

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held in the Memorial Hall on December 5th, 2019. The Meeting commenced at 7:30pm. In attendance: -

Cllr Mr P Irvine – Chairman

Cllr Mrs B Teal
Cllr Mr J Scott
Cllr M Coates-Jones

Cllr K Sheldrake
Cllr Mr R Stirland
Cllr Mr A Roche

Mr I Wardle – Clerk

Members of the Public – 3

207/19 APOLOGIES FOR ABSENCE

Apologies accepted from Cllr D Ginn and Cllr Mr K Bonsor

208/19 DECLARATIONS OF INTERESTS

No interests declared.

209/19 TO APPROVE THE MINUTES OF THE 7th NOVEMBER 2019 MEETING

Council approved the minutes from the meeting on 7th November and they were signed by the Chairman

210/19 MATTERS FROM PRIOR MEETINGS

Minute No/Date/Councillor	Subject	Status
40/16 (7) Speeding on Ridge March 3, 2016 198/19 Nov 7, 2019 Councillors Roche/ 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. Dec – Cameras purchased Completed
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 Completed
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/Dec - 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. Dec – Essex Highways have commenced footpath review
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 Dec – Council will complete some recording of the parking issues with the new body cams
27/18 (5) Footpath at Fir Tree Lane March 1, 2018	Permissive path between Fir Tree Lane and Common Lane now fenced off.	

Councillor Irvine		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/Dec – no response from ECC to date. Cllr Irvine to follow up
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.	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 Dec – Contract draft finalised and to be discussed at next council meeting
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 Dec – New report shared and Cllr Roche provided an explanation of details. He will prepare a summary document of the new website structure to include the History Centre sites
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 25th Oct

		Nov – EALC Meeting postponed to 15 th Nov Dec – EALC declined the proposal. Cllr Irvine to seek further feedback on rationale for refusal.
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 Dec – training arranged for remaining new Cllrs and spreadsheet summary being prepared
145/19 – Memorial Hall Security 202/19 Cllr Bonsor & Sheldrake 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. Cllrs to obtain quotes Dec – 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 Dec – On agenda Closed
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 Dec – Handyman repaired and matter Closed
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 203/19 Cllrs Teal, Coates-Jones, Sheldrake & Clerk	Clear ditch and required tree management Installation of CCTV	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. Cllr Sheldrake to advise on costs of CCTV Dec – on agenda
197/19 – Parish Archive Cllrs Teal & Irvine	Council to take ownership of History Centre archive	Nov – clerk to add archive to council insurance policy on receipt of inventory and valuations Dec – Awaiting advice from History Centre
199/19 – Sports Club Annual Charge Clerk	Confirm fees for years 2019/20 and 2020/21	Nov – Clerk to write to Sports Club advising fees for current year and next year. Dec - Completed
204/19 – Parish Newsletter All Cllrs	Production of 2020 Newsletter	Nov – all Cllrs to advise topics for inclusion and agree responsibilities and timetable for production Dec – on agenda

211/19 PUBLIC QUESTION TIME

There were two points raised from the public

- Request for clarification on when a planning application was to be discussed by Council. Application 19/01676/FUL has been granted an extension for comments by Chelmsford City Council to allow discussion at the next Little Baddow Council meeting on 9th January 2020.
- Comment received from a member of the public supporting the Appeal application for the Land Adjacent Sandpit Cottage (to be discussed at the meeting) as the proposed Hall build would be the least intrusive option of potential housing development alternatives.

212/19 DEVELOPMENT IN THE VILLAGE

Application Number (Comments by)	Location and nature of the Proposed Development to which the application relates	Result
19/05216/TPO (10th Dec)	Woodlands The Ridge Little Baddow	No Objection
	T3 - Oak - Reduce south side of crown overhanging Woodland Cottage by 3.5 - 4m	
18/02011/FUL (12th Dec)	Land Adjacent Sandpit Cottage, Holybread Lane, Little Baddow	Object - Council Chairman to send letter
	Appeal Submitted	

213/19 PAYMENT OF ACCOUNTS

PAYMENT OF ACCOUNTS December 5, 2019						
Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 30.03		£ 30.03
**DD	Opus Energy	Memorial Hall	Electricity	£ 93.49	£ 4.67	£ 98.16
**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	ICO	General	Data Registration	£ 35.00		£ 35.00
**DD	Wave	Memorial Hall	Hall Water	£ 160.57		£ 160.57
**DD	Wave	Sports Pavilion	Pavilion Water	£ 112.58		£ 112.58
101730	M. Jarvis	Spring Close	Supervision	£ 35.00		£ 35.00
101731	I Wardle	General	Salary	£ 834.00		£ 834.00
101731	I Wardle	General	Postage Stamps	£ 15.72		£ 15.72
101731	I Wardle	General	CCC Address Reg	£ 40.00		£ 40.00
101731	I Wardle	General	Amazon - Cameras	£ 198.93		£ 198.93
101731	I Wardle	General	SLCC - Membership	£ 146.00		£ 146.00
101731	I Wardle	General	Printer Ink	£ 94.50	£ 18.90	£ 113.40
101731	I Wardle	General	Poppy Wreath	£ 49.00		£ 49.00
101731	I Wardle	General	Christmas Lights	£ 28.32	£ 5.66	£ 33.98
101732	Skippers	General	Grass Cutting	£ 234.00	£ 46.80	£ 280.80
101733	CPRE	General	Membership	£ 36.00		£ 36.00
101734	C Mackintosh	Memorial Hall	Booking Clerk	£ 194.77		£ 194.77
101735	E Cole	Memorial Hall	Cleaning	£ 650.00		£ 650.00
101736	Ritchcomm	Sports Pavilion	Cleaning	£ 219.58		£ 219.58
101737	Chelmsford Plumbing & Htg	Hall	Boiler Service	£ 150.71	£ 30.14	£ 180.85
101738	Unitronics	Hall	Cistern Repair	£ 44.00		£ 44.00
101739	RCCE	General	Training	£ 20.00		£ 20.00
101740	K Evans	General	Handyman	£ 673.00		£ 673.00
TOTAL				£ 4,381.77	£ 163.48	£ 4,545.25
ACCOUNTS STATUS		30/11/2019	+/- vs prior	RESERVES		
	Current Account (B)	£ 44,854.54	£6,365.33	Hall		£ 10,000.00
	Reserve No 1 (B)	£ 50,300.87	£ -	Pavilion		£ 10,000.00
				WGPA		£ 3,000.00
	Holybred Wood (B2)	£ 7,739.44	£ -	EALC Reserve		£ 22,300.00
	War Memorial (B3)	£ 2,450.26	£ -	Neighbourhood Plan		£ 400.00
				Handyman		£ 2,410.00
	Total Barclays a/cs	£ 105,345.11		Defib 2		£ 1,370.00
				Flowers		£ 190.10
				CIL Fund		£ 4,213.39
				Total		£ 58,428.74
	Scottish Widows	£ 1,266.70	£ -	Unpresented Cheques		£ -
				Funds Available		£ 37,993.37
	Total all a/cs	£ 106,611.81				
**	Outside Council Meeting					
TOTAL						£ 106,611.81

Council approved the payment of accounts as proposed.

214/19 APPROVE BUDGET AND PRECEPT FOR THE YEAR 2020/21

Council reviewed and passed a resolution approving the Budget and Precept for the year 2020/21

215/19 ESSEX WILDLIFE TRUST – REVIEW AND APPROVE CONTRACT

Council reviewed the proposal from the Essex Wildlife Trust for a 10-year licence to cover the management of Heather Hills and Poors Piece. Council expressed their satisfaction with the work of EWT and passed a resolution to accept the proposed 10-year licence at an annual contribution to EWT of £1,000 commencing May 2020.

216/19 THE MEMORIAL HALL

Council considered the following matters:

- Replacing Hall Front Doors – held over to January meeting, Cllr Sheldrake to obtain 2 quotes
- Council approved the fitting of a new thermostat in the Hall at a cost of £198
- Council requested further quotes from sign writers to update the Chairman Board in the Hall – the quote from Bakers of £260 was considered expensive. Held over to January meeting
- Council approved expenditure of £120 for a Christmas Tree and lights to be sited outside the Hall

217/19 PARISH ASSEMBLY NEWSLETTER

The Chairman requested input from Councillors on contributions for the forthcoming Newsletter. The following topics were agreed:

- History Centre & Parish Archive– Cllr Roche
- Introduction to Councillors & Pictures – Cllr Bonsor
- Neighbourhood Plan Update – Cllr Scott
- Financial Report – Cllr Ginn
- Annual Report – Cllr Irvine
- Website Update – Cllr Roche
- Community Care & Sunday Lunch Club – Cllr Teal
- Sports Facilities – members & Cricket Club Gold Award – Cllr Scott
- New Councillor Experiences – Cllrs Teal & Sheldrake
- Footpaths – maintenance success – Cllrs Stirland & Coates-Jones
- Speedwatch – Thanks to teams – Cllrs Teal & Roche
- Historic House Feature – Cllr Coates-Jones

Submissions to the Chairman please by 9th January 2020

218/19 WICKHAY PLAY AREA

Following discussions at the last meeting Council reviewed the following matters for Wickhay Play Area:

- **Tree management** – the Clerk shared a quote from Skippers, the retained ground maintenance contractor, for possible tree pruning; Skippers did not consider the matter requiring immediate attention as the tree roots would not be encroaching on any adjacent buildings. Council agreed to defer for the time being and monitor the growth and take further advice in one year.
- **Installing CCTV** – Council received a verbal update from Cllr Sheldrake on the costs of installing a functioning CCTV system; at £3,500 plus the cost of providing electricity this expense was not supported by Council. Alternative proposals will be researched by Cllr Sheldrake and advised at the next Council meeting.

219/19 GRANT FOR COMMUNITY CARE GROUP

Chairman held this item over for the next meeting

220/19 DATES OF NEXT MEETING

The next Parish Council Meeting will take place on **Thursday 9th January 2020** commencing at 7:30pm

The meeting closed at 9:25pm.

Chairman
January 9th, 2020