



The minutes of the Parish Council Meeting

The Council met at 7.30 pm on **Monday 12th November 2018** in The Parish Hall, Great Baddow. Councillor Mrs J Sosin chaired the meeting.

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

In Attendance: The Clerk of the Council and Deputy Clerk

467/18 Public Announcements

Cllr Mrs J Sosin thanked all the councillors and staff that had taken part in the various exhibitions and ceremonies arranged to commemorate the 100 year anniversary of the end of WW1.

468/18 Apologies for Absence

Apologies for absence were received from Cllrs G Jarvis and Mrs V Chiswell.

469/18 Declaration of Interests

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

470/18 Minutes of the Council Meeting – 8th October 2018

The minutes of the Council meeting held on 8th October 2018 were signed as a true statement. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw.

471/18 Public Question Time

There were no members of the public present.

472/18 Resolution for Non Attendance at Council meetings

It was resolved that the Parish Council should continue to accept the apologies of Cllr G Jarvis, who has been unable to attend Council meetings for a period of five and a half months due to illness. Apologies will be accepted until Cllr G Jarvis is recovered and able to attend meetings, or for a further period of six months. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw. This was agreed unanimously.

473/18 Clerk's Report

1. YMCA

Following the discussion at the Finance and General Purposes Committee on 5th November 2018, it was agreed that the Clerk would meet with the

A handwritten signature in dark ink, appearing to be the initials "JS", located in the bottom right corner of the page.

YMCA to agree and sign the SLA, and ensure that no further charges are included. This will be arranged.

2. **Website**

The Administrative Officer is in the process of liaising with Cllr K Ronaldson and Cllr Mrs C Shaw about the new look of the website, and is also in contact with the service provider for advice and guidance. This will be brought back to a later meeting when a mock up is available.

3. **Webcast**

This is currently being investigated by Thomsons who are looking into the installation, costs and time scales of setting up a webcast facility.

4. **Bell Centre**

All the keys have now been returned to Essex County Council and final meter readings have been taken. A query has been raised about the water meter reading which is being investigated. The invoices for the closing accounts are awaited.

5. **Employee Code of Conduct**

The Clerk confirmed that the changes agreed at the Council meeting on 8th October 2018 have been made, and an amended version was sent out today to all councillors.

474/18Correspondence

1. **Application to the Local Highways Panel**

It was agreed that the application form, delivered to the Parish Council Office, did not provide enough detail about the nature of the request, and whilst the Parish Council may support such an application, it would not be able to consider it without additional information being provided. The Clerk will contact Cllr Jenny Chandler, who was originally approached by the applicant, to request further information and the matter will then be referred to the next meeting of the Highways Committee for consideration alongside the existing list of priority schemes.

2. **Email regarding safety in the Recreation Ground**

The Clerk outlined the issues raised in the email and confirmed that the correspondent had been asked to report the matter to the Police. It was agreed that the Clerk should also inform the Police, and in addition should outline the Parish Council's concern at the levels of crime in the parish, that are reported on the Police website, and ask for their views on this matter. It was also agreed to refer the matter to the next meeting of the Grounds Committee to consider lighting in the area.

3. **Parking and Highways Liaison Briefing Session – 27th November 2018**

Cllr K Liley gave his apologies for the meeting, and Cllrs A Sosin and P Sadowsky confirmed that they would be able to attend.

475/18Reports of the Planning Committee 15th October 2018 and 5th November 2018

The reports of the Planning Committee of 15th October and 5th November 2018 were presented to the Council by Cllr A Sosin and signed as a true statement by Cllr Mrs J Sosin.

476/18Report of the Highways and Amenities Committee 15th October 2018

The report of the Highways and Amenities Committee of the 15th October 2018 was presented to the Council by Cllr K Liley, proposed by Cllr K Liley and seconded by Cllr A Sosin.



Cllr P Sadowsky informed the meeting that he would be attending a meeting of the Army and Navy taskforce on 7th December 2018 and any questions or queries for the meeting should be emailed to him beforehand.

Cllr Mrs C Shaw enquired whether the Clerk had contacted Essex County Council to confirm that, as requested, the new bus shelter on Maldon Road should be of a wood rather than metal construction, to match existing shelters in that area. The Clerk confirmed that this matter had not yet been followed up, and the Clerk will now contact the County Council, and will also chase up the awaited guidance procedure for the installation of a bus shelter outside 77 Maldon Road.

Cllr A Sosin advised the meeting that the recent Highways Panel report had recorded the expected cost of a SID in another area of Chelmsford, and this could be noted and used as a benchmark for any discussions about installation in the parish.

Cllr A Sosin informed the meeting that he had reported a pothole, at the junction of Chelmer Lea and Baddow Road, to Cllr Jenny Chandler for inclusion in her report.

477/18 Report of the Organisation, Methods and Personnel Committee 22nd October 2018

The report of the Organisation, Methods and Personnel Committee was presented to the Council by Cllr Mrs S Young, proposed by Cllr Mrs S Young and seconded by Cllr Mrs D Ronaldson, with the following amendment to Item '43518': the item number to be deleted and replaced by '435/18'. This was agreed unanimously.

478/18 Report of the Grounds Committee 29th October 2018

The reports of the Grounds Committee was presented to the Council by Cllr Mrs S Young, proposed by Cllr Mrs S Young and seconded by Cllr K Liley.

479/18 Report of the Finance and General Purposes Committee 5th November 2018

The report of the Finance and General Purposes Committee of 5th November 2018 was presented to the Council by Cllr Mrs C Shaw, proposed by Cllr Mrs C Shaw, seconded by Cllr A Sosin and agreed unanimously.

480/18 Long Service Award for Councillors

It was agreed that the Parish Council should recognise any councillor with 20 or more years of service by awarding a certificate, which can be presented at the Community Celebration. Proposed by Cllr Mrs V Sadowsky and seconded by Cllr K Liley. A vote was taken with the result of 7 in favour and 4 abstentions. This was agreed.

481/18 Bringing Dogs to Work

The Clerk introduced this item and there was some discussion of the advantages and disadvantages of allowing the Grounds Supervisor to bring a dog to work. It was noted that a previous member of the Ground team had brought a dog to work on occasions, and a precedent could be set should other members of staff make a similar request. It was proposed by Cllr Mrs J Sosin and seconded by Cllr K Liley that the Grounds Supervisor should

be given permission to bring a dog to work for a couple of days a week, and for a trial period of six months. A vote was taken with the result of 7 in favour, 2 against and 2 abstentions. This was agreed. It was also agreed that the trial period will not commence until the stable door is fitted in the Grounds Office as this will improve the security, and prevent the dog from leaving the office.

482/18 Policies and Procedures

It was agreed that the Complaints Policy and Procedure, and the Key Holder Policy would be carried forward for consideration at the next Council meeting.

The following Policies/procedures were considered:

1. Gifts and Hospitality Policy

It was agreed to amend the spelling and punctuation of some words, and to make some minor alterations to improve the coherence. The Clerk noted these changes on the policy document. It was agreed unanimously that the Gifts and Hospitality Policy should be accepted with the amendments set out above. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs C Shaw.

2. Dignity at Work Policy

It was agreed to change all the references to 'customers' and 'clients' to 'members of the public'. It was agreed unanimously that with this change the Dignity at Work Policy should be accepted. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs S Young.

3. Disciplinary Policy

All references to a 'Staffing Committee' to be changed to 'Organisation, Methods and Personnel Committee'. It was also agreed to make some minor punctuation changes and to look at the footers on this policy, in conjunction with the footers on the Grievance Policy, which appear to be the same.

Cllr K Ronaldson left the meeting at 9.12pm.

4. Grievance Policy

All references to a 'Staffing Committee' to be changed to 'Organisation, Methods and Personnel Committee'. The Clerk was to be added as point of contact, in addition to the Chairman of the Organisation, Methods and Personnel Committee.

Cllr K Ronaldson returned to the meeting at 9.16pm.

It was agreed unanimously that the Disciplinary and Grievance Policies should be accepted. Proposed by Cllr Mrs S Young and seconded by Cllr Mrs C Shaw.

5. Publication Scheme

It was agreed that the Clerk will revise the draft of the Publication Scheme, taking into account the existing scheme from 2009, and this will be considered at the next Council meeting.

483/18 Meeting Start Times

The meeting considered a proposal to change the starting time of some of the Committee meetings in order to reduce the length of the working day for staff members. It was agreed that the starting times should not be changed as it would be difficult for some councillors, and possibly members of the public, to attend at an earlier time due to work and other commitments. The Clerk was asked to look at the staff commitments and to consider time off or late starts, as appropriate.

The Clerk confirmed that the meeting of the Organisation, Methods and Personnel Committee in January will be moved to 8pm on Monday 21st January, and there will be no meeting on Monday 28th January. The Clerk agreed to send an amended list of the meeting dates to all councillors, and to publish it on the website.

484/18Community Association

The Clerk outlined some of the forthcoming events being organised by the Community Association for the residents of Great Baddow, and encouraged councillors to visit and show their support. This was noted.

485/18Defibrillator Purchase

The Clerk had obtained three quotations for the purchase of a defibrillator and these were circulated prior to the meeting. It was agreed to accept the quotation from Defib Store Ltd at a cost of £1309.00 plus VAT. This supplier had been recommended by Galleywood Parish Council. It was agreed that the costs should be met from the funds budgeted for project work, or from reserves. Cllr Mrs V Sadowsky reminded the meeting that there would be additional costs required to cover maintenance of the machine, and training. Proposed by Cllr Mrs J Sosin and seconded by Cllr K Ronaldson. This was agreed unanimously.

486/18Matters for Information

- Cllr A Sosin reported that he would not be able to attend the meeting with the Police arranged for Wednesday 14th November. Cllr Mrs C Shaw also confirmed that she would not be able to attend. There was no agenda available.
- Cllr Mrs C Shaw informed the meeting that she would be attending the Awards evening at the YMCA on 16th November 2018.
- The Clerk asked for a cheque to be signed for L J Digging, following non receipt of their original October invoice, and for the mandate to be signed to authorise the new photocopier.
- The Clerk informed the meeting that the Grounds Supervisor had received a request for use of the 3G court in the early evenings, by a father and son, for weekday training sessions. There was some discussion about the costs of this type of hire, and it was agreed that the Chairman and the Clerk should be authorised to make a decision on this matter.
- Cllr Mrs J Sosin reported that the exhibition at the library had been well received, and thanks were also given to everyone who helped with the ceremony in the Sensory Garden on Friday 9th November and service in St Mary's Church on 11th November.

487/18Private 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.

488/18Staffing Matters

The Clerk provided an update on staffing matters:

1. One candidate was interviewed today for the position of Games Attendant, and a further applicant will be interviewed on Wednesday 14th November.
2. A member of staff has reported some health problems that will require treatment, and this will be updated when further information is available.

The Clerk and Deputy Clerk left the meeting at 9.55pm prior to discussion of an item raised by the Clerk, concerning the number of statutory days awarded to members of staff at Christmas.

The Clerk and Deputy Clerk returned to the meeting at 10.05pm and the Chairman reported that there would be no change to the current allocation of two statutory days.

There being no other business, the meeting was closed at 10.10pm

Signed.....*J E Giv*.....Chairman.....*10/12 December 2018*.....Date