

LITTLE BADDOW PARISH COUNCIL

An Ordinary Meeting of the Parish Council was held in the Memorial Hall on January 10th 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 – 1

The meeting was preceded by a very informative update on Superfast Broadband for the village by Ian Frost, Contract Manager for the project at Essex County Council.

For more information please see: <http://www.essex.gov.uk/Pages/Superfast-Essex-Broadband.aspx>

1/19 APOLOGIES FOR ABSENCE

None

2/19 DECLARATIONS OF INTERESTS

Cllr Cooper declared a personal interest in all planning applications.

3/19 MINUTES

It was proposed by Cllr Irvine and seconded by Cllr Shepherd that the minutes of the meeting held on December 6th 2018 are accepted as correct record of the meeting. The proposal was carried.

4/19 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	At least 3 volunteers will be trained on 6th/7th Feb in the Memorial Hall (free of charge) subject to availability. Body cams to be investigated for cost and whether police equipment can be used - Cllr Teal. Clerk to investigate data privacy implications. FEB AGENDA
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.	Close - Merge with "Handyman"
127/17 Phone Box July 13, 2017 Councillors Irvine/Cooper	Apply for grant to fund defibrillator in phone box at Wickhay Cottages	Cllr Irvine and Clerk will proceed with the purchase of one Community Heartbeat package. Methods to fund the second model are being investigated.
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.
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.
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.	Cllr Coates-Jones to obtain results of investigation by resident.
72/18 Footpath 76 May 3, 2018 Councillor Irvine	Missing finger post and broken stile on FP76	Await results of PRow inspection. ON HOLD
179/18 Memorial Hall November 1, 2018 Councillor Cooper	Resident slipped at entrance to Memorial Hall	No further details, no entry in Hall incidents book. Closed
191/18 Post Box at Memorial Hall November 1, 2018 Clerk	Memorial Hall to be Council's registered address and install post box	Closed
194/18 Village in Bloom November 1, 2018 Assistant Clerk	Donation offered by resident to fund Village in Bloom	Cllr Scott to make contact with donor
202/18 Colam Lane December 6, 2018	Broken Nature Reserve sign	Closed
210/18 Welcome Packs De December 6, 2018	Chairman's letter to replace packs.	Community Care group agree with PC approach. There is reliance on "word of mouth" to identify new arrivals so delivery of welcome letters will be on a best efforts basis. Closed
211/18 Bank Mandate December 6, 2018 Clerk/Asst. Clerk	Amend authority mandate	<u>December</u> . Move mandate authority to the new clerk before year end. Clerk/Asst. <u>January</u> In progress
212 PC Telephone number December 6, 2018	EE mobile contract to replace existing landline	Closed
213/18 Clerk Training December 6, 2018 Clerk	Bursary	Closed

5/19 PUBLIC QUESTION TIME

With regard to parking at Paper Mill Lock, Council was asked to ensure that County Cllr John Spence is kept informed of any new information following his offer to be supportive of a potential grant request.

6/19 DEVELOPMENT IN THE VILLAGE - PLANNING APPLICATIONS

Application Number	Location and nature of the Proposed Development to which the application relates	Result
18/01833/FUL	Karaibu, Woodside Single story side & rear extensions and roof terrace	No formal objection but the Parish Council note strong objections from neighbouring properties and comments of the Planning Officer on the previous application.

7/19 CORRESPONDENCE

Writer	Subject	Outcome
1. Resident	Damaged bridge on bridleway 34	Reported and fix in progress
2. ECC	Library services consultation	Noted
3. ECC	Local bus consultation update	Clerk to re-send
4. RCCE	Village of the year 2019	FEB AGENDA
5. Resident	Objection to development of Mushroom Farm	FEB AGENDA
6. Resident	Repayment of loan for Armistice poppy bird feeders	Noted
7. Highways representative	Paper Mill Lock follow up	Cllr Cooper to respond
8. RCCE	Essex Community Foundation Grant	Noted

8/19 PAYMENT OF ACCOUNTS

PAYMENT OF ACCOUNTS January 10, 2019						
Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 31.85		£ 31.85
**DD	Talktalk	General	Clerk phone	£ 37.00		£ 37.00
**DD	British Gas	Memorial Hall	Gas supply	£ 140.00	£ 28.00	£ 168.00
**DD	Opus Energy	Memorial Hall	Electricity	£ 105.54	£ 5.28	£ 110.82
**DD	Wave	Memorial Hall	Sewage	£ 163.01		£ 163.01
**DD	Wave	Pavilion	Sewage	£ 207.02		£ 207.02
1587	Mr R A Upward	General	Salary	£ 589.87		£ 589.87
"	"	General	Gratuity	£ 1,566.67		£ 1,566.67
"	"	Memorial Hall	Chair inserts	£ 49.25	£ 9.84	£ 59.09
"	"	General	Stationery	£ 9.98	£ 2.00	£ 11.98
"	"	General	Mileage	£ 37.80		£ 37.80
"	"	Memorial Hall	Supplies	£ 30.15	£ 6.03	£ 36.18
1588	Mr G Harris	General	Salary	£ 848.20		£ 830.66
"	"	General	Petty Cash	£ 100.00		£ 100.00
"	"	General	Storage boxes	£ 12.50	£ 2.50	£ 15.00
"	"	General	Mileage	£ 54.00		£ 54.00
1589	LGPS	General	Pension	£ 260.48		£ 260.48
1590	Mrs M Jarvis	Spring Close	Supervision	£ 35.00		£ 35.00
1591	RitchComm Ltd	Pavilion	Cleaning	£ 198.75		£ 198.75
1592	J & L Rymill	Memorial Hall	Caretaker	£ 825.48		£ 825.48
1593	EALC	General	Training	£ 265.00		£ 265.00
1594	Skippers	WGPA	Hedge cut.	£ 240.00	£ 48.00	£ 288.00
1595	MDW Tech	General	Security	£ 90.00	£ 18.00	£ 108.00
1596	EE Mobile	General	Phone	£ 12.40	£ 2.48	£ 14.88
1597	HMRC	General	TAX/NI	£ 2,820.24		£ 2,820.24
		TOTAL		£ 8,730.19	£ 122.13	£ 8,834.78
	ACCOUNTS STATUS	31/12/2018	+/- vs prior	RESERVES		
	Current Account (B)	£ 22,065.33	£ 13,693.09	Hall		£ 10,000.00
	Reserve No 1 (B)	£ 50,225.70	£ 21.96	Pavilion		£ 10,000.00
	Scottish Widows	£ 1,265.14	-£ 20,000.00	WGPA		£ 3,000.00
				EALC Reserve		£ 22,300.00
				CIL		£ 757.10
				Neighbourhood Plan		£ 400.00
	Total	£ 73,556.17		Total		£ 55,291.88
	Holybred Wood (B2)	£ 7,727.87	£ 3.85	Funds Available		£ 18,264.29
	War Memorial (B3)	£ 2,446.60	£ 1.22			
**	Paid outside of Council Meeting			TOTAL		£ 73,556.17

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

9/19 MEMORIAL HALL

There have been no applications for the caretaker role. There is an interviewee for the booking role and it will be determined if some overlap with the caretaking duties can be included. The same will be explored with the handyman candidates. All interviews are scheduled for w/c 14th January.

With regards to legionella inspection/prevention, Council approved an approach to Clearwater for the Hall on the same basis as that for the Alms House - Cllr Cooper to arrange.

Council approved expenditure of £580 for the new storage space. Hall Mgt Grp to consider request for contributions from user groups.

10/19 PARISH ASSEMBLY

Council agreed 15th May as the date.

11/19 SPRING NEWSLETTER

Final content to be agreed at February's meeting (agenda item). Publication scheduled for late March/early April. Council agreed expenditure of £748 for printing 700 x 8pp.

12/19 STANDING ORDERS

The Clerk outlined proposals to update Standing Orders in line with the NALC model of 2018 and the Parish Council's existing Financial Regulations. This will be added to the February agenda for agreement.

13/19 GDPR

A general Data Privacy statement, a privacy notice for external emails and a basis for a document retention policy were presented by the Clerk for review.

These will be added to the February agenda for agreement.

14/19 HANDYMAN

Cllr Teal will collate job requirements and organise schedules based on priorities with assistance from the Clerk. 4 interviews are taking place w/c 14th January. Adequate insurance must be in place. Add to February agenda.

15/19 ELECTIONS

Clerk to source advertising material for public awareness and for attracting new Councillors. Cllr Coates-Jones to add material to website.

16/19 BANK ACCOUNTS VERIFICATION

Council agreed that Cllr Ginn would take over verification duties. Financial Regulations dictate this should occur on a monthly basis.

17/19 GRASS CUTTING CONTRACT

Council agreed to renew the contract with Skippers at £2 340 + VAT for the year.

18/19 INFORMATION ITEMS

Cllr Richmond requested a sub group be formed to organise an event for past Cllrs.

Cllr Bonsor requested information on the missing depth marker at Paper Mill Lock.

A resident had raised the question to Cllr Bonsor of lighting for the Memorial Hall sign.

Cllr Ginn requested the Clerk to investigate the costs/process of setting up consistent "business" email addresses for councillors e.g. .org.uk. (March Agenda item)

Cllr Irvine advised Council that he and Cllr Cooper were actively seeking more information on the Mushroom Farm planning application

19/19 DATE OF NEXT MEETING

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

The meeting closed at 9:05pm.

**Chairman
February 7th, 2019**