

# Sturmer Parish Council

**IAN BROWN**  
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Responsible Financial Officer  
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**72 ST. EDMUNDS FIELDS**  
**GREAT DUNMOW**  
**ESSEX CM6 2AN**  
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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>
	<p>Cllr Carter made presentation on current position, see APPENDIX – B</p> <p>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.</p> <p>Council to consider cost and liability implications of agreeing to adopt responsibility for ongoing maintenance to flood alleviation works once complete</p>
<b>17/27</b>	<b>DOCUMENT ARCHIVE UPDATE</b>
	<p>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.</p> <p>Cllr Garrod to arrange collection of additional files from Mr. Hearn</p>

	Council to assess risks surrounding archived records being stored in the village hall
<b>17/28</b>	<b>FOOTPATH REVIEW</b>
	<p>Cllr Mcleod-Jones presented members with a copy of the local footpath map plus an overview of the current condition of those paths walked.</p> <p><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</p>
<b>17/29</b>	<b>PLANNING APPLICATIONS</b>
	<p><b>17/00156/TPO</b> – Council considered comprehensive Tree Warden report, reviewed site drawings, discussed proposed tree works.</p> <p><b>RESOLVED</b> – Members would visit site before arriving at a final decision</p> <p><b>17/00805/NMA</b> – NO OBJECTION</p> <p><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</p>
<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

### Expenditure

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

### TOTAL

**£2,249.92**

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### Income

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

### TOTAL

**£4,494.75**

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### Accounts

		Balance
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Parish	00112616	£19,858.29
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Savings account closed, transfer to current

Signed

Date

Minute Item