

**A Meeting of the Parish Council incorporating the Finance and
General Purposes Committee at The Parish Hall, Great Baddow
on Monday 3rd August 2015**

The Council met at 7.30 pm on **Monday 3rd August 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 Ronaldson, Mrs D Ronaldson, T Miller, Mrs M Miller, G Jarvis, Mrs V Chiswell, Mrs V Sadowsky and K Liley.

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

246/15 Public Announcements

There were no public announcements.

247/15 Apologies for Absence

Apologies for absence were received from Cllr Mrs S Young.

248/15 Declaration of Interests

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

249/15 Minutes of the Council Meeting – 20th July 2015

The minutes of the Council meeting held on 20th July 2015 were signed as a true statement. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs V Chiswell.

250/15 Public Question Time

There were no members of the public present.

251/15 Clerk's Report

1. Renewal of Corridor and Bar flooring

The Hall and Office will be closed from 17th – 19th August 2015 for the new flooring to be laid. Notices have been put up to advise the public of the closure and councillors have been informed.

2. Bollards in the Recreation Ground/Noakes Place

The fluorescent tape for the bollards in the Recreation Ground/Noakes Place has now been sourced and will be purchased as soon as possible.

3. Committee Positions

The letters to the non-council members of the committees have now been sent out and the updated committee list has been sent to councillors in hard copy and electronically.

4. Complaints and Compliments Procedure and Policy

The policy still needs to be uploaded to the website and a copy sent to all councillors. This will be dealt with as a matter of priority.

5. Bus Shelter at Purbeck Court

The Grounds Staff were asked to check that the Parish Council's bus shelter was still in situ and this has been confirmed. A new shelter, installed by Essex County Council has been installed on the opposite side of the road.

252/15 **Correspondence**

Youth @ Meadgate Church – letter thanking the Parish Council for the S137 grant. This was noted.

253/15 **Report of the Planning Committee 27th July 2015**

The report of the Planning Committee of 27th July 2015 was presented to the Council by Cllr A Sosin and signed as a true statement by Cllr Mrs J Sosin.

254/14 **Financial Transactions**

1. The amended expenditure for July 2015 was **£41780.05** (£40416.25 Net). The addition of two direct debits to the list was noted.
2. The income for July 2015 was **£14662.66** (£14471.97 Net). The good income from the hire of the tennis courts over the past month was noted.
3. The expenditure for July/August 2015 was **£30210.61** (£29553.59 Net).

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.

Date	Number	PAYEE	Amount	VAT	TOTAL
3/8/2014	300494	Euroloo – GB Charity Races Portaloos	996.00	166.00	830.00
3/8/2014	300495	Hurley Porte & Duell – BC Feasibility Study Fees Part Two	1987.02	331.17	1655.85

255/15 **Finance and General Purposes Working Group**

It was agreed that the Clerk with Councillors Mrs J Sosin, Mrs C Shaw, A Sosin and Mrs S Young would form the Working Group to review the income and expenditure for the Council. Any suggestions from other councillors for changes or savings were welcomed. A date will be set for a meeting.

256/15 **S137 Grant**

Further information from the Great Baddow WI, to support their application for a S137 grant, had been circulated prior to the meeting. Cllr A Sosin noted that whilst the forecast was financially stable, the cost of speakers had risen in the last financial year and the balances were lower. Cllr Mrs V Chiswell confirmed that the cost of booking speakers for WI meetings had increased but the provision of a good quality programme can assist to both retain the existing level of membership and attract new members. It was proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs D Ronaldson that a grant of £100 should be awarded to assist with the costs of hiring suitable speakers. This was agreed.

257/15 **Basic Allowance**

The Clerk had circulated a report prior to the meeting outlining the background on this matter and also confirming the current situation agreed at the Council meeting on 11th November 2013, that councillors should not receive a basic allowance. It was agreed that there should be no change to

the current position and the Council should not pay the basic allowance to councillors. Proposed by Cllr K Ronaldson and seconded by Cllr K Liley. The matter will be timetabled for a further review after the next election, or sooner if there are any changes in legislation.

258/15 Allotment Rules and Regulations

The Council's Allotment Conditions and Regulations were adopted on 14th July 2014 and it was agreed that a review should take place annually. The Clerk confirmed that she was not aware of any areas where change might be required and the office had not been notified of any issues that would require further consideration of the regulations. It was agreed that the current Allotment Conditions and Regulations should be confirmed with no alterations and that they should be added to the schedule of policies for planned review. Proposed by Cllr Mrs V Chiswell and seconded by Cllr Mrs C Shaw. It was also agreed that on the next re-print, the photograph on the cover will be reconsidered.

259/15 Code of Conduct

The Clerk circulated a report prior to the meeting stating that the Parish Council's Code of Conduct had been adopted on 6th August 2012. It had been agreed at that time to take the advice of Chelmsford City Council and to follow the same Code of Conduct. There has been no reason in the last three years to change the Council's decision regarding the content of the Code, and no notifications have been received about changes to the Code. It was agreed that the current Code of Conduct should be approved, and should be reconsidered as part of the schedule of policies for planned review, or earlier if any proposed changes are notified by Chelmsford City Council. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs V Sadowsky.

260/15 Register of Interests

The Clerk outlined the guidance that had been received from Chelmsford City Council with regard to the submission of a new Register of Interests following re-election. The guidance states that if there are no changes, councillors are under no compulsion to complete new Registers of Interests on re-election, but it is considered best practice to do so. It was agreed that the Parish Council should follow the best practice guidance given by the City Council and all councilors who have not recently submitted a new Register should now do so. The Clerk will forward the online form to all councillors and it should be completed and returned before the next Council meeting by those councillors who have not recently done so. It was noted that Cllrs Mrs C Shaw, Mrs D Ronaldson, Mrs V Chiswell and Mrs V Sadowsky have completed new forms and the Clerk will confirm this to the City Council when the remaining forms are submitted.

The Clerk also informed the councillors that under Section 30 of the Localism Act 2011, the obligation to report any changes to or new Disclosable Pecuniary Interests within 28 days to the Monitoring Officer via the Clerk of the Council, remains in place.

261/15 Bringey Underpass Mural Project

There was some discussion of suitable design ideas for the mural project. Cllr A Sosin left the meeting at 8.18pm to view the embroidery of local topics in the main hall, and returned at 8.20pm. It was agreed to put forward for consideration the Marconi Tower, the Parish Hall and St. Mary's Church.

262/15 Chelmsford City Council – Consultation on Chelmsford Local Plan Sustainability Appraisal Scoping Report and the Non-Technical Summary

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

263/15 Bell Centre Rebuilding/Refurbishment

The report of the recent meeting of the Bell Centre Working Group had been circulated prior to the meeting. The Clerk informed the meeting that she had contacted Hurley Porte & Duell to enquire whether the costing had included fees for project management of the building work, and had been told that it did not. It was estimated these would add a further 10-15% to the overall cost. It will be necessary for the work to go out to formal tender and at this stage the full costs will be confirmed. The Clerk will look into the matter of claiming VAT on new builds.

Cllr Mrs V Chiswell enquired about the costs of servicing a loan from the Public Works Loan Board, when considered alongside the continuing rental costs of the building and the potential return to be made from the hire of the building. Cllr Mrs C Shaw confirmed that work had yet to be completed on the sourcing of grants and it would not be possible to make any decisions until this had been done. It was agreed that investigations should continue on the availability of grants and the Clerk has already contacted the Rural Community Council of Essex for assistance. Further advice will also be sought from the Essex Association of Local Councils with regard to the public consultation that should be undertaken prior to an application to the Public Works Loan Board.

The availability of grants from the Essex County Council Community Initiatives Fund was also raised and it was agreed that an application to this fund may be suitable for a smaller project such as replacement swings or safety surfacing in the Recreation Ground. Cllr Mrs D Ronaldson reported that she had received a compliment about the toddler play area.

Cllr K Ronaldson enquired whether an application should be made for planning permission and it was agreed that this would be considered at the next Council meeting on 21st September 2015. A pre-application meeting had been held with a representative from Chelmsford City Council, and a report submitted to Hurley Porte & Duell.

Cllr K Ronaldson had prepared an information article for the Great Baddow Times and it was agreed that the Clerk should contact the editor to confirm that the Council wish the article to be included in the next edition.

264/15 Matters for Information

- Cllr Mrs C Shaw reported that a meeting is being arranged with the YMCA in early September to discuss the future of the Drop In provision in Great Baddow.
- Cllr Mrs D Ronaldson reported that a large number of cigarette butts are being dropped on the ground in front of the changing rooms, in the Recreation Ground, and enquired whether a cigarette bin could be installed on the wall.
- Cllr K Ronaldson informed the meeting that he had received a mailing from the Chelmsford Gospel Hall Trust concerning their proposals for the use of land on the corner of Molrams Lane and Woodhill Road. A copy was circulated to all councillors.
- Cllr K Liley reported that he had attended a Passenger Transport consultation meeting where bus route maps were provided for discussion, and he had stressed the importance of the number 31 bus being routed

- through the centre of Great Baddow. The high numbers using the Sandon Park and Ride was also noted. Further consultations will be taking place.
- Cllr A Sosin reported that a number of street lights were not working in Maldon Road and he will advise the office of the column numbers.
 - Cllr A Sosin reported that he, with Cllrs K Ronaldson, Mrs D Ronaldson and Mrs J Sosin, had attended the planning meeting for parish councillors at Chelmsford City Council on 31st July 2015.
 - Cllr Mrs J Sosin reported that a meeting had been held with the Community Association and notes had been circulated by email.
 - Cllr Mrs J Sosin raised a query from Cllr Mrs S Young with regard to the fish in the Noakes Place ponds. The Clerk confirmed that any fish found to be in the ponds following the dredging work would have been introduced by the City Council.

265/15 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 item. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw.

266/15 Bell Centre Lease

Cllr Mrs V Sadowsky reported that members of the Bell Centre Working Group and the Clerk had met on 31st July 2015 to discuss further information received from the Parish Council's solicitor with regard to the terms of the lease with Essex County Council. The proposal to include in the lease a small triangle of land to the south of the retaining wall was discussed. The Clerk proposed that a management plan would be required to maintain this area due to the limited width of the pavement. It was agreed that the Clerk should investigate whether this piece of land had been included in the original lease, and if not, it was proposed that there would be no reason to add it on at this stage, and the request to do so should be refused. Further points were raised concerning the reduction in the time for completion from five years to three years, and the exclusion from the lease of the Landlord & Tenant Act 1954, and it was agreed that these changes would be accepted. Proposed by Cllr Mrs V Sadowsky and seconded by Cllr Mrs C Shaw. The Clerk will forward the comments to the Parish Council's solicitor.

There being no other business, the meeting was closed at 9.34 pm.

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