

LITTLE BADDOW PARISH COUNCIL

An Ordinary Meeting of the Parish Council was held in the Memorial Hall on November 5, 2009. The Meeting commenced at 7:30pm. In attendance:-

| | |
|-------------------------|---------------------------|
| Mr K Ferguson- Chairman | |
| Mrs M Buckley | Mrs C Hodgson |
| Mr L Jones | Mr S Johnson |
| Mr R Shepherd | |
| Mr R Upward (Clerk) | Members of the Public – 6 |

On behalf of the Mayor of Chelmsford, Councillor Shepherd presented an Environmental Award to Mrs Elisabeth Bourn in recognition of her work over many years with the Brownies in developing the garden at St Andrews Rooms.

163/09 APOLOGIES FOR ABSENCE

Apologies were accepted from Councillors Roberts, Robinson and Thorogood.

164/09 DECLARATION OF INTERESTS

Councillor Jones declared a personal interest in the planning application at Ponders.

Councillor Ferguson declared a personal and prejudicial interest in Ponders. Councillor Ferguson left the room for this item. Councillor Shepherd was nominated to chair the meeting for this item.

165/09 MINUTES

It was proposed by Councillor Shepherd and seconded by Councillor Buckley that the Minutes of the Council Meeting held on October 1, 2009 be accepted as a correct record. The proposal was carried.

166/09 MATTERS FROM PRIOR MEETINGS

| Minute No/Date/Councillor | Subject | Status |
|--|--|--|
| 43/09 (1) QC re-accreditation March 5, 2009 Councillors Roberts/Ferguson | Councillor Roberts and the Clerk to review Democracy requirements. Councillor Ferguson and the Clerk to review the discretionary items. | Danbury PC forwarding contacts on school presentations. |
| 85/09 Obstructions on verges May 7, 2009 Councillor Ferguson | Draft letter after consultation with ECC Highways to advise residents of the implications of placing obstacles on grass verges outside their properties. | A complete list of affected properties is now available. Individual letters being prepared for the Chairman's signature. |
| 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. | Solicitor contacted. See Minute number 172/09. |
| 117/09 Wickhay Green July 16, 2009 Councillors Shepherd/Buckley | Additional funding opportunities:- CBC – Cllr Shepherd Grants – Cllr Buckley to make new applications | CBC application submitted. |
| 136/09 Memorial Hall September 3, 2009 Councillor Hodgson | Obtain specialist's opinion on drain inspection report. | Anglian Water has confirmed that drain is Council's responsibility up to junction with main sewer. Clerk to obtain estimate. |
| 139/09 Website September 3, 2009 Councillor Ferguson | Add Footpath Map to website. | Almost complete, minor software issues being resolved. Expected to be "live" this month. |
| 152/09 Lakeside grants October 1, 2009 Parish Clerk | Contact Mrs Joan Atkinson to establish if appropriate for Community Care Group. | Awaiting reply from Mrs Atkinson |

167/09 PUBLIC QUESTION TIME

Members of the public raised questions on the following topics:-

- overweight vehicles crossing the bridges at Paper Mill Lock and at Church Road (MillHouse)
- traffic congestion caused by lorries at Burford
- speeding traffic through the village and the benefits of gates at the start of the village
- financing the kitchen refurbishment with a loan
- support for a fund raising event for the kitchen and the sending of a flyer to each household
- displaying plans for the new kitchen in the Memorial Hall

Mr Barrett thanked the Council for its support over several months with respect to the planning application at Burford.

168/09 PLANNING APPLICATIONS

| Application Number | Name of Applicant | Location and nature of the Proposed Development to which the application relates | Result |
|--------------------|-------------------|--|--------------------------------|
| 09/01334/FUL | Mr J Regan | Ashcroft, Spring Elms Lane, Little Baddow Single storey side extension | Objection |
| 09/01383/FUL | Moody Homes | New build at Burford, North Hill, Little Baddow Single detached garage to Plot 2 | No objection See text below |
| 09/01402/FUL | Mr R Matthews | Ponders, North Hill, Little Baddow Rear extension to existing garage/garden store | Objection |
| 09/01433/FUL | Ms M Carr | 1 Hillside Cottages, North Hill, Little Baddow Single storey rear extension | No objection |
| 09/01462/FUL | Mr J Warwick | Dunelm, The Ridge, Little Baddow Replace existing flat roof on garage with new pitched roof. Single storey side extension and new entry porch. | No objection |

The Council had no objection to the latest application for a garage at Burford. It was agreed, however, that the Council would endorse the comments made by Mr Barrett in a separate letter to CBC Planning.

With reference to the appeal against the enforcement order at New Lodge Farm, the council had no evidence which could be used to develop a position. It was therefore agreed that the Council would not attend the hearing.

169/09 GENERAL CORRESPONDENCE

| Writer | Subject | Result |
|-----------------------------|---|---|
| 1. CBC | Parish Charter – Second and final consultation due December 16, 2009 | Councillor Ferguson |
| 2. Mr Paul Avery | Request to plant trees in the grassed area in Spring Close. | Parish Clerk to confirm ownership of the land prior to next steps |
| 3. CBC | Customer Access Survey 2009 | Noted |
| 4. Essex Wildlife Trust | Appreciation of annual grant | Noted |
| 5. EALC | Training Days - Roles and Responsibilities Thursday November 12. - Chairman's Day 3 Wednesday November 25 - Risk Management Tuesday December 1 | Noted |
| 6. EALC | Training Program for 2010 | Noted. Councillor Robinson to bring proposals at next meeting. |
| 7. Stop Stanstead Expansion | Request for financial support | No action |
| 8. Chelmer Canal Trust | Half day conference on 'preserving, maintaining, enhancing' the Chelmer Canal – Friday November 20 | Councillor Shepherd |
| 9. CBC | 'Shaping our Borough' consultations ending December 2009. | Noted |
| 10. CBC | Parish Council Meeting on Tuesday November 17 from 6:30pm | Councillor Ferguson |
| 11. Mr John McCrindle | Thank you for nominating him for an Environmental Award | Noted |
| 12. Essex Management Board | The Essex Strategy 2008 – 2018 Invitation to Public Summits | Noted |
| 13. CBC | Proposed Submission Documents - North Chelmsford Area Action Plan - Site Allocations Responses due December 21, 2009 | Councillor Ferguson to develop response for approval at next meeting. Second copy to be circulated. |
| 14. CBC, Monitoring Officer | Information on dispensations and offer of training. | Councillor Ferguson |
| 15. Maldon District Council | Revised timetable for the Local Development Framework and a position statement on parish plans and VDS's. | Noted |
| 16. ITV Fixers | Request for nominations of young people to take part in ITV Fixers program. | Clerk to contact Cricket Club |
| 17. Essex Playing Fields | Award certificates for the Sports Ground. | Councillor Shepherd |
| 18. ECC | The Adopted version of the Statement of Community Involvement, Minerals and Waste DF. | Councillor Shepherd |
| 19. CBC | Major Incident Emergency Planning – Flooding - groups to undertake "door knocking" - publicise emergency number in local magazines | Councillor Ferguson |

170/09 ACCOUNTS

| PAYMENT OF ACCOUNTS - November 5, 2009 | | | | | | |
|--|---------------------------------|--------------------|---------------------|------------------------|-----------------|--------------------|
| Cheque | Payee | Description | Subject | Cost | VAT | Total |
| **DD | British Gas | Memorial Hall | Supply | £ 304.35 | £ 45.65 | £ 350.00 |
| **DD | CBC | Memorial Hall | Rates | £ 112.00 | | £ 112.00 |
| 0085* | RBS | General | Accounts | £ 45.00 | £ 6.75 | £ 51.75 |
| 0086* | Stormwave | Website | Hosting | £ 7.49 | £ 1.12 | £ 8.61 |
| 0087* | Stormwave | Website | Updates | £ 25.00 | £ 3.75 | £ 28.75 |
| 0088* | A to Z Supplies | Memorial Hall | Supplies | £ 154.10 | £ 23.12 | £ 177.22 |
| 0089* | CBC | Pavilion | Refuse | £ 108.94 | £ 16.34 | £ 125.28 |
| 0090 | Mr R A Upward | General | Salary | £ 379.54 | | £ 379.54 |
| " | " | General | Expenses | £ 78.03 | £ 11.71 | £ 89.74 |
| 0091 | Mrs M Jarvis | Spring Close | Supervision | £ 32.73 | | £ 32.73 |
| 0092 | Mr J Sheriff | Memorial Hall | Salary | £ 485.72 | | £ 485.72 |
| " | " | Memorial Hall | Expenses | £ 147.28 | £ 18.32 | £ 165.60 |
| 0093 | RitchComm | Pavilion | Cleaning | £ 179.00 | | £ 179.00 |
| 0094 | Connaught Gas | Pavilion | Maintenance | £ 600.78 | £ 90.12 | £ 690.90 |
| 0095 | RBS | General | Software M. | £ 79.00 | £ 11.85 | £ 90.85 |
| | | | | | | |
| | | | | £ 2,738.96 | £ 228.73 | £ 2,967.69 |
| | | | | | | |
| | ACCOUNTS STATUS | 31/10/2009 | +/- vs prior | RESERVES | | |
| | Current Account (NW) | £ 621.93 | -£ 17,500.00 | Hall | | £ 6,000.00 |
| | Current Account (B) | £ 1,572.42 | -£ 2,216.48 | Pavilion | | £ 6,000.00 |
| | Reserve (B) | £ 16,500.73 | £ 14,500.08 | Clerks Reserve | | £ 394.78 |
| | Scottish Widows Bank | £ 35,808.66 | £ - | EALC Reserve | | £ 16,300.00 |
| | | | | Kitchen Reserve | | £ 316.50 |
| | | | | | | |
| | Total | £ 54,503.74 | -£ 5,216.40 | Total | | £ 31,978.97 |
| | | | | | | |
| | Holybred Wood (B) | £ 8,010.95 | £ 0.33 | Funds Available | | £ 22,524.77 |
| | Wickhay Green PA (B) | £ 18,530.81 | £ 495.33 | | | |
| | | | | TOTAL | | £ 54,503.74 |
| ** | Paid outside of Council Meeting | | | | | |

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

171/09 FINANCE

Councillor Ferguson presented the investment strategy. It was proposed by Councillor Shepherd and seconded by Councillor Johnson that the investment strategy is adopted by the Council. The proposal was agreed.

Councillor Ferguson presented the draft budget which included a nil increase in precept based on the prior practice of aligning this with the projected RPI. It was proposed by Councillor Shepherd and seconded by Councillor Hodgson that the budget should include a 4% increase in precept as the Council's cost base was increasing significantly higher than either RPI or CPI. The proposal was carried. It was agreed that the justification for an increase higher than RPI would be included in the Parish Newsletter.

171/09 FINANCE (cont)

The final budget to support the precept demand will be presented at the December meeting.

172/09 WICKHAY GREEN

Councillor Hodgson presented the draft documents that would be issued to 11 suppliers (plus any additional ones responding to the Tender Notice) on November 30, 2009. It was proposed by Councillor Shepherd and seconded by Councillor Buckley that the documents be approved and any minor changes following the meeting with Mr David Archer from CBC are agreed with the Chairman. The proposal was carried.

The Clerk advised that Mr Duncan Robertson was willing to act pro bono as solicitor for the Council in finalising the details of the new lease. As he has retired, this would be without insurance. It was proposed by Councillor Ferguson and seconded by Councillor Shepherd that the Council accept these conditions. The proposal was carried.

173/09 MEMORIAL HALL

It was agreed to establish a list of local carpenters who would be asked to quote for the replacement steps with a removable handrail.

Councillor Buckley presented the Terms and Conditions that would apply to the new caretaker. It was agreed to add the holiday entitlement of 4 weeks. It was proposed by Councillor Shepherd and seconded by Councillor Hodgson that these Terms and Conditions are accepted. The proposal was carried. It was noted that the notices on the boards would be removed on November 13 after which Councillor Buckley would arrange the necessary interviews.

It was also agreed the Council would consider purchase of a computer should the new caretaker not be already provided with adequate computer facilities.

Regarding the kitchen refurbishment, it was proposed by Councillor Shepherd and seconded by Councillor Johnson that, following the fund raising event planned for June 2010, the Council would decide what to do about any funding shortfall. The proposal was carried.

It was agreed that the proposed designs for the kitchen refurbishment should be displayed in the Memorial Hall and that a flyer advertising the fund raising event and asking for donations should be distributed throughout the village. Mrs Felicity Coxhead volunteered to make the necessary arrangements.

174/09 VDS/SPD

Councillor Shepherd advised that the revised draft VDS/SPD including the comments from the Council was still not available. The next meeting is scheduled for November 30.

175/09 PARISH ASSEMBLY

It was proposed by Councillor Ferguson and seconded by Councillor Shepherd that Mr Derek Stebbing is invited to speak at the Parish Assembly on the implications of the North Chelmsford Area Action Plan on Boreham and Little Baddow. The proposal was carried. Councillor Shepherd agreed to contact Mr Stebbing.

176/09 PARISH NEWSLETTER

The Chairman reminded all councillors that their draft articles for which they agreed to be responsible are due on December 1.

177/09 INFORMATION ITEMS

Councillors were asked to check all the sections of the website for which they are responsible and remove outdated material.

The Clerk advised that Mrs Liz Sheriff would be deputising for him during his vacation.

178/09 NEXT MEETING

The next Parish Council Meeting will take place on **Thursday December 10, 2009.**

The meeting closed at 10:10pm

**Chairman
December 10, 2009**