

A Meeting of the Parish Council at The Parish Hall, Great Baddow on Monday 15th June 2015

The Council met at 7.30 pm on **Monday 15th June 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, Mrs V Chiswell and Mrs V Sadowsky. Cllr J Fuller entered the meeting at 7.34pm

In Attendance: The Clerk of the Council and the Assistant Clerk
Chelmsford City Councillor, Bob Villa
Chelmsford City Councillor, Stephanie Scott
Chelmsford City Councillor, Liz Ahmed

131/15 Public Announcements

Cllr Mrs J Sosin read out a statement with regard to the recording and use of social media of council meetings.

Cllr J Fuller entered the meeting at 7.34pm.

132/15 Apologies for Absence

There were no apologies for absence.

133/15 Declaration of Interests

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

134/15 Minutes of the Annual General Meeting and Council Meeting – 11th May 2015

1. The minutes of the Annual General Meeting held on 11th May 2015 were signed as a true statement. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs S Young.
2. The minutes of the Council meeting held on 11th May 2015 were signed as a true statement. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs D Ronaldson.

135/15 Public Question Time

There were no public questions.

Cllr A Sosin enquired whether the City Councillors had received a delivery of the Great Baddow Times. One councillor, residing in Great Baddow, confirmed that it had been delivered, and it was agreed that the Clerk would send copies to the city councilors who live outside Great Baddow. Cllr A Sosin enquired whether any of the city councillors are members of the City Council's Planning Committee, and was informed that two members are members of that committee.

136/15 Clerk's Report

1. Renewal of Corridor and Bar flooring

The inspection of the damp area in the bar was carried out and it would appear that the work required will not be as extensive as originally thought. A date has been arranged for the foyer/corridor/bar/office flooring

work to take place, and this will be between 15th August and 24th August 2015. There will be times when the flooring cannot be walked on and so the hirers for the week have been re-arranged to the Bell Centre or cancelled. It will also mean that the office will have to be closed and the cleaner and handyman will not be able to work. It is not known yet when these dates will be but the Council will be kept informed and notices put up for the public.

Cllr Mrs C Shaw will reply to Mr A Buckroyd, who had previously queried the musty smell in the Parish Hall foyer, to inform him that work is to be carried out which should improve the situation. The Clerk informed the meeting that it is proving difficult to find a builder prepared to carry out the work and Cllr Mrs D Ronaldson agreed to provide contact details of a local builder.

2. Bollards in the Recreation Ground/Noakes Place

The bollards in the Recreation Ground/Noakes Place have now been installed by Chelmsford City Council. Comments have been raised about installing fluorescent reflectors on the bollards. The Clerk has spoken to the City Council and has been advised not to install reflectors as they are often stolen and are very costly to replace. The advice from the City Council is that a white or fluorescent stripe is painted around the bollard, a few inches from the top. Cllr A Sosin enquired whether the grounds staff could undertake this task and the Clerk replied that they would be asked to do so. Cllr Mrs S Young reported that one of the new drop bollards was missing. The Clerk replied that this had been vandalised two weeks ago and the City Council would be securing an additional bracket before replacing it.

3. Health, Safety and Welfare at Work Committee

The first meeting of the committee took place this morning and the matters discussed there will be reported to the next Council meeting. The calendar of future meetings will be set so that they coincide better with council meetings.

4. Parish Hall Redecoration

The work to re-paint the outside of the Parish Hall has been completed. Additional work had to be carried out to repair rotten woodwork. Also, two of the kick plates on the hall fire doors were replaced and work was required to cover some asbestos found at the front of the building.

5. Visit by Surveyor

Cllr Mrs S Young and the Clerk met with Laurie Morley on 15th May 2015. Information has been sent to the Clerk and a meeting has been arranged for later this week to discuss this and to draw up a report to go to the Grounds committee on 29th June 2015.

6. Noakes Place Ponds

The work was finished on the ponds in the week before the Great Baddow Races. Further landscaping work and grass cutting has been carried out by the City Council and some seeding will be done later in the year. The City Council is also sweeping the car park at Buckleys and clearing the drains there and this will take place on 16th June 2015. A matter has been raised regarding the algae in the ponds and the Clerk has contacted Chelmsford City Council. There is to be a meeting of their Parks and Green Spaces Department later in the week and the matter will be raised there.

7. Bell Centre

The cheque to cover the charge made by the Planning Authority has been sent to Hurley Porte & Duell and a date for a meeting with a planning officer is awaited.

8. Accident at the Parish Hall

On 3rd June 2015, a gentleman fell over in the corridor at the Parish Hall. Mrs Dixon must be highly commended for her very prompt and appropriate action. She administered first aid and stayed with the injured person from the moment we became aware of the incident to when he was taken to hospital. The Council gave a vote of thanks to Mrs Dixon and the Clerk agreed to enquire about the gentleman's health with the class tutor.

137/15 Correspondence

1. Jeffrey Turner – email regarding traffic calming measures in Church Street, and the problems associated with vehicles ignoring the rules of the road restriction and speeding through it. It was agreed that the Clerk should reply to Mr Turner informing him of the speeding problem that had existed in Church Street, which led to the installation of the traffic calming measure. For this reason the Parish Council would not be able to support any request for its removal, but will advise Mr Turner that comments can be made to the Essex County Council Highways Department.
2. Army Engagement Group – Invitation to reception and presentation. Cllrs K Liley and G Jarvis agreed to attend the presentation.
3. Essex County Council – Invitation to an engagement event on 19th June 2015 as part of the Replacement Waste Local Plan. Cllrs A Sosin and T Miller will attend the event.

138/15 Reports of the Planning Committee 18th May and 8th June 2015

The reports of the Planning Committee of 18th May and 8th June 2015 were presented to the Council by Cllr A Sosin and signed as a true statement by Cllr Mrs J Sosin, with the following amendment to the minutes of 8th June 2015, item 05.10, the words 'London Plan' to be deleted and replaced by 'London Plane'.

139/15 Report of the Finance and General Purposes Committee 8th June 2015

The report of the Finance and General Purposes Committee of 8th June 2015 was presented to the Council by Cllr Mrs C Shaw, proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.

Cllr A Sosin raised the matter of security for the new IT equipment proposed for the Grounds office. It was agreed that the Clerk should obtain quotations for securing the monitor to the wall, and for installing a cage to house the computer hardware.

140/15 WI Banner

Cllr Mrs J Sosin outlined the history of the banner, belonging to the Great Baddow WI, which the group would now like to display in the Parish Hall. Due to the age and fragility of the banner, a specialist display case would be required, and Cllr Mrs J Sosin will obtain further information about a Perspex display case that is being used to display a similar banner elsewhere. The Clerk reminded the meeting that she had already provided some information on preservation, obtained from a professional body, indicating that display of such a fragile item would not be recommended. It was agreed that before any decision could be made to proceed with the display of the banner, the WI should be asked to sign a form to accept the risk of their action. Cllr Mrs J Sosin has been in contact with the WI and indicated that they are aware of the risks associated with the display of such a fragile item, but would prefer the work to be seen rather than stored in an

archive. Cllr Mrs V Chiswell noted that this is the 100th anniversary year of the WI Federation and it would be appropriate to proceed at this time. It was agreed to contact the Federation for advice on this matter, as the problem may have arisen with regard to the storage of other WI materials. Cllr K Ronaldson proposed that a large photograph of the banner could be put on permanent display, and the item itself brought out for special occasions. Cllr Mrs S Young proposed that before any action is taken, a photograph of the banner in its current condition should be taken for historical purposes. Cllr Mrs J Sosin said that the WI will be looking for grant money to purchase a display case.

141/15 Committee Positions

It was proposed by Cllr A Sosin and seconded by Cllr K Liley that the following additional committee appointments, and changes, should be made:

Cllr Mrs V Chiswell to join the Parish Hall Committee/Bell Centre Sub Committee

Cllr Mrs S Young to step down as a councillor representative on the Centenary Award Committee

Cllr Mrs V Chiswell to remain on the Centenary Award Committee as a councillor representative.

Cllr K Liley to join the Grounds Committee/Allotments Sub Committee

The changes were agreed.

It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs D Ronaldson that the following non councillor appointments should be made:

Mr Glenn Finch and Mrs Sally Lowe to join the Centenary Award Committee

Mrs Janet Emery to join the Burgess Award Committee.

This was agreed.

142/15 Complaints and Compliments Procedure and Policy

It was agreed to accept the recommendation from the Finance and General Purposes Committee and to adopt the Complaints and Compliments Procedure and Policy. Proposed by Cllr Mrs J Sosin and seconded by Cllr K Ronaldson. The Clerk will send a copy to all councillors and Cllr Mrs S Young proposed that a copy should also be placed on the website. Cllr Mrs V Sadowsky enquired about the availability of all council policies and the Clerk replied that they were in the process of being collated and arranged for annual review. Cllr Mrs V Chiswell noted that the policy did not contain a procedure for recording compliments and it was agreed that this would be considered at the time of the next policy review.

143/15 Great Baddow Times Distribution

The Clerk reported that delivery of the magazine had been scheduled for last Saturday, 13th June 2015, but to date no update had been received on the success of the delivery. Cllr A Sosin queried whether it had been possible to deliver to the Vineyards or the sheltered housing accommodation, and the Clerk replied that she had not yet been informed whether there were any areas that could not be accessed. Cllr Mrs V Sadowsky reported that she had not yet received a copy and Cllr Mrs V Chiswell reported that she had received her copy today. Cllr A Sosin will collate information on the delivery.

144/15Essex County Council – Minerals and Waste Planning Statement of Community Involvement

It was agreed that there were no comments to be made at this stage.

145/15Matters for Information

- Cllr Mrs D Ronaldson reported that two kerbstones had been dislodged at the junction of Gilmore Way and Baddow Hall Crescent. This will be reported.
- Cllr K Ronaldson reported that he had received a verbal compliment on the upkeep of the Recreation Ground/Noakes Place, and on the condition of the bowling green.
- Cllr K Liley reported that he had been approached by an allotment tenant at Vicarage Lane who had offered to become the new allotment representative for that site. The Clerk will await email confirmation from the tenant, and the matter will be placed on the agenda for the next meeting of the Allotments Sub Committee on 29th June 2015.
- Cllr Mrs V Chiswell informed the meeting that she had been approached by a previous winner of the Burgess Award with regard to the commemoration of the Award. The Clerk confirmed that at that time the Parish Council issued a certificate to the Honorary Burgess, but did not provide any additional gift or scroll. As the recipient has now indicated that there has been some disintegration of the original certificate, it was agreed that the Clerk should arrange a replacement.
- Cllr J Fuller informed the meeting that a church maintenance day had taken place where some clearance work had been undertaken in the vicinity of the Old Burial Ground and a second day was planned for next week.
- Cllr J Fuller reported a missing bollard at the end of the Bringey footpath, close to the school gate. The Clerk confirmed that this has already been reported.

146/15Private 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.

147/15Bell Centre Lease

The Clerk reported that members of the Bell Centre Working Group, along with the Clerk, will be meeting the Parish Council's solicitor on Wednesday 17th June 2015 to discuss matters relating to the lease. The Clerk was asked to check where the meeting is to be held.

148/15Revised Job Profile Consultation

It was proposed by Cllr Mrs J Sosin that consideration of the revised job profiles should be referred to a meeting of the Organisation Methods and Personnel Committee. This was agreed and a meeting of the committee will be held on Tuesday 23rd June 2015.

There being no other business, the meeting was closed at 8.50 pm.

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