

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held in the Memorial Hall on June 3rd, 2021. The Meeting commenced at 7:30pm. In attendance: -

Cllr P Irvine – Chairman

Cllr B Teal
Cllr K Bonsor
Cllr S Scott

Cllr D Ginn
Cllr K Sheldrake
Cllr Mr A Roche

Mr I Wardle – Clerk

Members of the Public – 0

85/21 Apologies for Absence

Apologies had been received from Cllr M Coates-Jones

86/21 Declarations of Interest

None declared

87/21 To Approve the Minutes of the 6th May 2021 Meeting

Council approved the minutes from the meeting on 6th May and they were signed by the Chairman

88/21 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 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/May – still awaiting response from ELS. Hold over Oct 2021 June – ELS commenced review and requested further info (supplied)
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 – Now re-opened and Cllrs Teal & Roche to set up a committee 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/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 May – Main and Fire doors fitted. Kitchen door and roof repairs to be completed in May June – Door fitted. Roof repairs 8/6/21
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 - 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 – Cllr J 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.
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 6th May May – on agenda. Clarification on costs and look at alternative funding solutions June – On agenda. Closed
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

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 May – Refurbishment on agenda. Council approved Handyman 3 days + Materials. Full Refurb plan to be prepared June – Handyman refurb completed. Full list of costed upgrades to be prepared
79/21 – Councillor Tasks Cllrs Ginn & Scott	Review allocation of Councillor tasks and responsibilities	May – Cllrs agreed that current allocations were acceptable and just needed re-allocation of retired Cllr Scott responsibilities. June – Completed. Closed

89/21 Public Question Time

There were no members of the public in attendance

90/21 Development in the Village

Council reviewed the list of planning applications between February and May 2021

Council discussed the best process for reviewing future planning applications now that meetings are being held in-person again. It was agreed that:

- The Clerk will circulate applications received from Chelmsford City Council Planning Dept to the current circulation list
- Cllr Sheldrake will then circulate a summary of each application to all councillors for review
- Councillors will then vote on applications at the following Council meeting
- The Clerk will update the Chelmsford City Council Planning Portal with Council comments

Council approved the payment of accounts as proposed.

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92/21 Receive and Approve the Internal Audit Report

Council received and approved the Internal Audit Report in line with the Accounts & Audit Regulations 2015

Council resolved to approve sections I - Annual Governance Statement and II - Accounting Statements of the Annual Governance & Accountability Return 2020/21

94/21 Approve a Grant of £1500 for Little Baddow Sports Club

Council resolved to approve a grant of £1500 for the Little Baddow Sports Club to support the Little Baddow Festival planned for 11th September 2021. The event is in aid of the Sports Pavilion Refurbishment Project with any surplus raised to offset the anticipated costs of the Sports Pavilion upgrades.

95/21 Facilities Manager Appointment

With the pending removal of all Covid restrictions Council discussed the full re-opening of the Memorial Hall and were advised that there had been a recent significant increase in enquiries for booking the hall. As a result, Council resolved to proceed with appointing a Facilities Manager to oversee the running of the hall. The position specification will be reviewed by Cllr Ginn and then the Clerk will advertise the position on village notice boards, the website, and other social media.

96/21 Review of Councillor Telephone Numbers Publication

Council resolved to remove personal telephone numbers from all Council notice boards and the website.

97/21 Drains, Holybread Lane

Council had received follow up from residents about the need for drain clearance on Holybread Lane. Council had previously discussed the matter with County Councillor John Spence and will seek an update on when Essex Highways will be able to undertake the necessary work.

98/21 Handyman Schedule

Cllr Teal confirmed that a schedule of handyman tasks was not maintained following the resignation of the Handyman. Council had resolved to not appoint a Handyman preferring to adopt an informal process of arranging on a task-by-task basis with local tradespeople.

Rather than reviewing a list of tasks and approving each month Council will bring to the next meeting a proposal to establish a monthly budget of £300 to cover tasks deemed to be urgent.

99/21 Future Meeting Agenda Items

- Locality Fund – proposals for County Council to include refurbishment of the Sports Pavilion
- Planting – approve additional £100 expenditure
- Handyman – review and approve a monthly £300 expenditure for tasks

100/21 Date of Next Meetings

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

The meeting closed at 9:29pm.

**Chairman
July 8th, 2021**