

ORDINARY MEETING OF THE BLACKMORE, HOOK END & WYATTS GREEN PARISH COUNCIL

Held on Thursday, 21st February 2019 in the committee room of Tipps Cross Remembrance Hall.
Commenced at 7.30pm.

Members present: Cllr McCarthy (Chairman), Cllr Keeble (Vice Chairman), Cllr K Bennett, Cllr Lennon, Cllr T Bennett, Cllr Lockhart, Cllr Dean, Cllr Thomas. Susan Clapham (Parish Clerk) and Mrs Nelson (RFO).
Also present: County Cllr Lesley Wagland and Joe Clarke for co-option (item 0896).

0894 APOLOGIES FOR ABSENCE

Cllr Watley, Cllr Mason, Cllr Cannon, Cllr Geary.

0895 AMENDMENTS TO MINUTES

Nil amendments. The January 2019 minutes were signed as a correct record by the Chairman.

0896 CO-OPTION

Applicant: Joseph Clarke, a resident of Hook End, was approved for co-option. The Clerk confirmed that this was after the necessary checks by both the Borough Council's Elections Department and the Parish Council's due notification process being met. Joseph (Joe) duly signed the "Acceptance of Office" register, witnessed by the Clerk and the Parish Council welcomed him on to the Parish Council. The Clerk furnished him with copies of the 'Pecuniary & Non-Pecuniary Interests' form for his completion along with a copy of the Council's Standing Orders and the Good Councillors Guide.

0897 DECLARATION OF INTEREST

Nil.

0898 OPEN FORUM

Three residents in attendance including Mr Ratcliffe of the BVHA. *Item 0876 relating to the LDP was brought forward for the purposes of discussion.*

There had been an LDP Public Open Forum with the BBC Planners at Blackmore Village Hall on **31st January at 8.00pm**. This was attended by approximately 110 residents. A copy of the Clerk's notes had been circulated to Members who were unable to attend for reference purposes.

Cllr McCarthy stated that there had been a meeting between the Parish Council, the BVHA and Holmes and Hills Lawyers on 8th February in Braintree. It had been agreed at the meeting that a joint Consultation submission by the PC and BVHA would be submitted. It was hoped that by the end of February, ahead of the Consultation deadline of 19th March, a draft submission would be available. The final submission would be from the Parish Council but will incorporate the BVHA's Consultation response. This is to avoid duplication when submitting to the Inspectorate.

Cllr Keeble advised that the Developers of Spriggs Lane had today opened the gate to the field and an area of hedging along Spriggs Lane corner had been either cut back or removed to give them better access onto the field. Cllr Keeble had alerted the BBC Enforcement Officer but was advised that as this was their own land, they were permitted to do this as the trees had no TPO's against them and there was no sign of any further activity. Cllr Keeble will monitor.

Mr Ratcliffe gave an update on behalf of the BVHA and the meeting he had attended with MP Alex Burghart. The next BVHA Members meeting is scheduled for 7th March at the Blackmore Village Hall and a subsequent meeting with the BBC Planners was also scheduled for 12th March. The BVHA had recently distributed its latest newsletter/leaflet to all Village households along with surrounding residents in the Parish. It would also endeavour to distribute Consultation leaflets to Blackmore and the surrounding area for completion by as many people as possible.

The Consultation response method was discussed and Cllr Wagland advised that BBC would probably accept a letter in response and not just accept the completion of the Consultation form available. Cllr Keeble will contact BBC to confirm this.

A concern raised by all, was the imminent neighbouring developments (Spriggs Lane, Norton Heath and Woolmongers Lane) which would also impact on Blackmore Village in addition to the LDP proposed Sites R25 and R26.

Mr Ratcliffe advised that going forward, the BVHA was looking at doing a summary draft Neighbourhood Plan.

Action: The PC would have its draft submission available for the Lawyers by the end of February and hoped to have a submission to BBC early March.

0899 PROGRESS CHECK

To receive reports or updates on items or visits made since the previous ordinary Council meeting or Committee meetings.

- ! Projector and Screen purchase – The Clerk had looked at various items for consideration. It was agreed that there would be an additional meeting to discuss this in greater detail next week, between Cllr McCarthy, Cllr Lennon and the Clerk. Clerk to report back.
- ! The Blackmore Village Fayre Committee and the Sports and Social Club had requested permission to have live music on the Sunday evening. The Clerk had contacted Dave Wilson of the Village Fayre Committee and it had since been confirmed that they would like to hold live music in the form of a small band in a gazebo next to the beer tent between the hours of 5.30 – 9.00pm on the Sunday (no karaoke). Approval of this was proposed by Cllr Keeble and unanimously agreed. **Action:** The Clerk will notify Dave Wilson and Cllr Cannon.

0900 CORRESPONDENCE

The Clerk reported on the following items:

- ! Cllr Cannon, on behalf of the Blackmore Village Fayre Committee, had emailed the Clerk with a formal request to use the Village Green during the weekend of the Village Fayre, Friday 25th to Sunday 27th May. Cllr Cannon advised that they would be providing generators for any electricity required as well as obtaining road closures from Essex County Council. Cllr Cannon would also liaise with BBC about Event procedures. As usual, great care would be taken with the Green. Litter would be cleared daily and the Hog Roast pit would be made good. Benches would be carefully removed and replaced where necessary. On this basis, and as in previous years, approval was proposed by Cllr Lockhart and was unanimously agreed.
- ! Cllr McCarthy wished to record an email complaint made against him by Mrs Brittelton after their recent attendance at the BVHA meeting in January. He read out the key elements of the email which covered concern regarding his negative 'body language. Cllr McCarthy had responded. Copies of the correspondence have been logged with the Clerk. This has been logged with the Clerk at the Parish Office although it was understood the complaint was not being taken further.

0901 BOROUGH & COUNTY COUNCILLOR REPORTS

County Cllr Lesley Wagland reported on the following:

- ! Her attendance at 'The Driving with confidence course' which she felt was an excellent course.
- ! RTA and Police statistics as well as Health Care statistics.
- ! ECC items including budget and the need to save £60 million. However, she did confirm a budget of £117 million had been allocated to improve and maintain Essex roads.
- ! Meadow Rise footway complaints – the work will be done but no time frames could be given at present.
- ! The Pot Hole Initiative will allow Cllr Wagland to collate problem areas within her jurisdiction and report these to ECC under the scheme for repair.
- ! 'Green Claims' – She would like to hear of incidents where external contractors and Utility Companies had damaged Highways property so it could be taken up with those responsible for the necessary repairs to be undertaken.

Borough Cllr Roger Keeble reported on the following:

- ! He had attended a ‘Bias and pre-determination’ course at BBC last week. This gave insight into planning meetings and procedures.
- ! The NAT’s would next visit the Parish 1st to 5th April. List of works required to be forwarded to him or the Clerk for submission.
- ! St Lawrence Gardens footpath – This was inspected by Cllr Keeble and Cllr Wagland in June 2018 but no work had been carried out to date. Cllr Wagland said there is still no answer regarding this and she would take it back up with ECC.
- ! Co-Op lorry reportedly damaged the kerbstone outside the shop in Blackmore.
- ! The road by the Bull Garden is in need of work. He also reported that the new roof for the Bull will be going on in the next couple of weeks and the work is again underway.
- ! Further to the Clerk’s report of the damaged bus shelter at Dines Corner to ECC/Lesley Wagland, it was proposed by Cllr McCarthy and agreed that a replacement shelter was not required. They were happy for it to be removed as it was not regularly used and a bus flag installed in its place. Cllr Wagland will feed this back to ECC.
- ! It had been noted that the Mill Lane footpath had been completed by ECC.

REPORTS OF COMMITTEES

POLICY & RESOURCES COMMITTEE

0902 FINANCE

ACCOUNTS FOR PAYMENT – The Clerk presented the following payment schedules and cheques requiring three Member signatures:

£	Addressee	Description
6,000.00	Unity Trust PC Account 20343161	Online bank payments
90.48	Tipps X R Hall	inv. 95701255 A-Z – Reimbursement for stationery
6.00	T Lockhart	Reimbursed for A1 printing – Planning committee
79.00	J G Electrics	inv.297 xmas lights – The Green, Blackmore
576.60	Deckanon Ltd	inv.808 – Hay Green Lane finger post
216.00	“ “	inv.811 – Soap House footpath finger post renovation

Direct bank transfer payments via Unity Trust:

S Clapham (wages) FEB. £-

Mrs R Nelson (wages) £-

HMR&C– £-

Essex Pension Fund - £-

It was **RESOLVED** that:

- (i) The statutory basis for this item be noted as the Accounts and Audit (England) Regulations 2015;
- (ii) The List of Payments is approved as presented in the schedule.

Receipts: Nil

0903 FINANCIAL REPORTS: Financial Reports to 31st January 2019

In accordance with the reports distributed prior to the meeting. Mrs Nelson reported on the following:

- ! The PC is currently under budget and it was hoped this would be the case at the year end.
- ! February’s expenditure will be a little higher due to such things as the extra finger post repairs for example.
- ! Mrs Nelson will invoice the Blackmore Village Hall Committee for the PWLB MUGA 3G surfacing loan repayment. They will pay by BACS.

It was **RESOLVED** that:

- (i) the statutory basis for this item be noted as the Accounts and Audit (England) Regulations 2015; and,

The Financial Report be noted with no other action necessary.

FINANCIAL POWERS:

0904 Bin Servicing (BBC)

- ! The Clerk had no updates to give regarding the FOI request submitted by her to BBC – pending.
- ! The RFO and Clerk had submitted a further letter to Phil Ruck, BBC, with supporting copy invoices to reclaim the services provided by the Parish Council – pending a response.
- ! The four new bins installed by the Blackmore Village Hall, as requested by Cllr Keeble, had been added to BBC’s servicing schedule and would be emptied week commencing 25.2.19.

0905 Review and approval of the Standing Orders.

The full Standing Orders for Local Councils, as adopted in July 2016 and the condensed Standing Orders used as a reference guide at meetings, as adopted in 2004 and updated in 2007, were reviewed by the Council. Cllr Lennon proposed, Cllr Tom Bennett seconded and it was unanimously agreed that these are approved without amendment.

0906 Review and approval of the Financial Regulations

The Financial Regulations for Blackmore, Hook End and Wyatts Green Parish Council, as adopted by the Council in 2011 and updated in 2016, were reviewed by the Council. These detail the methods by which the Council’s financial matters are administered and regulated. Cllr Thomas proposed, Cllr Tom Bennett seconded and it was unanimously agreed that these are approved without amendment.

0907 Review of the Internal Auditor

The RFO and Cllr Ken Bennett reported on the quality of service provided by the Internal Auditor, Trevor Brown CPFA. The Council reviewed the effectiveness of the Internal Auditor and Cllr Dean proposed, Cllr Lockhart seconded and it was unanimously agreed that he be reappointed as Auditor for the financial year 2018/19.

0908 Review of Services – Phone and broadband

The Clerk had re-negotiated the above out of contract services. One-Com would handle the phone and broad band accounts but the services were still provided by BT Open Reach. The difference being a saving in excess of £200 per year plus a better broadband service (currently first generation fibre – 40/10, switching to superfast second generation broadband – 80/20 which should be faster). There would be no disruption to the existing services or call out services if required in the future which would still be handled by BT Open Reach.

0909 MAGAZINE COMMITTEE

Next edition – being distributed.

PLANNING COMMITTEE

0910 PLANS

The following planning meetings were held since the last ordinary council meeting. All in accordance with the planning reports made by the committee which were approved and accepted. Cllr Lockhart read out his report:

“At our last planning meeting on 5th February, we considered 3 applications as follows:

The first two applications were for the same property i.e for a full planning permission and a Listed Building Consent at The Old Manor House, Church St, Blackmore (refs: 19/00073/FUL & 19/00073/LBC). This revised design differed from the previous submissions in that the proposed extension was slightly smaller and it was clad in matching brickwork instead of weatherboarding which we had reservations with on the previous design. We offered no objection to this revised application. The third application was for work to a large horse chestnut tree with a TPO at St Laurence Church (ref: 19/00122/TPO) and which was in need of serious pruning to prevent future damage to the lychgate roof. We offered no objection.

I received another application, just before our meeting, for a development of 9 houses in Blackmore, but we were unable to discuss it and will do so at our next meeting on 26th February. The consultee expiry date is also 26th February so I have asked for a two day extension of time, which has been granted.”

0911 OUTSTANDING ENFORCEMENT ISSUES - As noted on the planning reports submitted to BBC.

0912 **BBC's Local Development Plan (LDP)** – (covered under Open Forum).

POS - (PARKS & OPEN SPACES) COMMITTEE

There was a meeting of the Committee on 18th February and copies of the minutes were distributed by the Clerk prior to the meeting.

! The Council received and accepted the Committee meeting minutes and the following discussions took place relating to items:

0913 **Parish Tree Survey**

The POS Committee had agreed to propose that all three of the conifers at the Walter Hobbs play area, adjacent to the bus lock up building, be cut down to approximately 4ft in height. This would stop cars accessing the field. Cllr Ken Bennett proposed and it was unanimously agreed that the Clerk would instruct John Sharpe of Town and Country Landscapes to undertake the work before the bird nesting season commences. **Action:** The Clerk.

0914 **New seating – The Green, Blackmore and outside Mill Lane Play area**

Now installed. Invoice paid and reimbursed by Mr Ray Simpson. **Action:** delete from agenda.

0915 **Finger posts**

All work completed –**Action:** delete from agenda.

0916 **Walter Hobbs Football pitches**

Cllr Keeble reported that the Committee was considering pitch maintenance as suggested by the new hirer, John Cohen. Updates to be provided.

0917 **NAT's next scheduled visit**

1st to 5th April – list of items to be forwarded to the Clerk and Cllr Keeble

0918 **RCCE's Best Kept Village Competition 2019**

The Clerk will submit the application.

0919 **Play area projects – Kick Wall and zip wire (Ted Marriage and Walter Hobbs)**

Committee considering phasing the project. Phase 1) To supply Walter Hobbs, Phase 2) Ted Marriage. Updates to be given in due course.

0920 **Annual Parish Litter pick 23rd March**

Mrs Nelson had spoken with the couple of volunteers who regularly litter pick, Ros and Geoff Rose and Yvonne and David Rolfs. It was agreed that the PC would loan them hi-vis jackets and also provide black sacks as they were happy to continue litter picking at various times throughout the year, in addition to the PC's litter pick events. **Action:** The Clerk will order additional sacks (suggested 90 sacks) and Mrs Nelson will hand them over to the volunteers. The Parish Council wished to record thanks to the volunteers who kindly and generously offered up their time.

0921 It was agreed that Cllr Clarke would join the POS Committee.

0922 **CLERK'S REPORT**

Nothing new to report.

0923	<u>COMMITTEE MEETING</u>			
	Parks & Open Spaces	11.3.19	6.00pm	Tipps X Remembrance Hall
	Planning	26.2.19	5.00pm	Blackmore Village Hall
	Parish Council	21.3.19	7.30 pm	Tipps X Remembrance Hall

INFORMATION EXCHANGE / NEXT AGENDA ITEMS – (for discussion only)

0924 Cllr Keeble will report to the Fly Tipping Department at BBC the pile of dumped bricks and rubbish in the bramble and hedging along Wenlocks Lane.

0925 Cllr Ken Bennett had received a complaint that the BBC refuse collectors throw the food containers and recycling containers along the road and footpaths which is dangerous to drivers and pedestrians. Cllr Keeble will discuss this with BBC.

END: *There being no further business, the Meeting was closed by the Chairman at 8.55 pm*

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Signed (Chairman): Neil McCarthy Date: 2st March 2019