

LITTLE BADDOW PARISH COUNCIL

The Annual Meeting of the Parish Council was held in the Memorial Hall on May 9th, 2023. The Meeting commenced at 7:30pm. In attendance:

Cllr P Irvine - Chair
Cllr S Scott
Cllr D Ginn
Cllr K Sheldrake
Cllr Stephanie Scott
Cllr J Doggett

Mr I Wardle – Clerk

Members of the Public – 2

64/23 Councillors Declarations of Acceptance of Office

Following the local elections on 4th May, eight nominations to be a councillor had been submitted and all were duly elected to Little Baddow Parish Council in an uncontested ballot. The newly elected councillors signed their Acceptance of Office mandates and began the work of the new Council. There remains one open vacancy and the Council would welcome applications from residents to be co-opted onto the Council – please contact the Clerk for information.

65/23 Election of the Chairman

Councillor Peter Irvine put himself forward as Chairman and was unanimously voted into office by Councillors.

66/23 Declaration of Acceptance of Office

Councillor Peter Irvine duly signed the Declaration of Office to be Chairman.

67/23 Election of Vice-Chairman

The election of a Vice-Chairman was held over to the next Council meeting to enable all Councillors to participate.

68/23 Apologies for Absence

Apologies received from Cllr B Teal and Cllr A Roche

69/23 Declarations of Interest

None declared

70/23 Annual Review of Financial Regulations & Standing Orders

Council reviewed the Financial Regulations and unanimously approved with no changes. In reviewing the Standing Orders Council resolved to delete the requirement for the Chairman's Term of Office to not exceed 4 years. (Section 5, paragraph f)

71/23 Adopt the Power of General Competence

As qualifying, Council resolved to adopt the General Power of Competence.

72/23 To Approve the Minutes of the 6th April 2023 Meeting

Council approved the minutes from the meeting held on the 6th April 2023 and they were signed by the Chairman.

73/23 Matters from Prior Meetings

Minute No/Date/Councillor	Subject	Status
22/21 - Pedestrian Safety All Cllrs	Resident proposal for footpaths on The Ridge	April/May/June/July/Aug/Sept/Oct/Nov/Dec/ Jan /Feb/Mar/Apr – Cllr Spence chasing Local Highways Panel for response to Safety Review request May – On agenda
63/21 – Pavilion Refurbishment Cllrs Sheldrake & Ginn	Need to refurbish toilets/showers, replace boilers, redecorate and replace soft furnishings in the pavilion	Mar – New furniture delivered and awaiting quotes for new blinds and additional 12 chairs. Car Park access path widened. April – Additional 12 Chairs and quote for blinds approved at April meeting. May – Chairs and Blinds delivered and obtaining quotes for new kitchen
204/21 – Land Sale Fir Tree Lane Chairman	Potential Purchase of 25 Acres of Woodland at end of Fir Tree Lane	Apr – EWT keen to be involved and obtaining grants to support acquisition; Chairman to meet EWT on 24/4/23 May – EWT advised they may not support further woodland acquisition. Pledges for support have increased to £150,000 and Chairman advised LBPC have been offered preferential opportunity to purchase the land. Full report to be presented to Council at June meeting
10/22 – Memorial Hall Improvements Cllr Steve Scott	Installation of CCTV; fitting of LED Bulbs; Survey & report on Heating and Insulation	April – Kitchen damaged requires new boiler to be fitted and offers opportunity to improve efficiency. Cllr Scott met with T,B&A for ideas on energy efficiency and they to provide quote for full survey. Cllr Sheldrake to speak to Terra Therma for suggestions. May – Terra Therma provided report and quote for new heating system and recommendations on radiators and insulation. Full proposal to be presented at June Council meeting
11/23 – Hammonds Farm Development Cllr Irvine	Maintain communication with Chelmsford City Council over next steps in the review of the Local Plan	Feb – Chairman advised on formation of Working Party with City Cllrs to classify the land as 'An Area of Outstanding Natural Beauty' by Natural England to prevent any development Mar - Next Working Group meeting is the 22 nd March. April – Chairman met with Jeremy Potter who is leading Local Plan review project for CCC. Advised LBPC would need specific details for objecting to Option 5 if remains a part of the next stage of consultation, expected in early 2024 May – Chairman met with John Whittingdale MP and gained support for objection. Working Group looking at AONB process and potential to seek injunction if CCC proceed with Option 5 at the next consultation step.

20/23 – History Centre Cllr Irvine & Clerk	Establish Working Group to develop proposals for the management of the History Centre	Feb – Chairman to arrange meeting of Working Group with parishioners and URC Mar – Working Group met and awaiting outcome of local church trustees challenge to Central Synod over land ownership. H/O June 2023
---	---	---

74/23 Public Question Time

Jacob Armstrong introduced himself to Council as one of the newly elected Chelmsford City Ward Councillors for Little Baddow.

A resident spoke in support of the planning application for Eastmead, Spring Elms Lane citing its sustainability and compatibility with the local environment and landscape.

75/23 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		
23/00493/FUL	Blakeswood, Graces Lane		No Objection
	Single Storey Extension		
23/00445/FUL	Eastmead, Spring Elms Lane		No Objection
	Replace Dwelling		
23/00504/LBC	Old Riffhams		No Objection
	Replace Staircase & Panelling		
23/00592/LBC	Old Riffhams		No Objection
	New Boiler House		
23/00591/FUL	Old Riffhams		No Objection
	New Boiler House		
23/05081/TPO	The White Cottage, The Ridge		No Objection
	A1 - Fell 2 Chestnut Trees		
23/00588/FUL	Oakmead, North Hill		No Objection
	Single/Two Storey Extension		

76/23 Payment of Accounts

Council approved the payment of accounts for March as proposed.

Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 18.65	£ -	£ 18.65
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 27.95	£ 5.59	£ 33.54
**DD	British Gas	Memorial Hall	Hall Electric	£ 73.14	£ 3.65	£ 76.79
**DD	British Gas	Memorial Hall	Hall Gas	£ 226.80	£ 45.36	£ 272.16
**DD	Chelmsford City Council	Memorial Hall	Waste Disposal	£ 556.92	£ -	£ 556.92
**DD	Chelmsford City Council	Sports Pavilion	Waste Disposal	£ 459.94	£ -	£ 459.94
**DD	EE Mobile	General	Clerk Mobile	£ 7.60	£ 1.52	£ 9.12
			Sub Total	£ 1,371.00	£ 56.12	£ 1,427.12
102196	M. Jarvis	Spring Close	Supervision	£ 40.00	£ -	£ 40.00
102197	I Wardle	General	Salary	£ 850.45	£ -	£ 850.45
102197	I Wardle - Catering	Memorial Hall	Water Urn	£ 439.94	£ 87.99	£ 527.93
102197	I Wardle - Amazon	Memorial Hall	Paper Towels	£ 63.59	£ -	£ 63.59
102198	E Cole	Memorial Hall	Cleaning	£ 351.00	£ -	£ 351.00
102199	Ritchcomm	Sports Pavilion	Cleaning	£ 219.58	£ -	£ 219.58
102200	Neil Holmes	Memorial Hall	Manager Duties	£ 556.50	£ -	£ 556.50
102200	Neil Holmes	General	Handyman Tasks	£ 220.60	£ -	£ 220.60
102201	Weave-a-web	General	Website Admin Feb	£ 160.00	£ 32.00	£ 192.00
102201	Weave-a-web	General	Email Hosting	£ 110.00	£ 22.00	£ 132.00
102201	Weave-a-web	General	Web Hosting	£ 154.50	£ 30.90	£ 185.40
102202	Fisk Group	Memorial Hall	Fire Inspection	£ 209.50	£ 41.90	£ 251.40
102203	Rialtas BS Ltd	General	Accounts System Back	£ 156.98	£ 31.39	£ 188.37
102203	Rialtas BS Ltd	General	Y/E Accounts	£ 755.00	£ 151.00	£ 906.00
102204	Community Heartbeat	General	Defib Support	£ 135.00	£ 27.00	£ 162.00
102205	Skippers	General	Grass Cutting April	£ 276.00	£ 55.20	£ 331.20
102205	Skippers	General	Grass Cutting March	£ 235.00	£ 46.80	£ 280.80
102206	Unitronics	General	PAT Testing	£ 140.40	£ -	£ 140.40
102207	Support4Sight	General	Charity Donation	£ 120.00	£ -	£ 120.00
102208	Felsted Construction Ltd	Memorial Hall	Temp Repair	£ 750.00	£ 150.00	£ 900.00
102209	MDW Technology	General	Data back Up	£ 60.00	£ 12.00	£ 72.00
			Sub Total	£ 6,004.04	£ 688.18	£ 6,691.22
			TOTAL - Payments	£ 7,375.04	£ 744.30	£ 8,118.34
	ACCOUNTS STATUS	30/04/2023	+/- vs prior	RESERVES		
	Current Account (B)	£ 91,355.62	£ 18,868.85	Hall		£ 25,000.00
	Reserve No 1 (B1)	£ 50,481.64	£ -	Pavilion		£ 13,000.00
				WGPA		£ 18,000.00
	Holybred Wood (B2)	£ 7,767.23	£ -	EALC Reserve		£ 25,000.00
	War Memorial (B3)	£ 2,459.06	£ -	Neighbourhood Plan		£ 400.00
				CIL Fund		£ 14.87
				Holybred Wood		£ 7,767.23
				War Memorial		£ 2,459.06
	Total Barclays a/cs	£ 152,063.55		History Centre		£ 1,500.00
				Total - Reserves + Payments		£ 101,259.50
				Unpresented Cheques		£ 50.00
				Funds Available		£ 52,181.17
**	Outside Council Meeting			Total (exc ** payments)		£ 152,063.55

77/23 Memorial Hall – Installation of Gates to the Car Park

Council discussed the need for gates to the car park to the hall following the recent anti-social behaviour and damage to the hall building. Councillor Steve Scott will research options and present recommendations to Council at the next meeting.

78/23 Safety Assessment The Ridge

Council was pleased to receive an update from Essex County Councillor John Spence who had met with Essex Highways Design Team to agree siting of traffic surveys on The Ridge. Council have proposed three sites on The Ridge and North Hill to monitor traffic volumes and speeds. This evidence will support a review of traffic measures and pedestrian safety needs on these roads.

79/23 Handyman Schedule

The following task was added to the list for the Handyman to complete:

- None advised

80/23 Future Meeting Agenda Items

Topics raised for inclusion at the next meeting:

- Fir Tree Lane Land Acquisition
- Memorial Hall – Heating System & Gates
- Sports Ground – Benches
- Sports Pavilion - Day Nursery & New Kitchen

81/23 Date of Next Meeting

The next Parish Council Meeting will take place on **Tuesday 8th June 2023** commencing at 7:30pm

The meeting closed at 8.55pm.

Chairman
June 8th, 2023