

## LITTLE BADDOW PARISH COUNCIL

An Ordinary Meeting of the Parish Council was held in the Memorial Hall on Thursday September 4, 2008. The Meeting commenced at 7:30pm. In attendance:-

Mr J Robinson - Chairman  
Mrs M Buckley  
Mr S Johnson  
Mrs J Roberts  
Mr T J Thorogood.

Mrs C Hodgson  
Mr L Jones  
Mr R Shepherd

Mr R Upward (Clerk)

Members of the Public 3

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

### **105/08 APOLOGIES FOR ABSENCE**

Apologies were accepted from Councillor Ferguson.

### **106/08 DECLARATION OF INTERESTS**

Councillor Johnson declared a Personal and Prejudicial Interest in the planning application for The Forge.

Councillor Roberts declared a Personal Interest in all planning applications.

### **107/08 MINUTES**

It was proposed by Councillor Thorogood and seconded by Councillor Shepherd that the Minutes of the Council Meeting held on July 10, 2008 be accepted as a correct record. The proposal was carried.

It was proposed by Councillor Thorogood and seconded by Councillor Shepherd that the Minutes of the Planning Meeting held on August 5, 2008 be accepted as a correct record. The proposal was carried

### **108/08 MATTERS FROM PRIOR MEETINGS**

<b>Minute No/Date/Councillor</b>	<b>Subject</b>	<b>Status</b>
08/08 Col. Alston Ceremony January 3, 2008 Councillor Roberts	Ceremony at Aldmanburgh Green – date and arrangements to be finalised.	<u>June.</u> Councillor Johnson to proceed with planting the tree. Ceremony will be based on installing a plaque – date to be established. <u>July.</u> Tree planting delayed until autumn. Mr P Willington arranging date.
22/08 Hall Temperature February 7, 2008 Parish Clerk	Mr J Sheriff to monitor Hall temperature and timing for the heating.	<u>June.</u> On hold until heating needed next autumn/winter
41/08(a) Footpath Repairs March 6, 2008 Councillor Roberts	Repairs to footway between Wayside and Runsell Lane.	<u>June.</u> This is now registered with the Highways Dept. at CBC. Waiting feedback from their survey. <u>July.</u> The Highways Dept. has advised that this is high priority work for 2009/10. Councillor Shepherd to be asked to follow up on work planned for The Ridge and on repairs in Colam Lane. <u>Sept.</u> See Minute No.111/08

### 108/08 MATTERS FROM PRIOR MEETINGS (cont)

Minute No/Date/Councillor	Subject	Status
<p>41/08(e) VDS issues March 6, 2008 Councillor Robinson</p>	<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><u>June.</u> Following this meeting and discussions with the group working on the SPD, it was agreed that Councillors Jones and Shepherd would 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> <p><u>July.</u> List of Planning Applications where CBC overruled the Council's objections completed. The Chairman to forward list to CBC for them to prepare response and set meeting date. Decision to be made whether CBC meeting is a private or public event.</p> <p><u>Sept.</u> It was agreed that the Chairman, Councillor Shepherd and Mr D Neal would meet to agree the best way forward that would capture the views of the whole village.</p>
<p>67/08(19) Litter Clear Up May 1, 2008 Councillor Roberts</p>	<p>Conservation Society request for Parish Council to take lead on litter clear up</p>	<p><u>June.</u> 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.</p> <p><u>July.</u> Councillor Roberts to prepare letter for Parish magazine.</p> <p><u>Sept.</u> To be organised to support the 2009 Best Kept Village Competition. ON HOLD until January 2009.</p>
<p>82/08 Parish Correspondent June 5, 2008</p>	<p>Councillors to identify potential candidates to the Chairman.</p>	<p>The Chairman and Councillor Roberts to consider potential candidates.</p>
<p>83/08 Website upgrade June 5, 2008 Councillor Ferguson</p>	<p>Implement website upgrade, inclusion of hall calendar and develop high quality LBPC logo.</p>	<p><u>July.</u> Stormwave developing detailed proposal. A draft of the digital sign is available.</p> <p><u>Sept.</u> Digital sign complete. Website proposal being progressed. The Clerk to update headed notepaper with new images.</p>
<p>84/08 Hall June 5, 2008 Councillor Hodgson</p>	<p>Sub-committee to develop maintenance and renewal plan for the Memorial Hall</p>	<p>First meeting scheduled September 10.</p>
<p>84/08 Hall June 5, 2008 Parish Clerk</p>	<p>Upgrade Hall electrical system.</p>	<p><u>July.</u> Instructions given to commence work.</p> <p><u>Sept.</u> Work largely complete – one RCD to be fitted.</p>

## MATTERS FROM PRIOR MEETINGS (cont)

Minute No/Date/Councillor	Subject	Status
85/08 Barclays Bank June 5, 2008 Parish Clerk	Establish new banking arrangements with Barclays	In progress
87/08 Sports Field June 5, 2008 Parish Clerk	Notices required for the Sports Field.	<u>July.</u> Draft notices sent to EALC for legal review. Completion requested by end July latest. Notices to be put up at Sports Field when wording confirmed. <u>Sept.</u> Temporary notices erected mid-August. Minute No.116/08 refers.
97/08 Parish website content July 10, 2008 Councillor Roberts	Establish strategy for website content and updating period for each page	Councillors Roberts and Shepherd to meet to develop proposals.
98/08 Hall Notice Board July 10, 2008 Parish Clerk	Publish notice that board is for village activities only and remove others. Cost of larger glass covered board to be established.	<u>Sept.</u> Notice put up mid-July. Cost of larger glass covered board around £250 to £300. CLOSED
99/08 Surgery publicity July 10, 2008 Councillor Hodgson	Ensure publicity for surgery in each monthly edition of parish magazines	Councillor Hodgson will send monthly reminders to both magazines to ensure publicity each month. CLOSED
102/08 Wickhay Green Grants July 10, 2008 Councillor Buckley	Progress grant applications	<u>Sept.</u> Application refused by Big Lottery Fund. Others in progress. Letters being sent to local businesses for sponsorship. Film show scheduled for October 4. Proposal for large publicity board being developed.

## PUBLIC QUESTION TIME

The meeting was closed between 7:45pm and 7:55pm.

## 109/08 PLANNING APPLICATIONS

Application Number	Name of Applicant	Location and nature of the Proposed Development to which the application relates	Result
08/01328/FUL	Mr Streatfeild	The Forge, Church Road, Little Baddow <b>Ground and first floor rear extensions and two dormer windows with internal alterations</b>	No objection
08/01446/FUL 08/01447/LBC		Little Graces, Graces Lane, Little Baddow <b>Single storey sun room and demolition of glass house</b>	No objection

## 110/08 FOOTWAY ON NORTH HILL

It was agreed to identify the properties on North Hill where shrubs and hedges were impeding the footway and that councillors would visit the owners to raise the concern.

## 111/08 LITTLE BADDOW ROADS

It was recorded that the proposed resurfacing of The Ridge had been delayed until 2009. The earliest date for considering resurfacing work in Colam Lane and repairing the footway at the south end of The Ridge will be in 2009. The temporary closure of Spring Elms Lane, commencing October 6, was noted.

## 112/08 GENERAL CORRESPONDENCE

Writer	Subject	Result
1. Mrs M Klaber	LB Fete donations – Tim Clayton and Vicky Briggs	Noted. Councillor Hodgson has sent letter of appreciation.
2. Mr T Coxhead	LB Fete donation	Noted. Councillor Hodgson has sent letter of appreciation
3. EdF	Ex Gratia payment	Noted
4. Mr J Fox – National Cycle Network	Signposting of cycle route	Noted
5. CBC	Development of Parish Charters September 16 @ 6pm - Councillors September 19 @ 10am - Clerks	Councillor Thorogood and the Clerk to attend
6. CBC	Survey regarding contacts with the Council	Councillor Johnson
7. EALC	Changes in requirements for Quality Council Status	Noted
8. RCCE	Best Kept Village Awards – notification of Merit Award to LB	Clerk to prepare letter to Mrs M Martin thanking her for her efforts.
9. Mrs Annard	Memorial Bench on The Ridge	Agreed in principle. The Clerk to talk to CBC Highways.
10. EALC	AGM – Wednesday September 24 at 6:15pm Annual Competitions - Website - Communication and Community Engagement - Training	Noted. Councillor Hodgson to consider competition entries.
11. EALC	A12 Briefing Report	Councillor Jones
12. EALC	<u>Training Days</u> - Freedom of Information – Sept 16 - Budget and Precept – Sept 30 - Law and Procedures – Oct 16 - Roles and Responsibilities - Oct 21 - Greens and Commons – Oct 24	Noted
13. EALC	Completion of Grant Monitoring Form – Important (if we had a grant)	Noted
14. NALC	Chief Executive’s Report --- Parish and Town Councils – Development of the Sector	Councillor Ferguson
15. EALC	EALC Executive – Minutes of meeting on July 17	Noted
16. EALC	Essex Funding Forum – Oct 2	Councillors Buckley and Hodgson
17. Audit Commission	Change in latest statutory date for approval of accounts from July 31 to June 30 commencing 2009.	Councillor Ferguson
18. CBC	Temporary Closure of Spring Elms Lane	Noted
19. Dr B Luscombe	CBC Biodiversity Plan/Request for a plan for Holybred Wood	The Warden to be requested to review proposals at the next meeting.
20. PWLB	Final Payment in September	Noted
21. EALC	Consultation on public payphones	Councillor Roberts
22. Ms Charlotte Adams	“Your Village Voice” community magazine – request for input.	Councillors Buckley and Hodgson

**113/08 ACCOUNTS**

Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Talk Talk	General	Telephone	£ 26.27	£ 4.60	£ 30.87
**DD	CBC	Memorial Hall	Rates	£ 106.00		£ 106.00
**DD	British Gas	Memorial Hall	Supply	£ 133.62	£ 23.38	£ 157.00
**4440	Mr R A Upward	General	Salary	£ 398.45		£ 398.45
	"	Memorial Hall	Licence	£ 57.00		£ 57.00
	"	General	Petty Cash	£ 75.00		£ 75.00
**4441	Mrs M Jarvis	Wickhay Gn	Salary	£ 32.73		£ 32.73
**4442	Mr. J Sheriff	Memorial Hall	Salary	£ 415.37		£ 415.37
	"	Memorial Hall	Telephone	£ 6.78	£ 1.18	£ 7.96
	"	Memorial Hall	Expenses	£ 52.72	£ 5.00	£ 57.72
**4443	Ritchcomm Ltd	Pavillion	Cleaning	£ 179.00		£ 179.00
**4444	Little Baddow Sports Cl.	General	Subsidy	£ 1,010.00		£ 1,010.00
**4445	Ritchcomm Ltd	Memorial Hall	Cleaning	£ 562.00		£ 562.00
**4446	British Gas	Memorial Hall	Electricity	£ 359.84	£ 17.99	£ 377.83
**4447	Staples	General	Stationery	£ 74.67	£ 13.07	£ 87.74
**4448	Stormwave	General	Website	£ 350.00	£ 61.25	£ 411.25
	"	General	Website	£ 7.49	£ 1.31	£ 8.80
**DD	Talk Talk	General	Telephone	£ 24.54	£ 4.30	£ 28.84
**DD	CBC	Memorial Hall	Rates	£ 106.00		£ 106.00
**DD	British Gas	Memorial Hall	Supply	£ 133.62	£ 23.38	£ 157.00
4449	Mr R A Upward	General	Salary	£ 353.32		£ 353.32
	"	Memorial Hall	Licence	£ 23.00		£ 23.00
4450	Mrs M Jarvis	Wickhay Gn	Salary	£ 32.73		£ 32.73
4451	Mr. J Sheriff	Memorial Hall	Salary	£ 364.17		£ 364.17
	"	Memorial Hall	Bonus 06/7	£ 175.94		£ 175.94
	"	Memorial Hall	Telephone	£ 3.62	£ 0.63	£ 4.25
	"	Memorial Hall	Expenses	£ 27.63	£ 3.09	£ 30.72
4452	Ritchcomm Ltd	Pavillion	Cleaning	£ 179.00		£ 179.00
4453	Connaught Gas Force	Memorial Hall	Maintenance	£ 411.60	£ 72.03	£ 483.63
4454	A to Z Supplies	Memorial Hall	Supplies	£ 127.94	£ 22.39	£ 150.33
4455	Mrs J Heard	Memorial Hall	Cancellation	£ 337.50		£ 337.50
4456	Stormwave	General	Website	£ 7.49	£ 1.31	£ 8.80
4457	Mr. J Sheriff	Memorial Hall	Maintenance	£ 300.00		£ 300.00
				<b>£ 6,455.04</b>	<b>£ 254.91</b>	<b>£ 6,709.95</b>
	<b>ACCOUNTS STATUS</b>	<b>30/08/2008</b>	<b>+/- vs prior</b>	<b>RESERVES</b>		
	Current Account	£ 4,273.52	£ 294.69	Hall		
	Reserve	£ 5,495.62	£ -	Pavilion		£ 2,000.00
	Capital Reserve	£ 8,417.03	£ -	Spring Close		£ 15,750.00
	Scottish Widows Bank	£ 35,112.12	£ 112.12	Clerks Reserve		£ 169.65
				EALC Reserve		£ 13,800.00
	<b>Total</b>	<b>£ 53,298.29</b>	<b>£ 406.81</b>	<b>Total</b>		<b>£ 38,429.60</b>
	Holybred Wood	£ 7,943.97	£ -	<b>Funds Available</b>		<b>£ 15,743.77</b>
				<b>TOTAL</b>		<b>£ 54,173.37</b>
**	Paid outside of Council Meeting					

### **113/08 ACCOUNTS (cont)**

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

### **114/08 AMENDMENTS TO STANDING ORDERS**

It was proposed by Councillor Johnson and seconded by Councillor Jones that the amendments to Standing Orders be adopted as presented. The proposal was carried. Councillor Shepherd agreed to arrange the necessary printing.

### **115/08 MEMORIAL HALL**

The Clerk agreed to pursue repairs to the chain link fencing outside the Hall and to the leaks from the heating system.

### **116/08 SPORTS GROUND**

It was proposed by Councillor Jones and seconded by Councillor Johnson that permanent signs be erected at the Sports Ground at a cost of £275. The proposal was carried. The Clerk agreed to investigate non-metallic materials for these signs.

It was proposed by Councillor Shepherd and seconded by Councillor Johnson that Mr K Chittock be authorised to carry out the necessary tree works at a cost of £980. The proposal was carried. It was noted that this work should be monitored by a councillor to ensure all felled timber removed.

### **117/08 INFORMATION ITEMS**

Councillor Roberts advised of the Tree Measuring Event by the Conservation Society on September 13, 2008.

Councillor Johnson advised that the Footpath Maps were proving extremely popular and that a reprint may be necessary to support the distribution to every house with the Annual Report.

### **118/08 NEXT MEETING**

The next Parish Council Meeting will take place on **Thursday October 2, 2008**

The meeting closed at 9:45pm.

**Chairman  
October 2, 2008**