

A Meeting of the Parish Council at The Parish Hall, Great Baddow on Monday 11th May 2015

The Council met at 7.48 pm on **Monday 11th May 2015** 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, K Ronaldson, Mrs D Ronaldson, T Miller, Mrs M Miller, G Jarvis, Mrs S Young and Mrs V Sadowsky. Cllr J Fuller entered the meeting at 7.51pm.

In Attendance: The Clerk of the Council and the Assistant Clerk
Mrs V Chiswell for Item 88/15

83/15 Public Announcements

The Chairman of the Council welcomed the councillors and confirmed that Mr Tim Hatcher had not stood for re-election. The Clerk was asked to send a letter of thanks to Mr Hatcher for his work as a councillor over the past three years.

84/15 Apologies for Absence

There were no apologies for absence.

85/15 Declaration of Interests

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

86/15 Minutes of the Council Meeting – 20th April 2015

The minutes of the Council meeting held on 20th April 2015 were signed as a true statement. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs D Ronaldson.

87/15 Public Question Time

There were no members of the public present.

88/15 Co-option to fill a vacancy due to insufficient numbers standing for election

Cllr Mrs J Sosin welcomed Mrs Val Chiswell to the meeting and invited her to address the members. Mrs Chiswell left the meeting at 7.55pm and returned at 7.57pm. It was proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs D Ronaldson that Mrs Val Chiswell should be co-opted to the Council. This was unanimously agreed. Mrs Chiswell signed the Declaration of Acceptance of Office and was asked to return a completed Register of Interests within 28 days. Cllr Mrs V Chiswell agreed to become a member of the Organisation, Methods and Personnel Committee, and the Highways and Amenities Committee, and to inform the Clerk in due course if she wished to join any of the other committees.

89/15 Clerk's Report

1. Renewal of Corridor and Bar flooring

The office has not heard from the flooring contractor, but it has since been decided that an inspection of the damp area in the bar will be necessary before the flooring work is undertaken. A date will be set for

the flooring work to be carried out as soon as the inspection has taken place and any work has been completed.

2. **Bollards in the Recreation Ground/Noakes Place**

Immediately prior to the last Council meeting, an officer from Chelmsford City Council had visited the Recreation Ground to discuss the installation of the bollards, but there has been no further contact since. The Grounds Manager will be asked to chase the matter with the City Council.

3. **Health, Safety and Welfare at Work Committee**

The Clerk has drawn up an agenda for a meeting of this committee but there have been difficulties in arranging a date. It is hoped that a date can be fixed for next week.

4. **Leaking Tap in Parish Hall kitchen**

A new tap has been purchased and the handyman has installed it.

5. **Parish Hall Redecoration**

The work to re-paint the outside of the Parish Hall started today. Unfortunately, a number of areas of rotting wood have been found and work will need to be carried out to replace these sections. An indicative price has been requested from the contractor. It was proposed by Cllr A Sosin and seconded by Cllr K Liley that the Clerk and Chairman should be authorised to accept the quotation if they consider it to be satisfactory. This was agreed.

6. **Visit by Surveyor**

Cllr Mrs S Young reported that she had now arranged a meeting with a surveyor to provide guideline costs for various projects, including work to the toilets and changing rooms in the Recreation Ground, on Friday 15th May at 9.30am. Cllr Mrs S Young and the Clerk will attend the meeting but the Grounds Manager will be unavailable to attend as he is on annual leave.

90/15 **Correspondence**

No new correspondence has been received since the last meeting

91/15 **Report of the Planning Committee 27th April 2015**

The report of the Planning Committee of 27th April 2015 was presented to the Council by Cllr Mrs D Ronaldson and signed as a true statement by Cllr Mrs J Sosin. Cllr Mrs S Young proposed a vote of thanks to Cllr Mrs D Ronaldson for all her hard work during her six years as Chairman of the Planning Committee.

92/15 **Report of the Finance and General Purposes Committee 27th April 2015**

The report of the Finance and General Purposes Committee of 27th April 2015 was presented to the Council by Cllr Mrs C Shaw, proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.

Cllr Mrs C Shaw enquired whether the shields required to complete the Centenary Award Board had been engraved and the Clerk replied that the work had been carried out and the shields had been placed on the Board.

Cllr Mrs C Shaw enquired whether the electrical work had been completed at the Recreation Ground, and the Clerk replied that she would contact the Grounds Manager to enquire whether the fans had now been cleaned.

93/15 End of Year Accounts, Annual Return and Internal Auditor's Report

1. The Clerk had previously circulated the End of Year Accounts for 2014/2015 and the Supporting Statement, and these were agreed. Proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.
2. The Annual Return for the financial year 2014/2015 had been circulated prior to the meeting. It was noted that there were no variances. It was proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin that the End of Year Accounts and Annual Return should be accepted, and this was agreed. Cllr Mrs J Sosin signed the Annual Return.
3. The Internal Auditor's report had been circulated prior to the meeting. The correction made, to take account of the rounding of the LCTS Grant figure by Chelmsford City Council, was noted. The Internal Auditor's Report was accepted and agreed. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw.

Cllr Mrs J Sosin thanked the office staff for their work on recording and preparing the financial information over the past year.

94/15 Complaints and Compliments Procedure and Policy

It was agreed to defer consideration of the Policy to the next meeting, to enable some minor amendments made at the Finance and General Purposes Committee on 27th April to be added, and the draft to be re-circulated.

95/15 Great Baddow Times Distribution

Cllr A Sosin outlined the problems that had occurred with the last delivery of the Great Baddow Times and proposed that it had been unsatisfactory, and a different distributor should be found for the next edition. The details of two distributors were passed to the Clerk who will draw up a specification and request quotations. The Clerk reported that the office had already received one quotation but the timescale for delivery was too long. It was agreed that an alternative distributor should be found for the next edition to enable a comparison and evaluation to be undertaken.

96/15 Matters for Information

- Cllr K Ronaldson informed the meeting that he had been unable to receive emails for a few days due to problems with his computer, but this had now been resolved.
- Cllr A Sosin reminded all staff and councillors that his contact email at the City Council should now be deleted.
- Cllr A Sosin proposed that a forward plan be introduced and monitored for all council areas, and requested a meeting with the Clerk to discuss financial forecasts and income streams. The Clerk confirmed that the new Local Council Award Scheme does require forward plans and forecasts to be in place, and for evidence to be shown that they are regularly reviewed.
- Cllr T Miller reminded all staff and councillors that the contact email at the City Council for both himself and Chris Rycroft should now be deleted.
- Cllr Mrs M Miller reported that junction repair works at Rothmans Avenue/Dorset Avenue had now been carried out to one half of the road surface. Cllr Mrs S Young confirmed that there is still a pothole on the other side.
- Cllr Mrs S Young enquired when work is due to finish on the ponds in Noakes Place. The Clerk replied that the contractors were hoping to remove the earthmover today and to finish the fencing by the end of the week. It is hoped that the area will be clear for the Great Baddow Races

taking place this coming weekend. Cllr Mrs S Young also enquired about the notices concerning the purchase of duck food, due to be provided by the City Council.

97/15 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 C Shaw.

98/15 Bell Centre

1. It was agreed that the recommendation from the Bell Centre Working Group, to accept the feasibility study and to proceed to the pre-application advice meeting with Chelmsford City Council, should be accepted. Proposed by Cllr K Ronaldson and seconded by Cllr Mrs V Sadowsky.
2. There was some discussion of the consultation that would be required prior to any application for Borrowing Approval. The Clerk was asked to clarify whether publication of the consultation in the Great Baddow Times and on the Parish Council's website would be sufficient to meet the requirement. It was agreed that it would not be possible to make any application until an indicative cost had been obtained, and Cllr A Sosin also reminded the meeting that possible capping of Parish Council precepts should also be investigated.
Cllr A Sosin queried the availability of a partner, such as the YMCA, to work alongside the Parish Council on this project, as this may improve the accessibility of grant funding.
It was agreed that matters relating to the Bell Centre, apart from the lease negotiations, would no longer be regarded as confidential.
3. It was agreed that the Clerk should arrange a meeting with the Parish Council's solicitor to discuss a number of matters that had been raised by the Working Group.

99/15 Land for Expansion

The Clerk reported that two days after the last Council meeting held on 20th April, the agents acting for the sale of the land had notified the office that an offer had been received and a response would be required within two days. The Clerk had liaised with the Chairman and Vice Chairman and it was agreed that no action could be taken within such a tight timescale.

There being no other business, the meeting was closed at 9.20 pm.

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