

LITTLE BADDOW PARISH COUNCIL

An Ordinary Meeting of the Parish Council was held in the Memorial Hall on June 1, 2017. The Meeting commenced at 7:30pm. In attendance: -

Dr N Cooper - Chairman

Mr K Bonsor
Mrs M Coates-Jones
Mr R Richmond
Mr R Shepherd

Mrs M Buckley
Mr P Irvine
Mr J Robinson

Mr R Upward (Parish Clerk)

Members of the Public – 3

92/17 APOLOGIES FOR ABSENCE

Apologies were accepted from Councillor Scott.

93/17 DECLARATION OF INTERESTS

Councillors Cooper and Buckley declared a personal interest in all planning applications. Councillor Bonsor declared a Pecuniary Interest in the planning application for Vica Cottages and left the meeting for this item.

94/17 MINUTES

It was proposed by Councillor Shepherd and seconded by Councillor Robinson that the Minutes of the Meeting held on May 11, 2017 are accepted as correct record of the meeting. The proposal was carried.

95/17 MATTERS FROM PRIOR MEETINGS

Minute No/Date/Councillor	Subject	Status
186/13 Speed warning signs December 5, 2013 Councillors Shepherd	Review ECC policy on speed warning signs, establish costs and bring proposal to Council.	Meeting with Cllr Spence and adjacent councils on June 5.
54/17 (11) Way markers April 13, 2017 Councillor Irvine	Investigate whether additional finger post signs are required when footpath crosses new driveway at Tofts.	Additional finger posts recommended. Clerk to contact PRow.
60/17 Hall Maintenance April 13, 2017 Parish Clerk	Arrange for potholes in car park to be filled and obtain estimate for exterior lighting at front of hall.	Estimate received for external lighting.
81/17 (1) Way markers May 11, 2017 Councillor Irvine	Finger posts missing on FP11.	Additional Millenium Way markers to be installed.
84/17 Mobile Phone Antenna May 11, 2017 Parish Clerk/Cllr Cooper/Shepherd	Liaise with Harlequin Group to progress installation of a mobile phone antenna at the Sports Ground	Initial meeting held with surveyor. Follow up meeting with antenna experts to be arranged.

96/17 PUBLIC QUESTION TIME

Concerns were expressed about the planning application for Vica Cottages but there was support for additional smaller properties within the village.

97/17 DEVELOPMENT IN THE VILLAGE

Mr Ferguson presented the following planning applications:-

Application Number	Name of Applicant	Location and nature of the Proposed Development to which the application relates	Result
17/00787/FUL	Mr & Mrs McMeekin	Heatherby, North Hill, Little Baddow Detached cart lodge	Objection
17/00778/FUL	Mr S Thrower	6A The Rye Field, Little Baddow Construction of a single storey side extension	No objection
17/00838/FUL	Mr & Mrs Hagger	Heather Lee, North Hill, Little Baddow Single storey front extension and garage conversion	No objection
17/00821/FUL	Mrs H Western	Site at Saplings, Darcy Rise, Little Baddow Demolish existing attached garage to 'Saplings' and construction of a new chalet style four bedroom dwelling	No objection
17/00852/CLEUD	Mr R Islam	2-4 Vica Cottages, North Hill, Little Baddow Reinstatement of existing care home to three former cottages	Objection

It was agreed to hold a Planning Committee Meeting on June 15 commencing at noon to consider the planning application for The Gables, North Hill.

98/17 CORRESPONDENCE

Writer	Subject	Outcome
1. Maldon DC	Design Guide Consultation	Noted
2. CCC	Land adjacent to Sandpit Cottage – notice of appeal	Mr Ferguson to check with CCC regarding letters sent to residents offering land to the council by the appellant.
3. ECC	Winter Salt Bag scheme	Noted.

99/17 ACCOUNTS

Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 22.94		£ 22.94
**DD	British Gas	Memorial Hall	Electricity	£ 188.26	£ 9.41	£ 197.67
**DD	British Gas	Memorial Hall	Gas supply	£ 165.83	£ 33.17	£ 199.00
**DD	Talktalk	General	Telephone	£ 30.45		£ 30.45
1328	Mr R A Upward	General	Salary	£ 719.54		£ 719.54
"	"	General	Stationery	£ 87.30	£ 17.46	£ 104.76
"	"	General	Stationery	£ 16.65	£ 3.33	£ 19.98
1329	LGPS	General	Pension	£ 239.16		£ 239.16

99/17 ACCOUNTS (cont)

Cheque	Payee	Description	Subject	Cost	VAT	Total
1330	Mrs M Jarvis	Spring Close	Supervision	£ 35.00		£ 35.00
1331	RitchComm Ltd	Pavilion	Cleaning	£ 198.75		£ 198.75
1332	J & L Rymill	Memorial Hall	Caretaker	£ 794.10		£ 794.10
1333	Skippers GM	General	Grass cutting	£ 234.00	£ 46.80	£ 280.80
1334	EALC	General	Training	£ 80.00		£ 80.00
1335	Mrs J Maranca	Memorial Hall	Refund	£ 326.00		£ 326.00
1336	Mr R Shepherd	Memorial Hall	Refund	£ 88.80		£ 88.80
1337	Mr J Sheriff	Memorial Hall	Repairs	£ 277.00		£ 277.00
"	"	Holybred Wd	Fence repair	£ 360.00		£ 360.00
1338	Zurich Insurance	Various	Insurance	3469.36		3469.36
"	"	WGPA	Inspection	286.01	£ 57.20	343.21
		TOTAL		£ 7,619.15	£ 167.37	£ 7,786.52
**	Paid outside of Council Meeting					

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

100/17 GOVERNANCE STATEMENT AND ANNUAL ACCOUNTS

Annual Governance Statement – The Council considered the internal auditor's report and the control mechanisms put in place by the Council and judged these to be appropriate for the Council's operation. The Clerk presented individually the requirements specified in the Governance Statement to the Council and it was considered that these are being fully met.

It was proposed by Councillor Shepherd and seconded by Councillor Robinson that the Annual Governance Statement is approved. The proposal was carried.

Annual Accounts – The Clerk/RFO presented the Annual Accounts to the meeting together with the additional data required by the Auditor. The Council considered that these were an accurate reflection of the Council's expenditure during the 2016-17.

It was proposed by Councillor Shepherd and seconded by Councillor Robinson that the Accounts are approved and submitted to the Auditor. The proposal was carried.

The Chairman signed the Accounting Statement.

The Clerk advised that the notices advising the inspection period for the unaudited accounts would be displayed on June 2.

101/17 RISK ASSESSMENT

Councillor Richmond presented a draft Risk Assessment. Councillors were requested to consider and advise changes prior to approval at the July meeting.

102/17 MEMORIAL HALL

The Chairman summarised the report on the hall ceiling by Mr Hill, Cambridge Council and the recommended actions. A 5 year guarantee will be sought from the contractor

It was agreed that Mr Sheriff should attend the training course on PAT testing and a proposal to purchase the necessary equipment will be brought to the July meeting.

The Clerk advised that new contracts for the gas and electricity supply have been arranged which would result in significant cost savings to the Council.

103/17 NEIGHBOURHOOD PLAN

Councillor Robinson agreed to bring the Terms of Reference for the Neighbourhood Plan Group together with a request for a grant from the Council to the July meeting

104/17 TELEPHONE BOX

Councillor Irvine advised that he is progressing a grant application for a defibrillator with the Community Heartbeat Trust.

105/17 BEST STREET COMPETITION

Councillor Coates-Jones reported that the working group had considered all the streets in the village against the competition criteria and that Litchborough Park, High Pastures and Wayside would be entered.

106/17 INFORMATION ITEMS

Councillor Buckley advised that the hall car park lights are not being turned off by all users when leaving the building.

Councillor Robinson advised that the community bus for the election would be available from 9:45am on June 8.

Councillor Irvine advised that residents had complained about the dog bin at Blakes Wood not being emptied on a regular basis. CCC to be contacted.

107/17 NEXT MEETING

The next Parish Council Meeting will take place on **Thursday July 13, 2017** commencing at 7:30pm.

The meeting closed at 9:12pm.

**Chairman
July 13, 2017**