

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held in the Memorial Hall on January 6th, 2022. The Meeting commenced at 7:30pm. In attendance: -

Cllr P Irvine – Chairman
Cllr M Coates-Jones
Cllr S Scott
Cllr Stephanie Scott

Cllr B Teal
Cllr K Sheldrake
Cllr D Ginn
Cllr A Roche

Mr I Wardle – Clerk

Members of the Public – 6

1/22 Apologies for Absence

None

2/22 Declarations of Interest

None declared

3/22 To Approve the Minutes of the 2nd December 2021 Meeting

Council approved the minutes from the meeting held on the 2nd December 2021 and they were signed by the Chairman

4/22 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 Oct/Nov 2021 – ELS still reviewing recent correspondence with Copyhold Allotment Trust. No response from landowners to ELS questions. Dec/Jan 2022 – ELS confirmed that application has been allowed. An Order to be made after time for any appeal
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/Nov/Dec - Awaiting response from Cllr Spence Jan – Cllr Spence requested Chairman resend details of location on The Ridge
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 – Quote received for full Refurb. Further quotes to be obtained. Funding to be confirmed – details of grant and Festival donation to be finalised. Balance to be funded by Council. Nov – Cllr Sheldrake absent – hold over for December Meeting Dec – Full summary of works and quotes to be presented at January meeting. Cricket club received £10k grant from ECB. Jan – 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. Nov – Chairman sent letter to Head of Design, Essex County Council to request cease work on new bridge proposal until the costs and feasibility of repairing the existing bridge had been completed. Council to produce a leaflet for delivery to residents in the village. Cllr Roche co-ordinating and comments on draft to him. Dec – Leaflet produced and delivered to all homes in village. On-line petition has received 501 responses in support of repairing existing bridge. Jan – Now 550 signatures in support. Cllr Spence to present petition to ECC at meeting on 10th Feb
108/21 – Neighbourhood Plan Cllr Sheldrake & Clerk	Review Plan and apply for grant to cover costs of External consultants to complete edit	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. Nov – Cllr Sheldrake to attend meeting with Working Group and Consultant on 9th Nov to review initial comments. Cllrs to review supporting evidence from initial NP consultation with residents.

		Dec – Meeting with Consultants took place and comments being incorporated in Plan – continues as Work in Progress Jan – On agenda
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. Nov – Council asked the Clerk to advise CHP that LBPC had no budget in 2021/22 to contribute to the costs and request Disclaimer Signs to be erected in Car Park area Dec – awaiting response from CHP Jan – CHP confirmed works will be completed in early 2022
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. Nov/Dec/Jan – no response from County Broadband and resident to contact and advise answers to questions
171/21 – Annual Newsletter All Councillors	Draft Articles for Newsletter printing April 2022	Oct/Nov – Cllrs to prepare articles for 2 nd Dec meeting. Clerk to draft article on Special Constables. Dec – Work in Progress – deadline for submission is Mid-January Jan – On agenda
204/21 – Land Sale Fir Tree Lane Chairman	Potential Purchase of 25 Acres of Woodland at end of Fir Tree Lane	Dec – Resident Group working on raising funds to support Council in acquiring land. Clerk to advise on Solicitor and costs Jan – Solicitor appointment on agenda. A Working Group of residents has been established with Cllr Ginn as Chair.

5/22 Public Question Time

There were six members of the public in attendance.

County Councillor John Spence was in attendance and answered questions from Councillors including an update on Paper Mill Lock Bridge; he agreed to present the petition being raised by the Council to Essex County Council at the next meeting in February.

The Chair of the Little Baddow Neighbourhood Plan Steering Committee was in attendance and participated in the discussion on the Neighbourhood Plan Steering Committee composition.

6/22 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
21/02313/FUL	Woodlands, Wayside	No Objection
	Replace Double Garage	
21/05659/CAT	Boaters Car Park, Paper Mill Lock	No Objection
	T2 - Ash - Lift Crown	
21/02321/FUL	George Herbert House, Fir Tree Lane	No Objection
	Two Storey Side and Front Extension	
19/00357/S73	Graces Farm, Graces Lane	No Objection
	Vairiation of Condition 2 to Prior Approval	
21/02312/FUL	Woodlands, Wayside	No Objection
	Replace Conservatory with Single Storey Extension	
21/02303/FUL	Iona, North Hill	No Objection
	Two Storey Side Extension & Other Developments	
21/02331/FUL	1 Phillows Farm Cottages, Hammonds Road	No Objection
	Single Storey Rear Extension	
21/02187/FUL	Waterhall, Hurrells Lane	No Objection
	New Paddock Access & Gates	
21/02381/FUL	Sweeps Hill, Spring Elms Lane	No Objection
	Construct Double Garage	
21/02319/FUL	The Brew House, Graces Lane	No Objection
	Construct Outdoor Manege	
21/05321/TPO	Former Tennis Pavilion, The Old Rodney, Spring Elms Lane	No Objection Cllr Teal Objection noted
	Excavate Trench for Utilities	

7/22 Payment of Accounts

Council approved the payment of accounts as proposed.

Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 25.67	£ -	£ 25.67
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 26.00	£ 5.20	£ 31.20
**DD	British Gas	Memorial Hall	Electricity	£ 89.05	£ 4.45	£ 93.50
**DD	EE Mobile	General	Clerk Mobile	£ 7.83	£ 1.57	£ 9.40
**DD	British Gas	Memorial Hall	Gas	£ 323.23	£ 64.64	£ 387.87
**DD	Wave - Anglian Water	Sports Ground	Water	£ 346.81	£ -	£ 346.81
102003	M. Jarvis	Spring Close	Supervision	£ 35.00	£ -	£ 35.00
102004	I Wardle	General	Salary	£ 923.99	£ -	£ 923.99
102004	IW - Post Office	General	Postage stamps	£ 18.12	£ -	£ 18.12
102005	V Harmer	Memorial Hall	Hall Management	£ 490.00	£ -	£ 490.00
102006	E Cole	Memorial Hall	Cleaning	£ 137.50	£ -	£ 137.50
102007	Ritchcomm	Sports Pavilion	Cleaning	£ 219.58	£ -	£ 219.58
102008	Skippers Ground Mainten	General	Grass Cutting	£ 234.00	£ 46.80	£ 280.80
102009	Essex Wildlife Trust	General	Membership Fee	£ 40.00	£ -	£ 40.00
102010	HMRC	General	Nat Ins & Tax	£ 253.68	£ -	£ 253.68
102011	D Haynes	Memorial Hall	Deposit Refund	£ 50.00	£ -	£ 50.00
101012	Mr N Holmes	General	Handyman - Tasks	£ 66.50	£ -	£ 66.50
101013	MDW Technology	General	Licence renewals	£ 123.00	£ 24.60	£ 147.60
	TOTAL			£ 3,409.96	£ 147.26	£ 3,557.22
	ACCOUNTS STATUS	31/12/2021	+/- vs prior	RESERVES		
	Current Account (B)	£ 82,932.23	£ 2,818.80	Hall		£ 16,000.00
	Reserve No 1 (B)	£ 50,370.39	£ 1.26	Pavilion		£ 10,000.00
				WGPA		£ 9,000.00
	Holybred Wood (B2)	£ 7,750.12	£ 0.19	EALC Reserve		£ 23,000.00
	War Memorial (B3)	£ 2,453.64	£ 0.06	Neighbourhood Plan		£ 6,900.00
	Total Barclays a/cs	£ 143,506.38		Handyman		£ 2,295.00
				Defib 2		£ 1,370.00
				CIL Fund		£ 14.87
				History Centre		£ 500.00
				Total		£ 72,637.09
				Unpresented Cheques		£ 57.00
				Funds Available		£ 60,608.53
**	Outside Council Meeting					
				TOTAL		£ 143,449.38

8/22 Neighbourhood Plan – Review Committee Structure

Council reviewed the structure of the Neighbourhood Plan Steering Committee and approved:

- Councillors Sheldrake and Coates-Jones to be the Council appointed members on the Committee
- The Clerk to take responsibility for administering the Committee and to attend meetings as the Committee Clerk

Council was advised by the Chair of the Steering Committee that Troy Planning (the appointed consultants) were working on a re-draft of the Design Code and this will be available shortly for Councillors to review. A Council Working Group formed of Councillors Teal, Roche and Scott was established to review the Design Code and report to Council.

9/22 Website Review

Councillor Roche advised Council that a review of the current Little Baddow website would be appropriate to ensure it is up to date and fully reflects resident needs. It was suggested that Councillors look at other Council websites for ideas on format and information provided and make any suggestions for inclusion at the next Council meeting.

10/22 Memorial Hall Lighting & sundry Improvements

Councillor Steve Scott reported on several issues that needed attention at the Hall and also provided a brief on a three-phase long term plan to make the Hall more environmentally sound. Council approved:

- The installation of CCTV at an initial cost of £500
- Repair of the cooker hob
- Deep clean and sanitisation of the Kitchen
- Installation of LED bulbs in existing light fittings in main hall
- The appointment of an external consultant at a maximum cost of £500 to provide a survey and report on the status of the Hall insulation and heating systems.

11/22 Newsletter Update

Councillor Ginn provided an update on the preparation of the annual Parish Council Newsletter. A list of articles and authors was agreed with a final submission date of 31st January.

12/22 Appointment of Solicitor for Property Acquisitions

The Clerk presented details of quotes received from Legal firms to provide support to the Council in matters involving Land acquisition. Council resolved to appoint Essex Legal Services to act for it.

13/22 Defibrillator – Approve Siting at The Memorial Hall

Council thanked Colchester Rovers Cycling Club for their generous £1,000 donation to enable Council to complete the funding of a third defibrillator at the Memorial Hall. The defibrillator will be sited on the wall facing North Hill beside the 'Talking Bench' and accessible to all.

14/22 Speeding – Speedwatch Group Restart

Council was advised that the Speed Watch Group would re-start monitoring speeding on The Ridge in March following relaxation of Covid restrictions. Additional volunteers would be most welcome and are invited to contact the Clerk if interested in joining the Group.

15/22 Sports Pavilion – Approval of Refurbishment Works

Councillor Sheldrake provided Council with an update on progress of plans and quotes for the refurbishment of the Pavilion. Estimates are outstanding from contractors proposed by members of Little Baddow Sports Club to provide options to those quotes already received. Council resolved to decide on the contractor at the February meeting based on quotes received at that date.

Council was advised that some works had commenced without review and approval by Council; Chairman to write to the Sports Club for work to be suspended until all plans and costs are approved by Council.

16/22 Handyman Schedule

The following tasks were added to the list for the Handyman to complete:

- Repair and replacement of items damaged at the Memorial Hall by vandals

17/22 Future Meeting Agenda Items

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

- Paper Mill Lock Bridge – Independent Engineer Report
- Availability of Disability Grants
- Land Known as 'The Mushroom Farm'

18/22 Date of Next Meeting

The next Ordinary Parish Council Meeting will take place on **Thursday 3rd February 2022** commencing at 7:30pm

The meeting closed at 9.38pm.

**Chairman
February 3rd, 2022**