

## LITTLE BADDOW PARISH COUNCIL

An Ordinary Meeting of the Parish Council was held in the Memorial Hall on June 3, 2010. The Meeting commenced at 7:30pm. In attendance:-

Mr J Robinson - Chairman	
Mrs M Buckley	Mr K Ferguson
Mr L Jones	Mrs J Roberts
Mr R Shepherd	Mr T Thorogood
 Mr R Upward (Clerk)	 Members of the Public – 2

### 97/10 APOLOGIES FOR ABSENCE

Apologies were accepted from Councillors Hodgson and Johnson.

### 98/10 DECLARATION OF INTERESTS

Councillor Roberts declared a Personal Interest in all planning applications and a Personal and Prejudicial Interest in the planning application for Sandpipers. Councillor Roberts was not present for the discussion on this item.

### 99/10 MINUTES

It was proposed by Councillor Shepherd and seconded by Councillor Ferguson that the Minutes of the Council Meeting held on May 13, 2010 be accepted as a correct record. The proposal was carried.

### 100/10 MATTERS FROM PRIOR MEETINGS

Minute No/Date/Councillor	Subject	Status
107/09 Wickhay Green June 11, 2009 Parish Clerk	Contact CBC to pursue either a new long term lease or purchase of land at Wickhay Green.	CBC want to review boundary fence behind Wickhay Cottages.
28/10 EWT Leases February 4, 2010 Parish Clerk	Progress the new leases for EWT to manage Heather Hills and Poors Piece.	New leases received. Potential publicity to be considered
88/10 (9) Parking in village May 13, 2010 Councillor Shepherd	Request for visitor parking in the village.	Councillor Shepherd has met Mrs Gibson-Cranch and explained the council's policy of parking in the village. CLOSED
88/10 (13) Spring Close Parking May 13, 2010 Councillor Jones	Investigate parking at end of Spring Close to improve bus turning and access to old people's homes opposite.	Resident parking is based on "parking outside of their house". No further action. CLOSED
94/10 Affordable Housing May 13, 2010 Councillor Shepherd	Arrange meeting with RCCE – July 1 proposed	Meeting arranged. Two speakers to attend. Meeting for councillors only. CLOSED
95/10 Cyclist in woods/races May 13, 2010 Councillors Roberts/Ferguson	Investigate additional "no cycling" signs for Blakes Woods. Investigate conditions under which cycle racing is permitted and review at the July meeting.	Cycle clubs have no powers to close the roads for cycle races. Name of club arranging races to be established
95/10 Runsell Lane Parking May 13, 2010 Councillor Johnson	Investigate reasons for earth bank installed in this parking area with Danbury Parish Council.	Earth bank is to prevent commercial vehicles using the parking area. CLOSED

**101/10 PUBLIC QUESTION TIME**

There were no questions from the public.

**102/10 DEVELOPMENT IN THE VILLAGE**

Application Number	Name of Applicant	Location and nature of the Proposed Development to which the application relates	Result
10/00804/FUL	Mr & Mrs P Sutton	Sandpipers, The Ridge, Little Baddow <b>Two storey rear and side extension</b>	No objection
10/00669/FUL	Mr & Mrs A Keeble	Middlemead Cottage, Spring Elms Lane, <b>Replacement dwelling</b>	No objection

**103/10 GENERAL CORRESPONDENCE**

Writer	Subject	Outcome
1. Zurich Insurance	Health and Safety Seminars	Noted
2. ECC	“Love where you live week” June 7-14.	Councillor Roberts
3. Maldon District Council	“Making choices for the District” Monday July 5 at Wickham Bishops Village Hall	Noted
4. CBC	Neos and skate board ramps – available to parishes.	Councillor Roberts to investigate potential locations in the village and make booking.
5. Mr Nick Ridgway	Inadequate road signs restricting heavy vehicles across Paper Mill Bridge.	Councillor Ferguson to review with ECC Highways
6. ECC Highways	Spring Elms Lane closure June 4-7	Noted
7. Leanne Sargeant	Heather Hills walk on Saturday July 24 at 9:30 am.	Councillor Shepherd and Clerk to attend
8. EALC	Health and Safety Course - June 22 Budget and Precept Course - June 30	Clerk to contact Councillor Hodgson.
9. CBC	Acknowledgement of your representation on the Site Allocations Development Plan. Available on-line.	Noted
10. CBC	Name change consultation – Bukit Serene becomes Longwood Cottage	Noted
11. CBC	Name of new build at The Barns, New Lodge Chase - Bremners	Noted
12. CBC	Invitation to Parishes Event and Charter Signing – July 14 from 17:30	

## 104/10 ACCOUNTS

PAYMENT OF ACCOUNTS -June 3, 2010						
Cheque	Payee	Description	Subject	Cost	VAT	Total
**DD	CBC	Memorial Hall	Rates	£ 95.00		£ 95.00
**DD	Talktalk	General	Telephone	£ 26.12	£ 4.57	£ 30.69
**DD	British Gas	Memorial Hall	Supply	£ 188.94	£ 33.06	£ 222.00
4576	Mr R A Upward	General	Salary	£ 386.83		£ 386.83
"	"	Memorial Hall	Supplies	£ 11.67		£ 11.67
4577	Mrs M Jarvis	Spring Close	Supervision	£ 32.73		£ 32.73
4578	RitchComm	Pavilion	Cleaning	£ 181.70		£ 181.70
4580	Zurich Insurance	General	Inspection	£ 250.00	£ 43.75	£ 293.75
4581	AtoZ	Memorial Hall	Supplies	£ 36.08	£ 6.31	£ 42.39
4582	Stormwave	Website	Hosting	£ 14.98	£ 2.62	£ 17.60
4583	Stormwave	Website	Annual fee	£ 15.00	£ 2.63	£ 17.63
4584	Stormwave	Website	Updates	£ 150.00	£ 26.27	£ 176.27
4585	Staples	General	Stationery	£ 58.42	£ 10.23	£ 68.65
4586	Mr G Day	Pavilion	Electricals	£ 118.26	£ 20.80	£ 139.66
4587	NALC	General	QC Fee	£ 100.00	£ 17.50	£ 117.50
4588	Friends of Bicknacre	Memorial Hall	Rebate	£ 243.60		£ 243.60
4589	Essex Fergie Ltd-April	Memorial Hall	Caretaker	£ 575.75		£ 575.75
4590	Essex Fergie Ltd-May	Memorial Hall	Caretaker	£ 589.02		£ 589.02
"	"	Memorial Hall	Maintenance	£ 200.00		£ 200.00
4591	Zurich Insurance	General	Insurance	£ 4,238.17		£ 4,238.17
				<b>£ 7,512.27</b>	<b>£ 167.74</b>	<b>£ 7,680.61</b>
	<b>ACCOUNTS STATUS</b>	<b>31/05/2010</b>	<b>+/- vs prior</b>	<b>RESERVES</b>		
	Current Account (NW)	£ 586.93	£ -	Hall		£ 9,000.00
	Current Account (B)	£ 26,491.48	£ 511.41	Pavilion		£ 8,000.00
	Reserve (B)	£ 12,531.16	£ -	Clerks Reserve		£ 394.78
	Scottish Widows Bank	£ 35,808.66	£ -	EALC Reserve		£ 17,300.00
				Kitchen Reserve		£ 13,132.17
	<b>Total</b>	<b>£ 75,418.23</b>	<b>£ 511.41</b>	<b>Total</b>		<b>£ 55,507.56</b>
	Holybred Wood (B)	£ 8,043.96	£ -	<b>Funds Available</b>		<b>£ 19,910.67</b>
	Wickhay Green PA (B)	£ 19,481.81	£ -			
				<b>TOTAL</b>		<b>£ 75,418.23</b>
**	Paid outside of Council Meeting					

It was proposed by Councillor Ferguson and seconded by Councillor Thorogood that the accounts are passed for payment. The proposal was carried.

## 105/10 SPECIAL RESPONSIBILITIES

It was agreed that Councillors Roberts and Thorogood would accept responsibility for the Newsletter in 2011. All other responsibilities agreed as presented – to be monitored through the year.

## 106/10 ANNUAL ACCOUNTS AND GOVERNANCE STATEMENT

The Clerk presented the Annual Accounts and reported that the Internal Audit had been completed without qualifications.

### **106/10 ANNUAL ACCOUNTS AND GOVERNANCE STATEMENT (cont)**

It was proposed by Councillor Shepherd and seconded by Councillor Ferguson that the Annual Accounts and Governance Statement are approved. The proposal was carried.

Due to the tight timescale imposed by the External Auditor, it was agreed that, in future, the Clerk would circulate un-audited accounts to Councillors to allow more time for consideration.

### **107/10 RISK ASSESSMENT**

Councillor Ferguson presented the Risk Assessment for the Council. It was proposed by Councillor Shepherd and seconded by Councillor Roberts that the Risk Assessment be accepted as presented. The proposal was carried.

### **108/10 WICKHAY GREEN PLAY AREA**

It was proposed by Councillor Ferguson and seconded by Councillor Shepherd that:-

- Work on the new play area should proceed on the basis of the previously approved quote from Sutcliffe Play plus the roundabout sourced from HAGS and the goalposts sourced from Sutcliffe Play.
- Sutcliffe Play be accepted as the supplier for the fencing subject to either the grant from Essex Environment Trust being received or HMRC allowing 100% of the VAT to be reclaimed. In the event that these conditions are not met, the Council will consider alternative fencing proposals for the play area.

The proposal was carried.

It was proposed by Councillor Roberts and seconded by Councillor Thorogood that Skippers quotation be accepted to cut back the trees and hedges prior to work commencing on the play area. The proposal was carried.

### **109/10 MEMORIAL HALL KITCHEN**

The Chairman reported that the fund raising now stands at £17500 following an extremely successful tennis lunch organised by Mrs Klaber. Two major fund raising events are planned for June.

It was proposed by Councillor Roberts and seconded by Councillor Buckley that Steele and Sons be contracted to provide and install the new window in the kitchen based on their offer of achieving a competitive price. The proposal was carried.

### **110/10 QUALITY COUNCIL REACCREDITATION**

The Clerk and Councillor Shepherd met with Mrs Alison East to review the draft QC. Updates are required prior to the review on June 18.

### **111/10 LB COMMUNITY CARE GROUP**

It was proposed by Councillor Shepherd and seconded by Councillor Roberts that a grant of £200 be made to the LB Community Care Group to assist with their transport costs. The proposal was carried.

### **112/10 CHELMSFORD RETHINK ACTIVITY GROUP**

It was agreed that no further action would be taken on this subject.

### **113/10 ROADS**

It was proposed by Councillor Ferguson and seconded by Councillor Shepherd that a salt box be purchased and installed north of the entrance to Chelmer Cottage at a cost of £300 plus VAT. The proposal was carried. The Clerk agreed to discuss with ECC Highways the possibility of a ditch along the roadside to drain away the water from the spring in the adjacent field.

### **114/10 PARISH CLERK CONTRACT**

It was agreed to exclude the public for this item.

The Clerk's Terms and Conditions were agreed.

**115/10 INFORMATION ITEMS**

Councillor Ferguson provided information on a potential upgrade to the website for the council to consider at the July meeting.

Councillor Buckley gave a debrief on the May Parishes Meeting.

Councillor Roberts asked whether improvements could be made to the appearance of the front of the Memorial Hall. Councillor Buckley advised that this is being considered for implementation after the pathway has been replaced.

**115/10 NEXT MEETING**

The Council will meet on July 1, 2010 at 7:30pm for the presentation on Affordable Housing.

The next Parish Council Meeting will take place on **Thursday July 8, 2010.**

The meeting closed at 9:45pm

**Chairman  
July 8, 2010**