

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held in the Memorial Hall on September 2nd, 2021. The Meeting commenced at 7:30pm. In attendance: -

Cllr P Irvine – Chairman

Cllr M Coates-Jones

Cllr K Sheldrake

Cllr D Ginn

Cllr S Scott

Cllr B Teal

Cllr Stephanie Scott

Mr I Wardle – Clerk

Members of the Public – 0

142/21 Apologies for Absence

Apologies had been received from Cllr K Bonsor and Cllr Mr A Roche

143/21 Declarations of Interest

None declared

144/21 To Approve the Minutes of the 5th August 2021 Meeting

Council approved the minutes from the meeting held on the 5th August and they were signed by the Chairman

145/21 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/Aug/Sept – 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/Aug/Sept – Now re-opened and Cllrs Teal & Roche to set up a Committee meeting. Hold Over Oct 21
89/20 – Memorial Hall Cllrs Bonsor, Teal & Sheldrake	Hall Improvements Project	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 Aug – Repairs completed w/c 9 th August Sept – Completed & 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. May/June/July/Aug/Sept - Awaiting response from Cllr Spence
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 Aug – Cllr Spence advised a Planning and not a Highways issue. Sept – agreed that this should be included within the Neighbourhood Plan Working Group. Closed
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. Sept – Hold over for 2022/23 Budget review. Item closed for this year.
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 15 th July Aug – Council withdrew from possible purchase. FGHT to develop the land and liaising with CCC Planning Dept with possible gift of rear 2 acres to LBPC. Sept – Item Closed
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/Aug – Cllr Sheldrake to prepare list of recommendations and costs for Council to review Sept – Recommendations to be presented at October Council Meeting
104/21 – Paper Mill Lock Bridge Cllr Irvine	Obtain feedback from County Councillor Spence on proposals for replacing or repairing the bridge.	Aug – Cllr Spence to meet Essex Highways 26 th July. On Agenda Sept – Cllr Spence awaiting responses to questions raised at meeting held with Highways on 1/9/21

108/21 – Neighbourhood Plan Cllr Sheldrake & Clerk	Review Plan and apply for grant to cover costs of External consultants to complete edit	Aug – Clerk confirmed application for grant completed and feedback expected w/c 9 th Aug. Design Code to be reviewed at Sept Council Meeting. Sept – Grant approved and received. Councillors to meet w/c 13/9/21 to discuss and list points raised on Design Code and submit to Working Group
128/21 – Land Sale – Fir Tree Lane Cllr Irvine	Liaise with vendors of land for options on selling all or parcels of the land	Aug – Awaiting feedback from vendor on Board Meeting resolutions on possible sale Sept – Vendor advised price of £15k/acre – Council do not have the funds of £375K to purchase 25 acres. Suggest a Resident Group take up the opportunity and look for support and funds. Closed
129/21 – Wickhay Play Area Cllr Teal & Clerk	Resident complaints about stray footballs in adjoining land	Aug – Review lease for responsibility. Clerk to contact CCC Environmental Protection for advice. Sept – Clerk advised met with Chelmer Housing Partnership who own the land and will obtain quotes for chain link fence and signage.

146/21 Public Question Time

No public in attendance but Clerk read an email received from a resident about anti-social behaviour in Heather Hills.

Councill attention was drawn to the use of Heather Hills over the bank holiday weekend by motor cyclists and mountain bikers. The resident suggested the erection of fencing and styles/gateways to restrict access.

The Chairman responded for the Council by confirming that the matter has been reported to EWT and the Police on previous occasions. EWT have developed plans for greater security in the area and are awaiting final approval to proceed. Council has written to the CEO of EWT requesting an early resolution and has offered assistance in installing additional fencing, hedging and signage.

The Chairman said he would make contact with the resident to discuss the matter in greater detail.

147/21 Development in the Village

Council reviewed the following planning applications:

Council reviewed the following planning applications.

Application Number	Location and nature of the Proposed Development	Result
	to which the application relates	
21/01608/FUL	Uplands, The Ridge	No Objection
	Rear Extension	
21/05194/TPO	Land Opp. The Willows, North Hill	No Objection
	Face back' Hedgerow and Trees	
21/01463/FUL	The Brambles, North Hill	No Objection
	Timber Orangery	
21/01400/FUL	Museum House, North Hill	No Objection
	Single Storey Side extension	
21/01484/FUL	Blakeswood, Graces Lane	No Objection
	Front & Side Garage Addition	
21/01609/FUL	16, Wickhay Cottages, North Hill	No Objection
	Rear Extension	
21/01670/FUL	15, Runsell Lane	No Objection
	Construct First Floor & New Roof	

148/21 Payment of Accounts

Council approved the payment of accounts as proposed.

Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 15.75	£ -	£ 15.75
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 26.00	£ 5.20	£ 31.20
**DD	British Gas	Memorial Hall	Electricity	£ 50.78	£ 2.53	£ 53.31
**DD	EE Mobile	General	Clerk Mobile - March	£ 7.83	£ 1.57	£ 9.40
101958	M. Jarvis	Spring Close	Supervision	£ 35.00	£ -	£ 35.00
101959	I Wardle	General	Salary	£ 948.59	£ -	£ 948.59
101959	I Wardle - Printerland	General	Printer Ink	£ 121.04	£ 24.21	£ 145.25
101960	E Cole	Memorial Hall	Cleaning	£ 100.00	£ -	£ 100.00
101961	Ritchcomm	Sports Pavilion	Cleaning	£ 219.58	£ -	£ 219.58
101962	Skippers Ground Maint	General	Grass Cutting	£ 234.00	£ 46.80	£ 280.80
101963	Weaveaweb	General	Email Hosting	£ 65.00	£ 13.00	£ 78.00
101964	Little Baddow Cricket Cl	General	Grant - Ref:125/21	£ 1,000.00	£ -	£ 1,000.00
101965	Mr N Holmes	General	Handyman Task	£ 25.00	£ -	£ 25.00
101966	Chelmer Canal Trust	General	Subscription	£ 60.00	£ -	£ 60.00
	TOTAL			£ 2,908.57	£ 93.31	£ 3,001.88
	ACCOUNTS STATUS	31/08/2021	+/- vs prior	RESERVES		
	Current Account (B)	£ 71,558.82	£ 3,169.09	Hall		£ 16,000.00
	Reserve No 1 (B)	£ 50,367.87	£ -	Pavilion		£ 10,000.00
				WGPA		£ 9,000.00
	Holybred Wood (B2)	£ 7,749.74	£ -	EALC Reserve		£ 23,000.00
	War Memorial (B3)	£ 2,453.52	£ -	Neighbourhood Plan		£ 9,400.00
				Handyman		£ 2,295.00
	Total Barclays a/cs	£ 132,129.95		Defib 2		£ 1,370.00
				Flowers		£ -
				CIL Fund		£ 14.87
				History Centre		£ 500.00
				Total		£ 74,581.75
	Scottish Widows	£ -	£ -	Unpresented Cheques		£ -
				Funds Available		£ 47,344.94
	Total all a/cs	£ 132,129.95				
**	Outside Council Meeting					
				TOTAL		£ 132,129.95

149/21 Approve Additional Bank Signatory

Council resolved to appoint Cllr Steve Scott as a signatory for the Bank

150/21 Broadband – ‘Fibre to Premises’ Community Project

A resident of Little Baddow had contacted the Council advising that they received a poor broadband signal at their home. The resident raised the possibility of establishing a Community Project to install ‘Fibre to Premises’ (FTTP) throughout the village that would improve internet speeds significantly.

BT Openreach have advised that FTTP is ‘on its way’ but no date has been set for upgrading the village.

The Clerk had completed some research and advised Council that there are many independent Broadband providers that support Community Projects; to receive FTTP free of charge to residents they typically require 40% of residents to sign up to them as a supplier. The Clerk has written to one supplier, County Broadband, to understand their requirements to support a Community Project and will report back.

151/21 Provision of Personal Computer to the Facilities Manager

Council approved the purchase of a laptop computer at a cost of £500 + VAT for the Facilities Manager when appointed.

152/21 Landline/Broadband Connection for the Sports Pavilion

Council received an update from Cllr Sheldrake that the Sports Club Committee are following up with BT Openreach about the installation of a telephone line and broadband to the Sports Pavilion.

153/21 Disability Grant Funding

Councillor Stephanie Scott updated Council on her research into the provision by Chelmsford City Council of grants for the installation of Disabled facilities. Specifically, wheelchair access and disabled toilets at the Sports Pavilion are items for potential funding.

154/21 Paper Mill Lock – Parking and Bridge Update

The Chairman updated Council on reports received from County Councillor John Spence;

- **Parking** – the Chairman is meeting with Woodham Walter Parish Council Chairman to share information on issues at Paper Mill Lock that may affect Hoe Mill Bridge
- **New Bridge Proposals** – Cllr Spence is awaiting responses to questions raised about the option to repair the existing bridge rather than build a new bridge at his meeting held with Highways on 1/9/21

155/21 Handyman Schedule

The following items were approved for the Handyman:

- Replace and re-set loose paving slabs outside the Sports Pavilion
- Replace post and re-hang gate at the entrance to the Sports Field from the Car Park
- Wickhay Play Area – review and complete any maintenance on play equipment
- Install wooden planter under Little Baddow sign in Springs Elm Lane

156/21 Future Meeting Agenda Items

The following topics were raised for inclusion at the next meeting:

- Appointment of the Facilities Manager
- Review of Little Baddow Festival
- Draft Budget for Financial Year 2022/23
- Village Newsletter for 2022 Annual Meeting
- Sports Pavilion Refurbishment proposals
- EWT/Countryside Stewardship Clause for LBPC/EWT Licence agreement

157/21 Date of Next Meeting

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

The meeting closed at 9:10pm.

**Chairman
October 7th, 2021**