

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held in the Memorial Hall on October 3rd, 2019. The Meeting commenced at 7:30pm. In attendance: -

Cllr Mr P Irvine – Chairman

Cllr Mr K Bonsor
Cllr Mr A Roche

Cllr Mrs B Teal
Cllr Mr R Stirland

Mr I Wardle – Clerk

Members of the Public – 1

178/19 APOLOGIES FOR ABSENCE

Apologies accepted from Cllr Mrs D Ginn, Cllr Mr J Scott and Cllr Mrs M Coates-Jones. No apologies received by Council from Cllr Mr K Sheldrake who was absent.

179/19 DECLARATIONS OF INTERESTS

No interests declared.

180/19 TO APPROVE THE MINUTES OF THE 10th September 2019 MEETING

Council approved the minutes from the meeting on 10th September and they were signed by the Chairman

181/19 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	August – Cllrs Bonsor, Teal and Roche to obtain quotes for CIF Micro Grant September – Quotes received; Cllr Teal to make CIF Micro Grant application October – Grant application submitted to EALC. Speedwatch sessions planned for each week.
129/17 Risk Register July 13, 2017 Cllr Ginn	Update risk assessments for council properties – Memorial Hall, Sports Pavilion, Play Equipment.	March 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/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 August – Update to be completed for September following revised Cllr Tasks & Responsibilities

		Sept – Cllr Ginn to complete update from agreed new Tasks & Responsibilities October – Update completed and added to agenda for November to finalise Councillor 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 October – Final contact details to be added when received from Cllrs
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.	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 October – Still waiting for date from CP&H to complete works. Alternative suppliers to be asked.
201/17 Paper Mill Lock December 7, 2017 Councillor Irvine	Meet with tearoom owner to discuss options to alleviate on-road parking which is proving hazardous.	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 October – Cllr Irvine and Clerk met Essex Waterways & Tea Rooms to update. Agreed actions including asking Cllr Spence to write to car park owner for options.
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.	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 October – no response from ECC to date
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.	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 October – draft completed and Cllr Ginn getting quotes for legal fees
56/19 & 175/19 Website and notice boards March 7, 2019 Cllrs Teal & Roche	Content and design	August – Cllr Roche to share ideas for website improvements with Cllrs Coates-Jones, Ginn and Bonsor Sept – Agenda item October – Cllr Roche awaiting feedback on new site look and ideas on developing/adding. Also tracking site stats and will update at next meeting

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 October – decision on grant delayed until EALC meeting on 25th Oct
132/19 – Councillor Training Plans Clerk	Create spreadsheet to track course attendance and training budget	Sept – work in progress October – remains work in progress
145/19 – Memorial Hall Security Cllr Bonsor Clerk	Review options for improving hall security	July – Clerk to approach Cleaner about providing additional hours to meet Hall hirers to open up hall Sept – discussed and agreed with Cleaner. To be handled on an informal basis as overtime and billed at standard rate on monthly invoice. October – Hall User Group suggested Automatic entry doors – Cllr Bonsor to get quotes.
171/19 – Essex Wildlife Trust Cllr Irvine Clerk	Meet EWT to discuss new 10-year contract	Sept – Chairman and Clerk to arrange meeting with Neil Bedford at EWT Oct – provisional date for meeting on 28th Oct
174/19 – Holybred Wood Cllrs Teal & Ginn	Requirement for additional fencing	Sept – Council agreed to obtain quotes from Handyman and another contractor for additional security fencing October – Handyman to get quotes
185/19 – Policing Cllr Irvine & Clerk	Provision of additional policing in the village	October – Clerk to complete a proposal for November Council meeting – looking at options with other local Parish Councils
186/19 – Wickhay Play Area Cllrs Teal, Coates-Jones & Clerk	Clear ditch and required tree management	October – Handyman to be tasked with clearing ditch. Clerk to ask Skippers to look at trees and make recommendations

182/19 PUBLIC QUESTION TIME

A member of the public made the following comments:

- Website updates should include permission for “Cookies” and suggested inclusion of ‘First Responders’ on the site.
- Hall management should provide contact details for Hall hirers in the event of any issues requiring immediate action and take advice before installing new external doors.

183/19 DEVELOPMENT IN THE VILLAGE

Application Number (Comments by)	Location and nature of the Proposed Development to which the application relates	Result
19/05156/TPO (4th Oct)	Atwood House, Woodside	No Objection
	Reduce crown on Beech Tree T5	
19/01497/FUL (4th Oct)	Woodview, Parsonage Lane	No Objection
	Single Storey Rear Extension	
19/01448/FUL (4th Oct)	Oakcroft, The Ridge	No Objection
	Single Storey Rear Extension	
19/01532/FUL (11th Oct)	The Old Rodney, Spring Elms Lane	Object
	Conversion of Outbuilding to Dwelling	
19/01601/FUL (16th Oct)	Juniper Ruff, Darcy Rise	No Objection
	New Garage Roof, Front Dormer and Porch	

184/19 PAYMENT OF ACCOUNTS

PAYMENT OF ACCOUNTS October 3, 2019						
Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 24.70		£ 24.70
**DD	Opus Energy	Memorial Hall	Electricity	£ 81.40	£ 4.07	£ 85.47
**DD	EE Mobile	General	Clerk's phone	£ 12.40	£ 2.48	£ 14.88
**DD	British Gas	Memorial Hall	Hall gas	£ 274.17	£ 54.83	£ 329.00
**DD	Wave	Memorial Hall	Sewerage	£ 71.64		£ 71.64
✓101706	M. Jarvis	Spring Close	Supervision	£ 35.00		£ 35.00
✓101707	I Wardle	General	Salary	£ 845.70		£ 845.70
✓101707	I Wardle	General	Premises Licence	£ 23.00		£ 23.00
✓101707	I Wardle	General	Website Software	£ 33.03	£ 6.61	£ 39.64
✓101708	Skippers	General	Grass Cutting	£ 234.00	£ 46.80	£ 280.80
✓101709	Rialtus	General	IT Support	£ 125.00	£ 25.00	£ 150.00
✓101710	C Mackintosh	Memorial Hall	Booking Clerk	£ 228.47		£ 228.47
✓101711	E Cole	Memorial Hall	Cleaning	£ 650.00		£ 650.00
101712	Ritchcomm	Sports Pavilion	Cleaning	£ 219.58		£ 219.58
101713	HMRC	General	NI & PAYE	£ 80.64		£ 80.64
101714	PKF Littlejohn	General	External Audit	£ 300.00	£ 60.00	£ 360.00
101715	Weaveaweb	General	Website Hosting	£ 60.00	£ 12.00	£ 72.00
101716	Little Baddow Cricket Club	Sports Pavilion	Annual Grant	£ 1,000.00		£ 1,000.00
101717	PPLPRS	Memorial Hall	Music Licence	£ 254.33	£ 50.86	£ 305.19
101718	K Evans	General	Handyman	£ 781.00		£ 781.00
	TOTAL			£ 5,334.06	£ 262.65	£ 5,596.71
	ACCOUNTS STATUS	30/09/2019	+/- vs prior	RESERVES		
	Current Account (B)	£ 41,748.42	£19,691.89	Hall		£ 10,000.00
	Reserve No 1 (B)	£ 50,300.87	£ 25.07	Pavilion		£ 10,000.00
				WGPA		£ 3,000.00
	Holybred Wood (B2)	£ 7,739.44	£ 3.86	EALC Reserve		£ 22,300.00
	War Memorial (B3)	£ 2,450.26	£ 1.22	Neighbourhood Plan		£ 400.00
				Handyman		£ 3,716.00
	Total Barclays a/cs	✓ £ 102,238.99		Defib 2		£ 1,370.00
				Flowers		£ 286.00
				Total		£ 56,668.71
	Scottish Widows	£ 1,266.67	£ -	Unpresented Cheques		£ -
				Funds Available		£ 36,647.25
	Total all a/cs	£ 103,505.66				
**	Outside Council Meeting					
				TOTAL		£ 103,505.66

Council approved the payment of accounts as proposed.

185/19 POLICE COMMUNITY SUPPORT OFFICER

The Chairman and the Clerk had attended a meeting at Danbury Parish Council with other local Council representatives to meet with Chief Inspector Parker of Essex Police to discuss options available for additional policing in the area.

CI Parker advised that Essex Police no longer support the appointment of PCSO's through Council funding due to potential issues with redeployment in the event of funding being withdrawn. The suggested option is for the Council to pay for Police overtime and working with adjoining Councils optimise the allocation of the time to gain maximum benefit.

Council resolved to support the paying of Police overtime and asked the Clerk to investigate a joint approach with Danbury, Bicknacre, Sandon and Woodham Walter Parish Councils and present a proposal at the next Council meeting.

186/19 WICKHAY PLAY AREA

Council discussed the issues raised by residents local to the Wickhay Play Area, specifically:

- The ditch – the Village Handyman will visit and clear the ditch
- Tree management – the Clerk will ask Skippers, the retained ground maintenance contractor, to advise on tree growth and pruning

187/19 MEDICAL CENTRE LIAISON

The Chairman advised Council that Cllr Scott will be the Council representative to liaise with Chelmsford City Council on local Health initiatives.

188/19 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 9:20pm.

**Chairman
November 7th, 2019**