

LITTLE BADDOW PARISH COUNCIL

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

Cllr P Irvine - Chair

Cllr S Scott
Cllr B Teal

Cllr Stephanie Scott
Cllr Sheldrake

Mr I Wardle – Clerk

Members of the Public – 5

101/22 Apologies for Absence

Apologies received from Cllr D Ginn, Cllr M Coates-Jones and Cllr A Roche

102/22 Declarations of Interest

None declared

103/22 To Approve the Minutes of the 7th June 2022 Meeting

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

104/22 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/July – 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/July– await update from Cllr Spence
63/21 – Pavilion Refurbishment Cllrs Sheldrake & Ginn	Need to refurbish toilets/showers, replace boilers,	Dec – Full summary of works and quotes to be presented at January

	redecorate and replace soft furnishings in the pavilion	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 July – Phase 1 of works completed. Phase 2 to cover soft furnishings & Furniture to be costed
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 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 June/July – 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	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. June – Comments sent and meeting arranged for Council to meet with NPSC

		on 9 th May. Grant approved for completion of consultancy work. July -Complete – Plan submitted to CCC
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/July – 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 - quotes for replacement oven. July – Oven repaired and declared fit. Energy Audit quote received and Clerk to obtain other quotes for review at August meeting.

105/22 Public Question Time

Five members of the public attended the meeting.

- Dr McAllister spoke in response to points raised about Danbury Medical Practice - detail included in minute 112/22
- A member of the public spoke about Planning application 22/00945/FUL – given previous applications for the land it was considered the least bad proposal to date and would have minimal impact on the village. Confirming support for the proposal but requesting that Permitted Development Rights were removed and a prohibition on any amendments to the plans as proposed.
- A member of the public spoke of trees at the top of North Hill on the western side needed trimming. (Council responded confirming that the resident has completed some work, but any further pruning would have to wait until after the nesting season.) They further spoke about the inconvenience to large vehicle drivers of the narrowing posts used at Hoe Mill Bridge in case these were considered suitable for Paper Mill Lock Bridge.

106/22 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			
22/01019/FUL	Brooks, North Hill			Not disucssed as already approved by CCC
	Single Storey Rear Extension			
22/01035/FUL	Heather Hill Cottage, Sprong Elms Lane			No Objection
	Demolish Existing & Construct New Dwelling			
22/00945/FUL	Land Adjacent Sandpit Cottage, Holybread Lane			No Objection
	Construct New Dwelling			
22/01022/FUL	Linton, North Hill			No Objection
	Raise Roof to Create First Floor			

107/22 Payment of Accounts

Council approved the payment of accounts as proposed.

Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 23.50	£ -	£ 23.50
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 28.50	£ 5.70	£ 34.20
**DD	British Gas	Memorial Hall	Electricity	£ 66.81	£ 3.34	£ 70.15
**DD	British Gas	Memorial Hall	Gas - June	£ 61.95	£ 3.09	£ 65.04
**DD	British Gas	Memorial Hall	Gas - May	£ 124.93	£ 6.24	£ 131.17
**DD	Wave Anglian Water	Sports Pavilion	Water	£ 416.28	£ -	£ 416.28
**DD	EE Mobile	General	Clerk Mobile	£ 8.55	£ 1.71	£ 10.26
**102081	Chelmsford Plumbing & Heating	Sports Pavilion	New Boiler & System	£ 11,853.81	£ 2,370.76	£ 14,224.57
✓ 102082	M. Jarvis	Spring Close	Supervision	£ 35.00	£ -	£ 35.00
✓ 102083	I Wardle	General	Salary	£ 963.70	£ -	£ 963.70
✓ 102084	E Cole	Memorial Hall	Cleaning	£ 262.50	£ -	£ 262.50
102085	Ritchcomm	Sports Pavilion	Cleaning	£ 219.58	£ -	£ 219.58
102086	Neil Holmes	Memorial Hall	Manager Duties	£ 609.00	£ -	£ 609.00
102086	Neil Holmes	General	Handyman Tasks	£ 50.00	£ -	£ 50.00
102087	Skippers Ground Maintenance	General	Grass Cutting	£ 234.00	£ 46.80	£ 280.80
102088	Gallaghers	General	Chancel Insurance	£ 101.00	£ -	£ 101.00
102089	RCCE	General	Membership Fee	£ 60.50	£ 12.10	£ 72.60
102090	HMRC	General	Nat Ins & Tax	£ 193.90	£ -	£ 193.90
102091	Cardinus Risk Management	Memorial Hall	Insurance Valuation	£ 130.00	£ 26.00	£ 156.00
102091	Cardinus Risk Management	Sports Pavilion	Insurance Valuation	£ 130.00	£ 26.00	£ 156.00
102092	RoSPA	WHPA	Annual Inspection	£ 143.50	£ 28.70	£ 172.20
		TOTAL		£ 15,717.01	£ 2,530.44	£ 18,247.45
	ACCOUNTS STATUS	30/06/2022	+/- vs prior	RESERVES		
	Current Account (B)	£ 71,699.58	£ 10,712.56	Hall		£ 19,000.00
	Reserve No 1 (B)	£ 50,375.45	£ -	Pavilion		£ 10,000.00
				WGPA		£ 12,000.00
	Holybred Wood (B2)	£ 7,750.89	£ -	EALC Reserve		£ 23,000.00
	War Memorial (B3)	£ 2,453.88	£ -	Neighbourhood Plan		£ 4,380.00
				CIL Fund		£ 14.87
	Total Barclays a/cs	✓ £ 132,279.80		History Centre		£ 500.00
				Total		£ 87,142.32
				Unpresented Cheques		£ 1,219.58
				Funds Available		£ 33,713.13
				TOTAL		£ 131,060.22
**	Outside Council Meeting					

108/22 ECC Locality Fund – Suggestions for Grant Funding

Council discussed projects that would benefit from Cllr John Spence's discretionary ECC Locality Fund allowance for this year. There were two projects that Council would appreciate assistance with as follows:

- Creating disabled access from the car park to the Sports Field and Pavilion for greater inclusivity; this requires groundwork and the construction of a ramp at an estimated cost of £1,250.
- Council is acquiring further land to adjoin Holybred Wood and has to fund an Ecology and Woodland Management Plan to ensure that the wood is properly maintained for the benefit of all visitors. Cost is £900+VAT.

The Clerk to write to Cllr Spence and make the requests.

109/22 Land on Common Lane – Resident Issues

The Chairman advised Council that a number of residents had expressed concern about the wording of the Sale Notice for plots of land in Common Lane. As the land is outside the village development zone it was considered mis-leading to imply that the land may be suitable for development. No further action was suggested, and the publication of the draft Neighbourhood Plan should alert would-be purchasers of land in the village and of any development feasibility.

110/22 Update on Land Acquisition in Holybread Lane & Approval of Ecology Report

The Chairman updated Council on the progress of the land acquisition and advised that contracts had been exchanged and completion was conditional on the planning approval for the single dwelling proposed.

Council approved the cost of £900 for the Ecology and Land Management report for the land being acquired and the greater area of Holybred Wood.

111/22 Hedge Trimming in the Village

Council reviewed and agreed the draft template letter to be sent to residents where their hedges are encroaching on to the footpath or highway requesting them to prune. Councillors to advise the Clerk of properties needing to attend to hedge trimming and a letter will be sent.

112/22 Danbury Medical Practice – Resident Issues

The Chairman advised Council that he had received a number of complaints about the service delivered by Danbury Medical Practice, specifically:

- Time to answer the telephone for appointments
- Promised 'Call Backs' not being completed
- Referral Letters to hospital not being sent

Dr McAllister attended the meetings and provided background to the operations of the practice and provided answers to the points as follows:

- The practice is installing a new telephone system that is better placed to handle the volume of calls received, which should be operational in August.
- Staff are to receive training and are being offered the opportunity to become 'Care Navigators' to improve patient handling. They are also being encouraged to use their discretion when confronted with patients at reception wanting to make appointments in person.
- Call-Backs are specific tasks for the surgery and should not be missed, the new phone system will make it easier for patients to chase up the surgery.
- There are three distinct types of referral letter managed through the practice IT system. Doctors raise the letters at the time of the appointment with the patient and should then notify the secretaries to send out. Improvements in generating reminders to doctors to forward the letter to secretaries was discussed and will be reviewed with the Practice IT team.

Council suggested that the practice should create a press release about the new phone system for their website and circulate to all interested organisations in the area. The Chairman thanked Dr McAllister for attending the meeting and being open on the issues raised.

113/22 Alzheimer's Society – 100 Badge Challenge

Cllr Steph Scott addressed Council on the '100 Badge Challenge' to raise funds for the charity and received the full support of Council in taking on the challenge.

114/22 Safety in the Village

Cllr Teal informed Council of a recent theft from a skip in the village and raised awareness of maintaining vigilance among residents to would be thefts. The Chairman advised that he was continuing in his attempts to contact the Rural Police Team to invite them to a future Council meeting.

115/22 Handyman Schedule

Tasks were added to the list for the Handyman to complete as follows:

- Install Posts at the top of York Street – entrance to Heather Hills from North Hill
- Paint Ceiling in Sports Pavilion

116/22 Future Meeting Agenda Items

Topics raised for inclusion at the next meeting:

- Alzheimer's Society Update
- Memorial Hall – Energy Audit Quotes & Approval

117/22 Date of Next Meeting

The next Ordinary Parish Council Meeting will take place on **Thursday 4th August 2022** commencing at 7:30pm

The meeting closed at 9.40pm.

Chairman
August 4th, 2022