

**A Meeting of the Parish Council at The Parish Hall, Great  
Baddow on Monday 10<sup>th</sup> October 2016**

The Council met at 7.30 pm on **Monday 10<sup>th</sup> October 2016** in The Parish Hall, Great Baddow. Councillor Mrs J Sosin chaired the meeting.

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

In Attendance: The Deputy Clerk of the Council

**413/16Public Announcements**

Cllr Mrs J Sosin informed the meeting that the funeral of Don Hood, a former Parish Council caretaker and litter picker, would take place on Tuesday 11<sup>th</sup> October at 12.30 pm, and that a number of staff and councilors would be attending.

**414/16Apologies for Absence**

Apologies for absence were received from Cllr G Jarvis.

**415/16Declaration of Interests**

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

**416/16Minutes of the Council Meeting – 12<sup>th</sup> September 2016**

The minutes of the Council meeting held on 12<sup>th</sup> September 2016 were signed as a true statement. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs S Young with the following amendment to the line headed 'In Attendance': the word 'Assistant' to be deleted and replaced by 'Deputy'.

**417/16Public Question Time**

There were no members of the public present.

**418/16Clerk's Report**

**1. Recreation Ground**

The Clerk still needs to contact Chelmsford City Council about the removal of rubbish from the site. Cllr Mrs V Chiswell made arrangements and has taken the bicycles.

**2. Bell Centre**

The Clerk has discussed the situation with the Handyman about the potential steps that can be taken to minimise the risk of the asbestos dust from the ceiling. Materials and PPE have been sourced and delivered and it is hoped that the Handyman can undertake the work during this week.

**3. Cycle Route**

A reply has now been received from Cllr Jenny Chandler, who has obtained a response from the Essex County Council Highways Department. They have advised that design work for this scheme has now been completed. The majority of this route is along residential streets and will be a signed, on road cycle route. The design has not yet been passed to the commercial team and therefore it is not yet possible to state what proportion will be spent on signage. The comments of the Parish Council were noted, and Cllr Jenny Chandler will pass on any further information as soon as it is available. Concerns were reiterated about the amount of money being spent



on unnecessary signage, and it was agreed to reply to Cllr Jenny Chandler to stress the importance of not squandering money on signage which could be used for infrastructure improvements to part of an actual dedicated cycle route, round such areas as the Baddow Road car park.

4. **Staffing**

The Clerk and Cllr A Sosin interviewed a candidate for the Litter Picker post on 29<sup>th</sup> September 2016. It was agreed that the person should be appointed and this was confirmed by the Finance and General Purposes committee on 3<sup>rd</sup> October 2016. The necessary documentation has now been issued with a start date of 19<sup>th</sup> October 2016.

5. **Grant for AWSC Resurfacing**

The grant application to the CIL fund administered by Essex County Council, was submitted on 30<sup>th</sup> September 2016.

6. **Marrable House**

The following update report has been received from Les Broughton of Weston Homes about the redevelopment of Marrable House: The crane is now up and all the foundations are finished. Block B, which is opposite the barber shop, now has the substructure block erected and is awaiting the ground block and beam floors, which will be closely followed by the brickwork for the ground floor. Block A, the larger of the two blocks, is awaiting the delivery and installation of the structural steel work, once fitted this will allow the brickwork for the substructure and superstructure to commence on the subsequent. So by the end of the month we should see the brickwork and block work coming up from the ground on both blocks.

7. **Work to be carried out by Goodgym**

The Clerk has contacted Goodgym about carrying out the tasks suggested at the previous Council meeting, and this has been met with a positive response. A meeting will be arranged when the Clerk returns from annual leave.

8. **Resurfacing of the walkway between the Scout Hut and the Towerfield Allotments site**

The Clerk has informed Spencer Doherty that the Parish Council has no responsibility for this path, and has suggested that contact be made with Chelmsford City Council. A copy of the response was also sent to the City Councillors representing Great Baddow.

9. **Remembrance Sunday**

The Clerk has informed the vicar at St. Mary's Church that Cllr K Liley will represent the Parish Council at the Remembrance Day Service. Details of the reading will be forwarded to the office in due course.

**419/16 Correspondence**

1. Colin Mercer – email about the volume and speed of traffic in Dorset Avenue. It was agreed that this matter should be referred to the Essex County Council Highways Department, and a copy sent to Cllr Jenny Chandler. Cllrs A Sosin and Mrs C Shaw will also raise it at the Neighbourhood Action Panel on 12<sup>th</sup> October 2016.
2. Jessica Frost – email request for two wooden memorials in the Lawn Cemetery. There was some discussion of this request for a wooden headstone and a wooden plaque to be installed in the Lawn Cemetery. The Deputy Clerk confirmed that the regulations do state that only granite or stone memorials can be erected in the cemetery, and the applicants had signed their agreement to the regulations before the interments were carried out. The applicant had provided details of her personal circumstances and reasons for not wishing to install a granite



memorial. After further discussion it was agreed that these were highly exceptional circumstances and in this case the request to install two wooden memorials should be agreed. The memorials must concur with the sizes set out in the regulations for memorials, and permission would not be given to install a plaque on a burial plot. It was proposed by Cllr J Fuller and seconded by Cllr Mrs V Sadowsky that an exception should be made to the regulations to allow two wooden memorials to be erected in the cemetery, but to refuse the application for a memorial plaque. A vote was taken with 10 votes in favour and 2 abstentions.

3. John Devane – email regarding the fence in Noakes Place, at the bottom of Foxholes Road. It was agreed that this fence was the responsibility of Chelmsford City Council and Mr Devane should be advised to contact Paul Van Damme in the Parks Department.
4. Jacqui Thorogood – email request for hall hire at no charge. It was agreed to confirm that the Parish Council does not offer a reduced rate for charity hirers and operates solely on a parishioner and non-parishioner basis. It was further agreed that an exception could not be made for this application.
5. Frances Norfolk – email about the trees in the Recreation Ground, adjacent to Roberts Court. The Deputy Clerk confirmed that the Clerk is in discussion with the tree surgeon about these trees. Cllrs Mrs C Shaw and Mrs J Sosin asked to see a copy of the letter of 30 September to Mrs Medd before a reply is sent. Cllr Mrs J Sosin will contact the office to confirm the response.

#### **420/16 Reports of the Planning Committee 19<sup>th</sup> September and 3<sup>rd</sup> October 2016**

The reports of the Planning Committee of 19<sup>th</sup> September and 3<sup>rd</sup> October 2016 were presented to the Council by Cllr A Sosin and signed as a true statement by Cllr Mrs J Sosin.

The Administrative Assistant had sent email notification of a planning application for tree works prior to the meeting. This was a late notification requiring an immediate response. Cllr A Sosin proposed that the comments of Chelmsford City Council should be accepted and this was agreed.

#### **421/16 Report of the Bell Centre Sub Committee and Parish Hall Committee 19<sup>th</sup> September 2016**

The report of the Bell Centre Sub Committee of 19<sup>th</sup> September 2016 was presented to the Council by Cllr Mrs V Sadowsky, proposed by Cllr Mrs V Sadowsky and seconded by Cllr Mrs V Chiswell, with the following amendments: In the line headed 'In Attendance': the word 'Assistant' to be deleted and replaced by 'Deputy'; Item 345//16, the heading 'spending for 2015/2016' to be deleted and replaced by 'spending for 2016/2017' and the heading 'Draft budget for 2015/2016' to be deleted and replaced by 'Draft budget for 2017/2018'; Item 346/16 to be marked as 'Item inserted in error – to be deleted from record'.

The report of the Parish Hall Committee of 19<sup>th</sup> September 2016 was presented to the Council by Cllr Mrs V Sadowsky, proposed by Cllr Mrs V Sadowsky and seconded by Cllr Mrs M Miller, with the following amendments: In the line headed 'In Attendance': the word 'Assistant' to be deleted and replaced by 'Deputy'; Item 355//16, first line, the word 'Assistant' to be deleted and replaced by 'Deputy'; Item 357/16 the heading 'Draft budget for 2016/2017' to be deleted and replaced by 'Draft budget for 2017/2018'.



Cllr A Sosin enquired whether an estimate had been obtained for decoration of the offices, corridors and toilets, for inclusion in the draft budget for 2017-2018. The Deputy Clerk replied that this would be obtained from the decorators currently working at the Parish Hall.

**422/16 Report of the Allotments Sub Committee and Grounds Committee 26<sup>th</sup> September 2016**

The reports of the Allotments Sub Committee and Grounds Committee of 26<sup>th</sup> September 2016 were presented to the Council by Cllr Mrs S Young, proposed by Cllr Mrs S Young and seconded by Cllr K Ronaldson.

Cllr Mrs S Young reported that the barrier at the Rothmans entrance to the Recreation Ground had been knocked over and badly bent. This barrier was due to be repositioned by Chelmsford City Council, and the damage will be reported to them.

Cllr A Sosin enquired whether any progress had been made on the installation of a litter bin and cigarette bin in the Recreation Ground, and whether this could be coordinated with the installation of dog waste bins to reduce costs. The Deputy Clerk replied that she was not able to provide any update on this matter.

**423/16 Report of the Finance and General Purposes Committee 3<sup>rd</sup> October 2016**

The report of the Finance and General Purposes Committee of 3<sup>rd</sup> October 2016 was presented to the Council by Cllr Mrs C Shaw, proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin with the following amendment to Item 408/16, sixth bullet point, the word 'mater' to be deleted and replaced by 'matter'.

Cllr Mrs S Young enquired about the arrangements following the water risk management survey. The Clerk has spoken to the Pope and Smith League Fixtures Secretary about the closure of some changing rooms, and the Deputy Clerk confirmed that these will now be re-commissioned on 21<sup>st</sup> October. It was agreed that funding for this work should come from reserves, and that the Council's approval for the work to proceed should be noted. The Deputy Clerk will inform the Fixtures Secretary of the arrangements.

**424/16 Annual Return for 2015/2016**

The unqualified opinion of the external auditor on the Annual Return for the year ending 31<sup>st</sup> March 2016 was noted. A vote of thanks was given to the Clerk for all her work on the audit.

**425/16 Procurement Policy**

It was agreed to accept the recommendation of the Finance and General Purposes Committee and to adopt the Procurement Policy. Proposed by Cllr Mrs C Shaw and seconded by Cllr K Ronaldson.

**426/16 Co-option Policy**

This policy was adopted in December 2009 and has not been reviewed since. Following further consideration since the last Council meeting on 12<sup>th</sup> September 2016, it was agreed to confirm the draft Co-option Policy with the NALC/EALC amendment and the addition of a list of eligibility criteria. A review date will be set for September 2018, unless there are changes to legislation before that date. Proposed by Cllr K Ronaldson and seconded by Cllr Mrs C Shaw.



**427/16 Water Hygiene Policy**

It was agreed to adopt the Water Hygiene Policy with three amendments to the spelling. Proposed by Cllr A Sosin and seconded by Cllr Mrs C Shaw.

**428/16 Motion on the Consultation on 2017/2018 Local Government Finance Settlement**

A draft Motion, prepared by Cllr A Sosin, and agreed at the Finance and General Purposes Committee on 3<sup>rd</sup> October 2016, was circulated prior to the meeting. This was proposed by Cllr A Sosin and seconded by Cllr Mrs C Shaw:

'Great Baddow Parish Council considers that the comparison with Breckland District Council and three other district councils with a precept below £100, Band D is flawed. These councils benefit from central government support in the form of Revenue Support Grant, New Homes Bonus and Non-Domestic Rates that are a significant part of their income. In the case of Breckland, there are parish councils that provide local services, normally done at district level.

The Council believes that a referendum at parish level will be disproportionately expensive. Operating the 4 polling stations in Great Baddow would cost about £15,000 or £2.85 per band D household, which is equivalent to a 4.5% increase. There are other cheaper ways to consult the parishioners that are used, such as a consultation through the parish magazine. Parish Council meetings that are held almost every week in Great Baddow are open and accessible to all parishioners. There is also the annual parish meeting where parishioners can pass a resolution.

The Parish Council often makes a significant purchase such as ground maintenance equipment, or village hall maintenance. Renewal project that causes a one-year off increase and then a following year reduction. The Parish Council is considering taking responsibility of Noakes Park from the district council, this park abuts our Recreation Ground. This proposal could be in jeopardy, if the capping is enacted.

Great Baddow Parish Council also considers that neighbouring small parishes with small precepts would find it impossible to operate and cease to function effectively'.

It was agreed that the Motion should be sent to the Department of Communities and Local Government as the response of Great Baddow Parish Council and that copies should be sent to NALC, EALC and Sir Simon Burns MP.

**429/16 Chelmsford City Council – Consultation on the removal of pay phone kiosks**

Cllr A Sosin provided a draft response to the consultation. Following some discussion it was agreed that the draft, with some alteration to the layout, should be forwarded as the comments of Great Baddow Parish Council.

**430/16 Bell Centre Rebuilding/Refurbishment**

Cllr Mrs V Sadowsky informed the meeting of the recent discussions that had taken place at the Working Group with regard to the viability of particular types of footings, and the potential cost savings. An estimate has now been received for ground investigation works and following some discussion it was agreed that it would not be possible to justify the cost of any further investigation works. Proposed by Cllr Mrs V Sadowsky and seconded by



Cllr Mrs D Ronaldson. It was agreed that a meeting of the full Council should be called to discuss the action to be taken with regard to the Bell Centre.

#### 431/16Matters for Information

- Cllr Mrs V Sadowsky reported a crack across the pavement outside 25 Longfield Road which has been caused by tree roots coming through the tarmac. This will be reported.
- Cllr Mrs C Shaw enquired about the further resurfacing of the Vineyards car park, as the condition of the part not resurfaced has deteriorated badly.
- Cllr A Sosin reported that he is looking at the Development Policy Committee – Open Space Policy, and has noticed errors in relation to Great Baddow. Details will be sent to the Clerk and officers at the City Council.
- Cllr Mrs V Chiswell reported that new street lights were being installed, to replace the old concrete ones, in Longmead Avenue near to the Doctor's surgery, and enquired whether this was part of a replacement schedule.
- Cllr J Fuller reported that he had received a reply from Cllr Jenny Chandler with regard to the pavement outside the entrance to St Mary's Church, and that a meeting is to be held to expedite a repair.
- Cllr J Fuller gave the Deputy Clerk some posters to go in the noticeboards for the recruitment of school crossing patrol officers.

#### 432/16Private 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.

#### 433/16Bowling Club Lease

The Deputy Clerk informed the meeting that a reply had not yet been received from the bowling club's solicitor.



#### 434/16Bell Centre Lease

The Deputy Clerk informed the meeting that the Parish Council's solicitor had requested a meeting to clarify the current situation with regard to the Bell Centre lease. It was agreed that this should be arranged by the Clerk upon her return from annual leave, and should be scheduled to follow the proposed meeting of the full Council on this matter.

#### 435/16Grounds Staffing

Cllr Mrs S Young reiterated that an appointment had been made to the post of litter picker, and that a decision will be made on the potential new grounds post when the Clerk returns from leave.

There being no other business, the meeting was closed at 9.20 pm

Signed..........Chairman..........Date 14th November 2016