

**A Meeting of the Parish Council at The Parish Hall, Great
Baddow on Monday 14th November 2016**

The Council met at 7.30 pm on **Monday 14th November 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, G Jarvis, Mrs V Sadowsky and Mrs V Chiswell

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

483/16Public Announcements

There were no public announcements.

484/16Apologies for Absence

Apologies for absence were received from Cllr Mrs S Young and J Fuller.

485/16Declaration of Interests

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

486/16Minutes of the Council Meeting – 10th October 2016

The minutes of the Council meeting held on 10th October 2016 were signed as a true statement. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs V Chiswell.

487/16Public Question Time

There were no members of the public present.

488/16Clerk's Report

1. Recreation Ground

The Clerk still needs to contact Chelmsford City Council about the removal of rubbish from the site. This will include rubbish from the Lawn Cemetery and the Parish Hall.

2. Bell Centre

The work to minimise the risk of the asbestos dust from the ceiling has been completed by the Handyman.

3. Cycle Route

The Clerk has contacted Cllr Jenny Chandler about the comments made at the October Council meeting and has also requested a copy of the Chelmsford Cycling Action Plan, as agreed at the Highways & Amenities committee meeting.

4. Marrable House

The following update report has been received from Les Broughton of Weston Homes about the redevelopment of Marrable House: We are currently finishing the sub structure brick work and steel work. The steel work will be completed by the end of next week this on Block A, which is the building that is closest to the walkway. Once this element of works is completed the main super structure brick work and block work will commence.

Block B is now well underway with brickwork to the ground floor going up. The concrete floors will be installed on the 21st of November which then



allows for scaffolding to be erected, and we should be ready for the 1st floor brick work on block B by the end of November.

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

The Clerk met with a representative from Goodgym about carrying out the gardening tasks at the Sensory Garden in Noakes Place. The group expect the tools to be supplied by the Council, which could be a problem. Also, the group usually runs on a Wednesday evening, which during the Autumn/Winter months would make it difficult to undertake work because there is no lighting in the area. Negotiations are continuing, and Goodgym will consider whether it may be possible to carry out some work on a Saturday, when the Parish Council would have staff on duty to provide tools. Chelmsford City Council has said that they have no objection to Goodgym undertaking the work.

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

The Clerk has been informed by City Councillor S Scott, that Spencer Doherty has been referred to the appropriate officer at Chelmsford City Council to discuss this matter and the Council will be kept informed of the outcome.

7. **Luxfield**

The Clerk has been informed by the Environmental Group that the seats were installed at Luxfield on 10th November 2016 and that some further clearance work took place on that day. The Clerk is speaking to the Council's insurers about the burning of the material produced from the clearance.

8. **CIL application for work to be carried out on the AWSC**

Cllr Mrs C Shaw enquired whether any response had been received to the application for CIL funding. The Clerk replied that the panels meet in November and that she has not yet been advised of the outcome but all councillors would be notified as soon as a reply is received.

489/16 Correspondence

1. **Great Baddow Flower Club – Thank you letter for the 2016/17 grant.**

This was noted. Cllr Mrs J Sosin gave a vote of thanks to the Flower Club for their beautiful displays in the Parish Hall foyer. The Clerk informed the meeting that the Christmas tree would be delivered on 28th November 2016 and decorated in the following few days.

2. **Ted Cockle – Request for extra parking restrictions in Chelmerton**

Avenue. Cllr K Liley had viewed the location and considered the request for extra restrictions to be acceptable in view of the problems caused by vehicles parked too close to the junction with Baddow Road, which is resulting in cars backing out into a very busy road whilst waiting to turn into Chelmerton Avenue. For this reason it was agreed that the Parish Council would support the application for additional parking restrictions. Mr Cockle will also be advised to obtain the support of neighbours to strengthen the application. A copy of the letter of support will be sent to Cllr Mrs Jenny Chandler.

490/16 Report of the Planning Committee 17th October 2016

The report of the Planning Committee of 17th October 2016 was presented to the Council by Cllr A Sosin and signed as a true statement by Cllr Mrs J Sosin. Cllr A Sosin noted that the meeting of the Planning Committee scheduled for 7th November had been cancelled due to lack of business and

suggested that this could be due to the approach of Christmas or the greater extent of permitted development.

491/16 Report of the Highways and Amenities Committee 17th October 2016

The report of the Highways and Amenities Committee of 17th October 2016 was presented to the Council by Cllr K Liley, proposed by Cllr K Liley and seconded by Cllr A Sosin.

Cllr A Sosin offered to assist the Clerk, if necessary, with the application to the Chelmsford Local Highways Panel for a pedestrian refuge in Galleywood Road.

492/16 Report of the Organisation, Methods & Personnel Committee 24th October 2016

The report of the Organisation, Method & Personnel Committee of 24th October 2016 was presented to the Council by Cllr Mrs C Shaw, proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs V Chiswell.

Cllr Mrs D Ronaldson enquired whether a revised route had been compiled for the new litter picker, who does not drive and may not be able to access some parts of the existing round. The Clerk replied that this will be reviewed once the new Grounds structure is in place, and currently he is working in the Recreation Ground and the Maltings Road/Vicarage Lane areas.

Cllr Mrs C Shaw enquired whether the noticeboards and the website had been updated with details of the office opening hours and the Clerk replied that this will be done in the next few days.

493/16 Report of the Finance and General Purposes Committee 7th November 2016

The report of the Finance and General Purposes Committee of 7th November 2016 was presented to the Council by Cllr Mrs C Shaw, proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.

494/16 Health, Safety and Welfare at Work

1. Update on the Health and Safety Policy

The Clerk informed the meeting that she and Cllr Mrs S Young will be meeting the Health and Safety Advisor from Wirehouse on Thursday 24th November 2016.

2. Review of the membership of the Health, Safety and Welfare at Work Committee

Cllr A Sosin noted that the post of Health and Safety at Work Officer had been held by Kevin Gentry, prior to his retirement earlier this year, and there was some discussion as to whether the new Grounds Supervisor should fill this role, or whether it was necessary to make an appointment in light of the current reduction in staff numbers. The Clerk proposed that this matter should be raised at the meeting with Wirehouse on 24th November.

495/16 ECC – Local Bus Review Consultation in the Maldon District

The Clerk confirmed that the consultation had been sent to this Parish Council as it contained proposals to withdraw bus route No. 31A which is subsidised by Essex County Council, and connects Little Baddow, Sandon and Great Baddow. It was agreed that this withdrawal would prevent

residents of Little Baddow and Sandon from visiting Great Baddow to use the shops and services. The Clerk informed the meeting that there are paper copies of the consultation available in the office and Cllr Mrs V Sadowsky proposed that a notice to that effect should be placed on the noticeboard. Cllr K Liley agreed to report on any further discussions at the next Passenger Transport meeting.

496/16 Anti-Bribery Statement

It was agreed to accept the recommendation of the Finance and General Purposes Committee and to adopt the Anti-Bribery Statement. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs V Sadowsky.

497/16 Cemetery Regulations Review

It was agreed to accept the recommendation of the Finance and General Purposes Committee and to agree the proposed changes to the Cemetery Regulations. Proposed by Cllr K Ronaldson and seconded by Cllr Mrs C Shaw.

498/16 Matters for Information

- Cllr Mrs D Ronaldson enquired about the memorials for the late Peter Jeffrey. The Clerk confirmed that these will consist of an arbour in the Lawn Cemetery and a plaque to be attached to a bench in the Recreation Ground. Peter Jeffrey had himself provided some information about an arbour but the structure did not have solid sides and so would not be suitable for the display of plaques. Further enquiries will be made about a suitable design. The Grounds Supervisor will be asked to purchase a plaque that can be installed on one of the metal benches in the Recreation Ground.
- Cllr K Liley reported that he had welcomed the chance to represent the Parish Council at the Remembrance Service and hoped that the practice would continue. Cllr K Liley was thanked by the Council for attending as its representative.
- Cllr Mrs V Chiswell reported that the bench in the Recreation Ground in memory of Neil Murphy was in very bad condition. The Clerk agreed to investigate how this can be restored as it is a metal bench.
- Cllr Mrs V Chiswell reported that she had attended the Employment Law Update course at the EALC and this had been very informative.
- Cllr Mrs V Chiswell informed the meeting that earlier in the day she had met a builder at the Parish Hall to discuss the problem with the downpipe at the front of the Parish Hall. It had not been possible to identify a specific problem and it was suggested that the flaking paint on the interior of the adjacent bar wall should be rubbed down and treated with a sealant, and the situation should be monitored.

In CR2, it would be necessary to move the heated cabinet across the room in order to install a washing machine, and the exterior wall, which is in a similar condition to the bar wall, should also be rubbed down and treated. The Clerk reminded the meeting that the water management survey had recommended actions to be carried out in CR2 and these should also be addressed, preferably before any other work is undertaken. The wall outside CR2 which leads to the upstairs storage area had not been inspected. It was agreed that a written quotation should be requested from the builder for consideration at the next meeting of the Finance and General Purposes Committee.



499/16 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 J Sosin and seconded by Cllr Mrs C Shaw.

500/16 Bowling Club Lease

The Clerk informed the meeting that a reply had not yet been received from the bowling club's solicitor and this will be chased.

501/16 Bell Centre Lease

1. Update on the Party Wall Act Notice

The Clerk informed the meeting of advice from Lambert Smith Hampton that where a wall has already been built, a Party Wall Notice cannot be made retrospectively. It was agreed that Lambert Smith Hampton should proceed with the action agreed at the Finance and General Purposes Committee on 7th November 2016.

2. Bell Centre Lease

The Clerk reported that a meeting has been arranged with the Parish Council's solicitor for Wednesday 23rd November 2016. The Clerk will attend with Cllrs Mrs C Shaw, Mrs V Chiswell and Mrs V Sadowsky.

502/16 Noakes Place Agreement

The Clerk reported that she had met with Paul Van Damme and Mike Keen from Chelmsford City Council and a summary had been circulated prior to the meeting. A written report of the meeting, to be written by Paul Van Damme, had not yet been received. It was proposed by Cllr A Sosin and seconded by Cllr K Liley that the Noakes Place Agreement should be accepted subject to a satisfactory written report from Chelmsford City Council. This was agreed unanimously. The Clerk will send the Agreement to the Parish Council's solicitor for checking and advise that the written report from the City Council will follow. The proposed start date for the Agreement is 1st April 2017.

503/16 Grounds Staffing

The Clerk confirmed that Joshua Stewart has been appointed as a litter picker, with effect from 19th October 2016, and that Michele Dixon has accepted the position of Grounds Supervisor and Compliance Officer with effect from 1st December 2016.

Cllr Mrs J Sosin enquired about progress on the appointment of part time cover for the Administrative Assistant post in the office, and the Clerk replied that she is drafting a job profile which will be discussed with the Deputy Clerk. This will be advertised in the EALC job bulletin and on the Parish Council's noticeboards.

There being no other business, the meeting was closed at 9.03 pm

Signed.....*J Sosin*.....Chairman.....*12th December 2016*.....Date