

LITTLE BADDOW PARISH COUNCIL

An Ordinary Meeting of the Parish Council was held in the Memorial Hall on October 7, 2010. The Meeting commenced at 7:30pm. In attendance:-

Mr J Robinson - Chairman

Mrs M Buckley
Mrs C Hodgson
Mr L Jones
Mr R Shepherd

Mr K Ferguson
Mr S Johnson
Mrs J Roberts
Mr T Thorogood

Mr R Upward (Clerk)

Members of the Public – 3

170/10 APOLOGIES FOR ABSENCE

None.

171/10 DECLARATION OF INTERESTS

Councillor Roberts declared a Personal Interest in all the planning applications. Councillor Johnson declared a Personal Interest in the item of correspondence related to the History Centre.

172/10 MINUTES

It was proposed by Councillor Ferguson and seconded by Councillor Shepherd that the Minutes of the Council Meeting held on September 2, 2010 be accepted as correct record of the meeting. The proposal was carried.

173/10 MATTERS FROM PRIOR MEETINGS

Minute No/Date/Councillor	Subject	Status
41/08(e) VDS issues March 6, 2008 Councillor Robinson	The Chairman and Councillor Jones are to meet with Conservation Society and Mr D Stebbing on May 7 to discuss upgrade of the VDS to an SPD>.	Response received from Mr Rigler. Chairman to circulate to councillors for comment. Mr Rigler to be asked for timing to receive a draft document.
89/09 Finance May 7, 2009 Councillor Ferguson	Purchase of Microsoft Access.	Software evaluation complete. Encryption alternatives being investigated. To be demonstrated at next meeting
32/10 Internal Auditor February 4, 2010 All	Councillors to identify potential internal auditors as Mr Michael Vandome has indicated he wishes to retire at the end of the financial year.	To be an agenda item at the next meeting
113/10 Salt Box June 3, 2010 Parish Clerk	Arrange installation of salt box north of the entrance to Chelmer Cottage.	New salt box installed. CLOSED
135/10 Hedges/footways August 4, 2010 Councillor Ferguson	Contact residents on North Hill where their hedges are restricting the footway.	Highways have contacted the affected residents.
158/10 (7) "Bag it up" September 2, 2010 Parish Clerk	Arrange for "Bag it up" to install clothes collection bin at the Memorial Hall for a 6 month trial. Proceeds to Essex Air Ambulance.	"Bag it up" has agreed to a 6 month trial. Timing for installation of collection bin to be advised.

173/10 MATTERS FROM PRIOR MEETINGS (cont)

Minute No/Date/Councillor	Subject	Status
167/10 Community Awards September 2, 2010 Parish Clerk	CBC to be advised of nominations.	Nominations accepted by CBC who will contact the people involved. CLOSED

174/10 PUBLIC QUESTION TIME

Members of the public raised questions on the planning application at Elm Green School, progress on the SPD, the village green application and speeding in the village.

175/10 DEVELOPMENT IN THE VILLAGE

Application Number	Name of Applicant	Location and nature of the Proposed Development to which the application relates	Result
10/01330/FUL	URC	United Reform Church, Church Road, Little Baddow Pitched roof side extension to church and extensions to cart lodge to provide store and toilet facilities	No objection
10/01406/FUL	Mr I Francis	Silverwood, Fir Tree Lane, Little Baddow Single storey rear extension	No objection
10/01466/FUL	Elm Green School	Elm Green School, Parsonage Lane, Little Baddow Change of use of field for storage of equipment used for school maintenance and construction of a timber building for storage of tractor.	Objection
10/01423/FUL	Mr J Austin	Fenemore, Fir Tree Lane, Little Baddow Detached double garage. Conversion of existing integral double garage into kitchen.	No objection
10/01503/FUL	Mr Woodland & Ms Putnam	1 Jarvis Field, Little Baddow Two storey side and rear extensions	Objection
10/01167/FUL	Mr & Mrs Hayter	Spring House, Mill Lane, Little Baddow First floor side extension, two rear dormer windows	No objection

176/10 GENERAL CORRESPONDENCE

Writer	Subject	Outcome
1. ECC Legal Services	Withdrawal of Village Green Application.	AGENDA ITEM
2. Woodland Trust	An initiative to double native woodland cover.	Noted
3. RCCE	Councillors Role in empowerment and engagement. Various dates for a 2 hour seminar.	Councillors Ferguson and Robinson to attend on Nov 9
4. ECC – Flood Risk Partnership	Requesting historical information on flooding within the parish	Noted
5. CBC	Local Democracy Week October 11 – 17.	Noted
6. CBC	Chelmsford' Celebration of Black History. Events throughout October.	Noted
7. RCCE	"Village Shops and Pubs" day. November 4 at Danbury.	Noted
8. ECC	Temporary Road Closure – Riffhams Chase between October 26 and 27.	Noted
9. ECC	Academy Orders for Chelmsford County High School for Girls	Noted
10. EALC	Audit Commission Issues Paper for consultation.	Councillor Ferguson
11. CBC	First edition of "Parish Life"	Noted
12. CBC	NCAAP – Focused Change Consultation	Noted
13. Mrs Vicki Briggs	New cooker – attractive but not fit for purpose.	Councillor Robinson to reply
14. NALC	Invitation to participate in the Big Society Survey	Noted
15. CBC	NCAAP – Notice of pre-Hearing Meeting on November 24.	Noted
16. Mrs M Klaber	Request for financial support to raise storage at the History Centre to achival standards.	Councillor Ferguson to establish more detail on cost and funding arrangements.
17. CBC	Invitation to the next Parish Council Forum on November 11 at 7:00pm	Councillors Ferguson, Roberts, Robinson and Shepherd plus the Clerk to attend.
18. EALC	Training Courses:- - Employment Issues – Nov 10 - Chairman's Day 2 – Nov 16	Noted
19. Mr & Mrs Walker	Urging the Council to vote against trees due to problems with existing large oak.	AGENDA ITEM
20. Mrs J Matthews	In support of trees, re-instatement of "no ball games" sign, ants in Holybred Wood.	AGENDA ITEM
21. ECC/Southend-on-Sea Borough Council	Consultation on waste planning issues	Noted

177/10 ACCOUNTS

PAYMENT OF ACCOUNTS -October 7, 2010						
Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	CBC	Memorial Hall	Rates	£ 95.00		£ 95.00
**DD	Talktalk	General	Telephone	£ 26.19	£ 4.58	£ 30.77
**DD	British Gas	Memorial Hall	Supply	£ 196.60	£ 34.40	£ 231.00
**DD	Talktalk	General	Telephone	£ 26.85	£ 4.70	£ 31.55
**0225	EALC	General	Training	£ 72.00		£ 72.00
**0226	Factory First	Memorial Hall	Kitchen	£ 44.97	£ 7.86	£ 52.83
**0227	Open Spaces	General	Membership	£ 40.00		£ 40.00
**0228	RCCE	General	Training	£ 40.00		£ 40.00
**0229	Connaught Gas	Memorial Hall	Maint contr.	£ 428.06	£ 74.91	£ 502.97
**0230	Countrywide (Sept)	General	Grass cutting	£ 146.67	£ 25.67	£ 172.34
**0231	J W Steele & Sons	Memorial Hall	Kitchen	£ 15,769.92	£ 2,559.01	£17,181.93
**0232	CBC	Memorial Hall	Refuse	£ 313.82	£ 54.91	£ 368.73
**0233	CBC	Pavilion	Refuse	£ 114.14	£ 19.98	£ 134.12
0234	Mr R A Upward	General	Salary	£ 467.06		£ 467.06
0235	Mrs M Jarvis	Spring Close	Supervision	£ 32.73		£ 32.73
0236	RitchComm	Pavilion	Cleaning	£ 181.70		£ 181.70
0237	AtoZ	Memorial Hall	Kitchen	£ 5.89	£ 1.03	£ 6.92
0238	ECC	General	Salt Bin	£ 350.00		£ 350.00
0239	Stormwave	General	Website	£ 84.98	£ 14.88	£ 99.86
0240	Stormwave	General	Website	£ 42.49	£ 7.44	£ 49.93
0241	EALC	General	Training	£ 120.00		£ 120.00
0242	Staples	General	Stationery	£ 3.98	£ 0.70	£ 4.68
0243	HAGS	Spring Close	Roundabout	£ 2,138.00	£ 374.16	£ 2,512.16
0244	HMC&R	General	TAX/NI	£ 1,032.31		£ 1,032.31
0245	Mr T Rawlins	Memorial Hall	Refund	£ 49.00		£ 49.00
0246	RBS Software	General	Data backup	£ 60.00	£ 10.50	£ 70.50
0247	Mrs F Coxhead	Memorial Hall	Kitchen	£ 198.42	£ 34.73	£ 233.15
				£ 22,080.78	£ 3,229.46	£ 24,163.24
	ACCOUNTS STATUS	30/09/2010	+/- vs prior	RESERVES		
	Current Account (NW)	£ 1,618.78	£ -	Hall		£ 9,000.00
	Current Account (B)	£ 26,192.98	£ 20,767.23	Pavilion		£ 8,000.00
	Reserve (B)	£ 9,536.15	-£ 19,996.57	Clerks Reserve		£ 702.79
	Scottish Widows Bank	£ 35,808.66	£ -	EALC Reserve		£ 17,300.00
				Kitchen Reserve		-£ 1,289.69
	Total	£ 73,156.57	£ 770.66	Total		£ 57,876.34
	Holybred Wood (B)	£ 8,045.96	£ 1.00	Funds Available		£ 15,280.23
	Wickhay Green PA (B)	£ 19,486.24	£ 2.43			
				TOTAL		£ 73,156.57
**	Paid outside of Council Meeting					

It was proposed by Councillor Shepherd and seconded by Councillor Thorogood that the accounts are passed for payment. The proposal was carried.

178/10 VILLAGE GREEN APPLICATION

Councillor Shepherd advised that the applicant had withdrawn his village green application relating to the Sports Ground but reserved the right to resubmit if building works are proposed in the future. The solicitor has been advised. It was noted that signs indicating that the Sports Ground can only be used with the permission of the Parish Council have been in place since April 2009.

179/10 BUDGET FOR 2011/12

Councillor Ferguson presented a draft budget. It was agreed to include a new computer for the Clerk and to include a maximum precept increase of 3% or the RPI if lower in December. Councillors were requested to advise any additional items to be included in the revised draft for the November meeting.

To establish a realistic budget for grass cutting, Councillor Johnson agreed to prepare a critique of the present contractor's work.

180/10 MEMORIAL HALL

Councillor Buckley agreed to ensure that all the items on the Snag List are being progressed, to bring a proposal to resolve the low flow rate on the hot tap to the next meeting and to establish whether J W Steele or the Council are to fund the rectification work on the electrical circuits.

Following discussion on requiring deposits from people hiring the hall, Councillor Buckley agreed to bring a written proposal to the next meeting which addresses all the issues raised.

Two new quotations have been obtained for refurbishing the bar area. After reviewing these quotations, it was agreed to proceed with the J W Steele quotation once the VAT refund from the kitchen had been received.

The Chairman advised that 45 people had accepted the invitation to the opening on October 8.

181/10 WICKHAY GREEN PLAY AREA

Councillor Hodgson advised that completion of the play area was scheduled for October 12 – only landscaping and re-seeding remains to be completed – and that the Mayor of Chelmsford would open the play area on October 17.

182/10 PARISH NEWSLETTERS

Councillor Shepherd presented a draft autumn newsletter. Councillor Roberts agreed to provide an updated draft by October 10 to Councillors Shepherd, Ferguson, Buckley and Robinson. All changes to be advised to Councillor Roberts within 48 hours with the objective of printing the newsletter before October 15.

Councillor Shepherd will prepare the distribution rota to councillors.

For the Spring Newsletter, it was agreed to include articles on the History Centre (Councillor Roberts) and the Chelmer Canal Trust (Councillor Ferguson) – to be available early November.

183/10 PARISH NOTICE BOARDS

Councillor Ferguson advised that a quote of £2200 for 4 hardwood notice boards with lockable Perspex frames and large enough for 10 A4 sheets had been received. It was agreed to obtain an additional two quotations and bring a proposal to the next meeting together with a separate proposal for an additional board inside the Memorial Hall at a cost of approximately £450.

184/10 SPORTS PAVILION LETTING

Councillor Shepherd presented a proposal for the hiring charges for letting the pavilion. This was agreed as presented.

185/10 SPEED CHECKS IN THE VILLAGE

Councillor Johnson advised that further speed checks in the village had been delayed due to the PCSO's sick leave. A member of the public proposed that residents concerned about individual speeding vehicles should record details (date, time, location registration number and make of vehicle) and pass to the Neighbourhood Watch co-ordinator who would pass the information to the Police.

186/10 AFFORDABLE HOUSING

RCCE have completed the questionnaires which have a response date of October 31, 2010. Councillor Shepherd will provide councillors questionnaires which are to be delivered by October 17th.

187/10 SPRING CLOSE SURVEY

The Clerk advised that 45 questionnaires had been distributed to residents in Spring Close to establish if they wanted trees planted in the grassed area with the close. Of the 18 responses, 12 were in favour of leaving the green without trees. Based on this response, it was agreed to leave the green unchanged.

188/10 SPORTS GROUND

It was proposed by Councillor Ferguson and seconded by Councillor Thorogood to install a larger litter bin in the car park and relocate the smaller bin close to the swings at a cost of £155 plus VAT. The proposal was carried.

189/10 INFORMATION ITEMS

Councillor Buckley advised that Mrs Harriet Middelboe was updating the Community Care list.

Councillor Ferguson encouraged everyone to complete the "Race to Infinity" survey which, if successful, would result in fibre optic broadband being installed in the village.

190/10 NEXT MEETING

The next Parish Council Meeting will take place on **Thursday November 4, 2010.**

The meeting closed at 10:25pm

**Chairman
November 4, 2010**