

A Meeting of the Parish Council at The Parish Hall, Great Baddow on Monday 12th May 2014

The Council met at 7.44 pm on **Monday 12th May 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, J Fuller, T Miller, G Jarvis and Mrs V Sadowsky.

In Attendance: The Clerk of the Council and the Assistant Clerk
One member of the public – Mr J Saunders

75/14 Public Announcements

Cllr Mrs J Sosin reported that she had attended the Mayor's End of Term Service on 8th May 2014 and this had been very enjoyable.

76/14 Apologies for Absence

Apologies for absence were received from Cllrs T Hatcher and Mrs M Miller.

77/14 Declaration of Interests

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

The Chairman, Cllr Mrs J Sosin proposed that an additional item should be added to the agenda, as Item 13, to discuss further information received on the Control of Street Trading, that required an urgent response. The Clerk advised that a published agenda must specify the business which it is proposed to transact (Local Government Act 1972, Sch 12, paras 10 (2)(b) and 26 (2)(b)). A council cannot lawfully decide any matter which is not specified in the summons (Longfield Parish Council v Wright (1918) 88 LJ Ch 119). This means that the addition of items to an agenda, whether agreed by the council or not, is unlawful and the council may be challenged on any decision it makes under that item. It was proposed by Cllr J Fuller and seconded by Cllr T Miller that the item should be accepted as Item 13.

78/14 Minutes of the Council Meeting – 14th April 2014

The minutes of the Council meeting held on 14th April 2014 were signed as a true statement. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw.

79/14 Public Question Time

The Chairman invited the member of the public to speak.

Mr J Saunders informed the meeting that he was attending in order to hear the further discussion on the matter of the proposed closure of the Barclays Bank branch in The Vineyards.

In addition, Mr Saunders requested that the parishioners be kept up to date on the redevelopment of Marrable House, and it was confirmed that the Parish Council has received no new information on this matter.

80/14 Clerk's Report

1. Exchange Visits

Replies have now been received from some of the schools/groups that received letters. It has been suggested that a meeting is now held as it seems that there is enough interest to take the matter forward. Cllr Mrs S Young confirmed that she has been in contact with the person who originally raised the matter. The Clerk will forward contact details to Cllr Mrs S Young who will draft a letter for consideration by all councillors. The Clerk informed the meeting that the U3A will be considering the matter at their committee meeting later in May and will reply after that meeting.

2. Dog Waste Bins

The Clerk has contacted Chelmsford City Council to try to arrange a site visit and a reply is awaited.

3. Deadmans Lane

The correspondence is being passed to Galleywood Parish Council.

4. Telephone Mast

The Clerk has sent the Council's comments to Galloway Estates and a reply is awaited.

81/14 Correspondence

1. Rapid Relief Team – letter about working with the Parish Council for community benefit. It was agreed that the Clerk would contact the Sandon Parish Council Clerk to obtain any further information and to enquire whether they had benefited from any work carried out by the Team. A query was also raised as to whether any other areas in Essex, apart from Sandon and Great Baddow, had been offered this assistance.
2. Chelmsford City Council – report on the attendance figures for the Play In The Park during the Easter holiday. The excellent attendance in Great Baddow was noted. The Clerk confirmed that the scheme was now only catering for the primary school age group as the sessions for older children had been cancelled due to the low attendance last year.
3. Rt Hon Simon Burns MP – letter about the Council's motion on the closure of the Barclays Bank branch. The letter stressed the commercial reasons for the closure, and the unlikely chance of any change to that decision. The reply was noted.
4. E J Saunders – letter about further correspondence regarding the closure of the Barclays Bank branch. This was noted.
5. Andy Fletcher of Barclays Bank – letter of reply to the Council's motion about the closure of the Barclays Bank branch. Mr Fletcher has offered to meet councillors and representatives of local residents. It was agreed that, preferably, a public meeting should be arranged, or alternatively, a smaller meeting of council and parish representatives. The Chairman and the Clerk will liaise on possible dates and times.
6. The Mayor of Chelmsford's Office – invitation to the Annual Civic Service on Sunday 8th June 2014. Cllrs K Ronaldson and Mrs D Ronaldson will attend to represent the Parish Council and Cllrs A Sosin and T Miller will be attending as City Council representatives.
7. Sue Smith of 1st Great Baddow Guides – letter about the Bell Centre. The recent problems encountered with regard to access at the Bell Centre were noted, and also the comments with regard to the condition of the premises. It was agreed that issues relating to caretaking would

be placed on the agenda for the next Finance and General Purposes Committee. The Clerk will reply to Sue Smith offering apologies for the access problem and wishing them well with their move to new premises. Negotiations are progressing to enable improvements to be made to the Bell Centre and the group would be welcomed back at a later date.

82/14 Reports of the Planning Committee 28th April 2014 and 6th May 2014

The reports of the Planning Committee of 28th April 2014 and 6th May 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 drew attention to the appeal hearing in relation to planning application 13/01395/OUT, Land South of Newport House, Molrams Lane, Great Baddow. He noted that the applicant has based the appeal on the grounds that the City Council does not have an adequate five year plan for the supply of housing and that this could have an effect in other areas.

83/14 Report of the Finance and General Purposes Committee 6th May 2014

The report of the Finance and General Purposes Committee of 6th May 2014 was presented to the Council by Cllr Mrs C Shaw, proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.

84/14 End of Year Accounts, Annual Return and Internal Auditor's Report

1. The Clerk had previously circulated the End of Year Accounts for 2013/2014 and these were noted. It was proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw that the End of Year Accounts should be accepted. Cllr Mrs J Sosin signed the Accounts.
2. The Annual Return for the financial year 2013/2014 had been circulated prior to the meeting. Cllr A Sosin queried the figure for fixed assets as this was not on the return. The Clerk informed the meeting that the figure was £3,888,554. It was proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw that the Annual Return should be accepted. Cllr Mrs J Sosin signed the Annual Return.
3. The Internal Auditor's report had been circulated prior to the meeting. Following recommendations made in the report it was agreed that revised Financial Regulations should be considered at the meeting of the Finance and General Purposes Committee on 2nd June 2014 and the Committee Terms of Reference and level of fidelity insurance cover should be considered at the September 2014 meeting. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw.

The Clerk agreed to contact Nat West Bank to query the status of the Parish Council's Bond, as the fixed term had now expired and no information had been provided on the level of interest that had been accrued or the account it had been paid in to.

85/14 Community Celebration

A report from the Administrative Assistant had been circulated prior to the meeting. Cllr Mrs J Sosin confirmed that the celebration would be held on 21st March 2015, and would comprise of an afternoon tea with entertainment. It is hoped that by holding the event later in the year, and by moving it to the afternoon, it will encourage a larger number of guests to attend. The Assistant Clerk confirmed that arrangements had been made to meet the caterers and the entertainers to discuss the

requirements. It was proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs D Ronaldson that the new format should be agreed.

86/14 Great Baddow WI Banner

The Clerk had circulated a report prior to the meeting concerning the permanent display/storage of the WI Banner in the Parish Hall. A further report was circulated at the meeting. The Essex Records Office has confirmed that they can only deal with documents and would not be able to store a banner. It was suggested that if they have not already done so, the WI should contact the Essex Federation of WIs, who encourage the storage of documents and may be able to offer further advice. It was agreed that the Clerk should thank the WI for approaching the Parish Council but confirm that it may not be possible to offer storage on a long term basis as the Parish Hall could not provide the correct environment for such an item. However, the Parish Council would appreciate the use of the banner in the forthcoming Art Project at the end of August. There was concern that the item should remain in the locality and it was suggested that the WI could approach Chelmsford Museum who deal with local artifacts.

87/14 Chelmsford City Council – Control of Street Trading

Cllr A Sosin informed the meeting that the City Council has revised the proposals on Street Trading, and has agreed to accept suggested exemptions to the Order from the Parish Council. The exemptions must be areas where access can be controlled, for example, by the use of fences or gates. Cllr A Sosin proposed that five areas in Great Baddow should be put forward for exemption. The Clerk will circulate a copy of the policy, and the five suggested areas, to all councillors. Any comments should be sent to the Clerk by 23rd May 2014, to enable a response to be made to the City Council by 30th May 2014. Cllr Mrs V Sadowsky enquired whether a procedure was in place to add further sites in the future and this query will be raised.

The member of the public left the meeting at 9.05pm.

88/14 Matters for Information

There were no matters for information.

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

89/14 Bell Centre Lease

1. Cllr Mrs J Sosin proposed the motion that should the Heads of Terms be suitable, the Parish Council will agree to spend a sum of money up to £10,000.00 on a feasibility study. Proposed by Cllr Mrs J Sosin and seconded by Cllr K Ronaldson.
2. The Clerk confirmed that an email had been received setting out the draft Heads of Terms and this had been circulated to all councillors. It was agreed that these should be sent to the Parish Council's solicitor for advice. The Clerk will inform Lambert Smith Hampton/Essex County Council that the matter has been referred to a solicitor and a feasibility study is being considered.

3. A draft Design Brief had been circulated to all councillors and it was agreed that a meeting of the Working Group should be arranged to discuss this and the Heads of Terms.

There being no other business, the meeting was closed at 9.21pm.

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