

**A Meeting of the Parish Council incorporating the Finance and  
General Purposes Committee at The Parish Hall, Great Baddow  
on Monday 1st August 2016**

The Council met at 7.30 pm on **Monday 1<sup>st</sup> August 2016** in The Parish Hall, Great Baddow. Councillor Mrs J Sosin chaired the meeting.

Present: Councillors Mrs J Sosin, A Sosin, Mrs C Shaw, K Ronaldson, Mrs D Ronaldson, T Miller, Mrs M Miller, Mrs V Sadowsky and K Liley.

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

**255/16 Public Announcements**

There were no public announcements.

**256/16 Apologies for Absence**

Apologies for absence were received from Cllrs Mrs S Young, G Jarvis, J Fuller and Mrs V Chiswell

**257/16 Declaration of Interests**

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

**258/16 Minutes of the Council Meeting – 11<sup>th</sup> July 2016**

The minutes of the Council meeting held on 11<sup>th</sup> July 2016 were signed as a true statement. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw with the following amendments:

Item 221/16, No. 6, seventh line, the words 'Gay Bowers in Galleywood Road' to be deleted and replaced by 'Gay Bowers in Deadman's Lane';  
Item 235/16, third paragraph, final line, the word 'bench' to be deleted and replaced by 'bed'.

**259/16 Public Question Time**

There were no members of the public present.

**260/16 Clerk's Report**

**1. Noakes Place Ponds**

Chelmsford City Council has replied to the Clerk about the replacement life belt and has said that they do not intend to replace it, as the site does not meet the criteria for a permanent stand. It was stated that the water isn't a consistent depth all year, that there are escape points, and that a lot of the time the water is shallow enough to stand up in. In addition if someone was in trouble, there is sufficient footfall for assistance to be summoned. It was confirmed that there is no legal requirement to install lifebelts and this had been endorsed by a recent RoSPA water safety audit. It was agreed that the Clerk should dispose of the stand at an appropriate time when other items are being cleared. It was noted that there are some bicycles amongst the rubbish to be cleared at the Recreation Ground and Cllr Mrs V Chiswell will be asked whether these could be taken for renovation.

**2. Bell Centre**

The Clerk still needs to speak to the Handyman about the potential steps that can be taken to minimise the risk of the asbestos dust.

3. **Cycle Route**

The Clerk has now requested the information from Essex County Council about the proportion of money that is to be spent on signage on three occasions on 19<sup>th</sup> May 2016, 22<sup>nd</sup> June 2016 and 11<sup>th</sup> July 2016. No reply has yet been received. It was agreed that the Clerk should send copies of these emails to Essex County Councillor Mrs J Chandler and request her assistance.

4. **Staffing**

The Clerk has been in contact with the people who applied for the posts earlier in the year and one person is still interested in the litter picker post. The Clerk would like to arrange a date as soon as possible to interview the person and will email some dates to Cllr A Sosin.

5. **Grant for AWSC Resurfacing**

The Clerk needs to speak to the Essex FA about a grant that is being offered for football facilities. This application seems to be far more involved than the Inspired Facilities grant.

6. **Parish Hall Front Steps**

The Handyman has tried to paint the steps with the paint that was bought, however, it is not suitable and has not worked. Another type of paint is now being sourced. Cllr Mrs M Miller suggested that a possible supplier could be Arco, and the Clerk will investigate this.

7. **Community Engagement Day**

The Clerk has forwarded some information to councillors about the Community Engagement day being organised by Chelmsford City Council in the Recreation Ground on 17<sup>th</sup> August 2016. Further information will be forwarded when it is received.

8. **Cemetery Regulations**

Further to the Council meeting in July 2016, the Clerk checked the date of the annual review of the cemetery regulations and found that as they were not agreed until 9<sup>th</sup> November 2015, the next review date will be in November 2016, not July 2016 as was mentioned at the meeting.

9. **Marrable House**

The following update report has been received from Les Broughton of Weston Homes about the redevelopment of Marrable House:

All of the piles for the foundations are now finished. On Wednesday 3<sup>rd</sup> August we will commence with the pouring of ground beam, this will be done in 3 phases and will finish on 16<sup>th</sup> August. The next phase will be the sub structure block work and brick work, this is where the main structure starts to take shape and this will commence on the 5<sup>th</sup> of August. Viewing is always good from the walkway.

**261/16 Correspondence**

1. Great Baddow WI – letter of thanks for the S137 grant. This was noted.
2. B Pope – reply to the Clerk's email following the decision by the Council on 11<sup>th</sup> July 2016. Following some discussion it was agreed that Mr Pope's correspondence concerning the problems in the youth shelter should be forwarded to the Chelmsford City Council Public Protection Officer, Spencer Doherty, and the Community Policing Team, for advice and assistance. The Parish Council has already informed Mr Pope that the removal of the shelter would not be a solution, as the problem would continue elsewhere in the Recreation Ground.

Cllr Mrs C Shaw will be attending a meeting of the Neighbourhood Action Panel on Wednesday 3<sup>rd</sup> August 2016 and will raise this matter at that meeting.

The Clerk confirmed that she has contacted Chelmsford City Council for assistance in removing the graffiti and they have visited the Recreation Ground to assess the condition of the shelter.

**262/16 Report of the Planning Committee 18<sup>th</sup> July 2016**

The report of the Planning Committee of 18<sup>th</sup> July 2016 was presented to the Council by Cllr A Sosin and signed as a true statement by Cllr Mrs J Sosin.

Cllr Mrs C Shaw enquired whether the list of decisions should be attached to the minutes as stated on the final page. The Clerk confirmed that the list of decisions is not sent out to councillors with the minutes, as it has already been distributed with the agenda, but it should be posted with the minutes on the website.

**263/16 Report of the Organisation, Methods & Personnel Committee 18<sup>th</sup> July 2016**

The report of the Organisation Methods and Personnel Committee of 18<sup>th</sup> July 2016 was presented to the Council by Cllr Mrs C Shaw, proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs D Ronaldson.

Cllr A Sosin noted that the discussion at the meeting with regard to long service awards had been undertaken with regard to members of staff and it may be appropriate to widen this to include others who work for the benefit of the Parish Council. It was agreed that the next discussion, at the Organisation Methods & Personnel Committee meeting in October, should be extended in this way.

**264/16 Internal Grounds Review Working Group**

The report of the Internal Grounds Review Working Group meeting on 14<sup>th</sup> July 2016 was received and agreed. Cllr Mrs C Shaw enquired whether there was any further information on the draft specifications for the outside contractors. The Clerk replied that information is currently being compiled for insertion on the Contract Finder website, as Notices of Intention, with a view to assessing the interest in particular areas of work

Cllr A Sosin enquired whether the problems of weekend staffing in the Recreation Ground had been resolved, and in particular the difficulty with opening the changing rooms on a Sunday. The Clerk replied that the Games Attendant is working a split shift on Saturday for the rest of the season to enable the facilities to be opened at the beginning of the day and locked at night. On Sunday, when the Parish Council's staff are not on duty, the office is working with the co-operation of the Cricket Club to ensure that the changing rooms are opened as required.

**265/16 Financial Transactions**

1. The amended expenditure for July 2016 was **£37300.08** (£35088.46 Net). The addition of two direct debits to the list was noted.
2. The income for July 2016 was **£10238.36** (£10082.15 Net). The good income from the hire of the tennis courts over the past month was noted.
3. The expenditure for July/August 2016 was **£33299.75** (£31752.06 Net).

Invoice from Berewood Ltd. This is for repairs to the Iseki ride-on mower, specifically a problem with the fuel tank. This has been an ongoing problem and the Clerk has now received a report from Berewood and will be speaking to the grounds staff about it.

Invoice from P H Coote Ltd. The Clerk told the meeting that the amounts paid for the electrical inspections/repairs has meant that the individual budget headings are now overspent.

Invoice from Les Dixon. This is for work undertaken by Mr Dixon to renovate and fix a bench in the Lawn Cemetery.

It was also noted that in addition to the charge to the Cricket Club for the use of the pitch, an additional invoice is raised for the use of the changing rooms. This is usually raised in October, after the season has finished.

The above figures were proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw.

The following cheques were issued to cover expenditure over £500.

<b>Date</b>	<b>Number</b>	<b>PAYEE</b>	<b>Amount</b>	<b>VAT</b>	<b>TOTAL</b>
1/8/2016	300911	P H Coote Ltd – PH & BC electrical work	881.68	176.34	1058.02
1/8/2016	300912	Delivering Success Ltd – GBT Delivery	432.25	86.45	518.70
1/8/2016	300917	Hurley Porte & Duell Ltd – BC Professional Fees	1294.17	258.83	1553.00
1/8/2016	300920	Darren O’neill – contract work at Lawn Cemetery –July 2016	4400.00	-	4400.00
1/8/2016	300923	SD Grounds Care Ltd – contract services July 2016	3878.57	775.71	4654.28
1/8/2016	300925	Clearwater Technology Ltd – Legionella surveys	723.00	144.60	867.60

Cllr A Sosin queried the low spending to date on some of the Grounds Committee budget headings. The Clerk confirmed that this is the normal spending pattern for this stage of the financial year, and that there are no known problems. Budgeting for next year will commence at the normal time, and at that point the matter of equipment and the continued use of contractors will need to be addressed.

The Clerk agreed to contact the YMCA to request their invoice for the funding that has been allocated, and not claimed, for this financial year.

## **266/16 Allotments Rules and Regulations**

The Council's Allotment Conditions and Regulations were adopted on 14<sup>th</sup> July 2014 and were initially reviewed in July/August 2015. On 29<sup>th</sup> March 2016 the Allotments Sub Committee recommended that the Regulations should be amended to allow people from outside the parish (non-parishioners) to be given allotment tenancies, once the number of

vacancies on each site goes beyond three, and this was ratified by the Council on 11<sup>th</sup> April 2016.

The Clerk had circulated a report prior to the meeting proposing that a further amendment should be made to the Regulations, in the section entitled 'New Plot Holders Guide'. Currently the wording of the second sentence in Item 2 is "put bin bags over a portion of the garden to kill off any weeds..." and it is proposed that this is amended to read "Put weed suppressant membrane over a portion of the garden to kill off any weeds..." as the membrane bio-degrades in a different way to ordinary black rubbish sacks.

The Clerk confirmed that she was not aware of any other areas where change might be required and the office had not been notified of any other issues that would require further consideration of the regulations. It was agreed that the current Allotment Conditions and Regulations should be confirmed with the alterations outlined above. The changes will be notified by way of amendment slips placed inside the Regulations for new tenants, and by announcement in the next newsletter for existing tenants.

Proposed by Cllr K Ronaldson and seconded by Cllr Mrs V Sadowsky. It was also agreed that on the next re-print, the photograph on the cover will be reconsidered, as the current one is of a generic site containing a shed that would not meet the Council's allotment regulations.

#### 267/16 **Policy Review**

1. **Grants Policy** – this Policy was adopted in September 2008 and has not been reviewed since. The Clerk confirmed that there are no areas where further changes might be required, and no notification has been received of any changes to legislation that would affect the Grants Policy. It was agreed that the current Grants Policy should be confirmed, and a review date set for August 2018 unless there are any changes in legislation before that date.
2. **Managing Attendance Policy** – this Policy was adopted in April 2015, with an amendment to Section 2.3 agreed in November 2015. The Clerk confirmed that there are no areas where further changes might be required, and no notification has been received of any changes to legislation that would affect the Managing Attendance Policy. It was agreed that the current Managing Attendance Policy should be confirmed, and a review date set for August 2018 unless there are any changes in legislation before that date.
3. **Recording of Meetings Policy** – this Policy was adopted in April 2015 and this is the first review. The Clerk confirmed that there are no areas where further changes might be required, and no notification has been received of any changes to legislation that would affect the Recording of Meetings Policy. It was agreed that the current Recording of Meetings Policy should be confirmed, and a review date set for August 2018 unless there are any changes in legislation before that date.
4. **Comments, Compliments and Complaints Policy and Procedure** – this Policy was adopted in June 2005, revised in June 2015, and this is the first review. The Clerk confirmed that there are no areas where further changes might be required, no matters have been raised under this procedure in the last year, and no notification has been received of any changes to legislation that would affect the Comments, Compliments and Complaints Policy and Procedure. It was agreed that the current Comments, Compliments and Complaints Policy and Procedure should be confirmed, and a review date

set for August 2018 unless there are any changes in legislation before that date.

It was proposed by Cllr Mrs V Sadowsky and seconded by Cllr Mrs D Ronaldson that the above should be accepted.

**268/16 Local Government Pension Scheme consultation on proposed amendments to the scheme**

Cllr Mrs C Shaw drew attention to the proposals relating to public sector employees who are compulsorily transferred out of the sector, and welcomed the ability for them to be able to retain a public sector pension. It was agreed that this comment should be submitted as a response to the consultation.

**269/16 Matters for Information**

- Cllr K Ronaldson reported that a murder had taken place at a private party being held in Broomfield Parish Hall last weekend, and queried whether there were any implications to be considered by the Parish Council as the owner of a hall for hire.

**270/16 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 K Liley.

**271/16 Bowling Club Lease**

The Clerk had circulated details of the proposed Heads of Term, for the lease to the Bowling Club, prior to the meeting. Cllr Mrs C Shaw requested clarification on the arrangements with regard to the period of notice required, at the end of the lease, for the Bowling Club to remove the clubhouse. It was confirmed that the Council would be required to give one months' notice of the commencement of the four month period which the Bowling Club will receive to remove the clubhouse. It was agreed that the Heads of Term for a lease to the Bowling Club should be accepted. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw.

**272/16 Bell Centre Lease**

The Clerk confirmed that she had informed the Parish Council's solicitor of the Council's decision to accept a new 99 year lease for the Bell Centre and the adjoining triangle of land, and this will be relayed to Essex County Council's representative. A meeting of the Bell Centre Working Group has been arranged for Friday 19<sup>th</sup> August 2016 at the Bell Centre.

There being no other business, the meeting was closed at 9.14 pm.

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