

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held in the Memorial Hall on April 4th, 2024. The Meeting commenced at 7:30pm. In attendance:

Cllr P Irvine – Chair
Cllr B Teal
Cllr Stephanie Scott

Cllr S Scott
Cllr J Hilton
Cllr A Roche

Mr I Wardle – Clerk

Members of the Public – 4

51/24 Apologies for Absence

Apologies received from Cllr D Ginn and Cllr K Sheldrake.

52/24 Declarations of Interest

Cllr Teal declared an interest in item 6.

53/24 To Approve the Minutes of the 7th March 2024 Meeting

Council approved the minutes from the extraordinary meeting held on the 7th March 2024 and they were signed by the Chairman.

54/24 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/Apr – 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. Apr – Repairs completed, and insurance claim settled. Kitchen to be fitted.
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 Apr – Purchase completed 3/4/24. Matter CLOSED
10/22 – Memorial Hall Improvements Cllr Steve Scott	Installation of CCTV; fitting of LED Bulbs; Survey & report on Heating and Insulation	Mar - Increased budget to £1,000 for CCTV installation. Obtaining estimates for curtain fire resistant treatment. Apr – CCTV to be fitted in April and Solar Panel proposal to be presented at May 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 – Consultant completing background research. Next phase of consultation to start March 2024. Mar – CCC reviewing Plan at meeting on 14 th March. Public consultation to be held in May. Apr – Public consultation now expected in June. A further consultant appointed, and costs shared with Danbury PC.
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/Apr – 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. Apr – On Agenda
36/24 – Land off Riffhams Chase Cllr Irvine	Fund raising for purchase of 4.7-acre woodland site	Mar – Offer accepted and transfer proceeding. Apr – Sale progressing. Majority of funds received from public subscription. Council reconfirmed support for the land purchase.

55/24 Public Question Time

No questions raised by members of the public in attendance.

56/24 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
24/00297/FUL	2 High Pastures		No Objection
	Front and Rear Single Storey Extension		
24/00264/CLEUD	Shouldersticks, North Hill		Object
	Regularise Construction of Garage & Out Building		
24/00339/FUL	Blakes, Fir Tree Lane		No Objection
	Detached Car Port		
24/05051/TPO	Ridge House, The Ridge		No Objection
	Crown Reduction Sycamore x 2 (G6 & G7)		
24/00418/FUL	The Hoppet Barn, Chapel Lane		Object
	Replacement Dwelling		

57/24 Payment of Accounts

Council approved the payment of accounts for March as proposed.

Transfer	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 19.09	£ -	£ 19.09
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 35.43	£ 7.09	£ 42.52
**DD	British Gas	Memorial Hall	Hall Electric	£ 81.79	£ 4.08	£ 85.87
**DD	British Gas	Memorial Hall	Hall Gas Feb	£ 311.49	£ 62.29	£ 373.78
**DD	British Gas	Memorial Hall	Hall Gas March	£ 169.84	£ 8.49	£ 178.33
**DD	EE Mobile	General	Clerk Mobile	£ 7.60	£ 1.52	£ 9.12
**Transfer	E. Cole	Memorial Hall	Hall Cleaning Feb	£ 405.00	£ -	£ 405.00
**Transfer	ECC - ELS	General	Fir Tree Wood	£ 188,250.00	£ -	£ 188,250.00
**Transfer	SV Electrics	Sports Pavilion	Electric Repairs	£ 4,200.00	£ 840.00	£ 5,040.00
**Transfer	Felsted Construction	Sports Pavilion	Building Repairs	£ 7,850.00	£ 1,570.00	£ 9,420.00
			Sub Total	£ 201,330.24	£ 2,493.47	£ 203,823.71
Transfer	M. Jarvis	Spring Close	Supervision	£ 40.00	£ -	£ 40.00
Transfer	I Wardle	General	Salary	£ 591.54	£ -	£ 591.54
Transfer	I Wardle - Amazon	Memorial Hall	Paper Hand Towels	£ 57.59	£ -	£ 57.59
Transfer	E. Cole	Memorial Hall	Hall Cleaning	£ 405.00	£ -	£ 405.00
Transfer	Neil Holmes	Memorial Hall	Manager Duties	£ 591.50	£ -	£ 591.50
Transfer	Neil Holmes	General	Handyman Tasks	£ 125.00	£ -	£ 125.00
Transfer	Weave-a-Web	General	Website Admin	£ 160.00	£ 32.00	£ 192.00
Transfer	Weave-a-Web	General	Website Hosting	£ 159.50	£ 31.90	£ 191.40
Transfer	HCUK Group Ltd	General	Consultant Fees	£ 2,065.75	£ 413.15	£ 2,478.90
Transfer	HMRC	General	Nat Ins & Tax	£ 1,940.55	£ -	£ 1,940.55
Transfer	RCCE - Parish Council	General	Membership Renewal	£ 49.75	£ 9.95	£ 59.70
Transfer	RCCE - Village Hall	General	Membership Renewal	£ 67.00	£ 13.40	£ 80.40
Transfer	EALC	General	Affiliation Fees	£ 454.39	£ -	£ 454.39
Transfer	Skippers Ground Maintenance	General	Grass Cutting	£ 276.00	£ 55.20	£ 331.20
Transfer	Rialtas Business Solutions	General	Software Licence	£ 192.00	£ 38.40	£ 230.40
Transfer	Rialtas Business Solutions	General	Back Up Service	£ 238.00	£ 47.60	£ 285.60
Transfer	Arthur J Gallagher	General	Fir Tree Woods Ins	£ 106.00	£ -	£ 106.00
			Sub Total	£ 7,519.57	£ 641.60	£ 8,161.17
			TOTAL - Payments	£ 208,849.81	£ 3,135.07	£ 211,984.88
	ACCOUNTS STATUS	31/03/2024	+/- vs prior	RESERVES		
	Current Account (B)	£ 148,867.03	-£ 142,080.19	Hall		£ 25,000.00
	Reserve No 1 (B1)	£ 51,089.41	£ 190.35	Pavilion		£ 13,000.00
	Holybred Wood (B2)	£ 7,860.74	£ 29.29	WGPA		£ 18,000.00
	War Memorial (B3)	£ 2,488.66	£ 9.27	EALC Reserve		£ 25,000.00
	Total Barclays a/cs	£ 210,305.84		CIL Fund		£ 14.87
				Holybred Wood		£ 7,860.74
	Current Account	£ -		War Memorial		£ 2,128.66
	Savings Account	£ -		Charity Fund		£ 280.00
	Total Metro Bank a/cs	£ -		History Centre		£ 1,500.00
				Fir Tree Woods		£ 10,374.00
				Riffhams Chase Woods		£ 61,000.00
				Hammonds Road Dev't		£ 500.00
				Total - Reserves + Payments		£ 376,643.15
				Unpresented Cheques		£ 50.00
	Total All a/cs	£ 210,305.84		Funds Available		£ 37,436.40
**	Outside Council Meeting			Total (exc ** payments)		£ 210,305.84

58/24 Parish Assembly Agenda – May 8th, 2024

Council finalised the agenda for the Parish Assembly to be held at the Memorial Hall on the evening of Wednesday 8th May 2024. A key agenda item and discussion topic for all residents is the next stage of the consultation on the Chelmsford City Council Local Plan Review that looks to be including the potential development of 4,000 house on Hammonds Farm, Hammonds Road. Residents will be briefed on how the plans will impact the village and how to object to their inclusion in the Local Plan.

59/24 Conservation Area – Working Group Update

Council received an update from the Working Group on their work. Representatives had met with the Heritage Officer from Chelmsford City Centre to discuss areas that could become designated conservation areas and so protected. To achieve the preferred outcome of including the area around Church Road to include St Marys Church and the area around Great Graces, Graces Walk and Riffhams it was agreed by Council to retain an external consultant to prepare the necessary report and submission.

60/24 Sports Pavilion – Proposed Two Storey Extension

In the absence of Cllr Sheldrake this item was held over to the next meeting

61/24 Recycling

Council discussed whether there had been any negative feedback regarding the new booking process for access to the recycling centre and any increase in fly tipping. Cllr Steph Scott and Cllr Steve Scott are to meet representatives from the Waste & Recycling Team at CCC.

62/24 Liam Taylor Legacy – Fund Raising

Council received a presentation from Julie Taylor on her work in promoting the provision of 'Bleed Kits' in all public places. Her Grandson, Nineteen-year-old Liam Taylor, was stabbed multiple times outside a pub in Writtle in January 2020 and died instantly. Julie, set up the Liam Taylor Legacy crowdfunding page and set about providing lifesaving catastrophic bleed kits to as many venues in Essex as possible.

The public-access specialist first aid kits – carried by the Army and air ambulance crews – include items which could save a life, including large “plasters” to seal the most severe stab wounds until help arrives. Council expressed their thanks for the Bleed Kit donated for the Memorial Hall and will look to purchase further kits for locations in the village.

63/24 Handyman Schedule

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

Drainage channel for access drive to sports pavilion car park

Maintenance of the seat at the Jubilee Oak, North Hill

64/24 Future Meeting Agenda Items

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

- Memorial Hall – Solar Panel Proposal
- Carers Group – Grant Expenditure
- Conservation Area – Approval for Consultant fees of £1,400
- Sport Pavilion – First Floor extension

65/24 Date of Next Meeting

The next ordinary Parish Council Meeting will take place on **Thursday 2nd May 2024** at 7.30pm **at the Sports Pavilion.**

The meeting closed at 9.05pm.

**Chairman
May 2nd, 2024**