

**A Meeting of the Parish Council at The Parish Hall, Great  
Baddow on Monday 10<sup>th</sup> July 2017**

The Council met at 7.30 pm on **Monday 10<sup>th</sup> July 2017** in The Parish Hall, Great Baddow. Councillor Mrs J Sosin chaired the meeting.

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

In Attendance: The Clerk of the Council and the Deputy Clerk  
One member of the public

**212/17 Public Announcements**

There were no public announcements.

**213/17 Apologies for Absence**

Apologies for absence were received from Cllrs Mrs V Chiswell and J Fuller.

**214/17 Declaration of Interests**

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

The Chairman read out a statement regarding the recording and filming of Council meetings.

**215/17 Minutes of the Council Meeting – 12<sup>th</sup> June 2017**

The minutes of the Council meeting held on 12<sup>th</sup> June 2017 were signed as a true statement. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw with the following amendment to Item 135/17, Paragraph 2, sixth line, the word 'is' to be deleted and replaced by 'it'.

**216/17 Public Question Time**

The Chairman invited the member of the public to address the meeting, and an account was given of the speeding that is taking place from the slip road off Essex Regiment Way, onto Church Street. Particular problems were occurring during the rush hour and weekend periods, and at the junction with West Hanningfield Road, as parents use this road to park in for school set down and collection. An approach had been made to the Essex County Council Highways Department but they had referred the matter to the Parish Council. Cllr A Sosin confirmed that the Parish Council does compile a list of Highways projects for referral to the Highways Panel at the County Council, but only a small number can be submitted and few are successful. There was some discussion as to whether the 30mph sign could be moved closer to the slip road, or a speed camera could be installed. Cllr A Sosin proposed that the concerns should be submitted in writing to the Parish Council, along with any suggestions for improvements and this could be considered at the next meeting of the Highways and Amenities Committee. He also confirmed that an application to the Highways Panel would be strengthened by the support of a further 30 – 50 people who are also concerned about the speeding in that location. Cllr Mrs C Shaw proposed that the Clerk should contact Essex Police to investigate whether speed checks could be carried out in that area.



Cllr Mrs V Sadowsky entered the meeting at 7.55pm.

## 217/17 Clerk's Report

1. **Lawn Cemetery**  
Further to a meeting between the Clerk and the Grounds Supervisor, the Grounds Supervisor has indicated that she believes that the remaining items can be dealt with internally and that a third skip will not be required.
2. **Luxfield**  
The Clerk has still to contact the Environmental Group about communications between the Group and the Council.
3. **Recreation Ground Water Leak**  
The Clerk contacted NWG Business further about the invoice for the water usage and received an e.mail acknowledgement. NWG has now telephoned the Clerk to say that they will be contacting Essex & Suffolk Water to investigate the matter and will reply more fully once they have done this. No invoice has yet been received from Anglian Water.
4. **Information Board – St Mary's Church**  
The Clerk circulated the amended wording to councillors and several replies have been received. There have been some suggestions for further amendment to the wording and these will be sent to Chelmsford City Council. Cllr K Ronaldson enquired about progress on the information board for the Marconi Tower, that is to be placed at the entrance to the Lawn Cemetery and the Clerk replied that this was installed approximately a week ago.
5. **Textile Recycling Bank in Community Centre car park**  
The information about the textile bank was sent to the Community Association and the matter was raised at its last committee meeting on 3<sup>rd</sup> July 2017. The Community Association has indicated that it would not like to see a recycling bank in the car park and this will be communicated to the person who requested the Bank.
6. **Parish Hall**  
The engineers from Geze came to site on 12<sup>th</sup> June 2017 to replace the automatic mechanism on the inside door but they found that they had the wrong part. The correct part has now been ordered and Geze is due to attend at the Parish Hall on Monday 17<sup>th</sup> July 2017.
7. **Great Baddow Races Presentation Evening**  
Cllr Mrs M Miller reported that she had no further update with regard to Hargrave House, and Cllr Mrs C Shaw proposed that the Rotary Club should be informed of the situation.
8. **Information for the Website**  
Cllr Mrs C Shaw reported that the request for information about the location of private pumping stations, had been placed on the website. The Clerk confirmed that the request for nominations for the Best Kept Street Competition had not been uploaded due to staff workload and absences in the office and the short timescale for responses.
9. **MIND – Presentation for Dove Open Door Service**  
Cllr Mrs V Sadowsky reported that she and Cllr Mrs V Chiswell had attended the Presentation. Information was provided about the reconfiguration of the Chelmsford group as part of the Southend branch, and the proposal to start new groups in Chelmsford. Funding and publicity is required to promote these activities, and it was agreed that Cllr Mrs V Sadowsky would email MIND to suggest that they consider preparing an article for the Great Baddow Times.



## **218/17Correspondence**

1. 26<sup>th</sup> Chelmsford (Great Baddow) Scout Group – letter of thanks for the 2017/2018 grant. This was noted, and the Clerk circulated some photographs, provided by the Group, of works being carried out in the Scout Hut.
2. Great Baddow Arts & Leisure Centre – letter of thanks for the 2017/2018 grant. This was noted. The Clerk reported that no visual evidence had been provided by this group and enquiries will be made as to whether any is available.
3. Farleigh Hospice – letter of thanks for the 2017/2018 grant. This was noted.
4. Mr Sargeant – request for pavement improvements and problems with overhanging vegetation. Cllr A Sosin reported that he had viewed the overhanging vegetation at the entrance to Millers Croft and had received assurances that it would be cut back. It was agreed to inform Mr Sargeant of this response and to await action to be taken. The trees bordering the bridge over the stream were not considered to be in need of attention. Enquiries have also been made of Chelmsford City Council by Cllr a Sosin, with regard to the status of the open space at Greenland Gardens and the possible breach of planning conditions.
5. Max Goldsworthy – email regarding the installation of a skatepark. Cllr Mrs C Shaw noted that the request had also been sent to Chelmsford City Council, and that the proposal was to install a skatepark in Baddow Hall Park, which is owned by the City Council. The Clerk will reply to Mr Goldsworthy to inform him that this proposal would need to be progressed with the City Council.
6. Essex County Council – Information about the Art of the Possible Festival in October 2017. Cllr Mrs J Sosin will obtain further information about the project.
7. EALC – Notice of the AGM on 19<sup>th</sup> September 2017. Any councillor wishing to attend the AGM should notify the Clerk. Cllrs Mrs J Sosin and A Sosin confirmed that they would not be able to attend and if no other councillor is available the Clerk will give the Parish Council's apologies.

## **219/17Reports of the Planning Committee 19<sup>th</sup> June and 3<sup>rd</sup> July 2017**

The reports of the Planning Committee of 19<sup>th</sup> June and 3<sup>rd</sup> July 2017 were presented to the Council by Cllr A Sosin and signed as a true statement by Cllr Mrs J Sosin.

Cllr A Sosin reported that the Chelmsford City Council Development Policy Committee would be meeting on Thursday 13<sup>th</sup> July 2017 to initiate discussions on the Local Plan and that he would not be able to attend. Any other councillor available on that evening was encouraged to attend in his place.

## **220/17Report of the Highways & Amenities Committee 19<sup>th</sup> June 2017**

The report of the Highways and Amenities Committee of 19<sup>th</sup> June 2017 was presented to the Council by Cllr A Sosin, proposed by Cllr A Sosin and seconded by Cllr Mrs M Miller with the following amendment: Item 158/17, Paragraph 1, first line, the word 'able' to be inserted between the words 'been' and 'to'. This was agreed unanimously.



Cllr A Sosin informed the meeting that he had contacted Chelmsford City Council to request a new name sign for Lyster Avenue to include the information 'Cul De Sac' and this has been placed on order.

**221/17 Report of the Allotments Sub Committee and Grounds Committee 26<sup>th</sup> June 2017**

The reports of the Allotments Sub Committee and Grounds Committee of 26<sup>th</sup> June 2017 were presented to the Council by Cllr Mrs S Young, proposed by Cllr Mrs S Young and seconded by Cllr K Ronaldson. This was agreed unanimously.

The Clerk confirmed that the Vicarage Lane allotment representative had been intending to be present at the Allotment Committee meeting, but had been unwell.

**222/17 Report of the Finance and General Purposes Committee 3<sup>rd</sup> July 2017**

The report of the Finance and General Purposes Committee of 3<sup>rd</sup> July 2017 was presented to the Council by Cllr Mrs C Shaw, proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin. This was agreed unanimously.

Cllr Mrs J Sosin thanked all the councillors and officers concerned for their work on the tenders and the appointment of the new contractors.

Cllr A Sosin reported that he had attended the City Council cabinet meeting on 4<sup>th</sup> July 2017 and had raised the matter of electoral registers. He will now be sending an email to the City Council, to enable Nicolette Chambers and Brain Mayfield to investigate the matter further. The Clerk confirmed that the file had been zipped in a different format which was preventing the usual programme from opening it. Cllr Mrs C Shaw has also sent an email to the City Council regarding the use of the register for emergency planning.

**223/17 Advertising Policy**

This policy was adopted in April 2010 and this is the first review. The Clerk confirmed that the policy had been redrafted to include the changes made at the Council meeting on 12<sup>th</sup> June 2017, where it was agreed that posters received electronically will not be displayed with the exception of statutory notices and those from the City Council and Essex County Council. It was agreed that the Advertising Policy, as amended, should be confirmed, and a review date set for July 2019. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs V Sadowsky. This was agreed unanimously.

**224/17 Publication Scheme**

The Clerk informed the meeting that a review of the Publication Scheme was not required at this time.

**225/17 Document Retention Policy**

The following changes were proposed to the Policy:

- To note that the Title Deeds belonging to the Parish Council are now held in the Parish Council office and not at the bank. The Clerk will enquire about the costs of storage with a bank or solicitor. Alternatively, they could be scanned and kept in the office.
- To change the period of retention for quotations to six years.
- To change Employers' Liability from indefinitely to 40 years.
- To hold copies of the Clerk, the Groundsman and LCR magazines for one year before disposal, which would be in line with the policy for other magazines.

The Clerk will also investigate the purchase of a fireproof cabinet as there are burial records in the office which must be kept indefinitely.

It was agreed that the Document Retention Policy, as amended, should be confirmed, and a review date set for July 2019. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw. This was agreed unanimously.

#### **226/17Matters for Information**

- Cllr K Ronaldson reported that there is an overhanging tree in the footway running from the Baddow Village Surgery to Tyrells Way. The Clerk will write to the Practice Manager and ask for this to be trimmed back.
- Cllr Mrs C Shaw informed the meeting that the Organisation Methods and Personnel Committee meeting scheduled for 17<sup>th</sup> July 2017 has been cancelled due to lack of business.
- Cllr Mrs V Sadowsky informed the meeting that the Baddow Library would be holding a community open day on 7<sup>th</sup> October 2017. The Clerk confirmed that the office had not received any information about this, and enquiries will be made as the Parish Council had set up a stall at a previous open day.
- Cllr K Liley reported that he had attended a Passenger Transport meeting where there had been some discussion about the use of the buses, and how this could be improved and promoted.

Cllr Mrs D Ronaldson left the meeting at 9.10pm.

- Cllr Mrs M Miller asked for congratulations to be passed on to the member of staff that had planted the garden at the front of the Parish Hall alongside the entrance steps, which was looking very colourful. The Clerk confirmed that this was the Grounds Supervisor.
- Cllr Mrs M Miller reported that she had spoken to a friend, who had made enquiries about the future of the No.40 bus, and had been told that there were no plans to revise this route.

Cllr Mrs D Ronaldson returned to the meeting at 9.15 pm.

#### **227/17Private 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 Mrs C Shaw.

#### **228/17Bowling Club Lease**

Cllr Mrs S Young reported that she had met informally with some members of the Bowling Club, and had spoken about the proposal that the Club could assume responsibility for the maintenance of the grounds. This will be discussed at a Club committee meeting. The Bowling Club are also continuing negotiations on the lease.

#### **229/17Bell Centre Lease**

The Clerk reported that following correspondence with the Parish Council's solicitor, she will contact Lambert Smith Hampton to arrange a meeting.

There being no other business, the meeting was closed at 9.18 pm

Signed..........Chairman.....*7th August 2017*.....Date