

## **A Meeting of the Parish Council at The Parish Hall, Great Baddow on Monday 21<sup>st</sup> September 2015**

The Council met at 7.30 pm on **Monday 21<sup>st</sup> September 2015** in The Parish Hall, Great Baddow. Councillor Mrs C Shaw chaired the meeting.

Present: Councillors Mrs C Shaw, K Ronaldson, Mrs D Ronaldson, T Miller, Mrs M Miller, G Jarvis, Mrs S Young, Mrs V Chiswell, K Liley and J Fuller

In Attendance: The Clerk of the Council and the Assistant Clerk  
One member of the public – Mr D Pridmore

### **316/15 Public Announcements**

Cllr Mrs C Shaw read out a statement with regard to the recording and use of social media at council meetings.

Cllr Mrs C Shaw welcomed Mr Pridmore.

### **317/15 Apologies for Absence**

Apologies for absence were received from Cllrs A Sosin, Mrs J Sosin and Mrs V Sadowsky.

### **318/15 Declaration of Interests**

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

### **319/15 Minutes of the joint Finance and General Purposes Committee and Council Meeting – 3<sup>rd</sup> August 2015**

The minutes of the joint Finance & General Purposes committee and Council meeting held on 3<sup>rd</sup> August 2015 were signed as a true statement. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs D Ronaldson.

### **320/15 Public Question Time**

Cllr Mrs C Shaw invited Mr Pridmore to address the meeting. The problem of litter in the Noakes Avenue area was raised, and in particular the amount of food wrappers in the footpath running from Noakes Avenue towards Bells Chase. Mr Pridmore had contacted the local schools who had agreed to send a letter to parents about the problem. He also requested an additional litter bin in the area. It was agreed that the installation of a new bin would be referred to the next meeting of the Highways Committee on 26<sup>th</sup> October 2015 and the Parish Council litter pickers would be asked to pay particular attention to this area.

The matter of speeding cars and bikes in the Noakes Avenue, Rothmans Avenue, Hampton Road areas was also raised. Cllr Mrs C Shaw confirmed that the police do carry out checks in these areas and proposed that the problems should be raised at the next meeting of the Neighbourhood Action Panel, and discussed at the Highways Committee on 26<sup>th</sup> October 2015. Cllr K Liley provided details of the Essex Community Messaging Board, and suggested that it could be used to draw attention to both of the concerns raised by Mr Pridmore.

### **321/15 Clerk's Report**

#### **1. Renewal of Corridor and Bar flooring**

The Hall and Office were closed from 17<sup>th</sup> – 19<sup>th</sup> August 2015 for the new flooring to be laid, and this has now been completed.

**2. Tape on Bollards in the Recreation Ground/Noakes Place**

Some of the bollards have now been completed but there was insufficient tape and further supplies are being obtained. The remaining bollards will be completed once this is available.

**3. Complaints and Compliments Procedure and Policy**

The policy was sent out electronically and in hard copy to all councillors and has been uploaded to the website. Cllr Mrs S Young asked for a hard copy to be sent to all staff.

**4. Staff**

Further to the meeting of the Organisation Methods & Personnel Committee, it was agreed that the Clerk would contact Occupational Health and this has been completed. A reply is awaited.

**5. Registers of Interests**

The Clerk needs to confirm with the Electoral Officer at Chelmsford City Council that all the Registers have now been received.

**6. Cigarette Bin Outside the Changing Rooms**

The matter of the installation of a cigarette bin outside the changing rooms in the Recreation Ground will be referred to the Grounds Committee to decide which budget the cost will come from.

**7. Bringey Underpass Mural Project**

The information about the design ideas was sent to Chelmsford City Council as requested and it has now been reported that the mural is close to completion. Cllr K Ronaldson had taken some pictures for the members to view after the meeting.

**8. Meeting with the YMCA**

A meeting was held with the YMCA on 4th September 2015. Cllr Mrs C Shaw reported that they had discussed the matter of alternative accommodation for the Drop In Centre once the redevelopment of Marrable House takes place. Enquiries have been made with two local groups that may be able to help and replies are awaited.

**322/15 Correspondence**

1. Great Baddow Flower Club – letter of thanks for the S137 grant. This was noted.
2. Chelmsford City Council – invitation to a briefing on Parking and Highways Liaison on 27<sup>th</sup> October 2015. Three places are available for the briefing. It was agreed that Cllr A Sosin and the Clerk would attend, and any other councillor wishing to do so should notify the office.
3. F Norfolk – email about the trees outside Roberts Court. Cllr Mrs S Young had viewed the trees and confirmed that the crown was fairly open, and did not seem to be significantly restricting the light to the first floor windows of Roberts Court. It was agreed that advice would be sought from the tree surgeon and the matter would be placed on the agenda for the Grounds Committee on 5<sup>th</sup> October 2015.
4. Essex County Council – Working with Families Learning Opportunities provided by Adult Community Learning. It was agreed that the Clerk would obtain further information about the scheme. Cllr Mrs J Sosin had also indicated that she would be interested in learning more about the project, and attending any initial meeting that may be set up.
5. RCCE- Invitation to the CPRE Essex AGM on Saturday 3<sup>rd</sup> October 2015. Cllrs K Liley and Mrs V Chiswell will attend.
6. Chelmsford City Council – report on the Play in the Park Scheme 2015. The Clerk reported that the attendance at the Great Baddow sessions had been good with the exception of one date at the end of August.

Detailed information on the numbers will be circulated to all councillors by email.

7. BT Local Business – email with new prices for telephone contracts. The Clerk explained that the new prices are for the line rental and the call charges will remain the same. It was proposed by Cllr Mrs S Young and seconded by Cllr Mrs V Chiswell that a new two year contract should be taken out. This was agreed.

### **323/15 Reports of the Planning Committee 10<sup>th</sup> August and 14<sup>th</sup> September 2015**

The reports of the Planning Committee of 10<sup>th</sup> August and 14<sup>th</sup> September 2015 were presented to the Council by Cllr Mrs D Ronaldson and signed as a true statement by Cllr Mrs C Shaw, with the following amendment to the minutes of 14<sup>th</sup> September 2015, Item 292/15, second paragraph, second line, the word 'follwed' to be deleted and replaced by 'followed'.

### **324/15 Report of the Organisation Methods and Personnel Committee 7<sup>th</sup> September 2015**

The report of the Organisation Methods and Personnel Committee of 7<sup>th</sup> September 2015 was presented to the Council by Cllr Mrs S Young, proposed by Cllr Mrs S Young and seconded by Cllr Mrs V Chiswell and signed as a true statement by Cllr Mrs C Shaw, with the following amendment to Item 288/15, fourth line, the word 'Occupation' to be deleted and replaced by 'Occupational'.

### **325/15 Report of the Finance and General Purposes Committee 14<sup>th</sup> September 2015**

The report of the Finance and General Purposes Committee of 14<sup>th</sup> September 2015 was presented to the Council by Cllr Mrs C Shaw, proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs D Ronaldson and signed as a true statement by Cllr Mrs C Shaw.

Cllr Mrs V Chiswell informed the meeting that she had received her copy of the Great Baddow Times on Saturday 19<sup>th</sup> September 2015 and there was some discussion of the delivery dates which had ranged from 15<sup>th</sup> to 20<sup>th</sup> September. Cllr Mrs S Young had received a copy on 20<sup>th</sup> September 2015 containing a number of incorrect pages. The Clerk confirmed that it had been agreed to review the service after two deliveries and this would now be done.

Cllr Mrs S Young suggested that a separate meeting should be held to discuss the committee Terms of Reference and the Clerk advised that this may be difficult to timetable as there is already a very full schedule of meetings.

### **326/15 Annual Return for 2014/15**

The unqualified opinion of the external auditor on the Annual Return for the year ending 31<sup>st</sup> March 2015 was noted. A vote of thanks was given to the office staff for their work on the audit.

### **327/15 Remembrance Sunday**

Cllr Mrs J Sosin had advised that she would not be able to attend the Remembrance Day Service and Cllr K Liley agreed to represent the Parish Council. The Clerk will confirm attendance with the vicar at St. Mary's Church and is arranging a wreath.

### **328/15 Meeting Dates for 2016**

The Clerk had circulated a report prior to the meeting outlining the difficulties that had been experienced throughout the year with the revised schedule, and the lack of any major benefits. It was agreed that the meeting dates should revert to their original timetable, used prior to 2015, and the Clerk will email a new list of dates for 2016 to all councillors. Proposed by Cllr K Ronaldson and seconded by Cllr Mrs C Shaw.

### **329/15 Parish Councils' Bill – E-Survey**

The Clerk drew attention to some of the areas of interest in the survey, and outlined some proposed responses to it. Cllrs A Sosin and Mrs V Sadowsky will email their comments to the Clerk, who will complete and submit the survey online.

### **330/15 Local Council Award Scheme**

The Chairman and Vice Chairman had not yet met to discuss the award scheme with the Clerk. A full report will be made to the October Council meeting.

### **331/15 Community Celebration**

1. It was agreed that the Working Group for the Community Celebration will consist of Cllrs Mrs C Shaw, Mrs J Sosin, Mrs D Ronaldson and K Liley, with the Administrative Assistant.

The Terms of Reference will be:

1. To review the 2015 Community Celebration
2. To consider the arrangements for the 2016 Celebration
3. To set a budget, with the target of reducing costs by 10% from last year.

2. It was agreed that the Celebration should be held in April 2016, and the Assistant Clerk will email the Working Group with available dates. Cllr Mrs C Shaw will email dates for the first meeting of the Working Group.

### **332/15 EALC Annual General Meeting**

It was agreed that the Clerk should represent the Council at the AGM of the Essex Association of Local Councils on 24<sup>th</sup> September 2015 and should vote in favour of the motion relating to councillors allowances.

### **333/15 Bowling Green**

The Clerk had circulated an email from the Great Baddow Bowls Club prior to the meeting, concerning a ban on smoking on the bowling green. The Clerk confirmed that the Parish Council does not have a policy in place concerning smoking in other sports areas in the Recreation Ground, and it was agreed that such a policy would be very difficult to enforce. Following some discussion, it was agreed that it would be for the Bowls Club to make a club decision to ban smoking on the rink, which they would then be able to enforce, and which would be supported by the Parish Council.

### **334/15 Bell Centre Rebuilding/Refurbishment**

It was agreed that before a planning application is submitted to Chelmsford City Council, there should be further consideration of the long term proposals for the Centre. The Clerk was asked to arrange an additional meeting of the full Council to enable detailed discussion of this matter to take place.

**335/15Matters for Information**

- Cllr K Ronaldson informed the meeting that he had received a letter advising of an amendment to the Marrable House planning application. The Clerk confirmed that the office had been informed of this application and it would be on the agenda for the Planning Committee Meeting on 28<sup>th</sup> September 2015. The Clerk will speak to the officer at Chelmsford City Council with regard to the specific details of the amendment.
- Cllr Mrs S Young enquired about the success of the Macmillan Coffee Morning held in the Parish Hall on 17<sup>th</sup> September 2015 and the Assistant Clerk replied that a grand total of £228 had been raised for the charity.
- Cllr Mrs V Chiswell reported that the resurfacing had now been completed on the slip road to the A12 at the Sandon junction.
- Cllr Mrs V Chiswell reported the problem of parking at the Meadgate shops. A number of the shop owners now feel that cars are being left all day by workers, as there are no restrictions in force in the car park. It was agreed that the Clerk should contact the owners, Chelmer Housing Partnership, to enquire whether a time limit for parking could be introduced.
- Cllr Mrs M Miller informed the meeting that the zebra crossing in Duffield Road had now been installed.

**336/15Private 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 C Shaw and seconded by Cllr Mrs S Young.

**337/15Bell Centre Lease**

The Clerk is continuing to investigate the matter of the land at the corner of Bell Street and will contact the Parish Council's solicitor on this matter.

There being no other business, the meeting was closed at 9.29 pm.

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