



The minutes of the Parish Council Meeting

The Council met at 7.30 pm on **Monday 10th December 2018** in The Parish Hall, Great Baddow. Councillor Mrs J Sosin chaired the meeting.

Present: Councillors Mrs J Sosin, A Sosin, Mrs C Shaw, Mrs D Ronaldson, K Ronaldson, Mrs V Sadowsky, P Sadowsky, Mrs S Young, Mrs V Chiswell and K Liley.

In Attendance: The Clerk of the Council and Deputy Clerk

521/18Public Announcements

There were no public announcements.

Cllr Mrs J Sosin proposed that an item should be added to the agenda, as Item 15A, to consider representations made by a resident at the Parish Council surgery held on Saturday 8th December. This was agreed by councillors as the matter required an urgent response. The Clerk advised the meeting against this action as an item requiring decision should be advertised on an agenda, and this was noted.

522/18Apologies for Absence

Apologies for absence were received from Cllrs G Jarvis, T Miller and Mrs M Miller.

523/18Declaration of Interests

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

524/18Minutes of the Council Meeting – 12th November 2018

The minutes of the Council meeting held on 12th November 2018 were signed as a true statement. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs V Sadowsky.

525/18Public Question Time

There were no members of the public present.

526/18Clerk's Report

1. Website

The Administrative Officer is in the process of liaising with Cllrs K Ronaldson and Mrs C Shaw about the new look of the website, and is also obtaining advice and guidance from the website provider. This will be brought back to a later Council meeting when a mockup of the new look is available.

2. Safety in the Recreation Ground

A handwritten signature in black ink, located at the bottom right of the page.

The Clerk reported that she had contacted the Police about this matter, and the community officer had agreed to add the Recreation Ground to the policing round, and to report back on any incidents. Cllrs Mrs C Shaw and A Sosin had recently attended a meeting of the Neighbourhood Action Panel, and Cllr Mrs C Shaw reported that a police officer and acting sergeant had attended the meeting.

3. **Bus Shelters**

An email has been sent to Chelmsford City Council regarding the awaited guidance for the installation of a bus shelter outside 77 Maldon Road, and the request for the new bus shelter, approved for Maldon Road, to be of wood rather than metal construction. Cllr A Sosin informed the meeting that Jon Simmons, from Essex Highways, will be available on the first Monday of the month to meet representatives from parish councils. It was suggested that an appointment should be made for either an officer or a councillor to raise these matters concerning bus shelters, and any other highways concerns.

4. **Staffing Matters**

Shane Malins has been appointed as the new Weekend Games Attendant and will commence work on Saturday 5th January 2019.

527/18Correspondence

1. Neighbourhood Watch Meeting Date

The Clerk confirmed that the meeting has now been arranged for Thursday 17th January at 10.30am in the Parish Hall. As many councillors as possible were encouraged to attend

528/18Reports of the Planning Committee 19th November 2018 and 3rd December 2018

The reports of the Planning Committee of 19th November and 3rd December 2018 were presented to the Council by Cllr A Sosin and signed as a true statement by Cllr Mrs J Sosin, with the following amendments: Minutes of 19th November, Item 497/18, the word 'complementary' to be deleted and replaced by 'complimentary'; Minutes of 3rd December, Item 509/18, the name 'Peter Sadowski' to be changed to 'Peter Sadowsky'.

529/18Report of the Finance and General Purposes Committee 26th November 2018 and 3rd December 2018.

The reports of the Finance and General Purposes Committee of 26th November and 3rd December 2018 were presented to the Council by Cllr Mrs C Shaw, proposed by Cllr Mrs C Shaw, and seconded by Cllr A Sosin for 26th November 2018 and by Cllr Mrs D Ronaldson for 3rd December 2018 and agreed unanimously.

530/18Filming of Committee Meetings

A report prepared by the Administrative Officer was circulated prior to the meeting. There was some discussion about the installation of recording equipment in the committee room, as hirers of the room may be concerned about unauthorised use. The matter of which meetings will be filmed was also discussed. It was agreed that a decision will be deferred until later in 2019 when further discussion can take place with those who will be potentially impacted by the decision. Proposed by Cllr A Sosin and seconded by Cllr Mrs C Shaw.

531/18Policies and Procedures



The following Policies/procedures, circulated prior to the meeting, were considered:

1. Winter Weather Procedures

The Clerk confirmed that the amendments requested to Paragraph 1.1 had been made. It was agreed unanimously that with this change the Winter Weather Procedure should be accepted.

2. Adverse Weather Policy

There were no changes to be made to the draft circulated prior to the meeting and it was agreed unanimously that the Adverse Weather Policy should be accepted.

3. Key Holder Policy

It was agreed to extend the list of councillors available to act as temporary key holders in the absence of the Chairman, in order to provide cover should the Vice Chairman also be unavailable. It was agreed unanimously that with this change the Key Holder Policy should be accepted.

4. First Aid Policy

It was agreed to amend Paragraph 3.3 to state that all staff will undertake emergency first aid training, and that two members of staff will undertake first aid at work training. It was agreed unanimously that with this change the First Aid Policy should be accepted.

5. Publication Scheme

There was some discussion as to whether a charge should be made for a hard copy of the agenda for forthcoming meetings. It was agreed that this could probably be provided free of charge, and would be left at the discretion of the Clerk. It was agreed unanimously that the Publication Scheme should be accepted.

6. Comments, Compliments and Complaints Policy and Procedures

It was agreed that an amendment should be made to state that any positive feedback, when received, should be passed on to the members of staff. It was agreed unanimously that with this change the Comments, Compliments and Complaints Policy and Procedures should be accepted.

It was proposed by Cllr Mrs S Young and seconded by Cllr Mrs C Shaw that the Policies and Procedures considered above should be approved for implementation and this was agreed unanimously.

532/18 Library Closures

Cllr Mrs C Shaw outlined the changes proposed for Great Baddow Library as part of the proposed strategy for the future of library services. Great Baddow has been designated as a Tier 2 library, which is scheduled to stay open, but the hours of opening and the level of volunteer work required, is not yet known. A drop in session will take place at the library on Thursday 13th December from 11.30 to 1.30pm where further information may be available. Cllr Mrs C Shaw will be attending the drop in and will enquire about the help that can be given by parish councils to their local libraries. All councillors were encouraged to attend to ask questions. It was agreed that if sufficient information is not available, the Chairman/Clerk will write to Essex County Council on this matter. Proposed by Cllr A Sosin and seconded by Cllr Mrs S Young.

533/18 Precept

It was agreed that the Precept for 2019/2020 should be set at £421,417, as recommended by the Finance and General Purposes Committee. This represents an increase of 2.74% on 2018/2019. Proposed by Cllr A Sosin



and seconded by Cllr Mrs C Shaw. This was agreed unanimously. A vote of thanks was given to the Clerk for her work in preparing the financial information.


534/18 Report from Parking & Highways Meeting

Cllr A Sosin gave a report on the meeting, attended by Cllrs A Sosin and P Sadowsky. It was noted that a three man team will be working around the county to address minor issues that can be remedied by a small working group.

Cllr Mrs C Shaw reported that she had attended a meeting about the parking problems outside Baddow Hall Schools, which had involved the school, local residents and the Great Baddow East Neighbourhood Association. Solutions are still being sought to the problems of parent parking outside the school, and the Headteacher confirmed that a request sent earlier in the year for railings to be installed outside the school had not received a reply.

It was agreed that Cllr Mrs C Shaw would draft a letter on this matter and the Clerk will send it to Essex Highways, and the Chelmsford City councillors for Baddow West, Cllrs Jenny Chandler and Bob Villa.

Cllr A Sosin also raised the possibility of junction protection at Hall Close/Crescent Road.

substantive 

535/18 Notice of Motion to Vicky Ford MP

It was proposed by Cllr A Sosin and seconded by Cllr K Liley that a Motion should be sent to Vicky Ford MP requesting parliamentary action to give Civil Enforcement Officers the power to issue notices in respect of pavement parking and junction obstruction, where there are no waiting restrictions in place. This was agreed, and Cllr A Sosin will email the wording of the Motion to the Clerk.

536/18 Church Contributions

The Clerk had circulated an email from EALC prior to the meeting, regarding the ongoing confusion around financial contributions being made to churches. The EALC are seeking information from Parish Councils as to whether or not they provide support to churches. The Clerk will reply that Great Baddow Parish Council has given a grant to a church, where it has been requested to support community use of the building.

537/18 Matter raised at Council Surgery – Additional Agenda Item

A resident attended the Parish Council surgery last Saturday to seek assistance on a matter concerning a number of residents in Westbourne Grove, who had all received a letter from Chelmsford City Council about land at the rear of their properties. Cllr Mrs C Shaw had drafted a reply to the City Council and it was proposed by Mrs J Sosin and seconded by Cllr Mrs V Sadowsky that the letter should be forwarded to the Clerk for submission to the City Council.

538/18 Matters for Information

- Cllr Mrs C Shaw reported that she had received some good feedback about the new format of the Great Baddow Times, and in particular the articles in the current edition about the centenary of WW1.
- Cllr Mrs V Sadowsky noted the current publicity surrounding schemes for recycling crisp packets, and enquired whether the City Council had given any indication about being involved in this initiative. The Clerk replied that she had not received any information.



- Cllr K Liley informed the meeting that the Christmas lights had been turned on in Tyrells Way last Sunday.
- Cllr P Sadowsky reported that he had attended an Army and Navy Taskforce meeting where a number of proposals were still being considered, and funding had yet to be agreed.
- Cllr Mrs V Sadowsky reported that she and the Deputy Clerk had attended the Police and Fire Conference on 20th November where attention was drawn to the public survey that had been recently launched on the Fire and Rescue Plan 2019-2024. This can be completed online and all councillors were encouraged to do so.

539/18 Private and Confidential

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. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs S Young. This was agreed unanimously.

540/18 Bowling Club Lease

Cllr Mrs S Young reported that the bowling club are keen to agree a maintenance lease for the Bowling Green, and negotiations are working towards a start date of 1st April 2019. Elm Horticulture, who are currently maintaining the green, have eighteen months remaining on their contract with the Parish Council, and would wish to be relocated to other work. There was some discussion of possible alternative arrangements and the most suitable time for a lease to be started. It was suggested that Elm could undertake drainage work on the football pitches, using funds set aside for this work, which to date has not been undertaken due to staffing levels. It was agreed that the Clerk should be given permission to discuss alternative duties with Elm Horticulture, for the remainder of their contract, in order to enable the Bowling Club to be awarded a maintenance lease.

There being no other business, the meeting was closed at 9.48 pm

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