

LITTLE BADDOW PARISH COUNCIL

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

Cllr Mr P Irvine – Chairman

Cllr Mr K Bonsor
Cllr Mr J Scott
Cllr M Coates-Jones
Cllr K Sheldrake

Cllr Mrs B Teal
Cllr Mr R Stirland
Cllr D Ginn

Mr I Wardle – Clerk

Members of the Public – 3

189/19 APOLOGIES FOR ABSENCE

Apologies accepted from Cllr Mr A Roche

190/19 DECLARATIONS OF INTERESTS

No interests declared.

191/19 TO APPROVE THE MINUTES OF THE 3rd October 2019 MEETING

Council approved the minutes from the meeting on 3rd October and they were signed by the Chairman

192/19 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. Nov. – Grant application rejected by EALC. On agenda for Council to approve.
129/17 Risk Register July 13, 2017 Cllr Ginn	Update risk assessments for council properties – Memorial Hall, Sports Pavilion, Play Equipment.	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 Nov – On agenda
129/17 Emergency Plan July 13, 2017 Cllrs Ginn/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 Nov - Outstanding some contact telephone numbers. To be completed by Councillors
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.	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. Nov – Works completed on Hall plumbing and Handyman to repair car park potholes with 'hogging'. CLOSED
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. Nov – Cllr Irvine advised that Cllr Spence had written to SE Parking Group and to the owner of the adjacent car park. Cllr Irvine had also spoken with John Whittingdale MP for support
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 Nov – no response from ECC to date
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.	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 Nov – On agenda
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 Nov – Cllr Roche provided stats for website visits. Further comments to be discussed at next council meeting
105/19 CIF – Expression of Interest Clerk	Prepare and submit application form for grant to EALC	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 25 th Oct

		Nov – EALC Meeting postponed to 15 th Nov
132/19 – Councillor Training Plans Clerk	Create spreadsheet to track course attendance and training budget	Sept – work in progress October – remains work in progress Nov – Remains WIP. Cllr Irvine reiterated the need for councillors to attend a minimum of one course per year
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. Nov – on agenda
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 28 th Oct Nov – Meeting held with EWT and proposal to be on December Council meeting agenda
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 Nov – Handyman preparing 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 Nov – proposal deferred until March to use any available budget
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 Nov – Handyman has cleared ditch. Tree survey on agenda

193/19 PUBLIC QUESTION TIME

There were no questions from the public

194/19 DEVELOPMENT IN THE VILLAGE

Application Number (Comments by)	Location and nature of the Proposed Development to which the application relates	Result
19/05162/TPO (22nd Oct)	The Rectory, Colam Lane	Council unable to consider as no extension to comments date granted by Chelmsford City
	Various Trees requiring removal of branches	
19/01640/FUL (11th Nov)	Good Graces, Graces Lane	Object
	Entrance Gate	
19/01612/FUL (11th Nov)	Grove House, The Ridge	No Objection
	Single Storey Rear Extension and two storey side extensions. Gates and annex with carport	
19/01731/FUL (14th Nov)	Eastleigh, Chestnut Walk	Object
	Conversion of bungalow to two storey dwelling	
19/01739/LBC (20th Nov)	Waterhall, Hurrells Lane	For information only No Comments
	Install Central Heating	
19/05202/TPO (14th Nov)	7 Runsell Lane	No Objection
	T4 - Hornbeam - reduce size by 4-5m	

195/19 PAYMENT OF ACCOUNTS

PAYMENT OF ACCOUNTS November 7, 2019							
Cheque	Payee	Description	Subject	Cost	VAT		Total
**DD	Barclays	General	Charges	£ 20.32			£ 20.32
**DD	Opus Energy	Memorial Hall	Electricity	£ 66.63	£ 3.33		£ 69.96
**DD	EE Mobile	General	Clerk's phone	£ 12.40	£ 2.48		£ 14.88
**DD	British Gas	Memorial Hall	Hall gas	£ 140.00	£ 28.00		£ 329.00
**DD	Chelmsford City Council	Sports Pavilion	Refuse Collection	£ 510.64			£ 510.64
**DD	Chelmsford City Council	Memorial Hall	Refuse Collection	£ 510.64			£ 510.64
✓101719	M. Jarvis	Spring Close	Supervision	£ 35.00			£ 35.00
✓101720	I Wardle	General	Salary	£ 839.40			£ 839.40
✓101720	I Wardle	General	Postage Stamps	£ 15.72			£ 15.72
✓101720	I Wardle	General	Bedding Plants	£ 79.92	£ 15.98		£ 95.90
✓101720	I Wardle	General	Amazon - Towels	£ 99.08			£ 99.08
✓101720	I Wardle	General	SLCC - CiLCA Reg.	£ 350.00			£ 350.00
✓101721	Skippers	General	Grass Cutting	£ 234.00	£ 46.80		£ 280.80
✓101722	Fisk Group	Memorial Hall	Remedial Work	£ 188.00	£ 37.60		£ 225.60
✓101723	C Mackintosh	Memorial Hall	Booking Clerk	£ 203.79			£ 203.79
✓101724	E Cole	Memorial Hall	Cleaning	£ 650.00			£ 650.00
101725	Ritchcomm	Sports Pavilion	Cleaning	£ 219.58			£ 219.58
101726	K Evans	General	Handyman	£ 633.00			£ 633.00
101727	LBCC Ref 2080	Memorial Hall	Cancellation Refund	£ 54.50			£ 54.50
101728	I Savva Ref 2172	Memorial Hall	Deposit Refund	£ 50.00			£ 50.00
101729	Rialtas	General	System Support	£ 121.00	£ 24.20		£ 145.20
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Council approved the payment of accounts as proposed.

196/19 RISK REGISTER

The final draft has been shared with Councillors and approved by Council. The responsibility is for Councillors to regularly review the register to keep their respective areas up to date. Council is looking to include the Risk Register on a secure site within the Little Baddow website for Councillor only access.

197/19 LITTLE BADDOW PARISH ARCHIVE

Cllr Teal informed Council on the work at the History Centre and the extensive archive of documents and artefacts in storage. Council resolved to accept ownership of the archive and responsibility for its insurance.

The History Centre is to provide the Clerk with an inventory of artefacts and documents with values. The Clerk will then add the archive to the existing Council insurance policy.

198/19 APPROVE THE PURCHASE OF BODY CAMERAS

Council approved the expenditure of £200 for the purchase of two Body Cameras and four SD Cards to equip the Speedwatch Team to record all interactions with members of the public when undertaking their duties.

199/19 SPORTS PAVILION

- Cllr Ginn confirmed that the Heads of Terms had been agreed and was completing a draft contract for review at the December Council meeting
- Council approved the Sports Club annual charge payable to Council of £7,650 for the current year 2019/20 and an inflationary increase of 3% to £7,880 for the year 2020/21. The Clerk to write to the Sports Club advising of the annual charges and payment terms.

200/19 REVIEW 2019/20 BUDGET AND SPEND YEAR TO DATE AND BUDGET 2020/21

- Cllr Ginn shared an update of the income and expenditure year to date; Council were pleased to understand that income and expenditure was broadly in line with budget. Transfers to reserves would be reviewed in March when it would be clear if there were any surplus against budget
- A draft budget for 2020/21 prepared by Cllr Ginn was shared with Council and would form the basis of the precept application that would need to be reviewed by Council at the next meeting. In summary a 3% inflationary increase to the precept was proposed for 2020/21 which would allow Council to cover the cost of the Handyman (funded by a CIF Grant for year 2019/20) and to enhance the administrative procedures of the Hall management.

201/19 PAPERMILL LOCK PARKING

Cllr Irvine provided an update on meetings held with Cllr Spence (ECC) who has written to SE Parking Group and to the owner of the adjacent car park for input on how to improve parking in the area. Cllr Irvine had also spoken with John Whittingdale MP for support.

202/19 THE MEMORIAL HALL - FRONT DOORS

Council discussed options for replacing the front doors of the Memorial Hall and the addition of a Key Card entry system. Both these actions would significantly improve security of the hall and aid the administration of hall bookings. Cllr Sheldrake and Cllr Bonsor will obtain quotes from potential suppliers for review at the next meeting.

203/19 WICKHAY PLAY AREA

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

- Tree management – the Clerk is awaiting a meeting with Skippers, the retained ground maintenance contractor, to advise on tree growth and pruning
- Installing CCTV – Council discussed the installation of CCTV that could potentially reduce anti-social behaviour in the area. Cllr Sheldrake will look into costs and advise at the next Council meeting

204/19 PARISH ASSEMBLY NEWSLETTER

Cllr Irvine outlined the timing for production of the newsletter ahead of the next Parish Assembly. Cllr Ginn will coordinate the design and graphics for the newsletter. All Councillors were asked to submit ideas for inclusion; the following headings were agreed: Introduction to Councillors; Neighbourhood Plan; History Centre & Archive; Financial Report and Annual Report.

205/19 GRANT FOR COMMUNITY CARE GROUP

Chairman held this item over for the next meeting

206/19 DATES OF NEXT MEETING

The next Parish Council Meeting will take place on **Thursday 5th December 2019** commencing at 7:30pm

The meeting closed at 9:25pm.

**Chairman
December 5th, 2019**