

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held in the Memorial Hall on May 3rd, 2022. The Meeting commenced at 7:30pm. In attendance: -

Cllr P Irvine - Chair

Cllr A Roche

Cllr B Teal

Cllr M Coates-Jones

Cllr K Sheldrake

Cllr D Ginn

Cllr S Scott

Mr I Wardle – Clerk

Members of the Public – 2

71/22 Election of the Chairman

Cllr Peter Irvine was nominated for the office of Chairman. Cllr Irvine was duly elected unanimously.

72/22 Declaration of Acceptance of Office

Cllr Irvine read and signed the Declaration of Acceptance of Office

73/22 Election of Vice-Chairman

Cllr Barbara Teal was nominated for the office of Vice-Chairman. Cllr Teal was duly elected unanimously.

74/22 Apologies for Absence

Apologies received from Cllr Stephanie Scott

75/22 Declarations of Interest

None declared

76/22 Annual Review of Financial Regulations and Standing Orders

Councillors had reviewed and confirmed their understanding of the Financial Regulations and Standing Orders.

77/22 To Approve the Minutes of the 7th April 2022 Meeting

Council approved the minutes from the meeting held on the 7th April 2022 and they were signed by the Chair

78/22 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. May – Order has been made by ELS and there is a waiting period of 8 weeks for any objections.
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/May– 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/May – New heating system to be installed 6th June. Lighting and Fire Detectors to be upgraded
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/May – 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 May – NP Steering Committee awaiting Council comments on the Design Code. Cllr Teal to send.
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/May – Await update from Working Group – Landowners not decided on sale
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. May - Closed
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/May – Lighting completed. To obtain report from Heating & Ventilation Engineers on preferred update solution.
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 May – Working Group to finalise and communicate plan for the Picnic. Cllr Roche to speak to Paul Churchouse on arrangements for parking etc

79/22 Public Question Time

A member of the public attending the meeting raised concerns over the planning application submitted for the Old Court, Colam Lane (Ref: 22/00571/FUL).

80/22 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			
22/00601/LBC	Great Graces, Graces Lane			No Objection
	Replacement Sash Windows			
22/00571/FUL	Old Court, Colam Lane			Object
	New Detached Dwelling			
22/00577/FUL	Waterhall, Hurrells Lane			No Objection
	Replace Gate & Erect Fence			

81/22 Payment of Accounts

Council approved the payment of accounts as proposed.

Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 16.40	£ -	£ 16.40
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 26.00	£ 5.20	£ 31.20
**DD	British Gas	Memorial Hall	Electricity	£ 87.53	£ 4.37	£ 91.90
**DD	Chelmsford City Council	Memorial Hall	Waste Disposal	£ 552.50	£ -	£ 552.50
**DD	Chelmsford City Council	Sports Pavilion	Waste Disposal	£ 552.50	£ -	£ 552.50
**DD	EE Mobile	General	Clerk Mobile	£ 8.55	£ 1.71	£ 10.26
102053	M. Jarvis	Spring Close	Supervision	£ 35.00	£ -	£ 35.00
102054	I Wardle	General	Salary	£ 963.90	£ -	£ 963.90
102054	IW - Amazon	General	Enveloped & Paper To	£ 31.45	£ -	£ 31.45
102054	IW - Printerland	General	Printer Ink	£ 188.00	£ 37.60	£ 225.60
102055	E Cole	Memorial Hall	Cleaning	£ 175.00	£ -	£ 175.00
102056	Ritchcomm	Sports Pavilion	Cleaning	£ 219.58	£ -	£ 219.58
102057	Neil Holmes	Memorial Hall	Manager Duties	£ 126.00	£ -	£ 126.00
102057	Neil Holmes	General	Handyman Tasks	£ 25.00	£ -	£ 25.00
102058	Skippers Ground Maintenance	General	Grass Cutting	£ 234.00	£ 46.80	£ 280.80
102059	Chelmsford Heating & Plumb	Memorial Hall	Boiler Repair	£ 91.67	£ 18.33	£ 110.00
102060	Whirledge & Nott	General	Land Valuation	£ 450.00	£ 90.00	£ 540.00
102061	Rialtas	General	Year End Accounts Clo	£ 400.00	£ 80.00	£ 480.00
102062	Danbury Cleaning & Gardeni	General	Tree Planting	£ 100.00	£ -	£ 100.00
102063	Weaveaweb	General	Email Hosting	£ 100.00	£ 20.00	£ 120.00
102064	Troy Planning	General	Neighbourhood Plan	£ 1,000.00	£ 200.00	£ 1,200.00
102065	MDW Technology	General	PC Back Up	£ 96.00	£ 19.20	£ 115.20
102066	Claremont Nurseries	General	Plants	£ 250.00	£ 50.00	£ 300.00
	TOTAL			£ 5,729.08	£ 573.21	£ 6,302.29
	ACCOUNTS STATUS	30/04/2022	+/- vs prior	RESERVES		
	Current Account (B)	£ 91,692.90	£ 11,799.91	Hall		£ 19,000.00
	Reserve No 1 (B)	£ 50,371.65	£ -	Pavilion		£ 10,000.00
				WGPA		£ 12,000.00
	Holybred Wood (B2)	£ 7,750.31	£ -	EALC Reserve		£ 23,000.00
	War Memorial (B3)	£ 2,453.70	£ -	Neighbourhood Plan		£ 400.00
				CIL Fund		£ 14.87
	Total Barclays a/cs	£ 152,268.56		History Centre		£ 500.00
				Total		£ 71,217.16
				Unpresented Cheques		£ 659.52
				Funds Available		£ 70,187.87
				TOTAL		£ 151,609.04
**	Outside Council Meeting					

82/22 Risk Register Review

Council reviewed the updated Risk Register and approved the document.

83/22 Handyman Schedule

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

84/22 Future Meeting Agenda Items

Topics raised for inclusion at the next meeting:

- Approval of Annual Governance & Accounting Review for 2021/22
- Approval of annual payment to Essex Wildlife Trust
- Memorial Hall – review of quotes for replacement boiler

85/22 Date of Next Meeting

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

The meeting closed at 8.50pm.

**Chairman
June 7th, 2022**