

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

Held on Thursday, 17<sup>th</sup> January 2013 in the Committee Room of Tipps Cross Remembrance Hall.  
Commenced at 7.30pm.

Members present: Cllr Watley (Chairman), Cllr Keeble (Vice Chairman), Cllr Bennett, Cllr McCarthy, Cllr Spiers, Cllr Town and Cllr Mason. Also present, S Barnes (Parish Clerk).

Apologies for absence were received from: Cllr Frost, Cllr Henwood, Cllr Dean and Mrs Nelson (Treasurer).

Also present: County Councillor Ann Naylor and Terry Smith, Herald Magazine.

## **AMENDMENTS**

The December minutes were signed by Cllr Watley as a correct record (amendments to the draft minutes were already included and supplied).

## **DECLARATION OF INTEREST**

Nil.

## **OPEN FORUM**

Cllr Watley welcomed the meeting. There were five parishioners in attendance. They asked whether any further contact had been made to the Parish Council (PC) in relation to land development or affordable housing within the Parish since the Red Rose Lane proposal. The Council confirmed there had not been. The parishioners also asked why the Christmas lights were not put up on Horsefayre Green this year and Cllr Town explained that new Christmas lights are being sourced and will be installed next Christmas. The Environment Committee are dealing with this. The Parishioners enquired after the Bull Public House, Church Street, Blackmore and the planning application and work which has been undertaken. The PC advised at present they had no further updates from Brentwood Borough Council (BBC) regarding this.

The meeting resumed with the following:

## **CORRESPONDENCE**

The Clerk reported on the following correspondence received at the Parish Office:-

**2208** The Clerk had received an email from Jean Sharpe, BBC requesting information of Parish Councillors attending future BBC meetings on behalf of the PC. Cllr Keeble confirmed he attended most meetings including the Localism meeting on behalf of the PC and County Cllr Ann Naylor said that any matters or items of concern regarding Highways could be pushed through to her and she would raise on behalf of the PC.

**2209** The Clerk had received a letter from Essex County Council (ECC) regarding their Lent Initiative. Volunteers could contribute an hour of their time over the period of Lent to help with community projects or lend help where it was needed. Further details will be held at the PC office. Alternatively, Gary Raynor at ECC could be contacted for further information at [gary.raynor@essex.gov.uk](mailto:gary.raynor@essex.gov.uk)

**2210** The Clerk had received from BBC the alterations list to the register of Electors which will be held on file at the office.

## **BOROUGH & COUNTY COUNCILLOR REPORTS**

**2211** Cllr Keeble reported that the new delivery of winter salt had been received at Blackmore Village Hall today. Stocks would also be supplied to Tipps cross Remembrance Hall from this.

Cllr Keeble also reported that most pot holes in the area had been filled, some were only temporarily repaired which in some cases was not ideal as the rain water had caused them to be flushed out and in need of a more permanent repair.

County Cllr Ann Naylor reported that she was involved in assisting the PC with the flooding problems at the pond in Blackmore and was liaising with ECC regarding this. She confirmed that in fact all ponds had experienced similar flooding problems with the heavy rainfall.

## **REPORTS OF COMMITTEES**

### **POLICY & RESOURCES COMMITTEE**

#### **2212 FINANCE**

The following cheques were approved for payment and signed:

<b>£</b>	<b>Addressee</b>	<b>Description</b>
-	Essex Pension Fund	pension contribution (Jan)
-	S Barnes	salary (Jan)
-	HM Revenue & Customs	Tax and NI (Jan)
-	R Nelson	Book keeping (Jan)
75.00	PETTY CASH	(Jan)
18.00	Affinity Water	B/More war memorial
2316.00	Playquip Leisure	Inv.7775 Swing installations @ Mill Lane & Ted Marr.
1300.00	Kelhatch press	inv. 3340 – Herald mag.
54.99	S Barnes	reimbursement – McAfee Office PC online security

#### **Receipts:**

Nothing to report

#### **Payments:**

Nothing to report.

#### **2172 FINANCIAL POWERS**

Cllr Bennett advised that a year ago the PC placed £50,000 into a business bond which matures on 31<sup>st</sup> January 2013 so a decision will be required as to what to do with it thereafter. Options include renewing it for a further year or take the bond out. As the PC is likely to be investing money into the play equipment project this year he felt it may not be possible to allocate the monies in full to a new annual bond tie in period but to see what money is utilised for the play area project and place the balance into a new bond. The PC agreed with this suggestion and the necessary signatures would be sought from Cllrs and the Clerk to organise this.

In Mrs Nelson's absence Cllr Bennett read out the income and expenditure reports as distributed to all Cllrs prior to the meeting. He advised that up to 31<sup>st</sup> December 2012 the PC had spent fractionally more than the budget but due to the extra income from magazine adverts and the Parish Quiz night it should mean that the PC should finish the year without over-spending on the budget.

Cllr Bennett then moved onto the 2013/14 budget figures commencing April 2013 as outlined in the reports. In order the PC could discuss matters relating to the Parish precept, the Clerk had obtained a letter of dispensation from Steve Boyle, Head of Legal, BBC which Cllr Bennett duly read out to the meeting. He confirmed that cuts on expenditure had been made to the budgets where possible with such things as skips which the PC no longer hired and based on that the income and expenditure budgets were produced. Cllr Bennett went on to discuss the PC's discretionary/compensation grant allocation and confirmed that BBC had confirmed they would allocate the same figure as per the current year of £18,694 and because of the change in procedure whereby the tax base in Parish precept was being reduced, they had agreed to make up the difference of £1,800 just for next year but it was uncertain what would happen the following year under the 'Local Council Tax Support Scheme' (LCTS). As a result of this, Cllr Bennett felt that to balance the budget the PC would have to increase next year's Parish precept which is currently held at £23 per annum per household based on a Band D property and has not been increased for the past four years. This matter was discussed and the budget considered by Council. It was then proposed by Cllr Keeble, seconded by Cllr Spiers and unanimously agreed that the Parish precept would be increased from £23 to £27 per annum per household based on a Band D property. This would be put in motion and Cllr Bennett, via the Clerk will forward this information to BBC. It was also agreed that an article to this effect would be placed in the Herald Magazine explaining why it was necessary to increase the Parish precept.

Cllr Bennett discussed the loan repayment holiday afforded to the Blackmore Village Hall by the PC for the year to March 2012 and agreed to extend it for the current year if he was satisfied that they were collecting monies due from the various associations that use the hall in accordance with the current terms of agreement. Having examined their accounts and revised rent calculations he confirmed that this was the case and that the holiday period should therefore cover the current PC financial year. All were in favour with the exception of Cllr Keeble who abstained as a member of the Village Hall committee.

#### **2214 COMMUNITY POLICE MEETING**

Nothing new to report pending new dates for future meetings. Terry Smith had tried to contact them several times regarding dates and articles for the Herald Magazine but had received no contact back.

#### **2215 COMMUNITY BUS**

The Clerk said all was running Okay at present. Since the office theft and the theft of the mini bus keys there is only one set of keys in operation. The PC asked the Clerk to purchase a second set and Cllr Keeble was to provide details of a company who could assist with this.

#### **2216 BLACKMORE CENTRE FOR YOUNG PEOPLE**

Cllr Keeble reported all was going well and the Friday Club would be operating on a monthly basis.

#### **2217 BLACKMORE SPORTS ARENA – (formerly MUGA)**

Cllr Keeble confirmed all running OK at present.

**2218**     **MOBILE LIBRARY**

The Clerk reported the mobile library had been at Tipps Cross Remembrance Hall today.

**2219**     **BRENTWOOD BOROUGH PARISH COUNCIL ASSOCIATION**

Nothing new to report.

**2220**     **ROADWAY RENTS (2013)**

Due to be invoiced April 2013.

**BLACKMORE MILLENNIUM PARK**

**2221**     **PROGRESS REPORT**

Cllr Keeble advised that all OK.

**PLANNING COMMITTEE**

**2222**     **PLANS**

The Clerk had distributed the planning committee meeting minutes prior to the meeting. The following plans were discussed at the sub committee meeting:

Meeting: 7 January 2013 - 12/01188/FUL – No objections – Lathams Yard building development consisting of demolition of existing commercial buildings, change of use of land to residential and construction of detached dwelling with detached triple garage/carport with storage area.  
12/01169/FUL – No objections  
12/01273/FUL – No objections  
12/01202/FUL – No objections

Cllr Watley had been contacted by an Auction house regarding the sale of a small triangular strip of land at the Old Library and School House, Blackmore but as this is a tiny strip of pavement there were no concerns raised.

Cllr Watley will add plots 1 and 2 Oak Tree Farm to the outstanding enforcements list with BBC as they had existing enforcements on them but no updates for some time.

The Clerk gave an update regarding the building works being carried out to Mardene Lodge, Outings Lane. BBC had advised that no recent planning applications had been submitted since the last application in April 2005 and if it was felt that works did not comply with the requirements of the Town and Country Planning (General Permitted Development) Order 1995 then BBC could be contacted and they would open an investigation into the property. Monitor.

**2223**     **OUTSTANDING ENFORCEMENT ISSUES –**

**Bluebell Farm - Spriggs Lane, Blackmore (mobile home)** - (History): The Clerk had previously chased Christopher Stathers, BBC planning department. He advised in his letter dated 22<sup>nd</sup> August 2011 that this item had been chased internally and a new case reference number issued against this case file which had been temporarily lost at BBC. The outstanding Enforcement Notice dated back to 19<sup>th</sup> August 2002 and required the removal of the mobile

home and he could not at this present time trace any subsequent planning permission for the retention of the mobile home. He would therefore be investigating this matter further and would update us as soon as possible, and after he had made a further visit to the property. – **Still awaiting update.**

**Plot 3, Oak Tree farm, Chelmsford Road, Blackmore, CM4 0PZ –**

Cllr Keeble advised that the appeal had been heard on 23<sup>rd</sup> November 2012 and the Secretary of State had won the case. This is now pending Eric Pickles decision.

**Land adjacent to Oak Fold, Hook End Rd, Hook End - (History):** Being looked into by BBC in relation to any enforcement action being taken by them as on green belt land – **Still pending update/decision.**

**Kiln Farm, Mountnessing Rd, Blackmore – No updates for some time.**

**Pixies Halt** – To be added back onto the outstanding enforcements list – grass frontage been removed and replaced with driveway or hard standing. This belongs to the Highways.

**Action required:** Items being monitored and chased with BBC by Cllr Watley and the Clerk.

## **ENVIRONMENT COMMITTEE**

A Meeting of the Environment Committee had taken place on 3<sup>rd</sup> December 2012 and all was in accordance with those minutes distributed by the Clerk previously – *as attached*.

**2224 Drain clearance and road sweeping**

In accordance with sub committee minutes

**2225 Village speed**

In accordance with sub committee minutes.

**2226 Allotments**

In accordance with sub committee minutes.

**2227 Village pond - flooding**

Cllr Town questioned when the ditches would be cleared as this seemed to be a major factor in the recent flooding incidents and asked if the farmers, John Gaymer and Peter McClure could join forces and get this work done as it was at the edge of their land. Cllrs Watley and Keeble advised they had attended a meeting today with ECC, drainage department and Trevor Baker of ECC along with John Gaymer and Peter McClure to evaluate and discuss the situation at the pond. Cllr Watley advised that ECC felt that the pond water level was too high and the level would need to be lowered so the pipes can be cleared and cameras inserted to detect any further problems. Cllr Keeble highlighted that so far, both ECC and the PC had carried out everything which they were able to do and he would liaise again with the farmers along with the Environment Agency and ECC to implement the next stage of work and push this along.

**2228 Gunnells Corner – pavement (wheelchair access)**

The Clerk reported that in the last week BBC had cut back the trees, hedging and shrubbery along both sides of this junction from Hook End Lane and Hook End Road. However, in the process their contractor had damaged and removed the waste bin along with damage and holes to the bus shelter. She had requested BBC repair the bus shelter and replace the waste bin plus remove the debris and loose branches left behind and Tracy Lynch of BBC confirmed by email that they would tend to this urgently.

**2229 Replacement tree on the pond**

In accordance with sub committee minutes.

**2230 Notice Boards**

In accordance with the sub committee minutes – Cllr Town still looking into

**2231 Bicycle Rack – Blackmore**

In accordance with the sub committee minutes – Kevin has it to install.

**2232 Parking on grass verges - Blackmore**

In accordance with the sub committee minutes

**AOB:**

**2233** Rats seen by the pond – Being monitored by Agouti Pest Control.

**2234** Blacksmiths Alley (overgrown hedge at the end of the road) – Work reported as completed

**2235** Christmas lights – Councillor Town dealing with this.

**2236** Parish Spring Clean – Date set of 23<sup>rd</sup> March 2013, prior to the Brentwood half marathon on 24<sup>th</sup> March.

**2237** Cllr Town had been approached enquiring if it would be possible to put a pathway along Chelmsford Road, near Elm Farm as there were elderly people having to walk in the road to get to Blackmore Village and the shops. Cllr Keeble will enquire via County Cllr Ann Naylor about making road improvements along that stretch to improve the situation in view of the fact there is no pathway.

**2238** Irregular service – Regal Bus ways - County Cllr Ann Naylor was looking into this problem on behalf of the PC.

DATE OF NEXT MEETING: Monday 11<sup>th</sup> February 2013 – 7.30pm – Crosse House, Blackmore.

**HERALD MAGAZINE**

**2239 NEXT EDITION**

Terry Smith advised that the next deadline is Friday 25<sup>th</sup> January 2013 for the March edition. He also advised a loss of 2-3 regular adverts this month but had gained 6 new ones last month. All going OK. He also confirmed that he had been notified to confirm the Herald had been placed in the final 4 of Magazine of the Year and he will update accordingly.

**RECREATION COMMITTEE**

**2240** A Meeting of members of the Recreation Committee had taken place on Tuesday 8<sup>th</sup> January 2013 at Tipps Cross Remembrance Hall. All was in accordance with those minutes distributed by the Clerk previously. Copies of sub committee meeting minutes were distributed to all Councillors prior to this meeting.

The Clerk confirmed she was in receipt of the ‘expression of interest’ form from the Essex Environment Trust. Cllr Keeble had submitted an application request to them on behalf of the PC for a grant of up to £10,000 towards the Walter Hobbs play area project. She would send the application form and supporting quotes and documentation prior to the deadline of 27<sup>th</sup> January 2013. She advised the three companies quoting were Playquip Leisure, Kompan Ltd and Play and Leisure Ltd and she had met with, or will be meeting all three suppliers on site to discuss requirements.

Cllr McCarthy had met with BBC's playground inspector and had queried why they were continually flagging items as hazardous which the PC had previously repaired and considered to be in good order. The inspector advised that due to annual leave and sickness temporary staff had been merely monitoring the play areas and seemed to be 'cutting and pasting' the same information from old sheets instead of visiting the site on some occasions. He confirmed this had since been rectified and the January and February inspection sheets would reflect this. This unacceptable situation is to be monitored by the PC as it is apparent it is paying for works which are not being undertaken.

### **Ted Marriage Recreation Field**

- B.12.11 - Worn leg of climbing frame. Pending report from BBC's next inspection as work completed (as mentioned above)
- C.12.11 - Fire damage to swing – As mentioned above – work completed.
- A.11.12 - Playquip Leisure's quotation to refurbish the equipment - pending decision.

### **Mill Lane Recreation Field**

- D.12.11 -Climbing frame: Pending report from BBC as recently repaired (as above).

### **Walter Hobbs Recreation Field**

- A.11.10 – Weed growth at aerial runway – In hand with Kevin
- D.4.11 – Hexagonal swings (wood chip and edging wood repair) – In hand with Kevin
- G.11.11 – Aerial runway – Repairs in hand with Kevin
- C.11.11 – Fencing surrounding children's play area – To be included in quotes with play equipment. In accordance with recreation minutes.

**Items to monitor – all recreation areas:** Inspection reports (BBC)  
Dog waste bin emptying.

### **CLERK'S REPORT**

- 2241 Parish Council website** – All OK
- 2242 Office security** – The Clerk had contacted the contractor and accepted the quotation as requested by the PC. Works will commence during the February half term (22<sup>nd</sup>/23<sup>rd</sup> February scheduled).
- 2243 Return of all Councillor's signed and completed 'pecuniary interests' forms** – Pending Peter Mason's form to conclude this.
- 2244 Winter Salt delivery** – The Clerk advised this had been delivered today by ECC to Blackmore Village Hall.
- 2245** The Clerk circulated an up to date list of Parish Councillors contact information and asked for any amendments to be made if necessary. New lists will be supplied to all Councillors as well as to BBC.
- 2246** The Clerk advised that Cllr McCarthy would be attending an EALC workshop/training day on 6<sup>th</sup> March 2013 regarding 'Funding do's and don'ts ' when applying for grants. The cost is £30 which was approved.

**2247 COMMITTEE MEETINGS**

Environment	11.2.13	7.30 p.m.	Crosse House, Blackmore
Planning	TBC		Crosse House, Blackmore
Recreation	12.2.13	7.00 pm	Tipps X R Hall
TX Trustees	12.2.13	8.00pm	Tipps X R Hall
<b>Parish Council</b>	<b>21.2.13</b>	<b>7.30pm</b>	<b>Tipps X R Hall</b>

**ANY OTHER BUSINESS – (for discussion only)-**

- 2248** Cllr Keeble advised the cost to build a store cupboard to house the newly purchased PA system in the Village Hall chair store-room was £300 - £350 which the PC approved in order Cllr Keeble could get the work undertaken as soon as possible.

**There being no further business, the Meeting closed at 9.45pm**