

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

Held on Thursday, 19th January 2017 in the committee room of Tipps Cross Remembrance Hall.
Commenced at 7.30pm.

Members present: Cllr McCarthy (Chairman), Cllr Keeble (Vice Chairman), Cllr Bennett, Cllr Watley, Cllr Mason, Cllr Cannon, Cllr Thomas and Cllr Lennon. Susan Barnes (Parish Clerk) present.

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

Apologies for absence: Cllr Town, Cllr Dean, Cllr Lockhart, Cllr Frost, Cllr Henwood, Rosemarie Nelson (Responsible Financial Officer and Borough Cllr Aimi Middlehurst).

0245 AMENDMENTS TO MINUTES

The December 2016 minutes were signed as a correct record with nil amendments.

0246 DECLARATION OF INTEREST

Cllr's Keeble and Cannon – members of the village hall committee (in regards to item 0248).

0247 OPEN FORUM

There were three members of the public in attendance. They mentioned the recent occurrence of fly tipping at Red Rose Lane and Fingrith Hall Lane. This had been reported to BBC by Cllr Keeble. Residents were encouraged to telephone BBC to report this as BBC was usually prompt at dealing with removal of dumped waste.

0248 PRESENTATION – Stuart Lucas, Blackmore Village Hall Committee

Mr Stuart Lucas of the Blackmore Village Hall Committee gave a presentation to resurface the MUGA with 3G surfacing. The village hall committee was seeking assistance from the PC to apply for a Public Works Loan Board loan to cover the costs on their behalf. In support of this he presented the meeting with two repayment options and an overview of the project with a projected income forecast.

Points

- [The request is for the Parish Council to support a PWLB facility circa £28,000 included are 2 Loan repayment schemes, both 10 year loans, but one repaid over 7 years, the other over 10 years.
- [The typical life of the MUGA surfaces is 7 years (+/- 1 year or so). The less use the longer life, the higher use the shorter life but income would rise accordingly. There are 'grey' boxes at the 7 year point indicating a future resurfacing available pot.
- [The projected weekly income is discounted by 20% to prevailing revenue
- [The weekly income is split into 3 line items;
 - o Loan repayment
 - o Lighting & repairs
 - o Maintenance Fund (primarily for a new 'mat' but also fencing and lights.
- [Any donations, grants, other free cash, clearly reduces the obligation
- [It was understood if the loan was in the name of the PC then all VAT is reclaimed.
- [The MUGA facility is a fantastic resource and this new 3G surface should increase revenue by both increased bookings and a higher charge per hour.

- [The ‘overages’ in cash that the MUGA can generate could be significant, providing the option to repay the loan quicker, or use excess cash for other requirements. This was regarded as a discussion point between the PC and the Village Hall

This request is for a standalone project for a proven and well used community facility.

Alan Barclay of the village hall committee would get four quotes for the 3G surfacing so the best option could be sourced.

The PC asked Mr Lucas if the committee had applied for any grant funding such as with the Football Foundation. Cllr Keeble said that it was his understanding that the Football Association preferred to support start up schemes, not maintenance or refurbishments. Mr Lucas also said that as they had previously been awarded with a grant from the Association it might reduce their chances this time round.

The PC mentioned recent press articles over concerns of 3G surfacing and cancer risk links. Mr Lucas felt that this was more in relation to the sub-surface rather than the actual top surfacing but it would certainly be something that they would investigate further before purchasing. He also advised that this was not currently reported to be a problem in the UK. The recommended UK surface was for 40mm pile 3G surfacing with shock pad and all options would be carefully considered.

Mrs Nelson (RFO) had investigated the option of a PWLB loan with the Essex Association of Local Councils (EALC), who had advised that this request had to go through the National Association of Local Councils (NALC), and she would investigate further with them.

Mr Lucas advised that he had already made contact at a company called ‘DCLG’ who had advised that they could turn the application request around with the PWLB in approximately one week, much quicker than NALC may be able to offer.

On the above basis, the proposal was considered to be a sound project which should generate good income. It was therefore proposed and unanimously agreed that the PC would support this project by applying for a loan on behalf of the village hall committee and that both the PC and village hall committee would match a contribution to the project cost which would help with the loan application. This was assuming that the project met the conditions of the PWLB agreeing a loan.

0249 PROGRESS CHECK

The Clerk advised she had received a response from NBB Recycled Furniture regarding the warped picnic benches. They had offered the following solution: To provide 140x140mm blocks which could be fixed under each of the central legs using 2 screws. This would mean that each picnic bench would have to be unscrewed from their anchor kits to be able to fix to the underside of each leg which should stabilise and elevate the bowing that had occurred. These would be sent free of charge. It was proposed and agreed that the Clerk would agree this with NBB in the hope it would remedy the problem. If however it did not, then an alternative solution would still be sought with them with the possibility of a full refund if the items were not deemed fit for purpose.

0250 CORRESPONDENCE

The Clerk reported on the following:

- [The Clerk had received a complaint from a parishioner relating to Estate Agent bill boards being erected advertising events, as opposed to bill boards simply being allowed to advertise the sale/letting of a property. She felt this looked unsightly. Cllr Helen Cannon read out the PC planning committee’s response from its recent meeting. It did not feel that it could get involved with one person’s personal campaign and that the resident should take this complaint up with the BBC Planning Department. Cllr Keeble had also investigated this complaint with BBC and the Clerk read out the response from them. The Enforcement Team stated ‘that whilst these types of advertisements did require planning consent, there was no agreed level of tolerance for such signs. However, in practise, even though the signs were technically illegal, BBC was not aware of any cases where enforcement action had been taken against them’. The PC supported the decision of the PC planning committee. No further action required.
- [The Clerk had received a further complaint from a resident regarding the hazardous slippery condition of the footpath near to 7 St Lawrence Gardens, Blackmore. The Clerk had again reported

this to ECC, Ann Naylor as well as Dawn Taylor, BBC with photographs of the footpath, and asked for this to be investigated by one of the departments. Cllr Naylor advised at the meeting that ECC had told her that it did not see this work as a priority and would therefore not be undertaking it. This was very disappointing.

- [Cllr McCarthy read out a letter which had been sent on behalf of the PC to Cllr McKinlay, leader of BBC as a follow up to the meeting held between the two parties on 10th January at the Town Hall. This was in relation to the traveller incursion on the Chelmsford Road, Blackmore. The PC had expressed its dissatisfaction at not being advised by BBC of any tangible updates which it could report back to the full council or its residents and was also unhappy that such little progress had been made over the past 8 years. Further updates were awaited from the BBC legal advisers and it was hoped that this might be soon.

BOROUGH & COUNTY COUNCILLOR REPORTS

0251 County Cllr Ann Naylor covered updates within the agenda as it progressed. She advised that she was stepping down as County Councillor this year and there would be a new candidate for the forthcoming elections.

Borough Cllr Roger Keeble advised that a new budget was being presented at BBC next week and stated that it was £285,000 down on its budget this year. Finances were projected to get worse until 2019. Therefore, further savings would have to be made and cuts were expected.

Cllr Keeble said that as it was agreed that the 261 (now 61) bus service was being funded by ECC up until the financial year end, 31.3.17, if the Blackmore loop of the service was not well used it was likely that this would be cut from the route. It was hoped that Blackmore people could be encouraged to use the bus more to avoid this situation in the future.

Cllr Lockhart had queried with Cllr Keeble the outstanding issues in relation to planning decisions and enforcement. Cllr Keeble was investigating these points with the BBC planning committee which he was on. It was confirmed that Cllr's Cannon and Mason would attend the BBC planning training event on 30th January at the Town Hall and the Clerk would confirm their attendance with Jean Sharpe at BBC.

REPORTS OF COMMITTEES

POLICY & RESOURCES COMMITTEE

0252 FINANCE

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

£	Addressee	Description
-	HMR & C	Tax and NI contributions
-	S Clapham	Sue – reimbursed for mileage expenses
-	Mrs R Nelson	Book Keeping
2000.00	Unity Trust PC ac.20343161	Direct debits
530.00	Blackmore Parochial Charities	
40.00	Essex Wildlife Trust	Annual membership renewal
90.36	AtoZ Supplies	Goods supplied – inv.94429974
50.00	G Cooper	Kiln Field electricity (Christmas lights) reimbursed

Direct bank transfer payments via Unity Trust:

£ -	Essex Pension Fund	pension contribution
£ -	S Clapham	Clerk's salary

It was **RESOLVED** that:

- (E) The statutory basis for this item be noted as the Accounts and Audit (England) Regulations 2011;
 (H) The List of Payments is approved as presented in the schedule.

Receipts:

BAC's remittance - £1561.87 from HMR&C – VAT refund for period 1.17.17 to 30.9.16.

0253 FINANCIAL REPORTS: Financial Reports to 31st December 2016

In accordance with the reports distributed prior to the meeting, Cllr Bennett (in the absence of the RFO) reported the PC was still within budget by £4,500.

It was **RESOLVED** that:

- (i) the statutory basis for this item be noted as the Accounts and Audit (England) Regulations 2011; and,
- (ii) The Financial Report be noted with no other action necessary.

0254 FINANCIAL POWERS:

Cllr Bennett advised that the Policy and Resources Committee had met to discuss the budgets and the precept requirement. It had looked at the figures up to the end of December 2016 and had forecast how much it needed to spend up to the end of March 2017, and the figures showed the PC had spent up to £65,500 up to the end of December, and it was anticipating a spend of £88,748 by the end of March which was actually £300 less than budgeted for the year. Looking at expenditure for next year, the P&R committee had evaluated every item in the schedule where expenditure could possibly be reduced but unknowns could not be accounted for in relation to increases in costs from contractors for such things as grass cutting and bin emptying services for example. With this in mind, it was anticipated that with a small increase in service costs, expenditure would increase to £91,490 (approximately 2.5% increase). Regarding income, the PC was still receiving good income from its Magazine adverts and admin charge from Tipps Cross for the Clerk's services. The problem arises with the BBC discretionary grant and LCTS (Local Council Tax support) grant being heavily cut from £13,500 this current financial year to just £5,862 for the coming financial year which is a reduction in income by £7,638. As a result of this, it meant an increase per household of approximately £5.35 (based on a Band D property) per year in precept for that one item alone. The P&R committee therefore recommended that the precept should be raised to £45.00 (based on a Band D property) which is an increase of £9. It was also felt that in view of Government potentially capping parish councils ability to raise precept in the future, which it was currently exempt from, a small buffer would need to be built in for this purpose over the coming years.

- [The budget was considered by the PC and it was proposed and unanimously agreed that the precept be raised from the current £36 to £45 (based on a band D property) for the next financial year 2017/18.
- [It was proposed and unanimously agreed that the 2017/18 budget be approved as set out in the report provided.

0255 HERALD MAGAZINE

Mr Terry Smith reported that all was going well and reminded everyone to put forward their articles and reports before the deadline of the week ending 22nd January. Cllr McCarthy said that the PC also needed to look for an alternative editor in view of Mr and Mrs Smith's future retirement from the magazine.

0256 BRENTWOOD BOROUGH PARISH COUNCIL ASSOCIATION

Copies of the meeting minutes held on 14.12.16 had been circulated to all members. The next meeting is scheduled for 8th March 2017 at 7pm.

PLANNING COMMITTEE

0257 PLANS

Cllr Cannon (Planning Committee) read out the Chairman's report and the key points noted:

At the meeting of 3.1.17, 6 applications were discussed, 5 of which offered no objection. The Clerk had emailed the neighbouring parish councils to enquire how they were coping with BBC's decision to go paperless with planning applications. Most had replied that it presented varying problems when viewing the applications electronically but it was apparent that BBC remained resolute in its decision to dispense with paper copies. Cllr Cannon, who had now joined the PC planning committee, would set up a laptop and projector to display the applications at each meeting and it was hoped this would resolve the teething problems.

Meeting held on 3/1/17 – planning applications discussed:

16/01715/FUL	No objections
16/01618/FUL	No objections – one query raised

16/01684/FUL	No objections
16/01765/FUL	No objections
16/01750/FUL	Objection made – deemed as over-development of the property
16/01673/FUL	No objection

0258 OUTSTANDING ENFORCEMENT ISSUES - As per the reports.

ENVIRONMENT COMMITTEE

There was a committee meeting held on 9.1.17 and the minutes were circulated prior to the meeting
 [The Council received and accepted the Committee meeting minutes and the following items of business discussed.

0259 New Environment Chairman Election

As Cllr Town is currently unwell and unable to continue chairing the committee, it was proposed and agreed that Cllr Mason be Chairman of the committee until further notice.

To consider amalgamating the Environment and Recreation committees

This was deferred until the next committee meetings and parish council meeting when it was hoped more members would be present.

0260 Christmas lights

Cllr Mason said that he had spoken with Piggotts Ltd and they advised that the lights should be unplugged and the wires looped up safely until needed again next year. He would enquire with Piggotts how much they would charge to do this safely to protect them from any potential water damage.

RECREATION COMMITTEE

There was a committee meeting held on 17.1.17 and the minutes were circulated prior to the meeting.
 [The Council received and accepted the Committee meeting minutes and the following items of business discussed.

0261 Ted Marriage Field

In accordance with the recreation minutes – no amendments.

0262 Mill Lane Play Area

In accordance with the recreation minutes – no amendments.

0263 Walter Hobbs Recreation Field and Play Area

In accordance with the recreation minutes – no amendments.

0264 ROSPA reports – work completed – all recreation areas

The Clerk advised that Nick Taylor of RoSPA would be visiting the Walter Hobbs site where the major discrepancies were prevalent, on 24.1.17 at 9.00am. The Clerk would attend plus it was agreed that Cllr Keeble, Mason and Thomas of the recreation committee would also attend.
 The Clerk will review the insurance policy in relation to play area inspections.

0265 Blackmore Youth Centre – Loft conversion

The Clerk had received a letter from the Youth Club seeking permission for works to proceed. Cllr Bennett had reviewed the deeds and confirmed that all was in accordance with the Trust in place. It was therefore proposed and agreed that permission be granted.
 Cllr Cannon felt it would be a good idea to draw up a list of who has responsibility between the Blackmore Village Hall and the PC which could be used at committee meetings for guidance. The PC holds a copy of such a document. Cllr Bennett will review this and provide the Clerk with a copy which the BVH committee could easily refer to.

0266 Phone kiosk, Wyatts Green Road

Cllr McCarthy reported that despite the PC's social media appeal for 'friends' and volunteers of the phone box to come forward, none had.

CLERK'S REPORT

- [The Clerk tendered her apologies for the February PC meeting as she would be away on holiday for the school half term week – returning on Monday 20th February. Mrs Nelson will minute the meeting in her absence.

0267	<u>COMMITTEE MEETINGS</u>			
	Environment	6.2.17	7.30 pm	Tipps X Remembrance Hall
	Recreation	7.2.17	7.00pm	Tipps X Remembrance Hall
	Planning	15.2.17&7.3.17	@4.45pm	Tipps X Remembrance Hall
	<u>Parish Council</u>	16.2.17	7.30 pm	<u>Tipps X Remembrance Hall</u>

0268 **Defibrillators**

- [The Clerk has organised a 2nd training session at Blackmore village hall for 26.1.17 at 7pm (Blackmore village hall committee room).
- [Approval sought for Clerk to purchase the external heated defibrillator case from SAD UK - £300 plus delivery £35. There will also be a fee for an electrician to connect the power for the heater which will incur an additional fee. The £335.00 was approved and unanimously agreed – the Clerk will order. The case will have a keypad system and will be linked to the East of England Ambulance Service CAD system so if anyone dials 999 in an emergency situation, they will be given the code if it is cardiac related.

0269 **Finger posts**

The Clerk has enquired with Cllr Naylor if a list of replacement posts for 2017/18 could be supplied.

0270 **Public Engagement (social media) - FACEBOOK**

Regular updates and posts are posted to Facebook.

0271 **Resumption of the 261 bus service (now the 61 bus)**

- [The new 61 bus service resumed on 3.1.17. There was a meeting held at Tipps Cross Committee room on 9.1.17 which was attended by members of the Blackmore and Doddinghurst Parish Councils as well as members of the County Council and Peter Newman the MD of Ensign buses, the new bus contractors. The use of this service is to be promoted as much as possible, especially the loop between Blackmore and Hook End and Wyatts Green because if it is not well used, the service might face future cuts. Cllr McCarthy reported on the meeting. Ensign run an application, compatible with smart phones and tablets, which reports bus schedules in real time so passengers can see if the bus is running late etc. John Pope of ECC Passenger Service Team, has set up a 'Bus Passenger Strategy Group' to monitor bus services and trends in use. It is paramount this bus is used as it is only financially supported by ECC up to 31.3.17.

0272 **Walter Hobbs Lease Renewal**

In hand with Wortley Byers.

0273 **Blackmore Village Hall – proposal for a shop and tea room**

Still awaiting a letter from the BVH committee before permissions can be granted and any work commences.

0274 **Blackmore Village Fayre committee – permission for extra parking sought**

Cllr Cannon, on behalf of the BVF committee, sought permission for extra parking over that weekend. It was asked whether permission could be sought to park on the field opposite St Lawrence Gardens, Blackmore – known as the Ted Marriage set-aside field. The Clerk advised permission must be sought with Mrs Topham (daughter of Ted Marriage) and she would contact her seeking permission if the committee could supply her with a letter of request. Clerk to report back after speaking with Mrs Topham.

INFORMATION EXCHANGE / NEXT AGENDA ITEMS – (for discussion only) - Nil items.

END: There being no further business, the Meeting was closed by the Chairman at 9.35 pm

Signed (Chairman): Neil McCarthy Date: 16.2.17