

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held in the Memorial Hall on March 7th, 2024. The Meeting commenced at 7:30pm. In attendance:

Cllr P Irvine – Chair
Cllr B Teal
Cllr Stephanie Scott
Cllr K Sheldrake

Cllr S Scott
Cllr D Ginn
Cllr A Roche

Mr I Wardle – Clerk

Members of the Public – 3

38/24 Apologies for Absence

Apologies received from Cllr J Hilton.

39/24 Declarations of Interest

None declared.

40/24 To Approve the Minutes of the 15th February 2024 Meeting

Council approved the minutes from the extraordinary meeting held on the 15th February 2024 and they were signed by the Chairman.

41/24 Matters from Prior Meetings

Minute No/Date/Councillor	Subject	Status
22/21 - Pedestrian Safety All Cllrs	Resident proposal for footpaths on The Ridge	Jan – Clerk to prepare a full proposal for 2 or 4 vehicle activated signs. Feb/Mar – Council agreed in principle to installation of 2 VAS on The Ridge. Purchase deferred until next financial year and Clerk to research further VAS options.
63/21 – Pavilion Refurbishment Cllrs Sheldrake & Ginn	Need to refurbish toilets/showers, replace boilers, redecorate, and replace soft furnishings in the pavilion	Nov – Approved Quote for Kitchen Dec/Jan – Order placed with Howdens for new kitchen Feb/Mar – Improvements on hold due to water leak. Pending insurance claim outcome.
204/21 – Land Sale Fir Tree Lane Chairman	Potential Purchase of 25 Acres of Woodland at end of Fir Tree Lane	Feb – Purchase proceeding for LBPC but EWT acquisition on hold until sellers confirm go ahead. Mar – Sale progressing and due to complete by month end
10/22 – Memorial Hall Improvements Cllr Steve Scott	Installation of CCTV; fitting of LED Bulbs; Survey & report on Heating and Insulation	Feb – Council approved purchase of new 4 camera CCTV system. Research continues on Solar Panels. Mar - Increased budget to £1,000 for CCTV installation. Obtaining estimates for curtain fire resistant treatment.

11/23 – Hammonds Farm Development Cllr Irvine	Maintain communication with Chelmsford City Council over next steps in the review of the Local Plan	Jan – Council approved Consultant to prepare report and Cllr briefing for next stage of CCC Consultation. Meetings with Boreham PC on 8/1/24 and to attend public meeting in Sandon on 12/1/24. Feb – Consultant completing background research. Next phase of consultation to start March 2024. Mar – CCC reviewing Plan at meeting on 14th March. Public consultation to be held in May.
20/23 – History Centre Cllr Irvine & Clerk	Establish Working Group to develop proposals for the management of the History Centre	Nov/Dec/Jan – Awaiting outcome of local URC discussions with Synod about land ownership and who can grant lease. Cllr Teal attending History Centre Management meeting on 11/1/24. Feb – Clerk to review options on Council taking a transfer of assets and liabilities requiring a new licence to occupy the premises from the URC, ahead of getting a lease in place. Mar – Received History Centre Finance Report. Awaiting details on contract with URC on utility costs.
21/24 – Conservation Area Cllrs Teal & Steph Scott	Establish Working Group to prepare proposal	Feb – Update from W/G and approved retention of a consultant to complete application Mar – W/G working with consultant to identify proposed conservation area.
36/24 – Land off Riffhams Chase Cllr Irvine	Fund raising for purchase of 4.7-acre woodland site	Mar – Offer accepted and transfer proceeding.

42/24 Public Question Time

County Councillor John Spence attended the meeting and provided Council with an update on Highway issues and other County activities.

43/24 Development in the Village

The following planning application was considered by Council:

Application Number	Location and nature of the Proposed Development to which the application relates	Result
24/00214/FUL	Rose Cottage, Holybred Lane	Object
	Two Storey Side Extension	
24/00221/FUL	Old Riffhams, Riffhams Chase	No Objection
	Remove Glass House & Construct Cart Lodge	
24/00222/LBC	Old Riffhams, Riffhams Chase	No Objection
	Remove Glass House & Construct Cart Lodge	
24/05049/TPO	Oak Lodge, Woodside	No Objection
	Coppice W1 - Sweet Chestnut Tree	

44/24 Payment of Accounts

Council approved the payment of accounts for February as proposed.

PAYMENT OF ACCOUNTS March 7, 2024							
Transfer	Payee	Description	Subject	Cost		VAT	Total
**DD	Barclays	General	Charges	£	22.25	£ -	£ 22.25
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£	32.92	£ 6.58	£ 39.50
**DD	British Gas	Memorial Hall	Hall Electric	£	90.90	£ 4.54	£ 95.44
**DD	EE Mobile	General	Clerk Mobile	£	7.60	£ 1.52	£ 9.12
			Sub Total	£	153.67	£ 12.64	£ 166.31
Transfer	M. Jarvis	Spring Close	Supervision	£	40.00	£ -	£ 40.00
Transfer	I Wardle	General	Salary	£	591.54	£ -	£ 591.54
Transfer	Currys - I Wardle	History Centre	Laptop	£	364.99	£ 73.00	£ 437.99
Transfer	Printerland - I Wardle	History Centre	Printer	£	56.70	£ 11.34	£ 68.04
Transfer	Amazon - I Wardle	History Centre	Hard Drive	£	59.45	£ -	£ 59.45
Transfer	Neil Holmes	Memorial Hall	Manager Duties	£	630.00	£ -	£ 630.00
Transfer	Neil Holmes	General	Handyman Tasks	£	376.06	£ -	£ 376.06
Transfer	Weave-a-Web	General	Website Admin	£	160.00	£ 32.00	£ 192.00
Transfer	Weave-a-Web	General	Website Hosting	£	157.50	£ 31.50	£ 189.00
			Sub Total	£	2,436.24	£ 147.84	£ 2,584.08
			TOTAL - Payments	£	2,589.91	£ 160.48	£ 2,750.39
	ACCOUNTS STATUS	29/02/2024	+/- vs prior	RESERVES			
	Current Account (B)	£ 290,947.22	-£ 1,987.85	Hall		£	25,000.00
	Reserve No 1 (B1)	£ 50,899.06	£ -	Pavilion		£	13,000.00
	Holybred Wood (B2)	£ 7,831.45	£ -	WGPA		£	18,000.00
	War Memorial (B3)	£ 2,479.39	£ -	EALC Reserve		£	25,000.00
	Total Barclays a/cs	£ 352,157.12		CIL Fund		£	14.87
				Holybred Wood		£	7,831.45
	Current Account	£ -		War Memorial		£	2,119.39
	Savings Account	£ -		Charity Fund		£	280.00
	Total Metro Bank a/cs	£ -		History Centre		£	1,500.00
				Fir Tree Woods		£	198,730.00
				Hammonds Road Dev't		£	500.00
				Total - Reserves + Payments		£	294,726.10
				Unpresented Cheques		£	50.00
	Total All a/cs	£ 352,157.12		Funds Available		£	57,547.33
**	Outside Council Meeting			Total (exc ** payments)		£	352,157.12

45/24 Land Sale – Riffhams Chase

Following the resolution agreed at the extraordinary meeting held on the 15th February the Chairman updated Council on progress of the proposed acquisition of an area of woodland off Riffhams Chase.

The majority of the funds for the purchase have been raised from public subscription and the sale has been agreed with the vendor with solicitors working on the transfer of the land. Council is pleased with the outcome as the land adjoins the sports field and will provide an additional amenity area for residents.

46/24 Gravel Pits – Replacement Essex Minerals Local Plan Consultation

Council received a report from the Chairman on the consultation being undertaken by Essex County Council on a replacement Minerals Local Plan.

Two sites in Woodham Walter have been identified as potential new gravel extraction pits that will have significant impact on the village and traffic movements through Danbury, specifically adding heavy lorries onto the A414. Council resolved to support Woodham Walter in objecting to the proposed inclusion of the two sites.

47/24 Liam Taylor Trust – Fund Raising

Councillor Steph Scott requested this item be held over to the next meeting to allow a representative to address Council on providing lifesaving catastrophic bleed kits to as many venues in Essex as possible.

48/24 Handyman Schedule

No tasks were added to the list for the Handyman to complete.

49/24 Future Meeting Agenda Items

The following topic was raised for inclusion at the next ordinary meeting:

- Liam Taylor Legacy – Fund Raising
- Sports Pavilion – Second Storey Extension
- Conservation Area
- Parish Assembly – Agenda
- Recycling & Fly Tipping

50/24 Date of Next Meeting

The next ordinary Parish Council Meeting will take place on **Thursday 4th April 2024** at 7.30pm.

The meeting closed at 9.10pm.

**Chairman
April 4th, 2024**