

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held in the Memorial Hall on March 10th, 2022. The Meeting commenced at 7:30pm. In attendance: -

Cllr P Irvine - Chair

Cllr M Coates-Jones

Cllr K Sheldrake

Cllr B Teal

Cllr D Ginn

Cllr Stephanie Scott (Joined at 8.10pm)

Mr I Wardle – Clerk

Members of the Public – 3

37/22 Apologies for Absence

Apologies received from Cllr A Roche and Cllr S Scott

38/22 Declarations of Interest

None declared

39/22 To Approve the Minutes of the 3rd February 2022 Meeting

Council approved the minutes from the meeting held on the 3rd February 2022 and they were signed by the Chair

40/22 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 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

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 – 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 – 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 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 – 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	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 – Committee structure reviewed and agreed. Clerk applied for re-approval of Designated Area for Plan Feb – Clerk confirmed that CCC advised Designated Area for Plan has no expiry date. Next Steering Committee 15/2/22 March – 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/Feb – CHP confirmed works will be completed in early 2022 March – Works completed. Closed
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/Feb/March – no response from County Broadband or resident. Closed

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/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
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. Feb – Landowners in discussion on sale of land. Working Group meet end Feb March – 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 – Clerk advised no training at EALC. Cllr Roche ongoing review March – Cllr Roche reviewing
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 – On agenda

41/22 Public Question Time

Two members of the public attended the meeting to support the planting of trees on Cock Green, North Hill as part of the Queen's Platinum Jubilee celebrations. (See minute item 46/22)

Stuart Bird from Community Energy Danbury provided Council with an update that 'Sustainable Danbury' has recently been awarded some funding, to provide local energy advice, by Power Partners (a charitable fund from UK Power Networks UKPN the regional electricity network operator).

Following discussions Mr Bird was asked to look into the use of wind turbines as a way of localised electricity generation.

They have a target to provide energy advice to 100 households in the greater Danbury area over the next 12 months. They intend to hold clinics in Little Baddow as well as consultations over Zoom and Council agreed to assist in publicising the programme:

- A leaflet will be included in the Parish Newsletter to be distributed in April
- Links to the sustainabledanbury.org website
- A stand at the Parish Assembly on the 11th May at the Memorial Hall

42/22 Development in the Village Council reviewed the following planning applications:

Application Number	Location and nature of the Proposed Development		Result
	to which the application relates		
22/00086/FUL	Hilltops, Colam Lane		No Objection
	Demolish dwelling and construct new single storey		
22/00183/FUL	Land East of Gibbs Cottage, Spring Elms Lane		No Objection
	Proposed Tack, Feed & Hay Store		
22/00142/FUL	Land Adjacent Barnfield Cottage, Church Road		Object
	New dwelling house & access		
22/05001/TPO	Ramblers, Clarks Farm Road		No Objection
	Reduction of Oak Trees - G1		
22/05019/TPO	Blakes, Fir Tree Lane		No Objection
	Crown Reductions on Trees T2, T5, T7 & T8		

43/22 Payment of Accounts

Council approved the payment of accounts as proposed.

Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 17.25	£ -	£ 17.25
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 26.00	£ 5.20	£ 31.20
**DD	British Gas	Memorial Hall	Electricity	£ 74.13	£ 3.70	£ 77.83
**DD	British Gas	Memorial Hall	Gas	£ 260.39	£ 52.07	£ 312.46
**DD	EE Mobile	General	Clerk Mobile	£ 7.83	£ 1.57	£ 9.40
102028	M. Jarvis	Spring Close	Supervision	£ 35.00	£ -	£ 35.00
102029	I Wardle	General	Salary	£ 939.19	£ -	£ 939.19
102029	IW - Post Office	General	Postage Stamps	£ 18.12	£ -	£ 18.12
102029	IW - Amazon	General	Printer Paper	£ 20.08	£ -	£ 20.08
102029	IW - Amazon	Memorial Hall	Paper Hand Towels	£ 48.47	£ -	£ 48.47
102029	IW - Amazon	General	Printer Ink	£ 54.50	£ -	£ 54.50
102030	V Harmer	Memorial Hall	Hall Management	£ 518.00	£ -	£ 518.00
102031	E Cole	Memorial Hall	Cleaning	£ 125.00	£ -	£ 125.00
102032	Ritchcomm	Sports Pavilion	Cleaning	£ 219.58	£ -	£ 219.58
102033	Neil Holmes	General	Handyman Tasks	£ 61.30	£ -	£ 61.30
102033	Neil Holmes	General	Handyman Tasks	£ 50.00	£ -	£ 50.00
102034	Fisk Group	Memorial Hall	Remedial Works	£ 474.25	£ 94.85	£ 569.10
102035	Weaveaweb	General	Hosting Renewal	£ 146.50	£ 29.30	£ 175.80
102036	RCCE	General	Membership Fee	£ 55.00	£ 11.00	£ 66.00
102037	PPL PRS Ltd	Memorial Hall	Hall Music Licence	£ 148.74	£ -	£ 148.74
102038	Troy Planning	General	Neighbourhood Plan	£ 1,750.00	£ 350.00	£ 2,100.00
		TOTAL		£ 5,049.33	£ 547.69	£ 5,597.02
	ACCOUNTS STATUS	28/02/2022	+/- vs prior	RESERVES		
	Current Account (B)	£ 76,743.65	-£ 7,483.68	Hall		£ 16,000.00
	Reserve No 1 (B)	£ 50,370.39	£ -	Pavilion		£ 10,000.00
				WGPA		£ 9,000.00
	Holybred Wood (B2)	£ 7,750.12	£ -	EALC Reserve		£ 23,000.00
	War Memorial (B3)	£ 2,453.64	£ -	Neighbourhood Plan		£ 4,150.00
				Handyman		£ 2,295.00
	Total Barclays a/cs	£ 137,317.80		Defib 2		£ -
				CIL Fund		£ 14.87
				History Centre		£ 500.00
				Total		£ 70,556.89
				Unpresented Cheques		£ 1,476.58
				Funds Available		£ 55,080.57
**	Outside Council Meeting					
				TOTAL		£ 135,841.22

44/22 Neighbourhood Plan

Council received a brief update on the Neighbourhood Plan following the Steering Committee held on the 22nd February. Council was requested by the Steering Committee to approve a further expenditure of £1,000 with Troy Planning to complete additional editing of the Design Code and to include photographs and images in the final document. Council resolved to approve the additional expenditure.

45/22 Love Your Parish Day & Litter Pick

Council had received an offer from Chelmsford City Council to participate in a general clean up programme whereby the City's Street Care Service would spend a half day in the village cleaning up nominated streets. Council agreed that Hurrells Lane either side of the Ford would be a good place for some attention.

A village Litter Pick Day will be confirmed at the next Council meeting.

46/22 Celebration of the Queen's Platinum Jubilee

Council confirmed the following celebrations for the Queen's Platinum Jubilee:

- Hold a resident picnic on the Sports Field on Thursday 2nd June – plans will centre on a 'Bring You Own' picnic and chairs. The Field will be shared with the Cricket Club who are hosting a game.
- Council approved the expenditure of £500 on planting five trees on the village land known as Cock Green on North Hill with a commemorative plaque.

47/22 Review Request for Charity Event on the Sports Field

Little Baddow Parish Council considered a request to use the Sports Field for a charity event in September. Council did not support the use of the sports field for such a major event; Council felt that the sports field is primarily for the use of the village sports clubs and does not wish for it to be seen as a venue for general hire.

While there were parallels with the Village festival held on the sports field last year the proposed event was for a significantly larger number of attendees (1,200 - 1,500 vs 500) and this was thought to potentially create parking issues and high wear and damage to the field.

48/22 Memorial Hall Improvements

Councillor Steve Scott was absent and so no detailed update on the Improvement Programme was received. However, the CCTV cameras have been installed and the Handyman scheduled to complete the Kitchen Deep Clean.

Council approved the quotation received for the installation of LED lighting in the hall to replace the existing fluorescent tubes and other upgrades at a cost of £860.

49/22 Sports Pavilion Refurbishment – Review and Agree Works

Councillor Sheldrake advised Council on the works required to completely update the Pavilion including the following:

- Installation of new heating and water system
- Electrical updates on internal lighting, fire detection and external sensor lights
- External Lighting of Pathways from the Car Park and Parsonage Lane
- Internal decoration
- Replacement sanitary ware

Council prioritised the replacement of the heating system and final quotes for the work to be obtained at an estimated cost of £18,000 – Council will need to utilise the full reserve to support the expenditure. Other items to be discussed with the Sports Club Committee over monies available to fund works.

50/22 Quality Council Status Update

Little Baddow Parish Council reviewed its accreditation for the Local Council Award and understands that it has now lapsed. In looking at the application process and eligibility it appears that Little Baddow Parish Council is not eligible as it only has four elected councillors out of nine, therefore not meeting the two-thirds rule. Council decided to defer applying until after the next local elections in May 2023.

51/22 Community Engagement Policy – Review and Approval

Council reviewed the policy and approved its continued use with minor amendments

52/22 Disciplinary Policy – Review and Approval

Council reviewed the policy and approved its continued use with no amendments

53/22 Handyman Schedule

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

54/22 Future Meeting Agenda Items

No topics were raised for inclusion at the next meeting.

55/22 Date of Next Meeting

The next Ordinary Parish Council Meeting will take place on **Thursday 7th April 2022** commencing at 7:30pm

The meeting closed at 9.50pm.

**Chairman
April 7th, 2022**