

## **A Meeting of the Parish Council at The Parish Hall, Great Baddow on Monday 9<sup>th</sup> June 2014**

The Council met at 7.30 pm on **Monday 9<sup>th</sup> June 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

### **120/14 Public Announcements**

There were no public announcements.

### **121/14 Apologies for Absence**

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

### **122/14 Declaration of Interests**

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

### **123/14 Minutes of the Annual General Meeting and Council Meeting – 12<sup>th</sup> May 2014**

1. The minutes of the Annual General Meeting held on 12<sup>th</sup> May 2014 were signed as a true statement. Proposed by Cllr A Sosin and seconded by Cllr Mrs C Shaw.
2. The minutes of the Council meeting held on 12<sup>th</sup> May 2014 were signed as a true statement. Proposed by Cllr Mrs J Sosin and seconded by Cllr K Liley.

### **124/14 Public Question Time**

One member of the public was present but no questions were raised.

### **125/14 Clerk's Report**

#### **1. Barclays Bank Closure**

The Clerk had telephoned Barclays Bank to discuss the arrangements for a meeting, but the representative was away on leave. Since then there has been no further contact. It was agreed that the Clerk should continue to press for a meeting.

#### **2. Exchange Visits**

A meeting was held on Thursday 5<sup>th</sup> June 2014 at the Parish Hall. It was well attended by representatives from two schools and four members of the public. Cllr Mrs S Young reported that she had since spoken to her link representative and a report would be passed to the link committee. It was agreed that another meeting will be held by the Parish Council later in the year.

#### **3. Dog Waste Bins**

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

#### **4. Telephone Mast**

The Clerk has received a reply from Galloway Estates. The company's client will be meeting to discuss the matter and a reply will be sent to the Council once a decision has been reached.

#### **5. External Audit**

The Clerk has been telephoned by the external auditor for further information relating to Internal Controls. A reply has been sent today and a response is awaited.

### **126/14 Correspondence**

1. Chelmsford YMCA – Request to use the Recreation Ground for a community event on 28<sup>th</sup> July 2014. It was agreed that permission should be given for the event, once the Grounds Manager had confirmed that there was no clash with any existing arrangement on that day. Proposed by Cllr A Sosin and seconded by Cllr Mrs S Young.
2. Clare Davies – Request for a memorial bench in the Old Burial Ground. The Clerk had spoken to the Grounds Manager about the restricted space available in the Old Burial Ground and the associated safety concerns. It was agreed that this would not be a suitable location for a bench. Cllr A Sosin proposed that the applicant could contact Chelmsford City Council to discuss the possibility of siting a bench in Baddow Hall Park as the Parish Council's Recreation Ground already has a large number of benches on the northern side. Cllr Mrs S Young proposed that it may be possible to install a second bench on the far side of the Recreation Ground close to Rothmans entrance/netball hoop.
3. Ian Keable – Information about show performances for use as fundraising possibilities. A number of councillors recalled the work of Mr Keable from his previous shows that had been part of the Essex on Tour programmes. It was agreed that, whilst the Council was not planning to organise any events in the short term, it would bear this application in mind in any future discussions.

### **127/14 Reports of the Planning Committee 19<sup>th</sup> May 2014 and 2<sup>nd</sup> June 2014**

The reports of the Planning Committee of 19<sup>th</sup> May 2014 and 2<sup>nd</sup> June 2014 were presented to the Council by Cllr Mrs D Ronaldson and signed as a true statement by Cllr Mrs J Sosin.

### **128/14 Report of the Finance and General Purposes Committee 2<sup>nd</sup> June 2014**

The report of the Finance and General Purposes Committee of 2<sup>nd</sup> June 2014 was presented to the Council by Cllr Mrs C Shaw, proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young, with the following amendment: Item number '115/14 Website' to be deleted and replaced by '116/14 Website'; Item number '116/14 Caretaking' to be deleted and replaced by '117/14 Caretaking'; Item number '117/14 Financial Regulations' to be deleted and replaced by '118/14 Financial Regulations and Item number '118/14 Matters for Information' to be deleted and replaced by '119/14 Matters for Information'.

Cllr A Sosin informed the meeting that he would not be able to take part in the allotment judging on 20<sup>th</sup> June 2014. It was hoped that Cllr T Hatcher would be able to attend and Cllr Mrs D Ronaldson also agreed to act as a judge.

Cllr A Sosin reported that he had attended a meeting with Cllr T Miller and Cllr Mrs S Young to look at the figures in the draft Financial Regulations, and that their comments would be forwarded to the Clerk.

#### **129/14 Local Government Pension Scheme**

The Clerk informed the meeting that the Essex Pension Fund had recently advised the Council that it did not hold a copy of a resolution to admit all members of staff into the Local Government Pension Fund, and a copy of the resolution could not be found in the Parish Council's records. The Council has been advised to pass a further resolution and a notice on this matter has been displayed on the Council's notice boards since 30<sup>th</sup> April 2014.

It was proposed by Cllr A Sosin and seconded by Cllr Mrs C Shaw that the following motion should be approved:

As required by legislation, a public notice has been displayed between 30<sup>th</sup> April 2014 and 9<sup>th</sup> June 2014 giving notice that the following posts will be admitted to membership of the Local Government Pension Scheme operated by Essex County Council:

- Clerk of the Council
- Assistant Clerk of the Council
- Administrative Assistant
- Grounds Manager
- Deputy Grounds Manager
- Grounds Staff
- Games Attendants
- Litter Pickers
- Caretakers
- Cleaners
- Handymen

The admission to the Scheme will apply to current members, and the Council will resolve to nominate those members retrospectively, and also to future holders of these posts.

This was agreed by all members.

#### **130/14 Committee Structure – Organisation Methods and Personnel Committee**

Cllr Mrs J Sosin outlined the proposal to consider terms of reference for all Council committees. Following some discussion, the following terms of reference were agreed for the Organisation, Methods and Personnel Committee:

1. To adopt the National Association of Local Councils Topic Note N22 (Jan 2013) Model Grievance and Disciplinary Policies. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs S Young. The Clerk agreed to inform members of staff of the decision and provide a copy of the policies to all of them.
2. The new committee to be constituted as a full committee of the Parish Council in place of the current subcommittee of the Finance and General Purposes Committee. Members of the former subcommittee will comprise the membership of the new committee. Proposed by Cllr Mrs J Sosin and seconded by Cllr K Ronaldson.

Cllr Mrs S Young circulated copies of the proposed terms of reference for the committee, and for a subcommittee/panel to be convened when necessary. These were agreed. Proposed by Cllr Mrs S Young and seconded by Cllr Mrs C Shaw.

3. To delegate powers under the Local Government Act 1972 Section 101 to the Organisation Methods and Personnel Committee and the subcommittee/panel to act. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs S Young.
4. The sum of up to £1000 to be made available from reserves for use as required on personnel matters. Proposed by Cllr Mrs S Young and seconded by Cllr T Miller. The vote was 10 for and 1 against.

A vote of thanks was given to Cllr Mrs S Young and the Clerk for their work in preparing the terms of reference.

### **131/14S106 Monies**

The Clerk had circulated a report prior to the meeting, outlining the request from Chelmsford City Council for the repayment of S106 monies that had been set aside for works to the ponds in Noakes Place. It was agreed that the sum of £6730.14 should be returned to the City Council as a contribution towards the overall costs of the remedial works to the ponds in Noakes Place. Proposed by Cllr K Ronaldson and seconded by Cllr Mrs C Shaw.

It was noted that no action had yet been taken to deter the over feeding of ducks with bread, which then sinks to the bottom of the pond and contributes to de-oxygenation. The Clerk will enquire on the progress of measures to address this problem, including the installation of notices for the pond area, and the sale of duck food from a local outlet.

### **132/14Matters for Information**

- Cllr Mrs D Ronaldson reported that she and Cllr K Ronaldson had attended the civic service on Sunday 8<sup>th</sup> June 2014.
- Cllr Mrs C Shaw informed the meeting that she had received information about the theft of lead from the roof of the library in Great Baddow, and asked for increased vigilance, and for any suspicious behaviour to be reported to the police.
- Cllr T Miller informed the meeting that a trophy and cheque presentation ceremony will be held on 13<sup>th</sup> July 2014, at the Millennium Centre and an invitation is extended to all to attend.
- Cllr Mrs J Sosin informed the meeting that she would be receiving an update from members of the Art Project on 4<sup>th</sup> July 2014.
- Cllr A Sosin reported that the scheduled meeting of Parish Council representatives with the Community Association had been cancelled and the next meeting will be on 3<sup>rd</sup> September 2014.

*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*

### **133/14 Bell Centre Lease**

The Clerk had circulated a letter from the Parish Council's solicitor prior to the meeting, setting out preliminary comments on the Heads of Term for the lease. Cllr A Sosin proposed that any comments should be forwarded to the Clerk by 13<sup>th</sup> June 2014 and the matter should then be referred to

the Finance and General Purposes Committee on 7<sup>th</sup> July 2014 and the Council meeting on 14<sup>th</sup> July 2014. There was some discussion on the issue of placing a cap on the rent but no agreement was reached. It was agreed that work should now proceed on commissioning a feasibility study, which could progress in parallel with the negotiations on the lease. Cllr K Ronaldson had sourced a list of seven companies that could be approached for a quotation. It was agreed that a meeting of the Working Group should be arranged to compose a letter to go to the surveyors.

There being no other business, the meeting was closed at 8.59pm.

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