

LITTLE BADDOW PARISH COUNCIL

The Annual Meeting of the Parish Council was held in the Sports Pavilion on May 2nd, 2024. The Meeting commenced at 7:30pm. In attendance:

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

Cllr D Ginn
Cllr J Hilton
Cllr A Roche

Mr I Wardle – Clerk

Members of the Public – 0

66/24 Election of Chairman

Councillor Peter Irvine was proposed and seconded as Chairman of the Council and was unanimously elected by Councillors

67/24 Declaration of Acceptance of Office

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

68/24 Election of Vice Chairman

Councillor Barbara Teal was proposed and seconded as Vice-Chairman and unanimously elected by Councillors

69/24 Apologies for Absence

Apologies received from Cllr S Scott

70/24 Declarations of Interest

Cllrs Teal and Sheldrake declared an interest in item 10 – Planning application 24/00468/FUL. Cllr Stephanie Scott declared an interest in item 10 – Planning application 23/00834/DOC/2

71/24 Annual Review of Financial Regulations and Standing Orders

Council reviewed the Financial Regulations and Standing Orders and unanimously approved with no changes.

72/24 To Approve the Minutes of the 4th April 2024 Meeting

Council approved the minutes from the meeting held on the 4th April 2024 and they were signed by the Chairman.

73/24 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/May – 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. May – On Agenda
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 May – 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	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. May – Working Group has met consultants and preparing report
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. May – Received proposals from HC Mgt Committee. Clerk to prepare proposal for Council meeting in June
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 – Met with CCC Heritage Officer and propose additional consultant support to add additional areas. May – 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. May – Purchase completed. CLOSED

74/24 Public Question Time

No members of the public in attendance.

75/24 Development in the Village

The following planning applications were considered by Council:

Application Number	Location and nature of the Proposed Development		Result
	to which the application relates		
24/00468/FUL	Southernwood, The Ridge		No Objection
	Rear and Side Extension		
24/00555/FUL	Shouldersticks, North Hill		Object
	Retrospective Application for Two Brick Pillars		
23/00834/DOC/2	Land Rear of Hill Cottage, Colam Lane		No Objection
	Scheme for Discharge of Surface Water		

76/24 Payment of Accounts

Council approved the payment of accounts for April and the renewal of the Council insurance policy with Hiscox as proposed.

Transfer	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 17.63	£ -	£ 17.63
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 35.99	£ 7.20	£ 43.19
**DD	British Gas	Memorial Hall	Hall Electric	£ 80.43	£ 4.02	£ 84.45
**DD	British Gas	Memorial Hall	Hall Gas March/April	£ 113.69	£ 5.68	£ 119.37
**DD	EE Mobile	General	Clerk Mobile	£ 8.20	£ 1.64	£ 9.84
**DD	Chelmsford City Council	Memorial Hall	Waste Disposal	£ 576.42	£ -	£ 576.42
**DD	Chelmsford City Council	Sports Pavilion	Waste Disposal	£ 576.42	£ -	£ 576.42
**Transfer	ECC - ELS	General	Riffhams Wood	£ 76,000.00	£ -	£ 76,000.00
			Sub Total	£ 77,408.78	£ 18.54	£ 77,427.32
Transfer	M. Jarvis	Spring Close	Supervision	£ 40.00	£ -	£ 40.00
Transfer	I Wardle	General	Salary	£ 590.07	£ -	£ 590.07
Transfer	I Wardle	General	Petty Cash	£ 100.00	£ -	£ 100.00
Transfer	I Wardle - Wel Medical	General	Defib Battery	£ 160.00	£ 32.00	£ 192.00
Transfer	E. Cole	Memorial Hall	Hall Cleaning	£ 435.00	£ -	£ 435.00
Transfer	Neil Holmes	Memorial Hall	Manager Duties	£ 645.00	£ -	£ 645.00
Transfer	Neil Holmes	General	Handyman Tasks	£ 195.53	£ -	£ 195.53
Transfer	Weave-a-Web	General	Website Admin	£ 160.00	£ 32.00	£ 192.00
Transfer	Weave-a-Web	General	Email Hosting	£ 120.00	£ 24.00	£ 144.00
Transfer	RitchComm	Sports Pavilion	Cleaning	£ 290.75	£ -	£ 290.75
Transfer	MDW Technology	General	Back Up & Support	£ 90.00	£ 18.00	£ 108.00
Transfer	Howdens	Sports Pavilion	New Kitchen	£ 2,587.87	£ 517.57	£ 3,105.44
Transfer	Community Heartbeat Trust	General	Defib Support	£ 135.00	£ 27.00	£ 162.00
Transfer	Fisk Group	Memorial Hall	Emergency Light Test	£ 157.50	£ 31.50	£ 189.00
Transfer	Fisk Group	Memorial Hall	Service Fire Extinguisher	£ 65.00	£ 13.00	£ 78.00
Transfer	Simmons Printers	General	Newsletter Printing	£ 393.00	£ -	£ 393.00
Transfer	Skippers Ground Maintenance	General	Grass Cutting	£ 298.00	£ 59.60	£ 357.60
Transfer	Rialtas Business Solutions	General	Year End Close	£ 868.00	£ 173.60	£ 1,041.60
Transfer	Derek Stebbing	General	Planning Consultancy	£ 254.00	£ -	£ 254.00
Transfer	Arthur J Gallagher	General	Riffhams Wood Ins	£ 106.00	£ -	£ 106.00
			Sub Total	£ 7,690.72	£ 928.27	£ 8,618.99
			TOTAL - Payments	£ 85,099.50	£ 946.81	£ 86,046.31
	ACCOUNTS STATUS	30/04/2024	+/- vs prior	RESERVES		
	Current Account (B)	£ 113,746.91	-£ 35,120.12	Hall		£ 28,000.00
	Reserve No 1 (B1)	£ 51,089.41	£ -	Pavilion		£ 16,000.00
	Holybred Wood (B2)	£ 7,860.74	£ -	WGPA		£ 21,000.00
	War Memorial (B3)	£ 2,128.66	-£ 360.00	EALC Reserve		£ 26,000.00
	Total Barclays a/cs	£ 174,825.72		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
				Hammonds Road Dev't		£ 500.00
				Total - Reserves + Payments		£ 199,704.58
				Unpresented Cheques		£ -
	Total All a/cs	£ 174,825.72		Funds Available		£ 52,548.46
**	Outside Council Meeting			Total (exc ** payments)		£ 174,825.72

77/24 Consultation on Application to Delete Footpath 53

Council reviewed the application to delete route of Footpath 53 in the village received from Essex Legal Services; the application advised that the footpath had not been in existence since 1945. Council did not have any specific knowledge of the footpath and can offer no evidence to object to the route being deleted.

78/24 Little Baddow Cricket Club – Approve Grant £1,000

Council was pleased to approve the grant for the Little Baddow Cricket Club for £1,000. Council appreciates the hard work put in by the Cricket Club to maintain the sports field in such an excellent condition.

79/24 Charity of the Unknown Donor (Otherwise the Almshouse Charity) 239382 and the Copyhold Allotments Charity 246099 – Appointment of Trustee

Council discussed the request from the Charities and unanimously approved the appointment of Mr Martyn Richmond as a Trustee for the next four years.

80/24 Risk Register Review

Council reviewed the Risk Register and no new items were added to the document. Cllr Ginn will update and circulate the document to reflect revised target dates for completion of a few tasks.

81/24 Little Baddow Carers Club – Project Review

Council received a report from Cllr Steph Scott on progress in establishing the village Carers Club. Council was pleased to hear that the grant from Essex County Council had been received which would fully fund the club for an initial two years.

The Working Group has been formed and they have met twice to agree actions needed to achieve a launch date in July; the participation of Lisa Masanovic (Community Development Coordinator - Alzheimer's Association) was much appreciated bringing additional experience and resources to the project.

82/24 Conservation Area – Approve Consultant Appointment

Council received an update from the Working Group on their work and approved the ongoing appointment of the consultant to prepare a full submission to Chelmsford City Council. An additional budgeted expense of £1,400 was agreed.

83/24 Sports Pavilion – Proposed Two Storey Extension

Cllr Sheldrake made an initial proposal to Council about adding a first floor with balcony to the existing Sports Pavilion. Council was interested in the idea and Cllr Sheldrake agreed to prepare a fuller proposal to include outline plans, costings and grant availability for presentation at the October 2024 meeting.

84/24 Memorial Hall – Proposal for Solar Panels

In the absence of Cllr Steve Scott this item was held over to the next meeting.

85/24 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
- Sports Pavilion – Internal Door Painting
- Memorial Hall – General weeding
- Maintenance of the seat at the Jubilee Oak, North Hill

86/24 Future Meeting Agenda Items

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

- Memorial Hall – Solar Panel Proposal
- History Centre
- AGAR – Approval of Accounts & Internal Audit
- LB Carers Club Update
- Essex Wildlife Trust – Extending Management Agreement
- Policing in the Village

87/24 Date of Next Meeting

The next ordinary Parish Council Meeting will take place on **Thursday 6th June 2024** at 7.30pm at the Memorial Hall.

The meeting closed at 9.20pm.

Chairman
June 6th, 2024