

LITTLE BADDOW PARISH COUNCIL

The Annual Meeting of the Parish Council was held in the Memorial Hall on May 6th, 2026. The Meeting commenced at 7:30pm. In attendance:

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

Cllr V Rose
Cllr S Scott
Cllr A Roche
Cllr D Ginn

Mr I Wardle – Clerk

Members of the Public – 2

67/26 Election of Chairman

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

68/26 Declaration of Acceptance of Office

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

69/26 Election of Vice Chairman

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

70/26 Apologies for Absence

Apologies received from Cllr C Galea

71/26 Declarations of Interest

No interests declared.

72/26 To Approve the Minutes of the 2nd April 2026 Meeting

Council approved the minutes from the meeting held on the 2nd April 2026 and they were signed by the Chairman.

73/26 Matters from Prior Meetings

Minute No/Date/Councillor	Subject	Status
11/23 – Hammonds Farm Development Cllr Irvine	Maintain communication with Chelmsford City Council over next steps in the review of the Local Plan	January – The 4CWG met and agreed on the need to raise further funds to cover the costs of the Barrister and expert consultants attending the Public Inspector meeting later this year. February – Awaiting dates for Public Inspector Meeting. March – The Working Group of 4 PC's will meet on the 31 st March 2026 to discuss raising donations for retaining a barrister at the Planning Inspector meeting. It is understood that Chelmsford City Council will review and approve the Local Plan at a meeting in June 2026 and then the Independent Planning Inspector will convene in July/August. April – Working Group looking into what and how to present opinions at the Planning Inspector Review of the Local Plan. Further funding requests to be made to the 4 Parish Councils May – On agenda

38/26 – CIL Reserve Fund Projects Clerk & Cllr Sheldrake	Allocate funding for capital spend projects in the village	March – Agreed the following: • Vehicle Activated Signs – Expenditure agreed • Three picnic benches – Expenditure agreed • Boules Pitch – Cllr Sheldrake to review April – Awaiting Essex Highways to confirm survey for speed signs. Benches ordered. Cllr Sheldrake obtaining options for Boules pitch May – Essex Highways invoiced for Posts and VAS to be ordered once fitted. Boules Pitch Proposal in progress.
35/26 – On-Road Footway Cllrs Irvine & Galea	Resident proposal for a marked footway along The Ridge where there is no footpath	March – Matter was discussed by Council and agreed for Cllrs Irvine and Galea to explore with Essex Highways. April – No update May – Follow up with ECC Councillor after election
57/26 – Sports Field Car Park Cllr Sheldrake	Renew Fencing and car park surface	April – Council agreed for Cllr Sheldrake to obtain quotes for replacing the fencing between the car park and the playing field. Also, for re-surfacing the car park entrance and parking area. May – Awaiting quotes from suppliers.

74/26 Public Question Time

A member of the public raised their concerns over the parking at Paper Mill Lock.

75/26 Paper Mill Lock Parking Review

As well as the resident attending the meeting, a resident had emailed the Council over the inconsiderate parking at Paper Mill Lock with North Hill becoming grid locked. The Chair confirmed that Council has been pressing for parking restrictions and enforcement for many years with the result of continuous yellow lines on both sides of the bridge and regular visits from SEPP to enforce the restrictions.

The preferred long-term solution is the provision of a permanent off road car park on the north side of the river; this has been suggested before and the issue has been sourcing funding for the purchase of land by ECC. Following the election on the 7th May the matter will be proposed to our County Councillor to pursue with ECC and Essex Highways.

76/26 Annual Review of Financial Regulations & Standing Orders

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

77/26 Review and Adopt the IT Policy

The Clerk introduced the draft IT Policy for Council to review. Council discussed the proposed document and resolved to adopt the policy as drafted.

78/26 Review and Adopt the revised Publication Policy

Council reviewed the Publication Policy and resolved to adopt the revisions.

79/26 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		
26/00393/FUL	The Brambles, North Hill		No Objection
	Front Porch Canopy & Steps		
26/00428/FUL	Bluebell Barn, Graces Lane		No Objection
	Demolish Barn & Build Replacement Dwelling		
26/00415/FUL	8 High Pastures		Object
	Single & Two Storey Extensions		

80/26 Receive and Approve the Internal Audit Report

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

81/26 Review and Approve the Annual Governance & Accountability Return – Sections 1 and 2

- Council reviewed AGAR Section 1 – Annual Governance Statement 2025/26 and approved the statements for signature by the Chairman and the Clerk.
- Council then reviewed AGAR Section 2 – Accounting Statements 2025/26 and approved the statement for signature by the Chairman.

82/26 Payment of Accounts

Council approved the payment of accounts for April as proposed.

Transfer	Payee	Description	Subject	Cost	VAT	Total
**DD	Barclays	General	Charges	£ 10.11	£ -	£ 10.11
**DD	Talk Talk	Memorial Hall	Hall Telephone/wifi	£ 35.48	£ 7.10	£ 42.58
**DD	Talk Talk	History Centre	Telephone/wifi	£ 26.95	£ 5.39	£ 32.34
**DD	British Gas	Memorial Hall	Hall Electric	£ 56.53	£ 2.82	£ 59.35
**DD	British Gas	Memorial Hall	Hall Gas	£ 161.89	£ 8.09	£ 169.98
**DD	British Gas	Sports Pavilion	Gas	£ 316.83	£ 15.84	£ 332.67
**DD	British Gas	Sports Pavilion	Electric	£ 52.33	£ 2.61	£ 54.94
**DD	EE Mobile	General	Clerk Mobile	£ 9.00	£ 1.80	£ 10.80
**DD	Chelmsford City Council	Sports Pavilion	Waste Collection	£ 642.98	£ -	£ 642.98
**DD	Chelmsford City Council	Memorial Hall	Waste Collection	£ 642.98	£ -	£ 642.98
			Sub Total	£ 1,955.08	£ 43.65	£ 1,998.73
Transfer	I Wardle	General	Salary	£ 632.80	£ -	£ 632.80
Transfer	E. Cole	Memorial Hall	Hall Cleaning	£ 403.00	£ -	£ 403.00
Transfer	Neil Holmes	Memorial Hall	Manager Duties	£ 680.00	£ -	£ 680.00
Transfer	Neil Holmes	General	Handyman Tasks	£ 325.88	£ -	£ 325.88
Transfer	RitchComm	Sports Pavilion	Cleaning	£ 240.75	£ -	£ 240.75
Transfer	Weave-a-Web	General	Email Hosting	£ 120.00	£ 24.00	£ 144.00
Transfer	C. Ogden	History Centre	Admin Assistant	£ 480.00	£ -	£ 480.00
Transfer	G. Jarvis	WHPA	Supervision	£ 60.00	£ -	£ 60.00
Transfer	B. Teal	History Centre	Craft Fayre Expenses	£ 64.58	£ -	£ 64.58
Transfer	Skippers Ground Maintenance	General	Grass Cutting	£ 334.00	£ 66.80	£ 400.80
Transfer	Steph Scott	Carers Club	Meeting Expenses	£ 21.50	£ -	£ 21.50
Transfer	C. Galbally	Carers Club	Yoga Class	£ 50.00	£ -	£ 50.00
Transfer	Blackwater Brewing Co Ltd	History Centre	Craft Fayre Supplies	£ 38.90	£ 7.78	£ 46.68
Transfer	Chelmsford Plumbing & Heat	Sports Pavilion	Shower Repairs	£ 222.92	£ 44.58	£ 267.50
Transfer	MDW Technology Ltd	General	PC Back Up	£ 108.00	£ 21.60	£ 129.60
Transfer	C. Galea	History Centre	Craft Fayre Expenses	£ 110.34	£ -	£ 110.34
Transfer	Essex County Council	General (CIL)	Post Construction Fee	£ 2,599.63	£ 519.93	£ 3,119.56
Transfer	Mrs J Stobart	General	Internal Audit Fee	£ 285.00	£ -	£ 285.00
Transfer	EALC	General	Affiliation Fees	£ 484.67	£ -	£ 484.67
Transfer	Rialtas Business Solutions	General	Support & Back Up Subs	£ 474.00	£ 94.80	£ 568.80
Transfer	Rialtas Business Solutions	General	Year End Completion Fee	£ 907.00	£ 181.40	£ 1,088.40
			Sub Total	£ 8,642.97	£ 960.89	£ 9,603.86
			TOTAL - Payments	£ 10,598.05	£ 1,004.54	£ 11,602.59
	ACCOUNTS STATUS	30/04/2026	+/- vs prior	RESERVES		
	Current Account (B)	£ 90,333.15	£ 23,891.02	Hall		£ 28,000.00
	Reserve No 1 (B1)	£ 52,477.16	£ -	Pavilion		£ 16,000.00
	Reserve No 2 (B2)	£ 8,074.28	£ -	WGPA		£ 21,000.00
	Reserve No 3 (B3)	£ 2,186.96	£ -	EALC Reserve		£ 26,000.00
	Total Barclays a/cs	£ 153,071.55		CIL Fund		£ 10,566.33
				Holybred Wood		£ 3,977.39
	Current Account	£ 17,427.99	£ 1,381.84	War Memorial		£ 2,160.71
	Savings Account	£ 50,764.45	£ 35.44	History Centre		£ 12,551.32
	Total Metro Bank a/cs	£ 68,192.44		Fir Tree Woods		£ 8,662.47
				Hammonds Farm Appeal		£ 15,555.60
				LB Carers Club		£ 979.01
				Total - Reserves + Payments		£ 157,055.42
	Total All a/cs	£ 221,263.99		Funds Available		£ 66,207.30
**	Outside Council Meeting			Total (exc ** payments)		£ 221,263.99

The Clerk briefed Council on the annual insurance renewal; to date three quotes have been received with a fourth expected shortly. Council delegated authority to Cllr Ginn and the Clerk to review and make the decision on insurance provider.

83/26 Create Joint Parish Committee for CCC Local Plan

Council continues to work on objecting to the proposed development area at Hammonds Farm to be included in the Chelmsford City Council Local Plan review. Council has been working with Danbury, Sandon and Boreham Parish Councils to review the proposals and agree a coordinated response.

To facilitate decision making, a Joint Parish Committee was agreed by the Council; it will have two members from each participating Parish Council with delegated authority to make decisions and raise funding. Cllrs Irvine, Ginn and Roche were nominated as Committee members by Council.

84/26 Handyman Schedule

The following task were added to the list for the Handyman:

- Re-align the Council sign at Aldermanbury Green

85/26 Future Meeting Agenda Items

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

- Council Meeting Dates
- ECC Locality Fund Projects
- Siting of Vehicle Activated Speed Signs on The Ridge

86/26 Date of Next Meeting

The next Parish Council Meeting will take place on **Thursday 4th June, 2026** commencing at 7:30pm

The meeting closed at 9.00pm.

Chairman
June 4th, 2026