

LITTLE BADDOW PARISH COUNCIL

An Ordinary Meeting of the Parish Council was held in the Memorial Hall on June 6th, 2024. The Meeting commenced at 7:30pm. In attendance:

Cllr P Irvine – Chair
Cllr B Teal
Cllr Stephanie Scott

Cllr D Ginn
Cllr J Hilton
Cllr S Scott

Mr I Wardle – Clerk

Members of the Public – 5

88/24 Apologies for Absence

Apologies received from Cllr K Sheldrake and Cllr A Roche

89/24 Declarations of Interest

There were no declarations of interest.

90/24 To Approve the Minutes of the 2nd May 2024 Meeting

Council approved the minutes from the annual meeting held on the 2nd May 2024 and they were signed by the Chairman.

91/24 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/June – 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	Apr – Repairs completed and insurance claim settled. Kitchen to be fitted. May – Kitchen fitted. Await quotes for carpets. Proposal for 1 st Floor & Balcony to be made Oct 2024 June – H/O October 2024
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 – H/O June – Cllr Scott absent June – 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	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.

		June – Public meetings held in all villages. Website recorded 2,000 objections to date. Maldon Town Council to support due to traffic issues. Consultant report due on 7 th June.
20/23 – History Centre Cllr Irvine & Clerk	Establish Working Group to develop proposals for the management of the History Centre	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 June – On agenda
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 – Council approved retention of consultant to prepare submission June – Awaiting report from Consultant for final submission to CCC
81/24 – Little Baddow Carers Club Cllr Steph Scott	Establish Carers Club	May – Grant funding from ECC received. Working Group established and project plan approved. June – On agenda

92/24 Public Question Time

A member of the public raised a point on the access track to the Sports Field car park and the need to fill potholes. The Chairman advised that the matter was being discussed with the school.

93/24 History Centre

The Clerk presented a proposal for the Council to assume responsibility for the Little Baddow History Centre. The proposal will formalise an arrangement with the URC to occupy the building and ensure ongoing support for the centre. A History Centre Committee will be constituted, meeting and reporting to the full Council quarterly, to oversee the running of the centre. The Committee will be made up of Councillors and co-opted members and will delegate the routine operations to a sub-group of committee members.

Council approved the proposal with the exception of the appointment of a paid part-time assistance; this latter point to be reviewed once the Committee has had time to meet and review the financial model and agree a budget. The Clerk will prepare the Terms of Reference for the Committee for approval at the July Council meeting.

94/24 Little Baddow Cricket Club – Review Grant Payment

Council received an update from Paul Churchouse on the work of the Cricket Club and the increase in costs of maintaining the sports field. Council thanked the Cricket Club for its work and approved a £500 increase in the annual grant paid.

95/24 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		
24/00605/FUL	Land Adjacent Chestnut Cottage, Holybread Lane		Object
	Erection of Barn & Greenhouse		
24/00635/FUL	Delgany House, Colam Lane		No Objection
	Exterior Alterations to Outbuilding		
24/00684/LBC	Cock Farm, North Hill		No Objection
	Replacement Door & Windows		
24/00705/FUL	Old Court, Colam Lane		Object
	Rear Extension & Garage		

96/24 Payment of Accounts

Council approved the payment of accounts for May as proposed.

Transfer	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 22.18	£ -	£ 22.18
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 35.99	£ 7.20	£ 43.19
**DD	British Gas	Memorial Hall	Hall Electric	£ 89.87	£ 4.49	£ 94.36
**DD	British Gas	Memorial Hall	Hall Gas April/May	£ 116.35	£ 5.81	£ 122.16
**DD	EE Mobile	General	Clerk Mobile	£ 8.20	£ 1.64	£ 9.84
**DD	Wave - Anglian Water	Memorial Hall	Water	£ 377.79	£ -	£ 377.79
**DD	Wave - Anglian Water	Sports Pavilion	Water	£ 49.65	£ -	£ 49.65
**Transfer	Arthur J. Gallagher	General	Annual Insurance	£ 7,195.28	£ -	£ 7,195.28
**Transfer	P D Irvine	General	Assembly Expenses	£ 98.25	£ -	£ 98.25
**Transfer	Claremont Nursery	General	Village Planting	£ 100.00	£ -	£ 100.00
**Transfer	LB Cricket Club	General	Annual Grant	£ 1,000.00	£ -	£ 1,000.00
**Transfer	S Scott	Memorial Hall	CCTV System	£ 335.99	£ -	£ 335.99
			Sub Total	£ 9,429.55	£ 19.14	£ 9,448.69
Transfer	M. Jarvis	Spring Close	Supervision	£ 40.00	£ -	£ 40.00
Transfer	I Wardle	General	Salary	£ 590.07	£ -	£ 590.07
Transfer	I Wardle - Amazon	Memorial Hall	Paper Supplies	£ 103.93	£ -	£ 103.93
Transfer	E. Cole	Memorial Hall	Hall Cleaning	£ 449.50	£ -	£ 449.50
Transfer	Neil Holmes	Memorial Hall	Manager Duties	£ 615.00	£ -	£ 615.00
Transfer	Neil Holmes	General	Handyman Tasks	£ 1,061.89	£ -	£ 1,061.89
Transfer	Essex County Council	General	ELS - Legal Fees	£ 1,602.50	£ 319.90	£ 1,922.40
Transfer	Playsafety Ltd	General	Play Area Inspections	£ 160.00	£ 32.00	£ 192.00
Transfer	RitchComm	Sports Pavilion	Cleaning	£ 240.75	£ -	£ 240.75
Transfer	HCUK Group Ltd	General	Conservation Area Con	£ 805.75	£ 161.15	£ 966.90
Transfer	Fisk Group	Memorial Hall	Remedial Light Work	£ 360.00	£ 72.00	£ 432.00
Transfer	Mrs J Stobart	General	Internal Audit	£ 250.00	£ -	£ 250.00
Transfer	Unitronics	Memorial Hall	PAT Test	£ 66.00	£ -	£ 66.00
Transfer	Unitronics	General	Street Lamp Reset	£ 45.00	£ -	£ 45.00
Transfer	A J Roche - Wickes	General	Council Expenses	£ 49.68	£ 9.99	£ 59.67
Transfer	A J Roche - 123-Reg Ltd	General	Council Expenses	£ 144.69	£ 28.94	£ 173.63
Transfer	Skippers Ground Maintenance	General	Grass Cutting	£ 298.00	£ 59.60	£ 357.60
Transfer	Weave-a-Web	General	Website Maintenance	£ 160.00	£ 32.00	£ 192.00
			Sub Total	£ 7,042.76	£ 715.58	£ 7,758.34
			TOTAL - Payments	£ 16,472.31	£ 734.72	£ 17,207.03
	ACCOUNTS STATUS	31/05/2024	+/- vs prior	RESERVES		
	Current Account (B)	£ 104,864.25	-£ 8,882.66	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	£ -	EALC Reserve		£ 26,000.00
	Total Barclays a/cs	£ 165,943.06		CIL Fund		£ 1,145.22
				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
				Neighbourhood Watch		£ 232.41
				Hammonds Road Dev't		£ 500.00
				Total - Reserves + Payments		£ 132,228.06
				Unpresented Cheques		£ -
	Total All a/cs	£ 165,943.06		Funds Available		£ 43,163.69
**	Outside Council Meeting			Total (exc ** payments)		£ 165,943.06

97/24 Receive and Approve the Internal Audit Report

Council reviewed the recent internal audit report and noted that it was satisfactory with no comments. Council approved the report unanimously.

98/24 Review and Approve the Annual Governance & Accountability Return

Council reviewed AGAR Section 1 – Annual Governance Statement 2023/24 and approved the statements for signature by the Chairman and the Clerk. Council then reviewed AGAR Section 2 – Accounting Statements 2023/24 and approved the statement for signature by the Chairman.

99/24 Essex Wildlife Trust – Village Land Management

The Chairman provided an update on recent discussions with Neil Bedford from the Essex Wildlife Trust (EWT). Mr Bedford is preparing proposals for EWT to assume managing Fir Tree Woods, Riffhams Woods and Holybred Wood as an addition to the existing management agreement the Council has with EWT for Heather Hills and Poors Piece.

100/24 Policing in the Village

Agenda item held over to next meeting due to the absence of Cllr Sheldrake.

101/24 Memorial Hall – Proposal for Solar Panels

Cllr Steve Scott presented a proposal to Council on the installation of solar panels at the hall. The proposal would see the hall generating sufficient electricity to meet the demands of the hall and provide a surplus that could be sold back into the grid. Council was supportive of the installation of Solar panels and requested further information on a phased approach and possible grants to offset the estimated £20,000 installation costs.

102/24 Papermill Lock Parking – SEPP Funding

Council were pleased to receive confirmation from SEPP that the Clearway status for North Hill will be in place from the 24th June 2024. This will enable SEPP Officers to enforce the no parking restriction on the road from Spring Close to Mowden Hall Lane which should alleviate the obstructive parking on the road. Council received a report from the Clerk on the option to pay for additional coverage by SEPP Officers at peak times to enforce no parking areas. Council decided to hold off making a decision on additional patrols to see how effective the new parking restrictions are in reducing the parking issues.

103/24 Little Baddow Carers Club – Project Review

Council received an update from Cllr Steph Scott on progress of setting up the Carers Club. Cllr Scott was delighted to inform Council that the first meeting of the Club will be at 2pm on Thursday July 25th, 2024 at the Memorial Hall, North Hill, Little Baddow. All carers in the village are welcome to join the club and have the opportunity to share experiences, meet fellow carers and receive support.

104/24 Handyman Schedule

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

105/24 Future Meeting Agenda Items

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

- Memorial Hall – Solar Panel Proposal
- History Centre – Approve Committee Terms of Reference
- Hammonds Farm Development Update
- Conservation Areas

106/24 Date of Next Meeting

The next ordinary Parish Council Meeting will take place on **Thursday 11th July 2024** at 7.30pm at the Memorial Hall.

The meeting closed at 9.25pm.

Chairman July 11th, 2024