



## The minutes of the Parish Council Meeting

The Council met at 7.30 pm on **Monday 14<sup>th</sup> January 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 D Ronaldson, K Ronaldson, Mrs V Sadowsky, P Sadowsky, Mrs S Young, Mrs V Chiswell and K Liley.

In Attendance: The Clerk of the Council and Deputy Clerk  
One Member of the Public

The Chairman welcomed the member of the public and read out a statement with regard to the recording and filming of council meetings.

### **583/18 Public Announcements**

There were no public announcements.

### **584/18 Apologies for Absence**

Apologies for absence were received and accepted from Cllrs G Jarvis, T Miller and Mrs M Miller.

### **585/18 Declaration of Interests**

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

### **586/18 Minutes of the Council Meeting – 10<sup>th</sup> December 2018**

The minutes of the Council meeting held on 10<sup>th</sup> December 2018 were signed as a true statement. Proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs D Ronaldson with the following amendment to Item 534/18, second paragraph, sixth line, the word 'substantive' to be inserted between 'a' and 'reply'.

### **587/18 Public Question Time**

The Chairman invited the member of the public to speak to the meeting, and a number of questions were raised relating to the Buckleys car park. In particular, residents in Buckleys had noticed that since the waiting restrictions were introduced in the car park, the amount of parking in the entrance road had increased, and in addition, a query was raised as to the necessity for lighting to be installed in a little used car park.

A handwritten signature in black ink, consisting of a stylized 'S' followed by a flourish.

With the approval of the meeting, Cllr Mrs J Sosin proposed that Agenda Item 13, Lighting in Buckleys Car Park, should be brought forward.

#### **588/18 Lighting in Buckleys Car Park**

The Clerk informed the meeting that the Parish Council had been contacted by Chelmsford City Council with regard to the installation of lighting for security and safety reasons, as this would assist residents with parking in the evening and deter use of the car park for antisocial activities. The Parish Council has undertaken a feasibility study on the costs involved, and an electrician has visited the site. The proposal would be to install lights on the recreation ground side of the car park to prevent any intrusion into neighbouring houses. Approval would be required from the City Council who own the land, and in the meantime they have been asked to trim the trees in Buckleys to increase the amount of light reaching the car park. Cllr K Liley asked for this matter to be placed on the agenda of the next Highways Committee meeting on 18<sup>th</sup> February 2019, for further discussion and updating and this was agreed. Cllr Mrs V Chiswell noted the continuing use of the car park for drug dealing and the Clerk replied that the Police have been informed and have included the area in their patrols.

Cllr Mrs S Young proposed that a sign should be placed on the outside of the CR1 door to enable visitors and hirers to enter by the correct door.

#### **589/18 Clerk's Report**

1. **Library Closures**

A letter was sent to Cllr Barker on 14<sup>th</sup> December 2018 and to date a reply has not been received. The Clerk will chase this and send a further copy to Cllr Barker's office.

2. **Bus Shelters**

The Clerk was informed by the City Council that no update can be provided at the current time with regard to purchasing a shelter, but contact details were provided for the Network Assurance Team and the Clerk will follow this up. The City Council are also investigating whether funding can be made available to change the Maldon Road shelter to a wooden one.

3. **Parking at Baddow Hall School**

The Clerk has written to Essex County Council about this matter, and had circulated the reply prior to the meeting. Jon Simmons from the County Council has visited the school to assess its suitability for the installation of bollards, and it is understood that these will now be proposed for implementation.

4. **Motion to Vicky Ford MP**

The Motion, agreed at the previous Council meeting on 10<sup>th</sup> December 2018, had been sent to Vicky Ford MP and an acknowledgement had been received. A full reply is awaited.

5. **Westbourne Grove residents**

The Clerk had sent a letter to Chelmsford City Council expressing the concern of residents from Westbourne Grove, who had received a letter about land at the rear of their properties. The City Council has now agreed to extend the time frame for

representations to be made, and will consider granting a licence to those residents who make a request.

6. **Bowls Club Lease**

The Clerk reported that the amended lease for the club house had been sent to the Bowling Club, and that they will be meeting with Cllrs Mrs S Young and K Ronaldson tomorrow.

7. **Cemetery Tender**

The cemetery tender has now been placed on Contract Finder, and the closing date is 31<sup>st</sup> January 2019. The tenders will be opened in early February and Cllr Mrs S Young will attend the meeting.

**590/18Correspondence**

It was noted that email correspondence has taken place with regard to the listing of the Marconi Tower, and the Parish Council had supported the proposal.

**591/18Report of the Planning Committee 7<sup>th</sup> January 2019**

The report of the Planning Committee of 7<sup>th</sup> January 2019 was presented to the Council by Cllr A Sosin and signed as a true statement by Cllr Mrs J Sosin. Cllr Mrs D Ronaldson reported that the street light outside her house had been repaired.

**592/18Report of the Finance and General Purposes Committee 7<sup>th</sup> January 2019.**

The report of the Finance and General Purposes Committee of 7<sup>th</sup> January 2019 was presented to the Council by Cllr Mrs C Shaw, proposed by Cllr Mrs C Shaw, and seconded by Cllr Mrs V Chiswell.

**593/18Report of the Allotments Sub Committee and Grounds Committee 18<sup>th</sup> December 2018.**

The reports of the Allotments Sub Committee and Grounds Committee were presented to the Council by Cllr Mrs S Young, proposed by Cllr Mrs S Young, and seconded by Cllr K Ronaldson with the following amendment to Item 556/18, third line, the word 'between' to be deleted.

Cllr Mrs S Young reported that street light No.9 in Noakes Place was out of order, and this will be reported to Highways.

**594/18Policies and Procedures**

The following Policies/procedures, circulated prior to the meeting, were considered:

1. **Child Protection Policy**

Cllr Mrs V Sadowsky raised the matter of staff engagement and following discussion it was agreed to amend the policy to state that where required, DBS checks would be carried out. It was also agreed that all staff will undertake safeguarding training, and this will be added to the policy. The Clerk agreed to

contact HR with regard to providing a named person for emergency contact, and Cllr Mrs V Sadowsky proposed that if contact cannot be made within three hours, a call could be made to Social Care Direct. It was agreed that the Policy should be amended, and brought back to the next Council meeting for approval.

**2. Performance Appraisal Policy and Procedure**

It was agreed to amend the spelling and punctuation of some words, and to make some minor alterations and additions to improve the coherence. The Clerk noted these changes on the policy document. It was agreed unanimously that the Performance Appraisal Policy and Procedure should be accepted with the agreed amendments.

**3. Advertising Policy**

The Advertising Policy was approved.

**4. Recording and Social Media Policy**

The Recording and Social Media Policy was approved.

**5. Debt Recovery Policy**

It was agreed to make some minor alterations to spelling and punctuation, and to add reference to card payments. The Debt Recovery Policy was accepted unanimously with the agreed amendments.

**6. Training Statement of Intent**

It was agreed to amend the spelling and punctuation of some words, and to make some minor alterations and additions to improve the coherence. The Clerk noted these changes on the policy document. It was agreed unanimously that the Training Statement of Intent should be accepted with the agreed amendments.

**7. Procurement Policy**

The Procurement Policy was approved.

**8. Retention and Disposal Policy**

There was some discussion as to the length of time that correspondence should be kept, and whether this should be stated in the policy. It was agreed that this would be left at the discretion of the Clerk depending on individual circumstances. It was agreed unanimously that the Retention and Disposal Policy should be accepted.

It was proposed by Cllr Mrs S Young and seconded by Cllr Mrs C Shaw that the policies and procedures considered above should all be approved for implementation, apart from the Child Protection Policy, which will be amended and reviewed again at the next Council meeting. This was agreed unanimously.

**595/18Luxfield**

The Clerk had circulated a briefing note prior to the meeting explaining the proposals by the Open Space Society, in conjunction with The Environmental Group, to undertake some work in Luxfield. It was agreed unanimously that the offer should not be accepted as the Parish Council wishes the area to remain in its natural state, and in addition, it would result in the Parish Council being liable for maintenance, and for any potential claims made as a result of the work.

**596/18Bus Consultation**



Cllr Mrs V Sadowsky confirmed that the consultation is online, and is in a format that is appropriate for individual responses only. It was agreed that the later buses running through the village were well used, and Cllr Mrs V Sadowsky will draft a reply, to be forwarded to the Clerk for submission, stating the Parish Council's opposition to any reduction in these services. In addition, all councillors were encouraged to submit their individual responses online.

#### **597/18 Health and Safety Management System**

The Clerk had circulated a copy of the System and Policy, by email, prior to the meeting. Cllr P Sadowsky drew attention to the matter of inspecting and date stamping ladders, and the distribution of relevant information to the staff. It was also advised that orange coloured PPE should be provided to the staff rather than yellow as this colour has been shown to attract fewer flies and insects. It was proposed by Cllr K Ronaldson and seconded by Cllr A Sosin that the Health and Safety Management system should be accepted as it stands and amended as necessary. This was agreed unanimously.

#### **598/18 Electric and Gas contract renewals**

The Clerk informed the meeting that she had now been informed of a two year extension of the gas contract, which been agreed approximately nine months ago, and will prevent any change at the present time. The electricity contract is due for renewal in October and the Clerk will obtain quotations for this.

#### **599/18 Matters for Information**

- Cllr Mrs D Ronaldson informed the meeting that she had responded by letter to the library consultation, but had now been asked to complete the online reply form.
- Cllr K Ronaldson noted for the record that a letter of congratulation had been sent to Cllr Bob Villa, who had been awarded the British Empire Medal in the recent New Year's Honours List.
- Cllr Mrs V Chiswell enquired whether there was any update on the suggestion for recycling bins/crisp packet recycling bins in the Vineyards. The Clerk replied that she had not received a reply. Cllr Mrs V Chiswell also enquired about training and maintenance for the defibrillator that is to be sited in the Vineyards. The Clerk will contact the Vineyards on both these matters.
- Cllr Mrs S Young reported that she had received a complaint from a resident of Beehive Lane about speeding on the road in the early morning and late evening. It was agreed that Cllr Mrs S Young will reply to suggest that a petition should be organised, and that the residents could consider setting up a speedwatch group.
- Cllr Mrs S Young reported that there is a lot of parking outside the High School in Duffield Road, and this is encouraged by the faded yellow zigzag lines.
- The Clerk enquired whether the Parish Council's Mission Statement was still current, and will circulate it to all councillors.
- The Clerk reminded councillors that a Neighbourhood Watch meeting will be held on Thursday morning, 17<sup>th</sup> January, at 10.30am in the Parish Hall.
- The Clerk requested that two councillors sign an authorisation form from Unity Trust Bank to enable cheques to be cashed at the NatWest Bank in Chelmsford.



**600/18 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.

**601/18 Staffing Update**

The Clerk left the meeting at 9.22pm.

The Chairman informed the meeting that she had held a six month review meeting with the Clerk and was happy to propose that the appointment should be confirmed. It was proposed by Cllr Mrs J Sosin and seconded by Cllr Mrs S Young that the appointment of Mrs Clare Milligan as the Clerk of the Council, Proper Officer and RFO should be confirmed. This was agreed unanimously.

The Clerk returned to the meeting at 9.26pm.

The Clerk reported that Shane Malins had commenced work as Weekend Games Attendant on 5<sup>th</sup> January 2019 on salary scale SCP 9.

**602/18 Noakes Place Agreement**

It was agreed that a Working Party would be set up to consider the Agreement, and its financial implications, in detail. Cllr A Sosin had drafted a holding reply to be sent to the City Council and it was agreed that this should be sent. The members of the Working Group will be Cllrs A Sosin, Mrs S Young, K Ronaldson and the Clerk. The Clerk will arrange a suitable date.

There being no other business, the meeting was closed at 9.36 pm

Signed.....*J E Sosin*.....Chairman.....*11th February 2019*.....Date