

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held on January 7th, 2021 by remote link. The Meeting commenced at 7:30pm. In attendance: -

Cllr Mr P Irvine – Chairman
Cllr D Ginn
Cllr Mr K Bonsor
Cllr K Sheldrake

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

Mr I Wardle – Clerk

Members of the Public – 1

1/21 Apologies for Absence

None received.

2/21 Declarations of Interest

None declared

3/21 To Approve the Minutes of Meeting held 8th December 2020

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

4/21 Matters from Prior Meetings

Minute No/Date/Councillor	Subject	Status
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/Dec/Jan – 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/Dec/Jan – 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 – AGM held on 5th Dec and contract agreed. Cllr Irvine to sign and forward to Sports Club Committee for their signature. Jan - Completed
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/Dec/Jan – 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/Jan – Hold over for April 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. Dec/Jan – hold over for Feb meeting to review content. Agreed print in March and distribute in April ahead of the Annual Parish Meeting
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 Dec – On agenda. Lighting completed. Doors & Roof repairs approved. Works to be completed in Spring 2012. Jan – Replacement Doors on order. Hold over March 2021
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 6th Nov. Cllr Teal to get quotes for Tree surgery Dec – Roof still leaking Cllrs Sheldrake and Irvine to assess on 9/12/20. Cllr Teal advised tree surgeons to cut trees on 19/12/20 Jan – Tree surgery completed. Cllr Sheldrake authorised by Council to meet K. Evans and agree settlement of roof repair invoice
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 Dec/Jan – hold over for March 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 Dec – No response from Mr Frost. ECC had a remote Parish Update meeting on 26/11/20 and the Clerk will request a copy of any presentation for circulation to Council Jan – Presentation circulated. ECC Cllr J. Spence requested summary of issues and will raise matter with ECC
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 Dec – Website poll indicates support for the scheme (110 v 69) and given volume of responses Council agreed to cancel the leaflet. The Clerk will email the developers for feedback on their consultation process. Jan – Developers advised feedback report not completed – will forward when finished.

5/21 Public Question Time

Essex County Councillor John Spence attended the meeting as a member of the public. Cllr Spence took the opportunity to update Council on the work of ECC and the pressure on general resources due to the Covid-19 pandemic, with ECC supporting the NHS where possible. He stressed the need for everyone to keep safe and keep well, ensuring they get out for exercise.

6/21 Payment of Accounts

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

Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 19.15		£ 19.15
**DD	Wave - Anglian Water	Sports Ground	Water	£ 467.77	£ -	£ 467.77
**DD	EE Mobile	General	Clerk's phone	£ 7.50	£ 1.50	£ 9.00
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 24.00	£ 4.80	£ 28.80
**DD	Spitfire	General	Village HelpLine	£ 20.24	£ 4.05	£ 24.29
**DD	British Gas	Memorial Hall	Gas	£ 86.86	£ 4.34	£ 91.20
**DD	British Gas	Memorial Hall	Electricity	£ 29.92	£ 1.49	£ 31.41
101878	M. Jarvis	Spring Close	Supervision	£ 35.00		£ 35.00
101879	I Wardle	General	Salary	£ 923.19		£ 923.19
101879	I Wardle - Zoom	General	Remote Video Calling	£ 11.99	£ 2.40	£ 14.39
101879	I Wardle - Petty Cash	General	Petty Cash	£ 100.00		£ 100.00
101880	E Cole	Memorial Hall	Cleaning	£ 100.00		£ 100.00
101881	Ritchcomm	Sports Pavilion	Cleaning	£ 109.79		£ 109.79
101882	HMRC	General	NI&Tax	£ 258.35	£ -	£ 258.35
101883	N. Holmes	General	Handyman	£ 140.00	£ -	£ 140.00
101884	Fisk Group	Memorial Hall	Fire Inspection	£ 209.50	£ 41.90	£ 251.40
101885	Kirby's Plumbing	Sports Pavilion	Boiler Services	£ 374.00	£ 74.80	£ 448.80
101886	Skippers	General	Grass Cutting	£ 234.00	£ 46.80	£ 280.80
101887	MDW Technology	General	PC Security/Domain	£ 80.00	£ 16.00	£ 96.00
101888	Essex Tree Brothers	Sports Ground	Tree Surgery	£ 540.00	£ -	£ 540.00
101889	R. Godden PCC	Memorial Hall	Hire Canx Refund 2210	£ 169.00	£ -	£ 169.00
	TOTAL			£ 3,940.26	£ 198.08	£ 4,138.34
	ACCOUNTS STATUS	31/12/2020	+/- vs prior	RESERVES		
	Current Account (B)	£ 61,243.77	-£ 476.22	Hall		£ 13,000.00
	Reserve No 1 (B)	£ 50,365.35	£ 1.26	Pavilion		£ 10,000.00
				WGPA		£ 6,000.00
	Holybred Wood (B2)	£ 7,749.36	£ 0.19	EALC Reserve		£ 23,000.00
	War Memorial (B3)	£ 2,453.40	£ 0.06	Neighbourhood Plan		£ 400.00
				Handyman		£ 4,590.00
	Total Barclays a/cs	£ 121,811.88		Defib 2		£ 1,370.00
				Flowers		£ -
				CIL Fund		£ 4,970.49
				History Centre		£ 500.00
				Total		£ 67,968.83
	Scottish Widows	£ 1,266.82	£ -	Unpresented Cheques		£ 53.99
				Funds Available		£ 44,853.12
	Total all a/cs	£ 123,078.70				
**	Outside Council Meeting					
				TOTAL		£ 123,024.71

7/21 Appointment of Handyman

Following the resignation of the Handyman, Council discussed the appointment of a replacement. Given the current situation and reduced workload Council resolved to proceed on a casual basis using a shortlist of local tradespeople. Cllr Teal to maintain a log of jobs to be completed and allocate on a skills basis.

8/21 Bus Shelters in the Village – ECC Essex-wide Bus Shelter Project

Council discussed the correspondence received from ECC on modernising and expanding the estate of bus shelters in Essex. Council resolved to respond to ECC with a request to erect a bus shelter on North Hill sited by the layby on the east side, south of Tofts Chase outside Walters Cottage.

9/21 Co-option of Additional Councillor

There remains a vacancy for one councillor; Council resolved to advertise the vacancy on the village notice boards, website and social media with a closing date of 28th February 2021.

10/21 Agree Provisional Dates for Council Meetings 2021

Council agreed the following dates for Council meetings in 2021:

- February 4
- March 4
- April 8
- May 6 (Annual)
- May 12 (Wednesday) Parish Assembly
- June 3
- July 8
- August 5
- September 2
- October 7
- November 4
- December 2

11/21 Future Agenda Items

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

- Annual Village Newsletter
- Risk Register – updated with Asset Inspections Schedule
- Covid-19 banners for display at The Memorial Hall
- Summer Bedding Plants
- Lighting of Village Sign

12/21 Date of Next Meeting

The next Ordinary Parish Council Meeting will take place on **Thursday 4th February 2021** commencing at 7:30pm

The meeting closed at 09.08pm.

Chairman
February 4th, 2021