

LITTLE BADDOW PARISH COUNCIL

A Meeting of the Parish Council was held in the Memorial Hall on March 13th, 2025. The Meeting commenced at 7:30pm. In attendance:

Cllr P Irvine – Chair
Cllr S Scott
Cllr Stephanie Scott
Cllr D Ginn

Cllr V Rose (From Item 5 – minute 34/25)
Cllr K Sheldrake
Cllr A Roche
Cllr C Galea

Mr I Wardle – Clerk

Members of the Public – 4

30/25 Apologies for Absence

Apologies received from Cllr B Teal

31/25 Declarations of Interest

None declared.

32/25 To Approve the Minutes of the 6th February 2025 Meeting

Council approved the minutes from the meeting held on the 6th February 2025 and they were signed by the Chairman.

33/25 Co-opt New Councillor

There were two applicants for the Councillor vacancy and after hearing from both applicants Council voted to co-opt Verity Rose to the Council. The Chairman thanked the other applicant, Ms T. White, for her interest in becoming a Councillor.

34/25 Matters from Prior Meetings

Minute No/Date/Councillor	Subject	Status
10/22 – Memorial Hall Improvements Cllr Steve Scott	Survey & report on Heating and Insulation; Solar Panels. Review of Curtains.	Feb – Stage Curtains cleaned 4/2/25 and swatches for new curtains for windows will be available for comment. Solar panels to be fitted w/c 24/2/25 March – Solar installation completed. Curtains colour decision awaited.
11/23 – Hammonds Farm Development Cllr Irvine	Maintain communication with Chelmsford City Council over next steps in the review of the Local Plan	Feb – Consultation period started. Working Group to meet with the Barrister 7/2/25 to confirm appeal approach on content and process. Reports commissioned on Highways, Flood Risk and detailed response document. March – On agenda
21/24 – Conservation Area Cllrs Teal & Steph Scott	Establish Working Group to prepare proposal	July/August/Sept/Oct/Nov/Dec/Jan – Consultant report submitted to CCC to Advised await feedback from CCC Policy Board. Feb/Mar – Cllr Teal advised letter from CCC that the main conservation area proposal will be reviewed by the CCC Policy Board on 13/3/25. The areas of Great Graces and St Mary's Church will not be included, Council to appeal their non-inclusion.

35/25 Public Question Time

County Councillor John Spence attended the meeting and updated Council on his work, including:

- Chelmsford City Local Plan Review – he endorsed the reports that have been prepared in relation to the proposed development at Hammonds Farm and supports the Council in objecting to the proposals
- Paper Mill Lock Bridge – he was pleased with the outcome from recent meetings with Essex Highways engineers and confirmed that the Bridge would retain its existing structure while having a new roadbed installed. The works would require a 4-month closure and likely to commence in 2027. A full public meeting will be convened when the engineers have finalised their reports ahead of any decisions being taken.
- Local Highways Panel – recent correspondence with the panel has confirmed their recommendation for funding to improve speed signs along The Ridge. Awaiting approval at the next meeting of the panel and works likely to be quarter 2 in the financial year 2025/26.
- Devolution – Cllr Spence is providing briefings to Parish Councillors on the progress of the Governments proposals to create Unitary Councils. There is a public consultation underway until April by Essex County Council on their inclusion in the first phase of the new devolved Councils.

The Parish Councillors thanked John for his support and update information

No public questions.

36/25 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		
25/00215/FUL	Terra Nova, The Ridge		No Objection
	Replace Orangery & New Cart Lodge		

37/25 Payment of Accounts

Council approved the payment of accounts for February as proposed.

PAYMENT OF ACCOUNTS March 13, 2025						
Transfer	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 12.10	£ -	£ 12.10
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 31.95	£ 6.39	£ 38.34
**DD	Talk Talk	History Centre	Telephone/wifi	£ 22.45	£ 4.49	£ 26.94
**DD	British Gas	Memorial Hall	Hall Electric	£ 122.83	£ 6.14	£ 128.97
**DD	British Gas	Memorial Hall	Hall Gas	£ 444.51	£ 88.90	£ 533.41
**DD	EE Mobile	General	Clerk Mobile	£ 8.63	£ 1.73	£ 10.36
**Transfer	Fire Proofing Ltd	Memorial Hall	Stage Curtains Clean	£ 1,123.20	£ 224.64	£ 1,347.84
**Transfer	C. Galbally	Carers Club	Yoga Class	£ 50.00	£ -	£ 50.00
**Transfer	Stag Solar Solutions	Memorial Hall	Solar Install Deposit	£ 1,166.68	£ 233.34	£ 1,400.02
**Transfer	C. Ebrahimi	Carers Club	Meeting Expenses	£ 5.00	£ -	£ 5.00
**Transfer	S. Scott	Carers Club	Meeting Expenses	£ 13.85	£ -	£ 13.85
**Transfer	Claremont Garden Centre	General	Plants	£ 40.00	£ -	£ 40.00
			Sub Total	£ 3,041.20	£ 565.63	£ 3,606.83
Transfer	M. Jarvis	Spring Close	Supervision	£ 40.00	£ -	£ 40.00
Transfer	I Wardle	General	Salary	£ 613.28	£ -	£ 613.28
Transfer	E. Cole	Memorial Hall	Hall Cleaning	£ 435.00	£ -	£ 435.00
Transfer	Neil Holmes	Memorial Hall	Manager Duties	£ 637.50	£ -	£ 637.50
Transfer	Neil Holmes	General	Handyman Tasks	£ 530.71	£ -	£ 530.71
Transfer	RitchComm	Sports Pavilion	Cleaning	£ 240.75	£ -	£ 240.75
Transfer	Weave-a-Web	General	Website Maintenance	£ 160.00	£ 32.00	£ 192.00
Transfer	Weave-a-Web	General	Website Hosting	£ 158.00	£ 31.60	£ 189.60
Transfer	Chelmsford City Council	Memorial Hall	Premises Licence	£ 540.00	£ -	£ 540.00
Transfer	B. Teal	General	Warm Hub Expenses	£ 89.90	£ -	£ 89.90
Transfer	P. Irvine	General	Chairman Meeting Expe	£ 57.67	£ -	£ 57.67
Transfer	R J Printers	General	Care Club Printing	£ 80.00	£ -	£ 80.00
Transfer	Supplies4Business	General	HF Banner Printing	£ 322.00	£ 64.40	£ 386.40
Transfer	MDW Tecnology	Memorial Hall	Laptop Upgrade	£ 50.00	£ 10.00	£ 60.00
Transfer	Stag Solar Solutions	Memorial Hall	Solar Installation	£ 10,500.12	£ 2,100.02	£ 12,600.14
			Sub Total	£ 14,454.93	£ 2,238.02	£ 16,692.95
			TOTAL - Payments	£ 17,496.13	£ 2,803.65	£ 20,299.78
	ACCOUNTS STATUS	28/02/2025	+/- vs prior	RESERVES		
	Current Account (B)	£ 55,342.27	-£ 5,156.54	Hall		£ 28,000.00
	Reserve No 1 (B1)	£ 51,664.73	£ -	Pavilion		£ 16,000.00
	Holybred Wood (B2)	£ 7,949.27	£ -	WGPA		£ 21,000.00
	War Memorial (B3)	£ 2,153.09	£ -	EALC Reserve		£ 26,000.00
	Total Barclays a/cs	£ 117,109.36		CIL Fund		£ -
				Holybred Wood		£ 7,949.27
	Current Account	£ 12,565.03	£ -	War Memorial		£ 2,153.09
	Savings Account	£ 50,263.48	£ 32.75	Charity Fund		£ 30.00
	Total Metro Bank a/cs	£ 62,828.51		History Centre		£ 10,353.34
				Fir Tree Woods		£ 8,662.47
				Hammonds Farm Appeal		£ 13,939.55
				LB Carers Club		£ 683.73
				Total - Reserves + Payments		£ 155,071.23
				Unpresented Cheques		£ -
	Total All a/cs	£ 179,937.87		Funds Available		£ 28,473.47
**	Outside Council Meeting			Total (exc ** payments)		£ 179,937.87

38/25 Adopt Revised Risk Assessment and Financial Regulations

Council reviewed and resolved to adopt the new Financial Regulations. Council reviewed the Risk Assessment and agreed the outstanding items and the dates for completion.

39/25 Chelmsford CC Local Plan Review - Potential Hammonds Farm Development

The Chairman proposed and the Council resolved to approve: the consultancy report received from Walsingham Planning; and to instruct the retained barrister to review the reports and provide comment to support the submission to the public consultation.

The Chairman updated Council on the progress of the Working Group with the following key points:

- The Barrister is to review the Consultation Report prepared by Walsingham Planning on behalf of the Working Group which is to be hand delivered on the 17th March.
- To date over 2,900 public objections have been submitted to the Planning Dept at Chelmsford City Council.
- Further funding will be required to cover the costs of retaining Barrister and expert witnesses for attending and representing the Council at the Planning Inspector meeting later in the year.

40/25 History Centre – Admin Assistant

Cllr Galea reported to Council on the actions from the recent History Centre Committee meeting. The main points were:

- Appointed Caroline Ogden as the History Centre Assistant to manage the operation of the Centre commencing on the 17th March 2025
- Confirmed the arrangements for the 'School Days' themed open day on 6th April
- Established a subscription to 'Ancestry UK' to allow for research into family trees by staff and visitors

41/25 Paper Mill Lock Bridge Update

Council had been advised by Essex Highways engineers that the Bridge would retain its existing structure while having a new roadbed installed. The works would require a 4-month closure and likely to commence in 2027. A full public meeting will be convened when the engineers have finalised their reports ahead of any decisions being taken.

42/25 Pheasant House Farm – Shepherd Hut Site

Council had received a letter from Essex Wildlife Trust (EWT) advising that they were looking into creating two sites for Shepherd Huts that would be rented out to casual visitors to enjoy the surrounding countryside. With a lack of local consultation and following feedback from Council and residents EWT have decided not to proceed with the proposal.

43/25 Electoral Devolution – Consultation Phase

County Councillor John Spence is providing briefings to Parish Councillors on the progress of the Governments proposals to create Unitary Councils. There is a public consultation underway until April by Essex County Council on their inclusion in the first phase of the new devolved Councils.

44/25 Almshouse Charity – Trustee Term Extension

Council discussed the request from the Charities and unanimously resolved to extend the term for Gill Houghton as a Trustee to 31st July 2025. Council expressed their thanks for the work undertaken by Gill during her seven years as a Trustee of the charities.

45/25 Approve Sale of Painting – 'The Annunciation'

Cllr Steve Scott advised Council that the painting – The Annunciation – is currently being stored behind the stage in the Memorial Hall. Local Churches do not wish to display the painting and the History Centre does not have any room, given the size of the painting.

In researching the background of the painting Cllr Scott spoke to Sotheby's and Olympia Auctions and was advised that there was no market for the painting and could not place a value on the item. As a result, Council resolved to sell the painting and authorised Cllr Scott to dispose of the item for the best price offered.

46/25 Fly Tipping in the Village

Cllr Scott raised the issue of Fly Tipping and what actions the Council could take to stop the anti-social practice. Following a discussion Council will look into putting up signs in vulnerable places to deter fly tipping and approach Chelmsford City Council Waste Dept for any suggestions they may have actioned.

Council also discussed a Village Litter Pick and a date and arrangements will be agreed at the next meeting.

47/25 Planting in the Village

Cllr Teal has completed some initial spring planting in the village. Further planting will be discussed at the next meeting.

48/25 Annual Parish Newsletter

Cllr Ginn had shared the draft Annual Parish Newsletter requesting Councillors to review and agree their articles. The final draft will go to the printer's w/c 17th March and is expected to be delivered to all households in April ahead of the Parish Assembly on the 14th May.

49/25 Handyman Schedule

The following task was added to the list for the Handyman to complete:

- Memorial Hall – Increase Security of Boiler Room

50/25 Future Meeting Agenda Items

The following topics were raised for inclusion at the next meeting:

- Assembly & Annual Newsletter
- Almshouse Charity
- Waste & Fly Tipping
- Planting in the Village
- LB Carers Club
- Sports Field – Safety Nets
- Village Litter Pick

51/25 Date of Next Meeting

The next Parish Council Meeting will take place on **Thursday 3rd April 2025** commencing at 7:30pm

The meeting closed at 9.30pm.

Chairman
April 3rd, 2025