

# BULMER PARISH COUNCIL

15<sup>TH</sup> MAY 2018

DEAR COUNCILLOR

YOU ARE SUMMONED TO ATTEND THE FORTHCOMING ANNUAL MEETING, OF BULMER PARISH COUNCIL, FOLLOWED BY PARISH COUNCIL MEETING, TO BE HELD AT BULMER VILLAGE HALL, AT 7.15 P.M. ON MONDAY 21<sup>ST</sup> MAY 2018 FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA.

THE PUBLIC AND PRESS ARE WELCOME TO BE PRESENT.



DIANE JACOB  
CLERK & RESPONSIBLE FINANCIAL OFFICER

## AGENDA

ITEM	PRESENTER	SUBJECT	STATUS
18/056	ALL MEMBERS	<b>To Elect the Chairman</b>	DECISION
18/057	CHAIRMAN	CHAIRMAN'S DECLARATION OF OFFICE - To be signed	INFORMATION
18/058	ALL MEMBERS	<b>To Elect the Vice-Chairman</b>	DECISION
18/059	VICE-CHAIRMAN	VICE-CHAIRMAN'S DECLARATION OF OFFICE - To be signed	INFORMATION
18/060	ALL MEMBERS	<b>Members to check register of Interests.</b> <b>MEMBERS TO REVIEW THEIR DECLARATIONS AND UPDATE.</b> (FORM TO BE COMPLETED AND RETURNED TO THE CLERK AS SOON AS POSSIBLE).	INFORMATION
18/061	ALL MEMBERS	<b>Consent form to receive the Council Summons and Agenda electronically.</b> TO CONFIRM ALL MEMBERS HAVE SIGNED THE MODEL CONSENT FORM	INFORMATION
18/062	ALL MEMBERS	<b>ITEM 1. TO REVIEW MEMBERSHIP AND AGREE RENEWAL OF THE FOLLOWING BODIES:</b> EALC AND INFORMATION COMMISSIONER OFFICE (DATA PROTECTION)	DECISION
18/063	ALL MEMBERS	<b>To re-adopt Council Policies.</b> <b>A.</b> Code of Conduct & Nolan Principles <b>B.</b> Community Engagement Policy <b>C.</b> Complaints Procedure <b>D.</b> Co-Option Policy <b>E.</b> Data Protection Policy <b>F.</b> Dignity at Work/Bullying and Harassment <b>G.</b> Equality & Diversity Policy <b>H.</b> Financial Regulations <b>I.</b> Freedom of Information Publication Scheme <b>J.</b> Grant Funding Policy <b>K.</b> Health & Safety Guide to Allotments <b>L.</b> Local Government Pension Scheme Discretions Policy Statement <b>M.</b> Public Participation at Parish Council <b>N.</b> Recording of Social Media <b>O.</b> Standing Orders <b>P.</b> Strategic Risk Register Assessment <b>Q.</b> Training & Development Policy <b>R.</b> Training Record	DECISION
18/064	ALL MEMBERS	<b>Personnel Committee.</b> <b>Item 1.</b> To adopt Terms of Reference for a Personnel Committee. <b>Item 2.</b> To elect a Personnel Committee. <b>Item 3.</b> To elect a Chairman for the Personnel Committee.	DECISION
18/065	ALL MEMBERS	<b>General Power of Competence.</b> To confirm and adopt the proposal that Bulmer Parish Council meets the requirements to become a Parish Council with 'General Power of Competence'.	DECISION

18/066	ALL MEMBERS	<b>Asset Register 2018/2019.</b> To consider and confirm the Asset Register – Chairman to sign.	DECISION
18/067	ALL MEMBERS	<b>Responsible Financial Officer.</b> Confirmation of Clerk to act as Responsible Financial Officer to the Council	DECISION
18/068	ALL MEMBERS	<b>Bank Signatories.</b> To confirm three signatories for the Parish Council Bank Accounts.	DECISION
18/069	ALL MEMBERS	<b>Review and Confirm arrangements for Insurance Cover.</b> (To confirm insurance to be renewed, with Aon as there is currently an ongoing claim therefore, unable to get quotes).	DECISION
18/070	ALL MEMBERS	<b>Village Hall Representative.</b> To elect a representative to attend Village Hall meetings.	DECISION
18/071	ALL MEMBERS	<b>Allotment Officer/Representative.</b> To elect a representative to attend Allotment meetings.	DECISION
18/072	ALL MEMBERS	<b>Transport Representative.</b> To elect a representative to attend Transport meetings. (2 meetings a year Spring/Autumn next one in October).	DECISION
18/073	ALL MEMBERS	<b>Coe's Meadow Representative.</b> To elect a representative to attend Coe's Meadow Committee meetings.	DECISION
18/074	ALL MEMBERS	<b>Planning Officer/Representative.</b> To elect a representative to attend Planning meetings.	DECISION
18/075	ALL MEMBERS	<b>Volunteers.</b> To confirm the tree warden. To note and confirm any volunteers over the age of 75 are <b>Not</b> covered by the Parish Council Insurance.	INFORMATION
18/076	ALL MEMBERS	Chairman to close the Annual Meeting.	INFORMATION
<b><u>AGENDA</u></b>			
<b>21<sup>st</sup> MAY 2018 PARISH COUNCIL MEETING COMMENCES</b>			
<b>ITEM</b>	<b>PRESENTER</b>	<b>SUBJECT</b>	<b>STATUS</b>
18/077	CHAIRMAN	<b>Welcome and Apologies for Absence.</b>	INFORMATION/ DECISION
18/078	ALL MEMBERS	<b>Declaration of Interests.</b> To receive any discloseable pecuniary interests or non-pecuniary interests, or interests relating to items on the agenda. Members of the council are subject to the Local Authorities Code of Conduct as adopted in May 2016.	DECISION
18/079	ALL MEMBERS	<b>Public Participation Session with respect to items on the agenda and other matters that are of mutual interest.</b> Councillors are no longer permitted to make representation in the Public Forum if they have Disclosable Pecuniary Interests and /or other Pecuniary Interests on any items on the agenda as stated in the adopted Code of Conduct. The maximum time allowed for the public to participate, as stated in the Bulmer Parish Council Standing Orders, is 15 minutes in total with each person being invited to speak for a maximum of 3 minutes. At the close of this item members of the public will no longer be permitted to address the council unless the Chairman deems it appropriate and adjourns the meeting.	INFORMATION
18/080	CHAIRMAN	<b>County Councillor David Finch, District Councillor Wendy Scattergood, to address the members if present.</b>	INFORMATION
18/081	ALL MEMBERS	<b>Item 1. To confirm the Minutes of the Parish Council Meeting held on 19<sup>th</sup> March 2018.</b> One amendment was made to draft minutes under Agenda item 18/038 clarifying that Cllr.S.Morgan abstained from voting <b>Item 2. To confirm the Minutes of the Annual Parish Assembly meeting held on 30<sup>th</sup> April 2018.</b>	DECISION
18/082	ALL MEMBERS	<b>Accounts 2017-2018.</b> <b>Item 1.</b> Internal Audit Report –Report to be read out to members, by Chairman. <b>Item 2.</b> Clerk to confirm reclaim for VAT 2017/2018 has been received. <b>Item 3.</b> Approval of Governance Statement for 2017/2018 prior to submission to the Audit Commission. Signature by Chairman and Responsible Financial Officer required. <b>Item 4.</b> Approval of Annual Return (Final Accounts) for 2017/2018 prior to submission to the audit commission. Signature by Chairman and Responsible Financial Officer required. <b>Item 5.</b> Year End Bank reconciliation to be signed by Chairman and Responsible Financial Officer. <b>Item 6.</b> To sign off the accounts for 2017/2018 to be signed by Chairman and Responsible Financial Officer.	DECISION
18/083	ALL MEMBERS	<b>Financial Matters:</b>	DECISION

		<p><b>1) FINANCIAL STATEMENT (ITEMS TO BE APPROVED FOR PAYMENT AND SIGNED AS PER PAYMENT SCHEDULE).</b></p> <table border="1"> <thead> <tr> <th></th> <th>CHEQUE No.</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>EALC (Inv.No. 9529)</td> <td>101436</td> <td>201.81</td> </tr> <tr> <td>Top Marques Direct Inv.No. 7558</td> <td>101437</td> <td>83.52</td> </tr> <tr> <td>D. Jacob (Salary for April)</td> <td>SO</td> <td>262.26</td> </tr> <tr> <td>Essex Pension Fund (For April)</td> <td>SO</td> <td>81.43</td> </tr> <tr> <td>HM Revenue &amp; Customs (For April)</td> <td>101438</td> <td>65.40</td> </tr> <tr> <td>JPB Landscapes Inv.No. 586</td> <td>101439</td> <td>391.20</td> </tr> <tr> <td>Mr M. Crome (reimbursement for photo-frame etc)</td> <td>101440</td> <td>16.00</td> </tr> <tr> <td>D. Jacob (Salary for May)</td> <td>SO</td> <td>267.00</td> </tr> <tr> <td>Essex Pension Fund (for May)</td> <td>SO</td> <td><b>85.05</b></td> </tr> <tr> <td>HM Revenue &amp; Customs (For May)</td> <td>101441</td> <td>66.80</td> </tr> <tr> <td>Simpson Accountancy Ltd (Inv. 2425 for April &amp; May)</td> <td>101442</td> <td>19.20</td> </tr> <tr> <td>Anglian Water Business (Coe's Meadow)</td> <td>DD</td> <td>11.05</td> </tr> <tr> <td>Anglian Water Business (Allotments)</td> <td>DD</td> <td>21.83</td> </tr> <tr> <td>D. Jacob Expenses for April/May</td> <td>101443</td> <td>88.60</td> </tr> <tr> <td>Heelis &amp; Lodge Inv. No. HL974</td> <td>101444</td> <td>148.00</td> </tr> <tr> <td>JPB Landscapes (Inv. No. 590)</td> <td>101045</td> <td>249.60</td> </tr> </tbody> </table> <p><b>2) MONTHLY BUDGET STATEMENT.</b></p> <p><b>3) VAT</b> To confirm that VAT has been reclaimed and received for the period 1st November 2017 – 31st March 2018, £132.32.</p>		CHEQUE No.	TOTAL	EALC (Inv.No. 9529)	101436	201.81	Top Marques Direct Inv.No. 7558	101437	83.52	D. Jacob (Salary for April)	SO	262.26	Essex Pension Fund (For April)	SO	81.43	HM Revenue & Customs (For April)	101438	65.40	JPB Landscapes Inv.No. 586	101439	391.20	Mr M. Crome (reimbursement for photo-frame etc)	101440	16.00	D. Jacob (Salary for May)	SO	267.00	Essex Pension Fund (for May)	SO	<b>85.05</b>	HM Revenue & Customs (For May)	101441	66.80	Simpson Accountancy Ltd (Inv. 2425 for April & May)	101442	19.20	Anglian Water Business (Coe's Meadow)	DD	11.05	Anglian Water Business (Allotments)	DD	21.83	D. Jacob Expenses for April/May	101443	88.60	Heelis & Lodge Inv. No. HL974	101444	148.00	JPB Landscapes (Inv. No. 590)	101045	249.60	
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18/084	ALL MEMBERS	<p><b>Planning Matters.</b>  <b>Ref: 18/00670/FUL &amp; 18/00671/LBC</b>  Relocation of an existing oil tank and enclosure of the residual area to form a boot room within the built form of the existing house  The Old Vicarage Sudbury Road Bulmer Essex CO10 7TA  <b>Ref: 18/00771/OUT</b>  Land Adjacent To Five Acres Cottage Hedingham Road Bulmer Essex  Application for outline planning permission with all matters reserved except access - Erection of 2no. semi-detached dwellings  <b>Ref: 18/00660/FUL</b>  Land Adjacent To 1 Bulmer Tye Bulmer Essex  Erection of one two storey dwelling and associated works  TO CONSIDER ANY OTHER APPLICATIONS RECEIVED</p>	DECISION																																																			
18/085	ALL MEMBERS	<p><b>Data Protection Officer.</b>  The Government has an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation.  Therefore, no need to consider to appoint a Data Protection Officer.</p>	INFORMATION																																																			
18/086	ALL MEMBERS	<p><b>Drainage Issues at Bulmer Grazing.</b>  Update.</p>	INFORMATION																																																			
18/087	ALL MEMBERS	<p><b>Parish Council Strimmer.</b>  To consider alternative service/maintenance.</p>	DECISION																																																			
18/088	CLLR.S.BUCHANAN	<p><b>Allotment Report.</b>  <b>Item 1.</b> Report Distributed to Parish Councillors any queries arising.  <b>Greenhouse requests on Allotments at Park Lane.</b>  <b>Item 2.</b> To consider granting the Allotment Officer power to make decisions regarding the requests for greenhouses.</p>	DECISION																																																			
18/089	CLLR.C.LEIGH	<p><b>Coe's Meadow.</b>  Report Distributed to Parish Councillors any queries arising.</p>	INFORMATION																																																			
18/090	CLLR. R.RAYMOND	<p><b>Access to rear of "Carters" Blacksmiths Lane.</b>  To discuss access.</p>	DECISION																																																			
18/091	ALL MEMBERS	<p><b>Plough Green.</b>  To consider quotes for scarifying, sanding and reseeding this area.</p>	DECISION																																																			
18/092	ALL MEMBERS	<p><b>£106 Funding.</b>  To consider nominations from Councillors.</p>	DECISION																																																			
18/093	ALL MEMBERS	<p><b>Noticeboards.</b>  Update</p>	INFORMATION																																																			
18/094	CLERK	<p><b>Clerk's Report.</b></p>	INFORMATION																																																			
18/095	ALL MEMBERS	<p><b>Date of next meeting.</b>  <b>16<sup>th</sup> July at 7.45pm</b></p>	INFORMATION																																																			

**Please note that following the publication of the Openness of Local Government Regulations 2014, members of the public can record and publish audio and video records of this meeting. If you wish to attend the meeting, but do not wish to be recorded doing so, please contact the clerk for guidance.**

This Notice was issued by:

Mrs Diane Jacob

Parish Clerk & Responsible Financial Officer of the Council

5 Crocklands,

Greenstead Green, Halstead, Essex. CO9 1QY