

LITTLE BADDOW PARISH COUNCIL

The Annual Meeting of the Parish Council was held in the Memorial Hall on May 13th, 2019. The Meeting commenced at 7:30pm. In attendance: -

Dr N Cooper – Chairman

Cllr Mr K Bonsor
Cllr Mr P Irvine
Cllr Mrs B Teal
Cllr Mr J Scott
Cllr Mrs D Ginn

G. Harris – Clerk
Mr I Wardle – Clerk

Members of the Public – 3

86/19 DECLARATIONS OF ACCEPTANCE

The Chairman confirmed that all elected Councillors had signed their Declarations of Acceptance, Register of Members Interests and Consents to receive Council Papers electronically.

87/19 ELECTION OF THE CHAIRMAN

It was proposed by Cllr Teal and seconded by Cllr Scott that Cllr Peter Irvine is elected Chairman. Cllr Irvine was duly elected.

88/19 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Irvine read and signed the Declaration of Acceptance of Office

89/19 ELECTION OF VICE CHAIRMAN

It was resolved by Council to defer the election of a Vice Chairman until the next meeting

90/19 APOLOGIES FOR ABSENCE

Apologies were accepted from Cllr Mrs M Coates-Jones

91/19 DECLARATIONS OF INTERESTS

None.

92/19 TO APPROVE THE MINUTES OF THE 11TH APRIL 2019 MEETING

Council approved the minutes from the meeting on 11th April and they were signed by the Chairman

93/19 MATTERS FROM PRIOR MEETINGS

Minute No/Date/Councillor	Subject	Status
40/16 (7) Speeding on Ridge March 3, 2016 Councillors Cooper/ Teal	Investigate re-instating Speedwatch	March 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. April. 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. MAY – Bodycams added to CIF grant application

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. <u>April.</u> Cheque issued. ETA May. <u>May – Defib to be installed 16th May.</u>
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. <u>MAY – No new Councillors so no update required. Hold Over for 11th July meeting for co-opt</u>
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>MAY – No new Councillors so no update required. Hold Over for 11th July meeting for co-opt</u>
151/17 (2) Millennium Walk September 7, 2017 Councillor Irvine	Issues with Millennium Walk	<u>December.</u> Awaiting response from PRoW. <u>ON HOLD</u>
173/17 Memorial Hall October 5, 2017 Cllr 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 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 from Clearwater. Cllrs Irvine/Cooper to liaise with handyman w/r to under-stage clearance. <u>MAY – clerk continue to chase provider for Legionella survey. Cllr Bonsor looking at metal mats for car park; Advertising on hold. Understage cleared.</u>
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	<u>February</u> Cllrs Cooper and Ginn await comments from café owner w/r to ownership of car park and

	hazardous.	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 11 th March – Cllrs Cooper/Ginn <u>April.</u> Lease restrictions determine when car park can be open (it opened on 31st March). Chairman/Cllr Ginn will write to County Cllr Spence in light of worsening parking issues. <u>MAY – no response to letter sent to ECC. Will follow up with Cllr Spence from ECC at Parish Assembly 15th May</u>
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> Green bins not permitted as LBPC considered a trade customer. Contact details for Skippers passed to handyman. <u>May – Handyman performing duties well. Cllr Teal to provide list of jobs completed each month with invoice.</u>
38/18 (2) Blakes Wood March 1, 2018 Councillor Irvine	Complaint regarding the management of Blakes Wood	<u>June</u> On hold <u>September</u> – On hold <u>December.</u> ON HOLD <u>April.</u> Will close if no further comments are received by the Assembly <u>May – On Hold for Assembly 15th May</u>
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>January.</u> Cllr Coates-Jones to obtain results of investigation by resident. <u>February</u> As January <u>March.</u> Path location drafted for LB Parish Footpath Map. Consultation with residents continue. <u>April.</u> User stats being collated <u>May – Hold Over for June Meeting due to absence of Cllr Coates-Jones</u>
72/18 Footpath 76 May 3, 2018 Councillor Irvine	Missing finger post and broken stile on FP76	<u>November.</u> Reported to PRoW. Footpath boggy and overgrown and walkers use adjacent track. <u>December.</u> Awaiting PRoW inspection. <u>ON HOLD</u>
194/18 Village in Bloom November 1, 2018	Donation offered by resident to fund Village in Bloom	<u>November.</u> Donation to be acknowledged. Assistant Clerk to

Assistant Clerk		prepare letter for Chairman. <u>December.</u> Cllr Scott to make contact with donor <u>January</u> As December <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> Cheque received and item closed. <u>May – Closed.</u>
211/18 Bank Mandate December 6, 2018 Clerk/Asst. Clerk	Amend authority mandate	<u>March</u> Closed for above and reopened as new item as per March 7 th 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> Awaiting confirmation from banks <u>May – Bank confirmed mandates updated. Await clearance of current cheques and then close</u>
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> <u>Closed</u>
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> <u>Closed</u>
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 emails to be confirmed. <u>MAY – agreed provision of LBPC email addresses for all Councillors</u>
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 <u>May – council set up working group to review and recommend process</u>
54/19 Parish assembly March 7, 2019	Invitations. Awards.	<u>March.</u> Invitations to the Assembly are to be arranged by Cllrs Shepherd, Cooper and the Clerk. <u>April</u> To be decided

Cllr Cooper		May – Completed and closed
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 - council set up working group to review and recommend
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> To be updated post elections May – Clerk to provide updated Details to all publications
60/19 WGP Sign March 7, 2019 Clerk	New sign required	<u>March</u> Clerk to investigate <u>April.</u> To be decided May – Clerk to get sign made and fitted by Handyman
67/19 Footpath near sports field April 4, 2019 Cllr Irvine	Resident report of overgrown vegetation.	<u>April</u> Cllr Irvine to investigate May – Hold Over for June Meeting due to absence of Cllr Coates-Jones

94/19 PUBLIC QUESTION TIME

None raised

95/19 DEVELOPMENT IN THE VILLAGE

DEVELOPMENT IN THE VILLAGE					
PLANNING APPLICATIONS					
Application Number (Comments by)	Location and nature of the Proposed Development to which the application relates				Result
19/00463/FUL (17 May)	Rose Cottage, Holybread Lane				Objection
	Free standing garden gazebo				
19/00641/FUL (23 May)	Land Adjacent Barbers Orchard, Colam Lane				No Objection
	Proposed 4 bedroom dwelling, single garage and vehicular access with all associated works.				

96/19 PAYMENT OF ACCOUNTS

PAYMENT OF ACCOUNTS May 13, 2019						
Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 22.33		£ 22.33
**DD	Opus Energy	Memorial Hall	Electricity	£ 109.21	£ 5.46	£ 114.67
**DD	EE Mobile	General	Clerk's phone	£ 12.40	£ 2.48	£ 14.88
**DD	British Gas	Memorial Hall	Hall gas	£ 140.00	£ 28.00	£ 168.00
**DD	Chelmsford City Council	Pavilion	Refuse	£ 510.64		£ 510.64
**DD	Chelmsford City Council	Memorial Hall	Refuse	£ 510.64		£ 510.64
1637	Mr G Harris	General	Salary	£ 832.70		£ 832.70
"	" "	General	Print paper	£ 11.67	£ 2.33	£ 14.00
"	" "	Memorial Hall	Temp license	£ 17.50	£ 3.50	£ 21.00
"	" "	Memorial Hall	Floor cleaner	£ 22.48	£ 4.45	£ 26.93
1638	C Mackintosh	Memorial Hall	Booking clerk	£ 272.08		£ 272.08
1639	E Cole	Memorial Hall	Cleaning	£ 650.00		£ 650.00
1640	Rialtas	General	Year end	£ 275.00	£ 55.00	£ 330.00
1641	Unitronics	Memorial Hall	Electric work	£ 200.00		£ 200.00
1642	Unitronics	Pavilion	Electric work	£ 778.00		£ 778.00
1643	MDW tech	General	Back up	£ 144.00	£ 28.80	£ 172.80
1644	Skippers	General	Grass cutting	£ 234.00	£ 46.80	£ 280.80
1645	Weaveaweb	General	Website hosting	£ 142.50	£ 28.50	£ 171.00
1646	RitchComm	Pavilion	Cleaning	£ 205.83		£ 205.83
1647	LBWI	General	Assembly	£ 50.00		£ 50.00
1648	EALC	General	Training	£ 65.00	£ 13.00	£ 78.00
1649	Friends of Historic Essex	General	Membership	£ 12.00		£ 12.00
1650	HMRC	General	Tax	£ 15.00		£ 15.00
1651	M Jarvis	SpringClose	Supervision	£ 35.00		£ 35.00
1652	I Wardle	General	Salary Mar/Apr	£ 1,331.31		£ 1,331.31
1653	Cash	General	Assembly bar	£ 50.00		£ 50.00
1654	K Evans	General	Handyman	£ 378.00		£ 378.00
TOTAL				£ 7,027.29	£ 218.32	£ 7,245.61
ACCOUNTS STATUS		30/04/2019	+/- vs prior	RESERVES		
	Current Account (B)	£ 38,388.36	£ 15,013.43	Hall		£ 10,000.00
	Reserve No 1 (B)	£ 50,250.74		Pavilion		£ 10,000.00
				WGPA		£ 3,000.00
	Holybred Wood (B2)	£ 7,731.72		EALC Reserve		£ 22,300.00
	War Memorial (B3)	£ 2,447.82		Neighbourhood Plan		£ 400.00
				Handyman		£ 6,016.00
	Total Barclays a/cs	£ 98,818.64		Defib 2		£ 1,000.00
				Flowers		£ 500.00
				Total		£ 60,461.61
	Scottish Widows	£ 1,265.14	£ -			
				Funds Available		£ 29,442.63
	Total all a/cs	£ 100,083.78				
**	Outside Council Meeting			TOTAL		£ 100,083.78

Council approved the payment of accounts as proposed.

97/19 CO-OPTING ADDITIONAL COUNCILLORS

Council agreed to commence the process to co-opt Councillors for the three vacancies that exist. Actions to be taken:

- Clerk to place an open invitation to apply on the village notice boards immediately
- A single page insert to be prepared for distribution with the next issue of the Parish magazine
- Closing date for applications to be 14th June 2019
- Applicants to be invited to attend and present at the Council meeting to be held on 11th July 2019

98/19 COUNCILLOR TASKS AND RESPONSIBILITIES

Council resolved to establish a working group to include Cllrs Teal, Ginn and Scott to review current and proposed allocations of tasks and responsibilities. It was specifically noted that the allocation should best reflect Councillors skills and experience. The Working Group to report back at the next Council meeting.

99/19 AGREE ON FORMATION OF COMMITTEE AND SUB-COMMITTEE

Council resolved to set up a working group including Cllrs Irvine and Bonsor and the Clerk to look at the formation of a committee and propose terms of reference. There was a discussion on the types of committees and value of having a sub-committee that can meet at short notice. Suggested purposes for the committee could be for personnel, planning, tenders and legal matters. The Working Group to report back at the next Council meeting.

100/19 ANNUAL REVIEW OF FINANCIAL REGULATIONS AND STANDING ORDERS

Councillors had reviewed and confirmed their understanding of the Financial Regulations and Standing Orders.

101/19 EMERGENCY PLAN

Councillors acknowledged the existing Emergency Plan and agreed to defer any updates until new councillors had been co-opted.

102/19 SPORTS PAVILION

- Council agreed the proposed expenditure of £655 for electrical repairs.
- Cllr Scott to share existing documents that cover contractual arrangements between the Council and the Sports Pavilion Committee member organisations
- Council resolved to establish a working group to review and propose a public hire policy and process; Cllrs Scott, Ginn and Teal to report back at the June Council meeting.

103/19 WICKHAY PLAY AREA

- Council resolved to review the existing arrangements with the Warden; Cllrs Irvine and Bonsor to meet with Mrs Jarvis and report back to the next Council meeting.
- Council agreed to expenditure for new Information signs for the Play Area and at the Sports Field – Clerk to engage Fast Signs to make

104/19 PLANTS FOR BLOOM

- Council agreed to spend £250 on planting for Spring (Funds taken from the resident donation received).
- Additionally, a proposal to spend £150 on plants is to be made at the next meeting.
- Council assigned specific planter locations for councillors to maintain.

105/19 CIF – EXPRESSION OF INTEREST

Council reviewed and agreed the list of proposed projects to be included in the Expression of Interest application form for CIF grants. The Clerk to complete the application and submit by 31st May 2019.

106/19 APPROVE FLOAT OF £50 FOR PARISH ASSEMBLY

Council approved the cash float for the Annual Parish Assembly on 15th May.

107/19 APPROVE DONATION OF £50 TO WI FOR ASSEMBLY REFRESHMENTS

Previously approved at Council on 4th April 2019

108/19 APPOINT INTERNAL AUDITOR

Council approved the appointment of Jan Stobart as internal auditor for a fee of £175 to complete the year end audit, scheduled for 29th May 2019.

109/19 COUNCILLOR EMAIL ADDRESSES

Council discussed quotes received for creating and maintaining Council Email addresses for all Councillors. Council agreed for Weaveaweb to provide up to 10 email addresses at an annual cost of £100.

110/19 LITTLE BADDOW WEBSITE

Council discussed the website and agreed that it required regular maintenance and updating. Cllrs Ginn and Teal to look at process for updating and what elements of the website require to be updated.

Proposal to be made at next Council meeting.

111/19 DATE OF NEXT MEETING

The next Parish Council Meeting will take place on **Thursday 6th June 2019** commencing at 7:30pm

The meeting closed at 9:30pm.

**Chairman
May 13th, 2019**