



The minutes of the Parish Council Meeting

The Council met at 7.30 pm on **Monday 11th February 2019** in The Parish Hall, Great Baddow. Councillor Mrs J Sosin chaired the meeting.

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

In Attendance: The Clerk of the Council and Deputy Clerk

644/18 Public Announcements

There were no public announcements.

645/18 Apologies for Absence

Apologies for absence were received and accepted from Cllrs G Jarvis, T Miller, Mrs M Miller, K Ronaldson, Mrs D Ronaldson and K Liley

646/18 Declaration of Interests

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

647/18 Minutes of the Council Meeting – 14th January 2019

The minutes of the Council meeting held on 14th January 2019 were signed as a true statement. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs V Chiswell.

648/18 Clerk's Report

1. Bus Shelter

The Clerk had received a response from Essex County Council about the siting of a bus shelter in Maldon Road, close to the fire station, and reported that a site visit is going to be arranged before it can be confirmed whether the location is suitable. If it is agreed, it will be necessary to consult the local residents about the proposal.

2. Motion to Vicky Ford MP

The Clerk has been contacted by the MPs office who are now awaiting further information from Chelmsford City Council, about the details of the consultation, before a response can be made.

3. Child Protection Policy

The Clerk is continuing to work on this policy and it will be placed on the agenda for the next Council meeting on 11th March 2019.

4. Health and Safety Management System

A handwritten signature in black ink, consisting of a stylized, cursive letter 'S'.

The deadline for comments on this policy by the members of the Organisation Methods and Personnel Committee is 15th February. The Clerk will then amalgamate the changes before raising any queries with Wirehouse, and resubmitting the policy to the OMP meeting in April.

5. **Parish Council's Mission Statement**

The Clerk will circulate the Mission Statement which will be considered by the incoming members after the May election.

649/18Correspondence

1. Email from a parishioner regarding unauthorised parking on the triangle of green adjacent to Foxholes Road. It was agreed that Chelmsford City Council should be asked to install wooden bollards to protect the green. The residents could also ask the South Essex Parking Partnership to extend the yellow lines up to Snelling Grove. This request should be supported by a petition of 50 signatures and the Council will provide assistance if necessary.
2. Email from SLCC regarding the devolution of some highways services by Essex County Council. This was noted.
3. Email from EALC regarding the retirement of a member of their staff. It was agreed that individual responses should be made by any councillors wishing to contribute to a retirement gift.
4. Email from a parishioner regarding an environmental issue that has been reported to Chelmsford City Council. It was agreed that the correspondent should be advised to refer the matter to the Great Baddow East councillors at the City Council, and as a last resort to contact the Local Authority Ombudsman.
5. Email from Essex Search and Rescue regarding the siting of a Clothing Bank in the Millennium Centre car park. It was recalled that a previous request to place a recycling bank in the Millennium Centre car park had been refused due to worries about the responsibility for emptying the bank, and keeping the area around it free from dumping. It was agreed to follow this decision, and not to allow this request. Cllr Mrs S Young also noted that there is a sign in the Buckleys car park relating to the recycling bins that have been removed from that area, and it was agreed to ask the City Council to take the sign down.

650/18Reports of the Planning Committee 21st January and 4th February 2019

The reports of the Planning Committee of 21st January and 4th February 2019 were presented to the Council by Cllr A Sosin and signed as a true statement by Cllr Mrs J Sosin.

651/18Report of the Finance and General Purposes Committee 4th February 2019.

The report of the Finance and General Purposes Committee of 4th February 2019 was presented to the Council by Cllr Mrs C Shaw, proposed by Cllr Mrs C Shaw, and seconded by Cllr A Sosin.

652/18Report of the Organisation Methods and Personnel Committee 4th February 2019.



The report of the Organisation Methods and Personnel Committee of 21st January 2019 was presented to the Council by Cllr Mrs S Young, proposed by Cllr Mrs S Young, and seconded by Cllr Mrs C Shaw with the following amendments: In the first line of the report, the time to be changed from '7.30 pm' to '8.00 pm'; In the list of councillors present, the name 'Mrs V Chiswell' to be deleted.

653/18 Baddow Hall Schools

Cllr Mrs C Shaw reported that she had met with the Headteacher of Baddow Hall Junior School who had raised the matters of the unauthorised railings on the brick wall, and the need for protective railings at the pedestrian exit from the Junior School to the Bringy. It was agreed that the Parish Council could not assist with regard to the unauthorised railings, but it did support the request for bollards at the pedestrian exit, which is due to be considered by the Highways Panel in March. It was agreed that a letter of support would be written to the Panel, and the Administrative Officer would be asked to research the Parish Council's comments made at the time of the planning application for the houses in the Bringy, as these could be referenced to show the council's concerns at that time.

654/18 Library Closures

Cllr Mrs C Shaw reported on behalf of a number of councillors that had attended a meeting with Cllr Susan Barker, Essex County Council Cabinet Member for Customer and Corporate Services, on the library consultation. An assurance had been given that Great Baddow Library will remain a Tier 2 library, regardless of any further reorganisations. The calculation of footfall was also discussed, and the meeting was told that visits to a library are only included in the calculation if a ticket is used, and other visit would not be taken into account. It was agreed that the Clerk and Cllr Mrs C Shaw should co-ordinate a response to the consultation and complete the online questionnaire designed for reply by groups and organisations. Particular emphasis will be placed on the need to maintain the current opening hours of 34 per week.

655/18 Park and Ride Consultation

It was agreed that the Parish Council should object to the proposed closure of the Chelmer Valley Park and Ride on a Saturday. The increase in housing and infrastructure, particularly in that area, justifies the retention of the service, to avoid a greater amount of traffic trying to access the town centre. This would be in line with the Chelmsford Growth Package that is advocating a central and co-ordinated approach to traffic movement. The Parish Council also agreed to support the raising of the child ticket age from 16 to 18, and to object to the removal of ticket machines as this would lead to delays on the buses. The Clerk will complete the questionnaire to submit these comments.

656/18 Task Force Meetings

It was agreed that Cllrs K Ronaldson, Mrs C Shaw, Mrs V Chiswell and K Liley will attend the Task Force Workshop on 14th March 2019. Cllr P Sadowsky will also be



able to attend as a Task Force member. The Clerk will respond accordingly when the invitation is received.

657/18 Risk Assessment

It was agreed that the amended Risk Assessment document should be accepted and approved. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs S Young. This was agreed unanimously.

658/18 Hall Hire

The Council considered a request, from a regular hirer, to waive the three hour minimum charge for hall hire on a Monday evening, in order to allow a shorter period to be hired. The Deputy Clerk informed the meeting that it is difficult to find a regular hirer for that evening because of the relatively large number of weeks where it is not available due to Bank Holidays, theatre productions and rehearsals. It was agreed that the minimum charge should be reduced from three hours to two hours on a Monday evening. Proposed by Cllr A Sosin and seconded by Cllr Mrs S Young. A vote was taken with 5 for, 1 against and 1 abstention.

659/18 Matters for Information

- Cllr A Sosin reported that a reply had been sent to the Ministry of Housing and Communities Local Government (MHCLG) Communities Framework.
- Cllr Mrs S Young reported that Lamp post No.2 in Rothmans Place is not working. This will be reported.
- The Clerk raised the matter of signing in at each meeting and suggested that the procedure could be stopped as the attendance and apologies are minuted. This was agreed.

660/18 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. This was agreed unanimously.

661/18 Staffing Update

The Clerk updated the meeting on staffing matters:

1. The Clerk requested advice from Occupational Health.
2. The Weekend Games Attendant post is vacant.
3. An Investigating Officer was appointed in accordance with the Council's Disciplinary and Grievance Policy. It was agreed that Cllr Mrs V Chiswell should be the appointed person.

662/18 Bowls Club Lease

The Clerk confirmed that the Bowling Club has agreed to take over maintenance of the Green and Cllr Mrs S Young confirmed that Elm Horticulture ceased their work on the Green on 22nd January 2019 to enable the Bowling Club contractor to start work. It was agreed that there would be no refund of 2018/2019 fees. The

lease of the rink will run alongside that of the clubhouse, and a draft lease has been sent to the Bowling Club. Reference to a public rink will be removed as it was not regarded as sustainable. The public rink has not been hired in the past year, and the bowling club are happy for any members of the public to contact them if they wish to play. It was proposed by Cllr Mrs S Young and seconded by Cllr Mrs C Shaw that that joint lease should be progressed with the omission of the reference to a public rink. A vote was taken with 4 for, 1 against and 2 abstentions. A further meeting will be held with the Bowling Club on 13th February 2019.

663/18 Cemetery Tender

Cllr Mrs S Young reported that, despite agreement at the previous Council meeting, she had not been present at the opening of the Tenders. The Clerk had also been absent. A tender return evaluation, provided by Cemetery Development Services, had been circulated prior to the meeting, along with a summary from the Clerk of the proposed funding channels for the project. Applications have been made to the Heritage Fund and Awards for All to supplement the funds currently available in earmarked reserves and CIL awards. It was agreed to invite the three contractors with the highest ranking scores to attend an interview. Cllr K Ronaldson will be asked to attend the interviews, and the results will be reported to the next Council meeting on 11th March.

664/18 Operation London Bridge

It was agreed that the Clerk and the Chairman of the Parish Council would act as contacts, and the offer of a book from the City Council would be accepted.

There being no other business, the meeting was closed at 9.40 pm

Signed.....*J S Young*.....Chairman.....*11th March 2019*.....Date