

A Meeting of the Parish Council at The Parish Hall, Great Baddow on Monday 19th January 2015

The Council met at 7.30 pm on **Monday 19th January 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, Mrs S Young, K Ronaldson, Mrs D Ronaldson, T Miller, Mrs M Miller, J Fuller and Mrs V Sadowsky.

In Attendance: The Assistant Clerk of the Council

578/14 Public Announcements

Cllr Mrs J Sosin proposed that an additional item of correspondence should be added to the agenda, to agree the dates for the Play in the Park sessions for 2015, as a response is required prior to the date of the next Council meeting. This was agreed.

579/14 Apologies for Absence

Apologies for absence were received from Cllrs G Jarvis and T Hatcher.

580/14 Declaration of Interests

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

581/14 Minutes of the Council Meeting – 8th December 2014

The minutes of the Council meeting held on 8th December 2014 were signed as a true statement. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw.

582/14 Public Question Time

There were no members of the public present.

583/14 Clerk's Report

1. Dog Waste Bins

The Assistant Clerk has spoken again to Tim May at Chelmsford City Council about the replacement dog waste bins. He has been to view the locations and will provide costs for the supply and installation.

2. New Play Equipment

The play equipment was installed in the week prior to Christmas and an application has been made to Chelmsford City Council to claim the grant of £3237.00 awarded by the Community Initiatives Fund. A letter has been written to Play and Leisure expressing satisfaction with the equipment but raising concerns about the quality of the installation and in particular the slight incline that now leads up to the equipment.

3. Damaged Equipment in the Recreation Ground

The damaged platform on the Proludic play equipment has now been replaced, and the bump stops that had been removed from two pieces of the Outdoor Gym equipment have also been replaced and glued into position.

4. Seat at Plumtree Avenue

The seat at Plumtree Avenue has now been installed by the Grounds staff.

5. Banking Arrangements

1. Arrangements are now in place for the income to be paid into the Unity Trust account through the local Post Office.
2. The Chairman and the Administrative Assistant have completed the necessary paperwork in order to be added as signatories on the Nat West Imprest account, and this should be operational in approximately two weeks. A surplus remains in the Nat West account which will be moved to the Unity Trust.
3. Following the maturity in May 2014 of a fixed rate deposit bond with Nat West, the sum of £90,000 was transferred into the Unity Trust current account. Enquiries have been made with Unity Trust about a new reserve account, to run alongside the current account, which would provide a small amount of interest whilst further investigations are made about a higher rate account. A further lump sum of £15,210 is currently in a Liquidity Manager account with Nat West, and this amount could also be moved into the reserve account once it has been set up.

6. Chelmsford City Council Parks Department – Bollards in Recreation Ground

A quotation has been received from Chelmsford City Council for the installation of bollards on the perimeter of the Recreation Ground, and around the Community Association overspill car park, to prevent unauthorised access on to the grass. Cllr Mrs S Young will discuss the number and location of the bollards with the Grounds Manager, and the matter will be referred to the meeting of the Grounds Committee on 30th March, and to the Community Association for their meeting on 11th February.

7. Chelmsford City Council Emergency Planning

The Emergency Planning and Community Safety Officer from Chelmsford City Council will present a short update on emergency planning at 7.00pm on Monday 16th March. This will be followed by the scheduled Council meeting at 7.30pm.

8. Takeaway Van – Sandford Mill Lane

Cllr A Sosin informed the meeting that he had not yet spoken to Chelmsford City Council about the van.

9. Works in Crescent/Jeffrey Roads

Cllr A Sosin informed the meeting that a letter had been sent to the residents of Crescent/Jeffrey Roads to update them on the timetable for the improvement works.

10. Meadgate Community Day of Action

The Assistant Clerk confirmed that the event organiser has provided an article to promote the Community Day of Action, and this had been sent to the editor of the Great Baddow Times.

11. Local Councils Award Scheme

The Assistant Clerk confirmed that registration for Foundation status had been completed.

12. Chelmsford City Council – Open Space, Sport and Recreation Survey

Cllr Mrs C Shaw confirmed that she had completed the survey online and forwarded a copy to the office.

13. Sky Lanterns – Prohibition of Use

The Assistant Clerk confirmed that notification had been sent to the Cricket and Bowls Clubs, the Community Association, and the Great

Baddow Times editor, to confirm the Council's policy on sky lanterns. Cllr Mrs J Sosin queried whether Chelmsford City Council had introduced a policy in this area and Cllr A Sosin agreed to raise the matter at a Cabinet meeting.

584/14 **Correspondence**

1. R England – request for free hire for sign language classes. Cllr Mrs J Sosin confirmed that an application could be made for a grant to assist with the hire charges, and the Assistant Clerk replied that a form had already been sent and a reply was awaited.
2. B Paulding – letter and email requesting a crossing/refuge in Galleywood Road. Cllr A Sosin recommended that this matter should be referred to the next meeting of the Highways Committee, for proposed inclusion in the Parish Council's list of locally supported highways projects that are awaiting County Council approval. This was agreed.
3. K Bischler – email concerning dog fouling on Eastwood Park Estate. It was agreed that this matter should be referred to the Dog Warden at Chelmsford City Council.
4. D Grigson – letter of resignation from Centenary and Burgess Award Committees. Since the receipt of this letter, the Council has been advised of the death of Mr Grigson, and it was agreed that a letter of condolence should be sent acknowledging the support that he has given to the Parish Council over the years. It was noted that a memorial service will be held on 5th February.
5. Z Marling – application to hold a hog roast in the Recreation Ground. It was agreed that the application should be approved subject to the usual conditions relating to safety and insurance being met.
6. Clem Dobson Associates – letter relating to the parking arrangement in the Vineyards car park. Cllr Mrs C Shaw had drafted a reply to the letter received from Clem Dobson Associates, which advised of the termination of the current arrangement. It was agreed that the reply should be sent, and signed by the Chairman of the Council.
7. D Brett, Churchwarden, St Pauls Church – letter requesting support for remedial work to the church roof. Cllr Mrs S Young informed the meeting that she had received a further letter from St Pauls Church outlining the reason for the request and showing the groups that currently use the hall. It was agreed that the Church should be asked to complete a grant application form, and should be advised to make further enquiries about funding with such organisations as Chelmsford City Council, Essex County Council and the Rural Community Council of Essex.
8. Rural Community Council of Essex – request for support to prevent the withdrawal of funding. Cllr Mrs V Sadowsky had drafted a reply in support of the RCCE, and it was agreed to add a reference to the Village Design Statement. The letter will be sent to the Secretary of State for Environment, Food & Rural Affairs, with a copy to Simon Burns MP.
9. Chelmsford City Council – Play In The Park Dates for 2015
In line with previous years, it was agreed to request two sessions during the Easter school holiday period, and six sessions during the summer holiday. It was also agreed that the offer to run 'Women Time' activities alongside the PITP sessions should be accepted, and that the City Council should be informed of the Outdoor Gym situated in the Recreation Ground, as it may be able to incorporate this facility into the

activities. The schedule of 'extra' activities that can be added to the PITP sessions will be considered at the next meeting of the Finance and General Purposes Committee.

585/14 Reports of the Planning Committee 15th December 2014 and 12th January 2015

The reports of the Planning Committee of 15th December 2014 and 12th January 2015 were presented to the Council by Cllr Mrs D Ronaldson and signed as a true statement by Cllr Mrs J Sosin.

586/14 Report of the Allotments Sub Committee and Grounds Committee 15th December 2014

The reports of the Allotments Sub Committee and Grounds Committee of 15th December 2014 were presented to the Council by Cllr Mrs S Young, proposed by Cllr Mrs S Young and seconded by Cllr Mrs C Shaw (for Allotments Sub Committee) and Cllr Mrs V Sadowsky (for Grounds Committee).

587/14 Report of the Organisation Methods and Personnel Committee 16th December 2014

The report of the Organisation Methods and Personnel Committee of 16th December 2014 was presented to the Council by Cllr Mrs J Sosin, proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw. The recommendations made with regard to staffing were highlighted and endorsed.

588/14 Report of the Finance and General Purposes Committee 12th January 2015

The report of the Finance and General Purposes Committee of 12th January 2014 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 575/14, first line, the words 'for exterior decoration' to be added after the word 'quotations'. The recommendations made with regard to staffing were highlighted and endorsed.

589/14 Precept

Cllr A Sosin informed the meeting that no change was currently required to the amount of the precept requested for 2015/16, although it is understood that a consultation is taking place on the possible capping of larger parish councils.

590/14 Staff Handbook

Cllr Mrs S Young informed the meeting that she had been reviewing the work that had been carried out on the staff handbook.

Cllr A Sosin left the meeting at 8.35pm.

The most recent report on the matter was made to the Organisation Methods and Personnel Committee in January 2013, where further information was requested. It was agreed that this should be referred to the next meeting of the Organisation Methods and Personnel Committee for the work to be completed.

591/14 Review of Business Risk Assessments and Internal Controls, including Effectiveness of Internal Audit

Cllr A Sosin returned at 8.47pm.

It was agreed that the review would include business risks, operational risks and data storage risks, and would also consider the Council's Code of Practice on Email, Internet and IT Security. The Working Group will meet on Monday 26th January at 8.00pm and will comprise Cllrs Mrs C Shaw, K Ronaldson, J Fuller, K Liley and the Assistant Clerk.

592/14 Review of Insurance including Fidelity Guarantee

It was agreed that the Council's current level of insurance was satisfactory, and that the current sum of £300,000 for the fidelity guarantee was within the recommended guidelines of year end balances plus 50% of the precept.

593/14 Volunteer Policy

Cllr Mrs S Young proposed that the next meeting of the Organisation Methods and Personnel Committee should be asked to consider the use of volunteers to carry out Council services. This would include a review of existing policy, implications on staffing, and the management structure that would be required.

594/14 Website

Cllrs Mrs C Shaw, Mrs J Sosin and the office staff are currently working on the new Parish Council website, and it is intended that this will be live by the end of February. Cllr Mrs C Shaw will email the details of the new site to all councillors for information.

595/14 Matters for Information

- Cllr Mrs D Ronaldson informed the meeting that the 100th birthday card sent from the Parish Council had been received and welcomed by the local resident.
- Cllr K Ronaldson informed the meeting that surveyors had been working in Gilmore Way, and parts of the pavement had been marked with orange paint, prior to works being carried out.
- Cllr A Sosin informed the meeting that lights 4 – 9 in Baden Powell Close were currently not working, and also light No.7 in Tyrells Way.
- Cllr Mrs M Miller noted that car parking spaces in The Chase car park are being taken up by wheelie bins, and in the last weeks a skip, which has now been removed. This will be reported.

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

596/14 Bell Centre Lease

1. The Assistant Clerk reported that the Parish Council's solicitor had not been able to obtain agreement to the inclusion of a specific covenant by the County Council to carry out repair to the retaining wall. It was agreed that the solicitor should instruct Lambert Smith Hampton to proceed and should emphasise the Council's requirement for the

ownership and responsibility for the wall to be set out as clearly as possible in the lease.

2. A further sketch plan from Hurley Porte & Duell was circulated at the meeting, along with quotations for ground investigation works. It was agreed that a meeting of the Working Group would be held on Thursday 29th January at 3.30pm to discuss these matters, along with previous queries raised by Hurley Porte & Duell concerning the car parking requirements.

597/14 Office Staffing

Cllr Mrs S Young proposed that the additional responsibilities allowance, as agreed at the Organisation Methods and Personnel Committee meeting on 16th December 2014, should continue on a monthly basis during the Clerk's absence. Proposed by Cllr Mrs S Young and seconded by Cllr A Sosin. The next meeting of the Organisation Methods and Personnel Committee will also receive an update on the long term absence of two employees and the Phase 2 report from Vine HR.

There being no other business, the meeting was closed at 9.15 pm.

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