

**A Meeting of the Parish Council at The Parish Hall, Great
Baddow on Monday 12th December 2016**

The Council met at 7.30 pm on **Monday 12th December 2016** 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 S Young, K Liley, T Miller, Mrs M Miller, Mrs V Sadowsky, J Fuller, G Jarvis and Mrs V Chiswell

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

541/16Public Announcements

There were no public announcements.

542/16Apologies for Absence

Apologies for absence were received from Cllr Mrs D Ronaldson.

543/16Declaration of Interests

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

544/16Minutes of the Council Meeting – 14th November 2016

The minutes of the Council meeting held on 14th November 2016 were signed as a true statement. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs V Sadowsky.

545/16Public Question Time

There were no members of the public present.

546/16Clerk's Report

1. Recreation Ground

The Clerk still needs to contact Chelmsford City Council about the special collection removal of rubbish from the Recreation Ground and the Lawn Cemetery sites. The filing cabinets and some other items have been taken from the Recreation Ground by the normal collectors. The Clerk informed Cllr Mrs V Chiswell that another bicycle had been found, and if this was not claimed, it could be collected for charity use.

2. Cycle Route

The Clerk has contacted Jon Simmons at Essex Highways about obtaining a copy of the Chelmsford Cycling Action Plan and has been informed that the Plan is currently in a draft format and has not yet been finalised. The next meeting of the Chelmsford City Local Highways Panel on 14th December 2016 will receive an update on this matter, and following that meeting further information may be available.

3. Marrable House

No update report has been received this month from Les Broughton of Weston Homes about the redevelopment of Marrable House, however the progress is now visible as some of the block work can be seen above the screening. If a report is received, it will be circulated to all councillors. Cllr A Sosin reported that workers from the site had been filling the pot holes in the car park with surplus concrete mix which was very loose and required some moisture to bed it in.

4. **Work to be carried out by Goodgym**
The Clerk has contacted the representative from Goodgym again about undertaking the gardening tasks at the Sensory Garden in Noakes Place but has not received a reply.
5. **Resurfacing of the walkway between the Scout Hut and the Towerfield Allotments site**
The Clerk has received an email from Spencer Doherty of the scout group confirming that they are now dealing with the City Council about this matter and will keep the Parish Council informed of progress.
6. **Luxfield**
The Clerk is speaking to the Parish Council's insurers about the burning of arisings from the clearance work, as there is now a large amount to be disposed of. Cllr K Ronaldson suggested that a chippings machine could be used to reduce the debris to reusable chippings, and the Clerk will discuss this with the Grounds Supervisor.
7. **Office Opening Hours**
Cllr Mrs C Shaw noted that the office opening hours are now displayed on the noticeboards but not yet on the website. The Clerk will look into this matter.

547/16Correspondence

1. Great Baddow Charity Races Committee – letter of thanks for the Council's support for the 2016 Races and a request to use the Recreation Ground on 14th May 2017. The Clerk had received information from the Races Committee that the number of competitors taking part in the races this year had been good, but the number of people visiting the stalls in the Recreation Ground had been lower. It was proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs S Young that the request to use the Recreation Ground on Sunday 14th May 2017 should be approved. This was agreed.

Cllr Mrs S Young queried whether this approval would also extend to the Parish Council's usual funding of the portaloos, and the Clerk replied that funding for the portaloos has been included in the budget. The Council has supported the provision of the portaloos for many years and this is not usually considered as a separate item. The quotation already received from the Races organiser is within the budget figure.

2. Chelmsford City Council – request for suggestions for the naming of the new buildings on the site of Marrable House. Cllr K Ronaldson proposed that the building should be named Armstrong Gibbs House in memory of the English composer, Cecil Armstrong Gibbs, who was born in The Vineyards in Great Baddow and lived for a large part of his life in Danbury. Proposed by Cllr K Ronaldson and seconded by Cllr Mrs V Chiswell. It was also agreed that the Clerk should inform the Armstrong Gibbs Society of the proposal.

548/16Reports of the Planning Committee 21st November and 5th December 2016

The reports of the Planning Committee of 21st November and 5th December 2016 were presented to the Council by Cllr A Sosin and signed as a true statement by Cllr Mrs J Sosin.



549/16 Reports of the Finance and General Purposes Committee 28th November and 5th December 2016

The reports of the Finance and General Purposes Committee of 28th November and 5th December 2016 were presented to the Council by Cllr Mrs C Shaw, proposed by Cllr Mrs C Shaw and seconded by Cllr A Sosin.

Cllr Mrs V Chiswell reported that the builder is willing to undertake the areas of work separately and enquired whether the Clerk would prefer the quotation received from the builder to be broken down into the two separate areas of work (Bar and CR2). The Clerk agreed that this would be preferable and said that the builder should be asked to contact her direct.

550/16 Health, Safety and Welfare at Work

1. Update on the Health and Safety Policy

The Clerk reported that she and Cllr Mrs S Young had met the Health and Safety Advisor from Wirehouse on 24th November 2016 and some amendments to the Policy discussed at the meeting would now be sent to Wirehouse, to enable a draft to be returned for further consideration.

2. Update on the review of the membership of the Health, Safety and Welfare at Work Committee

The meeting had also discussed some matters concerning the Health, Safety and Welfare at Work Committee. The representative had advised that the committee should meet every six months or when an incident has taken place. It was also confirmed that the Council is not required to appoint a Health and Safety Officer, as the Wirehouse representative would be acting on the Council's behalf. Cllr A Sosin proposed that the membership of the Committee should be reconsidered following staff changes, and the Clerk suggested that this should be done in May when the membership of all committees is reviewed. This was agreed.

551/16 Mid Essex Clinical Commissioning Group

The Clerk had circulated the Mid and South Essex Sustainability and Transformation Plan prior to the meeting. Cllr Mrs C Shaw had drafted a proposed response to the Plan which was read to the meeting and discussed. It was noted that Chelmsford had been split into three categories for the proposed collaboration between GP practice groups but it was unclear as to which category Great Baddow would belong. It was agreed to query this. It was also agreed to request clarification on the locality of one of the categories that had been named 'Prosper', as all the other locality names are geographic.

The Council was in agreement with the aim of grouping services at one centre of emergency excellence in order to concentrate major emergency treatments in one location, but also wished to make the following comments:

1. That the other hospitals should still provide a 24-hour A&E service
2. Plans should be made to facilitate travel for relatives to the one centre of excellence, especially for older relatives and those without cars
3. Possible road delays for ambulances reaching the one centre of excellence could reduce the chances of recovery and the Parish Council requests assurance that this would not reduce the chances of patient survival or of making the best possible recovery, for example from a stroke

It was agreed that the Clerk should submit these comments to the Mid Essex Commissioning Group.



552/16 Dependants' Carers' Allowance

It was agreed that Great Baddow Parish Council would like to take part in the survey relating to the Dependents' Carers' Allowance and would support the widening of the allowance to include Parish Councils. Cllr Mrs V Sadowsky suggested that the lack of an allowance could be a factor in prohibiting candidates from standing for parish councils. One candidate at the meeting confirmed that he would benefit from the allowance. Cllr Mrs C Shaw confirmed that councillors at Chelmsford City Council do receive the allowance. The Clerk will complete the survey online and will request any further information that is required from councillors.

553/16 SAAA – Audit Appointments

The Clerk informed the meeting that the SAAA have appointed three firms of auditors to carry out audit reviews from April 2017, but it was not yet known which company would be allocated to this parish council.

554/16 Precept 2017/2018

It was agreed that the Precept for 2017/2018 should be set at £398,500.00, as recommended by the Finance and General Purposes Committee. This represents an increase of 5.8% on 2016/2017. In actual terms on the Band D charge, the charge will rise from £66.76 per annum to £74.52 per annum.

This was proposed by Cllr A Sosin, seconded by Cllr Mrs C Shaw and agreed unanimously. The Clerk will have the precept form available for signature by the Chairman at their meeting on Thursday 15th December 2016.

555/16 Matters for Information

- Cllr A Sosin reported that he has been invited to attend the Neighbourhood Watch Meeting in the Parish Hall on Wednesday 14th December 2016. Cllr Mrs C Shaw had also been invited. It was confirmed by the Deputy Clerk that the meeting starts at 7.00pm.
- Cllr Mrs V Sadowsky informed the meeting of changes to the Nos 41 and 51 bus services. These are shown on the First Bus website but do not appear to have been widely publicised.
- Cllr Mrs M Miller reported that the remains of the old fencing at the end of Foxholes Road had been taken down by the City Council and a new set of railings had been installed.

556/16 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.

557/16 Bowling Club Lease

The Clerk informed the meeting that the matter of the lease was raised at the meeting with the Bowling Club on 1st December 2016. No reply has yet been received from the Bowling Club's solicitor and the Club Secretary said that he would follow this matter up with the Club's solicitor. The Secretary has since contacted the Clerk to say that the delay had been with the Club's solicitor but that he was now actioning the matter. Following discussion, it was agreed that the setting of fees for the use of the green will be discussed at the Grounds Committee meeting on 19th December 2016.



558/16 Bell Centre Lease

The Clerk reported that she had attended a meeting with Cllrs Mrs V Chiswell, Mrs C Shaw, Mrs V Sadowsky and the Parish Council's solicitor on 23rd November 2016 to confirm the current position with regard to negotiations for the Bell Centre lease, and notes of the meeting, received from the solicitor, had been circulated to all councillors. The solicitor had suggested that the Parish Council seeks to enter into an Agreement for Lease, as this would confirm the intention to lease at a later stage when certain requirements have been met.

It was proposed by Cllr Mrs V Sadowsky, and seconded by Cllr Mrs V Chiswell, that the solicitor should be instructed to start negotiations for an Agreement to Lease. A vote was taken which showed 9 in favour and 3 abstentions. The resolution was carried.

559/16 Grounds Staffing

The Clerk informed the meeting that Michele Dixon had moved to the position of Grounds Supervisor and Compliance Officer on 1st December 2016 and had been based in the Grounds Office in the Recreation Ground from 5th December 2016. Some problems with the broadband connection to the Grounds office were currently being investigated.

The advertisement for the part time position of Administrative Assistant (Secondment Cover) had closed on 9th December 2016. It was agreed that the interviews should take place on Tuesday 20th or Wednesday 21st December 2016, and the Clerk would email Cllrs Mrs S Young, Mrs J Sosin and Mrs C Shaw to arrange a time when two of the three councillors were available to conduct interviews. Cllr J Fuller asked if the interview process includes a skills test and the Clerk confirmed that it does not.

There being no other business, the meeting was closed at 8.55 pm

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