

## LITTLE BADDOW PARISH COUNCIL

An Ordinary Meeting of the Parish Council was held in the Memorial Hall on March 2, 2017. The Meeting commenced at 7:30pm. In attendance: -

Dr N Cooper - Chairman

Mr K Bonsor

Mrs M Coates-Jones

Mr J Robinson

Mr R Shepherd

Mrs M Buckley

Mr R Richmond

Mr J Scott

Mr R Upward (Parish Clerk)

Members of the Public – 4

The Chairman welcomed Councillor Spence to the meeting.

### **21/17 APOLOGIES FOR ABSENCE**

Apologies were accepted from Councillor Irvine.

### **22/17 DECLARATION OF INTERESTS**

Councillor Cooper declared a personal interest in all planning applications. Councillor Buckley declared a personal interest in the planning application for Grove House. Councillor Coates-Jones declared a personal interest in the planning application for 6 The Rye Field.

### **23/17 MINUTES**

It was proposed by Councillor Shepherd and seconded by Councillor Robinson that the Minutes of the Meetings held on January 12, 2017 are accepted as correct record of the meeting. The proposal was carried.

### **24/17 MATTERS FROM PRIOR MEETINGS**

<b>Minute No/Date/Councillor</b>	<b>Subject</b>	<b>Status</b>
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.	Regal has advised that no smaller buses are available. CLOSED
180/16 Spring Close November 3, 2016 Parish Clerk	Install "no parking" signs at the entrance to Spring Close	Signs ordered.

### **25/17 PUBLIC QUESTION TIME**

Councillor Spence provided an update on the complaints about erosion of verges in the village, the bus service tender process, the A12 upgrade plans and the traffic lights at Eves Corner. The lack of a pedestrian crossing and signage to the new medical centre were concerns raised with the County Councillor together with the ongoing need for a regular village bus service to link with Danbury and the Park and Ride.

### **26/17 DEVELOPMENT IN THE VILLAGE**

Mr Ferguson presented the following planning applications: -

<b>Application Number</b>	<b>Name of Applicant</b>	<b>Location and nature of the Proposed Development to which the application relates</b>	<b>Result</b>
17/00027/FUL 17/00028/LBC	Mr N Seager	Barn Conversion, Phillows Farm, Hammonds Road, <b>Conversion of existing office and stores to residential annexe accommodation with associated landscape and front porch extension.</b>	No objection

## 26/17 DEVELOPMENT IN THE VILLAGE (cont)

Application Number	Name of Applicant	Location and nature of the Proposed Development to which the application relates	Result
17/00030/FUL 17/00031/LBC	Mr N Seager	Barn, Phillows Farm, Hammonds Road, Little Baddow <b>Reconstruction of barn to accommodate new offices.</b>	No objection
17/00154/FUL	Mr & Mrs S Elms	6 The Rye Field, Little Baddow <b>Raising roof to create first floor extension</b>	Objection
17/00192/FUL	Mr S Coxon	Birchcroft, Chestnut Walk, Little Baddow <b>Converting a pitched roof with flat top to flat roof</b>	No objection
17/00172/FUL	Mr & Mrs Tack	Grove House, The Ridge, Little Baddow <b>Single storey front, side and rear extensions and detached garage. Relocation of side window. Replacement of first floor rear window with door to access new roof terrace.</b>	Objection
17/00217/FUL	Mrs V Coleman	Brooks, North Hill, Little Baddow <b>Rear decking</b>	No objection
17/00036/FUL	Mr S Parkinson	Pembury House, The Ridge, Little Baddow <b>Replacement detached garage and front porch</b>	No objection

The response to the A12 consultation was agreed with particular concerns over the Boreham interchange.

## 27/17 CORRESPONDENCE

Writer	Subject	Outcome
1. Resident	Erosion of verges in Colam Lane	Noted
2. RCCE	Village of the Year competition	Noted – no entry this year
3. CCC	Parish Cleansing days	Councillor Bonsor to provide Clerk with details of signs to be cleaned and the bridge at Paper Mill Lock.
4. Resident	Excessive light from house sign	Owner has been informed and taken corrective action.

## 28/17 ACCOUNTS

PAYMENT OF ACCOUNTS March 2, 2017						
Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 18.15		£ 18.15
**DD	British Gas	Memorial Hall	Gas supply	£ 165.83	£ 33.17	£ 199.00
**DD	Talktalk	General	Telephone	£ 30.45		£ 30.45
**DD	Anglian Water	Memorial Hall	Sewage	£ 175.50		£ 175.50
**DD	Anglian Water	Pavilion	Sewage	£ 316.07		£ 316.07

## 28/17 ACCOUNTS (cont)

Cheque	Payee	Description	Subject	Cost	VAT	Total
**1272	BT	General	Phone box	£ 1.00		£ 1.00
**1273	Mrs J Williams	Memorial Hall	Deposit	£ 200.00		£ 200.00
**1274	LGPS	General	Pension	£ 203.44		£ 203.44
**1275	Mr R A Upward	General	Salary	£ 633.11		£ 633.11
**1276	Mrs M Jarvis	Spring Close	Supervision	£ 35.00		£ 35.00
**1277	RitchComm Ltd	Pavilion	Cleaning	£ 198.75		£ 198.75
**1278	EALC	General	QC applic'n.	£ 80.00		£ 80.00
**1279	EWT	General	Membership	£ 40.00		£ 40.00
**1280	AtoZ	General	Stationery	£ 15.99	£ 3.20	£ 19.19
**1281	Weave a web	Memorial Hall	Hosting fee	£ 102.50	£ 20.50	£ 123.00
**1282	PPL	Memorial Hall	Licence	£ 93.81	£ 18.76	£ 112.57
**1283	PRS	Memorial Hall	Licence	£ 219.00	£ 43.80	£ 262.80
**DD	Barclays	General	Charges	£ 20.15		£ 20.15
**DD	British Gas	Memorial Hall	Gas supply	£ 165.83	£ 33.17	£ 199.00
**DD	British Gas Electricity	Memorial Hall	Elec. Supply	£ 231.34	£ 11.56	£ 242.90
**DD	Talktalk	General	Telephone	£ 30.45		£ 30.45
1284	Mr R A Upward	General	Salary	£ 674.31		£ 674.31
"	"	General	Petty Cash	£ 100.00		£ 100.00
1285	LGPS	General	Pension	£ 203.44		£ 203.44
1286	Mrs M Jarvis	Spring Close	Supervision	£ 35.00		£ 35.00
1287	RitchComm Ltd	Pavilion	Cleaning	£ 198.75		£ 198.75
1288	J & L Rymill - Jan	Memorial Hall	Caretaker	£ 759.62		£ 759.62
"	J & L Rymill - Feb	Memorial Hall	Caretaker	£ 827.19		£ 827.19
1289	EALC	General	Training	£ 40.00		£ 40.00
1290	EPFA	Sports Grd	Membership	£ 30.00		£ 30.00
"	EPFA Competition	Sports Grd	Entry Fee	£ 10.00		£ 10.00
1291	Chelmsford Plumbing	Sports Grd	Boiler c'tract	£ 570.00	£ 114.00	£ 684.00
1292	Skippers GM	General	Grass cutting	£ 234.00	£ 46.80	£ 280.80
1293	Mrs N Sheldrake	Memorial Hall	Deposit	£ 200.00		£ 200.00
1294	Southern Counties	Memorial Hall	Roof	£ 1,042.53	£ 208.51	£ 1,251.04
				£ 7,195.21	£ 500.30	£ 7,695.51
**	Paid outside of Council Meeting					

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

It was confirmed that the bank reconciliation statements are consistent with all the payments approved at the meetings and that the projected year end accounts will be close to the budget.

## 29/17 PARISH NEWSLETTER AND ASSEMBLY

Councillor Bonsor presented the final proof copy of the Newsletter. It was agreed that this should go to print as soon as possible with distribution to take place in week commencing March 13. The Chairman thanked Councillor Bonsor for his exceptional work in preparing the newsletter.

The Parish Assembly will be on Wednesday April 5. The Chairman provided an update of the plans for this meeting. It was agreed that the Police and Crime Commissioner would be invited to speak for 5-10 minutes to address concerns raised by residents. The Chairman will advise the PCC accordingly.

### **30/17 NEIGHBOURHOOD PLAN**

Councillor Robinson advised that the first meeting had taken place of the neighbourhood plan group with 8 residents and 4 councillors in attendance. Officers had been appointed and the team has had a successful start. Additional residents need to be encouraged to participate.

It was agreed that the Council would hold any funds in a dedicated account under instruction from the Treasurer.

The terms of reference were agreed with formal presentations to the Council annually. It was expected that informal updates would be provided on a regular basis.

The leaflet has been printed and distribution to all households will take place week commencing March 6.

### **31/17 VILLAGE IN BLOOM**

Councillor Bonsor advised that he had had a limited response from residents and that he was unable to get any commitments from potential sponsors. It was agreed that potential sponsors should be involved in the village and be based either in the village or adjacent parishes.

It was proposed by Councillor Shepherd and seconded by Councillor Coates-Jones that £750 is spent to provide a free standing display outside the Memorial Hall. The proposal was carried. Councillor Bonsor agreed to provide the Clerk details of specific items to be purchased.

### **32/17 SPORTS CLUB**

Councillor Shepherd provided copies of the rent assessment provided by Strutt and Parker and feedback from the recent meeting with the Sports Club. It was agreed to provide the Sports Club with copies of this report and negotiations with the Sports Club over the revised lease were delegated to Councillors Shepherd and Cooper.

### **33/17 LITTER PICK**

This will take place on April 1. Councillor Buckley agreed to contact St Johns, Heathcote and Danbury Park to encourage residents and their children to participate.

### **34/17 MEMORIAL HALL**

Councillor Cooper provided feedback from the Hall Management Group and advised the date of the next User Group meeting.

It was proposed by Councillor Shepherd and seconded by Councillor Robinson that a grant of £200 is made to the Film Club to cover the cost of the music licences. The proposal was carried.

### **35/17 TELEPHONE BOX**

It was proposed by Councillor Shepherd and seconded by Councillor Robinson that Standing Orders are waived and that £700 is spent to refurbish the telephone box. An amendment was proposed by Councillor Bonsor and seconded by Councillor Richmond to seek alternative quotes and sponsorship to cover the cost. The amendment was not approved.

The original proposal was carried.

### **36/17 SPEED REDUCTION STICKERS**

It was agreed to fully support the Neighbourhood Watch proposal to distribute speed reduction stickers to be put on wheelie bins to residents on roads with through traffic.

### **37/17 QUALITY COUNCIL**

The Clerk advised the criteria to be met to achieve Quality Level certification. It was agreed to reconsider applying for this level in one year.

### **38/17 VILLAGE SIGN**

The Council resolved to spend £300 to have the village sign refurbished. Councillor Bonsor agreed to confirm that this included removal/refitting of the sign.

### **39/17 STANDING ORDERS**

It was proposed by Councillor Shepherd and seconded by Councillor Richmond that the following policies are adopted as presented:-

- Code of Conduct
- Complaints Procedure
- Grant Awarding Policy

The proposal was carried

### **40/17 INFORMATION ITEMS**

Councillor Bonsor invited councillors who have an interest in the wildlife in the village to take his place on the Living Landscapes Committee.

Councillor Richmond requested an agenda item at the next meeting regarding anti-social behaviour at the Wickhay Field garages.

Councillors Bonsor and Richmond requested that the ditch is cleared with some urgency at the play area.

### **41/17 NEXT MEETING**

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

The meeting closed at 10:45pm.

**Chairman  
April 13, 2017**