

LITTLE BADDOW PARISH COUNCIL

An Ordinary Meeting of the Parish Council was held in the Memorial Hall on February 7th 2019. The Meeting commenced at 7:30pm. In attendance: -

Cllr Dr N Cooper – Chairman

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

Cllr Mr M Richmond
Cllr Mr J Scott
Cllr Mr R Shepherd
Cllr Mrs BTeal

Mr G Harris - Parish Clerk

Members of the Public – 16

20/19 APOLOGIES FOR ABSENCE

None

21/19 DECLARATIONS OF INTERESTS

Cllr Cooper declared a personal interest in all planning applications.

22/19 MINUTES

It was proposed by Cllr Scott and seconded by Cllr Shepherd that the minutes of the meeting held on January 10th 2019 are accepted as correct record of the meeting. The proposal was carried.

23/19 MATTERS FROM PRIOR MEETINGS

Minute No/Date/Councillor	Subject	Status
129/17 Risk Assessments July 13, 2017 Cllrs Cooper/Shepherd/Parish Clerk	Update risk assessments for council properties – Memorial Hall, Sports Pavilion, Play Equipment.	Working group in progress – Cllr Irvine. Cllr Ginn to enhance format to include relevant columns as per Internal Audit recommendation. <u>February</u> Cllr Ginn has produced a thorough review of the Risk Register and has requested feedback from all Cllrs by 21 Feb
151/17 (2) Millennium Walk September 7, 2017 Councillor Irvine	Issues with Millennium Walk	Awaiting response from PRoW. ON HOLD
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.	Cllr cooper to respond to reply from Parish Councils representative on Highways Panel and make contact with landowner w/r to carpark. Cllr Spence to be kept up to date w/r to obtaining a grant. <u>February</u> Cllrs Cooper and Ginn await comments from café owner w/r to ownership of car park and potential solutions. Information to be put forward to County Cllr Spence in order to assess possibility of securing a grant.
38/18 (2) Blakes Wood March 1 Councillor Irvine	Complaint regarding the management of Blakes Wood	On hold

72/18 Footpath 76 May 3, 2018 Councillor Irvine	Missing finger post and broken stile on FP76	Await results of PROW inspection. ON HOLD
194/18 Village in Bloom November 1, 2018 Assistant Clerk	Donation offered by resident to fund Village in Bloom	<u>January</u> Cllr Scott to make contact with donor <u>February</u> As above
211/18 Bank Mandate December 6, 2018 Clerk/Asst. Clerk	Amend authority mandate	December. Move mandate authority to the new clerk before year end. Clerk/Asst. <u>January</u> In progress <u>February</u> Requested changes expected imminently

24/19 DEVELOPMENT IN THE VILLAGE

PLANNING APPLICATIONS				
Application Number (Comments by)	Location and nature of the Proposed Development to which the application relates			Result
18/02011/FUL (11 Feb)	Land adjacent to Sandpit Cottage, Holybread Lane Gospel Hall and ancillary store (Use Class D1) with associated access, car parking (18 spaces) and new landscaping. Restoration and retention of the landscape frontage and rear woodland.			Object
18/02118/FUL (8 Feb)	Land North East Of Walters Cottage, Tofts Chase New dwelling with all associated works. Temporary siting of 2 caravans while works are ongoing.			Object
19/00054/FUL (19 Feb)	Harfield, Wayside Demolition of existing detached dwelling with integral garage and construction of a replacement detached dwelling with attached detached double garage. New patio and paved areas, new 1.8m high timber boundary fence to side boundary facing Chestnut Walk.			No objection
19/00056/FUL (13 Feb)	Fir Tree Cottage, North Hill Single storey first floor rear extension, weatherboarding cladding to the front and side of the dwelling.			No objection
17/02062/MAT (22 Feb)	Ashcroft Spring Elms Lane Variation of condition 3 to approved planning application 17/02062/FUL (Demolish existing dwelling and construct a replacement dwelling.) external design changes and alterations.			No objection

25/19 PUBLIC QUESTION TIME

Due to there being no questions or statements prior to the planning presentations, agenda items 5 & 6 were reversed to accommodate those relating to Development in the Village.

A resident spoke about concerns that application 18/02011/FUL would create a negative aspect from the woodland at the rear of the plot. In response it was noted that the application provided no intention of replacement screening to what already exists in that area. The same resident asked if there were stipulations regarding a perimeter fence in the application designed to create a sensitive border with the surrounding woodland. It was noted that this might be the intention but it is not clear that it would definitely be implemented. There then followed two statements on behalf of the application highlighting the ambition to heed residents' concerns regarding land at the rear and front of the plot by working with local authorities to provide legally enforced protection, preventing future development on those areas. The final statement came from another resident within close proximity to the proposed site which, whilst partly sympathetic to the project, echoed many written concerns over potential high levels of traffic congestion, noise and light pollution at various times of the day, including hours that might be considered unsociable.

26/19 CORRESPONDENCE

Writer	Subject	Outcome
1. Chelmsford City Council	Tree planting grant	Noted
2. Chelmsford City Council	Operation London Bridge	Noted
3. EALC	Mental health first aid training	Noted
4. Residents - multiple	Objections to development of Mushroom Farm	FEB AGENDA - PLANNING
5. Chelmsford City Council	Litter Pick	Noted – Posters placed on white boards
6. Essex County Council	Composting Workshop	Noted – Posters placed on white boards
7. EALC	Acknowledgement of successful bursary application	Noted – Clerk replied
8. EALC	Handyman grant award and initial requirements	Noted – Clerk replied
9. EALC	Points of Light	Noted
10. Resident	Offer of short term fix/repair Hall car park potholes	Cllr Irvine to follow up

27/19 PAYMENT OF ACCOUNTS

PAYMENT OF ACCOUNTS February 7, 2019						
Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 19.67		£ 19.67
**DD	British Gas	Memorial Hall	Gas supply	£ 140.00	£ 28.00	£ 168.00
**DD	Opus Energy	Memorial Hall	Electricity	£ 119.48	£ 5.97	£ 125.45
1598	Mr G Harris	General	Salary	£ 830.66		£ 830.66
"	"	General	Wireless adapter	£ 31.66	£ 6.33	£ 37.99
"	"	General	Mileage	£ 15.30		£ 15.30
1599	Mrs M Jarvis	Spring Close	Supervision	£ 35.00		£ 35.00
1600	J & L Rymill	Memorial Hall	Caretaker	£ 1,019.77		£ 1,019.77
"	"	General	2020 Diary	£ 8.32	£ 1.67	£ 9.99
1601	EALC	General	Training	£ 50.00		£ 50.00
"	"	General	Clerk's book	£ 24.00		£ 24.00
1602	D Betts	General	Plumbing Hall	£ 104.12		£ 104.12
1603	Roger Hyde Flooring	Memorial Hall	Hall Floor	£ 1,250.00		£ 1,250.00
1604	MDW Tech	General	Wireless & email	£ 92.00	£ 18.40	£ 110.40
1605	EWT	General	Membership	£ 40.00		£ 40.00
1606	RitchComm	Pavilion	Pavilion cleaning	£ 198.75		£ 198.75
1607	EE Mobile	General	Clerk's phone	£ 12.00	£ 2.40	£ 14.40
1608	Mr J Sheriff	Memorial Hall	Maintenance	£ 50.00		£ 50.00
"	"	"	"	£ 820.00		£ 820.00
		TOTAL		£ 4,860.73	£ 62.77	£ 4,923.50
	ACCOUNTS STATUS	31/12/2018	+/- vs prior	RESERVES		
	Current Account (B)	£ 22,997.48	£ 932.15	Hall		£ 10,000.00
	Reserve No 1 (B)	£ 50,225.70	£ -	Pavilion		£ 10,000.00
	Scottish Widows	£ 1,265.14	£ -	WGPA		£ 3,000.00
				EALC Reserve		£ 22,300.00
				CIL		£ 757.10
				Neighbourhood Plan		£ 400.00
				Handyman		£ 7,000.00
	Total	£ 74,488.32		Total		£ 58,380.60
	Holybred Wood (B2)	£ 7,727.87	£ -	Funds Available		£ 16,107.72
	War Memorial (B3)	£ 2,446.60	£ -			
**	Paid outside of Council Meeting			TOTAL		£ 74,488.32

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

28/19 MEMORIAL HALL

Council agreed to the appointment of a caretaker/cleaner and booking clerk at hourly rates of £12.50, which will include some roles and responsibilities that are currently not within the existing arrangements. It was agreed that the cost of a landline be made available to the booking clerk as well as a suitable handset. Further details will be discussed at the Hall Mgt meeting on 14th Feb.

29/19 SPRING NEWSLETTER

Final content will pay particular attention to the purdah period commencing on 26th March (due date for public announcement of elections on 2nd May). Final editing is taking place and will aim for delivery to printers by 15th Feb. Clerk to confirm date for publication with printers.

30/19 SPEED WATCH

Cllr Teal confirmed that 8 volunteers are lined up to attend training on 14th Feb at the Memorial Hall. This will take the total number of trained volunteers up to 11 with potential for 2 more. Use of bodycams and the implications for data protection will be discussed with the trainer.

31/19 HANDYMAN

Council agreed to the appointment of a handyman at a rate of £140-150/day. Cllr Teal outlined the method for collating and assigning work for an initial 1 day/week. A working group consisting of Cllrs Irvine, Teal and Coates-Jones will agree final arrangements, terms and requirements from the candidate, such as evidence of liability insurance and self-assessment with HMRC.

32/19 ELECTIONS

Cllrs agreed to promote elections for voters and prospective candidates via posters and pages in local news letters. Clerk to arrange. Cllr Coates-Jones to add material to website.

33/19 PHONE BOX/DEFIBRILATORS

Council agreed expenditure up to £2 500 for a Community Heartbeat package. Cllr Irvine/Clerk to proceed with purchase.

34/19 VILLAGE OF THE YEAR

Given close proximity of deadline for entry and several changes to personnel it was decided not to enter in 2019. The handyman project is expected to yield positive results, enhancing prospects for entry in 2020.

35/19 EMERGENCY PLAN

Cllrs Ginn and Bonsor are in the process of finalising updated templates based on the NALC model, to be distributed for review and agreement at March meeting.

36/19 INFORMATION ITEMS

Cllr Cooper advised of a very generous donation of £1 000 towards a second defibrillator from a local fund raising event.

Cllr Bonsor advised of a response to quote for electrical work required at the pavilion – March agenda.

Cllr Bonsor advised that the depth marker was still missing from the roadside at Paper Mill Lock. Cllr Shepherd confirmed this was in the work to be done schedule with Essex Highways.

Cllr Bonsor advised that the broadband box had been installed at Spring Close but residents must apply to make use of it. Installers have pledged to repair the damage to the surrounding turf.

Cllr Richmond suggested advertising the event capabilities of The Memorial Hall in local publications and requested it be put on the agenda for March. Hall Grp will also discuss on 14th Feb.

Cllrs Richmond and Teal requested costing for the leavers event be on the agenda for March.

37/19 DATE OF NEXT MEETING

The next Parish Council Meeting will take place on **Thursday March 7th, 2019** commencing at 7:30pm

The meeting closed at 10:10pm.

**Chairman
February 7th, 2019**