

LITTLE BADDOW PARISH COUNCIL

An Ordinary Meeting of the Parish Council was held in the Memorial Hall on December 6th 2018. The Meeting commenced at 7:30pm. In attendance: -

Cllr Dr N Cooper – Chairman

Cllr Mrs M Coates-Jones
Cllr Mrs D Ginn
Cllr Mr P Irvine

Cllr Mr M Richmond
Cllr Mr J Scott

Mr R Upward - Parish Clerk
Mr G Harris - Assistant Parish Clerk

Members of the Public – 1

196/18 APOLOGIES FOR ABSENCE

Apologies were accepted from Cllr Mr K Bonsor, Cllr Mr R Shepherd and Cllr Mrs B Teal.

197/18 DECLARATIONS OF INTERESTS

Cllr Cooper declared a personal interest in all planning applications.

198/18 MINUTES

It was proposed by Cllr Irvine and seconded by Cllr Scott that the Minutes of the Meetings held on November 1st 2018 are accepted as correct record of the meeting. The proposal was carried.

199/18 MATTERS FROM PRIOR MEETINGS

Minute No/Date/Councillor	Subject	Status
40/16 (7) Speeding on Ridge March 3, 2016 Cllr Cooper	Investigate re-instating Speed watch	Cllr Teal to update in January
54/17 (11) Way markers April 13, 2017 Cllr Irvine	Investigate whether additional finger post signs are required when footpath crosses new driveway at Tofts. Wider issue concerns future upkeep of footpaths.	Options provided by PRoW for future upkeep being considered. Potential overlap with new handyman role. Agreed agenda item for January
129/17 Risk Assessments July 13, 2017 Cllrs Cooper/Shepherd/Parish Clerk	Update risk assessments for council properties – Memorial Hall, Sports Pavilion, Play Equipment.	Chairman assigned Cllr Irvine to lead a working group comprising those responsible for the risk assessments.
137/17 (1) Museum exhibit August 3, 2017 Councillor Richmond	Liaise with local groups and Chelmsford Museum to provide an exhibit on Little Baddow	Little interest shown from local groups. Closed
151/17 (2) Millennium Walk September 7, 2017 Councillor Irvine	Issues with Millennium Walk	Awaiting response from PRoW. ON HOLD
173/17 Memorial Hall October 5, 2017 Councillor Cooper	Obtain risk assessment for the Hall and Pavilion by an expert on Legionella	Inspection of pavilion complete and quote for preventative measures being considered. Same for Hall to be discussed by Mgt Grp next week.
201/17 Paper Mill Lock December 7, 2017 Councillors Cooper/Shepherd	Meet with tea room owner to discuss options to alleviate on-road parking which is proving hazardous.	Clerk has requested Highways to assess overall hazard. Renewed effort to discuss options with land owner with ref to obtaining ECC

		grant to improve car park surface – as previously outlined by County Cllr John Spence
38/18 (2) Blakes Wood March 1 Councillor Irvine	Complaint regarding the management of Blakes Wood	On hold
27/18 (5) Footpath at Fir Tree Lane March 1, 2018 Councillor Irvine	Permissive path between Fir Tree Lane and Common Lane now fenced off.	Efforts being made by residents to add to definitive footpath map on the basis of historic precedent. Cllr Coates-Jones
72/18 Footpath 76 May 3, 2018 Councillor Irvine	Missing finger post and broken stile on FP76	Await results of PRow inspection. ON HOLD
88/18 Interest levels	Interest levels on Scottish Widows Accounts	Closed
160/18 (6) Low flying aircraft October 4, 2018	Obtain data from Danbury PC to enable complaint to be made	Closed
179/18 Memorial Hall November 1, 2018 Councillor Cooper	Resident slipped at entrance to Memorial Hall	December agenda item for Hall Mgt Grp
187/18 Heather Hills boundary November 1, 2018 Councillor Irvine	Letter to be sent to resident confirming agreement on fence location	Closed
194/18 Village in Bloom November 1, 2018 Assistant Clerk	Donation offered by resident to fund Village in Bloom	Donation accepted. Cllr Scott to make contact with donor

200/18 PUBLIC QUESTION TIME

Council was reminded of County Cllr John Spence's offer to be supportive of a grant to alleviate the poor car parking conditions at Paper Mill Lock, once discussions with the landowner had taken place.

201/18 DEVELOPMENT IN THE VILLAGE

Application Number	Location and nature of the Proposed Development to which the application relates	Result
18/01851/FUL	Hillcroft, Chestnut Walk First floor extension to create loft conversion.	No objection
18/01865/FUL	Saplings, D'Arcy Rise Two storey rear extension	No objection

201/18 DEVELOPMENT IN THE VILLAGE (cont.)

Application Number	Location and nature of the Proposed Development to which the application relates	Result
18/01897/FUL	1 Mays Cottages, North Hill Proposed conservatory to the rear of the property between house wall and the existing annexe.	No objection

202/18 CORRESPONDENCE

Writer	Subject	Outcome
1. CCC	Parish and Town Precepts	Agenda item
2. NALC	Survey on merging smaller councils	Chairman to respond
3. CCC	Invitation to Civic carol service	Cllrs Ginn and Teal wish to attend. Clerk to inform CCC.
4. Maldon DC	Consultation on Homelessness and Housing Strategy	Noted
5. CCC	Play in the Park 2019	Noted
6. Resident	Repair of Colam Lane Roadside Nature Reserve signs	Cllr Coates-Jones to liaise with resident. Requires upload to Highways reporting system
7. St Mary's Church	Request to use Memorial Hall for Remembrance Service in 2019	Chairman to respond
8. ECC	Public Library consultation	Cllr Scott to respond to survey

203/18 ACCOUNTS

PAYMENT OF ACCOUNTS December 6, 2018							
Cheque	Payee	Description	Subject	Cost	VAT	Total	
**DD	Information Comm	General	Regist. Fee	£ 35.00		£ 35.00	
**DD	Barclays	General	Charges	£ 19.79		£ 19.79	
**DD	Talktalk	General	Clerk phone	£ 43.00		£ 43.00	
**DD	British Gas	Memorial Hall	Gas supply	£ 268.33	£ 53.67	£ 322.00	
**DD	Opus Energy	Memorial Hall	Electricity	£ 100.27	£ 5.01	£ 105.28	
**DD	Wave	Memorial Hall	Water	£ 188.04		£ 188.04	
**DD	Wave	Pavilion	Water	£ 209.91		£ 209.91	
**DD	Wave	Pavilion	Water	£ 30.45		£ 30.45	
**1567	Dave Parker	Memorial Hall	Maintenance	£ 60.00		£ 60.00	
**1568	Clearwater Tech Ltd	Pavilion	Inspection	£ 375.00	£ 75.00	£ 450.00	
**1569	AtoZ	Memorial Hall	Supplies	£ 511.67	£ 102.33	£ 614.00	
**1570	CCC	General	Grant	£ 300.00		£ 300.00	
1571	Mr R A Upward	General	Salary	£ 607.21		£ 607.21	
"	"	Memorial Hall	Sound syst.	£ 139.78	£ 27.96	£ 167.74	
"	"	General	Stationery	£ 117.00	£ 23.40	£ 140.40	

203/18 ACCOUNTS (cont.)

Cheque	Payee	Description	Subject	Cost	VAT	Total
1572	Mr G Harris	General	Salary Oct	£ 730.35		£ 730.35
"	"	General	Salary Nov	£ 830.68		£ 830.68
"	"	General	SLCC event	£ 15.00		£ 15.00
"	"	General	Stationery	£ 32.71	£ 6.54	£ 39.25
"	"	General	Post box	£ 166.66	£ 33.33	£ 199.99
1573	LGPS	General	Pension	£ 260.48		£ 260.48
1574	Mrs M Jarvis	Spring Close	Supervision	£ 35.00		£ 35.00
1575	Skippers GM	General	Grass/Maint	£ 234.00	£ 46.80	£ 280.80
1576	RitchComm Ltd	Pavilion	Cleaning	£ 198.75		£ 198.75
1577	J & L Rymill	Memorial Hall	Caretaker	£ 873.10		£ 873.10
1578	Mr J Sheriff	Memorial Hall	Maintenance	£ 370.00		£ 370.00
"	"	General	List. Bench	£ 180.00		£ 180.00
"	"	General	Bench N.Hill	£ 180.00		£ 180.00
1579	DP Betts	Pavilion	Maintenance	£ 118.00		£ 118.00
1580	The Printing Place	Memorial Hall	Green Forms	£ 197.00	£ 39.40	£ 236.40
1581	Marks Tey Radio	Memorial Hall	Hearing Loop	£ 75.00	£ 15.00	£ 90.00
1582	RCCE	General	Membership	£ 60.50	£ 12.10	£ 72.60
1583	SLCC	General	Membership	£ 138.00		£ 138.00
1584	Mrs K Kirk	Memorial Hall	Part dep.ref.	£ 150.00		£ 150.00
1585	Mr T Foulkes	Memorial Hall	Refund	£ 104.60		£ 104.60
	TOTAL			£ 7,955.28	£ 440.54	£ 8,395.82

It was proposed by Cllr Irvine and seconded by Councillor Scott that the accounts are approved for payment. The proposal was carried.

204/18 SPRING NEWSLETTER

Several articles have been submitted and more are in progress. Final content to be decided at January's meeting.

205/18 2019-20 BUDGET

Council agreed to revise income from the Memorial Hall slightly higher from that in the draft budget presented by Cllr Ginn in November.

Council agreed the new spending items highlighted in the draft and an increase of 3% in precept.

Council resolved to establish a new Play Area Reserve to accommodate future replacement costs and transfer £3,000 from the unallocated 2017-18 general reserve funds.

206/18 HANDYMAN GRANT

The Chairman announced that a £7,000 grant had been secured to cover a 3 year period. The proviso is that the Parish Council fully fund the project after 3 years. Cllr Irvine will interview contractors and manage tasks with the Clerk in line with priorities provided by Cllrs with responsibility for respective areas. It was noted that the contractor must have suitable insurance in place on appointment.

207/18 MEMORIAL HALL

No responses have been received for the advertised caretaker/booking role.

Cost of advertising in The Essex Chronicle is prohibitive. Conditional agreement was given to additional advertising in the Village Voice and local contractors will be approached. Cllr Cooper.

It was agreed to extend the existing caretaker/booking contract on a monthly basis at the quoted rate received.

A quote for an extra storage cupboard has been requested.

It was agreed that all personally owned items would have to be removed from the under stage area by 7th Jan and expense for a skip (if required) would be agreed at January's meeting. Cllr Cooper.

208/18 EMERGENCY PLAN

Cllr Ginn and Cllr Bonsor will adapt versions of Danbury PC and NALC templates as appropriate for Little Baddow. This will be reviewed at the February meeting.

209/18 DEFIBRILATORS

Council agreed to proceed with 2 Community Heartbeat models. Approximately 50% of the cost will be funded by remaining CIL money plus allocated funds in the 2018-19 budget. Efforts will be made to fund the balance of approximately £2,000 from grants. Cllr Irvine.

210/18 WELCOME PACKS

Council agreed that a written welcome letter from the Chairman, together with the website content is sufficient to replace the paper version. Seek involvement from the Community Care group.

211/18 BANK MANDATE

Council agreed to moving mandate authority to the new clerk before year end. Clerk/Asst. Clerk

212/18 CLERK TELEPHONE

Council agreed to replace existing landline and internet arrangements with a suitable mobile plan. Asst. Clerk to arrange new contract, provide a handset and use own internet service.

213/18 TRAINING

Cllrs Ginn and Teal attended Councillor Training days and reported on the positive networking benefits as well as useful content.

After attending the Election course, Cllr Irvine raised an issue concerning the proximity of May elections to the timing of the annual assembly. It was agreed to move the assembly date once potential clashes with other events had been identified. Clerk/Asst. Clerk

Council agreed to Asst. Clerk applying for a bursary to help cover costs of 2019 training requirements, which will include CilCa.

214/18 INFORMATION ITEMS

The Chairman once again thanked outgoing Clerk, Roger Upward, for his outstanding service and suggested an event in the new year to mark his departure, and that of former Councillors.

Cllr Irvine provided initial details of ongoing discussions to re-surface the Hall carpark.

Cllr Scott requested that ECC present on their plans for superfast broadband coverage. Added to Jan agenda.

Cllr Scott reported very positive feedback on the recent dementia presentation and advised that Santander Group would be willing to present information on the avoidance of banking scams and suggested that the Annual Assembly would provide the appropriate forum.

Cllr Richmond advised that The Essex Wildlife Trust would like to meet with Cllrs next Spring.

215/18 DATE OF NEXT MEETING

The next Parish Council Meeting will take place on **Thursday January 10th, 2019** commencing at 7:00pm (to accommodate the broadband presentation).

The meeting closed at 9:55pm.

**Chairman
Jan 10th, 2019**