

## LITTLE BADDOW PARISH COUNCIL

An Ordinary Meeting of the Parish Council was held in the Memorial Hall on Thursday November 6, 2008. The Meeting commenced at 8:00pm. In attendance:-

Mr J Robinson - Chairman	
Mrs M Buckley	Mr K Ferguson
Mrs C Hodgson	Mr S Johnson
Mr L Jones	Mrs J Roberts
Mr R Shepherd	Mr T Thorogood
Mr R Upward (Clerk)	Members of the Public 4

Councillor Buckley agreed to be the Parish Correspondent for this meeting.

### **132/08 APOLOGIES FOR ABSENCE**

None.

### **133/08 DECLARATION OF INTERESTS**

Councillor Roberts declared a Personal Interest in all planning applications.

### **134/08 MINUTES**

It was proposed by Councillor Johnson and seconded by Councillor Buckley that the Minutes of the Council Meeting held on October 2, 2008 be accepted as a correct record. The proposal was carried.

### **135/08 MATTERS FROM PRIOR MEETINGS**

Minute No/Date/Councillor	Subject	Status
22/08 Hall Temperature February 7, 2008 Parish Clerk	Mr J Sheriff to monitor Hall temperature and timing for the heating.	<u>November.</u> Clerk to discuss heating with Mr Sheriff
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>.  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.	<u>November.</u> Cross parish meeting on VDS to be scheduled w/c Nov 10. CBC to provide date on Meeting to discuss planning application issues.
82/08 Parish Correspondent June 5, 2008	Councillors to identify potential candidates to the Chairman.	The Chairman and Councillor Roberts to consider potential candidates.
84/08 Hall June 5, 2008 Councillor Hodgson	Sub-committee to develop maintenance and renewal plan for the Memorial Hall	<u>November.</u> Follow up meeting required to finalise schedule.
85/08 Barclays Bank June 5, 2008 Parish Clerk	Establish new banking arrangements with Barclays	<u>November.</u> Replacement mandate signed.
87/08 Sports Field June 5, 2008 Parish Clerk	Notices required for the Sports Field.	<u>November.</u> Chairman to arrange meeting with Sports Club and Clerk to agree locations.

### 135/08 MATTERS FROM PRIOR MEETINGS (cont)

Minute No/Date/Councillor	Subject	Status
102/08 Wickhay Green Grants July 10, 2008 Councillor Buckley	Progress grant applications	<u>November.</u> New opportunities evaluated but not available for this project.
110/08 Footway on North Hill September 4, 2008 Councillor Ferguson	Identify properties on North Hill where hedges obstructing footway and schedule councillors to visit owners.	<u>November.</u> Clerk agreed to provide owners of properties
112/08 (9) Memorial bench September 4, 2008 Parish Clerk	Contact Highways Dept to obtain approval for siting bench at bus stop.	<u>November.</u> Preferred location is opposite bus stop. Clerk to confirm with Highways Dept.
124/08 (8) Memorial Hall October 2, 2008 Councillors Buckley/Johnson	Meet with Headmistress of Elm Green School to discuss use of Memorial Hall Car Park.	Meeting held with Elm Green. ITEM CLOSED
128/08 Amenities October 2, 2008 Councillor Roberts	Establish if CBC will collect recyclable plastics from the Memorial Hall without charge	<u>November.</u> In progress
128/08 Amenities October 2, 2008 Councillor Johnson	Establish if Essex Wildlife Trust has additional signs for the two unmarked entrances to Heather Hills.	<u>November.</u> Revised wording agreed and new signs to be obtained at a cost of less than £100.
130/08 Wickay Green October 2, 2008 Councillor Hodgson	Investigate the full implications of setting up the Wickhay Green Play Area as an independent body.	<u>November.</u> In progress. Free advice to be obtained

### 136/08 PUBLIC QUESTION TIME

Members of the public raised concerns over the extended opening of Mill House Caravan Park and the Planning Application at Little Graces.

### 137/08 PLANNING APPLICATIONS

Application Number	Name of Applicant	Location and nature of the Proposed Development to which the application relates	Result
08/01681/FUL	Mr Campion	Little Graces, Graces Lane, Little Baddow <b>Refurbishment of ex cold store including the introduction of a mezzanine floor and its use to provide ancilliary office, canteen and sleeping accommodation in connection with the agricultural use of Little Graces Farm.</b>	Objection
08/01774/FUL	Mr & Mrs Riches	The Gatehouse, Wayside, Little Baddow <b>Single storey front and side extension with integral double garage</b>	No objection
08/01636/FUL	Mr & Mrs Brockwell	Myjays, North Hill, Little Baddow <b>New vehicle access and widening of existing access.</b>	No objection

Councillor Ferguson advised the Council of the increased scope for property extensions allowed under the revised permitted development rights.

### 138/08 GENERAL CORRESPONDENCE

<b>Writer</b>	<b>Subject</b>	<b>Result</b>
1. The Mayor's Office, CBC	Community Awards Evening - Nominations	Nomination agreed. Clerk to advise CBC.
2. RCCE	Information session on potential environmental and sustainable projects – Tuesday November 18	Noted
3. CBC	Questionnaire on the "Statement of Community Involvement"	Noted
4. CBC	Feedback on Parish Charter Meetings and timetable for consultation period.	Councillors Roberts and Hodgson
5. PC Perry Land	Request for office facilities for the PCSO's	Councillor Johnson to offer Memorial Hall when not in use.
6. CPRE	Request to support the anti-litter campaign "Stop the Drop"	Councillor Roberts
7. CBC	Questionnaire on Committee and Member Services - reminder	Noted
8. Mrs Willington and Mrs Klaber	Request for commercial dishwasher at the Memorial Hall	Noted. Clerk to reply
9. RCCE	Community Partnership Group Event – Thursday November 20	Noted
10. RBS Solutions	Revised charges for 2009	Noted
11. NALC	Chief Executive's Report Sept 2008	Noted
12. EALC	Minutes of 63 <sup>rd</sup> AGM	Noted
13. EALC	Minutes of the Executive Committee Sept 2008	Noted
14. Essex Training Partnership	Minutes of October 9 <sup>th</sup> Meeting	Noted
15. Essex Training Partnership	Council Finance Course – Dec 10	Noted
16. Communities and Local Government	Consultation on Codes of Conduct	Noted
17. EALC	Essex Environment Trust "Community Enterprise Challenge" – deadline December 1	Councillors Buckley and Hodgson to pursue funding opportunities for Wickhay Green.

### 139/08 ACCOUNTS

Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Talk Talk (Oct)	General	Telephone	£ 30.84	£ 5.40	£ 36.24
**DD	Talk Talk (Nov)	General	Telephone	£ 23.61	£ 4.13	£ 27.74
**DD	CBC	Memorial Hall	Rates	£ 106.00		£ 106.00
**DD	British Gas	Memorial Hall	Supply	£ 297.87	£ 52.13	£ 350.00
**4473	Mr Chittock	Sports Grd.	Maintenance	£ 980.00		£ 980.00
**4474	British Gas Business	Memorial Hall	Electricity	£ 26.41	£ 1.32	£ 27.73
**4475	RBS Solutions	General	Admin	£ 45.00	£ 7.88	£ 52.88
**4476	Stormwave	General	Website	£ 7.49	£ 1.31	£ 8.80
4477	Mr R A Upward	General	Salary	£ 347.84		£ 347.84
4478	Mrs M Jarvis	Wickhay Gn	Salary	£ 32.73		£ 32.73
4479	Mr. J Sheriff	Memorial Hall	Salary	£ 494.98		£ 494.98
"	"	Memorial Hall	Telephone	£ 4.95	£ 0.87	£ 5.82
"	"	Memorial Hall	Expenses	£ 44.54	£ 3.42	£ 47.96
4480	Ritchcomm Ltd	Pavillion	Cleaning	£ 179.00		£ 179.00
4481	Essex Wildlife Trust	Heather Hills	Maintenance	£ 500.00		£ 500.00
4482	Danbury Electrical	Memorial Hall	Maintenance	£ 247.43	£ 43.31	£ 290.74
4483	Connaught Gas Force	Pavillion	Maintenance	£ 577.67	£ 101.09	£ 678.76
4484	Staples	General	Stationery	£ 53.91	£ 9.43	£ 63.34
				£ 4,000.27	£ 230.29	£ 4,230.56
	<b>ACCOUNTS STATUS</b>	<b>31/10/2008</b>	<b>+/- vs prior</b>	<b>RESERVES</b>		
	Current Account	£ 1,444.47	-£ 16,985.29	Hall		£ -
	Reserve	£ 3,527.37	£ -	Pavilion		£ 2,000.00
	Capital Reserve	£ 21,445.88	£ 13,000.00	Spring Close		£ 15,750.00
	Scottish Widows Bank	£ 35,503.84	£ 391.72	Clerks Reserve		£ 169.65
				EALC Reserve		£ 13,800.00
	<b>Total</b>	<b>£ 61,921.56</b>	<b>-£ 3,593.57</b>	<b>Total</b>		<b>£ 35,950.21</b>
	Holybred Wood	£ 7,984.02	£ -	<b>Funds Available</b>		<b>£ 25,971.35</b>
				<b>TOTAL</b>		<b>£ 61,921.56</b>
**	Paid outside of Council Meeting					

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

### 140/08 STANDING ORDERS

It was proposed by Councillor Thorogood and seconded by Councillor Johnson that the amendments to Page 30 of the Standing Orders be adopted. The proposal was carried.

### 141/08 QUALITY COUNCIL RECERTIFICATION

It was agreed that Councillors Roberts and Hodgson would develop the Parish Charter and Councillors Shepherd and Robinson would develop the Training Policy.

#### **142/08 PARISH WEBSITE**

Councillor Ferguson advised that the new website was close to completion and that he would send the web details to all councillors. The Council agreed to review the website and advise comments on the design by November 14 after which the design will be “frozen” to allow Stormwave to complete this phase of the project.

#### **143/08 PARISH NEWSLETTER**

It was agreed that councillors would provide the necessary reports for the newsletter by the December meeting.

#### **144/08 PARISH ASSEMBLY**

Councillor Jones made a proposal for the speaker at the Parish Assembly. It was agreed that Councillor Jones should develop a detailed proposal for the meeting structure around the proposed concept for the December meeting.

#### **145/08 HEDGEROW CUTTING**

It was agreed that the Clerk would provide a list of the owners of the properties concerned and that the appropriate action would be agreed at the December meeting.

#### **146/08 MEMORIAL HALL**

It was proposed by Councillor Hodgson and seconded by Councillor Thorogood that a 1000 publicity leaflets be purchased at a cost of £300. The proposal was carried.

It was agreed that the Hall Maintenance Group should develop a number of alternative proposals to improve the kitchen for consideration by the Council.

#### **147/08 FINANCE**

Councillor Ferguson presented a draft budget proposal for 2009/10. It was agreed to proceed with this proposal for ratification at the December meeting. Councillors agreed to advise any minor changes by mid November.

#### **148/08 SPORTS CLUB**

It was proposed by Councillor Ferguson and seconded by Councillor Jones that the Council contribute £250 towards the cost of the mower repairs. The proposal was carried.

#### **149/08 INFORMATION ITEMS**

Councillor Johnson advised that there are sufficient numbers of the footpath map remaining for the distribution with the newsletter but not for continued distribution to the public. It was agreed that Councillor Hodgson would advise the cost of a reprint.

Councillor Johnson advised that a speed check had been carried out on North Hill and that 47 of 200 vehicles had exceeded 36mph. The Police have sent warning notices to these owners.

CBC Planning Enforcement is aware of residents' concerns over Gavea and Mill House Caravan Park and are considering appropriate action.

#### **150/08 NEXT MEETING**

The next Parish Council Meeting will take place on **Thursday December 4, 2008**

The meeting closed at 10:30pm.

**Chairman  
December 4, 2008**