

LITTLE BADDOW PARISH COUNCIL

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

Cllr P Irvine - Chair

Cllr A Roche

Cllr B Teal

Cllr Stephanie Scott

Cllr K Sheldrake

Cllr D Ginn

Cllr S Scott

Mr I Wardle – Clerk

Members of the Public – 2

56/22 Apologies for Absence

Apologies received from Cllr M Coates-Jones

57/22 Declarations of Interest

None declared

58/22 To Approve the Minutes of the 10th March 2022 Meeting

Council approved the minutes from the meeting held on the 10th March 2022 and they were signed by the Chair

59/22 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/Feb/ March/Apr 2022 – ELS confirmed that application has been allowed. An Order to be made.
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 Feb – Report sent to Cllr Spence. Requested Council complete a form for the LHP. Cllr Coates-Jones to complete. March – Form completed and sent to Cllr Spence with copy of resident report, to be submitted to LHP April – await update 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	Dec – Full summary of works and quotes to be presented at January meeting. Cricket club received £10k grant from ECB. Jan – Awaiting quotes from Sports Club contractors. Final list of works and quotes to be presented to Council in Feb Feb – Held Over to March meeting March – Council agreed to replacement of heating system as not repairable. Final quotes to be received. April – On agenda
104/21 – Paper Mill Lock Bridge Cllr Irvine	Obtain feedback from County Councillor Spence on proposals for replacing or repairing the bridge.	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 Feb – Essex Highways have halted work on new bridge proposal and further assessing existing bridge. Petition now at 1,000+ Cllr Irvine attending ECC meeting 10th Feb March/April – Petition presented to ECC and tests of existing bridge being completed. Report and meeting with Essex Highways expected late May 2022
108/21 – Neighbourhood Plan Cllr Sheldrake & Clerk	Review Plan and apply for grant to cover costs of External consultants to complete edit	Feb – Clerk confirmed that CCC advised Designated Area for Plan has no expiry date. Next Steering Committee 15/2/22 March – Council approved additional funding of £1,000 for Design Code. Steering Committee to commence comm's plan at Parish Assembly in May.

		April – Draft plan circulated to Council for comment. Further grant to be obtained to complete consultancy work
171/21 – Annual Newsletter All Councillors	Draft Articles for Newsletter printing April 2022	Jan/Feb – Final list of articles and authors agreed. Submit by mid-Feb March – Draft agreed. Printing & delivery early April. Cllr Coates-Jones to review distribution list April – Newsletter distributed. Closed
204/21 – Land Sale Fir Tree Lane Chairman	Potential Purchase of 25 Acres of Woodland at end of Fir Tree Lane	Jan – Solicitor appointment on agenda. A Working Group of residents has been established with Cllr Ginn as Chair. Feb – Landowners in discussion on sale of land. Working Group meet end Feb March/April – Await update from Working Group
9/22 – Website Review Cllr Roche	Review and update of the website to reflect current needs	Jan – Cllrs to look at other Council websites and advise any suggestions at next meeting. Clerk to advise on availability of EALC training to support website administration. Feb/March – Clerk advised no training at EALC. Cllr Roche ongoing review April – Software has been updated and looking at content and template for auto upload to the website
10/22 – Memorial Hall Improvements Cllr Steve Scott	Installation of CCTV; fitting of LED Bulbs; Survey & report on Heating and Insulation	Jan – Cllr Scott to oversee works on CCTV and Bulbs. Appoint consultant to prepare report. Feb – agreed installation of 4 CCTV cameras, deep clean kitchen and obtain quote for replacing fluorescent lights March – Lighting quote agreed April – On agenda
46/22 - Celebration of the Queen's Platinum Jubilee	- Picnic on Sports Field – 2nd June - Tree Planting at Cock Green	March – agreed with LBCC to hold picnic on area next to car park to allow for cricket game. Trees to be planted at Cock Green by month end. April – trees planted at Cock Green. Working Group established for Picnic arrangements

60/22 Public Question Time

Two members of the public attended the meeting.

61/22 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
22/00389/CUPAQ	Barn, Little Baddow Hall Farm, Church Road	No Objection
	Change of Use - Agricultural to Dwelling	
22/00451/FUL	Hawthorns, The Ridge	No Objection
	Ground Floor Extension	
22/00466/LBC	Waterhall, Hurrells Lane	No Objection
	Replace Gate & Erect Fence	
22/00468/LBC	Waterhall, Hurrells Lane	No Objection
	Insert Window & Open Roof Void	
22/00448/FUL	Eastmead, Spring Elms Lane	No Objection
	Single Storey Side Extension	
22/00558/FUL	Corner Cottage, Parsonage Lane	No Objection
	Front & Side Extensions	
22/00366/FUL	The Brambles, North Hill	No Objection
	Side Extension	

62/22 Payment of Accounts

Council approved the payment of accounts as proposed.

Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 20.85	£ -	£ 20.85
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 26.00	£ 5.20	£ 31.20
**DD	British Gas	Memorial Hall	Electricity	£ 84.31	£ 4.21	£ 88.52
**DD	British Gas	Memorial Hall	Gas - Feb	£ 284.99	£ 56.99	£ 341.98
**DD	British Gas	Memorial Hall	Gas - March	£ 259.95	£ 51.99	£ 311.94
**DD	EE Mobile	General	Clerk Mobile	£ 7.83	£ 1.57	£ 9.40
102040	M. Jarvis	Spring Close	Supervision	£ 35.00	£ -	£ 35.00
102041	I Wardle	General	Salary	£ 1,081.24	£ -	£ 1,081.24
102041	IW - King & Co	General	Trees - Cock Green	£ 349.00	£ -	£ 349.00
102041	IW - RBLI	General	Green Canopy Plaque	£ 129.16	£ 25.83	£ 154.99
102042	E Cole	Memorial Hall	Cleaning	£ 162.50	£ -	£ 162.50
102043	Ritchcomm	Sports Pavilion	Cleaning	£ 219.58	£ -	£ 219.58
102044	Neil Holmes	General	Kitchen Clean	£ 352.50	£ -	£ 352.50
102044	Neil Holmes	General	Table Castors	£ 109.33	£ -	£ 109.33
102044	Neil Holmes	General	Handyman Tasks	£ 63.99	£ -	£ 63.99
102045	Skippers Ground Maintenance	General	Grass Cutting	£ 234.00	£ 46.80	£ 280.80
102046	Weaveaweb	General	Hosting Renewal	£ 149.00	£ 29.80	£ 178.80
102047	Unitronics	General	Street Lamp Repair	£ 45.00	£ -	£ 45.00
102048	HMRC	General	NI & Tax	£ 303.78	£ -	£ 303.78
102049	Troy Planning	General	Neighbourhood Plan	£ 3,750.00	£ 750.00	£ 4,500.00
102050	Ferrers Electrical Services	Memorial Hall	New Lights	£ 930.00	£ -	£ 930.00
102051	Simmons Printers	General	Print Newsletter	£ 365.00	£ -	£ 365.00
102051	Simmons Printers	General	Print Newsletter Insert	£ 47.00	£ -	£ 47.00
102052	EALC	General	Affiliation Fees	£ 439.94	£ -	£ 439.94
	TOTAL			£ 9,449.95	£ 972.39	£ 10,422.34
	ACCOUNTS STATUS	31/03/2022	+/- vs prior	RESERVES		
	Current Account (B)	£ 79,892.99	£ 3,149.34	Hall		£ 16,000.00
	Reserve No 1 (B)	£ 50,371.65	£ 1.26	Pavilion		£ 10,000.00
				WGPA		£ 9,000.00
	Holybred Wood (B2)	£ 7,750.31	£ 0.19	EALC Reserve		£ 23,000.00
	War Memorial (B3)	£ 2,453.70	£ 0.06	Neighbourhood Plan		£ 400.00
				Handyman		£ -
	Total Barclays a/cs	£ 140,468.65		Defib 2		£ -
				CIL Fund		£ 14.87
				History Centre		£ 500.00
				Total		£ 69,337.21
				Unpresented Cheques		£ 3,875.00
				Funds Available		£ 57,052.43
**	Outside Council Meeting					
				TOTAL		£ 136,593.65

63/22 Land at Holybread Lane – Update on Land Acquisition

The Chairman updated Council on the progress of the acquisition of the land in Holybread Lane (formerly known as the Mushroom Farm). The contract and transfer agreements with the Fairfax Gospel Hall Trust are being finalised by solicitors for both parties.

Councillors reviewed and agreed the wording of a draft letter that the Chairman is to send to the FGHT supporting a planning application to build a single dwelling on the front part of the land allowing the remainder to be gifted to the Council for the benefit of the village.

64/22 Memorial Hall Improvements

Councillor Steve Scott updated Council on the completion of the upgrade to the hall lighting to full LED and provided Council with a summary list of key upgrades that need to be completed.

Council resolved to prioritise the replacement of the old gas boiler and replacement of the internal lobby doors. The Chairman requested that an independent Heating & Ventilation Engineer be retained to provide a recommendation on replacement heating systems including the potential conversion to a Ground Source Heat Pump.

65/22 Sports Pavilion Refurbishment – Review and Agree Works

Councillor Sheldrake advised Council on the quotations received for the Installation of a new heating and water system. Council resolved to approve the quote from Chelmsford Heating & Plumbing at a cost of £14,224. Works will commence on 6th June and will be covered by a 10-year guarantee.

Council also approved the work to update the Emergency lighting and Fire Detection systems at a budgeted cost of £1,700.

66/22 Annual Parish Assembly

Council agreed the agenda for the Little Baddow Parish Assembly to be held on 11th May 2022 at the Memorial Hall. The clerk will post the agenda on the Notice Boards and the website.

Council discussed beneficiaries for the Village Community Award and identified three deserving candidates

67/22 Litter Pick

Council agreed to undertake a Village Litter Pick on Saturday 17th September 2022 – it will be promoted nearer the date.

68/22 Handyman Schedule

No tasks were added to the list for the Handyman to complete.

69/22 Future Meeting Agenda Items

No topics were raised for inclusion at the next meeting.

70/22 Date of Next Meeting

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

The meeting closed at 9.40pm.

**Chairman
May 3rd, 2022**