

LITTLE BADDOW PARISH COUNCIL

An Ordinary Meeting of the Parish Council was held in the Memorial Hall on September 3, 2009. The Meeting commenced at 7:30pm. In attendance:-

| | |
|--------------------------|-------------------------------|
| Mr J Robinson - Chairman | |
| Mrs M Buckley | Mrs C Hodgson |
| Mr L Jones | Mr S Johnson |
| Mrs J Roberts | Mr T Thorogood |
| Mr R Upward (Clerk) | Members of the Public - 1 |

128/09 APOLOGIES FOR ABSENCE

Apologies were accepted from Councillors Ferguson and Shepherd.

129/09 DECLARATION OF INTERESTS

Councillor Roberts declared a Personal Interest in all planning applications.

130/09 MINUTES

It was proposed by Councillor Buckley and seconded by Councillor Johnson that the Minutes of the Council Meeting held on July 16, 2009 be accepted as a correct record. The proposal was carried.

It was proposed by Councillor Hodgson and seconded by Councillor Jones that the Minutes of the Planning Committee held on July 28, 2009 be accepted as a correct record. The proposal was carried.

131/09 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> | Working Party met to agree changes to draft VDS/SPD. Awaiting final draft incorporating these changes. |
| 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 installed at three locations. One remaining sign to be installed. |
| 31/09 Road Safety February 5, 2009 Clerk | ECC to send engineer to consider road junctions with limited visibility. | Hedge at end of Colam Lane has been cut back. CLOSED |
| 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. | Clerk to contact Danbury PC for contacts on school presentations. |
| 86/09 Website May 7, 2009 All | Review website and bring up to date. | Remaining items sent to Stormwave. CLOSED |
| 90/09 Sports Club May 7, 2009 Parish Clerk | Obtain quotes for making wheelchair access possible from the car park. | Posts installed. CLOSED |
| 91/09 Salt boxes May 7, 2009 Parish Clerk | Inform ECC Highway that salt boxes at Aldermanburgh Green and Colam Lane need replacement. | Salt boxes removed. CLOSED |
| 105/09 Councillor contact info. June 11, 2009 Councillor Shepherd/Parish Clerk | Website and Notice Boards to show Councillors' e-mail address and phone number only. | Website updated. CLOSED |

131/09 MATTERS FROM PRIOR MEETINGS (cont)

| Minute No/Date/Councillor | Subject | Status |
|---|---|--|
| 107/09 Wickhay Green June 11, 2009 Parish Clerk | Contact CBC to pursue either a new long term lease or purchase of land at Wickhay Green. | Waiting final proposal from CBC |
| 117/09(2) NEAT Initiatives July 16, 2009 Parish Clerk | NEAT Initiatives - Environmental Awards - Bulb Planting Scheme | CBC notified of nominations for Environmental Awards and two locations for bulb planting. CLOSED |
| 117/09 (6) Speeding Issues July 16, 2009 Parish Clerk | Concerns raised by Mr Sparrow regarding increased vehicle speeds along The Ridge after resurfacing. | Mr Sparrow advised of Council's plan to monitor speeding after resurfacing The Ridge. PCSO's contacted to plan increased checks from November. |
| 117/09 (10) Danbury Flu Plan July 16, 2009 Parish Clerk | Request for Little Baddow representative. | Following discussions with Mrs Middelboe and Mrs Atkinson, it was agreed with Councillor Ferguson that he should represent Little Baddow. CLOSED |
| 121/09 Sports Club July 16, 2009 Parish Clerk | Obtain costs for improved security padlocks (key and coded) for new shutters. Paint emergency handle black and secure with padlock. | New padlocks purchased. CLOSED |

132/09 PUBLIC QUESTION TIME

The member of the public raised questions regarding the Mill House Caravan Park Appeal and Holybred Wood.

133/09 PLANNING APPLICATIONS

| Application Number | Name of Applicant | Location and nature of the Proposed Development to which the application relates | Result |
|---------------------------|--------------------------|--|---------------|
| 09/01018/FUL | Mr J Freemantle | Oakwood, The Ridge, Little Baddow Demolition of existing detached garage and erection of a two storey side and single storey rear extension. | Objection |

The Council did not agree with the proposed names for the two properties being built on the Burford site. The Clerk is to advise Councillor Shepherd.

134/09 GENERAL CORRESPONDENCE

| Writer | Subject | Result |
|--|--|--|
| 1. RCCE | Best Kept Village Results | Noted. Clerk to write to Mrs Martin. |
| 2. Essex Association of Local Councils | Notice of AGM – Wednesday September 23 at Plantation Hall, Heybridge | Noted |
| 3. CBC | Major Incident Emergency Planning – meeting on Monday September 21 at the District Emergency Centre at 7:30 | Councillor Ferguson |
| 4. CBC | Grant for tree planting schemes – closing date November 14 | Councillor Hodgson |
| 5. Stop Stansted Expansion | Guide to responding to BAA's consultation document | Noted |
| 6. ECC | Temporary 10mph speed limit along The Ridge | Noted |
| 7. SLCC | Regional Conference, Thursday September 24, Cambridge | Noted |
| 8. RCCE | Village Hall Conference, Saturday October 10, Braintree | Councillors Buckley and Hodgson |
| 9. East of England Regional Assembly | East of England to 2031 – Public Consultation September 3 – Chelmsford September 23 – Southend-on-Sea September 24 - Thurrock | Councillor Robinson to attend on September 23 |
| 10. CBC | Promoting Community Engagement – Conference Friday September 11, Chelmsford | Noted |
| 11. RCCE | Community Led Planning – “Consulting your Community” information session. Monday September 21, 2:30pm at Feering | Noted |
| 12. Essex Training Partnership | Training Courses Budget and Precept – October 15 Law and Procedures – October 20 Health and Safety – November 6 | Councillors Ferguson and Robinson to attend Law and Procedures |
| 13. John Regan | Complaint regarding Footpath 10. | Councillor Johnson |
| 14. CBC Planning | Training on Permitted Development – Thursday September 24 at 2pm | Councillors Robinson, Hodgson, Ferguson and the Clerk to attend. |
| 15. CBC | Corporate Aid Scheme – now open to applications. | Councillor Buckley |

135/09 ACCOUNTS

| PAYMENT OF ACCOUNTS - September 3, 2009 | | | | | | |
|--|---------------------------------|--------------------|---------------------|------------------------|-----------------|--------------------|
| Cheque | Payee | Description | Subject | Cost | VAT | Total |
| **DD | British Gas | Memorial Hall | Supply | £ 304.35 | £ 45.65 | £ 350.00 |
| **DD | CBC | Memorial Hall | Rates | £ 112.00 | | £ 112.00 |
| **0054 | British Gas | Memorial Hall | Electricity | £ 147.98 | | £ 147.98 |
| **0055 | Staples | General | Stationery | £ 17.17 | £ 2.57 | £ 19.74 |
| **0056 | Chelmer Canal Trust | General | Annual Fee | £ 20.00 | | £ 20.00 |
| **0057 | Stormwave | General | Hosting | £ 7.49 | £ 1.12 | £ 8.61 |
| **0058 | RitchComm | Pavilion | Cleaning | £ 179.00 | | £ 179.00 |
| **0059 | Mrs M Jarvis | Spring Close | Supervision | £ 32.73 | | £ 32.73 |
| **0060 | Mr R A Upward | General | Salary | £ 372.72 | | £ 372.72 |
| **0061 | Connaught | Pavilion | Boiler repair | £ 20.00 | £ 3.00 | £ 23.00 |
| **0062 | Mr J Sheriff | Memorial Hall | Salary | £ 369.39 | | £ 369.39 |
| **DD | British Gas | Memorial Hall | Supply | £ 304.35 | £ 45.65 | £ 350.00 |
| **DD | CBC | Memorial Hall | Rates | £ 112.00 | | £ 112.00 |
| **DD | Talktalk | Clerk | Telephone | £ 32.41 | £ 4.86 | £ 37.27 |
| 0063 | Mr R A Upward | General | Salary | £ 364.08 | | £ 364.08 |
| " | " | Pavilion | Padlocks | £ 227.25 | £ 34.09 | £ 261.34 |
| " | " | General | Petty Cash | £ 100.00 | | £ 100.00 |
| 0064 | Mrs M Jarvis | Spring Close | Supervision | £ 32.73 | | £ 32.73 |
| 0065 | Mr J Sheriff | Memorial Hall | Salary | £ 815.88 | | £ 815.88 |
| " | " | Memorial Hall | Expenses | £ 98.58 | £ 14.76 | £ 113.34 |
| 0066 | RitchComm | Pavilion | Cleaning | £ 179.00 | | £ 179.00 |
| 0067 | Audit Commission | General | Audit Fee | £ 400.00 | £ 60.00 | £ 460.00 |
| 0068 | EALC | General | Annual Fee | £ 325.46 | | £ 325.46 |
| 0069 | Mr P Hockney | Memorial Hall | Drain Survey | £ 100.00 | | £ 100.00 |
| 0070 | Staples | General | Stationery | £ 63.20 | £ 9.48 | £ 72.68 |
| 0071 | Danbury Comm. Trans | General | Grant | £ 800.00 | | £ 800.00 |
| 0072 | Connaught Gas Services | Memorial Hall | Contract | £ 428.06 | £ 64.21 | £ 492.27 |
| | | | | | | |
| | | | | £ 5,965.83 | £ 285.39 | £ 6,251.22 |
| | | | | | | |
| | ACCOUNTS STATUS | 31/08/2009 | +/- vs prior | RESERVES | | |
| | Current Account (NW) | £ 2,455.93 | -£ 56.27 | Hall | | £ 6,000.00 |
| | Current Account (B) | £ 3,616.09 | £ 1,917.27 | Pavilion | | £ 6,000.00 |
| | Reserve (B) | £ 2,000.56 | -£ 7,999.44 | Clerks Reserve | | £ 394.78 |
| | Scottish Widows Bank | £ 35,808.66 | £ - | EALC Reserve | | £ 16,300.00 |
| | | | | Kitchen Reserve | | £ 316.50 |
| | | | | | | |
| | Total | £ 43,881.24 | -£ 6,138.44 | Total | | £ 35,262.50 |
| | | | | | | |
| | Holybred Wood (B) | £ 8,010.28 | £ 0.67 | Funds Available | | £ 8,618.74 |
| | Wickhay Green PA (B) | £ 18,034.72 | £ 1.50 | | | |
| | | | | TOTAL | | £ 43,881.24 |
| ** | Paid outside of Council Meeting | | | | | |

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

136/09 MEMORIAL HALL

Councillor Buckley advised that none of the selected suppliers had returned a quotation for the replacement steps to the stage. It was agreed that these would be contacted to ensure three quotations are available for the next meeting.

It was agreed to support the establishment of a slimming club at the Memorial Hall with a concessionary rate for a three month period as this is for the health and well-being of residents. The organiser is to be requested to maintain a register of those attending to demonstrate usage by village residents. This will be reviewed at the end of the three month period.

Councillor Buckley advised that an inspection of the drains from the Memorial Hall had been carried out prior to commencing work on relaying the footpath through the Memorial Arch. The report showed that the drains were in good condition past the Memorial Arch but there were significant restrictions under the road before the drain reached the main sewer. Councillor Hodgson agreed to obtain a specialist opinion to establish the level of work required.

137/09 WICKHAY GREEN PLAY AREA

The items of equipment which are to be included in the new play area were agreed. The Chairman thanked Councillor Hodgson and the Friends of Wickhay Green for the hard work they had put in to finalising the specification and the fund raising efforts over the past 18 months.

This list of equipment will be used for the tendering process.

Additional funds will be required to enable work to start and grant applications will be made to CBC and the Essex Environment Trust.

138/09 PRIORITY TRAFFIC SCHEME PROPOSALS

The following two schemes were agreed:-

- A walkable verge between Ridge Cottages and Parsonage Lane
- Improvements to the junction at Riffhams Chase and The Ridge

The Clerk is to advise Essex Highways.

139/09 WEBSITE

It was proposed by Councillor Johnson and seconded by Councillor Buckley that the Footpath Map be digitised so that it could be included on the website at a cost of £500 plus VAT. The proposal was carried.

140/09 PARISH NEWSLETTER

A revised format for the Parish Newsletter was agreed to make the magazine more attractive, easier to read and with articles providing interesting stories about the village instead of numerous annual reports. The Clerk will circulate a list of potential topics for the Newsletter. It was agreed that Councillors would add topics to the list and that a short list would be selected at the next meeting.

141/09 OBSTACLES ON VERGES

The draft letter to residents explaining the implications of putting obstacles on the verge outside their property was agreed. It was agreed that the Clerk would confirm with ECC Highways that their policy on this subject could be included with the letter.

142/09 POLICY ON GRANTS

The Policy on Grants was approved as presented.

143/09 WICKHAY GREEN

Councillor Hodgson advised that the next fundraising event, a Table Top Sale, would take place on September 19.

The Clerk advised that Mr Chittock had been instructed to cut back trees and brambles at the entrance to the play area following complaints from residents.

144/09 INFORMATION ITEMS

Councillor Johnson advised that he was leading the Neighbourhood Watch Committee and that he was able to take back his prior responsibilities on Public Rights of Way. The Chairman thanked Councillor Jones for his time and efforts on footpaths while Councillor Johnson was incapacitated.

1145/09 NEXT MEETING

The next Parish Council Meeting will take place on **Thursday October 1, 2009.**

The meeting closed at 9:47pm

**Chairman
October 1, 2009**