

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held in the Memorial Hall on July 8th, 2021. The Meeting commenced at 7:30pm. In attendance: -

Cllr B Teal – Chairman

Cllr M Coates-Jones
Cllr K Bonsor
Cllr Mr A Roche

Cllr D Ginn
Cllr K Sheldrake

Mr I Wardle – Clerk

Members of the Public – 17

101/21 Apologies for Absence

Apologies had been received from Cllr P Irvine and Cllr S Scott

102/21 Declarations of Interest

None declared

103/21 To Approve the Minutes of the 3rd June 2021 Meeting

Council approved the minutes from the meeting on 3rd June and they were signed by the Chairman

104/21 Paper Mill Lock – New Bridge Proposal

Essex County Councillor John Spence addressed the meeting to inform Council and residents of Essex Highways work in looking at replacing the road bridge at Paper Mill Lock. The existing bridge is an historic structure with a weight limit imposed due to its deteriorating condition. There are plans to replace the bridge in 2023/24 subject to available finance and initial designs and road layout will be presented at a future pre-planning public consultation.

Residents at the meeting expressed their concerns that the new bridge would encourage traffic to use the route as a 'Rat Run' to avoid congestion on the A414; Cllr Spence advised that Essex Highways were aware that the access roads to the bridge from either direction were completely unsuitable for taking any additional and heavier traffic. Essex Highways will consider how to combat the use of Google Maps and Sat Nav's by drivers, especially Lorries, in seeking alternative routes.

In addition, the alternative to repair/strengthen the existing bridge has been put to Essex Highways and Councillor Spence will report their response to the Council after his meeting with Essex Highways on 26th July.

105/21 Climate Change – Presentation from Chelmsford City Council

Chelmsford City Councillor Tom Willis addressed Council in his role as Climate Change Ambassador to explain his role and what the City Council are doing to promote environmental awareness. As they are more relevant to their communities, he was keen to promote local Parish actions to be taken.

A copy of the presentation from Chelmsford City Council 'Love Your Chelmsford' Officer, Sam Warren, will be posted on the Little Baddow website highlighting the many initiatives that will improve the local environment.

106/21 Matters from Prior Meetings

Minute No/Date/Councillor	Subject	Status
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 Feb 2020 – ELS acknowledged application; 12 months to review June 2021 – ELS commenced review and requested further info (supplied) July – No further update received, hold over October 2021
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/May – History Centre closed due to Covid. June/July – Now re-opened and Cllrs Teal & Roche to set up a committee meeting. Hold Over Oct 2021
89/20 – Memorial Hall Cllrs Bonsor, Teal & Sheldrake	Hall Improvements Project	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 19 th & 20 th April May – Main and Fire doors fitted. Kitchen door and roof repairs to be completed in May June – Door fitted. Roof repairs tbc July – Quotes received for roof repairs and Cllr Sheldrake to summarise for Council approval
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. May/June/July - Awaiting response.
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 May/June/July – Cllr Spence to follow up
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.
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 May – on agenda. Est. Working Group and communicate directly with FGHT June – Discussions remain in progress July – On agenda – held over for extraordinary meeting 15th July
63/21 – Pavilion Refurbishment Cllrs Sheldrake & Ginn	Need to refurbish toilets/showers, replace boilers, redecorate and replace soft furnishings in the pavilion	Apr – Council requested a fully costed list of works to be presented at the next meeting May – Refurbishment on agenda. Council approved Handyman 3 days + Materials. Full Refurb plan to be prepared June – Handyman refurb completed. July – Cllr Sheldrake to prepare list of recommendations and costs for Council to review

107/21 Public Question Time

A resident, Mr Keith Ferguson, addressed Council and expressed his concern over the changes to the process of reviewing Planning Applications in the village (June 3rd Meeting, minute 90/21). He had supported the Council for 16 years in preparing summaries of applications for Council information and will no longer fulfil this role unless Council reverts to having him make a full presentation of applications at Council meetings.

The Chairman thanked Mr Ferguson for his work and said they would consider his request.

All other questions were raised in connection with the proposed new bridge at Paper Mill Lock and answered by County Councillor Spence.

108/21 Neighbourhood Plan

The Chair of the Little Baddow Neighbourhood Plan Working Group provided an update for Council on the work of the Group in preparing the Neighbourhood Plan and associated Design Code. The Chair of Little Baddow Parish Council thanked the Working Group for all their hard work in preparing the Plan.

Councillors raised some concerns about the Design Code and how this would put significant restrictions on future developments in the village. The Chair of the Working Group advised Council that all the documents are subject to public review ahead of final approval; Council will support communication to all residents when the Plan is finalised.

The draft documents are now complete, and the next stage is to have them edited by an external agency to ensure completeness and accuracy for Planning Legislation requirements. Council was requested to apply for a Locality Neighbourhood Planning grant to cover the costs totalling £12,250.

Once completed the draft Plan will then be the subject of a public consultation ahead of final submission to Chelmsford City Council. The final part of the process will be a local referendum requiring 50% of voters to approve the Plan.

109/21 Development in the Village

Council reviewed the following planning applications:

Application Number (Comments by)	Location and nature of the Proposed Development to which the application relates	Result
21/00739/FUL (9th July)	The Old Rodney, Spring Elms Lane Garage & Hard Standing	Object
21/01111/FUL (9th July)	The Shrubbery, The Ridge Side Extension	No Objection
21/05152/TPO (9th July)	The Old Rodney, Spring Elms Lane Fell Holly Tree & Other Works	Object
21/01130/FUL (9th July)	Hérons, Spring Elms Lane Front & Rear Extensions	No Objection
21/01090/FUL (9th July)	The Shrubbery, The Ridge New Road Access	No Objection
21/01012/FUL (15th July)	1 the Rye Field Construct Garden Room	No Objection

110/21 Payment of Accounts

Council approved the payment of accounts as proposed and approved the use of £5,000 from the CIL reserve to contribute to the costs of the new Sports Pavilion roof

Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 16.95	£ -	£ 16.95
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 26.00	£ 5.20	£ 31.20
**DD	Spitfire	General	Village HelpLine	£ 0.07	£ 0.01	£ 0.08
**DD	British Gas	Memorial Hall	Electricity	£ 34.62	£ 1.73	£ 36.35
**DD	British Gas	Memorial Hall	Gas - May	£ 125.27	£ 6.26	£ 131.53
**DD	British Gas	Memorial Hall	Gas - June	£ 67.51	£ 3.37	£ 70.88
**DD	EE Mobile	General	Clerk Mobile - March	£ 7.83	£ 1.57	£ 9.40
**DD	Wave Anglian Water	Memorial Hall	Water	£ 250.89	£ -	£ 250.89
101941	M. Jarvis	Spring Close	Supervision	£ 35.00	£ -	£ 35.00
101942	I Wardle	General	Salary	£ 948.59	£ -	£ 948.59
101942	I Wardle - Amazon	General	Printer Ink	£ 33.33	£ 6.67	£ 40.00
101942	I Wardle - Post Office	General	Stamps	£ 18.12	£ -	£ 18.12
101942	I Wardle - Post Office	General	Postage	£ 1.40	£ -	£ 1.40
101942	I Wardle - Petty Cash	General	Petty Cash	£ 100.00	£ -	£ 100.00
101943	E Cole	Memorial Hall	Cleaning	£ 100.00	£ -	£ 100.00
101944	Ritchcomm	Sports Pavilion	Cleaning	£ 109.79	£ -	£ 109.79
101945	Neil Holmes - handyman	General	Shelf Repair	£ 25.00	£ -	£ 25.00
101945	Neil Holmes - handyman	Memorial Hall	Doors - Making Good	£ 362.50	£ -	£ 362.50
101945	Neil Holmes - handyman	Memorial Hall	Weeding	£ 50.00	£ -	£ 50.00
101945	Neil Holmes - handyman	Sports Pavilion	Repairs	£ 520.45	£ -	£ 520.45
101946	HMRC	General	NI & Tax	£ 179.88	£ -	£ 179.88
101947	Capital Doors UK Ltd	Memorial Hall	Entrance Doors	£ 6,479.05	£ 1,295.81	£ 7,774.86
101947	Capital Doors UK Ltd	Memorial Hall	Kitchen Door	£ 922.59	£ 184.51	£ 1,107.10
101947	Capital Doors UK Ltd	Memorial Hall	Rear Exit Doors	£ 3,105.00	£ 621.00	£ 3,726.00
101948	Skippers Ground Mainten	General	Grass Cutting	£ 234.00	£ 46.80	£ 280.80
101949	Little Baddow Sports Clu	General	Festival Grant 94/21	£ 1,500.00	£ -	£ 1,500.00
101950	RCCE	General	Annual Membership	£ 60.50	£ 12.10	£ 72.60
	TOTAL			£ 15,314.34	£ 2,185.03	£ 17,499.37
	ACCOUNTS STATUS	30/06/2021	+/- vs prior	RESERVES		
	Current Account (B)	£ 78,364.72	-£ 759.02	Hall		£ 16,000.00
	Reserve No 1 (B)	£ 50,367.87	£ 1.26	Pavilion		£ 10,000.00
				WGPA		£ 9,000.00
	Holybred Wood (B2)	£ 7,749.74	£ 0.19	EALC Reserve		£ 23,000.00
	War Memorial (B3)	£ 2,453.52	£ 0.06	Neighbourhood Plan		£ 400.00
				Handyman		£ 2,295.00
	Total Barclays a/cs	£ 138,935.85		Defib 2		£ 1,370.00
				Flowers		£ -
				CIL Fund		£ 14.87
				History Centre		£ 500.00
				Total		£ 80,079.24
	Scottish Widows	£ -	-£ 1,266.88	Unpresented Cheques		£ -
				Funds Available		£ 48,653.35
	Total all a/cs	£ 138,935.85				
**	Outside Council Meeting					
				TOTAL		£ 138,935.85

111/21 Mushroom Farm - Land Sale

This item was held over for an Extraordinary meeting called for Thursday 15th July 2021 due to the absence of the Chairman, Councillor Irvine

112/21 ECC Locality Fund Suggestions

Council agreed that any Locality Fund grant available from Essex County Council should go towards the costs of the repairs required to the Memorial Hall roof. The Clerk will write to Essex County Councillor John Spence with this request.

113/21 History Centre – Approve Installation of Telephone Line

Council received an update from Councillor Teal on the funding reserves available to the History Centre and it was agreed to await a formal request from the History Centre Management Committee with details of funding required.

114/21 Approve additional Plant Funding of £100

Council resolved to increase the funding for planting in the village by £100

115/21 Handyman Schedule

Council agreed that a list of tasks would be maintained by Councillor Teal to be reviewed and approved at each Council meeting.

116/21 Future Meeting Agenda Items

No items raised

117/21 Date of Next Meetings

An Extraordinary meeting was called for **Thursday 15th July 2021** at 8.00pm and the next Ordinary Parish Council Meeting will take place on **Thursday 5th August 2021** commencing at 7:30pm

The meeting closed at 9:26pm.

**Chairman
August 5th, 2021**