

LITTLE BADDOW PARISH COUNCIL

An Ordinary Meeting of the Parish Council was held in the Memorial Hall on October 5, 2017. The Meeting commenced at 7:30pm. In attendance: -

Dr N Cooper - Chairman

Mr K Bonsor
Mr M Richmond
Mr R Shepherd

Mrs M Buckley
Mr J Robinson

Mr R Upward (Parish Clerk)

Members of the Public – 3

161/17 APOLOGIES FOR ABSENCE

Apologies were accepted from Councillors Coates-Jones, Irvine and Scott.

162/17 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 the duration of this discussion.

163/17 MINUTES

It was proposed by Councillor Shepherd and seconded by Councillor Buckley that the Minutes of the Meeting held on September 7, 2017 are accepted as correct record of the meeting. The proposal was carried.

164/17 MATTERS FROM PRIOR MEETINGS

Minute No/Date/Councillor	Subject	Status
40/16 (7) Speeding on Ridge March 3, 2016 Councillor Cooper	Investigate re-instating Speedwatch	The number of volunteers is now sufficient to re-instate SpeedWatch.

165/17 PUBLIC QUESTION TIME

None.

166/17 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
17/01530/FUL	Trifarm	Land at Old Hall, Church Road, Boreham Planning application for permanent change of use to allow open water swimming in resevoir including perimeter track running with associated car parking, four ancillary cabins (changing, administration, showers and storage), two toilet units, portable generator, landscaping and allowance for three organised events per year.	Objection

166/17 DEVELOPMENT IN THE VILLAGE (cont)

Application Number	Name of Applicant	Location and nature of the Proposed Development to which the application relates	Result
17/01524/FUL	Mr Islam	2-4 Vica Cottages, North Hill, Little Baddow Change of use of a building, formerly a care home, to use as three dwellings. Provision of layby parking for three cars.	Objection
17/01584/FUL	Mr Cole	Rose Cottage, Holybread Lane, Little Baddow Detached cart lodge	No objection
17/01598/FUL	C Ravenhill/B Gazi	Florista, Chestnut Walk, Little Baddow Remodel existing dwelling to form a new replacement dwelling	Objection

167/17 CORRESPONDENCE

Writer	Subject	Outcome
1. Maldon Archaeological Society	Request to extend Heather Hills dig in 2018.	Granted. Clerk to advise.
2. CCC	Invitation to Parking and Highways event.	Noted.
3. Harlequin Group	Request for alternative sites.	Subsequent correspondence advised that the telecom company has withdrawn its interest in Little Baddow.
4. CCC	Public Spaces Protection Order	Noted.
5. Curtin & Co	Request for second meeting	This was declined as there was no further information to be presented.
6. ECC	Mobile Library Consultation	Noted.
7. Resident	Complaint about phone mast decision	Noted. See Item 3. Response to communications in NP survey to be evaluated.
8. Resident	Volunteer for SpeedWatch	Noted. Chairman to re-instate SpeedWatch.

168/17 ACCOUNTS

PAYMENT OF ACCOUNTS October 5, 2017						
Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 33.63		£ 33.63
*DD	Talktalk	General	Clerk phone	£ 31.47		£ 31.47
**DD	British Gas	Memorial Hall	Gas supply	£ 117.50	£ 23.50	£ 141.00
**1376	Mr J A Sheriff	Memorial Hall	Maintenance	£ 816.00		£ 816.00
1377	Mr R A Upward	General	Salary	£ 735.69		£ 735.69
"	"	General	Stationery	£ 13.03	£ 2.60	£ 15.63
1378	LGPS	General	Pension	£ 205.59		£ 205.59
1379	Mrs M Jarvis	Spring Close	Supervision	£ 35.00		£ 35.00
1380	RitchComm Ltd	Pavilion	Cleaning	£ 198.75		£ 198.75

168/17 ACCOUNTS (cont)

Cheque	Payee	Description	Subject	Cost	VAT	Total
1381	Skippers GM	General	Grass cutting	£ 234.00	£ 46.80	£ 280.80
"	"	General	Ald. Green	£ 180.00	£ 36.00	£ 216.00
1382	J & L Rymill	Memorial Hall	Caretaker	£ 762.77		£ 762.77
1383	NADFAS	Memorial Hall	Refund	£ 209.60		£ 209.60
1384	Chelmsford Heating	Memorial Hall	Boiler service	£ 370.00	£ 74.00	£ 444.00
1385	AtoZ	Memorial Hall	Supplies	£ 37.97	£ 7.59	£ 45.56
1386	RBS Software	General	Back up	£ 120.00	£ 24.00	£ 144.00
1387	HMR&C	General	Tax/NI	£ 1,293.00		£ 1,293.00
1388	Asbestec	Memorial Hall	Ceiling	£ 2,800.00	£ 560.00	£ 3,360.00
1389	Mr N Connor	NP	Photos	£ 45.61		£ 45.61
1390	Chelmsford DBF	NP	Printing	£ 31.50		£ 31.50
1391	Mr J A Sheriff	Memorial Hall	Maintenance	£ 460.00		£ 460.00
		TOTAL		£ 8,731.11	£ 774.49	£ 9,505.60
**	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.

The Clerk advised that with the Neighbourhood Plan grants and the CIL monies, the turnover would exceed the limit for free banking with NatWest. It was therefore agreed to continue banking with Barclays.

169/17 NEIGHBOURHOOD PLAN

It was agreed that the Neighbourhood Plan Group should be restructured as a Committee of the Council in line with EALC/NALC recommendations. A revised draft constitution has been agreed with officers of the Neighbourhood Plan Group which will be approved at the meeting scheduled for October 26. This and the list of members will be approved at the November Council Meeting.

Councillor Robinson outlined the plan for the Neighbourhood Plan Drop-in Exhibition on October 14 at the Memorial Hall. He encouraged all councillors to attend and for them to encourage their neighbours to attend also.

170/17 NEWSLETTER

Councillor Cooper presented the structure of the Newsletter and the list of articles required. Draft articles were requested by the November meeting.

171/17 RISK ASSESSMENTS

Councillor Richmond and the Parish Clerk have completed the Risk Assessment Training at EALC.

The Clerk presented draft risk assessments for the Memorial Hall, Sports Ground, Open Spaces and Play Areas. Councillors were requested to review and advise any additional risks by October 20. The four risk assessments will be approved at the November meeting and dates for all the items to be considered must be added by the responsible councillors.

These will then be reviewed at three monthly intervals and records kept of recommended inspections.

172/17 EMERGENCY PLAN

It was agreed to purchase a second high-security chip to allow the emergency plan to be tested on more recent software/computers. Councillors Robinson and Shepherd agreed to join a working party with Councillor Bonsor to bring the emergency plan up-to-date. This will be reviewed in three months.

173/17 MEMORIAL HALL

Councillor Cooper provided feedback from the recent Hall User and Hall Management Group meetings. He advised that the sound limiter had be reset to cut off power to the stage at midnight. A quote from Aquatec will be obtained to provide a legionella risk assessment for the hall and pavilion.

174/17 WEBSITE UPDATING

It was agreed that Councillor Shepherd and the Parish Clerk will meet with Councillor Coates-Jones to resolve outstanding issues with the new website and get the clubs/societies information updated. The format/structure of the new website will be re-evaluated after 1 year.

Councillor Buckley advised that she has received training to allow updating of What's On.

175/17 BROADBAND QUESTIONNAIRE

Councillor Robinson presented a draft questionnaire to establish broadband requirements in the village. It was agreed that this should be updated so that the responses should be by email and the appropriate data protection statement of email addresses added.

It was proposed by Councillor Shepherd and seconded by Councillor Robinson that £50 is spent to get the questionnaire printed. The proposal was carried.

176/17 BUS TIMETABLE

Councillor Buckley advised that the new bus timetable was confusing and not easily understood by residents. It was reported that the new service was not proving to be reliable which together with the increased cost, is limiting usage.

Councillor Buckley agreed to provide a simplified version of the timetable to be displayed on the notice boards.

177/17 MEETING DATES

The revised meeting dates for January and February 2018 were agreed.

178/17 INFORMATION ITEMS

Councillor Richmond advised that the bench at the entrance to York Street had been destroyed by a vehicle. He agreed to find the name of the vehicle owner from either the police or the recovery company so that an insurance claim can be made to replace the bench.

Councillor Bonsor advised that there was a large pothole in Holybread Lane and he will report this to Highways.

The Clerk requested input from all councillors for the draft budget which will be presented at the next meeting.

179/17 NEXT MEETING

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

The meeting closed at 9:58pm.

**Chairman
November 2, 2017**