

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held on November 5th, 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

111/20 Apologies for Absence

None

112/20 Declarations of Interest

None declared

113/20 To Approve the Minutes of Meeting held 8th October 2020

Council agreed and approved the minutes for the meeting held on 8th October 2020. Chairman signed remotely.

114/20 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 Nov – Final draft completed and to be circulated to councillors for approval.
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. Nov – Hold over Feb 2021
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. Nov – Hold over Feb 2021
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 Nov – AGM postponed, to be rescheduled for 28th Nov or 5th Dec
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/Nov – 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 Nov – On agenda
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 Nov – Most works completed – roof repairs to be done 6 th Nov
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 Nov – Working party had completed initial analysis of current charges and that of other halls. Recommendations on charge rates, mission statement and marketing plan to be made to council at Dec 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 Nov – Councillors have received contradicting feedback from BT Openreach on provision of Superfast fibre. Clerk to speak with Mr Frost at BT Openreach
118/20 – Proposed Solar Farm Cllrs Roche, Coates-Jones & Teal	Leaflet all households and set up website poll for resident feedback	Nov – set up website poll and manage leaflet to all households
123/20 – Dog waste bins Clerk	Siting of additional waste bins in the village	Nov – Clerk to speak to Chelmsford City Council

115/20 Public Question Time

No members of the public attended the meeting

116/20 Payment of Accounts

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

PAYMENT OF ACCOUNTS November 5, 2020						
Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 17.85		£ 17.85
**DD	Opus Energy	Memorial Hall	Electricity	£ 31.05	£ 1.55	£ 32.60
**DD	EE Mobile	General	Clerk's phone	£ 12.73	£ 2.55	£ 15.28
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 24.00	£ 4.80	£ 28.80
**DD	Spitfire	General	Village HelpLine	£ 21.51	£ 4.30	£ 25.81
**DD	British Gas	Memorial Hall	Gas October	£ 166.44	£ 8.32	£ 174.76
**DD	Chelmsford City Council	Memorial Hall	Trade Refuse	£ 548.08	£ -	£ 548.08
**DD	Chelmsford City Council	Sports Pavilion	Trade Refuse	£ 548.08	£ -	£ 548.08
✓ 101858	M. Jarvis	Spring Close	Supervision	£ 35.00		£ 35.00
✓ 101859	I Wardle	General	Salary	£ 928.59		£ 928.59
✓ 101859	I Wardle - Zoom	General	Remote Video Calling	£ 11.99	£ 2.40	£ 14.39
✓ 101860	SLCC	General	Membership	£ 140.00		£ 140.00
✓ 101861	E Cole	Memorial Hall	Cleaning	£ 112.50		£ 112.50
101862	Ritchcomm	Sports Pavilion	Cleaning	£ 109.79		£ 109.79
101863	PKF Littlejohn	General	Annual Audit	£ 300.00	£ 60.00	£ 360.00
101864	Rialtas	General	Annual Support	£ 124.00	£ 24.80	£ 148.80
101865	Essex Air Ambulance	General	Donation	£ 50.00	£ -	£ 50.00
101866	K. Evans	General	Handyman	£ 900.00		£ 900.00
101866	K. Evans	Sports Pavilion	Repairs	£ 1,950.00		£ 1,950.00
101867	Skippers	General	Grass Cutting	£ 234.00	£ 46.80	£ 280.80
101868	Unitronics	Sports Pavilion	PAT Test	£ 103.80	£ -	£ 103.80
101868	Unitronics	Memorial Hall	PAT Test & Repair	£ 176.00	£ -	£ 176.00
	TOTAL			£ 6,545.41	£ 155.52	£ 6,700.93
	ACCOUNTS STATUS	31/10/2020	+/- vs prior	RESERVES		
	Current Account (B)	£ 65,742.95	-£ 5,133.97	Hall		£ 13,000.00
	Reserve No 1 (B)	£ 50,364.09	£ -	Pavilion		£ 10,000.00
				WGPA		£ 6,000.00
	Holybred Wood (B2)	£ 7,749.17	£ -	EALC Reserve		£ 23,000.00
	War Memorial (B3)	£ 2,453.34	£ -	Neighbourhood Plan		£ 400.00
				Handyman		£ 4,590.00
	Total Barclays a/cs	✓ £ 126,309.55		Defib 2		£ 1,370.00
				Flowers		£ -
				CIL Fund		£ 4,970.49
				History Centre		£ 500.00
				Total		£ 70,531.42
	Scottish Widows	£ 1,266.82	£ 0.03	Unpresented Cheques		£ 128.78
				Funds Available		£ 46,713.66
	Total all a/cs	£ 127,576.37				
**	Outside Council Meeting					
				TOTAL		£ 127,447.59

117/20 Review and approve Budget and Precept request for the year 2021/22

The Council reviewed and approved the Budget for 2021/22 - this included a forecast reduction of 50% in revenue from hiring the Memorial Hall due to allowing time for the number of hire events to reach previous levels following the Covid-19 restrictions severely restricting the use of the hall. The revenue shortfall has been mitigated by a reduction in operating costs due to lower usage.

The overall financial position of the Council remains satisfactory and so the Council, to not increase the burden on local council taxpayers, resolved to maintain the annual precept the same as the current year 2020/21.

118/20 Proposed Solar Farm, St. Clere's, Danbury

The Chairman advised that he had spoken with Chelmsford City Councillors, ECC Cllr John Spence and a local lobby group to gain wider views on the proposed development. With little time to respond to the developers' consultation process Council resolved to wait for the formal planning application when it is made by the developers.

The Council resolved to leaflet all homes in the village seeking feedback from residents on the proposed development to prepare the Council in making a formal response to Chelmsford City Council when the planning application is made.

119/20 Review and approve draft resident Welcome Letter

Council reviewed the draft letter and approved the text for sending to new residents.

120/20 Review and recommend nominations for trustees to the Charity of the Unknown Donor (Otherwise The Almshouse Charity) (239382) & Copyhold Allotments Charity (246099)

The Council resolved to recommend the nominations of Chelmsford City Councillor Bob Shepherd and Mrs Gillian Houghton as trustees for the Charity of the Unknown Donor (Otherwise The Almshouse Charity) & Copyhold Allotments Charity for the period May 2021 for 5 years.

121/20 Memorial Hall Improvement Project

Council discussed the quotations received for lighting, roof repairs and new doors. Council resolved:

- To accept the quotations from Unitronics for replacement Counter down lights and Wall Lights
- To approve the quotation from RJ Evans Roofing Limited for repairs to hall roof – to be scheduled for second quarter 2021
- To approve the fitting of aluminium replacement doors for the main entrance and the external kitchen access door by Capital Door Services Limited. A quotation for replacing the Fire Exit doors from the main hall to be requested.

Works will not commence until grant funding opportunities are explored to mitigate impact on Council finances.

122/20 Review and approve the re-opening of the Berridge Room

Item withdrawn

123/20 Additional Dog Waste Bins in the village

There was a discussion on the provision of more Dog Waste Bins in the village following reports of dog fouling and the careless dropping of bagged waste. Council agreed to make an application to Chelmsford City Council requesting more Dog Waste Bins, initially in Spring Elms Lane and Spring Close.

124/20 Future Agenda Items

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

- Review and approval of projects to be funded from cash surplus forecast for year end
- Appointment of a Handyman
- Recognition awards for 'Helpers' during the Covid-19 lockdown
- Memorial Hall – approval for EiCR certification and installation of Solar Panels
- Sports Pavilion – approval of quotations for replacing Roof
- Working Party report on Hall Charge Rates

125/20 Date of Next Meeting

The next Ordinary Parish Council Meeting will take place on **Tuesday 8th December 2020** commencing at 7:30pm

The meeting closed at 10.10pm.

**Chairman
December 8th, 2020**