

A Meeting of the Parish Council at The Parish Hall, Great Baddow on Monday 20th April 2015

The Council met at 7.30 pm on **Monday 20th April 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.

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

37/15 Public Announcements

The Chairman of the Council announced that Jean Roberts had died recently and that the Clerk had sent a letter of condolence on behalf of the Parish Council. The funeral will take place on Friday 8th May 2015 at 2.30pm. Cllrs Mrs M Miller and T Miller will be attending and will be pleased to act as the Council's representative.

The Chairman reported that the annual Village Conference had taken place on Thursday 16th April 2015 and had been an enjoyable and successful evening.

38/15 Apologies for Absence

Apologies for absence were received from Cllrs J Fuller and T Hatcher.

39/15 Declaration of Interests

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

40/15 Minutes of the Council Meeting – 16th February 2015

The minutes of the Council meeting held on 16th March 2015 were signed as a true statement. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw with the following amendment: Item 725/14, No.5, fourth line, the word 'undaunted' to be deleted and replaced by 'unadopted'.

41/15 Public Question Time

There were no members of the public present.

42/15 Clerk's Report

1. Renewal of Corridor and Bar flooring

The office is still awaiting dates from the flooring contractor, however it may be necessary for an inspection to be undertaken of the damp area in the bar before flooring work is carried out.

2. Bollards in the Recreation Ground/Noakes Place

An officer from Chelmsford City Council has visited the Recreation Ground and it is hoped that the Grounds Manager can arrange with him a date for the installation of the bollards.

3. Vineyards Car Park

The parking spaces in the Marrable House car park for the office staff were reinstated at the end of March but then withdrawn again less than two weeks later. The staff are having to park elsewhere and the Clerk has requested a meeting with the Chairman to discuss this matter.

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

The Clerk is drawing up an agenda for a meeting of this committee, and it is hoped that it will meet within the next two weeks.

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

Cllr Mrs D Ronaldson enquired whether any action was being taken to fix the cold water tap in the kitchen, which was still dripping. The Clerk replied that the handyman has identified the problem and it will be necessary to purchase a new tap.

43/15 Correspondence

1. Chelmsford City Council – request for nominations for Parish and Town Council representatives on the Governance Committee. There were no applications to stand on the Committee.
2. BT Payphones Planning Office – offer to adopt a telephone kiosk. It was agreed that the offer would not be accepted as there were no original kiosks in Great Baddow in suitable locations for community use.
3. Cllr Jenny Chandler – reply to parishioner's request for information about the repair work in Gilmore Way. This was noted.
4. The Environmental Group – letter of thanks for the recent payment. This was noted.

44/15 Reports of the Planning Committee 23rd March and 13th April 2015

The reports of the Planning Committee of 23rd March and 13th April 2015 were presented to the Council by Cllr Mrs D Ronaldson and signed as a true statement by Cllr Mrs J Sosin, with the following amendments to the minutes of 13th April 2015: the name 'A Sosin' to be deleted from the list of members in attendance; the words 'and A Sosin' to be deleted from the final line of Item 021/15.

Cllr A Sosin queried whether a planning application had been received for work to Marrable House. The Clerk explained that the suffix on the application number indicated that a preliminary enquiry had been made to the Planning Authority by the applicant, which would be dealt with, as is usual in these cases, by the authority and would not be referred to the Parish Council.

45/15 Report of the Allotments Sub Committee and Grounds Committee 30th March 2015

The reports of the Allotments Sub Committee and Grounds Committee of 30th March 2015 were presented to the Council by Cllr Mrs S Young, proposed by Cllr Mrs S Young and seconded by Cllr K Ronaldson (for Allotments Sub Committee) and Cllr Mrs V Sadowsky (for Grounds Committee).

46/15 Report of the Organisation, Methods and Personnel Committee

The report of the Organisation Methods and Personnel Committee of 9th April 2015 was presented to the Council by Cllr Mrs J Sosin, proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs S Young.

47/15 Report of the Finance and General Purposes Committee 13th April 2015

The report of the Finance and General Purposes Committee of 13th 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 A Sosin enquired whether individual approval was required from this meeting for the banking arrangements agreed by the Finance and General Purposes Committee, and the Clerk replied that it was not as it is confirmed by the acceptance of the minutes.

48/15 Managing Attendance Policy and Procedure

It was unanimously agreed that the recommendation from the Organisation Methods and Personnel Committee to adopt the Managing Attendance Policy and Procedure, with agreed amendments, should be approved. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs S Young.

49/15 Staffing Review

It was agreed that the recommendation from the Organisation Methods and Personnel Committee, to proceed with the proposed staff structure set out as Option 1 in the Vine HR review reports, should be approved and that once amended, members of staff should now be consulted on the draft job profiles. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs S Young.

50/15 Filming, Photographing and Recording at Council Meetings

The Clerk circulated an amended draft policy, which included alterations made at the previous Council meeting and advice received from Chelmsford City Council with regard to the filming and recording of officers. It was agreed that as part of the policy a set of guidance notes for members of the public should be compiled, and these will include the requirement to obtain consent prior to recording. A short statement will also be written to be read out at the start of council meetings. The policy will be displayed on the Parish Council's website. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs D Ronaldson.

51/15 Matters for Information

- Cllr Mrs D Ronaldson enquired whether any information was available about the cameras that had been secured to several lamp posts close to the Vineyards. The Clerk replied that they had been installed as part of a traffic survey.
- Cllr Mrs S Young informed the meeting that the grass tennis courts had now been prepared and the nets had been put up. Work to replace the sockets, for the net posts on the hard courts, had also been completed and the areas are currently roped off whilst the asphalt is drying.
- Cllr Mrs C Shaw enquired about the procedure for filling a vacancy on the Parish Council once the election has taken place and the Clerk replied that this will be clarified and the matter placed on the agenda for the next Council meeting on 18th May 2015.
- Cllr K Liley informed the meeting that he had witnessed a group of young people playing football in the cemetery. It was agreed that this was inappropriate behavior and the Grounds Manager will be asked to monitor the situation and take the necessary action. It may also be necessary to consider installing a 'no ball games' sign.
- Cllr Mrs M Miller informed the meeting that she, and Cllr T Miller, would be attending the opening of the new sports dome at Baddow High School on 29th April 2015.

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

52/15 Bell Centre Lease

The Clerk confirmed that a draft lease had been received from the Parish Council's solicitor, and this had been forwarded to the members of the Bell Centre Working Group, along with a copy of the Design and Access statement provided by Hurley Porte & Duell. Cllr K Ronaldson confirmed that the statement was broadly in line with the proposals of the Working Group, and it was agreed that Hurley Porte & Duell should be asked to proceed with the amended plan and provide indicative costs as soon as practicable along with a timescale for the completion of the feasibility study. A meeting of the Bell Centre Working Group will be arranged to discuss the draft lease and the current work being carried out by the architects. Cllr Mrs J Sosin will email suggested dates to the members of the Working Group, and the Clerk will contact Tees Solicitors to propose a meeting with them in late May/early June, after the Working Group has met.

Cllr A Sosin noted that the posts and temporary fencing alongside the back wall at the Bell Centre had been moved and the Clerk will ask the Grounds Manager to restore this to its correct position.

53/15 Land for Expansion

The Clerk reported that she had contacted the agents dealing with the land and had been told that they already had some interest in the site. Cllr A Sosin proposed that the Clerk should contact the agent to confirm that the Parish Council wishes to express an interest. It was also agreed to make further enquiries with a neighbouring parish. The Clerk explained that borrowing approval would be required prior to any application to the Public Works Loan Board and it would be necessary to obtain further information on the procedure for obtaining approval. There was some discussion of the consequence of such an application on the future requirements for funding of work on the Bell Centre. Cllr A Sosin proposed that it would also be necessary to have the land independently valued.

There being no other business, the meeting was closed at 8.43 pm.

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