

A Meeting of the Parish Council at The Parish Hall, Great Baddow on Monday 16th March 2015

The Council met at 7.30 pm on **Monday 16th March 2015** in The Parish Hall, Great Baddow. Councillor Mrs J Sosin chaired the meeting.

Present: Councillors Mrs J Sosin, A Sosin, Mrs C Shaw, K Liley, K Ronaldson, Mrs D Ronaldson, T Miller, Mrs M Miller, G Jarvis and Mrs V Sadowsky.

In Attendance: The Assistant Clerk of the Council

Prior to the meeting, the Chairman welcomed Karen Buttress, Emergency Planning and Community Safety Officer, Chelmsford City Council, who gave a presentation on community resilience and the role of local communities in emergency planning. The committee received a short history of the recent emergency responses in Essex, and an outline of the work that is currently being undertaken to increase partnership dialogue with emergency services, the environment agency, UK power networks and voluntary groups. The Parish council were encouraged to notify the Emergency Planning Team of any local risks that the Team may not be aware of, and to include as much information as possible in their emergency plan. Cllr Mrs J Sosin thanked Karen Buttress for the presentation and proposed that the Parish Council's emergency plan should be placed on the Council agenda for review after the May elections.

720/14 Public Announcements

There were no public announcements.

721/14 Apologies for Absence

Apologies for absence were received from Cllrs Mrs S Young, J Fuller and T Hatcher.

722/14 Declaration of Interests

There were no declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests or Registered Non Pecuniary Interests.

723/14 Minutes of the Council Meeting – 16th February 2015

The minutes of the Council meeting held on 16th February 2015 were signed as a true statement. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs D Ronaldson.

724/14 Public Question Time

There were no members of the public present.

725/14 Clerk's Report

1. Banking Arrangements

1. The Unity Trust reserve account is now operational and the sum of £90,000 has been transferred into it from the current account. This represents the monies previously held in a Bond, which expired in May 2014.
2. The Nat West Liquidity Manager account has been closed and the balance of £15,210 has been transferred into the reserve account.

3. The sum of £48,864.71 has been transferred from the Nat West Imprest account to the Unity Trust current account to cover income paid into the Nat West as an interim measure prior to the full operational use of the Unity Trust account.
4. The Assistant Clerk has contacted the Council's Relationship Manager at Nat West, and the Autopay limit has been raised to £20,000 to take account of the additional staff payments that have been agreed.
2. **Purchase of Dennis mower**

Following the decision made at the Council meeting on 16 February, an order was placed for a new Dennis mower. The machine has now been delivered and the invoice will be presented in April 2015 for payment in the new financial year.
3. **Renewal of Corridor and Bar flooring**

The flooring contractor has confirmed that he will not be able to carry out the work during the Easter holiday period, and the office is awaiting a list of suggested dates.
4. **Bollards in the Recreation Ground/Noakes Place**

Chelmsford City Council have been asked to proceed with the work to install bollards in the Recreation Ground/Noakes Place and a date for the works to be carried out is awaited.
5. **Road surface in Avenue Road**

Cllr A Sosin updated the meeting with regard to the potholes at the junction of Avenue Road and Beehive Lane. This matter had been referred to the Highways Department who had confirmed that work could not be carried as the road is undaunted. Cllr A Sosin has requested that the decision should be reconsidered as the potholes extend onto the highway at Beehive Lane, and a reply is awaited.
6. **Vineyards Car Park**

Cllr Mrs C Shaw enquired whether a further response had been received from Clem Dobson Associates with regard to the reinstatement of parking arrangements in the Vineyards car park, and the Assistant Clerk replied that it had not. It was also noted that this morning, due to the closure of the lower section of the car park, it was very difficult to find a parking space.
7. **Consultation on Essex County Council Equalities Strategy**

Cllr Mrs C Shaw enquired whether a response had been received from the County Council with regard to the inability to access the survey online. The Assistant Clerk replied that several unsuccessful attempts had been made to contact the County Council, and following this a further attempt to access the survey online showed that the consultation had closed.
8. **Health, Safety and Welfare at Work Committee**

Cllr Mrs C Shaw enquired whether arrangements were being made for the first meeting of this Committee, and the Assistant Clerk replied that, following the Clerk's return from sick leave, this would now be organised.

726/14 Correspondence

1. Unity Trust Bank – letter regarding the changes to payment processing services. This was noted.

727/14 Reports of the Planning Committee 23rd February and 9th March 2015

The reports of the Planning Committee of 23rd February and 9th March 2015 were presented to the Council by Cllr Mrs D Ronaldson and signed as a true statement by Cllr Mrs J Sosin.

Cllr Mrs C Shaw enquired whether any progress had been made with regard to reporting a skip that had been left in the Chase car park. The Assistant Clerk replied that Chelmsford City Council were now investigating this matter.

Cllr Mrs M Miller reported that she had once again received information incorrectly referring to Beehive Lane Catholic Primary School, and Cllr T Miller has contacted the City Council to advise them of the error.

728/14 Report of the Highways and Amenities Committee 23rd February 2015

The report of the Highways and Amenities Committee of 23rd February 2015 was presented to the Council by Cllr A Sosin, proposed by Cllr A Sosin and seconded by Cllr K Liley.

729/14 Report of the Bell Centre Sub Committee and Parish Hall Committee 2nd March 2015

The reports of the Bell Centre Sub Committee and Parish Hall Committee of 2nd March 2015 were presented to the Council by Cllr Mrs V Sadowsky, proposed by Cllr Mrs V Sadowsky and seconded by Cllr Mrs M Miller (for Bell Centre Sub Committee) and Cllr K Liley (for Parish Hall Committee).

730/14 Report of the Finance and General Purposes Committee 9th March 2015

The report of the Finance and General Purposes Committee of 9th March 2015 was presented to the Council by Cllr Mrs C Shaw, proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin, with the following amendment: Item 710/14 Clerk's Report, the third item entitled 'Bus Shelters' to be renumbered as '3'.

731/14 Bus Shelters

The Assistant Clerk circulated quotations from Queensbury Shelters for a wooden and a Perspex bus shelter. Cllr A Sosin confirmed that the sum of £5000 remained in the 2014/15 budget for a bus shelter, and that a similar amount had been included in the 2015/16 budget. Chelmsford City Council have confirmed that they will forward to their Highways Panel, for part funding, the proposal to replace the wooden shelter at Tabors Hill, and a decision is awaited. It was proposed by Cllr A Sosin and seconded by Cllr K Liley, that the quotation of £3,599 should be accepted for the provision of a new cantilever shelter to be installed at Galleywood Road/Bells Chase, opposite Pertwee Drive, with funding to be taken from the current year's budget. This was agreed. The Clerk will be asked to carry forward the balance to the following year.

732/14 Banking Arrangements

Further investigations had not yet been carried out with regard to the transfer of monies between Unity Trust accounts. It was agreed that the Clerk should contact the Internal Auditor upon her return from annual leave and the matter would be placed on the agenda for the next meeting of the Finance and General Purposes Committee on 13th April 2015.

733/14 Filming, Photographing and Recording at Council Meetings

A draft policy regarding recording, and use of social media at Council meetings, had been circulated prior to the meeting. There was some discussion of the ways in which other local authorities were implementing the legislation. Cllr A Sosin informed the meeting that Chelmsford City Council had decided to exclude the filming or recording of any members of the public. Cllr Mrs C Shaw outlined the guidance provided by NALC in Legal Topic Note 5, and in particular the section relating to the filming or recording of children and vulnerable adults. It was proposed by Cllr A Sosin and seconded by Cllr Mrs V Sadowsky that the draft policy should be altered to exclude the filming of any members of the public, and this was agreed. A vote was taken with seven in favour and 3 abstaining.

Cllr G Jarvis left the meeting at 8.23pm.

Cllr Mrs C Shaw noted the reference in the draft policy to public question time not forming part of the meeting, and it was agreed that this should be changed to reflect its inclusion in the meeting. It was also agreed that the word 'supports' in lines five and seven of the draft should be changed to 'permits'.

Cllr G Jarvis returned to the meeting at 8.27pm.

It was agreed that the Clerk should be asked to redraft the policy for consideration at the next Council meeting, and that Cllr A Sosin will obtain further information from the City Council to support the basis on which their policy was drafted.

734/14 Website

Cllrs Mrs J Sosin informed the meeting that the new site was now live. Cllr Mrs C Shaw confirmed that the news page, which had encountered some problems during uploading, was now operational. Cllr K Ronaldson outlined a number of matters, that he had drawn attention to at the last Council meeting, which still required attention. It was proposed that these should be reported in an email for further attention.

735/14 Matters for Information

- Cllr Mrs D Ronaldson reported that one of the cold taps in the kitchen was dripping. The Assistant Clerk replied that the handyman was aware of this and would be carrying out a repair as soon as possible.
- Cllr Mrs D Ronaldson enquired whether the First Aid box in the kitchen was checked on a regular basis as the hall is now hired by some larger groups of children and young people. The Assistant Clerk replied that all the First Aid boxes are checked on an annual basis. It was agreed that the box in the kitchen should be inspected every 6 months to reflect its increased usage.
- Cllr A Sosin enquired whether nomination papers for the election were available in the office and the Assistant Clerk replied that a few sets were available, and further copies could be printed from the Chelmsford City Council website.
- Cllr Mrs J Sosin reminded the meeting that reports for the Village Conference are now due.

- Cllr Mrs J Sosin reminded the meeting of the Community Celebration taking place next Saturday 21st March 2015.

It was resolved that the meeting would be closed to the public and press under the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted in the following item

736/14 Bell Centre Lease

The Assistant Clerk informed the meeting that the surveyor from JP Chicks will be carrying out a walkover survey at the Bell Centre on Friday 20th March 2015. No further information has been received from the architects undertaking the feasibility study, or the Parish Council's solicitor with regard to the lease.

737/14 Office Staffing

The Clerk had circulated a report prior to the meeting with regard to the advice that had been received from Moorepay, the Council's employment advisers concerning the calculation of holiday pay for contractual overtime. It will now be necessary to investigate a new method of recording individual wages, and to discuss the matter with Acumen Wages Service. It was agreed to accept the recommendation from Moorepay that payments for contractual overtime should start from 1st April 2015.

738/14 Land for Expansion

The Clerk had circulated some information prior to the meeting regarding possible land for expansion. It was noted that the land was not in Great Baddow, and access to it was currently via a bridleway. It was agreed that the Clerk should obtain further information for the next Council meeting, and thanks were given to the Grounds Manager for bringing this to the Council's attention.

There being no other business, the meeting was closed at 9.30 pm.

Signed.....Chairman.....Date