

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held in the Memorial Hall on July 11th, 2019. The Meeting commenced at 7:30pm. In attendance: -

Cllr Mr P Irvine – Chairman

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

Cllr Mrs B Teal
Cllr Mr J Scott

Cllr Mr A Roche and Cllr Mr K Sheldrake were co-opted onto the Council and participated in the meeting from minute item 141/19

Mr I Wardle – Clerk

Members of the Public – 5

136/19 APOLOGIES FOR ABSENCE

There were no Apologies

137/19 DECLARATIONS OF INTERESTS

Cllr Scott declared an interest in the planning application for Rose Bungalow, The Ridge.

138/19 TO APPROVE THE MINUTES OF THE 6th June 2019 MEETING

Council approved the minutes from the meeting on 6th June and they were signed by the Chairman

139/19 COMPLAINT RECEIVED

The Chairman advised Council that the matter had been resolved informally and the complaint had been withdrawn

140/19 PROSPECTIVE CANDIDATES FOR CO-OPTION TO COUNCIL

Two candidates introduced themselves to Council and answered questions from Councillors. The Chairman then took the meeting into private session for Councillors to discuss the applicants' candidatures before reopening the meeting. Council members then took an anonymous vote on the candidates; both candidates were unanimously selected by Council.

The new Councillors Roche and Sheldrake signed Declarations of Office and were welcomed by other members to the Council and then participated in the rest of the business of the meeting.

141/19 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. <u>April</u> . 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 June – Decision on CIF grant expected mid-September

		July – Cllr Bonsor to obtain quotes for bodycams for CIF Micro Grant
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 Council</u> 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/June – No new Councillors so no update required. Hold Over for 11 th July meeting for co-opt July – Risk Assessment document to be updated. Cllr Ginn to review with Cllrs Roche and Sheldrake Playground equipment check list to be created by Cllrs Teal & Coates-Jones
129/17 Emergency Plan July 13, 2017 Cllrs Shepherd/Bonsor/Irvine	Re-evaluate and update as appropriate the emergency plan.	<u>March Council</u> 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. May/June – No new Councillors so no update required. Hold Over for 11 th July meeting for co-opt July – Cllrs Ginn and Bonsor to review with new Cllrs and update for September meeting
151/17 (2) Millennium Walk September 7, 2017 Councillor Irvine	Issues with Millennium Walk	<u>December.</u> Awaiting response from PRoW. ON HOLD
173/17 Memorial Hall October 5, 2017 Cllr Cooper	Legionella survey. Car park re-surface Advertising. Clear under stage.	<u>March Council</u> 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. May – clerk continue to chase provider for Legionella survey. Cllr Bonsor looking at metal mats for car park; Advertising on hold. Understage cleared. June – Legionella testing completed and report awaited. Car Park options being researched.

		Advertising remains on hold. Understage clearance to be completed in summer by Clerk. July – Legionella report received and to be reviewed by Cllrs Irvine & Bonsor. Car Park quote to be requested by Cllr Bonsor
201/17 Paper Mill Lock December 7, 2017 Councillors Cooper/Shepherd	Meet with tearoom 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 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. MAY – no response to letter sent to ECC. Will follow up with Cllr Spence from ECC at Parish Assembly 15 th May June – on agenda July – Cllr Irvine reported on meeting with County Cllr Spence. Options being reviewed: • New carpark at concrete bridge site on north side of river • Extend existing car park and improve • Yellow lines discussed but County not keen • 'Common' land opposite existing car park site to be acquired • Provision of a Lay-By on road
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. May – Handyman performing duties well. Cllr Teal to provide list of jobs completed each month with invoice. June – noted that footpath jobs are to be reported to PRow July - Closed
27/18 (5) Footpath at Fir Tree	Permissive path between Fir Tree	<u>January.</u> Cllr Coates-Jones to

Lane March 1, 2018 Councillor Irvine	Lane and Common Lane now fenced off.	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 May – Hold Over for June Meeting due to absence of Cllr Coates-Jones June – Ongoing discussion. Cllrs Irvine and Coates-Jones to meet landowner and agree boundary. <u>July – evidence being assimilated for the path to be re-designated by 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>
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 May – council set up working group to review and recommend process June – Agenda item <u>July – Cllrs Scott, Ginn and Teal working to draft a contract between LBPC and Sports Club to include hire process</u>
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 June – Agenda item <u>July – Hold Over for August meeting; Cllr Roche to pick up review</u>
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 June – in progress <u>July – Closed – signs purchased and fitted</u>
98/19 Councillor Tasks and Responsibilities Cllrs Teal, Ginn and Scott	Review and allocate	May - Working Group formed and to report at June meeting June – Agenda item <u>July - Hold over August meeting</u>
99/19 Formation of Committee and Sub-Committee Cllrs Irvine and Bonsor and Clerk	Review rationale for establishing a Committee and set Terms of Reference	May - Working Group formed and to report at June meeting June – Agenda item <u>July – Hold over August meeting</u>

105/19 CIF – Expression of Interest Clerk	Prepare and submit application form for grant to EALC	May – Clerk to list projects and complete application by 31 st May June – Completed and invited to submit full application by 18 th August. July – Full application form completed; to be shared with Cllrs and approved at August meeting
--	---	---

142/19 PUBLIC QUESTION TIME

A member of the public raised the following:

- Expansion in the number of outside tables at the Tea Rooms, Paper Mill Lock – Council advised that this was a matter for Essex Waterways
- The sale of a parcel of land in Colam Lane may be suitable for affordable housing development – Council advised that the land was agricultural and outside any development potential
- Furniture Service at the Memorial Hall, the current provider is to finish end of August – Council advised that the matter was to be raised at the Hall Management Group meeting to be held on 25th July

A member if the public requested that any plans for developing car parking facilities for Paper Mill Lock should be shared with the Neighbourhood Plan Group

143/19 DEVELOPMENT IN THE VILLAGE

PLANNING APPLICATIONS				
Application Number (Comments by)	Location and nature of the Proposed Development to which the application relates			Result
19/0952/MAT (15th July)	Oaklands, Postmans Lane Removal of Condition 1 to planning permission ref: 11/1698/FUL			Object
19/0933/FUL (15th July)	Grove House, The Ridge Front & Rear Extensions			Object
17/2062/S73 (19/1016/FUL) (15th July)	Ashcroft, Spring Elms Lane Variation to previous approval			No Objection
19/1088/FUL (15th July)	Oakcroft, The Ridge Single Storey Side Extension			No Objection
19/01006/FUL (15th July)	Rose Bungalow, The Ridge Construction of Outbuilding			Object
19/01052/FUL (15th July)	7 Rye Field Single Storey Extension			No Objection

144/19 PAYMENT OF ACCOUNTS

PAYMENT OF ACCOUNTS July 11, 2019							
Cheque	Payee	Description	Subject	Cost	VAT	Total	
**DD	Barclays	General	Charges	£ 13.93		£ 13.93	
**DD	Opus Energy	Memorial Hall	Electricity	£ 89.38	£ 4.47	£ 93.85	
**DD	EE Mobile	General	Clerk's phone	£ 12.86	£ 2.57	£ 15.43	
**DD	British Gas	Memorial Hall	Hall gas	£ 140.00	£ 28.00	£ 168.00	
**DD	Wave	Memorial Hall	Hall Sewerage	£ 277.45		£ 277.45	
**DD	Wave	Sports Pavilion	Pavilion Sewerage	£ 265.63		£ 265.63	
**DD	Wave	Sports Pavilion	Pavilion Water	£ 307.10		£ 307.10	
**101669	Zurich Insurance	General	Insurance	£ 4,279.08	£ 60.69	£ 4,339.77	
101670	M. Jarvis	Spring Close	Supervision	£ 35.00		£ 35.00	
101671	I Wardle	General	Salary	£ 844.80		£ 844.80	
"	"	Memorial Hall	Key Cut	£ 12.00		£ 12.00	
"	"	General	Petty Cash	£ 100.00		£ 100.00	
"	"	Spring Close	Play Area Signs	£ 60.00	£ 12.00	£ 72.00	
101672	Skippers	General	Grass Cutting	£ 234.00	£ 46.80	£ 280.80	
101673	K Evans	General	Handyman	£ 574.00		£ 574.00	
101674	C Mackintosh	Memorial Hall	Booking Clerk	£ 234.52		£ 234.52	
101675	E Cole	Memorial Hall	Cleaning	£ 650.00		£ 650.00	
101676	Ritchcomm	Sports Pavilion	Cleaning	£ 220.83		£ 220.83	
101677	HMRC	General	NI Due	£ 113.97		£ 113.97	
101678	HM Land Registry	General	Land Searches	£ 7.00		£ 7.00	
101679	HM Land Registry	General	Land Searches	£ 11.00		£ 11.00	
101680	Weaveaweb	General	Email Boxes	£ 100.00	£ 20.00	£ 120.00	
101681	RCCE	General	Membership	£ 60.50	£ 12.10	£ 72.60	
	TOTAL			£ 8,350.58	£ 154.53	£ 8,829.68	
	ACCOUNTS STATUS	31/05/2019	+/- vs prior	RESERVES			
	Current Account (B)	£ 25,251.39	-£8,150.40	Hall		£ 10,000.00	
	Reserve No 1 (B)	£ 50,275.80	£ 25.06	Pavilion		£ 10,000.00	
				WGPA		£ 3,000.00	
	Holybred Wood (B2)	£ 7,735.58	£ 3.86	EALC Reserve		£ 22,300.00	
	War Memorial (B3)	£ 2,449.04	£ 1.22	Neighbourhood Plan		£ 400.00	
				Handyman		£ 4,990.00	
	Total Barclays a/cs	£ 85,711.81		Defib 2		£ 1,370.00	
				Flowers		£ 286.00	
				Total		£ 61,175.68	
	Scottish Widows	£ 1,265.14	£ -				
				Funds Available		£ 15,616.65	
	Total all a/cs	£ 86,976.95					
**	Outside Council Meeting						
				TOTAL		£ 86,976.95	

Council approved the payment of accounts as proposed.

145/19 REVIEW MEMORIAL HALL SECURITY AND CARETAKER POSITION

Following the recent break-in at the Memorial Hall Council discussed the need for additional security. The issue will be raised at the Hall Management Group Meeting to be held on the 25th July and in the meanwhile, Cllr Bonsor will arrange for quotations for the installation of CCTV and an Alarm.

With the replacement of the Caretaker role by a Cleaner and Booking Clerk there have been some gaps noted in covering all Hall responsibilities. Notably the provision of access for casual hirers. The Clerk advised Council that the Cleaner, Liz Cole, would consider taking this role on as an extra duty; the Chairman to speak to Liz Cole ahead of the Hall Management Group meeting.

146/19 VILLAGE POLICING

The Chairman advised Council that he had attended a meeting where there had been a presentation from the Police Service including the provision of Special Constables in villages to complement the work of the Police. Special Constables are volunteers, trained by the Police and typically work 16 hours per month; whilst they are unpaid there is a cost of £1000 to £2,000 per year to cover individual expenses and administration.

Members agreed that the appointment of a Special Constable for the village funded by the Council was a worthwhile investment. The Police are to be invited to the next Council meeting to present more detail and allow further discussion.

147/19 DATES OF NEXT MEETING

The next Parish Council Meetings will take place on **Thursday 8th August 2019** and **Tuesday 10th September** both commencing at 7:30pm

The meeting closed at 9:25pm.

**Chairman
August 8th, 2019**