

LITTLE BADDOW PARISH COUNCIL

The Annual Meeting of the Parish Council was held in the Memorial Hall on May 7, 2009. The Meeting commenced at 7:30pm. In attendance:-

Mr J Robinson - Chairman	
Mrs M Buckley	Mr K Ferguson
Mrs C Hodgson	Mr L Jones
Mr R Upward (Clerk)	Members of the Public - 2

71/09 ELECTION OF CHAIRMAN

It was proposed by Councillor Ferguson and seconded by Councillor Hodgson that Councillor Robinson be elected as Chairman. There were no other nominations. Councillor Robinson was elected unanimously.

72/09 DECLARATION OF OFFICE

The declaration was read and signed by Councillor Robinson.

73/09 ELECTION OF VICE CHAIRMAN

It was proposed by Councillor Robinson and seconded by Councillor Jones that Councillor Ferguson be elected as Vice Chairman. There were no other nominations. Councillor Ferguson was elected unanimously.

74/09 SPECIAL RESPONSIBILITIES

It was agreed that Councillor Ferguson would accept responsibility for Neighbourhood Watch and Councillor Jones for Rights of Way on a temporary basis.

It was agreed that Councillor Ferguson and Councillor Robinson would develop a back up plan for key functions with the Council and bring this to a future meeting.

75/09 APOLOGIES FOR ABSENCE

Apologies were accepted from Councillors Johnson, Roberts, Shepherd and Thorogood.

76/09 DECLARATION OF INTERESTS

None

77/09 MINUTES

It was proposed by Councillor Ferguson and seconded by Councillor Jones that the Minutes of the Council Meeting held on April 2, 2009 be accepted as a correct record. The proposal was carried.

77/09 MATTERS FROM PRIOR MEETINGS

Councillor Ferguson reported that he had reviewed the accounts of the Danbury Transportation Group and was satisfied that the Council should continue to support this Group. The grant has been paid.

The temporary grass cutting contract has been extended to cover the summer season due to the extended absence of Councillor Johnson. It was agreed that the grass triangle at the North Hill entrance to Heather Hills should be included in this contract.

77/09 MATTERS FROM PRIOR MEETINGS (cont)

Minute No/Date/Councillor	Subject	Status
87/08 Sports Field June 5, 2008 Parish Clerk	Notices required for the Sports Field.	Signs installed. CLOSED
128/08 Amenities October 2, 2008 Councillor Johnson	Establish if Essex Wildlife Trust has additional signs for the two unmarked entrances to Heather Hills.	Signs ordered.
130/08 Wickhay Green October 2, 2008 Councillor Hodgson	Investigate the full implications of setting up the Wickhay Green Play Area as an independent body.	Grant received. CLOSED
138/08 (17) Wickhay Green November 6, 2008 Councillors Hodgson/Buckley	Pursue funding opportunities from Essex Environment Trust – Dec 1	£36,000 grant received
43/09 (1) QC re-accreditation March 5, 2009 Councillors Roberts/Ferguson	Councillor Roberts and the Clerk to review Democracy requirements. Councillor Ferguson and the Clerk to review the discretionary items.	Quality Council requirements have been reviewed with the Chairman and Councillor Ferguson. Actions agreed.
49/09 Hall March 5, 2009 Clerk	Purchase 120 small knives	Additional knives delivered. CLOSED.
67/09 Holybred Wood April 2, 2009 Clerk	Request EALC to inspect all signs in Holybred Wood and replace as necessary.	Damaged sign repaired. Also sign in Spring Elms Lane. CLOSED
68/09 Wickhay Green April 2, 2009 Councillor Ferguson/Clerk	Provide information on insurance for trustees based on Almshouses. Check with EALC re legal implications for Council, particularly 3 rd party insurance.	Grant received. CLOSED

78/09 PUBLIC QUESTION TIME

Members of the public provided information concerning the planning issues at Mill House Caravan Park.

79/09 PLANNING APPLICATIONS

Application Number	Name of Applicant	Location and nature of the Proposed Development to which the application relates	Result
09/00412/FUL	Mr D King	Willowfield, The Ridge, Little Baddow Replacement dwelling	No Objection Concerns over Granting Rights of Way
09/00318/FUL 09/00319/LBC	Mr & Mrs T James	The Brew House, Graces Lane, Little Baddow Single storey rear extension, single storey side extension to western gable end and internal alterations. Provision of conservatory type windows to south roof slope and opening up of former window in eastern gable end.	Objection
09/00482/FUL	Mr J Regan	Ashcroft, Spring Elms Lane, Little Baddow Single storey rear/side extension	No Objection

79/09 PLANNING APPLICATIONS (cont)

Application Number	Name of Applicant	Location and nature of the Proposed Development to which the application relates	Result
09/00506/FUL	Ms M Carr	1 Hillside Cottages, North Hill, Little Baddow Demolition of existing conservatory and construction of part single, part two storey rear extension.	Objection
09/00580/FUL 09/00581/LBC	Mr & Mrs Seager	Phillows Farm, Hammonds Road, Little Baddow Rear orangery	No Objection

With reference to the Appeal against the Enforcement Notice at Mill House Caravan Park, the Council agreed to restate its prior position i.e. that it strongly objects to a 12 month operation but supports a 10 month period. Confirmation that the caravan park can only operate on the east side of the road will also be requested.

It was agreed that the Clerk would advise the CBC Enforcement Officer on the installation of electric gates and the removal of the hedgerow at Honey mead.

80/09 GENERAL CORRESPONDENCE

Writer	Subject	Result
1. Audit Commission	2008/9 Audit - approve at June 11 meeting - electors rights June 15 to July 10 - submission July 13	Noted
2. CBC – The Mayor’s Office	Civic Service - June 14 at 11:15am	Noted
3. Essex Biodiversity Project	Aims of Biodiversity Project and assistance for Parish Councils	Councillors Hodgson/Roberts
4. Equality and Human Rights Commission	Public Sector Duties	Noted
5. Mrs Audrey Saunders, WEA	Request to improve accessibility to the Sports Pavilion for wheelchair users	Actioned. See Minute No. 90/09
6. Maldon District Council	Core Strategy consultation. Response due June 8, 2009	Councillor Ferguson
7. RCCE	Village Agents Conference – Wednesday June 17, Braintree	Noted
8. NALC	“Putting People First” Conference – September 4-5, London	Noted
9. CBC	Parish Charter – Request for potential devolved functions to parish councils. Response due June 5.	Councillor Robinson

81/09 ACCOUNTS

PAYMENT OF ACCOUNTS - May 7, 2009						
Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	British Gas	Memorial Hall	Supply	£ 304.35	£ 45.65	£ 350.00
**	CBC	Memorial Hall	Rates	£ 110.33		£ 110.33
**4562	Little Baddow WI	Sect. 137	Donation	£ 50.00		£ 50.00
**0001	British Gas Business	Memorial Hall	Electricity	£ 194.55	£ 9.73	£ 204.28
**0002	Danbury Transport Ass.	Sect. 137	Grant	£ 800.00		£ 800.00
**0003	Small Waste Ltd	General	Skip hire	£ 69.57	£ 10.43	£ 80.00
0004	Mr R A Upward	General	Salary	£ 352.79		£ 352.79
0005	Mrs M Jarvis	Wickhay Gn	Salary	£ 32.73		£ 32.73
0006	Mr J Sheriff	Memorial Hall	Salary	£ 609.52		£ 609.52
	"	Memorial Hall	Telephone	£ 3.04	£ 0.45	£ 3.49
0007	Ritchcomm Ltd	Pavillion	Cleaning	£ 179.00		£ 179.00
0008	RBS Software Solutions	General	Annual Ac.	£ 225.00	£ 33.75	£ 258.75
0009	Stormwave	Website	Updates	£ 20.00	£ 3.00	£ 23.00
0010	Stormwave	Website	Hosting	£ 7.49	£ 1.12	£ 8.61
0011	Connaught Gas Services	Memorial Hall	Maintenance	£ 20.00	£ 3.00	£ 23.00
				£ 2,978.37	£ 107.13	£ 3,085.50
	ACCOUNTS STATUS	30/04/2009	+/- vs prior	RESERVES		
	Current Account (NW)	£ 17,748.75	£ 14,934.11	Hall		£ 3,000.00
	Current Account (B)	£ 2,094.66	£ 2,094.66	Pavilion		£ 4,000.00
	Reserve (NW)	£ 2.37	-£ 19,020.00	Clerks Reserve		£ 169.65
	Reserve (NW)	£ 1.17	-£ 8,008.00	EALC Reserve		£ 15,300.00
	Capital Reserve (NW)	£ 3.04	£ -			
	Reserve (B)	£ -	£ -			
	Scottish Widows Bank	£ 35,808.66	£ 52.68			
	Total	£ 55,658.65	-£ 9,946.55	Total		£ 25,555.15
	Holybred Wood (B)	£ 8,009.17	£ 8,009.17	Funds Available		£ 30,100.01
	Wickhay Green PA (B)	£ 18,032.24	£ 18,032.24			
				TOTAL		£ 55,655.16
**	Paid outside of Council Meeting					

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

82/09 SUPPLEMENTARY PLANNING DOCUMENT

As the draft document was unavailable, it was agreed that Councillor Jones would arrange for this to be distributed well ahead of the next meeting to enable an informed discussion on June 11.

83/09 QUALITY COUNCIL INITIATIVES

It was agreed to discuss a proposal to revise the layout of the Annual Newsletter at the next meeting.

83/09 QUALITY COUNCIL INITIATIVES (cont)

It was agreed to provide transport to enable residents to vote at the June 4 elections. Responsibilities were agreed as follows:-

- Councillor Robinson - arrangements for the use of the Danbury Flyer
- Councillor Ferguson - bus operating time-table
- Councillor Jones - preparation of a flyer to be inserted into the Parish Magazine
- Councillor Shepherd - printing of flyer by CBC

84/09 PRIORITY HIGHWAY IMPROVEMENTS

A number of potential highway improvements were put forward as follows:-

- Installation of a footway along The Ridge
- Provision of a designated parking bay at Papermill Lock
- Improving the road junction at Riffhams Chase and The Ridge
- Improving the road junction at North Hill, Colam Lane and Spring Elms Lane
- Provision of parking bays in the region of the Jubilee Tree on North Hill

It was agreed that the Clerk would contact ECC Highways to clarify the process and timing for submission of priority improvements.

85/09 OBSTRUCTIONS ON GRASS VERGES

Councillor Ferguson advised the Council on the potential liability of residents who have placed obstructions on land outside their property which is owned by ECC Highways. It was agreed that Councillor Ferguson would draft a letter after further consultation with ECC Highways with the objective of advising residents of the implications.

86/09 WEBSITE

The responsibilities for ensuring each page of the Council Website is kept up-to-date were agreed as presented by Councillor Ferguson. The objective is to bring the complete website up-to-date by the June meeting.

87/09 WICKHAY GREEN PLAY AREA

It was agreed to defer this item to the next meeting..

88/09 MEMORIAL HALL

It was agreed that Councillor Robinson would chair the Working Party to develop plans for refurbishing the kitchen.

The rebate for the Friends of Bicknacre hall booking in 2010 was agreed but is conditional on no adverse reports from other hall users. The booking hours were agreed as presented. The Clerk is to advise the Friends of Bicknacre of the Council's decisions.

It was agreed that the stairs to the front of the stage should be replaced and that local firms should be approached for design and installation.

It was agreed to bring proposals for purchasing a reconditioned fridge to the next meeting.

89/09 FINANCE

It was agreed that there would be no general salary increases 2009/10.

It was proposed by Councillor Ferguson and seconded by Councillor Robinson that Microsoft Access be purchased at a cost of £200 to enable use of a data base for emergency planning. The proposal was carried

90/09 SPORTS CLUB

It was agreed to improve accessibility to the Sports Club by relocating the gatepost at the car park entrance and installing a single electric shutter to the entrance. It was agreed that the Clerk would obtain a quote from Mr Sheriff for the changes to the gate.

91/09 INFORMATION ITEMS

The poor condition of the Salt Box at Aldmanborough Green was reported – ECC Highways to be advised.

92/09 NEXT MEETING

The next Parish Council Meeting will take place on **Thursday June 11, 2009.**

The meeting closed at 10:20pm

**Chairman
June 11, 2009**