

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

Held on Thursday, 20<sup>th</sup> July 2017 in the committee room of Tipps Cross Remembrance Hall.  
Commenced at 7.30pm.

Members present: Cllr McCarthy, Cllr Keeble, Cllr Bennett, Cllr Mason, Cllr Watley, Cllr Lockhart, Cllr Dean, Cllr Cannon, Cllr Hughes. RFO Mrs R Nelson present. Also present: County Cllr Lesley Wagland, Mr T Smith (Herald Magazine Editor).

**0443 APOLOGIES FOR ABSENCE**

Cllrs Henwood, Thomas, Lennon, Borough Cllr Aimi Middlehurst,. Mrs S Clapham (Clerk).

Cllr McCarthy reported that Cllr Henwood had tendered her resignation as Parish Councillor. There are now two Councillor vacancies.

**0444 AMENDMENTS TO MINUTES**

Nil amendments. The June 2017 minutes were signed as a correct record by the Chairman.

**0445 DECLARATION OF INTEREST**

Nil.

**0446 OPEN FORUM**

One member of the public was present. The Chairman explained that the Open Forum provided an opportunity for residents to raise and/or discuss issues. No representations made.

**0447 PROGRESS CHECK**

**Memorial to American Airmen**

The RFO read out an email from Mrs Angela Blackmore of St Lawrence's Church which set out the procedure pertaining to the proposed memorial for four American airmen who crashed in WW2 in Blackmore. The Clerk is asked to investigate costs for various options including a stained glass window, plaque in the church (stone or wood), stonemason's tablet in the churchyard. Once these costs are available, the Parks & Open Spaces committee will review. In the meantime, Cllr Mason will liaise with the Church officials and the matter will be further discussed at the August Policy & Resources meeting.

**Action: Cllr Mason/Parish Clerk**

**Councillor Madeline Henwood**

Cllr Keeble proposed a motion of thanks to Cllr Henwood for her many years of loyal service to the Parish Council. This motion was whole-heartedly endorsed by all attendees.

**CORRESPONDENCE**

The RFO reported on the following correspondence received at the Parish Office since the last Ordinary meeting and subsequent committee meetings:-

- 0448** The Chairman had received a letter from Joy Darby of EALC, congratulating Blackmore on its merit award in the recent Best Kept Village Competition. The formal award will be copied and posted on notice boards with the original being displayed in Blackmore Village Hall. The letter from EALC announcing the competition winners was circulated to the meeting. **Action: Cllrs McCarthy & Cannon**

In addition, on Wednesday 26<sup>th</sup> July Mr T Smith will meet with Cllrs Keeble, Cannon, McCarthy and the Parish Clerk at 1.00 p.m. next to the village sign on the main green, for a photo-shoot.

**Action: All concerned**

- 0449** The RFO informed the meeting of the three dates on which the Blackmore School swimming pool will be available for local residents. These dates, times, costs and requirement to be accompanied by an adult are to be posted on notice boards, Facebook and the website.

**Action: Cllr McCarthy/Parish Clerk**

0450 BBC had sent information cards regarding the 808 bus service but it was noted that this did not cover the Parish areas. Cllr Wagland was passed a card for her records.

### **BOROUGH & COUNTY COUNCILLOR REPORTS**

0451 Cllr Wagland reported as follows:-

- ! She gave her congratulations on the Best Kept Village merit award.
- ! Funding had been confirmed for the 61 bus route until 2020. The new service provided by EOS Swallow Coaches is due to commence on 21<sup>st</sup> July, leaving no gap following the cessation of Ensign's service although a few queries remain on the fare structure. Cllr McCarthy commented that the Parish Council had received no notification of the cancellation of the 898 service but Cllr Wagland confirmed that the service has ceased. **Note: Subsequent to the meeting, Mr Smith contacted Brentwood Community Transport who confirmed that the 898 service was terminating on 31<sup>st</sup> July 2017.**
- ! It was noted that a driver of the mobile library had been informing users that the service was to be terminated. ECC have confirmed that this is not the case and that the service will continue, although the timetable has been revised.
- ! Some excellent and accurate new equipment (which also identifies registration plates) is now available to catch speeding drivers. Cllr Wagland will pass on the relevant information. In this regard, Cllr Keeble confirmed that speeding strips have been laid outside Blackmore School on Nine Ashes Road. Cllr Wagland will investigate whether these strips are for the new or old technology.
- ! Cllr Wagland reported that ECC takes the issue of travellers very seriously and more money is being sought to deal with incursions and related problems. It was noted that the number of incursions has increased greatly over the past year. Cllr Keeble confirmed that a meeting is scheduled with BBC on 8<sup>th</sup> August to discuss the Oak Tree Farm traveller site. He further enquired if ECC had identified any transit sites; Cllr Wagland confirmed that one has been found but this issue is being further reviewed by ECC. She stated that the absence of transit sites has made it more difficult to remove unauthorised incursions.
- ! It was noted that the Brentwood LDP has been amended to include 8,000 new homes by 2030. The period by which the report has to be finalised/accepted has been extended which will increase the vulnerability of the rural areas to unwanted development. Cllr Wagland explained that clarification is needed from central Government in order to protect against the future development of green field sites.
  
- ! Cllr Keeble reported as follows:-
- ! The work undertaken recently by the NATS team had been completed to a high standard although a few items remained outstanding.
- ! Roger Hirst, Police Commissioner had spoken at a recent BBC meeting. In view of the recent spate of vandalism coupled with the lack of visible policing in the Parish, Cllr Keeble reported that it was possible to "purchase" a PCSO for £2,250 which included training plus £1,000 for equipment. Whilst local Parishes could share this cost, no information was available on how much time would be spent in the Parish, especially as PCSOs were voluntary and were not normally dedicated to a specific locality. In addition, the provision of local policing was already paid for within Council tax and thus the Parishes would end up paying twice for the same service.
- ! Volunteers are needed to be trained for Speed Watch duties. Cllr Cannon put her name forward; other local residents have also volunteered.
- ! Criminal damage has been caused to fences in Mill Lane Play Area and a picnic bench was "torched" with petrol and totally destroyed on the Walter Hobbs playing field. All Councillors are asked to report any further vandalism within the area. The Parish Clerk is asked to investigate an insurance claim. **Action: All/Parish Clerk**
- ! Historic England wishes to list and thus protect a large number of war memorials and it was unanimously agreed that the Blackmore War Memorial would be submitted for listing. **Action: Parish Clerk**
- ! Cllr Keeble recommended that the Parish should apply for a share of the 106 Agreement infrastructure money associated with the building of 38 houses on the Norton Heath site by Epping Council. **Action: Parish Clerk**

### **REPORTS OF COMMITTEES**

#### **POLICY & RESOURCES COMMITTEE**

0452 **FINANCE**

**ACCOUNTS FOR PAYMENT** – The RFO presented the following payment schedule and explained that, in the Clerk’s absence, she had been unable to find a new Parish cheque book. Councillors were therefore asked to sign the invoices and supporting paperwork and once the Clerk had returned from holiday, she would raise the necessary cheques and obtain three signatures as usual.

<b>£</b>	<b>Addressee</b>	<b>Description</b>
<b>CHEQUES:</b>		
£650.00	Matthews Plants	Summer planting of tubs/flower displays
£530.00	Blackmore Parochial Charities	July quarter payment
£60.50	RCCE	Annual subscription
£10,000.00	Unity Trust Bank	Increased amount to cover additional online payments in July and thereafter

**ONLINE PAYMENTS VIA UNITY TRUST BANK:**

£ -	Mrs S Clapham	Salary
£ -	Essex Pension Scheme	Clerk’s pension contributions
£ -	HMRC	Tax/NI deductions
£ -	Mrs R Nelson	Treasurer’s remuneration
£258.95	Mr Trevor Brown	Annual internal audit
£380.00	Mr R Oliver	Works at Ted Marriage field Inv. 0192
£1,288.20	MD Landscapes	Grass cutting Inv. 886
£50.00	BBPCA	Annual subscription fee 2017/18
£19.99	Allotment Association	Purchase of new padlock for inner allotment gate

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.

Cllr Watley proposed, Cllr Cannon seconded and it was unanimously agreed that a transfer of £10,000 will be made in July and in future, more payments would be made using the online facility with Unity Trust Bank. This will speed up payments to regular and good suppliers and will justify payment of the small fee charged by Unity Trust to operate the online account. The RFO will set up such payments prior to each Parish Council meeting but (with the exception of the Clerk’s salary) the transfer date will be after the meeting date so that any payment unapproved by Councillors could be cancelled before the funds left the bank account. In this way, the Councillors retain appropriate control over expenditure.

**Receipts:** As advised by the Clerk - None.

**0453 FINANCIAL REPORTS:** Financial Reports to 30<sup>th</sup> June 2017

Reports were distributed prior to the meeting. All was in accordance with the reports with no amendments or queries.

It was **RESOLVED** that:

- (i) the statutory basis for this item be noted as the Accounts and Audit (England) Regulations 2011; and,
- (ii) The June 2017 Financial Report be noted with no other action necessary.

**0454 FINANCIAL POWERS:**

Swimming pool grant, Blackmore School: The grant application form has yet to be considered by the Council. **Action: Parish Clerk**

**0455 MUGA RESURFACING PROJECT**

The RFO confirmed that the Department of Communities and Local Government has approved the Council’s application and issued a Borrowing Approval Number. Mrs Nelson has submitted a completed LC1 form to the Public Works Loan Board applying for the £28,000 loan and, following a telephone conversation with the PWLB, anticipates no problems with the Council’s application. It is hoped that the funds will arrive in the Council’s bank account early during w/c 24<sup>th</sup> July. Based on

this, Mrs Nelson was authorised to prepare a formal letter accepting Fosse, the preferred contractor's quotation on the terms and conditions as specified in their letter of 3<sup>rd</sup> May 2017. **Action: RFO**

**0456 REVIEW OF STANDING ORDERS**

Cllr McCarthy explained that in order to proceed towards obtaining Quality Council status, it was necessary for the Council to add a further clause to the Standing Orders adopted in 2016. This new clause covers the right of the public to film, audio-record, photograph, blog or otherwise record Council meetings without certain parameters. Cllr Keeble reported that BBC's recording system is currently not operating. The meeting agreed the inclusion of this new clause.

**0457 MAGAZINE COMMITTEE**

Terry Smith advised that all was going well. The next deadline is this coming Sunday, 23<sup>rd</sup> July. The next edition will be 7-10 days early and the deadline must be met promptly due to Mr and Mrs Smith's holiday when they will be away for a period of one month.

**PLANNING COMMITTEE**

**0458 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.

20<sup>th</sup> June – Applications discussed:

**17/00784/FUL** – Inkosi, First Avenue – removal of condition re windows.

**17/00833/FUL** – Evergreen, Wyatts Green Road – raise ridge and add first floor to convert bungalow to house.

**17/00850/FUL** – Fullerton, Blackmore Road – single storey rear extension, first floor side extension over garage, side infill and new roof

**17/00776/FUL** – The Bull, Church Street – change of use of public house to provide 4 overnight rooms.

**17/00777/LBC** – The Bull, Church Street – re-roofing work related to new overnight rooms, new reception room, re-siting of beer cellar, 2 new bars, refurbishment of WCs, creation of disabled WC, alterations to doors and windows.

10<sup>th</sup> July - Applications discussed:

**17/00973/FUL** - Shangri-La, Wyatts Green Road – revised application to substitute internal garage with study

**17/00838/FUL** - Elmbank, Blackmore Road – additional front dormer

**17/00744/FUL** – Fourways, Hook End Road, Hook End, CM15 0HA – A new plan is being submitted to BBC.

**17/00833/FUL** – Evergreen, Wyatts Green Road - withdrawn. The owner will probably move and sell the property.

Cllr Lockhart (committee chairman) read out his report in respect of the reports and the following points were noted:

Since the last PC meeting, the planning committee met on 20<sup>th</sup> June and considered (as listed above) ..... applications. The next planning meeting is on Tuesday 1<sup>st</sup> August.

Cllr Helen Cannon has been appointed Vice Chairman, Planning.

The provisional booking from BBC for Tipps Cross Remembrance Hall on Monday 24<sup>th</sup> July to hold an LDP consultation drop in event has been cancelled.

**0459 OUTSTANDING ENFORCEMENT ISSUES**

As noted on the planning reports submitted to BBC. A meeting has been arranged with BBC on 8<sup>th</sup> August to discuss outstanding enforcements. Questions will be submitted in writing before the meeting so that full answers can be obtained. It is hoped that a drone fly-over will provide additional evidence.

**PARKS AND OPENS SPACES COMMITTEE**

There was a meeting of the amalgamated Committee on 10<sup>th</sup> July and copies of the minutes were distributed prior to the meeting.

The Council received and accepted the Committee meeting minutes. Cllr Mason noted that outstanding work required, but not completed, by BBC/ECC was being listed in the minutes. This included such items as the kerbstones in Wyatts Green.

**0460 Phone Kiosk – Wyatts Green Lane (01277-821421)**

Cllr McCarthy and Cllr Lennon have repainted the phone kiosk in the specified colour paint, with gold crowns. The meeting congratulated them on their excellent work.

**0461 Parish planters**

Cllr Mason reported that the summer planting has been completed and they look very good. He has successfully persuaded a lady near the Wyatts Green planters to take on the job of watering these. Cllr Mason will check watering arrangements for the planters opposite the Prince Albert.

**Action: Cllr Mason**

**0462 Flooding – Wyatts Green (Granary Meadow)**

The work has been completed and a report has been submitted by the Clerk to ECC. It is now their responsibility to continue necessary drain works.

**Action: Cllr Mason/Parish Clerk**

**0463 ROSPA inspections**

Cllrs Mason and Cannon attended the recent training course (and certificates were handed to them during the meeting). Cllr Mason recommended that each piece of “play” equipment should be individually risk-assessed to improve the scheduling of maintenance work/replacement as necessary. In this regard, the August P&OS meeting will determine what levels of equipment are required and agree a plan for the future.

**0464 Vandalism**

The damage to the fence in the Mill Lane play area and the destruction of the picnic bench at the Walter Hobbs field were discussed. It was considered that this is likely to be the work of young people at the end of the school year. To avoid any potential risk to users of the Mill Lane play area and following liaison by email and telephone between Councillors, it was decided that the damaged fence be replaced as a matter of urgency. Accordingly, Cllr Mason had arranged for Total Landscapes to carry out this work (completed during today) at a cost of £600.

Cllrs Keeble and McCarthy reported that they had litter-picked the Mill Lane play area twice this week.

**0465 Autumn Litter pick**

This is scheduled for Saturday 21<sup>st</sup> October at 10.00 a.m.

**0466 Next NATs visit**

NATs are scheduled to return on 16<sup>th</sup> October for one week. All Councillors are asked to submit any suitable jobs to the Parish Clerk.

**Action: All/Parish Clerk to co-ordinate**

**0467 CLERK’S REPORT**

Meeting dates:

Parks & Open Spaces	Monday 7 <sup>th</sup> August 6.30 pm	Tipps Cross Remembrance Hall
Planning	Tuesday 1 <sup>st</sup> August 5.45 pm	Blackmore Village Hall

There is no Parish Council meeting in August.

Policy & Resources	Thursday 17 <sup>th</sup> August 7.30 pm	Tipps Cross Remembrance Hall
--------------------	--	------------------------------

In addition to the usual minimal agenda items, Cllr McCarthy stated that the Council’s ambitions for the future along with the need to update IT will be discussed at the Policy & Resources meeting, with the intention of setting an agenda for the coming year. Although not obligatory, all Councillors are welcome to attend.

**0468 Finger Posts**

The Clerk and Cllr Lockhart have applied for an ECC CIF grant. It was agreed that Cllr Lockhart should obtain quotes for new finger posts, based on the drawings he had prepared.

**Action: Cllr Lockhart**

**0469 Public Engagement – (Facebook)**

All OK. Cllr McCarthy said that with few followers, we need to engage with the public more.

**0470 No 61 Bus service** – as minuted above under 0451.

**0471 Walter Hobbs Lease Renewal**

Cllr Bennett confirmed that the new lease is currently being signed.

**0472 BLACKMORE VILLAGE HALL**

**Subsidence at the Village Hall complex** – Pending contact from the Engineer at UK Power Network Co. Regarding the lopping of the trees at Service Lane.

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

**0473 Firework Display – Saturday 4<sup>th</sup> November**

Cllr Keeble reported that he has placed a provisional order for fireworks to the same value as in 2016. He stressed the need for someone to take overall responsibility for this event. Mrs Nelson will email members of the Fireworks Committee to agree an initial planning meeting as soon as possible.

**Action: Mrs Nelson**

**0474 Overweight lorries through village**

Cllr Dean raised the issue of 40 tonne lorries which continue to drive through the Parish.

Cllr Wagland explained that the responsibility for restricting such traffic lies with Trading Standards and she will follow up. Cllr McCarthy stated however that the Parish Council has chased for enforcement on many previous occasions with no replies or success.

**Action: Cllr Wagland**

**0475 Container on Village Hall land**

Cllr Keeble reported that the Village Hall will be purchasing a small tractor to maintain the new MUGA surface. This will be stored in Barney's Store. The current contents of that store which are owned by the Sports & Social Club have to be moved and it is proposed to place a container near the MUGA to hold these items. Cllr Keeble is checking whether planning permission is needed for this but in principle, the Parish Council confirmed that it had no objections to this arrangement.

**Action: Cllr Keeble**

**0476 Allotment produce sale**

Cllr Keeble reported that Allotment Tenants wish to have a stall on Horsefayre Green on Saturday 12<sup>th</sup> August to market some of the glut of vegetables produced in the new Allotment Garden. Proceeds will be for the benefit of the Allotment Association (not for individual tenants). The Parish Council confirmed that it had no objections to this arrangement.

**0477 Weed-killing on sports ground**

A quote in the sum of £270 plus VAT had been received from Complete Weed Control, for weed-killing on the Walter Hobbs sports ground. This was significantly less than our usual supplier and Cllr Mason proposed, Cllr Cannon seconded and it was agreed that this quote be accepted. It is hoped that that work will be completed week commencing 24<sup>th</sup> July.

**Action: Cllr Cannon**

END: There being no further business, the Meeting was closed by the Chairman at 9.20 pm

Signed (Chairman): \_\_\_\_\_ Date: \_\_\_\_\_