

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held on October 8th, 2020 by remote link. The Meeting commenced at 7:30pm. In attendance: -

Cllr Mr P Irvine – Chairman
Cllr D Ginn
Cllr Mr K Bonsor
Cllr J Scott

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

Mr I Wardle – Clerk

Members of the Public – 0

96/20 Apologies for Absence

None

97/20 Declarations of Interest

None declared

98/20 To Approve the Minutes of Meeting held 3rd September 2020

Council agreed and approved the minutes for the meeting held on 3rd September 2020. Chairman signed remotely.

99/20 Matters from 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.	Feb – Add 'Unauthorised Traveller Camps' to the list of issues Mar – List updated and to be completed following redaction of personal details. Storage boxes acquired for completed plans Sept – Cllr Bonsor to fill boxes with the plans and materials. Cllr Ginn to update the emergency plan for Covid-19 Oct – Work in progress to be completed by next meeting
151/17 & 72/18 Millennium Walk & Footpath 76 September 7, 2017 Councillor Irvine	Issues with Millennium Walk Missing finger post and broken stile on FP76	Dec/Jan/Feb/Mar – Essex Highways progressing footpath review. Cllr Irvine to raise with County Cllr John Spence Sept – Cllr Irvine to send list of footpaths to Cllr Coates-Jones to share with PRow Team Oct – Cllr Irvine contacted Footpaths Officer – advised delays due to Covid-19.
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 Mar – Hold over September 2020

		Sept – Hold over October for Cllr Irvine to speak with County Cllr Spence Oct – Cllr Irvine contacted Footpaths Officer – advised delays due to Covid-19.
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/Mar – Committee meeting to be held to discuss contract Sept – Sports Club AGM in October and new contract to be presented on agenda Oct – Hold over for feedback from Sports Club AGM on 17/10/20
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 – Working Group progressing list of projects. March - On Agenda Sept – On agenda Oct – Close – see item 89/20
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 April to use any available budget Mar – Clerk advised Danbury still pay for additional policing and Essex Police support expansion. Add to Parish Assembly presentation for feedback Sept – Hold over to October for verbal report from Clerk on Danbury feedback. (Post meeting Clerk spoke with Danbury Parish Council and confirmed paid for 1 year additional police overtime at cost of £12k. Resident feedback is positive but unlikely to extend for 2021 due to budget constraints) Oct – Hold over April 2021 and review situation
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/Mar – Awaiting advice from History Centre Sept – Hold over for Jan 2021
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/Mar – Working Group met and on track for April publication Sept – Not published due to Covid-19 meeting cancellations. Agreed to re-use the text for 2021 Newsletter. Oct – Hold over for December Meeting for updating for May 2021 publication.
89/20 – Memorial Hall Cllrs Bonsor, Teal & Sheldrake	Hall Improvements Project	Sept – Update on quotes for Lighting, CCTV, Doors and Roof Repairs Oct – Lighting - Cllr Teal advised quotes received and Cllr Bonsor to summarise options and make recommendation at Nov meeting. Doors & Roof – Cllr Sheldrake to summarise options and make recommendation at Nov meeting CCTV – Cllr Bonsor to summarise options and make recommendation at Nov meeting
93/20 – Sports Pavilion Cllrs Teal & Sheldrake	Repairs & Refurbishment	Sept – progress on works following ECC grant approval Oct – Handyman not started works due to weather – Cllr Teal to chase and ensure work completed by November
106/20 – Hall Hire Charges Cllrs Ginn & Bonsor, Clerk	Establish Working Party to review Hall hire charges	Oct – Working party established and to report at next meeting
108/20 – Broadband Service Cllrs Teal & Scott	Reports of poor service in parts of the village	Oct – Cllr Scott to speak with BT Open Reach about broadband availability in the village

100/20 Public Question Time

No members of the public attended the meeting

101/20 Payment of Accounts

Council reviewed the accounts payable and approved the expenditure items for September 2020.

Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 13.95		£ 13.95
**DD	Opus Energy	Memorial Hall	Electricity	£ 31.56	£ 1.58	£ 33.14
**DD	EE Mobile	General	Clerk's phone	£ 12.73	£ 2.55	£ 15.28
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 24.40	£ 4.88	£ 29.28
**DD	Spitfire	General	Village HelpLine	£ 20.11	£ 4.02	£ 24.13
**DD	British Gas	Memorial Hall	Gas August	£ 18.82	£ 0.94	£ 19.76
**DD	British Gas	Memorial Hall	Gas September	£ 31.25	£ 1.56	£ 32.81
101845	M. Jarvis	Spring Close	Supervision	£ 35.00		£ 35.00
101846	I Wardle	General	Salary	£ 1,016.59		£ 1,016.59
101846	I Wardle - Zoom	General	Remote Video Calling	£ 11.99	£ 2.40	£ 14.39
101846	I Wardle - PO	General	Stamps	£ 16.92		£ 16.92
101847	E Cole	Memorial Hall	Cleaning	£ 87.50		£ 87.50
101848	Ritchcomm	Sports Pavilion	Cleaning	£ 109.79		£ 109.79
101849	C. Mackintosh	Memorial Hall	Line Rental	£ 18.99		£ 18.99
101850	Rialtas	General	Data Back Up	£ 180.00	£ 36.00	£ 216.00
101851	Southend Wheelers CC	Memorial Hall	Cancellation Refund	£ 109.00	£ -	£ 109.00
101852	K. Evans	General	Handyman	£ 659.00		£ 659.00
101853	Skippers	General	Grass Cutting	£ 234.00	£ 46.80	£ 280.80
101854	P. Irvine - Chairman All	General	Plants in Village	£ 67.50	£ 13.50	£ 81.00
101855	HMRC	General	NI & Tax	£ 293.72	£ -	£ 293.72
101856	Open Spaces Society	General	Annual Subscription	£ 45.00		£ 45.00
101857	Kirby's Plumbing	Memorial Hall	Boiler Service, Repairs	£ 467.00	£ 93.40	£ 560.40
	TOTAL			£ 3,504.82	£ 207.63	£ 3,712.45
	ACCOUNTS STATUS	30/09/2020	+/- vs prior	RESERVES		
	Current Account (B)	£ 70,876.92	£ 17,825.88	Hall		£ 13,000.00
	Reserve No 1 (B)	£ 50,364.09	£ 6.97	Pavilion		£ 10,000.00
				WGPA		£ 6,000.00
	Holybred Wood (B2)	£ 7,749.17	£ 1.07	EALC Reserve		£ 23,000.00
	War Memorial (B3)	£ 2,453.34	£ 0.34	Neighbourhood Plan		£ 400.00
				Handyman		£ 4,590.00
	Total Barclays a/cs	£ 131,443.52		Defib 2		£ 1,370.00
				Flowers		£ -
				CIL Fund		£ 4,970.49
				History Centre		£ 500.00
				Total		£ 67,542.94
	Scottish Widows	£ 1,266.79	£ -	Unpresented Cheques		£ 328.58
				Funds Available		£ 54,636.28
	Total all a/cs	£ 132,710.31				
**	Outside Council Meeting					
				TOTAL		£ 132,381.73

102/20 Approve Donation to Essex & Herts Air Ambulance

Council discussed a donation to the Essex & Herts Air Ambulance service and resolved to make a donation of £50.

103/20 Approve Funding for Public Bench

Council discussed the proposal to jointly fund with Danbury Parish Council a public bench to be sited in Little Baddow Road, Danbury. Council resolved to support the purchase and approved funding of £275.

104/20 Review and Approve Quotes for Electrical Inspections

Cllrs Sheldrake and Bonsor presented quotations for completing full electrical inspections at the Memorial Hall and the Sports Pavilion. Council discussed the need for an inspection at the Memorial Hall given the last inspection was completed in 2017 and is valid for 5 years.

Council resolved to approve the inspection for the pavilion with Cheshunt Electrical Solutions at a cost of £220 and also approved PAT testing for all electrical appliances at a further estimated cost of £100 for the Pavilion and £200 for the Memorial Hall.

105/20 Review and Approve Cleaning Contract for Sports Pavilion

Council discussed the ongoing cleaning of the Sports Pavilion and resolved to continue with RitchComm Limited for a fortnightly clean. The cleaning requirements will be reviewed again when the Sports Pavilion can be used more once the Covid-19 restrictions are lifted.

106/20 Establish Working Party to Review Hall Hire Charges

Council agreed that the hire charges for the Memorial Hall should be reviewed and established a Working Party to complete research and make recommendations. Cllrs Ginn and Bonsor and the Clerk will form the working party and report at the next meeting.

107/20 Proposed Solar Farm, Danbury

The Chairman provided feedback to Council following the remote meeting held with the developers of the proposed solar farm at St Clere's, Danbury. The presentation from the developers had not included much detail and the main issue raised by councillors was the visibility of the development from the main A414 road into Danbury affecting the rural nature of the area.

Council agreed for the presentation to be added to the village website for residents to view and provide feedback on the plans. The Chairman is to speak with Sandon and Danbury Parish Councils to understand their position on the proposals with a view to submitting a combined response to Chelmsford City Council when a planning application is made.

108/20 Broadband Availability in Village

Cllr Teal raised the issue of poor Broadband service in the village; residents have voiced their disappointment on the quality of service to Cllr Teal. Council acknowledged that this remains an issue for some parts of the village and Cllr Scott agreed to discuss the issue with BT Open Reach and report back at the next meeting.

109/20 Future Agenda Items

Councillors raised the following matters for discussion at future council meetings:

- Draft budget for 2021/22 – DG/IW
- Sports Pavilion – New Contract; feedback from Sports Club meeting

110/20 Date of Next Meeting

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

The meeting closed at 9.30pm.

**Chairman
November 5th, 2020**