

LITTLE BADDOW PARISH COUNCIL

An Ordinary Meeting of the Parish Council was held in the Memorial Hall on January 12, 2017. The Meeting commenced at 7:30pm. In attendance: -

	Dr N Cooper - Chairman	
Mr K Bonsor		Mrs M Buckley
Mrs M Coates-Jones		Mr P Irvine
Mr R Richmond		Mr J Robinson
Mr J Scott		Mr R Shepherd
Mr R Upward (Parish Clerk)		Members of the Public – 1

1/17 APOLOGIES FOR ABSENCE

None.

2/17 DECLARATION OF INTERESTS

Councillor Cooper declared a personal interest in all planning applications.

3/17 MINUTES

It was proposed by Councillor Shepherd and seconded by Councillor Coates-Jones that the Minutes of the Meetings held on December 1, 2016 are accepted as correct record of the meeting. The proposal was carried.

4/17 MATTERS FROM PRIOR MEETINGS

Minute No/Date/Councillor	Subject	Status
195/15 2016-17 Budget December 3, 2015 Councillor Shepherd	Investigate competitive pricing for the Sports Ground.	Report available. Meeting with Sports Club being arranged.
40/16 (7) Speeding on Ridge March 3, 2016 Councillor Cooper	Investigate re-instating Speedwatch	November. New volunteers required. Article to be included in the Newsletter. ON HOLD
106/16 Burglaries June 2 Councillor Irvine	Concern over number of burglaries in village and that these may be under-reported. Police and Crime Commissioner to be contacted	Commissioner invited to the Parish Assembly
116/16 Memorial Hall ceiling July 14, 2016 Councillor Irvine	Contractor to repair cracks in ceiling.	Work to be completed by end January.
143/16 Regal Bus service September 1, 2016 Councillor Bonsor	Meet with Regal Bus company to register complaints about unreliable service and too large vehicles.	Meeting to be arranged with Councillor Spence and Regal.
153/16 Memorial Hall October 6, 2016 Parish Clerk	Non-payment of additional cleaning charge. Clerk to initiate court action if not paid within 14 days.	Claim lodged with the Small Claims Court
154/16 Quality Council October 6, 2016 Parish Clerk	Proceed with Quality Council application.	Confirmation of Foundation Level award achieved. CLOSED
176/16 Website upgrade November 3, 2016 Councillor Coates-Jones	Implementation of upgrade to Council website	Order placed and initial payment made. In progress
180/16 Village Sign November 3, 2016 Parish Clerk	Refurbishment of village sign at Aldermanburgh Green	Estimate received. Clerk to obtain additional quotes.

5/17 PUBLIC QUESTION TIME

None.

6/17 DEVELOPMENT IN THE VILLAGE

Councillor Bonsor presented the following planning applications: -

Application Number	Name of Applicant	Location and nature of the Proposed Development to which the application relates	Result
16/02049/FUL	Mr P Campion	Barn at Little Graces, Graces Lane, Little Baddow Change of use of existing barn into a dwelling with integral garage	Objection
16/02179/FUL	Mr J Markham	1 The Rye Field, Little Baddow Two storey side and rear extension. Lean to roof on front porch. Vehicular crossover and driveway	No objection
16/02199/FUL	Mr & Mrs Maddy	Elmbank, Spring Elms Lane, Little Baddow Single storey rear extension	No objection

Chelmsford City Council has advised that the Local Plan consultation has been deferred and will commence towards the end of March.

The Clerk will provide details of the Replacement Waste Local Plan consultation to Councillor Shepherd who will determine if a response is required and provide as necessary.

It was agreed that a Planning Committee Meeting would be held on February 16 at 10:00 if required.

7/17 CORRESPONDENCE

Writer	Subject	Outcome
1. Visitor	Complaint about Bridleway 82	Clerk has met with PRoW Officer and report is being prepared.

8/17 ACCOUNTS

Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 25.28		£ 25.28
**DD	British Gas	Memorial Hall	Gas supply	£ 165.83	£ 33.17	£ 199.00
**DD	Talktalk	General	Telephone	£ 30.45		£ 30.45
**DD	Essex & Suffolk	Memorial Hall	Water	£ 139.18		£ 139.18
**DD	Essex & Suffolk	Pavilion	Water	£ 315.10		£ 315.10
**DD	Essex & Suffolk	Pavilion	Water	£ 27.51		£ 27.51
**1260	CCS (Catercare)	Memorial Hall	Dishwasher	£ 201.00	£ 40.20	£ 241.20
**1261	Weave-a-Web	General	W'site upgr.	£ 625.00	£ 125.00	£ 750.00
**1262	Strutt & Parker	Sports Grnd	Rent review	£ 507.80	£ 101.56	£ 609.36
1263	Mr R A Upward	General	Salary	£ 620.11		£ 620.11
"	"	Memorial Hall	Court fee	£ 25.00		£ 25.00
"	"	Memorial Hall	Parts	£ 9.92	£ 1.98	£ 11.90
1264	Mrs M Jarvis	Spring Close	Supervision	£ 35.00		£ 35.00
1265	LGPS	General	Pension	£ 203.44		£ 203.44
1266	RitchComm Ltd	Pavilion	Cleaning	£ 198.75		£ 198.75

8/17 ACCOUNTS (cont)

Cheque	Payee	Description	Subject	Cost	VAT	Total
1267	J & L Rymill	Memorial Hall	Caretaker	£ 779.46		£ 779.46
1268	Mrs R Meads	Memorial Hall	Deposit	£ 200.00		£ 200.00
1269	MDW Tech	General	Security	£ 35.00	£ 7.00	£ 42.00
1270	Weave-a-Web	General	Updates	£ 25.00	£ 5.00	£ 30.00
1271	HMR&C	General	Tax/NI	£ 1,288.75		£ 1,288.75
				£ 2,328.21	£ 12.00	£ 2,340.21
**	Paid outside of Council Meeting					

It was proposed by Councillor Shepherd and seconded by Councillor Coates-Jones that the accounts are approved for payment. The proposal was carried.

9/17 PARISH NEWSLETTER AND ASSEMBLY

Councillor Bonsor presented a draft of the Newsletter. There are three articles still to be received. These articles are urgently required.

Councillors Cooper, Coates-Jones, Richmond, Irvine and Bonsor agreed to form a working party to finalise the Newsletter and forward to the printers. The objective is to get the final proof to the printers by the end of February so that the Newsletter can be distributed by mid-March.

It was proposed by Councillor Shepherd and seconded by Councillor Irvine that £800 is spent to print a 12 page Newsletter. The proposal was carried.

The Parish Assembly will be on Wednesday April 5. Councillors Cooper, Buckley and Scott agreed to form a working party to make the necessary arrangements.

10/17 NEIGHBOURHOOD PLAN

Chelmsford City Council has authorised a Neighbourhood Plan for Little Baddow.

Councillor Cooper advised that as there are now sufficient volunteers willing to participate in the Neighbourhood Plan, the initial meeting will be set up for the end of January/ early February

Councillors Shepherd and Robinson are preparing a leaflet in conjunction with Chelmsford City Council which will be delivered to each household in the village seeking additional volunteers. This leaflet will be delivered separately to the Parish Newsletter.

11/17 ACTION PLANS

Each action plan was reviewed.

12/17 VILLAGE IN BLOOM

Councillor Bonsor agreed to bring a costed proposal for the Memorial Hall to the March meeting.

13/17 E-MAIL ADDRESS

It was proposed by Councillor Shepherd and seconded by Councillor Robinson that £141 plus VAT is spent to set up the Council's domain name. The proposal was carried.

14/17 NO PARKING SIGNS

It was proposed by Councillor Irvine and seconded by Councillor Shepherd that £260 plus VAT is spent to purchase and install four no parking signs on the entrance to Spring Close. The proposal was carried.

15/17 PURCHASE OF TELEPHONE BOX

It was proposed by Councillor Shepherd and seconded by Councillor Irvine that £1 is spent to purchase the telephone box at Wickhay Cottages. The proposal was carried.

15/17 PURCHASE OF TELEPHONE BOX (cont)

Councillor Irvine agreed to bring a proposal to the March meeting to make the telephone box a useful facility for the village together with any maintenance required.

16/17 LITTER PICK

It was agreed to change the date of the litter pick to April 1, 2017 at 10.00am.

Councillor Buckley agreed to contact local organisations (e.g. schools and Brownies) with the objective of getting children and parents involved in this activity.

17/17 BANKING ARRANGEMENTS

It was proposed by Councillor Shepherd and seconded by Councillor Irvine that the Clerk will arrange the following changes to day-to-day banking:-

1. the Council appoints Natwest PLC as the Council's bankers.
2. the Council accepts the terms of the Natwest Customer Agreement and confirm such acceptance to the Bank by completing the Bank's form of Appointment of Bankers.
3. the Council authorises Councillors Martyn Richmond, Robert Shepherd, John Robinson and Melanie Coates-Jones 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 authorises the following instructions to the Bank
 - a) all cheques require any two of the approved Councillors
 - b) the Parish Clerk, Mr Roger Upward of 1 Popes Leeze, Coggeshall, Essex has the sole authority to manage the accounts.

A reserve account will continue at Scottish Widows.

The proposal was carried.

18/17 STANDING ORDERS

The Clerk provided copies of the Code of Conduct, the Complaints Procedure and the Grant Awarding Policy which will be reviewed at the March Meeting. Councillors were requested to advise proposed changes to the Clerk prior to the meeting.

19/17 INFORMATION ITEMS

The Chairman presented the EALC training diary and encourage all councillors to consider appropriate courses and advise the Clerk to make bookings.

Councillor Shepherd advised that there would be defibrillator training at the pavilion on February 8 and recorded names of those wishing to participate.

Regarding the appearance of the Memorial Hall sign, the Clerk agreed to establish what preservative was used in the recent renovation.

Councillor Irvine advised that the Hall Management Group recommended that the concrete posts outside the Memorial Hall should be painted cream and costs will be established.

20/17 NEXT MEETING

The next Parish Council Meeting will take place on **Thursday March 2, 2017** commencing at 7:30pm.

The meeting closed at 9:26pm.

**Chairman
March 2, 2017**