

**LITTLE BADDOW PARISH COUNCIL**

An Ordinary Meeting of the Parish Council was held in the Memorial Hall on Thursday June 5, 2008. The Meeting commenced at 7:30pm. In attendance:-

|  |                         |
|--|-------------------------|
| Mr J Robinson - Chairman                 |                         |
| Mr K Ferguson                            | Mrs C Hodgson           |
| Mr S Johnson                             | Mr L Jones              |
| Mrs J Roberts                            | Mr R Shepherd*          |
| Mr T J Thorogood.                        |                         |
| * Mr Shepherd joined the meeting at 9:25 |                         |
| Mr R Upward (Clerk)                      | Members of the Public 3 |

**The Chairman thanked Mr J Hooson for his much valued work in Holybred Wood over many years. Mr Hooson was presented with a hornbeam bowl, turned from a coppiced tree in Holybred Wood by Peter Hodgson, as a token of appreciation from the Council.**

**75/08 APOLOGIES FOR ABSENCE**

Apologies were accepted from Mrs M Buckley and Mr R Shepherd (delayed arrival).

**76/08 DECLARATION OF INTERESTS**

Councillor Johnson declared a Personal and Prejudicial Interest in the accounts.

It was recorded that Councillors Jones and Shepherd had completed their Register of Interests.

**77/08 MINUTES**

It was proposed by Councillor Ferguson and seconded by Councillor Hodgson that the Minutes of the meeting held on May 1, 2008 be accepted as a correct record. The proposal was carried.

**78/08 MATTERS FROM PRIOR MEETINGS**

| Minute No/Date/Councillor                        | Subject  | Status  |
|--|--|---|
| 08/08<br>January 3, 2008<br>Councillor Roberts   | Ceremony at Aldmanburgh Green – date and arrangements to be finalised.   | Councillor Johnson to proceed with planting the tree. Ceremony will be based on installing a plaque – date to be established  |
| 22/08<br>February 7, 2008<br>Parish Clerk        | Mr J Sheriff to monitor Hall temperature and timing for the heating.   | On hold until heating needed next autumn/winter   |
| 41/08(a)<br>March 6, 2008<br>Councillor Roberts  | Repairs to footway between Wayside and Runsell Lane.   | This is now registered with the Highways Dept. at CBC. Waiting feedback from their survey.  |
| 41/08(e)<br>March 6, 2008<br>Councillor Robinson | <p>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&gt;</p> <p>The Chairman to set up a meeting with the CBC Planning Manager Mr David Green to discuss use of the VDS in recent planning discussions.</p> | <p>Following this meeting and discussions with the group working on the SPD, it was agreed that the Chairman would nominate one or two councillors to join this group.</p> <p>Timing for a meeting with Mr Green and the Council is being finalised. The Clerk was requested to prepare a list of planning applications where CBC overruled the Council’s objections.</p> |

**78/08 MATTERS FROM PRIOR MEETING (cont)**

| <b>Minute No/Date/Councillor</b>                           | <b>Subject</b>   | <b>Status</b>  |
|--|--|--|
| 67/08 (12)<br>May 1, 2008<br>Parish Clerk                  | Annual Audit scheduled for July 14, 2008   | Public Notice issued. Annual Accounts to be approved at July Council Meeting. CLOSED   |
| 67/08 (15)<br>May 1, 2008<br>Councillor Hodgson            | Parishes Transportation Group Meeting on May 6, 2008   | Councillor Jones attended. Report attached. CLOSED   |
| 67/08(18)<br>May 1, 2008<br>Councillor Shepherd            | Provide EALC with material publicizing the achievements of the Parish Council  |  |
| 67/08(19)<br>May 1, 2008<br>Councillor Roberts             | Conservation Society request for Parish Council to take lead on litter clear up  | Liaise with Mrs M Martin so clear up can precede Best Kept Village inspection if possible. Local Guides/Brownies/schools to be invited to participate.   |
| 70/08<br>May 1, 2008<br>Parish Clerk                       | Resolve maintenance issues raised in RitchComm report  | Maintenance issues fixed. CLOSED   |
| 71/08 Website<br>May 1, 2008<br>Councillor Ferguson        | Implement website upgrade as approved.<br><br>Establish the most effective way of including Memorial Hall calendar availability on the Website | Revised estimate and content approved at this meeting. Minute 83/08 refers. CLOSED   |
| 72/08 Heather Hills<br>May 1, 2008<br>Councillor Thorogood | Proceed with removal of concrete base and in conjunction with Essex Wildlife Trust, regrade the affected area.                                 | The Council agreed that the Maldon Archaeological Society could complete an initial survey of the area. Proposals for a "dig" to be brought to the next meeting. Councillor Johnson to liaise with Essex Wildlife Trust. |
| 72/08 Surgery<br>May 1, 2008<br>Councillor Hodgson         | Provide notices to be published on the notice boards   | Notices published May 14, 2008. Councillors Ferguson and Robinson to attend the first surgery. CLOSED.   |

**PUBLIC QUESTION TIME**

The meeting was closed from 7:55pm to 8.20pm.

**79/08 PLANNING APPLICATIONS**

| <b>Application Number</b> | <b>Name of Applicant</b> | <b>Location and nature of the Proposed Development</b>  | <b>Result</b> |
|---------------------------|--------------------------|---|---------------|
| 08/00938/FUL              |                          | White Heather, North Hill, Little Baddow<br><b>Provision of basement and alterations to existing elevation of previously approved extension (04/00901/FUL), including formation of space within roof void</b> | No objection  |

## 80/08 GENERAL CORRESPONDENCE

| <b>Writer</b>   | <b>Subject</b>   | <b>Result</b>                   |
|---|--|---------------------------------|
| 1. Essex Wildlife Trust                               | Date for Council to review work on Heather Hills – July 17 at 7pm  | Agreed. Meet at the Church Hall |
| 2. John & Ann Brocklebank                             | Wickhay Green Play Area donation   | Councillor Hodgson to reply.    |
| 3. Parishes Transportation Group                      | Request for 2008 Financial Support - £60<br>Draft Letter to PM (attached)  | Agreed.                         |
| 4. Essex Training Partnership                         | Food Hygiene Course – June 20<br>Advanced Councillor Training Day 2 – June 24<br>Health and Safety Course – July 4<br>Budget and Precept Course – July 9 | Noted                           |
| 5. ECC  | Mid Essex Forum – June 3, 2008   | Noted                           |
| 6. Elm Green School                                   | Request to use the Sports Field on June 13/July 9 for car parking on their Sports Day and Speech Day.  | Agreed – Clerk to advise.       |
| 7. RCCE   | “Linking to the Statutory Planning System” Training – June 28  | Noted                           |
| 8. Association of Chelmsford District Parish Councils | Notice of AGM on July 1, 2008  | Noted                           |
| <u>Information Item</u><br>Essex Police               | Neighbourhood Watch Week – week commencing June 16   | Noted                           |

## 81/08 ACCOUNTS

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

## 81/08 ACCOUNTS (cont)

| PAYMENT OF ACCOUNTS June 5, 2008 |                                 |                    |                     |                        |                 |                    |
|----------------------------------|---------------------------------|--------------------|---------------------|------------------------|-----------------|--------------------|
| Cheque                           | Payee                           | Description        | Subject             | Cost                   | VAT             | Total              |
| **DD                             | Talk Talk                       | General            | Telephone           | £ 20.12                | £ 3.52          | £ 23.64            |
| **DD                             | CBC                             | Memorial Hall      | Rates               | £ 106.00               |                 | £ 106.00           |
| **DD                             | British Gas                     | Memorial Hall      | Supply              | £ 149.52               | £ 7.48          | £ 157.00           |
| 4402                             | Mrs M Jarvis                    | Wickhay Gn         | Salary              | £ 32.73                |                 | £ 32.73            |
| 4404                             | Mr R A Upward                   | General            | Salary              | £ 350.52               |                 | £ 350.52           |
| 4405                             | Mr. J Sheriff                   | Memorial Hall      | Salary              | £ 374.98               |                 | £ 374.98           |
|                                  | "                               | Memorial Hall      | Telephone           | £ 3.14                 | £ 0.55          | £ 3.69             |
|                                  | "                               | Memorial Hall      | Expenses            | £ 29.83                | £ 2.59          | £ 32.42            |
| 4406                             | Ritchcomm Ltd                   | Pavillion          | Cleaning            | £ 179.00               |                 | £ 179.00           |
| 4407                             | Stormwave                       | General            | Website             | £ 35.00                | £ 6.13          | £ 41.13            |
| 4408                             | "                               | General            | Website             | £ 7.49                 | £ 1.31          | £ 8.80             |
| 4409                             | "                               | General            | Website             | £ 7.49                 | £ 1.31          | £ 8.80             |
| 4410                             | Radical Logic                   | General            | Website             | £ 473.75               | £ 82.91         | £ 556.66           |
| 4411                             | Zurich Insurance                | General            | Insurance           | £ 3,968.67             |                 | £ 3,968.67         |
| 4412                             | "                               | General            | Inspection          | £ 250.00               | £ 43.75         | £ 293.75           |
| 4413                             | RBS Software                    | General            | Accounts            | £ 175.00               | £ 30.62         | £ 205.62           |
| 4414                             | Staples                         | General            | Stationery          | £ 45.39                | £ 7.94          | £ 53.33            |
| 4415                             | "                               | General            | Stationery          | £ 41.80                | £ 7.31          | £ 49.11            |
| 4416                             | EALC                            | General            | Books               | £ 24.81                |                 | £ 24.81            |
| 4417                             | EALC                            | General            | Books               | £ 15.00                |                 | £ 15.00            |
| 4418                             | Parishes Transp. Group          | General            | Section 137         | £ 60.00                |                 | £ 60.00            |
| 4419                             | UK Fire                         | General            | Inspection          | £ 60.00                | £ 10.50         | £ 70.50            |
| 4420                             | Little Baddow Fruit Farms       | General            | Grass Cutting       | £ 591.00               | £ 103.43        | £ 694.43           |
|                                  |                                 |                    |                     |                        |                 |                    |
|                                  |                                 |                    |                     | <b>£ 7,001.24</b>      | <b>£ 309.35</b> | <b>£ 7,310.59</b>  |
|                                  |                                 |                    |                     |                        |                 |                    |
|                                  | <b>ACCOUNTS STATUS</b>          | <b>31/05/2008</b>  | <b>+/- vs prior</b> | <b>RESERVES</b>        |                 |                    |
|                                  | Current Account                 | £ 14,090.57        | -£ 4,300.30         | Hall                   |                 |                    |
|                                  | Reserve                         | £ 5,457.67         | £ 25.00             | Pavilion               |                 | £ 2,000.00         |
|                                  | Capital Reserve                 | £ 37,290.96        | £ -                 | Spring Close           |                 | £ 15,050.00        |
|                                  | Scottish Widows Bank            | £ 500.00           | £ -                 | Clerks Reserve         |                 | £ 169.65           |
|                                  |                                 |                    |                     | EALC Reserve           |                 | £ 13,800.00        |
|                                  | <b>Total</b>                    | <b>£ 57,339.20</b> | <b>-£ 4,275.30</b>  | <b>Total</b>           |                 | <b>£ 38,330.24</b> |
|                                  |                                 |                    |                     |                        |                 |                    |
|                                  | Holybred Wood                   | £ 7,894.41         | -£ 3,525.00         | <b>Funds Available</b> |                 | <b>£ 19,008.96</b> |
|                                  |                                 |                    |                     |                        |                 |                    |
|                                  |                                 |                    |                     | <b>TOTAL</b>           |                 | <b>£ 57,339.20</b> |
| **                               | Paid outside of Council Meeting |                    |                     |                        |                 |                    |
|                                  |                                 |                    |                     |                        |                 |                    |

### **82/08 PARISH CORRESPONDENT**

It was agreed that Councillor Johnson would temporarily fill the role of Parish Correspondent until a replacement for the late Mr Ken Stebbings could be found. Councillors agreed to identify potential candidates within the village.

### **83/08 WEBSITE UPGRADE**

Councillor Ferguson reported that the proposition approved at the May Meeting, to repair the menu system only, was still viable but additional options were available that would further improve the website and make it more user-friendly.

Following a review of these options, it was proposed by Councillor Ferguson and seconded by Councillor Hodgson that the Parish Council Website be fully redesigned, incorporating menu system repair, new design features, the ability to print from every page, a calendar system for the Hall and a digital redesign of the Village Sign as the Council's letterhead and logo. The total cost would be £1400. The proposal was carried.

### **84/08 HALL REPORT**

It was agreed to develop a maintenance and renewal plan for the Memorial Hall. A sub-committee comprising Councillors Hodgson and Ferguson and the Parish Clerk was established, to commence in August.

It was proposed by Councillor Johnson and seconded by Councillor Ferguson that the Hall electrical system be upgraded to the required standard at a cost of £350 plus VAT. Proposal carried.

It was proposed by Councillor Thorogood and seconded by Councillor Johnson that a one-off extensive internal cleaning of the Memorial Hall be carried out at a cost of £562. Proposal carried.

It was proposed by Councillor Johnson and seconded by Councillor Ferguson that a new litter bin be installed outside the Memorial Hall at a cost of £250 plus VAT. Proposal carried.

Following the resignation of the existing licensee, the Parish Clerk agreed to undertake the necessary training and accept the responsibilities of the licensee under the same arrangements as the prior holder.

### **85/08 FINANCE REPORT**

It was proposed by Councillor Thorogood and seconded by Councillor Ferguson that:-

1. the Council appoint Barclays Bank PLC as the Council's bankers.
2. the Council accept the terms of the Barclays Customer Agreement and confirm such acceptance to the Bank by completing the Bank's form of Appointment of Bankers.
3. the Council authorise Councillors Keith Ferguson, Simon Johnson and Tim Thorogood in accordance with Item 4 below to:-
  - a) enter into any other agreements with the Bank (including banking facility agreements and indemnities) which they consider to be in the interests of the Council from time-to-time; and
  - b) give instructions concerning the operation of the Council's bank accounts and otherwise communicate with the Bank in each case in writing or verbally in accordance with the Customer Agreement; and
  - c) register the Council for the Bank's computer and telephone banking services.

4. the Council authorise the following instructions to the Bank
  - a) all cheques require any two of the approved Councillors
  - b) the Parish Clerk, Mr Roger Upward of The Ridings, North Hill, Little Baddow has the sole authority to manage the accounts.

Proposal carried. It was agreed that Reserve Accounts would continue to be held at Natwest for Holybred Wood and Wickhay Green Play Area funds and a High Interest Reserve Account at Scottish Widows Bank for general reserves.

#### **86/08 SPORTS CLUB REPORT**

It was agreed that proposals for an additional memorial bench being finalised at the Sports Club Meeting on July 5 would be presented to the Parish Council at the next meeting in July.

#### **87/08 INFORMATION ITEMS**

Councillor Roberts reported that she had met with the occupants of Rose Cottage and reached a satisfactory outcome regarding concerns raised by Essex Wildlife Trust.

It was agreed to add the Notice Boards to the Matters from Prior Meeting report.

**88/08 DATE OF NEXT MEETING:                      Thursday July 10, 2008**

The meeting closed at 9:35pm.

**Chairman  
July 10, 2008**