



STEEPLE BUMPSTEAD PARISH COUNCIL Meeting @ The Moot Hall Thursday 12th March 2026 at

7.30pm

Chair: Cllr Chair Barnes

In attendance: Cllr Borges, Cllr Aldred, Cllr Westrope, Cllr Mackenzie, Cllr Hill, and Cllr Garrod

Clerk: Mrs Sandy Duers

Members of the public: Judith Thompson and Christina Pipe from Radwinter.

12th March 2026

Sandy Duers, Clerk to Steeple Bumpstead Parish Council

DRAFT MINUTES

- 26/029** **Welcome and to receive apologies for absence** **Chairman**
Chairman welcomed the new clerk Mrs Sandy Duers to the Parish Council.
Apologies received from Cllr Rust and Cllr Lacey.
Cllr Rust requested to join the meeting via Zoom. This was noted but unfortunately it was recorded that by law a councillor cannot participate in a meeting remotely. Cllr Chair Barnes to contact NALC – to get clarification if councillors can participate and comment but not vote. **ACTION**
Councillors agreed that we need to do everything we can to accommodate our councillors.
- 26/030** **Declarations of Interest** **Information**
Nothing to declare.
- 26/031** **To approve the minutes** (previously circulated) of the Parish Council meeting held on 12th February 2026. **RESOLVED**
Proposed by Cllr Borges and seconded by Cllr Hill, all in agreement by show of hands.
- 26/032** **Question Time** **Information**
1. Raised concerns over the proposed withdrawal of the bus services. They were advised that as no decision has been taken, their councillor could not call in the decision. 319 is being retained because it has S106 funding. It was noted that the passenger data gathered over a 12 week period was when the Steeple Bumpstead/Haverhill road was closed, therefore it would have been inaccurate data. ECC are looking at data collected from Oct-Dec 2025, and this data is much better, cost is down to £7.50 per passenger. We will ask our ECC Councillor for further information/update. It was noted that Councillor Platt has emailed saying ECC are analysing information. Supportive services should remain financially sustainable, keeping villages accessible. No decision has been made. Chair Cllr Barnes said he would be very happy to join the Radwinter PC meeting and assured them that our Parish Council is 100% behind their campaign. Further information will be shared when available. S106 money was provided for Poppy Fields, the Parish Council contacted ECC asking about the allocation of this funding, but to date no response has been received. Agreed information has been hard to get. **Information**
Cllr Borges received communication saying we are covered by DigiGo in the area however it was noted that Saffron Walden, Radwinter and Steeple Bumpstead are not in DigiGo map.
We need our County Councillor to get behind us. Radwinter are not going to just accept the withdrawal of services, and will continue to advocate for this cause.
- 26/033** **Invitation to Cllr Peter Schwier, Essex County Council and Cllr Diana Garrod, Braintree District Council** to address the meeting on matters of mutual interest. **Information**
Cllr Garrod gave a summary of her report which is on the PC's website. She added there will be 3 cycle routes through our area. Suffolk Spring Classic is on Sunday 19th April 2026.



New England works – emailed Anglian Water, sent photo, they apologised and hopefully they will finish in May and complete groundwork.

Budget – council tax has been frozen, keeping the Band D property tax rate at £206.01.

Some money went to the scouts for hand radios etc.

Cllr Westrope asked if work can be done on the graveyard/cemetery parking area.

Cllr Garrod advised that Cllr Schwier has said £6m has been put into highways, and that she will try find out more about this.

SPOT IT STOP IT (child exploitation) training to local businesses and community organisations.

Local Highways panel next meeting is scheduled for 19th March 2026.

Local Plan Sub Committee meeting - Consultation runs until 17th April 2026 – Highways Panel in Sturmer site. During this consultation – local sub committee have drafted a plan which can swing sites to different places. Recommend don not only talk about local area. It was noted once again that Steeple Bumpstead is unsustainable without a bus.

Cllr Garrod reported that between Thurlow and Newmarket there is a plan to build a new city with 1m people.

Cllr Garrod advised that the CEO of EALC has resigned. There is a new company taking over - Council Wise. Wait and see – no further questions.

26/034

Bus Consultation update/termination

Councillors have done everything they can do, points and concerns have been raised. Cllr Chair Barnes joined BBC Essex on a phone interview. Suggested timetables could be reduced etc. Suggested contact Kevin Brentley- Cllr MacKenzie to speak with Kevin Brentley and will report back.

ACTION

Cllr Garrod will write to planning and ask for documents to go into the Haverhill Library.

She further advised that there are a number of in person events but not in our areas.

26/035

Councillor vacancy to agree to advertise for the Parish Council vacancy.

Vacancy documents approved - to go on website, noticeboards and social media – closing date is Friday 10th April 2026. One prospective candidate is still very interested.

Agreed to co-opt.

ACTION

26/036

Financial Matters

To note and Decision

Item 1. To note receipts and approve upcoming payments

The new clerk presented the financial reconciliation up to 27th February 2026 which was completed together with the outgoing Clerk. The Clerk requested that the previous Clerk completes the year end accounts for presentation to the auditors and for the new Clerk to take on the accounts at the beginning of the new financial year – this was agreed by all present, and Cllr Chair Barnes will contact her to request for this to be done. The Clerk requested the purchase of a software package to assist with maintaining the financial records. Cllr MacKenzie proposed and Cllr Aldred seconded and this agreed. The Clerk does not have access to banking yet so could not report on payments and receipts. Move to Unity account – The Clerk to chase this.

ACTION

Zion – should be charged per cut – need to look into this. Need a works schedule and Cllr Aldred will monitor this throughout the year. Cllr Chair Barnes/Cllr Aldred to discuss/revise payment options, work within contract terms etc. Cllr MacKenzie suggested we maintain an online tracker document to detail works/completion dates etc. Zion contract to start 2nd April 2026.

ACTION

Item 2. Cllr training (update)

Cllr Aldred to contact CouncilWise – Debbie Hilliard – to see what they can offer.

Subscriptions set on precept. £300 per annum.

ACTION

Item 3. Asset Register review

Need to confirm and update. There is no depreciation or impairment. Value to be recorded, no depreciation. Discussion was held to note how many benches are now in the village – Cllr MacKenzie to check and report back additions to update Asset Register. Salt bins, shelter and concrete base, bus shelters, new signs on Camping Close and new noticeboard to be added.

ACTION

Planters – Parish Council paid for planters. They are assets to the village and should be on Asset Register.



26/037

Admin

Item 1. Delegation to Clerk

Councillors agreed to delegate responsibilities to the Clerk. Clerk to send copy of signed copy to all councillors.

ACTION

Proposed by Cllr Aldred and seconded by Cllr Hill and Cllr MacKenzie.

Item 2. Handyman completion of probation – noted.

NOTED COMPLETE

Item 3. IT policy

Policy Group – to be formed – pending until new councillor joins – all in agreement.

26/038

Planning Applications –

Validated Planning Applications

| Number | Address | Postcode | Details | Status |
|-----------------|---|----------|---|---------|
| 26/00128/PLD | 41 The Endway | CB9 7DW | Application for Certificate of Lawfulness for proposed development -Proposed outbuilding | Pending |
| | | CB9 7DG | Notice of intent to carry out works to trees in a Conservation Area: 1 No. Maple - Crown reduction by 2 meters 1 No. Ash - Crown reduction by 2 meters 1 No. Ornamental Cherry - Crown reduction by 1.5 meters | pending |
| 26/00332/TPOCON | 6 Church Street | | | |
| 26/00378/HH | 22 Chapel Street | CB9 7DQ | Erection of car port and alteration to driveway. | pending |
| 26/00432/TPOCON | The Great Barn, 2 Freezes Barns, North Street | CB9 7DJ | Notice of intent to carry out works to trees in a Conservation Area -1 Conifer - Proposed work to remove it in sections. | Pending |

Decisions

| Number | Address | Postcode | Details | Status |
|-----------------|------------------------------------|----------|--|----------------------|
| 25/02714/HH | Laurel House, 8 Finchingfield Road | CB9 7EA | Proposed first-floor side extension and single-storey rear extension; new front porch; alterations to external materials and fenestration; demolition of existing carport and small garage extension; new roof over existing garage. | Granted |
| | | Cb9 7DG | Notice of intent to carry out works to trees in a Conservation Area: T1 - Prunus Avium, crown reduce by approx 1/3, height reduction 1-2 metres and lateral spread reduction 1 metres T2 - Acer Pseudoplatanus, crown reduce by approx 1/3, height reduction 2-3 metres and lateral spread reduction 1-2 metres T3 - Salix Caperea. Reduce lateral spread by 1-2 metres | no objections raised |
| 26/00044/TPOCON | Schooling 20 Church Street | | | |

41 The Endway – old stable – want to knock down and rebuild.

Trees – pending.

Chapel Street – pending. Cllr Borges to submit on planning portal comments.

Freezes Barn – tree work.

St Mary's Church appeal – shed was erected without planning permission – applied retrospectively and refused.

Application received today - Rankin – extra houses, does not comply with neighbourhood planning.

Cllr Borges to comment - agreed and seconded by show of hands. Land is outside village envelope.

ACTION

26/039

Lighting for the Moot Hall to agree to pay for the planning application for external lights **Decision**

Approx. £750 – no objections to having it done. Agreed to pay up to £750. Proposed by Cllr Hill and seconded by Cllr MacKenzie to go ahead.

26/040

Quiet Lane update

Purchase order was sent to ECC on Monday – the next Highways Panel meeting is on 19th March 2026. Cllr Chair Barnes will submit application for Quiet Lane. Sturmer Parish Council are in support of this. They will have to make their own submission.

ACTION

26/041

Open spaces

Item 1. Church gate repair – Cllr Chair Barnes has asked Vince Hextor to give a price.

ACTION

Carried forward to May meeting to approve expenditure.

Item 2. Football goals – complaint received today from Parsonage Farm. Noted it is a recreation ground and they have been there for years. Cllr Rust pointed out that the land is Parish Council land. Nothing has changed on the location of storage. Football club are replacing these posts, but they will still be stored in the same place. Cllr Rust to draft a formal response.

ACTION

Item 3. New signage for herb planter and camping close - Ben has these signs to put up.

Item 4. Bench donations



Received some more money towards this, and noted that the Ladies Circle also want to make a donation - Cllr Chair Barnes suggested they contribute towards a bench. Also noted money received from Bingo.

OTHER ITEMS FOR DISCUSSION`

- 26/042 Mobile Post Office** update – Cllr Chair Barnes has followed this up, and went to Finchingfield to speak to the postmaster. Cllr Chair Barnes advised that he has received positive news for a mobile post office in the village. Two prospective sites, Village Hall or Village Shop car park. Risk assessment to be carried out. **DECISION**
- 26/043 Flood initiative group** – update – farmer has done more ditching work. We need clarification on who owns what land. Cllr Hill to get clarification. **ACTION**
- 26/044 Events – Village Showcase, Annual Community Bulb Planting –**
Cllr Rust and Cllr MacKenzie have spoken today – confirmed date 18th April 2026. So far we have 11 organisations participating. Uptake is pretty slow, chasing by phone. Want it to be more visibly active throughout the 2 hour programme, stage, demonstrations etc. Bowls Club are providing a bar. Football Club will provide a bbq. Scouts – unfortunately no uptake.
School – hopefully a group of children and The Head of School will be doing something. The Gardening Club and Bumpstead in Bloom are also taking part. Moot Hall Trust will also have a stand. Keep chasing. Publicity in Yellow Book, cut off is Friday. Cllr MacKenzie to find banners and deliver leaflets to households. Work in progress, lots more to do. Cllr MacKenzie and Cllr Rust to meet and report. Shut the bar for annual report. **ACTION**
- Pothole report to be sent to Cllr Garrod by Cllr MacKenzie. Survey of whole village was done today together with Cllr Westrope. Found 44 potholes, pictures taken. All photographed and GPS taken/ What Three Words, and will be sent to Cllr Schwier.
Look at routes for cycle route as potholes may affect this. Write to councillor re potholes. **ACTION**
- 26/045 Update on outstanding actions from previous meeting/s**
1. Employment of assistant handyman under age 18 – needs DBS – Cllr Chair Barnes to liaise with his parents.
- 26/046 Yellow Book Deadline** – due END OF THIS WEEK by Cllr Rust. **ACTION**
- 26/047 Information Sharing**
Cllr Westrope said a pole (light) has been knocked down on Blois Road. Cllr MacKenzie and Cllr Westrope to look into this and take necessary action. **ACTION**
Cllr Aldred reported Zion are coming next on 2nd April. Have looked at football goal mouth that needs aerating, will get price. Two Holly trees in the Church Yard require attention – need permission then Zion will do application. Cllr Aldred will respond that we need permission from the church. Jenny applies for faculty. **ACTION**
Cllr Aldred – met with Bumpstead in Bloom, the bowser is with them. Plan of bulbs went out - we can plan how to spend money for the rest of the year. Cllr Aldred agreed to walk around the village to map out where flowers are. **ACTION**
Cllr MacKenzie and Cllr Rust reported an incidence of vandalism at the Village Hall – paint tin was used from behind the shed – noted the children are not from the primary school.
- 26/048 Meeting Closed at 21.47pm**
Date of Next meeting – Annual Parish Meeting/Showcase is on 18th April 2026 and the next Parish Council Meeting is on 14th May 2026.



RFO (Finance) REPORT & payments list – 6th Feb 26 – 27th Feb

Upcoming Payments / Invoices pending (for approval):
 £380.20 – Quiet Lane Speed Survey

Regular pre-approved Payments (monthly unless stated)

£64.00 - Moot Hall (per month)
 £1704.58 Zion Landscapes LTD
 £1004.22 – Parish Council Websites, balance and subscription charges

Account Balances as at 27/02/26

Current Account: £6692.27
 Savings Account: £14407.98
Total: £21100.25

| | | |
|--------------------------------|-------------------|----------------------------------|
| *Earmarked Reserves: | £4,378.79 | – War memorial |
| | £27,537.00 | – Churchyard wall repair fund |
| | £1,305.00 | – Maintenance to Assets |
| | £3,200.01 | – Tree Surveys and Maintenance |
| | £65.41 | – Community Herb Planter (Grant) |
| | £189.81 | – Picnic benches |
| Savings Account (005) * Total: | £36,676.02 | |

Clerk's notes:

1. £129.40 has been banked and moved to the picnic bench fund (£7 from the Bowls Club bar donation - £85.40 energy company rental - £37 from donations at MUGA opening and showcase).
2. Clerk has applied for a Unity Bank account but has left this on hold pending the new clerk.
3. At the end of the financial year the proportionate amount of Transferred bank interest from the Earmarked account moved into the savings account will be added to the war memorial fund.

| Receipts | | Payments | |
|----------------------|----------------|---|-------------------|
| January 2026 | | | |
| Bank Interest | £182.42 | Clerk Milage allowance 4 | £ 64.80 |
| | | Received in Error and returned to K Pestell | £ 1,931.75 |
| | | GCs trading concrete base | £ 540.00 |
| | | Clerk phone contribution | £ 5.00 |
| | | Npower | £ 151.08 |
| | | Moot Hall | £ 64.00 |
| | | ZION landscapes ltd | £ 1,704.58 |
| | | NEST | £ 69.55 |
| | | Clerk Wages | £ 1,076.89 |
| | | Wages - Handyman 2 | £ 131.45 |
| Sub-total | £182.42 | | £5,739.10 |
| February 2026 | | | |
| Sub-total | £0 | | £0 |
| TOTALS | £182.42 | | £ 5,739.10 |