

**A Meeting of the Parish Council at The Parish Hall, Great
Baddow on Monday 8th May 2017**

The Council met at 8.02 pm on **Monday 8th May 2017** in The Parish Hall, Great Baddow. Councillor Mrs C Shaw chaired the meeting.

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

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

077/17 Public Announcements

There were no public announcements.

078/17 Apologies for Absence

Apologies for absence were received from Cllrs Mrs D Ronaldson, Mrs J Sosin, A Sosin and G Jarvis.

079/17 Declaration of Interests

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

080/17 Minutes of the Council Meeting – 10th April 2017

The minutes of the Council meeting held on 10th April 2017 were signed as a true statement. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs M Miller.

081/17 Public Question Time

There were no members of the public present.

082/17 Clerk's Report

1. Lawn Cemetery

Rubbish from the Towerfield allotment site has now been taken up to the collection point at the rear of the cemetery and another skip will be arranged.

2. Luxfield

The Environmental Group still need to be contacted to see if they can help the Council's staff with the chipping of the arisings. The Clerk has spoken to them informally, and will now contact the Chairman of the group.

3. Recreation Ground Water Leak

Nothing further has been heard from Essex & Suffolk Water about the invoice for the water used, or about the invoice for the leak repair. Nothing has been received from Anglian Water for the sewerage. These will all be chased.

4. Highways Schemes – Dropped Kerbs

The matter of the dropped kerbs will be referred to Essex Highways as a matter of priority. The Clerk still needs to make enquires before referring the information.

5. Information Board – St Mary's Church

The Clerk will circulate the amended wording to councillors before confirming the Council's agreement in principle to the wording for an information board near St Mary's Church wall.

6. **Former Beehive PH Site**
It has been noted that the fence has now been repaired and an email has been received from Chelmsford City Council saying that as the work has now been carried out, they intend to take no further action.
7. **Work to the Bar Area in the Parish Hall**
Cllr Mrs V Chiswell chased the matter of the invoice for the work in the bar and this was paid at last week's Finance and General Purposes Committee meeting.
8. **Textile Recycling Bank in Community Centre car park**
Cllr Mrs S Young enquired whether the views of the Community Association had been sought about the siting of a textile bank in the Community Centre car park. The Clerk replied that this had yet to be done.
9. **Parking Enforcement in the Causeway**
Cllr Mrs C Shaw reported that she had not yet received a reply to her enquiry about the number of patrols by enforcement officers in the Causeway.

083/17Correspondence

1. James Newman – email requesting permission to metal detect on Council property. Following some discussion it was agreed that this application should be refused, as previous requests to carry out this activity had not been approved. Proposed by Cllr K Ronaldson and seconded by Cllr K Liley. This was agreed unanimously.

084/17Business Continuity and Risk Management Working Group

Cllr Mrs C Shaw outlined the report of the Working Group regarding the following items:

1. **Business Risk Assessments, Risk Register and Action Plan** – Cllr Mrs V Sadowsky enquired about the remit of Risk No.4, described as Health and Safety, and the Clerk replied that this referred to any business risk in the health and safety area. Recommended that the report be accepted. It was also noted that there are a number of points that were originally raised in 2014 and the Working Group will make certain that these issues are dealt with as soon as possible.
2. **Internal Controls Report** – Recommended that the report be accepted.
3. **Effectiveness of Internal Audit** – Recommended that the report be accepted.
4. **Appointment of Internal Auditor** - It was agreed to review the appointment of an internal auditor for 2017/2018 as the current auditor has been reappointed for a number of years. The Clerk will investigate alternative auditors and obtain quotations.

It was agreed that the above recommendations of the Working Group should be accepted. Proposed by Cllr Mrs V Chiswell and seconded by Cllr Mrs V Sadowsky. This was agreed unanimously.

085/17Internal Auditor's Report

The Internal Auditor's report for the year ending 31st March 2017 had been circulated prior to the meeting. The Clerk outlined the three areas that had been recommended for action and these were discussed.



It was agreed that the following three items, would form an Action Plan, as proposed by the Clerk.

1. The Standing Orders to be updated to incorporate reference to the Public Contracts Regulations 2015
2. To ensure that the Risk Register is formally approved at a Council meeting
3. With the increase in the Precept for 2017/2018 financial year, it may be advisable to review the Fidelity Cover in line with the recommended guidelines of year end balances plus 50% of the Precept. With regard to the level of fidelity cover, it was agreed that the Clerk would contact the Parish Council's insurance company and report back to the next appropriate meeting.

The Internal Auditor's Report and the Action Plan, were accepted and agreed. Proposed by Cllr J Fuller and seconded by Cllr K Liley. This was agreed unanimously.

086/17 Annual Governance Statement – 31st March 2017

- (a) The Council has considered the findings of the review of the effectiveness of the system of internal control.
- (b) The Council resolved unanimously to approve the Annual Governance Statement. Proposed by Cllr Mrs C Shaw and seconded by Cllr J Fuller. The statement was signed by the Chairman of the meeting, Cllr Mrs C Shaw, and the Clerk of the Council.

087/17 Accounting Statements – 31st March 2017

- (a) The Clerk had circulated the Accounting Statements prior to the meeting. The low level of interest on the bank accounts was noted, and the Clerk confirmed that following some investigation it had not been possible to find an alternative business account that offered a higher rate.
- (b) It was resolved unanimously that the Accounting Statements should be approved. Proposed by Cllr Mrs C Shaw and seconded by Cllr J Fuller.
- (c) The Statement was signed by the Chairman of the meeting, Cllr Mrs C Shaw.

088/17 End of Year Accounts 2016/2017

The End of Year Accounts had been circulated by the Clerk prior to the meeting. Cllr K Ronaldson noted that they were not in line with the accounts circulated at the Annual Village Conference on 27th April 2017, and the Clerk explained that the figures given at the Village Conference were only provided as guidance, as they had not been finalised or audited. The Clerk confirmed that the monies received from CIL were included in the accounts but had not been itemised. It was agreed unanimously that the End of Year Accounts should be accepted. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young.

089/17 Insurance

It was agreed that the continuation of the insurance for 2017/2018 should be approved and in addition a supplementary quotation should be requested for the employee dishonesty (fidelity) element of the policy. The Clerk also queried the level of Public Liability cover and this will be checked.

Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs V Chiswell. This was agreed unanimously.

The Clerk informed the meeting that the claim for new cemetery gates had now been approved.

090/17 Reports of the Planning Committee 24th April and 2nd May 2017

The reports of the Planning Committee of 24th April and 2nd May 2017 were presented to the Council by Cllr K Ronaldson and signed as a true statement by Cllr Mrs C Shaw.

091/17 Report of the Finance and General Purposes Committee 2nd May 2017

The report of the Finance and General Purposes Committee of 2nd May 2017 was presented to the Council by Cllr Mrs C Shaw, proposed by Cllr Mrs C Shaw and seconded by Cllr K Ronaldson. This was agreed unanimously.

092/17 Parish Hall

The Clerk had circulated a quotation from Geze UK Ltd to replace the automatic mechanism on the inside front door at the Parish Hall. It was agreed that the quotation should be accepted at a cost of £3306.00 plus VAT, with the monies to be taken from reserves. Proposed by Cllr Mrs C Shaw and seconded by Cllr K Liley. This was agreed unanimously.

093/17 Essex Pension Fund – Consultation on the Draft Investment Strategy Statement

It was agreed that there were no comments to be made on this consultation

094/17 Great Baddow Times

The Clerk informed the meeting that one of the two candidates for the position of Editor of the Great Baddow Times had withdrawn their application. An interview had taken place with the second candidate who was seen to be extremely suitable for the job. It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs S Young that an appointment should be made and this was agreed unanimously.

095/17 Matters for Information

- Cllr K Ronaldson requested that all correspondents should be asked to help the Parish Council by providing full contact details, including postal address and phone number, when an approach is made for assistance. The Clerk confirmed that this request is already mentioned in the Great Baddow Times but that the Council cannot insist on the information being supplied.
- Cllr Mrs V Chiswell informed the meeting that she had noticed, on several occasions, overflowing litter bins in the Vineyards on Sunday evenings, and suggested that the area would benefit from a Saturday evening collection. The Clerk will report the matter to the managing agents.
- Cllr Mrs S Young reported that she had noticed some top soil and building rubbish in the Recreation Ground alongside the Chelmerton Avenue boundary. The Clerk replied that she had been approached by a resident of Chelmerton Avenue for permission to allow contractors to access the rear of the property to carry out some garden work. The permission had been granted and all the relevant paperwork had been provided prior to work commencing.

- Cllr Mrs C Shaw informed the meeting that she had obtained details of a Stopping Up Order of a highway for development, relating to a narrow strip of land on the corner of Gilmore Way and Baddow Hall Crescent. It was agreed that this should be placed on the agenda for the Planning Committee meeting on 15th May 2017.
- Cllr Mrs C Shaw informed the meeting that the ball-cock in one of the water tanks on the Vicarage Lane Allotment site, has been bent again. Cllr K Liley reported that this could be due to allotment holders attempting to attach a hose pipe to the outlet and he will observe any future activity. The Clerk said that she will be meeting with the Grounds Supervisor to discuss what can be done about this in the long term.

096/17 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 C Shaw and seconded by Cllr Mrs V Sadowsky.



097/17 Bowling Club Lease

The Clerk reported that she will be making an appointment to discuss the lease with the new solicitor at Tees who will be taking over the Parish Council's account.

098/17 Bell Centre Lease

The Clerk will also discuss the Bell Centre lease at the meeting with Tees.

There being no other business, the meeting was closed at 9.33 pm

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