

A Meeting of the Parish Council at The Parish Hall, Great Baddow on Monday 13th October 2014

The Council met at 7.30 pm on **Monday 13th October 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, G Jarvis and Mrs V Sadowsky.

In Attendance: The Clerk of the Council and the Assistant Clerk
One member of the public

379/14 Public Announcements

Cllr Mrs J Sosin informed the meeting that the former Mayor of Chelmsford, Jean Roberts, would be celebrating her 100th birthday next week. It was agreed that a card and letter of congratulations would be sent.

Cllr Mrs S Young entered the meeting at 7.33pm.

380/14 Apologies for Absence

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

381/14 Declaration of Interests

Cllr Mrs V Sadowsky declared a pecuniary interest in Item 397/14.

382/14 Minutes of the Council Meeting – 8th September 2014

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

383/14 Public Question Time

Cllr Mrs J Sosin invited the member of the public to address the meeting. Concerns were raised about the speed of the traffic turning from Lambourne Chase into Ruby Link, and the problems encountered by HGVs that cannot negotiate the turn without mounting the pavement in a dangerous manner. An email had been sent to the Community Policing Team but no reply had yet been received.

Cllr Mrs S Young left the meeting at 7.45pm and returned at 7.46pm.

Cllr A Sosin proposed that an email should be sent to the Clerk setting out the problems and possible solutions, and the matter should be placed on the agenda for the Highways and Amenities Committee on 20th October 2014.

384/14 Clerk's Report

1. Dog Waste Bins

The Clerk has been informed that the dog waste bin at Gardeners has now been installed. A letter is expected from City Councillor Jeanette Potter regarding a review of the dog waste bin policy, but this has not yet been received. Cllr A Sosin agreed to follow this up.

2. Bell Centre

The work to replace the guttering at the Bell Centre was carried out on 7th October 2014. The contractor who carried out the work has reported that the down pipe needs attention as it is leaking. This will be investigated. Cllr A Sosin reported that he had been approached by a member of the public who expressed concerns about the stability of the Bell Centre following the excavation work that has been carried out on the adjoining land.

3. Website

Initial staff training on the new website took place on 26th September 2014, and a problem with the internet browser for uploading documents was identified. A solution has now been found and the recommendation is to standardise on Safari for the office, chairman and vice chairman.

4. Sunday Caretaking

The advert for the part-time caretaker/cleaner will be placed on the notice boards and in Martins Newsagent this week.

5. Temporary Assistance

The temporary assistance in the office has finished in line with the decision made by the September Council meeting.

6. Remembrance Service at St Mary's Church

The Clerk had received an invitation for all councillors to attend the Remembrance Service and had been asked to provide confirmation of numbers so that seats could be reserved. Cllrs Mrs C Shaw, K Liley, K Ronaldson, Mrs D Ronaldson, G Jarvis and Mrs S Young will attend. Cllrs Mrs M Miller, T Miller and A Sosin asked for apologies to be given as they will be attending the Civic Service at Chelmsford City Council and Cllr Mrs J Sosin also gave apologies as she has a meeting to attend.

7. Letter to First Bus

Cllr Mrs C Shaw enquired whether a letter had been sent to First Bus concerning the Route No.31 and Cllr Mrs V Sadowsky replied that she had drafted a letter which would be considered later on the agenda.

385/14 Correspondence

1. P Southee – request to use the car park at the Bell Centre to attend at another building. The Clerk had circulated a report prior to the meeting outlining the problems that have been caused by unauthorised parking at the Bell Centre. It was agreed that the Parish Council would not wish to establish a precedent of allowing people to use the car park to access other venues. Cllr Mrs M Miller proposed that Mr Southee should approach the owners of Russells restaurant, which is next door to the church hall in Bell Street, to enquire whether permission could be given to use the drive or yard at the back of the restaurant.
2. M Russell – request to erect an advertising banner in the Recreation Ground. Cllr Mrs S Young enquired whether the banner would be for a one off event or a permanent advertisement and the Clerk replied that it would be a permanent banner. It was agreed that the current policy of no advertising should be confirmed. Cllr Mrs S Young proposed that a large notice board should be placed on the outside of the Groundsmen's office, alongside the entrance door, to display parish council notices and also details of classes, games and events taking place in the Recreation Ground. The Clerk will obtain a quotation for a board and this will be included in the 2015/16 budget.

3. Essex Playing Fields Association – notice of AGM on Thursday 23rd October 2014 at Essex County Cricket Club. Cllrs T Miller, Mrs M Miller and Mrs C Shaw confirmed that they would be attending.
4. Mrs S Pitts, Mrs S Kennaby, Mrs A Eley, Mrs O Brown and C M Crow – letters of complaint about the withdrawal of the No. 31 bus. The Clerk informed the meeting that since the agenda had been compiled, a further four letters of complaint had been received in the office. Cllr Mrs V Sadowsky had drafted a letter to First Bus and it was agreed that this should be amended to confirm the receipt of ‘many’ letters on the matter. The Clerk will forward the letter to First Bus and send copies to the correspondents who have sent letters of complaint. Cllr A Sosin reported that an online petition is also available at www.signme.org.uk. Cllr Mrs V Sadowsky reported on the unreliability of the buses travelling through Great Baddow and the high number of cancellations. It was agreed that this matter would be placed on the agenda for the Highways Committee meeting on 20th October 2014. Cllr A Sosin reported that he would attend the Passenger Transport meeting next week to raise these matters, as the Parish Council’s designated representative, Cllr T Hatcher, may be unable to attend due to illness.

386/14 Reports of the Planning Committee 15th September and 6th October 2014

The reports of the Planning Committee of 15th September and 6th October 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 of the following enforcement action requests, being investigated by Chelmsford City Council:

- Takeaway van in Sandford Mill Lane - now located in a private front garden. The Clerk informed the meeting that she had continued to see this van at the entrance to Sandford Mill Lane.
- 59 Foxholes Road - paving of front garden
- Advertising in the Vineyards shopping centre

387/14 Report of the Bell Centre Sub Committee and Parish Hall Committee 15th September 2014

The report of the Bell Centre Sub Committee of 15th September 2014 was presented to the Council by Cllr Mrs V Sadowsky, proposed by Cllr Mrs V Sadowsky and seconded by Cllr Mrs M Miller.

The report of the Parish Hall Committee of 15th September 2014 was presented to the Council by Cllr Mrs V Sadowsky, proposed by Cllr Mrs V Sadowsky and seconded by Cllr Mrs D Ronaldson.

Cllr Mrs C Shaw reported that she had not been able to find any pictures of the WI Banner on the Art Project website and Cllr Mrs J Sosin reported that one of the artists involved in the project would be providing prices for the purchase of a photograph that could be framed for display.

Cllr Mrs V Sadowsky enquired about the timetable for receiving and considering quotations that had been requested at the meetings on 15th September 2014 and the Clerk replied that these will be obtained as soon as possible and presented to the Finance and General Purposes Committee on 24th November 2014.

**388/14 Report of the Allotments Sub Committee and Grounds Committee
22nd September 2014**

The report of the Allotments Sub Committee of 22nd September 2014 was presented to the Council by Cllr Mrs S Young, proposed by Cllr Mrs S Young and seconded by Cllr K Ronaldson, with the following amendment to Item 341/14, line three, the word 'withheld' to be deleted and replaced by 'upheld'.

Cllr Mrs S Young reported that a site visit had taken place to the Towerfield Allotment Site to view the boundary fence, and a few minor repairs would be carried out. The Clerk will contact the City Council to confirm whether any S106 monies have been allocated from the adjacent development.

The report of the Grounds Committee of 22nd September 2014 was presented to the Council by Cllr Mrs S Young, proposed by Cllr Mrs S Young and seconded by Cllr K Ronaldson.

Cllr Mrs S Young reported that she had contacted a Quantity Surveyor to view the Changing Rooms and All Weather Sports Courts.

Cllr A Sosin enquired whether any further information had been received about the ownership of the land opposite The White Horse PH and the Clerk replied that an update would be given at the Highways Committee meeting on 20th October 2014.

**389/14 Report of the Finance and General Purposes Committee 6th October
2014**

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

Cllr A Sosin reported that the City Council had now completed the work to clear PROW in Great Baddow but the Clerk clarified that this would only include verges where they constituted part of the footpath. The Clerk had emailed Essex County Council Customer Services about the overgrown verge opposite the Parish Hall.

390/14 Financial Regulations

It was proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw that the Financial Regulations as amended should be adopted. The Clerk will circulate a final copy to all councillors to include the date of adoption.

391/14 Standing Orders

The Clerk outlined the amendment to Standing Order 31 regarding the recording of Parish Council meetings, and the additional information received from another parish council which raised questions about the filming of children, vulnerable people and adults, who should not be filmed without giving their permission. It was proposed by Cllr A Sosin and seconded by Cllr Mrs J Sosin that the Standing Orders should be amended to include items (a) (b) and (c) and further consideration should be given to a policy to deal with the issues raised by the Clerk. The Clerk reported that she had received a draft of a policy to address these matters and further information will be provided as soon as it is available.

392/14 Annual Return for 2013/2014

The unqualified opinion of the external auditor on the Annual Return for the year ending 31st March 2014 was noted.

393/14 Meeting Dates 2015

The Clerk had circulated a draft list of the dates for 2015 prior to the meeting, based on moving the meetings back by a week. Cllr Mrs S Young noted that the move would result in an increased number of weeks between some of the Planning Committee meetings and this could be a problem. It was agreed that the Clerk would discuss this matter with the Chairman of the Planning Committee. The Clerk also raised concerns about the resultant move of the Council premeet to the third Saturday of the month, which would alter long standing working schedules and have implications for existing holiday arrangements. It was agreed that Cllr Mrs C Shaw should publish the dates for the first three months on the website, and that the remaining dates would be considered at a future meeting.

394/14 Quality Council

The Clerk informed the meeting that the Quality Council Scheme has been re-introduced and she would be attending a meeting on 23rd October 2014 to obtain further information. It is understood that the scheme will now be website based, and will operate on three levels. The Clerk will report back to the Council meeting on 10th November 2014.

395/14 S106 Monies

The Clerk informed the meeting that Chelmsford City Council had approved the use of additional S106 monies for the proposed new equipment in the Toddler Play area. It was proposed by Cllr Mrs S Young and seconded by Cllr Mrs C Shaw that the S106 monies should be used for this project, and that Play and Leisure Ltd should now be authorised to install the new equipment in the Toddler Play area.

396/14 Insurance

It was agreed that the review of the insurance policy for the Council would be deferred to the next Council meeting to enable the Clerk to prepare the necessary information.

397/14 NHS Mid Essex Clinical Commissioning Group.

Cllr Mrs V Sadowsky left the meeting at 9.04pm.

Cllr Mrs D Ronaldson had written a draft response to the Consultation on Intermediate Care Services, and this had been circulated prior to the meeting. Cllr Mrs D Ronaldson read the response to the meeting, setting out the Council's opposition to the closure of the North Chelmsford Walk In Centre, and made some additions to it. It was agreed that this should be submitted as the response of the Parish Council and Cllr Mrs D Ronaldson will email a final amended version to the Clerk.

Cllr Mrs V Sadowsky returned to the meeting at 9.10pm.

398/14 Planning

Cllr Mrs J Sosin had drafted comments on the proposed changes to planning policy and guidance on Planning and Travellers. These were circulated and discussed. Cllr Mrs V Sadowsky commented on the specific

needs of this group and the reduction of the dedicated staff employed in this area. Cllr A Sosin noted that the deadline for comments to Chelmsford City Council was 17th October 2014, but the deadline for comments to the Department of Communities and Local Government was 23rd November 2014. It was proposed by Cllr Mrs S Young that that the comments should be submitted to the City Council, but further consideration could be given to enhancing the response following the City Council's meeting and prior to submission to the Department. Cllr Mrs J Sosin agreed to send an email copy of the draft to the Clerk.

399/14Matters for Information

- Cllr K Ronaldson informed the meeting that he had read an article about the Football Association, concerning the allocation of 230 million pounds for the installation of artificial football pitches around the country.
- Cllr A Sosin reported that he and Cllr T Miller had met with the Clerk in September to carry out a financial review and proposed that this matter should be updated and then considered by the Finance and General Purposes Committee in November.

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 items

400/14Staffing Review

The Clerk had circulated a proposal from the Organisation Methods and Personnel Committee prior to the meeting. It was proposed by Cllr Mrs S Young and seconded by Cllr G Jarvis that this should be accepted and a staffing review should be carried out by Vine HR. The Chairman will send a letter of explanation to all staff members.

401/14Bell Centre Lease

Cllr K Ronaldson reported that a meeting of the Bell Centre Working Group had been held on 15th September 2014 where it was recommended that Hurley Porte Duell should be appointed to carry out a feasibility study. It was proposed by Cllr K Ronaldson and seconded by Cllr Mrs V Sadowsky that Hurley Porte Duell should be appointed at a cost of £3150 plus travelling expenses, and that they should be asked to provide a timetable for the work. It was also agreed that the Clerk should write a letter of thanks to the unsuccessful applicants.

There being no other business, the meeting was closed at 9.25 pm.

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