

## LITTLE BADDOW PARISH COUNCIL

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

Cllr P Irvine – Chair  
Cllr Stephanie Scott  
Cllr K Sheldrake  
Cllr A Roche

Cllr V Rose  
Cllr S Scott  
Cllr C Galea

Mr I Wardle – Clerk

Members of the Public – 0

### **117/26 Apologies for Absence**

Apologies received from Cllr B Teal and Cllr D Ginn

### **118/26 Declarations of Interest**

No interests declared.

### **119/26 To Approve the Minutes of the 2<sup>nd</sup> July 2026 Meeting**

Council approved the minutes from the meeting held on the 2<sup>nd</sup> July 2026 and they were signed by the Chairman.

### **120/26 Matters from Prior Meetings**

| <b>Minute No/Date/Councillor</b>                            | <b>Subject</b>                                                                                      | <b>Status</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11/23 – Hammonds Farm Development<br>Cllr Irvine            | Maintain communication with Chelmsford City Council over next steps in the review of the Local Plan | <b>June</b> – Joint Committee has met twice and awaiting confirmation from Sandon PC to join. The Local Plan was approved by City Council for submission to the Independent Planning Inspector<br><b>July</b> – Joint PC Committee met twice and Sandon confirmed membership. Key issue is to raise funds for professional support.<br><b>August</b> – Further meetings of the Joint PC Committee held and moving forward on plans |
| 38/26 – CIL Reserve Fund Projects<br>Clerk & Cllr Sheldrake | Allocate funding for capital spend projects in the village                                          | <b>June</b> – Awaiting survey results from Essex Highways for date for installation of post for VAS.<br><b>July</b> – Still awaiting Essex Highways to survey for signposts.<br><b>August</b> – VAS Signs and posts in place. Boules Pitch reviewed and costs considered too high.                                                                                                                                                 |
| 35/26 – On-Road Footway<br>Cllrs Irvine & Galea             | Resident proposal for a marked footway along The Ridge where there is no footpath                   | <b>July</b> – Chair met new ECC Cllr Paul Clark, and he is supportive of concept.<br><b>August</b> – Chair awaiting to meet with County Cllr Clark to progress suggestion                                                                                                                                                                                                                                                          |
| 57/26 – Sports Field Car Park<br>Cllr Sheldrake             | Renew Fencing and car park surface                                                                  | <b>April</b> – 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.<br><b>May/June/July</b> – Awaiting quotes from suppliers.<br><b>August</b> – Initial quotes considered too high and further suppliers to be approached for quotes.                                                          |
| 91/26 – WHPA New Equipment<br>Clerk                         | Purchase and install a Communications Board                                                         | <b>June</b> – Following a suggestion from a resident Council agreed to the purchase of a Communications Board for WHPA. Clerk to liaise with the resident to identify the best equipment.<br><b>July</b> – Board purchased and to be installed in July.<br><b>August</b> – Installation to be completed mid-August                                                                                                                 |

### 121/26 BASICS Essex – Donation Request

Council were joined by a representative from the charity, BASICS Essex to provide an overview of the work of the charity. Council was most impressed with the level of support given by volunteer doctors, paramedics and other medical professionals in manning emergency response vehicles and attending over 500 incidents in the past year. Council resolved to make a donation of £1,000 to support the work of the charity.

### 122/26 Public Question Time

No members of the public attended the meeting.

### 123/26 Development in the Village

Council were only able to review three of the planning applications due to issues with accessing the Chelmsford City Council Planning Portal. Council will review the outstanding applications remotely when able.

| Application Number           | Location and nature of the Proposed Development            |  | Result                         |
|------------------------------|------------------------------------------------------------|--|--------------------------------|
|                              | to which the application relates                           |  |                                |
| 26/00868/FUL                 | Dukes Orchard, Spring Elms Lane                            |  | No Objection                   |
|                              | <b>Demolish Existing House &amp; Construct Replacement</b> |  |                                |
| 26/00813/FUL                 | Bluebell Barn, Graces Lane                                 |  | No Objection                   |
|                              | <b>Demolish Barn &amp; Build Replacement Dwelling</b>      |  |                                |
| 26/00719/FUL                 | The Meadow, Mill Lane                                      |  | TBC<br>No Access to CCC Portal |
|                              | <b>Single Storey Rear Extension &amp; Car Port</b>         |  |                                |
| 26/00838/FUL                 | 1&2 Mays Cottages, North Hill                              |  | TBC<br>No Access to CCC Portal |
|                              | <b>Convert 1&amp;2 to Form Single Dwelling</b>             |  |                                |
| 26/00873/FUL<br>26/00874/LBC | Forest Lodge, New Lodge Chase                              |  | No Objection                   |
|                              | <b>Single Storey Side Extension</b>                        |  |                                |
| 26/00824/FUL                 | Sparrows, Colam Lane                                       |  | TBC<br>No Access to CCC Portal |
|                              | <b>Entrance Porch &amp; Minor Works</b>                    |  |                                |

## 124/26 Payment of Accounts

Council approved the payment of accounts for July as proposed.

| Transfer | Payee                         | Description         | Subject                 | Cost                               | VAT               | Total               |
|----------|-------------------------------|---------------------|-------------------------|------------------------------------|-------------------|---------------------|
| **DD     | Barclays                      | General             | Charges                 | £ 13.71                            | £ -               | £ 13.71             |
| **DD     | Talk Talk                     | Memorial 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                   | Sports Pavilion     | Gas                     | £ 47.75                            | £ 2.38            | £ 50.13             |
| **DD     | British Gas                   | Sports Pavilion     | Electric                | £ 81.79                            | £ 4.08            | £ 85.87             |
| **DD     | British Gas                   | Memorial Hall       | Gas - June              | £ 123.34                           | £ 6.16            | £ 129.50            |
| **DD     | British Gas                   | Memorial Hall       | Gas - July              | £ 18.01                            | £ 0.90            | £ 18.91             |
| **DD     | British Gas                   | Memorial Hall       | Electric                | £ 14.73                            | £ -               | £ 14.73             |
| **DD     | EE Mobile                     | General             | Clerk Mobile            | £ 9.00                             | £ 1.80            | £ 10.80             |
| Transfer | P. Irvine                     | General             | Chairman Expenses       | £ 85.90                            | £ -               | £ 85.90             |
| Transfer | A. Roche                      | General             | Hammonds Farm Expenses  | £ 348.81                           | £ -               | £ 348.81            |
|          |                               |                     | <b>Sub Total</b>        | <b>£ 805.47</b>                    | <b>£ 27.81</b>    | <b>£ 833.28</b>     |
| Transfer | I Wardle                      | General             | Salary                  | £ 632.80                           | £ -               | £ 632.80            |
| Transfer | I Wardle                      | General             | Land Registry Search    | £ 7.00                             | £ -               | £ 7.00              |
| Transfer | E. Cole                       | Memorial Hall       | Hall Cleaning           | £ 403.00                           | £ -               | £ 403.00            |
| Transfer | Neil Holmes                   | Memorial Hall       | Manager Duties          | £ 731.00                           | £ -               | £ 731.00            |
| Transfer | Neil Holmes                   | General             | Handyman Tasks          | £ 485.50                           | £ -               | £ 485.50            |
| Transfer | Neil Holmes                   | General             | Speed Signs             | £ 171.00                           | £ -               | £ 171.00            |
| Transfer | RitchComm                     | Sports Pavilion     | Cleaning                | £ 240.75                           | £ -               | £ 240.75            |
| Transfer | C. Ogden                      | History Centre      | Admin Assistant         | £ 480.00                           | £ -               | £ 480.00            |
| Transfer | G. Jarvis                     | WHPA                | Supervision             | £ 60.00                            | £ -               | £ 60.00             |
| Transfer | Skippers Ground Maintenance   | General             | Grass Cutting           | £ 334.00                           | £ 66.80           | £ 400.80            |
| Transfer | Chelmsford Plumbing & Heating | Memorial Hall       | Boiler Updates          | £ 492.00                           | £ 98.40           | £ 590.40            |
| Transfer | PKF Littlejohn                | General             | External Audit          | £ 420.00                           | £ 84.00           | £ 504.00            |
| Transfer | C. Galbally                   | Carers Club         | Carers Club Yoga        | £ 50.00                            | £ -               | £ 50.00             |
| Transfer | F A Bartlett Tree Expert Ltd  | Sports Pavilion     | Tree Pest Removal       | £ 150.00                           | £ 30.00           | £ 180.00            |
| Transfer | Elan City                     | General             | VAS Signs               | £ 4,678.97                         | £ 935.79          | £ 5,614.76          |
| Transfer | Ex-Job Limited                | General             | Consultancy             | £ 750.00                           | £ 150.00          | £ 900.00            |
|          |                               |                     | <b>Sub Total</b>        | <b>£ 10,086.02</b>                 | <b>£ 1,364.99</b> | <b>£ 11,451.01</b>  |
|          |                               |                     | <b>TOTAL - Payments</b> | <b>£ 10,891.49</b>                 | <b>£ 1,392.80</b> | <b>£ 12,284.29</b>  |
|          | <b>ACCOUNTS STATUS</b>        | <b>31/07/2026</b>   | <b>+/- vs prior</b>     | <b>RESERVES</b>                    |                   |                     |
|          | Current Account (B)           | £ 61,799.49         | -£ 5,398.06             | Hall                               |                   | £ 28,000.00         |
|          | Reserve No 1 (B1)             | £ 52,626.68         | £ -                     | Pavilion                           |                   | £ 16,000.00         |
|          | Reserve No 2 (B2)             | £ 8,097.29          | £ -                     | WGPA                               |                   | £ 21,000.00         |
|          | Reserve No 3 (B3)             | £ 2,193.19          | £ -                     | EALC Reserve                       |                   | £ 26,000.00         |
|          | <b>Total Barclays a/cs</b>    | <b>£ 124,716.65</b> |                         | CIL Fund                           |                   | £ 5,887.36          |
|          |                               |                     |                         | Holybred Wood                      |                   | £ 2,892.39          |
|          | Current Account               | £ 17,434.72         | -£ 3.00                 | War Memorial                       |                   | £ 2,160.71          |
|          | Savings Account               | £ 50,873.29         | £ 72.19                 | History Centre                     |                   | £ 12,549.68         |
|          | <b>Total Metro Bank a/cs</b>  | <b>£ 68,308.01</b>  |                         | Fir Tree Woods                     |                   | £ 8,662.47          |
|          |                               |                     |                         | Hammonds Farm Appeal               |                   | £ 16,517.29         |
|          |                               |                     |                         | LB Carers Club                     |                   | £ 452.58            |
|          |                               |                     |                         | <b>Total Reserves</b>              |                   | <b>£ 140,122.48</b> |
|          |                               |                     |                         | <b>Total - Reserves + Payments</b> |                   | <b>£ 152,406.77</b> |
|          | <b>Total All a/cs</b>         | <b>£ 193,024.66</b> |                         | <b>Funds Available</b>             |                   | <b>£ 41,451.17</b>  |
| **       | Outside Council Meeting       |                     |                         | <b>Total (exc ** payments)</b>     |                   | <b>£ 193,024.66</b> |

### **125/26 AGAR External Audit Report 2025/26**

The Clerk advised Council that the external audit completed by PKF Littlejohn had been completed in July and there were no comments or points raised.

### **126/26 Paper Mill Lock & Chelmer Navigation – Parking & Anti-Social Behaviour**

The continuing issues of parking at Paper Mill Lock and anti-social behaviour along the river was again a major discussion item at the meeting following the significant problems that continue to be seen. Little Baddow Parish Council has retained a consultant with significant experience of handling these type of issues.

The first action completed was a 'Task Force' meeting, held on the 29th July, with representatives from Essex Police, Essex Fire Service, Essex Waterways, Chelmsford City Council (Community Safety) and Essex Parking Partnership for them to understand the scale of the issues and agree actions. Also, a meeting with the Police, Fire & Crime Commissioner for Essex is to be held to request for greater Police presence in the area during busy periods.

### **127/26 Grant for Essex Waterways**

The Council approved a grant of £1,000 for Essex Waterways to enable them to increase the team of River Wardens patrolling the Chelmer Navigation.

### **128/26 Memorial Hall – Review Cleaning**

Cllr Scott updated Council on a meeting held with the Cleaner of the Memorial Hall. It was confirmed that their services would continue and that they could claim for cleaning materials used during cleaning the Hall.

### **129/26 Equestrian Centre – New Hall School**

The Chairman updated Council on a meeting held with New Hall School. It was confirmed that New Hall School remain the owners of the Equestrian Centre in the village and are actively looking to develop the Centre. They advised that they have been having issues with the Planning Dept at Chelmsford City Council over their plans for lodges on the property.

### **130/26 Chelmsford City Council Update**

City Cllr Steph Scott updated Council on matters from City Council:

- Local Government Reorganisation and developing the new Council structure remains the main issue being worked on by City Council requiring significant work by Staff and Councillors
- Cllr Scott is seeking meetings with the Police, Fire & Crime Commissioner for Essex and the newly elected County Councillor over the issues arising from the antisocial behaviour and parking along the Chelmer Navigation.

### **131/26 Handyman Schedule**

There following tasks were added to the list for the Handyman:

- Repair and repaint the remaining four Council Notice Boards
- History Centre – Replace the mortice lock on the Archive Room door
- Telephone Box on North Hill – Clean and repaint

### **132/26 Future Meeting Agenda Items**

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

- Footpath Map Holders
- Fireworks
- Essex Wildlife Trust
- Banners – Parish Assembly & Film Night

**133/26 Date of Next Meeting**

The next Parish Council Meeting will take place on **Thursday 3<sup>rd</sup> September 2026** commencing at 7:30pm

The meeting closed at 9.45pm.

**Chairman  
September 3rd, 2026**