

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held on April 8th, 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 S Scott

Mr I Wardle – Clerk

Members of the Public – 1

54/21 Apologies for Absence

None received.

55/21 Declarations of Interest

None declared

56/21 To Approve the Minutes of Meeting held 31st March 2021

Council agreed and approved the minutes for the meeting held on 31st March 2021. Chairman signed remotely.

57/21 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 Covid19. Nov/Dec/Jan/Feb – Hold over Mar 2021 Mar – Cllr Coates-Jones to follow up with Footpath Officer Apr – Footpath review has been completed and Council received the report. All remedial works will be scheduled by Essex Highways. Council requested that the suggested alternative route for FP76 be adopted. Closed
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 Oct – Cllr Irvine contacted Footpaths Officer – advised delays due to Covid-19 Nov/Dec/Jan/Feb – Hold over Mar 2021 Mar – Clerk to follow up with ELS and if no action then Cllr Coates-Jones to write to Cllr John Spence Apr – still awaiting response from ELS

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 Apr – Reviewed again but budget constraints mean this is not feasible in year 2021/22. 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/Mar – Awaiting advice from History Centre Sept/Jan/Feb/Apr – History Centre closed due to Covid. Re-opening July. h/o Aug Meeting
204/19 – Parish Newsletter All Cllrs	Production of 2020 & 2021 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 Feb – Working Group formed DG, KB & AR and to advise on edits Mar – Completed Apr – Delivered and closed
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/Feb – Replacement Doors on order. Hold over March 2021 Mar – approved replacement rear fire doors. Works to be completed asap Apr – Doors to be fitted 19th & 20th April
93/20 – Sports Pavilion Cllrs Teal & Sheldrake	Repairs & Refurbishment	Sept – progress on works following ECC grant approval 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 Mar – Roof replacement quote approved for £10,000. Work to be completed asap Apr – Works to be completed at end of April.
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 Mar – Working Group reported and agreed any changes to charge rates held over for April 2022. Apr - Closed
22/21 - Pedestrian Safety All Cllrs	Resident proposal for footpaths on The Ridge	Feb – Cllrs to review and advise Mar – Chairman requested Safety Risk assessment by Essex Highways. County Cllr Spence to review and pass to Local Highways Panel. Apr – County Cllr Spence is chasing LHP for Risk Assessment.
21/21 - Protected Lanes Cllr Coates-Jones	Resident proposal for requesting a review of Protected Lanes in the village	Feb – Cllr Coates-Jones to speak to Essex Highways about process Mar – Chairman and Cllr Coates-Jones to discuss with Chelmsford City Council Apr – Cllr Irvine to speak with City Cllr Wright
25/21 - Lighting & power to The Memorial & Village Sign Cllrs Bonsor, Roche & Sheldrake	Proposal to install lighting in the Memorial and on the village sign	Feb – Cllrs to obtain quotes Mar – Hold over to April meeting Apr – Lack of funds at present H/O Sept.

43 /21 – Cycling in the village Cllr Irvine	Anti-social behaviour in Heather Hills and Blakes Wood	Mar – EWT looking to erect fencing and plant hedging. Police being advised of anti-social behaviour. Apr – Cllr Irvine & Teal met with representatives from Cyclists to request no further use of Heather Hills. Police have spoken with cyclists and situation to be monitored. EWT invited all Cllrs to an open day on Heather Hills to discuss planned works. Date TBA
45/21 – Village Event Cllrs Roche & Teal	Proposal for a Summer event to be held on the Sports Field in late August 2021	Mar – Working Group formed of Cllrs Roche, Teal, Scott & Sheldrake to report at April meeting Apr – Cllrs Teal & Roche discussed a draft proposal to hold a two-stage event on 11/9/21. A fully costed proposal to be presented to Council on 6 th May
52/21 – Land Acquisition Cllr Irvine & Clerk	Opportunity to purchase a piece of land in the village for local amenity area	Mar – Clerk to obtain an independent valuation of the land to support loan application and public consultation Apr – Clerk awaiting valuers costs and timing for visits
63/21 – Pavilion Refurbishment Cllrs Sheldrake & Ginn	Need to redecorate and replace soft furnishings in the pavilion	Apr – Council requested a fully costed list of works to be presented at the next meeting

58/21 Public Question Time

One member of the public joined the meeting and offered some comments on the following items reviewed under Matters from Prior Meetings:

- Pleased that County Councillor Spence is monitoring the road safety proposals for pedestrian paths
- The 'Village Event' – previous events have looked into bad weather insurance and found the costs prohibitive; the 'Open Gardens' minibus service could be utilised to facilitate additional parking

59/21 Review and Approve Quote for Grass Cutting

Council reviewed the quotation from Skippers Ground Maintenance and resolved to approve their appointment to cut the grass in the village for another year. The quotation had been maintained at previous years cost.

60/21 Payment of Accounts

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

PAYMENT OF ACCOUNTS April 8, 2021						
Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 17.25	£ -	£ 17.25
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 24.00	£ 4.80	£ 28.80
**DD	Spitfire	General	Village HelpLine	£ 20.12	£ 4.02	£ 24.14
**DD	British Gas	Memorial Hall	Electricity	£ 29.52	£ 1.47	£ 30.99
**DD	EE Mobile	General	Clerk Mobile - Feb	£ 7.50	£ 1.50	£ 9.00
**DD	EE Mobile	General	Clerk Mobile - March	£ 7.50	£ 1.50	£ 9.00
**DD	British Gas	Memorial Hall	Gas - Feb	£ 256.24	£ 51.24	£ 307.48
**DD	British Gas	Memorial Hall	Gas - March	£ 102.27	£ 5.11	£ 107.38
**101907	Simmons Printers	General	Newsletter Printing	£ 319.00	£ -	£ 319.00
✓ 101908	M. Jarvis	Spring Close	Supervision	£ 35.00	£ -	£ 35.00
✓ 101909	I Wardle	General	Salary	£ 922.99	£ -	£ 923.19
✓ 101909	I Wardle - Zoom	General	Remote Video Calling	£ 11.99	£ 2.40	£ 14.39
✓ 101910	E Cole	Memorial Hall	Cleaning	£ 100.00	£ -	£ 100.00
101911	Ritchcomm	Sports Pavilion	Cleaning	£ 109.79	£ -	£ 109.79
101912	HMRC	General	NI & Tax	£ 258.35	£ -	£ 258.35
101913	Ms C Kirk	Memorial Hall	Hire Refund Ref 2305	£ 130.80	£ -	£ 130.80
101914	Fisk Group	Sports Pavilion	Fire Survey	£ 52.50	£ 10.50	£ 63.00
101915	Unitronics	Memorial Hall	Door Electric Supply	£ 263.00		£ 263.00
101916	N. Holmes	General	Handyman	£ 37.50		£ 37.50
101917	Claremont Nursery	General	Summer Plants	£ 260.00	£ -	£ 260.00
101918	Skippers Ground Mainten	General	Grass Cutting	£ 234.00	£ 46.80	£ 280.80
101919	EALC	General	Affiliation Fees	£ 436.63	£ -	£ 436.63
TOTAL				£ 3,635.95	£ 129.34	£ 3,765.49
ACCOUNTS STATUS		31/03/2021	+/- vs prior	RESERVES		
Current Account (B)		£ 67,282.32	£ 2,093.84	Hall		£ 13,000.00
Reserve No 1 (B)		£ 50,366.61	£ 1.26	Pavilion		£ 10,000.00
				WGPA		£ 6,000.00
Holybred Wood (B2)		£ 7,749.55	£ 0.19	EALC Reserve		£ 23,000.00
War Memorial (B3)		£ 2,453.46	£ 0.06	Neighbourhood Plan		£ 400.00
				Handyman		£ 4,590.00
Total Barclays a/cs		✓ £ 127,851.94		Defib 2		£ 1,370.00
				Flowers		£ -
				CIL Fund		£ 5,014.87
				History Centre		£ 500.00
				Total		£ 67,640.36
Scottish Widows		£ 1,266.85	£ -	Unpresented Cheques		£ 319.00
				Funds Available		£ 50,956.42
Total all a/cs		£ 129,118.79				
**	Outside Council Meeting					
				TOTAL		£ 128,799.79

61/21 Review and Approve Signatories for Bank Mandate

Council resolved to confirm the following amendments to the Councillor Bank Mandate Signatories:

- Re-appoint Cllrs K. Bonsor and M. Coates-Jones as signatories
- Add Cllr B. Teal as an additional signatory
- Remove J. Scott as a signatory following his resignation from the Council

62/21 Approve new 10-year Licence for Essex Wildlife Trust

Council resolved to approve the new 10-year licence for Essex Wildlife Trust to manage Heather Hills and Poors Piece on behalf of the Council. The Council authorised the Chairman Cllr P. Irvine to sign the licence on behalf of the Council.

63/21 Sports Pavilion – Approve Proposal on Interior Refurbishment

Council received details from Councillors about the need for refurbishment of the Pavilion following the water leaks from the damaged roof. Council also discussed the suggestion to renew the soft furnishings to make the Pavilion more attractive for potential hirers. Cllrs Sheldrake and Ginn to prepare a costed list of works and present at the next Council meeting.

64/21 Receive Proposal on Climate Change Policy

Following the adoption by Chelmsford City Council of a Declaration of a Climate and Ecological Emergency Councillors discussed how Little Baddow Parish Council could support the initiatives from Chelmsford City Council.

Council resolved to invite Cllr Tom Willis in his role as Climate Ambassador for Chelmsford City Council to address the June meeting of the Council to provide some thoughts on how to promote local practical actions.

65/21 Parking at Paper Mill Lock

Council heard reports from Councillors on the parking issues generated at Paper Mill Lock. While the privately owned car park remains shut (due to re-open on 1st May) then inconsiderate parking in single lane passing places and overcrowding nearby residential roads (Spring Close) becomes the norm creating dangerous conditions for both motorists and pedestrians. Chairman Cllr P. Irvine will report the matter to County Council and speak to County Cllr J. Spence.

66/21 Future Agenda Items

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

- Sports Pavilion – Fire Survey Remedial Work Proposal
- Councillor Roles & Responsibilities
- Marketing of the Memorial Hall on re-opening

67/21 Date of Next Meeting

The Annual Parish Council Meeting will take place on **Thursday 6th May 2021** commencing at 7:30pm

The meeting closed at 09.21pm.

Chairman May 6th, 2021