



## **The Minutes of the Parish Council Meeting**

The Council met at 7.30 pm on **Monday 10<sup>th</sup> June 2019** in The Parish Hall, 19 Maldon Road, Great Baddow.

Councillor Mrs V Chiswell chaired the meeting.

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

In Attendance: The Clerk of the Council and the Deputy Clerk  
Evelyn Ball - for Item 137/19  
Sebastian Boderer – for Item 137/19  
Robert Kilvington – for Item 137/19  
Philippa Russell – for Item 137/19  
2 Members of the Public

### **134/19 Public Announcements**

There were no public announcements.

### **135/19 Apologies for Absence**

There were no apologies for absence.

### **136/19 Declaration of Interests**

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

### **137/19 Co-option of Councillors**

The Chairman welcomed those in attendance and read out a statement with regard to the recording and filming of council meetings.

A short application written by the four candidates applying for co-option had been circulated prior to the meeting. The candidates were asked to leave the room and were then invited back individually to address the council in support of their application.

A paper ballot was conducted to select the candidates that would be asked to fill the three vacancies currently available on the Parish Council. It was agreed by majority that Evelyn Ball, Sebastian Boderer and Robert Kilvington should be elected to seats on the Parish Council.

The Chairman welcomed the new councillors, and they all completed the Declaration of Acceptance of Office. The Clerk provided a file of information for each new councillor and this included the Register of Interests which they were asked to complete and return within 28 days. They were also asked to consider

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committee membership and to advise the Clerk of the committees that they would wish to join.

#### **138/19 Minutes of the Annual General Meeting and Council Meeting – 13<sup>th</sup> May 2019**

1. The minutes of the Annual General Meeting held on 13<sup>th</sup> May 2019 were signed as a true statement. Proposed by Cllr Mrs V Chiswell and seconded by Cllr Mrs C Shaw.
2. The minutes of the Council meeting held on 13<sup>th</sup> May 2109 were signed as a true statement. Proposed by Cllr Mrs V Chiswell and seconded by Cllr Mrs J Sosin, with the following amendments: Item 090/19, No. 7, the first word 'Vineyard' to be deleted and replace by 'Vineyards'; also in line 1, the word 'Ass' to be deleted and replaced by 'Associates'; also in line 2, the words 'I can confirm' to be deleted and replaced by 'The Clerk confirmed'; also in line 4, the time '6.10' to be deleted and replaced by '6.01'; Item 090/19, No.10, the word 'clerk' to be deleted and replaced by 'Clerk'; also the words 'or damaged' to be added at the end of the sentence after the words 'taken down'; Item 091/19, first line, the word 'residence' to be deleted and replaced by 'resident'; Item 100/19, line 4, the word 'canvassing' to be deleted and replaced by 'canvassing'.

#### **139/19 Public Question Time**

The Chairman invited any questions from the members of the public.  
There were no questions raised.

#### **140/19 Clerk's Report**

1. **Bowls Club Leases** – the Clerk has emailed the Parish Council's solicitor for an update and is awaiting a reply upon his return from annual leave. This matter will be followed up by a phone call.
2. **BAE Correspondence** – The Clerk has contacted BAE directly and is awaiting a reply.
3. **BT Kiosk in Molrams Lane** – The Clerk has been to view the kiosk, confirmed that it is still working but it only accepts payment by debt or credit card or a BT payment card, and not by cash. This kiosk was discussed in October 2016 when it was agreed that it should be retained as it may be needed by children from Sandon School. It was agreed that the Clerk would reply to both the resident who raised the issue and BT to ask them to remove the notice of removal of the kiosk.
4. **Horse Manure** – The Clerk confirmed that the Grounds Supervisor is not aware of any letter regarding manure not being allowed on the allotments. However, the Grounds Supervisor had placed a note in the allotment newsletter asking tenants to seek permission before manure is delivered so that a location can be agreed for its storage prior to being transferred to individual plots.
5. **Parish Hall Steps** – The Administrative Officer has ordered the paint to carry out the work on the front steps and this will be done by the Community Handyman as soon as the paint arrives.

6. **Parish Hall Front Door** - The automatic door has been adjusted to reduce the speed of operation, and the Administrative Assistant has been given instructions on how to pin the door back when necessary.
7. **Village Conference Minutes** – Cllr Mrs C Shaw enquired about uploading the draft Village Conference minutes on to the website. The Clerk will ask the Administrative Officer to do this and to update other areas following the co-option of new councillors.

#### **141/19Correspondence**

1. Email from a resident regarding LED lights. This matter will be placed on the agenda for the meeting of the Highways Committee next Monday, 17<sup>th</sup> June 2019.
2. Email from a resident regarding cycling on paths. Cllr Mrs V Chiswell will discuss this matter with the local City Councillors, as she had also been contacted by another resident about the same problems, and it will also be raised at the forthcoming meetings with NAP, and with the Police Inspector.
3. Email from a resident regarding criminal behavior in Great Baddow. This matter was raised at a recent NAP meeting and it was noted that there has been a more visible police presence. The Parish Council has agreed to sponsor two Special Constables for Great Baddow and has advertised for recruits.
4. Email from a resident regarding Hopwood View/Duffield Way. Cllr Mrs J Sosin informed the meeting that the City Council has removed most of the debris piled beside the garages, but there is still a problem due to the parking in the garage block area. The neighbouring school will be contacted by Cllr Mrs J Sosin with regard to student parking in that area.

#### **142/19Annual Governance Statement – 31<sup>st</sup> March 2019**

- (a) The Council considered the findings of the review of the effectiveness of the system of internal control, and this was approved.
- (a) The Council resolved unanimously to approve the Annual Governance Statement. Proposed by Cllr Mrs S Young and seconded by Cllr A Sosin. The statement was signed by the Chairman of the meeting, Cllr Mrs V Chiswell, and the Clerk of the Council.

#### **143/19Accounting Statements – 31<sup>st</sup> March 2019**

- (a) The Clerk had circulated the Accounting Statements prior to the meeting.
- (b) It was resolved unanimously that the Accounting Statements should be approved. Proposed by Cllr Mrs V Chiswell and seconded by Cllr K Liley.
- (c) The Statement was signed by the Chairman of the meeting, Cllr Mrs V Chiswell.

#### **144/19End of Year Accounts 2018/2019**

The End of Year Accounts had been circulated by the Clerk prior to the meeting. There were no queries raised on the accounts and it was agreed unanimously that the End of Year Accounts should be accepted. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs V Sadowsky.

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**145/19 Minutes of the Planning Committee 20<sup>th</sup> May 2019 and 3<sup>rd</sup> June 2019**

The reports of the Planning Committee of 20<sup>th</sup> May and 3<sup>rd</sup> June 2019 were presented to the Council by Cllr Mrs D Ronaldson and signed as a true statement by Cllr Mrs V Chiswell.

**146/19 Minutes of the Finance and General Purposes Committee 3<sup>rd</sup> June 2019.**

The report of the Finance and General Purposes Committee of 3<sup>rd</sup> June 2019 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 126/19, No.6, the heading to be amended to read 'Fly Tipping Duffield Road'.

**147/19 VE Day Celebrations**

It was agreed that the Parish Council should consider taking part in the VE Day celebrations, and that a Working Group should be set up to look into the possible options. Cllr Mrs V Sadowsky suggested that the Working Group should contact other local organisations to find out about any celebrations they may be organising, in order to avoid duplication. It was agreed that the Working Group would comprise the Administrative Officer (Donna Tristram), Cllr Mrs V Chiswell, Cllr Miss E Ball, and Cllrs Mrs S Young and C Shaw if available.

**148/19 Cemetery Works**

The Clerk outlined and updated the proposal discussed at the Finance and General Purposes Committee on 3<sup>rd</sup> June 2019 relating to the area in front of the allotments/cemetery where cars are parked by those attending a burial or working in the allotments. The tarmacking over of this area had not been included in the original contract and the Clerk advised that it would cost an extra £36,000 to carry out this work in the next two weeks whilst the contractors are in the cemetery completing the installation of the new road, and this would provide completion of the project.

Advice had been obtained from the City Council with regard to the necessary permissions for this work, and this may involve an application for a Certificate of Lawful Development. It was agreed that this work had not been included in the original tender and that there were no funds currently available for it. It was suggested that a plan and a written proposal should be obtained so that the matter can be considered for inclusion in the 2020/21 budget. Cllr R Kilvington offered to assist with the formation of a proposal.

**149/19 Parish Council Surgeries**

Cllr Mrs V Chiswell spoke about the arrangements for the Parish Council surgeries and whether there could be any flexibility in the locations in order to serve more of the parish. It was also agreed to produce a new poster to be placed more prominently in the Vineyards noticeboard.

**150/19 Great Baddow Times**

There was some discussion of the delivery of the Great Baddow Times. It was agreed that there are still some problems with access to flats, particularly the Meadgate flats where delivery is not taking place. Cllr A Sosin suggested that a

test check could be arranged by mailing a reply slip asking about delivery to some of the flats. It was also agreed to ask the distributors if they are experiencing continuing problems in those or any other flats. The Clerk will investigate whether the magazine is still being delivered to Roberts Court by the grounds staff, and whether copies could also be left in The Orchards.

#### 151/19 Matters for Information

- Cllr Mrs D Ronaldson reported the continuing problem of speeding in Baddow Road. This will be placed on the agenda for the Highways Committee meeting on 17<sup>th</sup> June 2019. It was noted that the Parish Council has advertised for parishioners to take part in a Speedwatch initiative, and has not received any responses.
- Cllr Mrs C Shaw enquired whether an invitation had been received to the presentation evening for the Great Baddow Races. The Clerk replied that she had received this, and the presentation would take place at the Millennium Centre on 14<sup>th</sup> July 2019.
- Cllr Mrs C Shaw gave her apologies for the Planning Committee meeting on 17<sup>th</sup> June, and asked if another councillor could attend as a substitute. Cllr Mrs V Chiswell agreed to act as a substitute.
- Cllr K Liley gave a report on the Passenger Transport meeting that he had attended. Both the consultations on the Saturday/Sunday service, and the Park and Ride, are still being collated and no results are yet available. Bus shelters will be available, financed by the advertisements in them, and bus timetables will remain paperless. It was also noted that the Community Transport buses only operate within the Chelmsford area, and therefore cannot be used to travel to appointments outside Chelmsford.
- Cllr S Bodera raised a number of parking issues and Cllr A Sosin offered to arrange a meeting with him to discuss this matter. This item will also be placed on the agenda for the next Highways Committee meeting on 17<sup>th</sup> June 2019.
- Cllr P Sadowsky reported he will be attending a Task Force meeting next Monday 17<sup>th</sup> June 2019.
- Cllr Mrs V Sadowsky informed the meeting that she will not be able to attend the EALC AGM in September, and enquired if another councillor would be able to attend in her place. The Clerk advised that she would be attending.
- Cllr Mrs V Sadowsky had attended an initial open day for Kids Inspire at Hargrave House, and reported that they are keen to engage with the local community. An official open day will be taking place in September and councillors were encouraged to attend.
- Cllr A Sosin raised the matter of filming at Council meetings, and it was agreed to place this item on the agenda for the next Council meeting on 8<sup>th</sup> July 2019.
- Cllr Mrs S Young reported that she had seen a notice on the toddler play area stating that it would be closed for 3 weeks from 17<sup>th</sup> June for resurfacing, and queried whether such a long closure was necessary.
- The Clerk informed the meeting that she would be processing an invoice for a pressure washer, and it was confirmed that this is in line with the available budget.

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- The Clerk informed the meeting that she had spoken to the YMCA about the youth facility in Bell Street and this matter will be placed on the agenda for the next Council meeting on 8<sup>th</sup> July 2019.

**152/19 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 V Chiswell and seconded by Cllr Mrs S Young. This was agreed unanimously.

**153/19 Staffing Update**

The Clerk informed the meeting that seven candidates would be interviewed for the position of Assistant Clerk on Monday 17<sup>th</sup> June 2019. The interview panel will consist of the Clerk, Cllr Mrs V Chiswell and Cllr Mrs C Shaw.

A meeting of the Organisation Methods and Personnel Committee will take place on Wednesday 12<sup>th</sup> June at 3.00pm.

There being no other business, the meeting was closed at 9.55 pm

Signed.....*V. Chiswell*.....Chairman.....*9.7.19*.....Date