

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held in the Memorial Hall on February 6th, 2020. 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 D Ginn
Cllr Mr K Bonsor
Cllr Mr A Roche

Mr I Wardle – Clerk

Members of the Public – 7

13/20 Apologies for Absence

None

14/20 Declarations of Interest

No interests declared.

15/20 To Approve the Minutes of the 9th JANUARY 2020 Meeting

Council approved the minutes from the meeting on 9th January and they were signed by the Chairman

16/20 Matters form Prior Meetings

Minute No/Date/Councillor	Subject	Status
129/17 Emergency Plan July 13, 2017 Cllrs Ginn/Bonsor/Irvine	Re-evaluate and update as appropriate the emergency plan.	Jan – Cllrs to provide substitute names to complete, A lockable Incident Box to be sited at the Hall (understage) and at the Sports Pavilion. Cllr Teal/Handyman to source/build. Feb – Add 'Unauthorised Traveller Camps' to the list of issues
151/17 (2) Millennium Walk September 7, 2017 Councillor Irvine	Issues with Millennium Walk	<u>December.</u> Awaiting response from PRoW. Dec/Jan/Feb – Essex Highways progressing 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.	Dec – Council will complete some recording of the parking issues with the new body cams Jan/Feb – Chairman to discuss with County Cllr Spence
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.	Sept – Council received 26 evidence forms and an application has been made to Essex Legal Services for PRoW status Oct/Nov/Dec/Jan – no response from ECC Feb – ELS acknowledged application; 12 months to review
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 and draft contract between Sports Club and Council	Jan – Draft contract agreed and sent to Sports Club Committee Feb – Committee meeting to be held to discuss contract
56/19 & 175/19 Website and notice boards March 7, 2019 Cllrs Teal & Roche	Content and design	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 Jan – Monthly update shared by Cllr Roche. Summary document of site to be finalised. Feb - Closed
105/19 CIF – Expression of Interest Clerk	Prepare and submit application form for grant to EALC	Dec – EALC declined the proposal. Cllr Irvine to seek further feedback on rationale for refusal. Jan/Feb – Chairman awaiting feedback from EALC
132/19 – Councillor Training Plans Clerk	Create spreadsheet to track course attendance and training budget	Jan/Feb – Partially completed – Clerk to update with outstanding Cllr input
145/19 – Memorial Hall Security 202/19 Cllr Bonsor & Sheldrake Clerk	Review options for improving hall security	Jan – Cllrs Bonsor and Sheldrake to co-ordinate over quotes for replacement doors. Cllrs to provide suggestions for hall Feb – ON AGENDA
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	Jan – Council agreed to monitor the situation while Cllr Sheldrake provided CCTV options and understanding of regulations Feb - Closed
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/Jan/Feb – Awaiting advice from History Centre
204/19 – Parish Newsletter All Cllrs	Production of 2020 Newsletter	Jan – some articles submitted, others to follow asap. Working Group formed to complete newsletter: Chairman, Cllrs Ginn and Roche to meet 29/1/20 Feb – Working Group met and on track for April publication

17/20 Public Question Time

There were two points raised from the public

- A footpath behind the Sports Pavilion is overgrown and a request was made to clear brambles. Council advised that the footpath is not a Public Right of Way (PRoW) and is on private land and would require the landowner's permission for continued use and any clearing. Council will write to

the landowner asking for permission; in addition, the public are invited to submit applications to Essex Legal Services if they wish the footpath to be classified as a PRoW.

- A member of the public provided Council with some background on the archaeological excavations in Heather Hills and confirmed that they had been completed in 2017.

18/20 Development in the Village

PLANNING APPLICATIONS

Application Number (Comments By)	Location and nature of the proposed development to which the application relates	Result
19/02088/FUL (10th Feb)	Oaklands, Postmans Lane	No Objection
	Single storey side extension	
TPO/2019/013	Ryefield House, Parsonage Lane	Noted - No Objection
	New Tree Preservation Order	

19/20 Payment of Accounts

PAYMENT OF ACCOUNTS February 6, 2020						
Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 25.33		£ 25.33
**DD	Opus Energy	Memorial Hall	Electricity	£ 94.94	£ 4.75	£ 99.69
**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						
**101753	J. Rigler GF2161	Memorial Hall	Deposit Refund	£ 50.00		£ 50.00
101754	M. Jarvis	Spring Close	Supervision	£ 35.00		£ 35.00
101755	I Wardle	General	Salary	£ 832.90		£ 832.90
101755	I Wardle	General	Stamps	£ 31.44		£ 31.44
101755	I Wardle	General	Printer Ink	£ 184.06	£ 36.81	£ 220.87
101756	C Mackintosh	Memorial Hall	Booking Clerk	£ 106.49		£ 106.49
101757	E Cole	Memorial Hall	Cleaning	£ 650.00		£ 650.00
101758	Ritchcomm	Sports Pavilion	Cleaning	£ 219.58		£ 219.58
101759	MDW Technology	General	MS Office	£ 151.00	£ 30.20	£ 181.20
101760	Unitronics	Hall	General Electrical	£ 92.00		£ 92.00
101761	Gareth Lee	General	Sign Writing	£ 75.00		£ 75.00
101762	PPL PRS	General	Music Licence	£ 262.08	£ 52.41	£ 314.49
101763	Hunnybun GF2163	Memorial Hall	Deposit Refund	£ 50.00		£ 50.00
101764	Wiltshire GF2168	Memorial Hall	Deposit Refund	£ 50.00		£ 50.00
101765	Aitchison GF2150	Memorial Hall	Deposit Refund	£ 50.00		£ 50.00
101766	Williams GF2148	Memorial Hall	Deposit Refund	£ 50.00		£ 50.00
101767	EALC	General	Training Course	£ 65.00	£ 13.00	£ 78.00
101768	V. Landers-Mackintosh	Memorial Hall	Booking Clerk	£ 75.00		£ 75.00
101769	K Evans	General	Handyman	£ 588.00		£ 588.00
	TOTAL			£ 4,024.39	£ 194.48	£ 4,218.87
	ACCOUNTS STATUS	31/01/2020	+/- vs prior	RESERVES		
	Current Account (B)	£ 41,828.27	£ 841.55	Hall		£ 10,000.00
	Reserve No 1 (B)	£ 50,325.95	£ -	Pavilion		£ 10,000.00
				WGPA		£ 3,000.00
	Holybred Wood (B2)	£ 7,743.30	£ -	EALC Reserve		£ 22,300.00
	War Memorial (B3)	£ 2,451.48	£ -	Neighbourhood Plan		£ 400.00
				Handyman		£ 1,359.00
	Total Barclays a/cs	£ 102,349.00		Defib 2		£ 1,370.00
				Flowers		£ 190.10
				CIL Fund		£ 4,213.39
				Total		£ 57,051.36
	Scottish Widows	£ 1,266.73	£ 0.03	Unpresented Cheques		£ 219.58
				Funds Available		£ 36,150.01
	Total all a/cs	£ 103,615.73				
**	Outside Council Meeting					
				TOTAL		£ 103,396.15

Council approved the payment of accounts as proposed.

20/20 Maldon Archaeological & History Group (MAHG)

Mike Rees, Chairman of MAHG introduced himself and addressed the meeting to provide an update on the work of MAHG in Heather Hills. Mr Rees advised that MAHG had been working since 1982 in close cooperation with landowners and apologised for the lack of reports to the Council on the excavations in

Heather Hills. The excavations have been completed for a while; however, the final report is still in preparation due to the death of the Field Officer undertaking the work.

Mr Rees advised Council that they may wish to undertake further excavations in Heather Hills as it is a site of specific interest. MAHG will approach the Council direct when they are in a position to undertake further work in the area to request permission.

21/20 Neighbourhood Plan

Councillors had received an update from the Neighbourhood Plan Steering Group at a meeting ahead of the council meeting. The Chairman expressed the Council's appreciation of the work completed by the Steering Group and acknowledged that the Plan will be finalised in late 2020.

The Council currently holds a reserve of £400 to cover costs of the Steering Group and will assist the Group in applying for further grants to cover the costs of a consultant to prepare the final Plan document and a resident survey.

22/20 Meeting Essex Wildlife Trust

The Chairman provided a verbal report on his meeting with Andrew Impey, the CEO of Essex Wildlife Trust (EWT). Mr Impey was impressed with the overall village image and the work undertaken in the woodlands. He confirmed that EWT were pleased to renew the contract to manage Heather Hills and Poors Piece for another 10 years and will review the opportunity to include Holybread Wood into the contract.

Mr Impey has been invited to attend and address the Parish Assembly in May.

23/20 Memorial Hall Administration

The Chairman confirmed that a meeting of the Working Group had taken place, however, with further work to be completed, they have delayed making a formal proposal to Council until the March meeting.

24/20 Memorial Hall Improvements

Council considered the following matters:

- Approved the expenditure of £75 for sign writing of the Chairman's Board
- Discussed drawing up a list of improvements required at the hall and associated costs/quotes for review and approval at the next Council meeting. Cllr Bonsor has drafted a list of projects and will form a Working Group with Cllr's Sheldrake and Roche to complete a proposal for presentation to Council in March.

25/20 Grant Reserve for Little Baddow History Centre

Council received an update on the History Centre, specifically about the lack of security, telephone and internet in the building. Council resolved to create a reserve of £500 for providing a grant to support the History Centre.

26/20 Review Village 'Emergency Kit'

Cllr Bonsor informed Council on the existing Emergency Kit held at the hall; the face masks are out of date and it was proposed that two new sets of the Emergency Kit were prepared and stored at the Memorial Hall and the Sports Pavilion. Council resolved to spend £150 on FFP3 face masks and £50 on two plastic storage boxes for the kits.

27/20 Security in the Village

Cllr Bonsor raised the issue of policing in the village and the need for more visible patrols to deter a perceived increase in break ins and theft in the village. Council agreed to invite the Police Commissioner to the Parish Assembly in May to hear the concerns of the residents and advise on actions Essex Police can take. The Clerk is meeting with Danbury Council Clerk on 11th February and will report back on the ongoing Police overtime funded by the council and results.

28/20 Dog Fouling

The Chairman advised Council of resident reports of dog fouling on pavements along the Ridge. A discussion followed and suggestion was to provide more bins; the Chairman to speak with City Councillors to support an application to Chelmsford City Council to install.

29/20 Councillor Stirland Resignation

The Chairman advised Council on the resignation of Cllr Stirland, expressing his regret at his resignation and thanking him for his work on behalf of the Council and the village.

A discussion on the councillor vacancy followed and it was agreed to follow the co-option process with councillors to seek nominations.

30/20 Date of Next Meeting

The next Parish Council Meeting will take place on **Thursday 5th March 2020** commencing at 7:30pm

The meeting closed at 9:20pm.

**Chairman
March 5th, 2020**