

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held in the Memorial Hall on August 8th, 2019. The Meeting commenced at 7:30pm. In attendance: -

Cllr Mr P Irvine – Chairman

Cllr Mr K Bonsor
Cllr Mr J Scott
Cllr Mrs D Ginn

Cllr Mrs B Teal
Cllr Mr K Sheldrake
Cllr Mr A Roche

Cllr Mr R Stirland was co-opted onto the Council and participated in the meeting from minute item 152/19

Mr I Wardle – Clerk

Members of the Public – 2

148/19 APOLOGIES FOR ABSENCE

Cllr Mrs M Coates-Jones had sent apologies

149/19 DECLARATIONS OF INTERESTS

Cllr Scott declared an interest in the planning application for September House and Cllr Teal declared an interest for the TPO application for Oak House.

150/19 TO APPROVE THE MINUTES OF THE 11th July 2019 MEETING

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

151/19 PROSPECTIVE CANDIDATES FOR CO-OPTION TO COUNCIL

A candidate introduced himself to Council and answered questions from Councillors. The Chairman then took the meeting into private session for Councillors to discuss the applicant candidature before reopening the meeting. Council members then took an anonymous vote on the candidate; the candidate was unanimously selected by Council.

The new Councillor, Mr Richard Stirland, signed the Declaration of Office and was welcomed by other members to the Council and then participated in the rest of the business of the meeting.

152/19 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 August – Cllrs Bonsor, Teal and Roche to obtain quotes for CIF Micro Grant

129/17 Risk Register July 13, 2017 Cllr Ginn	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 11th 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 August – Update to be completed for September following revised Cllr Tasks & Responsibilities
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 11th July meeting for co-opt July/August – 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	December. Awaiting response from PROW. ON HOLD
173/17 Memorial Hall October 5, 2017 Cllr Bonsor	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. April. 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 August – Chelmsford Plumbing to quote for Legionella works
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 11th 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 15th 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 August – on agenda
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

		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. July – evidence being assimilated for the path to be re-designated by Cllr Coates-Jones August – hold over for next meeting
72/18 Footpath 76 May 3, 2018 Councillor Irvine	Missing finger post and broken stile on FP76	November. Reported to PRow. Footpath boggy and overgrown and walkers use adjacent track. December. Awaiting PRow inspection. ON HOLD
45/19 Sports Pavilion March 7, 2019 Cllrs Scott, Irvine, Ginn and Teal	Create a process to enable hiring out of the pavilion.	March 3 requests for hire received. Sports Club cttee and Cllrs Irvine & Cooper investigating a process to follow. April In progress May – council set up working group to review and recommend process June – Agenda item July – Cllrs Scott, Ginn and Teal working to draft a contract between LBPC and Sports Club to include hire process August – Drafting in progress using EALC recommendations. To be included on agenda for September meeting
56/19 Website and notice boards March 7, 2019 Cllr Teal	Content and design	March. Cllr Teal will form a working group to investigate content. MAY - council set up working group to review and recommend June – Agenda item July – Hold Over for August meeting; Cllr Roche to pick up review August – Cllr Roche to share ideas for website improvements with Cllrs Coates-Jones, Ginn and Bonsor
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 July - Hold over August meeting August – Closed – covered under 129/17
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 July – Hold over August meeting August – Hold over for Sept mtg
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 31st 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 August – on agenda for approval prior to submission
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153/19 PUBLIC QUESTION TIME

There were no questions from the public

154/19 DEVELOPMENT IN THE VILLAGE

Application Number (Comments by)	Location and nature of the Proposed Development to which the application relates	Result
19/01167/FUL (12th Aug)	September House, The Ridge Rear, front and side extensions	No Objection
19/01189/FUL (12th Aug)	Holly Cottage, North Hill Side and front extensions	Object
19/01219/FUL (12th Aug)	Treasure Island, North Hill Ground and first floor extensions	Object
19/05119/TPO (12th Aug)	Oak House, Mill Lane G1 - Oak - Reduce by 6m	No Objection
19/05132/TPO (21st Aug)	The Old Rectory, Colam Lane T2 - Oak - Remove dead branches	No Objection

155/19 PAYMENT OF ACCOUNTS

Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 33.62		£ 33.62
**DD	Opus Energy	Memorial Hall	Electricity	£ 72.88	£ 3.64	£ 76.52
**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
101682	M. Jarvis	Spring Close	Supervision	£ 35.00		£ 35.00
101683	I Wardle	General	Salary	£ 821.50		£ 821.50
101683	I Wardle	General	Training Course	£ 199.00	£ 39.80	£ 238.80
101684	Unitronics	Memorial Hall	Electrical Work	£ 191.30		£ 191.30
101685	Skippers	General	Grass Cutting	£ 234.00	£ 46.80	£ 280.80
101686	K Evans	Memorial Hall	New Door	£ 170.00		£ 170.00
101687	K Evans	General	Handyman	£ 493.00		£ 493.00
101688	C Mackintosh	Memorial Hall	Booking Clerk	£ 202.87		£ 202.87
101689	E Cole	Memorial Hall	Cleaning	£ 650.00		£ 650.00
101690	Ritchcomm	Sports Pavilion	Cleaning	£ 219.58		£ 219.58
101691	Diamond Windows	Memorial Hall	Replacement Window	£ 325.00	£ 65.00	£ 390.00
101692	EALC	General	Training Course	£ 45.00	£ 9.00	£ 54.00
101693	MDW Technology	General	New Computer	£ 928.00	£ 185.60	£ 1,113.60
101694	RCCE	General	Membership	£ 50.00	£ 10.00	£ 60.00
		TOTAL		£ 3,475.15	£ 120.72	£ 5,213.47
	ACCOUNTS STATUS	31/05/2019	+/- vs prior	RESERVES		
	Current Account (B)	£ 24,460.99	-£790.40	Hall		£ 10,000.00
	Reserve No 1 (B)	£ 50,275.80	£ -	Pavilion		£ 10,000.00
				WGPA		£ 3,000.00
	Holybred Wood (B2)	£ 7,735.58	£ -	EALC Reserve		£ 22,300.00
	War Memorial (B3)	£ 2,449.04	£ -	Neighbourhood Plan		£ 400.00
				Handyman		£ 4,497.00
	Total Barclays a/cs	£ 84,921.41		Defib 2		£ 1,370.00
				Flowers		£ 286.00
				Total		£ 57,066.47
	Scottish Widows	£ 1,266.67	£ 1.53			
				Funds Available		£ 18,936.99
	Total all a/cs	£ 86,188.08				
**	Outside Council Meeting					
				TOTAL		£ 86,188.08

Council approved the payment of accounts as proposed.

156/19 CIF GRANT SUBMISSION

Council reviewed and approved the CIF Grant application for the Memorial Hall Development Project.

157/19 NEIGHBOURHOOD PLAN

Council reviewed the Vision & Aims document prepared by the Neighbourhood Plan Group. Council made a suggestion that the document should include an aim to provide a regular community bus service.

158/19 VILLAGE POLICING

The Chairman advised Council that he had spoken with the Police Service about the provision of a Special Constable in the village to complement the work of the Police. Unfortunately, the Police Service is not able to support the appointment of new Special Constables at this time due to a lack of volunteers.

The Clerk advised Council that he was to meet with Danbury Parish Clerk and other local Clerks to discuss the option of appointing a PCSO funded by the Councils. The Clerk will report at the next Council meeting.

159/19 PAPER MILL LOCK – BRIDGE WORKS

The Chairman advised Council that Essex Highways had completed a survey of the bridge at Paper Mill Lock. As part of their forward planning Essex Highways were reviewing options on replacing the bridge and straightening part of the approach road.

The Chairman will report the matter to Cllr R Shepherd at Chelmsford City Council to gain a fuller understanding of possible road works.

160/19 MEMORIAL HALL MAINTENANCE

Council reviewed and approved the expenditure to complete the annual Fire Inspection and recommended remedial works at the Memorial Hall. Council also approved the provision of additional power sockets in the Berridge Room and the Clerk's office.

161/19 DONATION RECEIVED

The Chairman informed the meeting that a donation had been received by the History Centre from the Washington Foundation of a number of valuable art works by the late Bob Washington; these will go on display at the History Centre with a special exhibition planned for the New Year.

162/19 DATES OF NEXT MEETING

The next Parish Council Meeting will take place on **Tuesday 10th September** commencing at 7:30pm

The meeting closed at 9:25pm.

Chairman
September 10th, 2019