

A Meeting of the Parish Council at The Parish Hall, Great Baddow on Monday 14th March 2016

The Council met at 7.30 pm on **Monday 14th March 2016** in The Parish Hall, Great Baddow. Councillor Mrs J Sosin chaired the meeting.

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

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

762/15 Public Announcements

Cllr Mrs J Sosin asked the meeting to observe a one minute silence in memory of the Grounds Manager, Peter Jeffrey, who was a valued member of the grounds staff and who passed away on 5th March 2016.

763/15 Apologies for Absence

Apologies for absence were received from Cllrs Mrs C Shaw and J Fuller.

764/15 Declaration of Interests

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

765/15 Minutes of the Council Meeting – 8th February 2016

The minutes of the Council meeting held on 8th February 2016 were signed as a true statement. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs S Young.

766/15 Public Question Time

There were no members of the public present.

767/15 Clerk's Report

1. Burgess Committee

The person appointed as an Honorary Burgess, Mr Howard Parris, has contacted the Clerk and has thanked the Council for the award. He will be attending the Community Celebration and has requested a painting, which is being organised. Cllr K Ronaldson explained that the award was being made in recognition off Mr Parris's work over 15 years for Farleigh Hospice, where he had raised a significant funds as a volunteer foreign coin collector.

2. Noakes Place Ponds

The cost of replacing the lifebelt and associated housing at the side of the pond will be in the region of £250.00 plus fitting. An email has been sent to Chelmsford City Council, as the damage occurred at a time when contractors were working in Noakes Place, and a reply is awaited.

3. Parish Hall

A new light has been installed on the front steps of the Parish Hall, which has made the use of the steps much safer. The light has also increased the hall's security as it is on from dusk to dawn. The new electrical contractor has also suggested that consideration should be given to installing a similar light on the access ramp and to increasing the size of the lamps above the external front doors. The painting of the front steps will also be undertaken as soon as is practicable.

4. Sutherland Lodge

A reply has been received from Sir Simon Burns MP about a meeting he attended with the Minister of State for Community and Social Care and NHS England on 8th February 2016. He was also accompanied by representatives from Sutherland Lodge. The meeting was helpful and the Minister will be looking into the matter further prior to another meeting scheduled for this week. The Parish Council will be kept up to date with any developments.

768/15Correspondence

1. Essex County Council – Consultation on Planning Application ESS/08/16/CHL at Sandon Quarry, Southend Road, Sandon, CM2 7TE. It was agreed that there were no comments to be made on this application which represented a move to a new section of the quarry.
2. Thomsons – copy of letter sent to Chelmsford City Council regarding the demolition of Marrable House. The Clerk informed the meeting that the City Council Planning Department has advised Thomsons to contact the Health and Safety Executive, as this matter falls within their remit. The Clerk will reply to Thomsons, thanking them for the copy letter and confirming that the Parish Council does share their concerns regarding safety on the site. An email will also be sent to the HSE on this matter. The Clerk has tried to contact the contractors working on the site but is awaiting a reply to the call.

769/15Reports of the Planning Committee 15th February and 7th March 2016

The reports of the Planning Committee of 15th February and 7th March 2016 were presented to the Council by Cllr A Sosin and signed as a true statement by Cllr Mrs J Sosin.

770/15Report of the Highways and Amenities Committee 15th February 2016

The report of the Highways and Amenities Committee of 15th February 2016 was presented to the Council by Cllr K Liley, proposed by Cllr K Liley and seconded by Cllr A Sosin.

Cllr A Sosin reiterated the information received at the Finance and General Purposes Committee where the Clerk had reported that the Parish Council would need to pay not only for the purchase and installation of any new dog waste bins but also for collection from the bins.

771/15Report of the Bell Centre Sub Committee and Parish Hall Committee 22nd February 2016

The reports of the Bell Centre Sub Committee and Parish Hall Committee of 22nd February 2016 were presented to the Council by Cllr Mrs V Sadowsky, proposed by Cllr Mrs V Sadowsky and seconded by Cllr Mrs M Miller.

Cllr Mrs D Ronaldson enquired whether any further information had been obtained about the constituents of the roof area. The Clerk replied that she had emailed Hurley Porte and Duell but had not yet received a reply. It was agreed that the Clerk should also contact the Parish Council's Health and Safety Adviser at Wirehouse.

772/15Report of the Finance and General Purposes Committee 7th March 2016

The report of the Finance and General Purposes Committee of 7th March 2016 was presented to the Council by Cllr A Sosin, proposed by Cllr A Sosin and seconded by Cllr Mrs S Young.

773/15 Business Continuity and Risk Management Working Group

Cllr Mrs J Sosin outlined the report of the Working Group and the recommendations from the Finance and General Purposes Committee.

1. **Business Risk Assessments, Risk Register and Action Plan** – it had been proposed that Risk 17, concerning succession planning, should be the subject of further discussion and this was agreed. It was also recommended that all committees should consider the relevant sections of the risk register during budgeting discussions. Recommended that the Risk Register and Action Plan is accepted.

2. **Internal Controls Report** – Recommended that the report be accepted.

3. **Effectiveness of Internal Audit** – Recommended that the report be accepted.

4. **Appointment of Internal Auditor** - It was agreed to review the appointment of an internal auditor for 2016/2017 as the current auditor has been reappointed for a number of years. This matter will be placed on an agenda later in the year when alternatives have been considered.

It was agreed that the above recommendations of the Finance and General Purposes Committee should be accepted. Proposed by Cllr Mrs S Young and seconded by Cllr K Ronaldson.

774/15 Community Celebration

A report prepared by the Administrative Assistant had been circulated prior to the meeting. There was some discussion of the budgeting for the 2016 celebration and the costs associated with varying levels of attendance. It was agreed that the number of guests should be set at 85, as this would enable the costs to be kept within the allocated budget. Proposed by Cllr A Sosin and seconded by Cllr Mrs D Ronaldson.

775/15 Media Policy

It was agreed to accept the recommendation from the Finance and General Purposes Committee, and to adopt the Media Policy. Proposed by Cllr A Sosin and seconded by Cllr Mrs V Sadowsky.

776/15 Essex County Fire and Rescue Service

The Clerk informed the meeting that no formal notice of the consultation had yet been received. It was agreed that Cllr Mrs C Shaw should be asked to provide draft comments for consideration at the next Council meeting, which will take place before the closing date for the receipt of comments.

777/15 London Southend Airport

It was agreed that there were no comments to be made on this consultation and the Clerk will reply accordingly.

778/15 Essex County Council Children's Centre Consultation

Cllr Mrs V Sadowsky outlined the proposals to reduce the number of Children's Centres by amalgamation, which would result in a reduction in the number of hours and the move to a library based facility. Cllr Mrs V Sadowsky will draft a reply to the consultation and email this to all councillors for comments prior to submission by the Clerk.

779/15 Bell Centre Rebuilding/Refurbishment

The Clerk informed the meeting that she had contacted Hurley Porte and Duell to request a quotation for the alternative options discussed by the Bell Centre Working Group. This had been done by letter on 17th February 2016 but a reply had not yet been received. This matter will be chased.

780/15 Matters for Information

- Cllr Mrs V Chiswell reported that parking on the double yellow lines in The Causeway was obscuring visibility for cars leaving the Vineyards car park, and creating a dangerous junction for both cars and pedestrians. This will be reported to Parking Enforcement at South East Essex Parking Partnership.
- Cllr K Liley reported that he had attended the Passenger Transport meeting on 22nd February 2016. The meeting had discussed amendments to a number of bus routes, and he had raised the problems of the No.30 bus having been rerouted along the Baddow bypass. It was explained that this change was due to timetabling problems resulting from congestion in Baddow Road, and it would not be possible to revert to the original route until this had been resolved. Cllr Mrs V Sadowsky expressed concern that similar changes could be made to the No. 36 route that currently serves Baddow Road. Cllr A Sosin had raised the matter of audible signage and Cllr K Liley replied that there were no plans to progress this at the moment. Priority is being given to the provision of real time information, and an app providing this information is being actively promoted.
- Cllr A Sosin enquired whether any information was available about a cycleway underneath the new Chelmer bridge. The Clerk had not received any information and will contact Cllr Mrs J Chandler for an update.
- Cllr Mrs M Miller noted the increase in parking restriction notices at the entrance to the Vineyards car park, which are reinforcing the two hour limit that is currently in force. Cllr K Liley informed the meeting that there are now parking restriction notices in place at the Meadgate car park which it is hoped will reduce the amount of long term parking.
- The Clerk informed the meeting that she will be on annual leave from Thursday 17th March until Tuesday 29th March 2016, with the exception of Tuesday 22nd March 2016 where appointments are in place.

781/15 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 V Chiswell.

782/15 Bowling Club Lease

The Clerk reported that she had attended a meeting with Cllrs Mrs S Young and K Ronaldson to discuss the comments received from the Parish Council's solicitor, and a response will be sent. Cllr Mrs V Chiswell noted that there is one public rink on the bowling green which is not being promoted and it was agreed that the availability of this rink should be clarified.

783/15 Bell Centre Lease

The Clerk reported that she had sent an email to the Parish Council's solicitor on 17th February 2016 about how the Council wishes to progress the lease. An enquiry from Lambert Smith Hampton had been received on the same matter on 11th March 2016, which was forwarded to the solicitor.

The Clerk spoke to the solicitor on 14th March 2016 and requested progress to be made as outlined in the e.mail of 17th February 2016. The outcome of this action is awaited.

784/15 Staffing

The Clerk reported on the current staffing situation and confirmed that there are currently two positions vacant in the grounds team, with a third due in early May. A proposal for the provision of interim help from a consultant has been requested, and this will be considered at a meeting of the Chairman and Deputy Chairman of the Grounds Committee on 22nd March 2016. This will be a short term temporary arrangement to ensure that the grounds are maintained whilst the full Grounds review is undertaken. The Clerk is currently compiling a report to form part of the review process, and this will be circulated to Cllrs Mrs S Young, K Ronaldson and A Sosin.

The Clerk reported that one application had been received for the position of cleaner/caretaker, and two for the position of litter picker. It was agreed that these would be progressed after Easter.

Cllr Mrs S Young informed the meeting that she had spoken to John Scott, who will be retiring on 6th May 2016, and had been told that he did not wish to attend a retirement party. The Deputy Clerk reported that she had spoken to Don Hood, who will be retiring on 25th March 2016 and he had expressed the same wish. Cllr Mrs S Young will make alternative arrangements.

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

SignedChairman.....Date