreed to maintain a single full width cut (in the autumn) of the rural verges across the Braintree District for the next 3 years, recognising that there is balance to be obtained in promoting biodiversity, habitat creation and protecting wildlife, whilst ensuring the overall safety of all road users. BDC will also undertake ad-hoc safety cuts of the verges around junctions on request where visibility compromises road safety. This will not generally apply to linear lengths of the verges where the grass does not present a genuine safety issue to road users.

**Process for Requesting Safety Cuts:** Safety cuts can be requested either on-line at [www.braintree.gov.uk/contact](http://www.braintree.gov.uk/contact) or by contacting the Customer Services Team on 01376 552525. Following receipt of a request, a site inspection will be made to verify the need for a cut and this will be added to the works programme as required and the person reporting it notified of the decision. (There is no need to contact Essex County Council, as BDC maintains the rural verges on their behalf).

Please note that other highways issues such as overhanging trees or highway signage that is obscured or requires cleaning/maintenance should be reported direct to Essex Highways at <https://www.essexhighways.org/tell-us>

### **Policing the Parishes Update (Town & Parish Meeting)**

PC James Draper attended a recent meeting to provide a Police update and talk about the plans to engage with parishes over the summer period. Essex Police are hoping to visit all the parishes this summer to talk to local residents about any issues, work with local schools and community groups. The aim is for this to be a multi partner visit where possible and dates will be co-ordinated over the next month. PC Draper gave an update on Community Policing in the district and trends. Issues can now be reported using the online chat function on the Essex Police website <https://www.essex.police.uk/>

### **Ukraine Update**

Ukrainian guests have been arriving in our district and the community has come together to welcome and support them. BDC has been busy carrying out accommodation checks to ensure they are fit for purpose and suitable for guests, with the safeguarding checks being carried out by Essex County Council. BDC has also distributed the £200 payments that Ukrainian guests are entitled to in our district if sponsored through the Homes for Ukraine scheme. Welcome packs have been produced to help sponsors and their guests understand and access the wide range of support available in the Braintree district. The packs are available in Ukrainian and Russian.

BDC will continue to work alongside partner agencies to ensure those who arrive into the district have the appropriate support. Any sponsors or guests who need support, please do get in touch with our Communities team at [communityhub@braintree.gov.uk](mailto:communityhub@braintree.gov.uk) or by calling 01376 552525 who are more than happy to help where they can.

### **Braintree District Council – New Chairman and Vice Chair**

I am delighted to advise you that I have been elected Vice-Chairman of Braintree District Council for 2022/23. Cllr. Andrew Hensman is elected Chairman. Andrew has been a District Councillor in the Braintree Central and

Beckers Green ward since 2015. We are available for engagements via BDC's Civic Team:  
civic@braintree.gov.uk

**Cllr. Diana Garrod**  
Braintree District Councillor - Bumpstead Ward

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## APPENDIX B

### **Literacy areas set for every library in the county by the end of June.**

The first phase in the rollout of Literacy Areas in Essex Libraries began this week with Brightlingsea, Sible Hedingham, Vange, Mark Hall, Holland, Hullbridge, Kelvedon, Stansted, Stanway, North Melbourne and Shenfield Libraries opening their dedicated areas for residents.

The vibrant and modern areas will be dedicated to nurturing a love of reading and writing among adults and children. Each area will hold printable take-home resources which cover beginner and enhanced literacy topics for all ages, as well as creative writing prompts.

The areas will also hold carefully chosen stock to support reading and writing for both adults and children including learning to read books, books to support specific literacy needs, such as dyslexia and books to help parents support their children.

Last month, Essex County Council's [four-year vision](#) for the library service became a reality as the Everyone's Library Service 2022-2026 [plan](#) was launched, marking the next step in an exciting future for the county's libraries.

Helping children and adults improve their literacy, encouraging people to enjoy reading for pleasure and increasing the range of online resources available to customers are just some of the commitments in the plan. Deputy Leader and Cabinet Member for Communities, Cllr Louise McKinlay said: "Last month we launched our four-year plan for Essex Libraries and as part of the plan we announced how we would support adults and children in Essex with literacy.

"We know that 16% of adults in England have 'very poor literacy skills' and around 2% to 6% of children have significant reading difficulties.

"For adults and children this can lead to low self-esteem as well as their ability to access information that can have a serious impact on their life chances. We believe in giving everyone the best possible chance in life by making sure they have the tools and support available to help them achieve.

"These new literacy areas will make a real, positive, difference to our residents that need that extra bit of support. I am so pleased the first phase have now launched and I would urge residents to pop in and explore what they have to offer."

Literacy areas will continue to open across libraries in Essex in the next few months. It is hoped that all 74 libraries will have open Literacy Areas by the end of June 2022.

You can read more about ECC's plans for Essex Libraries [here](#).

**Cllr Peter Schwier | Deputy Cabinet Member to the Leader / Climate Czar**

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## APPENDIX C

The site meeting with the Cabinet member for Highways – date yet to be rescheduled.



## **APPENDIX E**

Dear Alan

Please give the following update to the next PC from Sturmer Flood Action Group. I think members may already be aware of these items.

Step Downs (like woody dams) have been installed in the ditch at the rear of Maltings Cottages. We hope these will hold back flood water from the cottages and the main road. We will monitor how they perform when there is heavy rainfall.

The annual gully clean/jetting is scheduled for January 2023 by Essex Highways. They have agreed to clear the blocked gully which has been reported - it is outside Pinewoods (not Rivendell). This is one of the gullies which leads to the culvert under The Old School House and drains the main road to The Brook so it is of great importance that it is kept clear.

Thanks.

Linda Bevan  
Sturmer Flood Action Group

### **Late update –**

Dear Alan

Please tell PC tonight the gullies outside Pinewoods and Rivendell where cleared today.

Bev showed the workmen the end of the culvert which leads from the gullies under The Old School House to The Brook.

They could see the gullies were running properly.