

**Members of the Council are hereby summoned to attend the  
STEEPLE BUMPSTEAD PARISH COUNCIL Annual Council Meeting  
@ The Moot Hall on Thursday 14th May 2026 at 7.30pm for the purpose of  
transacting the following business.** Members of the press and public are  
welcome to attend.



*Sandy Duers*

Sandy Duers, Clerk to Steeple Bumpstead Parish Council

7th May 2026

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|---|--------------------|
| <b>26/049 Election of Chairman</b>  | <b>Decision</b>    |
| Declaration of acceptance of office to be signed by new chairman  |                    |
| <b>26/050 Election of Vice Chair</b>  | <b>Decision</b>    |
| Declaration of acceptance of office to be signed by new vice chair.   |                    |
| Following a successful appointment to both positions the meeting will follow as per the agenda below.   |                    |
| <b>26/051 Welcome and to receive apologies for absence</b>  | <b>Chairman</b>    |
| <b>26/052 Declarations of Interest</b>  | <b>Information</b> |
| To declare any Disclosable Pecuniary, Pecuniary or non-Pecuniary Interest relating to items on the agenda   |                    |
| <b>26/053 Co-option of new councillor</b>   | <b>Decision</b>    |
| <b>26/054 To approve the minutes</b> (previously circulated)  | <b>Decision</b>    |
| of the Parish Council meeting held on 12 <sup>th</sup> March 2026   |                    |
| <b>26/055 Question Time</b>   | <b>Information</b> |
| Public Participation Session with respect to items on the agenda and other matters of mutual interest. Please note: The maximum time allowed for this item is 15 minutes but may be extended at the discretion of the Chairman. |                    |
| <b>26/056 Invitation to Essex County Council Councillor and<br/>Cllr Diana Garrod, Braintree District Council</b>   | <b>Information</b> |
| to address the meeting on matters of mutual interest.   |                    |
| <b>26/057 To receive reports from;<br/>The Village Hall Committee<br/>The Moot Hall Committee</b>   | <b>Information</b> |
| <b>26/058 Essential Housekeeping for the Annual meeting</b>   | <b>Decision</b>    |
| <b>Item 1.</b> Adoption of Standing Orders, Financial Policy and Reserves Policy  |                    |
| <b>Item 2.</b> Review and agreement of Delegation Arrangements and approve the scheme of delegation to the clerk  |                    |
| <b>Item 3.</b> Review of working group responsibilities and membership to other bodies  |                    |
| <b>26/059 Council Meetings</b>  | <b>Decision</b>    |
| To agree dates, times and location for ordinary meetings for the next year (2026/2027). Agree date for Village Showcase - proposed 17th April 2027.   |                    |
| <b>26/060 Financial Matters</b>   | <b>Decision</b>    |
| <b>Item 1.</b> To note receipts and approve payments  |                    |
| <b>Item 2.</b> To approve the Year end accounts and Earmarked reserves for 2025/2026.   |                    |
| <b>Item 3.</b> To approve the Fixed Asset register as of 31/3/26  |                    |

**Item 4.** To receive the report from the Internal Auditor for 2025/26 & agree any action

**Item 5.** To complete and approve the Annual Governance Statement for 2025/26

**Item 6.** To approve the Accounting Statements for 2025/26

**Item 7.** To note the dates for the Publication of Notice of Public Rights

**Item 8.** To approve processing of regular payments list

**Item 9.** To confirm Insurance cover for the coming year – due for renewal in June

**Item 10.** To review the Council's expenditure incurred under s137 (LGA 1972)

**Item 11.** To confirm the Internal Auditor for 2026/27

**Item 12.** Review of earmarked fund accounts

**26/061 Planning**

25/3/26 - 26/00635/11 - 1 George Gent Close - Single storey rear extension and alterations

**Pending**

31/3/26 - 26/00701/HH - 9 Bower Hall Drive - Proposed first floor extension

**Pending**

29/4/26 - 26/00949/TPOCON - Schoolings, 20 Church Street - tree works

**Pending**

30/4/26 - 26/0034/HH - 15 Church Street, proposed installation of 1.95m high boundary fencing

**Pending**

**OTHER ITEMS FOR DISCUSSION**

**26/062** Update on use of zip wire

**26/063** Village Showcase

**26/064** Yellow Book - confirm dates and distribution list

**26/065** Update of hedge boundary - Bellropes

**26/066** The Moot Hall Charity trustees - prospective major spend

**26/067** Update on outstanding actions from previous meeting/s

**26/068** Information Sharing

**26/069** Meeting Close & Date of Next meeting

