

LITTLE BADDOW PARISH COUNCIL

The Annual Meeting of the Parish Council was held in the Memorial Hall on May 8th, 2025. The Meeting commenced at 7:30pm. In attendance:

Cllr P Irvine – Chair
Cllr S Scott
Cllr Stephanie Scott
Cllr B Teal

Cllr V Rose
Cllr C Galea
Cllr D Ginn
Cllr K Sheldrake

Mr I Wardle – Clerk

Members of the Public – 4

72/25 Election of Chairman

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

73/25 Declaration of Acceptance of Office

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

74/25 Election of Vice Chairman

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

75/25 Apologies for Absence

Apologies received from Cllr A Roche.

76/25 Declarations of Interest

None declared.

77/25 Annual Review of Financial Regulations and Standing Orders

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

78/25 To Approve the Minutes of the 3rd April 2025 Meeting

Council approved the minutes from the meeting held on the 3rd April 2025 and they were signed by the Chairman.

79/25 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.	March – Solar installation completed. Curtains colour decision awaited. April – New curtains ordered and to be fitted in May May – Curtains to be fitted later this month
11/23 – Hammonds Farm Development Cllr Irvine	Maintain communication with Chelmsford City Council over next steps in the review of the Local Plan	April – Council submission delivered. Next step is preparation for the Planning Inspector Meeting and fund raising to cover expert witness fees. May – Council agreed to retain Stomor to complete a detailed Traffic Survey at cost of £3,500.

21/24 – Conservation Area Cllrs Teal & Steph Scott	Establish Working Group to prepare proposal	April – CCC Policy Board approved inclusion of North Hill area as a conservation zone and will arrange a public consultation as the next stage. May – Consultation phase underway and closing date for comments is 10th June 2025.
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80/25 Public Question Time

Two residents proposed the establishing of a Youth Club in Little Baddow for children aged 10 – 14 years old. The Club would use the Memorial Hall for regular weekly meetings with a suggested time of 7pm to 9pm on either a Wednesday or Friday evening. Council was fully supportive of the proposal as it would help local children to socialise together and enjoy a range of activities.

Cllr Rose will act as a Youth Liaison for the Council with the Club organisers to assist in getting the necessary assessments, licences etc completed. The Clerk will research the availability of grants to help fund the Club.

81/25 Development in the Village

The following planning application was considered by Council:

Application Number	Location and nature of the Proposed Development to which the application relates	Result
25/00580/FUL	Athenia, Fir Tree Lane Two Storey Front & Rear Extensions	No Objection

82/25 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.

83/25 Review and Approve the Annual Governance & Accountability Return – Section I & II

- Council reviewed AGAR Section 1 – Annual Governance Statement 2024/25 and approved the statements for signature by the Chairman and the Clerk.
- Council then reviewed AGAR Section 2 – Accounting Statements 2024/25 and approved the statement for signature by the Chairman.

84/25 Payment of Accounts

Council approved the payment of accounts for March as proposed.

Transfer	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 8.50	£ -	£ 8.50
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 34.17	£ 6.83	£ 41.00
**DD	Talk Talk	History Centre	Telephone/wifi	£ 24.19	£ 4.84	£ 29.03
**DD	British Gas	Memorial Hall	Hall Electric	£ 59.59	£ 2.97	£ 62.56
**DD	British Gas	Memorial Hall	Hall Gas	£ 219.40	£ 10.97	£ 230.37
**DD	EE Mobile	General	Clerk Mobile	£ 9.18	£ 1.84	£ 11.02
**DD	Chelmsford City Council	Memorial Hall	Waste Collection	£ 588.64	£ -	£ 588.64
**DD	Chelmsford City Council	Sports Pavilion	Waste Collection	£ 588.64	£ -	£ 588.64
**Transfer	Grossmore Doors	Sports Pavilion	Roller Door Repairs	£ 300.00	£ 60.00	£ 360.00
**Transfer	Dunelm Ltd	Memorial Hall	New Curtains	£ 3,393.33	£ 678.67	£ 4,072.00
**Transfer	Landmark Chambers	General	Barrister Fee - HF Appeal	£ 1,500.00	£ 300.00	£ 1,800.00
			Sub Total	£ 6,725.64	£ 1,066.12	£ 7,791.76
Transfer	M. Jarvis	Spring Close	Supervision	£ 50.00	£ -	£ 50.00
Transfer	I Wardle	General	Salary	£ 613.28	£ -	£ 613.28
Transfer	I Wardle - Amazon	General	Printer Paper	£ 24.99	£ -	£ 24.99
Transfer	I Wardle - Post Office	General	Stamps	£ 6.96	£ -	£ 6.96
Transfer	I Wardle - Amazon	Memorial Hall	Paper Towels	£ 65.10	£ -	£ 65.10
Transfer	E. Cole	Memorial Hall	Hall Cleaning	£ 465.00	£ -	£ 465.00
Transfer	Neil Holmes	Memorial Hall	Manager Duties	£ 622.50	£ -	£ 622.50
Transfer	Neil Holmes	General	Handyman Tasks	£ 1,107.65	£ -	£ 1,107.65
Transfer	RitchComm	Sports Pavilion	Cleaning	£ 240.75	£ -	£ 240.75
Transfer	Skippers Ground Maintenance	General	Grass Cutting	£ 325.00	£ 65.00	£ 390.00
Transfer	C Ogden	History Centre	Assistant Duties	£ 300.00	£ -	£ 300.00
Transfer	Weave-a-Web	General	Website Maintenance	£ 160.00	£ 32.00	£ 192.00
Transfer	Weave-a-Web	General	Email Hosting	£ 100.00	£ 20.00	£ 120.00
Transfer	Rialtas	General	Annual Support Fee	£ 203.00	£ 40.60	£ 243.60
Transfer	Rialtas	General	Data Back Up Fee	£ 254.00	£ 50.80	£ 304.80
Transfer	Rialtas	General	Year End Close	£ 864.00	£ 172.80	£ 1,036.80
Transfer	Community Heartbeat	General	Defib Support Fee	£ 135.00	£ 27.00	£ 162.00
Transfer	EALC	General	Annual Affiliation Fee	£ 480.94	£ -	£ 480.94
Transfer	J E Stobart	General	Annual Internal Audit Fee	£ 270.00	£ -	£ 270.00
Transfer	LB WI	General	Assembly Refreshment	£ 50.00	£ -	£ 50.00
Transfer	MDW Technology	General	Online Device Backup	£ 108.00	£ 21.60	£ 129.60
Transfer	Steph Scott	Carers Club	Meeting Refreshments	£ 11.30	£ -	£ 11.30
Transfer	Parkinson's Disease Society	General	Donation - Hall Glasses	£ 20.00	£ -	£ 20.00
Transfer	Mandy Hessing	Carers Club	Meeting Refreshments	£ 32.99	£ -	£ 32.99
Transfer	LB Cricket Club	Sports Ground	Annual Grant	£ 1,500.00	£ -	£ 1,500.00
Transfer	Steve Scott - Amazon	Memorial Hall	Solar Project Parts	£ 62.78	£ -	£ 62.78
Transfer	Barbara Teal	History Centre	Ancestry.co.uk Sub	£ 69.99	£ -	£ 69.99
Transfer	Barbara Teal	History Centre	Payment Card Reader	£ 22.80	£ -	£ 22.80
			Sub Total	£ 8,166.03	£ 429.80	£ 8,595.83
			TOTAL - Payments	£ 14,891.67	£ 1,495.92	£ 16,387.59
	ACCOUNTS STATUS	30/04/2025	+/- vs prior	RESERVES		
	Current Account (B)	£ 56,445.64	£ 19,226.81	Hall		£ 28,000.00
	Reserve No 1 (B1)	£ 51,847.47	£ -	Pavilion		£ 16,000.00
	Holybred Wood (B2)	£ 7,977.39	£ -	WGPA		£ 21,000.00
	War Memorial (B3)	£ 2,160.71	£ -	EALC Reserve		£ 26,000.00
	Total Barclays a/cs	£ 118,431.21		CIL Fund		£ -
				Holybred Wood		£ 7,977.39
	Current Account	£ 13,350.15	£ 785.12	War Memorial		£ 2,160.71
	Savings Account	£ 50,334.91	£ 35.14	Charity Fund		£ 30.00
	Total Metro Bank a/cs	£ 63,685.06		History Centre		£ 10,345.56
				Fir Tree Woods		£ 8,662.47
				Hammonds Farm Appeal		£ 13,444.67
				LB Carers Club		£ 3,689.44
				Total - Reserves + Payments		£ 153,697.83
				Unpresented Cheques		£ -
	Total All a/cs	£ 182,116.27		Funds Available		£ 36,210.20
**	Outside Council Meeting			Total (exc ** payments)		£ 182,116.27

85/25 Little Baddow Cricket Club – Approve Annual Grant of £1,500

Council resolved to pay the Little Baddow Cricket Club a grant of £1,500 as a contribution to the maintenance of the sports field. The amount had been previously approved in the budget for the year 2025/26.

86/25 Little Baddow Sports Club – Year End Accounts Review

Following the production of the Sports Club accounts for the year 2024/25, Council discussed the financial position of the Club and concluded that changes need to be made in order for the Club to be solvent.

Council agreed for Councillor Sheldrake to arrange a meeting of the Sports Club Committee and for the Chairman and the Clerk to attend to discuss the ongoing management and financing of the Club.

87/25 Little Baddow Almshouses Charity and the Copyhold Allotments Charity – Appointment of Trustee

Council discussed a request from the Charity to consider the appointment of Jane Rigler as a Trustee and Clerk. Council fully supported the recommendation for the appointment of Jane Rigler.

88/25 Councillor Roles & Responsibilities

Following the co-option of Cllr Rose, Council reviewed the allocation of roles and responsibilities of Councillors to ensure a fair spread of duties. Cllr Ginn will summarise the revised list and circulate to Councillors for review and approval.

89/25 Wildlife Crossing Signs

Council discussed the need for 'Wildlife Crossing' signs along the main lanes in the village to alert drivers to the presence of Deer, Badgers, Foxes and other wildlife. Council asked the Clerk to complete some research and report back to Council on the process to get signs installed and the costs.

90/25 Memorial Hall – Approve external Frames for Banners

Councillor Steve Scott proposed the siting of two permanent metal frames on the front boundary of the Hall grounds for the hanging of advertising banners. These would be used by the Council, Clubs and Organisations to promote their activities. Council resolved to fund the frames at cost of £500.

91/25 Handyman Schedule

There were no tasks added to the list for the Handyman to complete.

92/25 Future Meeting Agenda Items

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

- Sports Pavilion and Cricket Safety Nets
- History Centre Update
- Security in the Village

93/25 Date of Next Meeting

The next Parish Council Meeting will take place on **Thursday 5th June 2025** commencing at 7:30pm

The meeting closed at 9.25pm.

Chairman
June 5th, 2025