

**A Meeting of the Parish Council at The Parish Hall, Great
Baddow on Monday 13th November 2017**

The Council met at 7.30 pm on **Monday 13th November 2017** in The Parish Hall, Great Baddow. Councillor Mrs J Sosin chaired the meeting.

Present: Councillors Mrs J Sosin, A Sosin, Mrs C Shaw, T Miller, Mrs M Miller, K Liley, Mrs V Chiswell, G Jarvis, Mrs V Sadowsky and Mrs S Young.

In Attendance: The Clerk of the Council and the Deputy Clerk of the Council

462/17 Public Announcements

Cllr Mrs J Sosin proposed that an item should be added to the agenda, as Item 8A, to receive and agree the minutes of the Highways and Amenities Committee. This was agreed.

463/17 Apologies for Absence

Apologies for absence were received from Cllrs Mrs D Ronaldson, K Ronaldson and J Fuller.

464/17 Declaration of Interests

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

465/17 Minutes of the Council Meeting – 9th October 2017

The minutes of the Council meeting held on 9th October 2017 were signed as a true statement. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw, with the following amendment: the words 'the recommendation that' should be inserted in Item 403/17, first line, between the words 'proposed that' and 'the tender'. This was agreed unanimously.

466/17 Public Question Time

There were no members of the public present.

467/17 Clerk's Report

1. Information Board – St Mary's Church

The Clerk still needs to send the amended wording to Chelmsford City Council.

2. Speeding in Church Street

Further information has been received from the Police Casualty Reduction officer, stating that speed checks in Church Street have shown that speeds are slightly higher than they would like at 30mph and 29.7mph. Therefore, an assessment is to be done between West Hanningfield Road and Smithers Drive to see if it is suitable for Trucam enforcement. The Clerk will update the correspondent who made the approach about this matter.

3. Defibrillator

The Clerk has spoken to Clem Dobson Associates about permission for a defibrillator to be installed in the Vineyards. They are currently not in favour of the defibrillator being installed on the wall of Boots but would like further information about insurance, misuse, repair etc. before making a final decision. The Clerk has contacted Jenny at Essex Heartbeat to request this information. Cllr Mrs C Shaw confirmed that it is necessary to call 999 in order to obtain a code to open the cabinet containing the defibrillator, and this is designed to reduce misuse and vandalism.



The Clerk has also spoken to the Clerk at Galleywood Parish Council, who has supplied information about their defibrillators. Galleywood Parish Council have purchased five machines, two of which are maintained by the Parish Council and three have been gifted to other organisations. Further enquiries will be made with Galleywood Parish Council about the cost of insurance.

4. Parish Hall Accident

The Clerk has been contacted by the insurance company's loss adjuster. The property next door is now wanting the work to take place in the New Year but it has been made clear that the Parish Council cannot wait that long for the work to be carried out. The office is awaiting contact from the contractors to make arrangements for the start of the work.

5. Essex Playing Fields Association AGM

Further to the enquiry made by Cllr Mrs C Shaw at the last meeting, it can be confirmed that an invitation to the AGM was received on 10th October 2017, despite the letter being dated 20th September 2017.

6. Emergency Plan

The Clerk confirms that the Emergency Plan folder must be kept in a locked place, due to the personal nature of some of the information contained in it. The key holders will be made aware of where the key to the cupboard can be found. Cllr Mrs C Shaw informed the meeting that she is still awaiting an updated list of rest centres.

7. AWSC Resurfacing

Cllr Mrs S Young requested an update on the installation of the new AWSC surface. The Clerk replied that a meeting had been held with the contractors, and a subsequent email had been sent, confirming the Parish Council's desire to complete the work before Christmas, and requesting a quotation for the installation of a double gate to allow access to the court for maintenance machinery. A reply has not yet been received.

468/17 Correspondence

No correspondence has been received.

469/17 Reports of the Planning Committee 16th October and 6th November 2017

The reports of the Planning Committee of 16th October and 6th November 2017 were presented to the Council by Cllr A Sosin and signed as a true statement by Cllr Mrs J Sosin, with the following amendments to the minutes of 6th November 2017: Item 448/17, third paragraph, first line, the name 'Cllr K Ronalson' to be deleted and replaced by 'Cllr K Ronaldson'. This was agreed unanimously.

470/17 Report of the Highways and Amenities Committee 16th October 2017

The report of the Highways and Amenities Committee of 16th October 2017 was presented to the Council by Cllr K Liley, proposed by Cllr K Liley and seconded by Cllr A Sosin, with the following amendments to Item 422/17, No.2, second paragraph, third line, the word 'Pelican' to be deleted. This was agreed unanimously.

471/17 Report of the Organisation, Methods & Personnel Committee 23rd October 2017

The report of the Organisation, Methods & Personnel Committee of 23rd October 2017 was presented to the Council by Cllr Mrs S Young, proposed

by Cllr Mrs S Young and seconded by Cllr Mrs V Chiswell. This was agreed unanimously.

472/17 Report of the Finance and General Purposes Committee 6th November 2017

The report of the Finance and General Purposes Committee of 6th November 2017 was presented to the Council by Cllr Mrs C Shaw, proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin, with the following amendments: Item 454/17, sixth bullet point, final line, the word 'affect' to be deleted and replaced by 'effect'; Item 461/17, fifth bullet point, second line, the word 'attend' to be deleted and replaced by 'attended'. This was agreed unanimously.

Cllr A Sosin noted that four cheques had been signed tonight, which were in addition to the monthly presentation of cheques for signature at the Finance and General Purposes Committee meeting, and that these would not be recorded on the list of payments over £500. The Clerk agreed to consider how this could be achieved and initially suggested that they could be entered on the amended expenditure list.

473/17 Commemorative Beacons

There was some discussion of the installation of a beacon, or other tribute, to mark the centenary of the end of World War One, and the following suggestions were made:

1. Cllr K Liley proposed that the Parish Council should consider the installation of a permanent war memorial in the village, which would be in addition to the existing memorial in St Mary's Church. The Clerk confirmed that S137 monies could be used for a project of this nature, and that other grants may also be available. This will be investigated. Cllr Mrs V Chiswell spoke about the war memorial in Galleywood, and also suggested that a new memorial should commemorate those who served and survived. Cllr K Liley suggested that a possible site for the memorial could be the grass verge opposite the White Horse PH, where the village sign is currently situated, or on the grass in front of the new Weston Homes development.
2. Cllr Mrs J Sosin proposed that a memorial, in the form of a piece of art or sculpture, could be placed in the sensory garden and a competition could be organised to receive suggestions for the installation.
3. Cllr Mrs V Chiswell proposed that a fountain could be installed in the large pond in Noakes Place, as this would also provide aeration for the water in the ponds.

The Clerk provided further background information about beacons, and confirmed that they are permanent structures, brought into use on various commemorative occasions. The meeting agreed that it was not in favour of installing a beacon as there was no suitable location in Great Baddow of sufficient height for the beacon to be seen, and with sufficient security for it to be safe when not in use.

474/17 Police, Fire and Crime Commissioner for Essex

Cllr Mrs C Shaw reported that she had viewed the consultation document, which was aimed at individual responses and could not be completed by an organisation giving a collective view. Cllr Mrs C Shaw read out a proposed response to the paper and this was discussed. It was proposed by Cllr A Sosin and seconded by Cllr K Liley that the draft should be sent as the

response of the Parish Council. A vote was taken with four in favour, 5 against and 1 abstention, which means that the draft will not be sent.

475/17 Great Baddow Times

Cllr Mrs J Sosin reported that a representative from Community Ad had attended the Finance and General Purposes Committee on 6th November 2017 to provide information about the services that can be offered for the production and distribution of the Great Baddow Times. The Clerk circulated further background information that had been requested, about Community Ad. There would be no cost to the Parish Council for the production and distribution, as the costs are met from the advertising in the magazine. The recently appointed editor of the magazine would remain in post to co-ordinate the copy for each issue.

Cllr Mrs S Young left the meeting at 8.39pm and returned at 8.42pm

The Clerk reported that she had spoken to the Clerk at Galleywood Parish Council, who have been using Community Ad for some time for their magazine, and had received a very complimentary report of the service they have received.

Cllr T Miller left the meeting at 8.43pm and returned at 8.46pm

Cllr K Liley noted that the Galleywood magazine includes information from some local churches, and it was agreed that this could be included in the revised Great Baddow magazine.

The Clerk confirmed that the budget headings for both expenditure on the magazine and income from the advertisers, could be deleted from the budget. Cllr A Sosin said that it would be preferable for the budget headings to remain in the budget.

It was agreed that the recommendation of the Finance and General Purposes Committee should be accepted, and that Community Ad should be asked to produce and deliver the Great Baddow Times from the next edition, scheduled for March 2018. Proposed by Cllr Mrs S Young, seconded by Cllr Mrs C Shaw and agreed unanimously. It was noted that there was a 10 week lead time for the first issue, and the Clerk will contact Community Ad to inform them of the decision.

476/17 Matters for Information

- Cllr Mrs J Sosin reported that she and Cllr Mrs C Shaw had attended a brownie pack meeting earlier today and had answered questions about the work of the Parish Council, as part of their Parliament Week.
- Cllr Mrs C Shaw enquired whether an update had been received from Chelmsford City Council with regard to community safety. The Clerk replied that no further information had been received and this will be chased.
- Cllr Mrs C Shaw reported that a copy of the Great Baddow Times had not yet been delivered to her address.
- Cllr Mrs C Shaw offered to upload Parish Council agendas to the website during the period of staff shortages in the office.
- Cllr Mrs V Sadowsky informed the meeting of a consultation document on the Mid Essex Clinical Commissioning Group website concerning the use of three mid Essex hospitals, including Braintree Community Hospital, for

elective day surgery. Cllr Mrs V Sadowsky agreed to email the link to all councillors.

- Cllr K Liley had received a complaint that the footway in Spalding Way is breaking up and is in very bad condition. Cllr K Liley will obtain some photographs from the complainant.
- Cllr K Liley reported that he had attended the Remembrance Day service in St Mary's Church and had laid a wreath on behalf of the Parish Council. He gave thanks to Cllrs G Jarvis and J Fuller for their support on the day. The Chairman thanked Cllr K Liley for attending on behalf of the Council.
- Cllr Mrs V Chiswell queried the round of the Parish Council's litter picker whilst his colleague remains on sick leave and enquired whether a revised route, that encompasses parts of both rounds, should be considered. The Clerk was also asked if the matter of the litter picker seen on the road towards the Park & Ride had been followed up. The Clerk said that it had not and that she would chase the matter.
- Cllr A Sosin informed the meeting that he had contacted the Clerk regarding the registration of councillors as data controllers and had been advised that this was only necessary in principal councils. Cllr A Sosin thanked the Clerk for looking into this matter.
- Cllr A Sosin reported that he had circulated a list of the current Highways schemes.

477/17 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.

478/17 Bowling Club Lease

The Clerk, Grounds Supervisor and sports contractors met the bowling club on 2nd November 2017 to discuss maintenance of the bowling green. It was also confirmed that negotiations for the lease should proceed in the same terms as the existing lease and any discussions about changing the responsibility for maintenance of the Green will take place in the future, and will not be part of the current lease.

479/17 Bell Centre Lease

The Clerk is in contact with Lambert Smith Hampton about a date for a meeting to discuss the lease.

480/17 Staffing

The Clerk reported that the advertisement for the Administrative Officer has now been placed on the Government's job website, and this is in addition to the original postings on the Parish Council's noticeboards and website, and with the EALC.

The job profile and advertisement for the Grounds Maintenance operative is currently being re-drafted and will then be sent to Cllr Mrs S Young and other councilors for agreement prior to advertising.

There being no other business, the meeting was closed at 9.17 pm

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