

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held on February 4th, 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

Mr I Wardle – Clerk

Members of the Public – 2

13/21 Apologies for Absence

None received.

14/21 Declarations of Interest

None declared

15/21 To Approve the Minutes of Meeting held 7th January 2021

Council agreed and approved the minutes for the meeting held on 7th January 2021. Chairman signed remotely.

16/21 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/Feb – Hold over Mar 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/Feb – Hold over Mar 2021
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/Feb – 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/Feb – 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 Feb – On agenda
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 2021. Jan/Feb – 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 Feb – K. Evans invoice settled for £250. Roof repairs to be discussed at March meeting
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/Feb – 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 Feb – Cllr Sheldrake resolving issues and no further correspondence received for Cllr J. Spence. Matter Closed
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. Feb – Developers report circulated to Councillors. Uploaded to website. Await Planning Application. Closed

17/21 Public Question Time

A member of the public provided a brief background to the proposals on the agenda as: Protected Lanes Assessment and Pedestrian Safety. They also raised objections to the planning application reference 21/00106/FUL to be considered by Council on the agenda.

18/21 Payment of Accounts

Council reviewed the accounts payable and approved the expenditure items for January 2021.

Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 15.40	£ -	£ 15.40
**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	£ 20.40	£ 4.08	£ 24.48
**DD	British Gas	Memorial Hall	Gas Dec20	£ 86.44	£ 4.32	£ 90.76
**DD	British Gas	Memorial Hall	Gas Jan21	£ 251.13	£ 50.22	£ 301.35
**DD	British Gas	Memorial Hall	Electricity	£ 32.01	£ 1.60	£ 33.61
**101890	K. Evans	Sports Pavilion	Roof Repair	£ 250.00	£ -	£ 250.00
✓ 101891	M. Jarvis	Spring Close	Supervision WHPA	£ 35.00	£ -	£ 35.00
✓ 101892	I Wardle	General	Salary	£ 923.19	£ -	£ 923.19
✓ 101892	I Wardle - Zoom	General	Remote Video Calling	£ 11.99	£ 2.40	£ 14.39
✓ 101893	E Cole	Memorial Hall	Cleaning	£ 100.00	£ -	£ 100.00
101894	Ritchcomm	Sports Pavilion	Cleaning	£ 109.79	£ -	£ 109.79
101895	Fisk Group	Memorial Hall	Remedial Works	£ 356.50	£ 71.30	£ 427.80
101896	Kirby's Plumbing	Sports Pavilion	Call Out/New Valve	£ 131.52	£ 26.30	£ 157.82
101897	MDW Technology	General	Licence Renewals	£ 151.00	£ 30.20	£ 181.20
101898	Essex Wildlife Trust	General	Annual Membership	£ 40.00	£ -	£ 40.00
TOTAL				£ 2,545.87	£ 196.72	£ 2,742.59
ACCOUNTS STATUS		31/01/2021	+/- vs prior	RESERVES		
	Current Account (B)	£ 60,124.37	£ 1,119.40	Hall		£ 13,000.00
	Reserve No 1 (B)	£ 50,365.35	£ -	Pavilion		£ 10,000.00
				WGPA		£ 6,000.00
	Holybred Wood (B2)	£ 7,749.36	£ -	EALC Reserve		£ 23,000.00
	War Memorial (B3)	£ 2,453.40	£ -	Neighbourhood Plan		£ 400.00
				Handyman		£ 4,590.00
	Total Barclays a/cs	✓ £ 120,692.48		Defib 2		£ 1,370.00
				Flowers		£ -
				CIL Fund		£ 4,970.49
				History Centre		£ 500.00
				Total		£ 66,573.08
	Scottish Widows	£ 1,266.85	£ 0.03	Unpresented Cheques		£ 393.78
				Funds Available		£ 44,789.71
	Total all a/cs	£ 121,959.33				
**	Outside Council Meeting					
				TOTAL		£ 121,565.55

19/21 Planning Applications

Summary of planning applications considered remotely by Council in December 2020 and January 2021.

Application Number (Comments by)	Location and nature of the Proposed Development to which the application relates	Result
20/01837/FUL	Corner Cottage, Parsonage Lane Ground & first floor extensions	No Objection
20/05314/TPO	2 Litchborough Park Fell 2 x Poplar Trees	No Objection
20/01892/FUL	Land Adjacent Barnfield Cottage, Church Road Proposed new dwelling	Object
20/01903/FUL	Burghfields Farm, Colam Lane Replacement dwelling	No Objection
20/01959/FUL	Awkward Square, The Ridge Single storey rear extension	No Objection
20/05337/FUL	Famille House, Wayside Remove dead wood and branches from 8 Oak trees	No Objection
20/05319/TPO	Pipers Lodge, Clarks Farm Road Crown reduction 3-5m on 2 oak trees	No Objection
20/01814/FUL	Land Adjacent The Ridings, North Hill New dwelling & garage	Object
20/02084/FUL	September House, The Ridge Cart Lodge	No Objection
20/02115/FUL	Holybred Farm, Holybread Lane Convert outbuildings to annexe	No Objection
21/00043/FUL	2 Litchborough Park Replacement windows/doors & outbuilding	No Objection
21/00106/FUL	The Old Stables, Rysley Side extension & Outbuilding/Garage	Object

20/21 Councillor Tasks & Responsibilities

Council resolved to hold over discussion on revising Councillor responsibilities until new councillors are appointed from co-option, which is in progress.

21/21 Protected Lanes Assessment

Council considered the proposal received from a member of the public about reviewing the classification of Colam Lane, Riffhams Chase and Church Road. As part of the preparation work of the Neighbourhood Plan Group past assessments of protected lanes in the village were reviewed by the Group.

Following discussion, Cllr Coates-Jones will identify contacts at Essex Highways to gain understanding of process and how to progress a new review.

22/21 Pedestrian Safety – Resident proposal for Footpaths on The Ridge

Council considered the proposal from a member of the public about reviewing the need for footpaths on The Ridge; particular reference to three specific areas as a starting point.

The Chairman advised the meeting that he had sent a copy of the proposal to ECC Cllr John Spence requesting a Safety Assessment be undertaken of The Ridge. LB Councillors are to visit the areas and fully appraise themselves of the proposal with a view to discussing at the March Council meeting.

23/21 Risk Register – Update and Approval

Councillors confirmed that the Risk Register was up to date and the document was approved.

24/21 Newsletter – review draft and agree timing for publication

Council formed a Working Group of Cllrs Bonsor, Ginn and Roche to edit and update the draft Newsletter from 2020. The Group will report at the next Council meeting with publication planned for April 2021 ahead of any Annual Parish Assembly.

25/21 Village Sign Lighting

Council discussed the installation of lights for the Village sign outside the Memorial Hall. It was agreed that the first step was the need for electric power to the Memorial and Cllrs Sheldrake, Roche and Bonsor agreed to obtain quotes for the work. A decision on lighting would be taken at a later meeting.

26/21 Summer Bedding Plants

Council resolved to spend £250 from the budget on summer bedding plants for the village planters. Cllr Teal will arrange the purchase.

27/21 Provision of Covid-19 Banners

Item was considered to not provide any benefit for the village and was withdrawn.

28/21 Future Agenda Items

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

- Co-option of additional councillors
- Pavilion Roof – proposal from Cllr Sheldrake on roof replacement options and costs
- Memorial Hall – approval for expenditure on replacement fire doors
- Village event – Cllr Roche suggestion for an event on the Sports Ground in the summer
- Mobile phone reception – proposal on a village survey for the erection of a Mast
- Proposal on merging LB and Memorial Hall websites – Cllr Roche

29/21 Date of Next Meeting

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

The meeting closed at 09.11pm.

**Chairman
March 4th, 2021**