

LITTLE BADDOW PARISH COUNCIL

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

Cllr P Irvine - Chair

Cllr A Roche

Cllr B Teal

Cllr M Coates-Jones

Cllr Stephanie Scott

Cllr D Ginn

Mr I Wardle – Clerk

Members of the Public – 1

86/22 Apologies for Absence

Apologies received from Cllr S Scott. Cllr Sheldrake was absent.

87/22 Declarations of Interest

None declared

88/22 To Approve the Minutes of the 3rd May 2022 Meeting

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

89/22 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.	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/June – 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	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/June– 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/June – 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.	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 10 th 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 10 th 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 June – Update meeting being arranged by Cllr Spence with Essex Highways. Report on repairing existing bridge now expected end Aug 2022
108/21 – Neighbourhood Plan Cllr Sheldrake & Clerk	Review Plan and apply for grant to cover costs of External consultants to complete edit	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. June – Comments sent and meeting arranged for Council to meet with NPSC on 9th May. Grant approved for completion of consultancy work.
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/June – Await update from Working Group – Landowners not decided on sale
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/June – Lighting completed. To obtain report from Heating & Ventilation Engineers on preferred update solution. Cllr Teal to get quotes for replacement oven.
46/22 - Celebration of the Queen's Platinum Jubilee	- Picnic on Sports Field – 2nd June - Tree Planting at Cock Green	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 June - Closed

90/22 Public Question Time

A member of the public attended to discuss Agenda Item 12. Comments included in minute 97/22

91/22 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
22/00795/FUL	Chelmer Cottage, North Hill	No Objection
	Single Storey Side Extension	
22/00786/LBC	Chelmer Cottage, North Hill	No Objection
	Single Storey Side Extension	
22/05073/TPO	Morningside, Chestnut Walk	No Objection
	T1 & T2 Crown Reduction	
22/00819/FUL	The Laurels, The Ridge	Requested Extension to CCC
	Demolish existing & Construct new dwelling	
22/00841/FUL	Land South of Colam Lane	Object
	Change use of Land & Construct Barn and Riding Area	

92/22 Payment of Accounts

Council approved the payment of accounts as proposed.

Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 27.80	£ -	£ 27.80
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 28.24	£ 5.65	£ 33.89
**DD	British Gas	Memorial Hall	Electricity	£ 98.77	£ 4.93	£ 103.70
**DD	British Gas	Memorial Hall	Gas	£ 171.64	£ 8.58	£ 180.22
**DD	Wave Anglian Water	Memorial Hall	Water	£ 290.56	£ -	£ 290.56
**DD	EE Mobile	General	Clerk Mobile	£ 8.55	£ 1.71	£ 10.26
**102067	Gallagher Insurance	General	Annual Insurance	£ 5,170.88	£ -	£ 5,170.88
**102068	Little Baddow WI	General	Assembly Refreshments	£ 50.00	£ -	£ 50.00
102069	M. Jarvis	Spring Close	Supervision	£ 35.00	£ -	£ 35.00
102070	I Wardle	General	Salary	£ 963.70	£ -	£ 963.70
102070	IW - Amazon	Memorial Hall	Hall Supplies	£ 114.62	£ -	£ 114.62
102070	IW - Post Office	General	Postage Stamps	£ 16.84	£ -	£ 16.84
102071	E Cole	Memorial Hall	Cleaning	£ 254.32	£ -	£ 254.32
102072	Ritchcomm	Sports Pavilion	Cleaning	£ 219.58	£ -	£ 219.58
102073	Neil Holmes	Memorial Hall	Manager Duties	£ 600.50	£ -	£ 600.50
102073	Neil Holmes	General	Handyman Tasks	£ 55.00	£ -	£ 55.00
102074	Skippers Ground Maintenance	General	Grass Cutting	£ 234.00	£ 46.80	£ 280.80
102075	Mrs J Stobart	General	Annual Internal Audit	£ 210.00	£ -	£ 210.00
102076	Community Heartbeat Trust	General	Defib Support	£ 135.00	£ 27.00	£ 162.00
102077	MDW Technology	General	MS Office Licence	£ 232.00	£ 46.40	£ 278.40
102078	EWT	General	Annual Management Fee	£ 1,000.00	£ -	£ 1,000.00
102079	P. Irvine	General	Assembly Expenses	£ 93.30	£ -	£ 93.30
102080	S P Scott	Memorial Hall	Oven Repair & Sundry	£ 610.06	£ -	£ 610.06
	TOTAL			£ 10,620.36	£ 141.07	£ 10,761.43
	ACCOUNTS STATUS	31/05/2022	+/- vs prior	RESERVES		
	Current Account (B)	£ 82,412.14	-£ 9,280.76	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	£ 142,987.80		History Centre		£ 500.00
				Total		£ 75,676.30
				Unpresented Cheques		£ 150.00
				Funds Available		£ 56,957.49
				TOTAL		£ 142,837.80
**	Outside Council Meeting					

93/22 Receive and Approve the Internal Audit Report

Council reviewed the recent internal audit report and noted that it was satisfactory with no comments. Council approved the report unanimously.

94/22 Receive and Approve the Annual Governance & Accountability Return

- Council reviewed AGAR Section 1 – Annual Governance Statement 2021/22 and approved the statements for signature by the Chairman and the Clerk.
- Council then reviewed AGAR Section 2 – Accounting Statements 2021/22 and approved the statement for signature by the Chairman.

95/22 Memorial Hall Improvements

Council discussed the recent issues with the oven in the kitchen of the hall; the Hall Facilities Manager had reported that an engineer was booked to repair the oven on Saturday (11th June) which should be in time for the next hall booking requiring the oven. Cllr Teal is to research costs for a replacement oven if the engineer advises that it is not economical to repair or is beyond its reliable service life. In the meanwhile, the Facilities Manager is to advise hirers that the oven is not available until further notice.

96/22 Review and Approve the Annual Heather Hills Management Charge

Council resolved to approve the annual management fee for Essex Wildlife Trust in keeping with the contract.

97/22 Review Communication Links with St Mary's Church Council

A member of the public representing St Mary's Parochial Church Council addressed Council on improving communication between them and Little Baddow Parish Council (LBPC). It was agreed that LBPC would create a direct communication link and send future notices of events direct to the Minister of St Mary's Church for inclusion in services.

98/22 Handyman Schedule

A task was added to the list for the Handyman to complete as follows:

- Fill potholes in York Street – entrance to Heather Hills from North Hill

99/22 Future Meeting Agenda Items

Topics raised for inclusion at the next meeting:

- Proposals for the ECC Locality Fund administered by Cllr John Spence
- Land on Common Lane
- Review and approve draft notice of enforcement for hedge trimming to be sent to residents not complying with their obligation to clear growth obstructing footpaths
- Invite Rural Police Unit to attend a future Council meeting
- EWT – update on discussions regarding managing Holybred Wood
- Mushroom Farm – update on land acquisition

100/22 Date of Next Meeting

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

The meeting closed at 8.55pm.

Chairman
July 7th, 2022