

LITTLE BADDOW PARISH COUNCIL

An Ordinary Meeting of the Parish Council was held in the Memorial Hall on July 11th, 2024. The Meeting commenced at 7:30pm. In attendance:

Cllr P Irvine – Chair	Cllr D Ginn
Cllr B Teal	Cllr K Sheldrake
Cllr A Roche	Cllr S Scott
Cllr C Galea (From Agenda Item 4)	

Mr I Wardle – Clerk

Members of the Public – 2

107/24 Apologies for Absence

Apologies received from Cllr Stephanie Scott and Cllr J Hilton

108/24 Declarations of Interest

There were no declarations of interest.

109/24 To Approve the Minutes of the 6th June 2024 Meeting

Council approved the minutes from the annual meeting held on the 6th June 2024 and they were signed by the Chairman.

110/24 Co-option of Additional Councillor

Council was pleased to receive an application from a resident to become a Councillor. Following a discussion with the applicant Council unanimously resolved to co-opt Carla Galea as a member of the Council.

111/24 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/July – 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 July – 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	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 – Further options to Solar Panel proposal to be researched. Clerk to look into availability of grants. July – 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	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. July – On Agenda
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 – Council approved proposal to adopt the History Centre. Clerk to prepare Terms of Ref for HC Committee. July – On Agenda
21/24 – Conservation Area Cllrs Teal & Steph Scott	Establish Working Group to prepare proposal	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 July – On Agenda
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/July – First Club meeting to be 25th July. Press release prepared.

112/24 Public Question Time

Essex County Councillor John Spence attended the meeting and provided an update on his work in support of parking restrictions at Paper Mill Lock, retaining St. Peter's Hospital in Maldon and installation of a crossing on the A414 at Well Lane, Danbury.

113/24 Development in the Village

There were no planning applications to be considered by Council:

114/24 Payment of Accounts

Council approved the payment of accounts for June as proposed.

Transfer	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 48.23	£ -	£ 48.23
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 35.99	£ 7.20	£ 43.19
**DD	British Gas	Memorial Hall	Hall Electric	£ 78.52	£ 3.92	£ 82.44
**DD	British Gas	Memorial Hall	Hall Gas May/June	£ 66.18	£ 3.30	£ 69.48
**DD	EE Mobile	General	Clerk Mobile	£ 8.20	£ 1.64	£ 9.84
**DD	Wave - Anglian Water	Sports Pavilion	Water	£ 253.59	£ -	£ 253.59
**DD	S&J Building & Developers	Memorial Hall	Water Heater & Tap	£ 1,022.60	£ 204.52	£ 1,227.12
			Sub Total	£ 1,513.31	£ 220.58	£ 1,733.89
Transfer	M. Jarvis	Spring Close	Supervision	£ 40.00	£ -	£ 40.00
Transfer	I Wardle	General	Salary	£ 590.07	£ -	£ 590.07
Transfer	I Wardle - Amazon	General	Printer Paper	£ 24.99	£ -	£ 24.99
Transfer	E. Cole	Memorial Hall	Hall Cleaning	£ 449.50	£ -	£ 449.50
Transfer	Neil Holmes	Memorial Hall	Manager Duties	£ 637.50	£ -	£ 637.50
Transfer	Neil Holmes	General	Handyman Tasks	£ 159.00	£ -	£ 159.00
Transfer	Essex County Council	General	ELS - Legal Fees	£ 2,466.53	£ 493.31	£ 2,959.84
Transfer	Essex County Council	General	ELS - Legal Fees	£ 245.00	£ -	£ 245.00
Transfer	RitchComm	Sports Pavilion	Cleaning	£ 240.75	£ -	£ 240.75
Transfer	HCUK Group Ltd	General	Conservation Area Con	£ 733.25	£ 146.65	£ 879.90
Transfer	Walsingham Planning	General	Hammonds Farm Repc	£ 4,950.00	£ 990.00	£ 5,940.00
Transfer	Stomor Ltd	General	Hammonds Farm Repc	£ 4,968.00	£ 993.60	£ 5,961.60
Transfer	Supplies4Business	General	Banners	£ 294.00	£ 58.80	£ 352.80
Transfer	Supplies4Business	General	Leaflets	£ 63.90	£ -	£ 63.90
Transfer	LB Cricket Club	Sports Pavilion	Grant	£ 500.00	£ -	£ 500.00
Transfer	HMRC	General	Nat Ins & Tax	£ 1,944.96	£ -	£ 1,944.96
Transfer	MDW Technology Ltd	General	IT Licences	£ 244.00	£ 48.80	£ 292.80
Transfer	Skippers Ground Maintenanc	General	Grass Cutting	£ 298.00	£ 59.60	£ 357.60
Transfer	Weave-a-Web	General	Website Maintenance	£ 160.00	£ 32.00	£ 192.00
Transfer	D. Stebbing	General	Hammonds Farm Repc	£ 300.00	£ -	£ 300.00
Transfer	Aspen Carpets	Sports Pavilion	New Carpets	£ 1,135.83	£ 227.17	£ 1,363.00
Transfer	Katrina O'Neill	Memorial Hall	Hall Hire Refund	£ 402.60	£ -	£ 402.60
			Sub Total	£ 20,847.88	£ 3,049.93	£ 23,897.81
			TOTAL - Payments	£ 22,361.19	£ 3,270.51	£ 25,631.70
	ACCOUNTS STATUS	30/06/2024	+/- vs prior	RESERVES		
	Current Account (B)	£ 98,160.55	-£ 6,703.70	Hall		£ 28,000.00
	Reserve No 1 (B1)	£ 51,280.47	£ 191.06	Pavilion		£ 16,000.00
	Holybred Wood (B2)	£ 7,890.14	£ 29.40	WGPA		£ 21,000.00
	War Memorial (B3)	£ 2,137.08	£ 8.42	EALC Reserve		£ 26,000.00
	Total Barclays a/cs	£ 159,468.24		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		£ 7,662.47
				Neighbourhood Watch		£ 232.41
				Hammonds Road Dev't		£ 500.00
				LB Carers Club		£ 3,100.00
				Total - Reserves + Payments		£ 141,041.20
				Unpresented Cheques		£ -
	Total All a/cs	£ 159,468.24		Funds Available		£ 20,160.93
**	Outside Council Meeting			Total (exc ** payments)		£ 159,468.24

115/24 History Centre – Establish Committee & Approve Terms of Reference

Council reviewed and approved the Terms of Reference for the History Centre Committee. Cllr Barbara Teal was proposed and seconded for the role of Chair of the committee and unanimously agreed by Council. The first meeting of the Committee will be arranged for September and an invitation will be extended to all local groups and individuals with an interest in the History Centre.

116/24 Memorial Hall – Proposal for Solar Panels

Council received a presentation from Cllr Steve Scott on the options for making the hall more environmentally friendly and potential for generating income from the installation of Solar Panels.

Council was very receptive to the proposals and requested that Cllr Scott and the Clerk completed enquiries on the availability of grants. Depending on what grants could be awarded will determine whether Council proceed with an installation that will generate sufficient electricity to meet the hall needs or a larger installation that will generate surplus power and create a revenue stream.

117/24 Hammonds Farm Development – Update & Approve Initial Fee for Barrister

The Chairman advised that the Council had submitted a 500-page report detailing its objections to the proposed inclusion of development at Hammonds Farm in the Local Plan review by Chelmsford City Council. The Chairman also said that 4,500 objections had been made by residents and members of the public to the proposals at Hammonds Farm (Sections 16a and 16b of the proposed Local Plan)

The Chairman also provided an update on recent discussions on appointing a Barrister to prepare a case to support the Council in objecting at the next stage of the process if Chelmsford City Council continue to include Hammonds Farm as a site following their review of the latest consultation submissions. It has been noted that neither Maldon Town Council nor Natural England had been approached as consultees despite being significantly impacted by the proposals.

Council approved an initial allocation of £5,000 to cover costs of a Barrister; this will be matched by Danbury, Sandon and Boreham Parish Councils. In addition, a public fund-raising appeal will be launched to raise further funds.

118/24 Conservation Areas - Update

Cllr Teal advised that the report from the consultants on creating a Conservation Area in Little Baddow had been submitted to the Heritage Officer at Chelmsford City Council (CCC). CCC have acknowledged receipt of the report and proposals and advised that feedback will be provided following review by the CCC Policy Board. No dates have been provided.

119/24 Handyman Schedule

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

- Clean Porch at Memorial Hall
- Complete Weeding at Memorial Hall

120/24 Future Meeting Agenda Items

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

- Memorial Hall – Solar Panel Proposal
- Memorial Hall – Review Occupancy Rates – Add Badminton Court
- Joint Events with Danbury PC
- Hammonds Farm Development – Update & Establish 'Go Fund Me' site
- Essex Wildlife Trust – Review Management Fee Proposals

121/24 Date of Next Meeting

The next ordinary Parish Council Meeting will take place on **Thursday 8th August 2024** at 7.30pm at the Memorial Hall.

The meeting closed at 9.40pm.

Chairman August 8th, 2024