

LITTLE BADDOW PARISH COUNCIL

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

Cllr P Irvine – Chair
Cllr S Scott
Cllr D Ginn

Cllr Stephanie Scott
Cllr K Sheldrake
Cllr J Hilton

Mr I Wardle – Clerk

Members of the Public – 8

138/23 Apologies for Absence

Apologies received from Cllr B Teal and Cllr A Roche.

139/23 Declarations of Interest

None declared.

140/23 To Approve the Minutes of the 3rd August 2023 Meeting

Council approved the minutes from the meeting held on the 3rd August 2023 and they were signed by the Chairman.

141/23 Matters from Prior Meetings

Minute No/Date/Councillor	Subject	Status
22/21 - Pedestrian Safety All Cllrs	Resident proposal for footpaths on The Ridge	June – Clerk had written to Essex Highways and received confirmation that the Traffic Survey had been added to the LHP List awaiting budget. July/Aug – No date advised due to lack of funding at LHP Sept – Traffic Survey Equipment in place. Survey will be for 7 days and results within following month.
63/21 – Pavilion Refurbishment Cllrs Sheldrake & Ginn	Need to refurbish toilets/showers, replace boilers, redecorate and replace soft furnishings in the pavilion	July – Quotes from two companies for new Kitchen to be received for Aug mtg Aug – quotes received and full proposal to be reviewed at September meeting Sept – On Agenda
204/21 – Land Sale Fir Tree Lane Chairman	Potential Purchase of 25 Acres of Woodland at end of Fir Tree Lane	June 2023 – LBPC approved proposal to facilitate purchase of the land by public subscription and to cover legal and incidental costs. July – EWT will purchase land following agreement for a joint fund-raising campaign with the LBPC Working Group Aug – Chairman meeting EWT on 7/8/23 to discuss draft MoU Sept – On Agenda
10/22 – Memorial Hall Improvements Cllr Steve Scott	Installation of CCTV; fitting of LED Bulbs; Survey & report on Heating and Insulation	July – New Ovens to be delivered 7/7. Clerk advised no grant available for gates and Cllr Scott will seek further consultation on gates before committing to installation Aug – Ovens fitted and operational. Date for gates install to be decided Sept – On Agenda

11/23 – Hammonds Farm Development Cllr Irvine	Maintain communication with Chelmsford City Council over next steps in the review of the Local Plan	June – AONB Application to be made and boundary has been designated to include LB, Danbury and Woodham Walter parishes. July – Working Group established to manage objections to Hammonds Farm Development and communications plan. Separate to AONB Group August – Chairman seeking further volunteers for the Working Group and advised deadline of January 2024 for posting objections. Sept – Working Group met 6/9/23. A public meeting is tba and a communications strategy to publicise the issue and comments by Nov 2023
20/23 – History Centre Cllr Irvine & Clerk	Establish Working Group to develop proposals for the management of the History Centre	July – Awaiting lease documents from Synod. History Centre Working Group to meet to discuss Charity status and tenure of building with LBPC. Aug – still awaiting draft lease from URC Synod. Clerk met with History Centre to discuss straw man proposals for the charity to be established. Sept – On Agenda

142/23 Public Question Time

A member of the public made an objection to the proposed development at Hen Cottage, North Hill.

Council received progress updates from members of the Resident Working Group on the potential acquisition of the 25 acres of woodland known as Fir Tree Woods. They are working with Essex Wildlife Trust on a purchase plan and feel they will be in a settled position by the end of the month on an agreed process. They reported that 180 residents from all parts of the village had indicated support for the project and around £50,000 has been pledged to date.

143/23 Fir Tree Woods - Update

The Chairman advised Council that he was attending a meeting with Essex Wildlife Trust on Tuesday 12th September to continue discussions on the joint approach to acquiring the land. He also confirmed that he had received many expressions of interest from residents supporting the acquisition of the woods.

144/23 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		
23/01281/FUL	Hen Cottage, North Hill		Object
	Construct Replacement Dwelling		
23/01350/FUL	Hawthorns, The Ridge		No Objection
	Rear Extension & Façade Alterations		
23/01369/FUL	Windward, North Hill		No Objection
	Infill Rear Extension		

145/23 Payment of Accounts

Council approved the payment of accounts for August as proposed.

PAYMENT OF ACCOUNTS September 7, 2023				Cost	VAT	Total
Cheque	Payee	Description	Subject			
**DD	Barclays	General	Charges	£ 25.38	£ -	£ 25.38
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 27.95	£ 5.59	£ 33.54
**DD	British Gas	Memorial Hall	Hall Electric	£ 67.52	£ 3.37	£ 70.89
**DD	British Gas	Memorial Hall	Hall Gas July/August	£ 33.60	£ 1.68	£ 35.28
**DD	EE Mobile	General	Clerk Mobile	£ 7.60	£ 1.52	£ 9.12
**Transfer	D Miles Electrical	Memorial Hall	Oven Install	£ 245.00	£ -	£ 245.00
**Transfer	First Fence Ltd	Memorial Hall	Gates/Posts	£ 997.02	£ 199.40	£ 1,196.42
			Sub Total	£ 1,404.07	£ 211.56	£ 1,615.63
Transfer	M. Jarvis	Spring Close	Supervision	£ 40.00	£ -	£ 40.00
Transfer	I Wardle	General	Salary	£ 533.35	£ -	£ 533.35
Transfer	I Wardle - Amazon	Memorial Hall	Paper Towels/Rolls	£ 80.55	£ -	£ 80.55
Transfer	E Cole	Memorial Hall	Cleaning	£ 324.00	£ -	£ 324.00
Transfer	Ritchcomm	Sports Pavilion	Cleaning	£ 240.75	£ -	£ 240.75
Transfer	Neil Holmes	Memorial Hall	Manager Duties	£ 611.05	£ -	£ 611.05
Transfer	Neil Holmes	General	Handyman Tasks	£ 636.74	£ -	£ 636.74
Transfer	Weave-a-web	General	Website Admin	£ 160.00	£ 32.00	£ 192.00
Transfer	Weave-a-web	General	Website Hosting	£ 70.00	£ 14.00	£ 84.00
Transfer	Skippers	General	Grass Cutting May	£ 276.00	£ 55.20	£ 331.20
Transfer	Essex Wildlife Trust	General	Annual Mgt Fee	£ 1,000.00	£ -	£ 1,000.00
Transfer	Capital Doors UK Ltd	Memorial Hall	Door Service	£ 180.00	£ 36.00	£ 216.00
Transfer	Supplies4Business	General	Printing	£ 30.00	£ 6.00	£ 36.00
Transfer	Open Spaces Society	General	Membership	£ 45.00	£ -	£ 45.00
			Sub Total	£ 4,227.44	£ 143.20	£ 4,370.64
			TOTAL - Payments	£ 5,631.51	£ 354.76	£ 5,986.27
	ACCOUNTS STATUS	31/08/2023	+/- vs prior	RESERVES		
	Current Account (B)	£ 75,469.45	£ 5,109.89	Hall		£ 25,000.00
	Reserve No 1 (B1)	£ 50,586.89	£ -	Pavilion		£ 13,000.00
				WGPA		£ 18,000.00
	Holybred Wood (B2)	£ 7,783.42	£ -	EALC Reserve		£ 25,000.00
	War Memorial (B3)	£ 2,464.19	£ -	Neighbourhood Plan		£ 400.00
				CIL Fund		£ 14.87
				Holybred Wood		£ 7,783.42
				War Memorial		£ 2,464.19
				Charity Fund		£ 380.00
	Total Barclays a/cs	£ 136,303.95		History Centre		£ 1,500.00
				Total - Reserves + Payments		£ 99,528.75
				Unpresented Cheques		£ 50.00
				Funds Available		£ 38,340.83
**	Outside Council Meeting			Total (exc ** payments)		£ 136,303.95

146/23 Sports Pavilion – Review Quotes for Replacement Kitchen

As part of the continuing improvement plan for the Sports Pavilion, Council approved a proposal from Cllr Sheldrake to re-fit the kitchen at the Sports Pavilion.

147/23 Memorial Hall – Review and Approve Quote for Kitchen Door Repair

Council agreed to defer making a decision on the cost of the repair to the Kitchen door until the supplying contractor could be contacted and the quoted costs reviewed.

148/23 Review Standing Orders – Allow Secret Ballot Voting

Council discussed a proposal by the Chairman to amend Standing Orders to allow councillors to vote by secret ballot when Council unanimously agreed that there was potential intimidation through public attendance on specific matters. Council resolved unanimously to allow secret ballot voting.

Note – the Clerk had advised against amending Standing Orders to allow secret ballots as it could leave Council open to scrutiny about their validity.

149/23 Resident Complaint – Marquee, Parsonage Lane

The Chairman advised Council that he had received a complaint from a resident about a marquee being erected on land in Parsonage Lane. Investigation of the matter confirmed the siting of a marquee on the land for a few days only and therefore there was no action to be taken as the landowners are within their permitted rights.

150/23 History Centre – Update on Lease Process

The Clerk provided an update on progress with the Council being granted a lease to the History Centre building from the URC Synod, with the term of the lease being the main point remaining under discussion. Council is awaiting a response from the URC Synod solicitor to suggestions that could support a lease term of 28 years rather than the current offer of a 7-year lease.

151/23 Aldermanbury Green – Resident Issue with Trees/Vegetation

Following recent contacts from residents adjoining Aldermanbury Green, Council approved the quote from Skippers Ground Maintenance for hedge and tree pruning around Aldermanbury Green. This will include the hedge fronting onto Colam Lane and should improve the sight line around the corner from The Ridge.

A review of boundary fencing and tree management will be undertaken once the pruning is completed.

152/23 ECC Locality Fund Suggestions

A grant request for £500 for the Little Baddow Community Care Group had been proposed to County Councillor Spence to support their work and provide a Christmas Lunch for older village residents who attend the weekly drop-in lunch sessions.

153/23 Planting in the Village

Item held over to October meeting due to absence of Cllr Teal.

154/23 Handyman Schedule

There were no tasks added to the list for the Handyman to complete

155/23 Future Meeting Agenda Items

Topics raised for inclusion at the next meeting:

- 'Warm Hub' – Use of Hall and Parish Council Grant
- Sports Pavilion – Use for Nursery

156/23 Date of Next Meeting

The next Parish Council Meeting will take place on **Thursday 5th October 2023** commencing at 7:30pm

The meeting closed at 9.15pm.

**Chairman
October 5th, 2023**