

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held in the Memorial Hall on November 2nd, 2023. The Meeting commenced at 7:30pm. In attendance:

Cllr P Irvine – Chair
Cllr D Ginn
Cllr Stephanie Scott

Cllr B Teal
Cllr K Sheldrake
Cllr S Scott

Mr I Wardle – Clerk

Members of the Public – 3

175/23 Apologies for Absence

Apologies received from Cllr J Hilton and Cllr A Roche

176/23 Declarations of Interest

None declared.

177/23 To Approve the Minutes of the 5th October 2023 Meeting

Council approved the minutes from the meeting held on the 5th October 2023 and they were signed by the Chairman.

178/23 Matters from Prior Meetings

Minute No/Date/Councillor	Subject	Status
22/21 - Pedestrian Safety All Cllrs	Resident proposal for footpaths on The Ridge	Sept – Traffic Survey Equipment in place. Survey will be for 7 days and results within following month. Oct – Council received Traffic survey report and agreed to review proposal at Nov meeting to fund recommended sign improvements. Nov – On Agenda
63/21 – Pavilion Refurbishment Cllrs Sheldrake & Ginn	Need to refurbish toilets/showers, replace boilers, redecorate and replace soft furnishings in the pavilion	Aug – quotes received and full proposal to be reviewed at September meeting Sept – Kitchen installation approved Oct – Held Over to Nov Meeting Nov – On Agenda
204/21 – Land Sale Fir Tree Lane Chairman	Potential Purchase of 25 Acres of Woodland at end of Fir Tree Lane	Sept – Full purchase plan to be prepared for Oct meeting following further meetings with EWT on 12/9/23. Oct – Council approved use of LBPC Bank to receive funds from Resident Group to purchase a half section of the land. EWT to purchase other half. Nov – Received £15k to date and pledges for £150k. Expect funds to be raised in full by end November
10/22 – Memorial Hall Improvements Cllr Steve Scott	Installation of CCTV; fitting of LED Bulbs; Survey & report on Heating and Insulation	Sept/Oct – Gates fitted and to be locked once hirers familiar with process. Solar Panel proposal for Nov Meeting. Nov – 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	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 Oct – Working Group rep met with CCC Planning Dept to advise on objections to the 4k houses option. Preparing plans to engage a barrister to challenge CCC if the 4k houses are included at the next consultation stage. Nov – Public Meeting arranged for 10/11/23 and meeting with Barrister on 6/11/23. AONB Application progressing.
20/23 – History Centre Cllr Irvine & Clerk	Establish Working Group to develop proposals for the management of the History Centre	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/Oct – Lease term to be agreed by URC Synod Nov – Awaiting outcome of local URC discussions with Synod about land ownership and who can grant lease.

179/23 Public Question Time

No public questions.

180/23 Development in the Village

The following planning applications were considered by Council:

Application Number	Location and nature of the Proposed Development to which the application relates	Result
2301599/FUL	Latched Cottage, The Ridge	No Objection
	Front, Side & Rear Extension	
23/05190/TPO	Granville House, Chestnut Walk	No Objection
	T1 & T2 Crown Reduction & Implement 5 year Mgt Plan	
23/01619/FUL	Burghfields Farm, Colam Lane	No Objection
	Retro Application for Entrance Gate & Walls	
23/01664/CUPAQ	Barn North of Graces Farm, Graces Lane	Object
	Change of Use to Residential Dwelling	
23/01649/CLEUD	The Lodge, Tofts Chase	No Objection
	Regularise Land as Garden	
23/05189/TPO	Flett Cottage, The Ridge	No Objection
	W1 Hornbeam Reduce Height	

181/23 Payment of Accounts

Council approved the payment of accounts for October as proposed.

PAYMENT OF ACCOUNTS November 2, 2023						
Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 15.35	£ -	£ 15.35
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 32.92	£ 6.58	£ 39.50
**DD	British Gas	Memorial Hall	Hall Electric	£ 81.25	£ 4.06	£ 85.31
**DD	EE Mobile	General	Clerk Mobile	£ 7.60	£ 1.52	£ 9.12
**DD	Chelmsford City Council	Memorial Hall	Waste Collection	£ 578.34	£ -	£ 578.34
**DD	Chelmsford City Council	Sports Pavilion	Waste Collection	£ 578.34	£ -	£ 578.34
Transfer	Skippers	General	Hedge Cutting	£ 925.00	£ 185.00	£ 1,110.00
			Sub Total	£ 2,218.80	£ 197.16	£ 2,415.96
Transfer	M. Jarvis	Spring Close	Supervision	£ 40.00	£ -	£ 40.00
Transfer	I Wardle	General	Salary	£ 533.35	£ -	£ 533.35
Transfer	Printerland - I Wardle	General	Printer Ink	£ 291.75	£ 58.35	£ 350.10
Transfer	E Cole	Memorial Hall	Cleaning	£ 405.00	£ -	£ 405.00
Transfer	Ritchcomm	Sports Pavilion	Cleaning	£ 240.75	£ -	£ 240.75
Transfer	Neil Holmes	Memorial Hall	Manager Duties	£ 595.00	£ -	£ 595.00
Transfer	Neil Holmes	General	Handyman Tasks	£ 242.54	£ -	£ 242.54
Transfer	Weave-a-web	General	Website Admin	£ 160.00	£ 32.00	£ 192.00
Transfer	Skippers	General	Grass Cutting May	£ 276.00	£ 55.20	£ 331.20
Transfer	LB Community Care Group	General	Grant	£ 300.00	£ -	£ 300.00
Transfer	Essex Air Ambulance	General	Donation	£ 100.00	£ -	£ 100.00
Transfer	SLCC	General	Clerk Membership Fee	£ 177.00	£ -	£ 177.00
Transfer	Dementia UK	General	Quiz Night Donation	£ 1,000.00	£ -	£ 1,000.00
Transfer	Maldon Garden Centre	General	Plants	£ 110.88	£ -	£ 110.88
			Sub Total	£ 4,472.27	£ 145.55	£ 4,617.82
			TOTAL - Payments	£ 6,691.07	£ 342.71	£ 7,033.78
	ACCOUNTS STATUS	31/10/2023	+/- vs prior	RESERVES		
	Current Account (B)	£ 112,491.86	£ 12,055.52	Hall		£ 25,000.00
	Reserve No 1 (B1)	£ 50,586.89	£ -	Pavilion		£ 13,000.00
	Holybred Wood (B2)	£ 7,783.42	£ -	WGPA		£ 18,000.00
	War Memorial (B3)	£ 2,464.19	£ -	EALC Reserve		£ 25,000.00
				Neighbourhood Plan		£ 400.00
	Total Barclays a/cs	£ 173,326.36		CIL Fund		£ 14.87
				Holybred Wood		£ 7,783.42
	Current Account	£ -		War Memorial		£ 2,464.19
	Savings Account	£ -		Charity Fund		£ 280.00
				History Centre		£ 1,500.00
				Fir Tree Woods		£ 15,000.00
	Total Metro Bank a/cs	£ -		Total - Reserves + Payments		£ 115,476.26
				Unpresented Cheques		£ 50.00
	Total All a/cs	£ 173,326.36		Funds Available		£ 60,216.06
**	Outside Council Meeting			Total (exc ** payments)		£ 173,326.36

182/23 Dissolution of Neighbourhood Plan Steering Committee

Council was advised of the dissolution of the Neighbourhood Plan Steering Committee at its final meeting held on 24th October 2023. This follows the successful completion of the Neighbourhood Plan and its formal adoption by Chelmsford City Council.

The Chairman expressed his thanks to the Committee members and for their hard work over the past seven years.

183/23 Sports Pavilion – Review Proposal for Nursery School

Cllr Sheldrake and the Chairman updated Council on discussions with members of the Little Baddow Sports Club (LBSC) Committee about establishing a Pre-School Nursery at the Pavilion. It had been agreed at the recent LBSC Committee meeting that the LBSC Constitution would need to be changed to allow the use of the Pavilion for this purpose. More detail is to be obtained on the proposals ahead of any decision.

In addition, Cllr Sheldrake advised Council the renovations to the Pavilion continue apace and presented estimates from suppliers for replacing the kitchen units, including new fitted appliances. Council reviewed the options and approved an estimate of £3,105 for replacing the Kitchen.

184/23 Memorial Hall – Review and Approve Quote for Kitchen Door Repair & Review CCTV

Councillor Scott requested to defer the approval of the Kitchen Door repair to allow time to speak to the installer about reducing the estimated costs.

Councillor Scott then lead a discussion on the installation of CCTV at the Memorial Hall and Council resolved to establish a budget of £500 to cover the cost of an initial installation.

Councillor Scott also updated Council on preliminary research regarding the installation of Solar Panels and Batteries at the Hall. A detailed proposal will be prepared in early 2024 with installation to be completed before year end to offset the anticipated increase in gas and electricity rates when the current fixed term tariff with British Gas ends.

185/23 Budget & Precept 2024/25 – Review and Approve

Council reviewed the draft budget prepared by Cllr Ginn and resolved to adopt the budget as proposed. As part of the budget discussions Council resolved to increase the precept for 2024/25 by 5% to cover the impact of inflation and the new precept will be £52,296.

186/23 Traffic Survey Results & Recommendations

The Clerk updated Council on discussions with Essex Highways Solutions (EHS) about the costs and timing for the design and implementation of recommended signage improvements. Council agreed for the Clerk to complete the EHS Enquiry Form to commence the process and establish a fixed cost for the initial review and design stage of the work.

187/23 Treasure Island, Paper Mill Lock

The Chairman took the meeting into private session for this agenda item.

188/23 Planting in the Village

Council was pleased to hear from Councillor Teal that the winter planting around the village had been completed.

189/23 Council Meeting Dates 2024

Council confirmed the following dates for meetings in 2024:

January 4, February 8, March 7, April 4, May 2 (Annual), May 8 (Parish Assembly), June 6, July 11, August 8, September 5, October 3, November 7 and December 5.

190/23 Working with the local Rotary Club

The Chairman took the meeting into private session for this agenda item.

191/23 Handyman Schedule

The following tasks were added to the list for the Handyman to complete:

- Check Hall car park external lights as they are flickering

192/23 Future Meeting Agenda Items

Topics raised for inclusion at the next meeting:

- Conservation Areas
- Village Newsletter 2024

193/23 Date of Next Meeting

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

The meeting closed at 9.40pm.

**Chairman
December 7th, 2023**