

LITTLE BADDOW PARISH COUNCIL

An Ordinary Meeting of the Parish Council was held in the Memorial Hall on March 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 J Scott
Cllr Mr R Shepherd
Cllr Mrs BTeal

Mr G Harris - Parish Clerk

Members of the Public – 2

38/19 APOLOGIES FOR ABSENCE

Apologies were accepted for Cllr Richmond

39/19 DECLARATIONS OF INTERESTS

Cllr Cooper declared a personal interest in all planning applications.

40/19 MINUTES

It was proposed by Cllr Scott and seconded by Cllr Shepherd that the minutes of the meeting held on February 7th 2019 are accepted as correct record of the meeting. The proposal was carried.

41/19 POSITION OF CLERK

Item 23 on the agenda was dealt with at this point to accommodate changes in personnel.

The resignation of Graham Harris was accepted and Council agreed to appoint Ian Wardle as his replacement. Ian joined the meeting from this point. Cllrs Cooper and Irvine are to investigate ways of partitioning the Berridge room in order to create some office space.

42/19 MATTERS FROM PRIOR MEETINGS

Minute No/Date/Councillor	Subject	Status
127/17 Phone Box July 13, 2017 Councillors Irvine/Cooper	Apply for grant to fund defibrillator in phone box at Wickhay Cottages	<u>February</u> Council agreed expenditure up to £2 500 for a Community Heartbeat package. Cllr Irvine/Clerk to proceed with purchase. <u>March.</u> Details of model and package passed to Clerk for purchase.
151/17 (2) Millennium Walk September 7, 2017 Councillor Irvine	Issues with Millennium Walk	<u>March.</u> 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.	<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. <u>March.</u> Meeting with landowner scheduled for week of 11th March – Cllrs Cooper/Ginn

10/18 Handyman Grant January 11, 2018 Councillor Cooper/Irvine	Investigate opportunity to obtain EALC Handyman Grant to cover labour costs for minor work on hall and village items	<u>March.</u> Copy of liability insurance passed to Clerk. Confirmation of self- assessment to follow. Clerk to request brown bins for green debris around Hall.
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.	<u>March.</u> Path location drafted for LB Parish Footpath Map. Consultation with residents continues.
38/18 (2) Blakes Wood March 1 Councillor Irvine	Complaint regarding the management of Blakes Wood	<u>March.</u> On hold
72/18 Footpath 76 May 3, 2018 Councillor Irvine	Missing finger post and broken stile on FP76	<u>March.</u> 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 <u>March.</u> Contact with donor made. Clerk to confirm that £500 donation is still to be received.
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 <u>February</u> Requested changes expected imminently <u>March</u> Closed for above and reopened as new item as per March 7th minutes
11/19 Spring newsletter January 10, 2019 Cllr Cooper	Content/Costs/Publication date	<u>March.</u> Final proof agreed. Delivery expected 15-18 th March. Copy to be posted onto website – Cllr Coates-Jones
15/19 Elections January 10,2019 Clerk	New Cllrs and public awareness	<u>February</u> 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. <u>March.</u> Closed

43/19 DEVELOPMENT IN THE VILLAGE

Application Number (Comments by)	Location and nature of the Proposed Development to which the application relates	Result
19/00143/FUL (8 March)	Good Graces, Graces Lane	Objection
	Entrance gates with piers and wing-walls.	
18/00026/MAT/1 (15 March)	<u>Pett House, Spring Elms Lane</u> Variation of Condition 3 of the planning permission reference 18/00026/FUL (Replacement dwelling with detached garage) to partially retain existing building and allow changes in size and design.	No Objection
19/00228/FUL (12 March)	<u>Thornhill, Fir Tree Lane</u> Construction of a detached cart lodge.	No Objection

44/19 PUBLIC QUESTION TIME

Having heard plans to create office space in the Berridge room, a resident asked Council to consider the interests of those who hire the room when designing the partitioned area.

45/19 CORRESPONDENCE

Writer	Subject	Outcome
1. Sports club	Payment of Dec/March rent installments	Noted
2. Residents	3 requests for hire of pavilion	Clerk awaiting response
3. Resident	Damage to footpath 5	Cllr Coates-Jones filed report
4. Resident	Request for memorial bench at Paper Mill Lock	Clerk replied
5. Danbury PC	Flights over Danbury/Little Baddow	Noted
6. Chelmsford Rotary Club	Great Baddow Races	Noted
7. Danbury PC	Invitation to assist with/discuss alternative library arrangements	Cllr Scott expressed an interest. Danbury PC advised.
8. Chelmsford CC	Street Care Service	Cllrs to supply suggestions
9. Resident	Donation for second defibrillator	Cllr Cooper to respond

46/19 PAYMENT OF ACCOUNTS

PAYMENT OF ACCOUNTS March 7, 2019						
Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 22.89		£ 22.89
**DD	Opus Energy	Memorial Hall	Electricity	£ 120.65	£ 6.03	£ 126.68
**DD	EE Mobile	General	Clerk's phone	£ 12.47	£ 2.49	£ 14.96
1609	Mr G Harris	General	Salary	£ 830.66		£ 830.66
"	"	General	Mileage	£ 30.60		£ 30.60
"	"	General	Hall Supplies	£ 17.99	£ 3.60	£ 21.59
"	"	General	Hall Supplies	£ 29.98	£ 6.00	£ 35.98
"	"	General	Hall Supplies	£ 53.53	£ 10.71	£ 64.24
"	"	General	Hall Supplies	£ 11.44	£ 2.30	£ 13.74
"	"	General	Hall Supplies	£ 15.91	£ 2.49	£ 18.40
"	"	General	Key Safe	£ 48.08	£ 9.62	£ 57.70
1610	Mrs M Jarvis	Spring Close	Supervision	£ 35.00		£ 35.00
1611	J & L Rymill	Memorial Hall	Caretaker	£ 1,019.62		£ 1,019.62
1612	Weavaweb	General	Website support	£ 130.00	£ 26.00	£ 156.00
1613	EALC	General	Training	£ 55.00	£ 11.00	£ 66.00
1614	L. Daly GF 2044	Memorial Hall	Deposit refund	£ 200.00		£ 200.00
1615	K. Kiernan GF 2075	Memorial Hall	Deposit refund	£ 200.00		£ 200.00
1616	RitchComm	Pavilion	Pavilion cleaning	£ 198.75		£ 198.75
1617	Mr J Sheriff	Memorial Hall	Maintenance	£ 280.00		£ 280.00
1618	Skippers	General	Grass cutting	£ 264.00	£ 52.80	£ 316.80
1619	Mr N Holmes	General	Maintenance	£ 110.00		£ 110.00
		TOTAL		£ 3,686.57	£ 133.04	£ 3,819.61
	ACCOUNTS STATUS	28/02/2019	+/- vs prior	RESERVES		
	Current Account (B)	£ 25,174.92	£ 2,177.44	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		£ 6,890.00
				Defib 2		£ 1,000.00
	Total	£ 76,665.76		Total		£ 58,166.71
	Holybred Wood (B2)	£ 7,727.87	£ -	Funds Available		£ 18,499.05
	War Memorial (B3)	£ 2,446.60	£ -			
**	Paid outside of Council Meeting			TOTAL		£ 76,665.76

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

47/19 BANK MANDATE

Council agreed that incoming Clerk, Ian Wardle, should be added as an officer on the Barclays mandate. Council agreed to add Cllr Scott and Cllr Bonsor as new signatories on the same mandate. All resolutions were proposed by Cllr Shepherd and seconded by Cllr Irvine.

48/19 STANDING ORDERS

Council voted to suspend existing Standing Orders and review amendments to bring article 18 into line with existing Financial Regulations and updates suggested by the NALC model to incorporate GDPR. Council voted to re-instate Standing Orders with the alterations.

49/19 GDPR

Council agreed to insert a confidentiality statement to the foot of emails concerning council matters sent externally. Council agreed to include a General Privacy Statement and a document retention policy on the PC website based on the NALC models.

50/19 COUNCILLOR EMAIL ADRESSES

Council agreed to standardise email addresses when used for Council matters but requested the Clerk look into competitive pricing.

51/19 SPORTS PAVILION

Council agreed to the quote of £718 for electrical repairs and improvements.
Council agreed to the quote of £324 twice yearly to carry out the majority of the legionella detection checks and a small increase to the monthly cleaning contract for the balance of necessary works (Agenda item 20).

52/19 Ex-COUNCILLORS EVENT

Council agreed expenditure of up to £450 for the event to be held in the Berridge room on 10th May.

53/19 RISK ASSESSMENTS

Council agreed to implement the risk assessment formats put together by Cllr Ginn. The Chairman expressed gratitude for the hard work that has gone into making these standardised and easy to update. It was requested that the Clerk ensure that regular reviews and updates are diarised. Fresh assignment of Cllr responsibilities will be made at the annual PC meeting after the May elections.

54/19 PARISH COUNCIL MEETING SCHEDULE

Meeting dates for the remainder of 2019 were confirmed, noting May 13th for the Annual PC meeting and May 15th for the Parish Assembly. Invitations to the Assembly are to be arranged by Cllrs Shepherd, Cooper and the Clerk.

55/19 EMERGENCY PLAN

Council agreed to adopt the document recommended by Cllrs Ginn and Bonsor. The Chairman again expressed gratitude for the hard work involved. Contributions were invited to maintain relevant information on an ongoing basis. Copies will be placed on the website and at the defibrillator sites, when fitted.

56/19 WEBSITE AND NOTICEBOARDS

Cllr Teal will form a working group to investigate content.

57/19 MEMORIAL HALL

Council agreed to the quote of £395 for a legionella inspection and survey.
Cllr Cooper advised of a change to the booking process which can now be done online.
With regard to long term solutions for resurfacing the car park, Cllr Irvine will form a working group to investigate alternatives to an expensive survey and report back at the June meeting.
Council agreed to use social media to advertise the Hall before considering more placements in local press.

58/19 SPEEDING ON THE RIDGE

Cllr Teal advised April 11th as the new date for training and will form a working group to further explore the use and cost of bodycams

59/19 ENCROACHING VEGETATION

Council agreed to use the initial contact letter suggested by Cllr Coates-Jones. This is to be issued by the Clerk when appropriate.

60/19 INFORMATION ITEMS

Cllr Teal noted errors in the councillor details posted in the Little Baddow News. Clerk to review all publications for correct Cllr details.

Cllr Scott announced that the cricket club plan a centenary (on the current ground) charity match. Details to be advised.

Cllr Bonsor advised that the damage caused when installing the broadband box at Spring Close had been repaired.

Cllr Bonsor noted that the Holybred Wood sign was missing but that the depth marker replacement at Paper Mill Lock was in progress.

Cllr Coates-Jones noted that the contact details at Wickham play area needs to be updated. Clerk to arrange.

Cllr Irvine reported a deep rut in the road at the entrance to the sports field.

61/19 DATE OF NEXT MEETING

The next Parish Council Meeting will take place on **Thursday April 4th, 2019** commencing at 7:30pm

The meeting closed at 9:35pm.

**Chairman
March 7th, 2019**