

LITTLE BADDOW PARISH COUNCIL

An Ordinary Meeting of the Parish Council was held in the Memorial Hall on April 4th 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
Mr I Wardle – Asst. Clerk

Members of the Public – 3

62/19 APOLOGIES FOR ABSENCE

None

63/19 DECLARATIONS OF INTERESTS

Cllr Cooper declared a personal interest in all planning applications. Cllr Scott declared an interest in planning application 19/00343/FUL.

64/19 MINUTES

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

65/19 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>March</u> . Details of model and package passed to Clerk for purchase. <u>April</u> Awaiting delivery
129/17 Risk Assessments July 13, 2017 Cllrs Cooper/Shepherd/Parish Clerk	Update risk assessments for council properties – Memorial Hall, Sports Pavilion, Play Equipment.	<u>March</u> Council agreed to implement the risk assessment formats put together by Cllr Ginn. Clerk to 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. MAY AGENDA
129/17 Emergency Plan July 13, 2017 Cllrs Shepherd/Bonsor/Irvine	Re-evaluate and update as appropriate the emergency plan.	<u>March</u> Council agreed to adopt the document recommended by Cllrs Ginn and Bonsor. 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. <u>April</u> Awaiting delivery of defib and will update plan for any change in Cllr responsibilities after May elections. MAY AGENDA

151/17 (2) Millennium Walk September 7, 2017 Councillor Irvine	Issues with Millennium Walk	<u>April</u> On hold awaiting ProW
173/17 Memorial Hall October 5, 2017 Councillor Cooper	Legionella survey. Car park re-surface Advertising. Clear under stage	<u>March</u> Council agreed to the quote of £395 for a legionella inspection and survey. Cllr Irvine will form a working group to investigate alternatives to an expensive formal survey of the carpark resurfacing and report back at the June meeting. Use social media to advertise the Hall before considering more placements in local press. <u>April</u> Awaiting date for legionella inspection. Under stage is AGENDA item. Car Park working group – JUNE AGENDA
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. <u>April</u> PC not eligible for brown bins as considered a trade customer. Clerk to ask grass cutting contractors for guidance on green waste.
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. <u>April</u> Survey of residents' use being collated
38/18 (2) Blakes Wood March 1 Councillor Irvine	Complaint regarding the management of Blakes Wood	<u>March.</u> On hold <u>April</u> Consider any comments put forward at Parish Assembly
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. <u>April</u> Donation received - 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 <u>February</u> Requested changes expected imminently <u>March</u> Closed for above and reopened as new item as per March 7th minutes: Add incoming Clerk, Ian Wardle as an officer on the Barclays mandate. Add Cllr Scott and Cllr Bonsor as new signatories on the same

		mandate. <u>April</u> In progress
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 <u>April</u> - CLOSED
12/19 Standing Orders January 10, 2019 Clerk	Bring up to date with latest NALC Model	<u>March</u> Amendments to bring article 18 into line with existing Financial Regulations and updates suggested by the NALC model to incorporate GDPR. <u>April</u> CLOSED
13/19 GDPR January 10, 2019 Clerk	Gen Privacy statement Email privacy notice. Business email addresses.	<u>March</u> Insert a confidentiality statement to the foot of emails concerning council matters sent externally. Include a General Privacy Statement and a document retention policy on the PC website based on the NALC models. Clerk to look into competitive pricing for mailboxes. <u>April</u> Business email addresses remains outstanding – Agenda item.
45/19 Sports Pavilion March 7, 2019 Cllrs Scott, Irvine, Cooper	Create a process to enable hiring out of the pavilion.	<u>March</u> 3 requests for hire received. Sports Club cttee and Cllrs Irvine & Cooper investigating a process to follow. <u>April</u> In progress
54/19 Parish assembly March 7, 2019 Cllr Cooper	Invitations. Awards.	<u>March</u> . Invitations to the Assembly are to be arranged by Cllrs Shepherd, Cooper and the Clerk. <u>April</u> In progress
56/19 Website and notice boards March 7, 2019 Cllr Teal	Content and design	<u>March</u> . Cllr Teal will form a working group to investigate content. MAY AGENDA
60/19 Cllr details in local publications March 7, 2019 Clerk	Review and update where necessary	<u>March</u> Clerk to investigate <u>April</u> - CLOSED

66/19 DEVELOPMENT IN THE VILLAGE

Application Number (Comments by)	Location and nature of the Proposed Development to which the application relates	Result
19/00297/FUL (8 April)	Mandalay, Woodside Replacement dwelling with detached garage..	No Objection
18/00334/MAT/1 (8 April)	The Laurels, Spring Elms Lane Single storey rear extension to lower ground floor level.	No Objection
19/00329/FUL (8 April) 19/00330/LBC	Great Graces, Graces Lane Demolition of existing extension and construction of new single storey side extension.	No Objection
19/00358/LBC (8 April) 19/00357/FUL	Graces Farm, Graces Lane New porch to main entrance New porch to main entrance and new carport	No Objection
19/00366/FUL (8 April)	Belle Vue, North Hill Demolition of existing single storey extension. Construction of new larger single storey extension.	No Objection
19/00343/FUL (8 April)	Rose Bungalow, The Ridge Construction of outbuilding with solar panels.	Objection
19/00193/FUL (8 April)	Barn, North Of Graces Farm, Graces Lane Conversion of a barn to a dwelling	Objection

67/19 PUBLIC QUESTION TIME

A resident commented on overgrown vegetation affecting a footpath near to the sports pavilion. Cllr Irvine offered to investigate and determine responsibility for it. The resident offered voluntary help to clear it if required.

A resident made a statement in support of planning application 19/00297/FUL.

68/19 CORRESPONDENCE

Writer	Subject	Outcome
1. Chelmsford CC	Community Transport	Clerk to re-send
2. Resident	Broken bollard at WGP A	Referred to handyman
3. Resident	Overhanging laurel FP 72	Clerk reported
4. Chelmsford CC	Chelmsford Champions Awards	Noted
5. Chelmsford CC	Notice of Elections	Noted
6. EALC/SLCC	External Audit Webinar	Noted
7. Resident	Heather Hills tree damage	Clerk / EWT
8. Danbury PC	Health and wellbeing meeting	Cllr Scott has registered an interest
9. Woodham Walter Resident	Request to post on LB Website	Council agreed. Clerk to arrange
10. Resident	Pipers Pool Boundary	Noted
11. Resident	Daffodils in the village	Chairman has replied
12. Resident	Secondary school catchment	Council to write to City Council requesting support

[illegible]

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70/19 SPEEDING ON THE RIDGE

Use of bodycams was agreed in principle as GDPR is not deemed an issue. Cllrs Bonsor and Teal to revert with pricing at the May meeting.

71/19 COUNCILLOR EMAIL ADDRESSES

Pricing to be investigated further.

72/19 Ex-COUNCILLORS EVENT

This was taken off the agenda as it is considered a private event outside Parish Council business.

73/19 WICKHAY GREEN PLAY AREA SIGN

Costing and sourcing of a new sign is in progress.

74/19 MEMORIAL HALL

Cllrs Irvine & Cooper will liaise with the Handyman to arrange clearance of unwanted items stored under the stage.

75/19 PARISH ASSEMBLY

Council agreed to donate £50 to the WI for providing refreshments.
Cllr Irvine has offered to arrange bar facilities.

76/19 PAPER MILL LOCK - PARKING

Lease restrictions determine when car park can be open (it opened on 31st March).
Chairman/Cllr Ginn will write to City Cllr Spence in light of worsening parking issues.

77/19 NEW CLERK SALARY

Council agreed that the new clerk would commence employment between Spinal Points 22 and 23 with an annual salary of £21,500 pro rata for 17 hours per week. This equates to £823.20 paid monthly. It was noted that the new clerk had opted out of the pension scheme.

78/19 INFORMATION ITEMS

Cllr Scott advised that he hopes to co-ordinate a Nationwide sponsored scam awareness event in the coming weeks.

Cllr Bonsor noted the depth marker still requires attention.

Cllr Bonsor advised that the high speed internet box had not been connected yet.

Cllr Richmond raised the issue of parking on pavements. The police should be alerted when evidenced.

Cllr Shepherd requested that the damaged fencing and sign at Holybred Wood be on the May agenda.

Cllr Irvine advised that a key safe was now installed at the Sports Pavilion and should be considered for Council meetings when the Memorial Hall is unavailable.

Cllrs Cooper & Irvine called for an extraordinary meeting to be held on Thursday April 11th at 7pm to sanction the terms for the creation of office space in the Berridge Room.

Cllr Cooper has offered to remain on the Memorial Hall & Sports Pavilion Mgmt. teams after leaving the Parish Council and thanked Cllrs Shepherd and Richmond for their valued and diligent work as they also step down from the Parish Council.

Cllr Richmond offered to remain on the Memorial Hall Mgmt. team.

79/19 DATE OF NEXT MEETING

The next Parish Council Meeting will take place on **Monday 13th May, 2019** commencing at 7:30pm

The meeting closed at 9:40pm.

Chairman
April 4th, 2019