

A Meeting of the Parish Council at The Parish Hall, Great Baddow on Monday 8th December 2014

The Council met at 7.30 pm on **Monday 8th December 2014** 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 and Mrs V Sadowsky.

In Attendance: The Assistant Clerk of the Council

502/14 Public Announcements

There were no public announcements.

503/14 Apologies for Absence

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

504/14 Declaration of Interests

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

505/14 Minutes of the Council Meeting – 10th November 2014

The minutes of the Council meeting held on 10th November 2014 were signed as a true statement. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw.

506/14 Public Question Time

There were no members of the public present.

507/14 Clerk's Report

1. Dog Waste Bins

The Assistant Clerk has spoken to Tim May at Chelmsford City Council about the replacement dog waste bins and a reply has not yet been received. Cllr A Sosin will make further enquiries at the City Council.

2. Website

An appointment has been made for Mike Letch to address the problems with the new website, and to provide additional training, on Friday 12th December. A date will also be arranged for councillor training.

3. New Play Equipment

The Assistant Clerk has spoken to Play and Leisure again, and installation of the new equipment will start on Wednesday 10th December 2014. Notices will be displayed in the area prior to the work being carried out, to give warning of the temporary closure.

4. Damaged Equipment in the Recreation Ground

The Assistant Clerk reported that a piece of the Proludic equipment had been vandalised and a new platform had been ordered at a cost of £472.77 plus VAT. It had been agreed that this amount would not be claimed under insurance, as it would incur an excess charge of £250, and would result in the loss of the £500 discount due to be applied to next year's invoice.

In addition, on the Wicksteed Outdoor Gym equipment, four bump stops were removed from the Surfer and the Space Walker. Replacements

have now been purchased at a cost of £56 plus VAT and £11.50, and these have been fitted and glued into position.

5. Seat at Plumtree Avenue

A replacement seat has been ordered, and delivered, at a cost of £428.71. The Grounds Manager is currently preparing the concrete base prior to fitting the new seat.

6. Banking

Further enquiries have been made at Unity Trust Bank, and it is now understood that it will be possible to pay in cheques at the Post Office, but not to withdraw cash. However, only signatories or named third parties can undertake these transactions. It will be necessary for a signatory to contact Unity Trust to confirm that the arrangement with the Post Office is operational, and Cllr Mrs S Young agreed to do this.

7. Takeaway Van – Sandford Mill Lane

Cllr Mrs C Shaw proposed that a challenge should be made to the siting of the takeaway van in Sandford Mill Lane, under the Consent Street trading regulations. Cllr A Sosin agreed to follow this up with Chelmsford City Council.

8. Meeting with Parks Department, Chelmsford City Council

Cllr Mrs S Young reported that she and Cllr K Ronaldson had attended a meeting with Paul Van Damme and Glen Parkington from the City Council to discuss a number of issues relating to Noakes Place:

- Damage to the area at the side of the Community Association's overspill car park - This is thought to be the consequence of vehicles driving onto the grass whilst manoeuvring in the car park. The City Council will provide a quotation for the installation of bollards around the area and in the short term the Grounds Manager will be asked to highlight the boundary with white lines.
- Remedial work to the ponds - Work is due to start in January/February 2015 but is weather dependent. Debris will be spread along the Rothmans/Foxholes boundary of the park and residents in the area will be informed.
- Buckleys car park – Enforcement action has been taken against some vehicles in the car park, and parking restrictions are being considered.
- Lease of Noakes Place – Negotiations on the management agreement can now be progressed, as works on the ponds, which require completion prior to the new agreement, are proceeding.
- Artificial Football Pitches – It was noted that these pitches, whilst offering a number of advantages, do require a high level of maintenance.

9. Centenary and Burgess Award Committee

Cllr Mrs D Ronaldson informed the meeting that, due to ill health, David Grigson would be unable to continue as a member of the Centenary and Burgess Award Committees, and that he would confirm this in writing to the office. The Assistant Clerk confirmed that he had already informed the office of his approval of the current nomination for the Burgess Award, and further replies are awaited from remaining Committee members.

10. Church Wall

Cllr A Sosin confirmed that the bricks had been replaced on the Church wall.

11. **Bell Centre – Works on Adjoining Land**

Cllr Mrs C Shaw reported that she had spoken to David Saddington of the Reading Rooms, about the land that is being developed between the two buildings, and the stability of the ground following the clearance. It is understood that a retaining wall will be installed, and at present there was no cause for concern. David Saddington is in contact with the building contractor, and he will continue to monitor the situation and keep the Parish Council informed.

508/14 **Correspondence**

1. Essex County Cllr Mrs J Chandler – email concerning various highways issues. The update was noted, and Cllr A Sosin will deliver a letter to the residents of Crescent Road/Jeffrey Road to inform them of the current situation.
2. C Barford, Chelmsford City Council – email concerning parking restrictions in Gilmore Way and Molrams Lane. It was agreed that this matter should be placed on the agenda for the Highways Committee on 23rd February 2014.
3. A Smith – email regarding the grass surface underneath the Outdoor Gym equipment. It was agreed that this should be discussed at the Grounds Meeting on 15th December 2014.
4. P Southee – email requesting use of the Bell Centre car park for two hours on Tuesday afternoon to assist with the movement of Food Bank boxes. It was agreed that this request should be approved with the condition that should the Centre be hired, the vehicle would not be able to park, and in the longer term parking may be prohibited by building works. The Assistant Clerk will talk to the Caretaker about the arrangements for access.
5. S Ferneyhough – letter requesting a bus shelter on the corner of Bells Chase.
Cllrs T Miller and Mrs M Miller declared a non pecuniary interest in this item.
Cllr A Sosin informed the meeting that he had carried out a survey regarding a bus shelter at this location, and there was a grass area behind the bus stop that could be used for a shelter. It was agreed that the matter should be referred to the Highways Committee on 23rd February 2015, and the Assistant Clerk will contact the Highways Department.
6. R Moss – email concerning publicity for the ‘Community Day of Action’ to be held in Meadgate on 17 April 2015. Cllr Mrs V Sadowsky reminded councillors that they had attended a previous ‘Day of Action’ in Meadgate, and proposed that this request for publicity should be supported. It was agreed that a small article should be submitted for inclusion in the next edition of the Great Baddow Times and for display on the website.
7. G Cheek – email concerning speeding in Church Street. It was agreed that this should be referred to the Highways Committee on 23rd February 2015.
8. M Humphrey/N Neal – emails concerning a problem at the Bell Centre on Tuesday 25th November. It was agreed that Mike Humphrey should be reminded of his responsibility for all young people attending the youth club, and that he must be aware of, and in control of, all activities taking place both inside and outside the building. The Assistant Clerk

will thank Mrs Neal for her email and confirm that any resident who notices inappropriate behaviour should report the matter to the Police.

9. CCC Emergency Planning – presentation to Parish and Town Councils. The Council agreed to accept the offer of a presentation and the Assistant Clerk will arrange for this to take place at 7.00pm, prior to a Council meeting, in the new year.

509/14 Reports of the Planning Committee 17th November and 1st December 2014

The reports of the Planning Committee of 17th November and 1st December 2014 were presented to the Council by Cllr Mrs D Ronaldson and signed as a true statement by Cllr Mrs J Sosin.

Cllr A Sosin informed the meeting that the planning application for the demolition and redevelopment of Marrable House had been refused at the City Council.

Cllrs T Miller and A Sosin gave apologies for the Organisation Methods and Personnel Committee on 16th December 2014. Cllr Mrs M Miller will substitute for Cllr T Miller.

510/14 Reports of the Finance and General Purposes Committee 24th November and 1st December 2014

The reports of the Finance and General Purposes Committee of 24th November and 1st December 2014 were presented to the Council by Cllr Mrs C Shaw, proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.

511/14 Local Councils Award Scheme

It was agreed that the Assistant Clerk should register for Foundation Status for 2015. This will enable information to be compiled over the forthcoming year for reaccreditation.

512/14 Meeting Dates 2015

It was agreed that the meeting dates for 2015 should be approved and additional dates will be added during the year if it is necessary.

513/14 Precept

Cllr A Sosin outlined the breakdown of the figures in the budget for Council projects, totaling £21,700, and the additional £3000 allocated by Committee, for salaries. The LCTS grant has now been revised and confirmed at £25,619, representing a drop of £99 from the previous figure. It was agreed that the Precept for 2015/2016 should be set at £355,619, gross of LCTS £25,619, representing an increase of 2.28%, as recommended by the Finance and General Purposes Committee with the amendment to LCTS as set out above. Proposed by Cllr A Sosin and seconded by Cllr Mrs C Shaw. The Council will reserve the right to re-consider the precept figure, in the light of any new advice from the Clerk, or changes to regulations. Cllr Mrs J Sosin will sign the Precept form when it has been completed by the Assistant Clerk.

514/14 Health and Safety Policy

Cllr Mrs S Young introduced the draft Health and Safety Policy that had been circulated prior to the meeting. Following a discussion, it was agreed to make some amendments and additions. Cllr Mrs S Young will forward a revised copy to the Assistant Clerk. It was agreed that the policy should be adopted by the Parish Council and a copy distributed to all staff members.

Proposed by Cllr Mrs S Young and seconded by Cllr K Ronaldson. The Chairman thanked Cllrs Mrs S Young and K Ronaldson for their work in drafting the policy.

Cllr Mrs S Young noted that the Parish Council does employ Northgate Arinso to carry out its HR services, but does not employ them to act in relation to Health and Safety at Work, and this should be reviewed.

515/14 Policy on Sky Lanterns

It was agreed that the Parish Council should follow the decision of Essex County Council and prohibit the launching of sky lanterns from its land and buildings. Proposed by Cllr K Ronaldson and seconded by Cllr Mrs M Miller. The Assistant Clerk will inform the Community Association, the Bowls Club and the Cricket Club of this decision, and notices will be placed in the Great Baddow Times, on the website and in Parish Council noticeboards. The decision will also be included in future negotiations on the management of Noakes Place.

516/14 Chelmsford City Council – Open Space, Sport and Recreation Survey

It was agreed that Cllr Mrs C Shaw would complete the survey online and forward a copy to the office.

517/14 Matters for Information

- Cllr Mrs D Ronaldson informed the meeting that a local resident would be celebrating her 100th birthday on 4th January 2015 and it was agreed that the Parish Council would send a card. Following some discussion, it was agreed to refer the matter to a future Council meeting, to consider the commemoration of these occasions.
- Cllr A Sosin informed the meeting that the North Chelmsford NHS Walk In Centre will be closed next year, and the service will be relocated to Broomfield Hospital.
- Cllr A Sosin informed the meeting that the matter of parking in the vicinity of Baddow Hall School had been referred to the South Essex Parking Partnership, and patrols will be increased.
- Cllr Mrs M Miller noted that a large banner had been attached to the wall of the Dentist surgery at 23 Maldon Road and this will be reported to the City Council Enforcement Officer, as it is within the conservation area.
- The Assistant Clerk informed the meeting that she would be on leave next Monday but would return for the Committee meetings in the evening.

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

518/14 Bell Centre Lease

1. The Assistant Clerk had circulated a letter from the Parish Council's solicitor, and a memorandum of terms, prior to the meeting. It was agreed that the Parish Council does want the lease to contain a specific covenant by the County Council to carry out repair to the retaining wall should it be necessary. The Memorandum of Terms was agreed and the Assistant Clerk will reply to the solicitor.
2. A sketch plan from Hurley Porte & Duell was also circulated prior to the meeting, and a number of queries had been raised by the architect. It was agreed that these would be addressed at a meeting with the architect, scheduled for Thursday 11th December.

519/14 National Salary Award

The Assistant Clerk had circulated a letter prior to the meeting confirming that the National Joint Council for Local Government Services had reached agreement on the salary award for 2014-2016. It was agreed that this should be actioned in the prescribed manner. Proposed by Cllr Mrs C Shaw and seconded by Cllr K Liley.

520/14 Office Staffing

There was some discussion of the staffing arrangements in the office during the Clerk's continued absence on sick leave, and it was agreed that the Assistant Clerk should be given authority to look into the provision of temporary assistance. Cllr Mrs C Shaw proposed that an additional responsibilities allowance should be considered for the office staff and this was agreed. The amounts to be paid will be agreed at the next meeting of the Organisation Methods and Personnel Committee. Proposed by Cllr Mrs S Young and seconded by Cllr Mrs M Miller.

There being no other business, the meeting was closed at 9.35 pm.

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