

LITTLE BADDOW PARISH COUNCIL

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

Cllr P Irvine – Chairman

Cllr M Coates-Jones

Cllr K Sheldrake

Cllr D Ginn

Cllr A Roche

Cllr B Teal

Cllr Stephanie Scott

Mr I Wardle – Clerk

Members of the Public – 1

158/21 Apologies for Absence

Apologies had been received from Cllr K Bonsor and Cllr S Scott

159/21 Declarations of Interest

None declared

160/21 To Approve the Minutes of the 2nd September 2021 Meeting

Council approved the minutes from the meeting held on the 2nd September and they were signed by the Chairman

161/21 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 Oct – ELS still reviewing recent correspondence with Copyhold Allotment Trust. No response from landowners to ELS questions.
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. Oct 21 – Archive being catalogued but not thought to have a monetary value. 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/Oct - Awaiting response from Cllr Spence
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 Oct – On agenda
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 26th July. On Agenda Sept – Cllr Spence awaiting responses to questions raised at meeting held with Highways on 1/9/21 Oct – Council met with Essex Highways, and they agreed to re-think options and costs of repairing existing bridge. Next meeting planned for Feb 2022. Chairman to discuss with ECC Cabinet Members.
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 9th 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 Oct – Cllrs reviewing Plan and Code. Looking to Working Group for more evidence to support proposals.
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. Oct – Awaiting quote from CHP – will be added to agenda for Nov meeting.
150/21 – Village Broadband Clerk	'Fibre to Premises' Community Project. Resident Proposal	Sept – Clerk to complete research on options with Open Reach and independent provider County Broadband OCT – BT Openreach confirm Fibre to premises is planned but no dates given. County Broadband failing to respond to requests for information. Clerk to research other providers.

162/21 Public Question Time

No Public questions

163/21 Community Energy Danbury

Council received a presentation from Mr Stuart Bird, Chairman of Community Energy Danbury about the current "Energy Transition." Full details of the vision and aims of the group can be found on the website – www.sustainableandbury.org

164/21 Development in the Village

Council reviewed the following planning applications:

Application Number	Location and nature of the Proposed Development to which the application relates	Result
21/01595/FUL	The Old Stable, Rysley	Object
	Front Gates & Pillars/Single Storey Side Extension	
21/05203/TPO	16 Wickhay Cottages, North Hill	No Objection
	Crown Reduction - Oak (T1)	
21/05224/TPO	Gavea, The Ridge	No Objection
	Fell Birch Tree - (W1)	
21/01727/FUL	The Old Stable, Rysley	Object
	Change Use of Land, Garage & Workshop	
21/05223/TPO	7 Litchborough Park	No Objection
	Crown Reduction - Ash W1	
21/05236/TPO	Woodlands, The Ridge	No Objection
	Crown Reduction - Oak T4	
21/01733/FUL	Land Opp. The Willows, North Hill	No Objection
	Construct Agricultural Building - Retrospective	
21/01736/FUL	Corner Cottage, Parsonage Lane	No Objection
	Single Storey and First Floor Extensions	
21/01873/FUL	Lancers, Chestnut Walk	No Objection
	Side & Rear Extensions	

165/21 Payment of Accounts

Council approved the payment of accounts as proposed.

Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 14.35	£ -	£ 14.35
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 26.00	£ 5.20	£ 31.20
**DD	British Gas	Memorial Hall	Electricity	£ 46.48	£ 2.32	£ 48.80
**DD	EE Mobile	General	Clerk Mobile - March	£ 7.83	£ 1.57	£ 9.40
**DD	British Gas	Memorial Hall	Gas - August	£ 64.12	£ 3.20	£ 67.32
**DD	British Gas	Memorial Hall	Gas - September	£ 52.20	£ 2.61	£ 54.81
101967	M. Jarvis	Spring Close	Supervision	£ 35.00	£ -	£ 35.00
101968	I Wardle	General	Salary	£ 943.19	£ -	£ 943.19
101968	Supplies4Business	Wickhay Play Area	Signs	£ 24.00	£ 4.80	£ 28.80
101969	E Cole	Memorial Hall	Cleaning	£ 100.00	£ -	£ 100.00
101970	Ritchcomm	Sports Pavilion	Cleaning	£ 219.58	£ -	£ 219.58
101971	Skippers Ground Maint	General	Grass Cutting	£ 234.00	£ 46.80	£ 280.80
101972	PKF Littlejohn	General	External Audit	£ 300.00	£ 60.00	£ 360.00
101973	Open Spaces Society	General	Membership	£ 45.00	£ -	£ 45.00
101974	Mr N Holmes	General	Handyman Task	£ 460.18	£ -	£ 460.18
101975	Felsted Construction	Memorial Hall	Roof Repairs	£ 5,805.00	£ 1,161.00	£ 6,966.00
101976	HMRC	General	Nat Ins & Tax	£ 185.28	£ -	£ 185.28
101977	Troy Planning	General	Review NH Plan	£ 1,000.00	£ 200.00	£ 1,200.00
101978	Rialtas	General	Data Back Up	£ 180.00	£ 36.00	£ 216.00
101979	Unitronics	General	Street Lamp Repair	£ 45.00	£ -	£ 45.00
	TOTAL			£ 9,787.21	£ 1,523.50	£ 11,310.71
	ACCOUNTS STATUS	30/09/2021	+/- vs prior	RESERVES		
	Current Account (B)	£ 93,865.86	£ 22,307.04	Hall		£ 16,000.00
	Reserve No 1 (B)	£ 50,369.13	£ 1.26	Pavilion		£ 10,000.00
				WGPA		£ 9,000.00
	Holybred Wood (B2)	£ 7,749.93	£ 0.19	EALC Reserve		£ 23,000.00
	War Memorial (B3)	£ 2,453.58	£ 0.06	Neighbourhood Plan		£ 8,400.00
				Handyman		£ 2,295.00
	Total Barclays a/cs	£ 154,438.50		Defib 2		£ 1,370.00
				Flowers		£ -
				CIL Fund		£ 14.87
				History Centre		£ 500.00
				Total		£ 81,890.58
	Scottish Widows	£ -	£ -	Unpresented Cheques		£ -
				Funds Available		£ 62,344.41
	Total all a/cs	£ 154,438.50				
**	Outside Council Meeting					
				TOTAL		£ 154,438.50

166/21 Review and Adopt Revised Councillors Code of Conduct

Council resolved to adopt the revised Councillors Code of Conduct as drafted.

167/21 Approve Appointment of Facilities Manager

Council resolved to approve the appointment of Ms Vanda Harmer as the Facilities Manager on a self-employed basis with immediate effect.

168/21 Review Draft Budget and Approve Precept for 2022/23

Council approved the budget for 2022/23 as proposed and resolved to increase the Percept to £47,435, a 3% increase on the previous year

169/21 Review and Approve Sports Pavilion Refurbishment Proposals

Council received an update from Cllr Sheldrake on the proposed refurbishments to the Sports Pavilion and he advised that he had received one quote for the works and was awaiting further quotes before recommending to Council for approval.

Details of grants available to the LB Cricket Club and donations from the recent LB Festival are being finalised and will allow Council to discuss and approve any shortfall in funding the works.

170/21 Planting of Crocus – Offer from Danbury Rotary Club

Council was pleased to accept the offer of crocus bulbs from the Danbury Rotary Club. Councillor Teal will liaise with the Rotary Club over where to plant the bulbs. Council agreed that a ‘carpet’ of Crocus at Aldermanburgh Green around the village sign would be attractive.

171/21 Newsletter for Annual Meeting 2022

The Chairman asked Councillors to consider articles for the next issue of the Newsletter due for publication in April 2022. Suggestions included a History of the Paper Mill Lock and Bridge, the Village Archive, and notable residents in the village.

172/21 Review of Little Baddow Festival

Organisers advised that the festival had been a great success with an excellent attendance for both the afternoon fete and evening cinema event. A final summary of funds raised will be completed at a post-event meeting on 17th October but approximately £8,000 was raised and will be a major contribution to the refurbishment of the Sports Pavilion.

173/21 Handyman Schedule

The following items were approved for the Handyman:

- Construction of Disabled Access to the Sports Field from the car park

174/21 Future Meeting Agenda Items

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

- Operational Management of the Hall and process for reviewing Hall charges – Cllr Steve Scott
- Essex Air Ambulance donation
- Community Governance Review – agree Council response
- Queens Platinum Jubilee Celebrations
- Update of website – Cllr Roche

175/21 Date of Next Meeting

The next Ordinary Parish Council Meeting will take place on **Thursday 4th November 2021** commencing at 7:30pm

The Chairman announced the resignation of Cllr Keith Bonsor and thanked him for his service to the Parish Council and the Village over the past years.

The meeting closed at 9:25pm.

**Chairman
November 4th, 2021**