

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held in the Memorial Hall on September 10th, 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 Mr R Stirland

Cllr Mrs B Teal
Cllr Mr K Sheldrake
Cllr Mr A Roche
Cllr Mrs M Coates-Jones

Mr I Wardle – Clerk

Members of the Public – 2

163/19 APOLOGIES FOR ABSENCE

No apologies.

164/19 DECLARATIONS OF INTERESTS

No interests declared.

165/19 TO APPROVE THE MINUTES OF THE 8th August 2019 MEETING

Council approved the minutes from the meeting on 8th August and they were signed by the Chairman

166/19 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 September – Quotes received; Cllr Teal to make CIF Micro Grant application
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 Sept – Cllr Ginn to complete update from agreed new 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 Sept – Plan completed, circulated to Cllrs and published on Council Website
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 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. <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 August – Chelmsford Plumbing to quote for Legionella works Sept – quote agreed with CP&H – work to be completed asap
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.	February 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 Sept – Cllr Irvine to meet with Essex Waterways & Tea Rooms Proprietor to update on discussions with ECC & Essex Highways. Cllr Coates-Jones to review applying for 'Protected Lane' status for North Hill
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 Sept – Council received 26 evidence forms and an application has been made to Essex Legal Services for PROW status
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. 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.	<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 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 Sept – Heads of Agreement has been drafted for comment and once agreed a formal contract is to be drafted by external legal services firm. Final contract draft to be shared with Council at meeting in November
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 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 Sept – Agenda item
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 Sept – formation of Committee has been reviewed and dismissed. Item Closed
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 August – on agenda for approval prior to submission Sept – Grant application received by EALC and decision is expected mid-October

167/19 PUBLIC QUESTION TIME

A member of the public made the following comments:

- Pleased to note progress on parking at Paper Mill Lock
- Under the Village Emergency Plan suggested storing the documents in Fire-proof boxes and to highlight the poor mobile phone reception in the village they may affect communication
- Advised that Parish documents confirm that the land of the Alms Houses is owned by the Trustees and not the Parish Council

The owner of the land between Fir Tree Lane and Common Lane subject to the PRow application (Matters from Prior Meetings item 27/18) requested the Clerk to read a statement on their behalf as they were unable to attend the meeting in person. The owner is opposed to making any footpath across their land a PRow and was keen to explain their reasoning and plans for the land.

The owner recognising the SSSI status of the land has been working with 'Natural England' to create a protected woodland for plants and wildlife. The main purpose is to provide a safe and secure area for groups of children to visit as part of their education within the Children's Nurseries run by the owner. This requires some tree management and installation of gates and fencing. The owner was disappointed that some local reaction to the work and fencing has been hostile and abusive.

168/19 DEVELOPMENT IN THE VILLAGE

Application Number (Comments by)	Location and nature of the Proposed Development to which the application relates	Result
19/05137/TPO (12th Sept)	New Shrill, Fir Tree Lane	No Objection
	Reduce crown on Oak Tree T5	
19/05135/TPO (12th Sept)	Fenemore, Fir Tree Lane	No Objection
	Surgery to a number of trees	
19/00297/S73 (12th Sept)	Mandalay, Woodside	No Objection
	Variation to previous approval	

169/19 PAYMENT OF ACCOUNTS

Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 14.80		£ 14.80
**DD	Opus Energy	Memorial Hall	Electricity	£ 78.60	£ 3.93	£ 82.53
**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	General	Election Fees	£ 77.00		£ 77.00
**DD	Wave	Sports Pavilion	Sewerage Charge	£ 26.74		£ 26.74
**DD	Wave	Memorial Hall	Water	£ 191.60		£ 191.60
101695	M. Jarvis	Spring Close	Supervision	£ 35.00		£ 35.00
101696	I Wardle	General	Salary	£ 849.90		£ 849.90
101696	I Wardle	General	Personal Licence	£ 37.00		£ 37.00
101696	I Wardle	General	Stamps	£ 15.72		£ 15.72
101696	I Wardle	General	DBS Check	£ 25.00		£ 25.00
101696	I Wardle	General	Signs	£ 45.00	£ 9.00	£ 54.00
101697	Skippers	Memorial Hall	Hedge Cutting	£ 240.00	£ 48.00	£ 288.00
101697	Skippers	General	Grass Cutting	£ 234.00	£ 46.80	£ 280.80
101698	Fisk Group	Memorial Hall	Fire Survey	£ 210.00	£ 42.00	£ 252.00
101699	C Mackintosh	Memorial Hall	Booking Clerk	£ 183.84		£ 183.84
101700	E Cole	Memorial Hall	Cleaning	£ 650.00		£ 650.00
101701	Ritchcomm	Sports Pavilion	Cleaning	£ 219.58		£ 219.58
101702	EALC	General	Training Courses	£ 55.00	£ 11.00	£ 66.00
101702	EALC	General	Training Courses	£ 90.00	£ 18.00	£ 108.00
101702	EALC	General	Training Courses	£ 100.00	£ 20.00	£ 120.00
101703	RCCE	Memorial Hall	Hire Agreement	£ 35.00		£ 35.00
101704	Open Spaces Society	General	Membership Fee	£ 45.00		£ 45.00
101705	Essex Wildlife Trust	General	Annual Fees	£ 1,500.00		£ 1,500.00
	TOTAL			£ 5,111.18	£ 229.21	£ 5,340.39
	ACCOUNTS STATUS	31/08/2019	+/- vs prior	RESERVES		
	Current Account (B)	£ 22,056.53	-£2,404.46	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	£ 82,516.95		Defib 2		£ 1,370.00
				Flowers		£ 286.00
				Total		£ 57,193.39
	Scottish Widows	£ 1,266.67	£ -	Unpresented Cheques		£ 1,103.41
				Funds Available		£ 15,302.20
	Total all a/cs	£ 83,783.62				
**	Outside Council Meeting					
				TOTAL		£ 82,680.21

Council approved the payment of accounts as proposed.

170/19 CRICKET CLUB GRANT

Council received an update from Paul Churchouse, Chairman Little Baddow Cricket Club, on a successful season for the Club: the First Team gaining a further promotion and the Essex Over 70's, who base themselves at the Club for games, won the National Competition. It is hoped the success and development of new Age Group teams will assist in the recruitment of new members.

Council thanked Paul for his presentation and the excellent work the Club undertake in ensuring the grounds are maintained to the highest standards. Council discussed the request from the Cricket Club for a grant to support the work of the club especially in the maintenance of the Sports field. A grant of £1,000 was approved by Council and will be paid in the next accounts.

171/19 ESSEX WILDLIFE TRUST

Council approved the payment of the Maintenance Grant of £750 per year for the years 2018 and 2019 to EWT. The current contract expires in May 2020 and Cllr Irvine and the Clerk are to meet with EWT to commence discussions on a new 10-year contract.

172/19 VILLAGE POLICING - PCSO

The Clerk advised Council that he met with the Danbury Parish Clerk to discuss the option of appointing a PCSO funded by the Councils. The split of costs and benefit between Parishes would need to be agreed. The Clerk also reported that Danbury PC had paid Essex Police for 40 hours of Police overtime dedicated to Danbury to combat anti-social behaviour.

The Danbury PC Clerk has arranged for a meeting with Essex Police for 25th September to discuss the above suggestions and other options for increased policing in the villages on a longer-term basis; Little Baddow PC Chairman and Clerk will attend.

173/19 WINTER PLANTING IN THE VILLAGE

Council approved the expenditure of the remaining £286 budget for planting. Cllr Teal to establish an account with a local nursery to supply plants.

174/19 HOLYBRED WOOD

Cllr Ginn advised Council of inappropriate activities at Holybred Wood including camping. Council discussed utilisation of the Holybred Wood Reserve Fund to pay for additional fencing and agreed to get quotes from the Handyman and another Contractor.

175/19 WEBSITE UPDATE

Cllr Roche presented the proposed updates to the Little Baddow website; Council expressed their gratitude for his work and approved all proposals, including the costs of £120 to acquire the software to complete the upgrade. Cllr Roche will share the upgraded site with Councillors for their review and comment before making live.

176/19 MEETING DATES 2020

Council reviewed and approved the proposed dates for 2020 as follows: January 9, February 6, March 5, April 2, May 7, May 13 (Wednesday) Parish Assembly, June 4, July 2, August 6, September 3, October 8, November 5 and December 3.

177/19 DATES OF NEXT MEETING

The next Parish Council Meeting will take place on **Thursday 3rd October 2019** commencing at 7:30pm

The meeting closed at 9:25pm.

**Chairman
October 3rd, 2019**