

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held on March 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 – 5

30/21 Apologies for Absence

None received.

31/21 Declarations of Interest

Cllr Teal declared an interest in agenda item 12 – approval of Pavilion roof repair.

32/21 To Approve the Minutes of Meeting held 4th February 2021

Council agreed and approved the minutes for the meeting held on 4th February 2021. Chairman signed remotely.

33/21 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
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
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 & 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 – 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 2012. Jan/Feb – Replacement Doors on order. Hold over March 2021 Mar – On agenda
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 – On agenda
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 – On agenda
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.
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
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
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.

34/21 Public Question Time

County Councillor John Spence addressed the meeting, providing an update of the work Essex County Council is undertaking in tackling the Covid pandemic including planning for post-lockdown.

Cllr Spence also made specific reference to cycling and the accompanying anti-social behaviour by cyclists in Heather Hills, saying that the issue was also being experienced in other parishes and was very disappointing. He supported reporting incidents of anti-social behaviour to the Police and the planned work by Essex Wildlife Trust in erecting fences and planting hedging to deter cycling in the area.

35/21 Payment of Accounts

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

Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 15.30	£ -	£ 15.30
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 24.00	£ 4.80	£ 28.80
**DD	Spitfire	General	Village HelpLine	£ 20.31	£ 4.06	£ 24.37
**DD	British Gas	Memorial Hall	Electricity	£ 28.08	£ 1.40	£ 29.48
✓ 101899	M. Jarvis	Spring Close	Supervision	£ 35.00	£ -	£ 35.00
✓ 101900	I Wardle	General	Salary	£ 922.99	£ -	£ 922.99
✓ 101900	I Wardle - Zoom	General	Remote Video Calling	£ 11.99	£ 2.40	£ 14.39
✓ 101900	I Wardle - Ink Jungle	General	Printer Ink	£ 29.75	£ 5.95	£ 35.70
✓ 101901	E Cole	Memorial Hall	Cleaning	£ 100.00	£ -	£ 100.00
101902	Ritchcomm	Sports Pavilion	Cleaning	£ 109.79	£ -	£ 109.79
101903	Weaveaweb	General	Website & Hosting	£ 140.00	£ 28.00	£ 168.00
101904	Friends of Historic Essex	General	Membership	£ 12.00	£ -	£ 12.00
101905	RCCE	General	Membership	£ 55.00	£ 11.00	£ 66.00
101906	CES Ltd	Memorial Hall	Electrical Test	£ 440.00	£ 88.00	£ 528.00
		TOTAL		£ 1,944.21	£ 145.61	£ 2,089.82
	ACCOUNTS STATUS	28/02/2021	+/- vs prior	RESERVES		
	Current Account (B)	£ 65,188.48	£ 5,064.11	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	✓ £ 125,756.59		Defib 2		£ 1,370.00
				Flowers		£ -
				CIL Fund		£ 4,970.49
				History Centre		£ 500.00
				Total		£ 65,920.31
	Scottish Widows	£ 1,266.85	£ 0.03	Unpresented Cheques		£ 647.38
				Funds Available		£ 50,252.99
	Total all a/cs	£ 127,023.44				
**	Outside Council Meeting					
				TOTAL		£ 126,376.06

36/21 Planning Applications

Council considered the Planning Application for the Solar Farm, Main Road, Danbury. During the earlier consultation period in November 2020 the Council, to ensure it fairly represented the views of the residents publicised the matter on its website and notice boards and set up a Poll for residents to register comments and indicate whether they supported or were against the proposal. There were 187 responses with 59% in favour and 37% against with a small number remaining neutral.

The main issue raised by residents was the visual impact on what is an agricultural area and the requirement for adequate screening especially from the A414 as it approaches the village of Danbury and from Graces Lane and Graces Walk in Little Baddow.

37/21 Co-option of Councillors

Council reviewed the application from Mr Steve Scott to fill one of the two vacancies on the Council and confirmed his co-option with immediate effect. There remains one vacancy and Council would be pleased to receive applications from any interested residents.

38/21 Parish Assembly and Newsletter – agree date, review draft and timing for publication

Council agreed to hold the Annual Parish Assembly on Wednesday 28th April 2021; due to Covid restrictions this will be held as a virtual meeting with residents able to join a 'Live Streaming' of the meeting. The Newsletter will be published ahead of the Assembly and will include details of how to join the meeting.

39/21 Memorial Hall Hiring Charges

Council received a report from the Working Group that reviewed the overall charging structure for the hall. Comparisons with other village halls confirmed that the hire charges for the Memorial Hall were competitive and reasonable. As the hall is currently covering its operating costs, and with the impact of Covid on hall hirers, it was agreed to defer any charge increases until April 2022 and then to link them to inflation.

40/21 Memorial Hall – approve expenditure for replacement Fire Doors

Council discussed the replacement of the Fire doors in the hall and resolved to approve the expenditure of £3,450 with the existing contractor approved to replace the main entry doors and external kitchen door.

41/21 Sports Pavilion – approve expenditure for replacement roof and internal repairs

Council considered quotes received for the replacement of the Sports Pavilion roof and resolved to approve the expenditure of £10,000 as the lowest quote received.

42/21 Approve appointment of Internal Auditor

Council resolved to appoint Mrs J Stobart to complete the internal audit in May 2021 at a cost of £190.

43/21 Cycling and Anti-Social Behaviour in the village

The Chairman of the Council, Cllr Peter Irvine, updated Council on his discussions with Essex Wildlife Trust. EWT are fully aware of the poor behaviour of mountain bikers in Heather Hills ignoring No Cycling Signs and building tracks; their Regional Manager, Neil Bedford, is making additional visits to assess and hopefully deter bikers in Heather Hills.

EWT have plans for larger signs, fencing and additional hedging to be installed but due to Covid these have been on hold as EWT stood down all volunteers who complete the work. Police have attended the area following reports of incidents and spoken with the bikers involved. In addition, Council has written to Mountain Bike Trail websites and Forum to ask them to stop listing and promoting the Little Baddow area.

44/21 Love Your Parish Day

Council reviewed the offer from Chelmsford City Council for additional resource for one day to spruce up specific roads in the village. Council have requested a deep road cleaning on North Hill in the area around Paper Mill Lock and a litter pick of Riffhams Chase.

45/21 Village Event

Council heard suggestions from Cllrs Roche and Teal for a summer event at the Sports Field, including an outdoor cinema and caterers. Council formed a Working Group of Cllrs Roche, Teal, Scott and Sheldrake to review options and report at the next meeting.

46/21 Future Agenda Items

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

- Car Parking Plans for Paper Mill Lock
- Sports Pavilion – upgrade of interior and furnishings

47/21 Date of Next Meeting

The next Ordinary Parish Council Meeting will take place on **Thursday 8th April 2021** commencing at 7:30pm

The meeting closed at 09.37pm.

Chairman April 8th, 2021