

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

Held on Thursday, 20th July 2013 in the Committee Room of Tipps Cross Remembrance Hall.
Commenced at 7.30pm.

Members present: Cllr Keeble (Vice Chairman), Cllr Bennett, Cllr McCarthy, Cllr Spiers, Cllr Mason, Cllr Town, Cllr Frost and Cllr Hall. Also present, Susan Barnes (Parish Clerk) and Rosemarie Nelson (Treasurer).

Apologies for absence were received from: Cllr Watley (Chairman), Cllr Henwood, Cllr Dean, County Cllr Ann Naylor

Also present: Terry Smith, Herald Magazine

AMENDMENTS

The June minutes were signed by Cllr Keeble as a correct record with the following amendments:
Cllr Frost was not present and had given her apologies at the previous meeting as she was on holiday.
Cllr Spiers was however present at the meeting.

DECLARATION OF INTEREST

Nil.

OPEN FORUM

Three Blackmore residents attended in relation to planning updates regarding rural development. It was explained that no specific plans had been made for the Parish at present and that Brentwood Borough Council (BBC) was in the consultation process to update their Local Plan 2015-2030. Cllr Keeble advised that BBC would be making a presentation at the Parish Councils (PC) monthly meeting on 19th September and members of the public were welcome to attend.

CORRESPONDENCE

The Council wished to pass on their best wishes to Madeline Henwood who had been ill recently and had spent some time in hospital. The Clerk confirmed she had organised flowers to be sent on behalf of the PC.

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

- 2460** The Clerk had received the list of alteration to the register of Electors from BBC which would be held on file.
- 2461** The Clerk had received the BBC Audit Progress Report year ending 31st March 2013, published June 2013. This was passed to Cllr Bennett for his perusal.
- 2462** The Clerk read out the correspondence from Essex County Council (ECC) - 'Review of speed limit Policy (February 2013)'. She highlighted certain aspects of the document in relation to the 20mph reductions recently made within the Borough and the required criteria for this. A copy will be held in the office should anyone wish to refer to it.
- 2463** The Clerk had received an update on the 261 bus timetable. The new service being run by Amber Coaches was due to commence on 20th July 2013. The local Blackmore/Town centre

service would be hourly. The Clerk also advised that the next Parish Transport meeting was on Tuesday 1st October 2013 at 10.30am in the BBC meeting room (no. 2).

- 2464** The Clerk had received confirmation of works successfully completed during the BBC Neighbourhood Action Teams two day taster course. The next Parish allocation is to run for one week commencing Monday 7th October 2013. All works schedules are to be forwarded to the Parish Clerk for inclusion. Lists must be given to BBC 1-2 weeks in advance.
- 2465** The Clerk confirmed that she had enrolled in the salt bag partnership scheme for 2013. Goods will be delivered to Blackmore village hall adjacent to the bus lock up during August-September 2013.
- 2466** The Clerk read out a letter in response to Mrs Haynes email regarding the un-cut grass adjacent to the Bull Public house. This was approved by the Council for sending.

BOROUGH & COUNTY COUNCILLOR REPORTS

- 2467** Cllr Keeble advised he had been to a recent BBC planning meeting but there was nothing of great note to report to the meeting. He had received an Ipsos Mori Highway survey for completion which had been sent to a selection of houses within the Borough. He suggested forwarding to the BBPCA for their distribution/perusal. Cllr Keeble reported that Steve Boyle, Head of Legal, BBC was leaving BBC on Friday 18.7.13 and he would be sorely missed.

REPORTS OF COMMITTEES

POLICY & RESOURCES COMMITTEE

2468 FINANCE

The following cheques were approved for payment and signed:

£	Addressee	Description
-	S Barnes	July Salary
-	Essex Pension Fund	July
75.00	Petty Cash	July
-	R Nelson	July - Book keeping
-	HM Revenue & Customs	July NI/Tax
572.00	Matthews Plants	Summer planting (planters)
905.57	MD Landscapes	Grass cutting – inv. 2302
18.07	Affinity water	water to B/More war memorial
188.40	Fenland Leisure Products	Hex swing chain link adjusters x 10
28.14	XSS Ltd	photo copier

Cheques to be raised and post dated 15.8.13 in the absence of an August PC meeting to be signed at the August P&R meeting:

£ -	S Barnes	August salary
-	Essex Pension fund	August
-	HMR&C	August contributions
-	R Nelson	August book keeping
75.00	Petty cash	August

Receipts:

Nothing to report

Payments:

Nothing to report

2469 FINANCIAL POWERS

Mrs Nelson (Treasurer) reported that all was in accordance with the finance reports as distributed prior to the meeting. Mrs Nelson also handed copies of the PC's Annual Accounts to all Councillors. The Annual Audit was signed by Cllr Keeble (acting Chairman) and Susan Barnes (Parish Clerk).

Cllr Bennett gave a report on the Annual Audited Accounts. He commented that the previous year had been a relatively good year in terms of income. This was largely due to the successful Parish Fireworks night and advertisements placed in the Herald magazine which had meant reserves could be made for future expenditure which was expected in the forthcoming year. For example, the additional cost for replacing the village Christmas lights after the two Borough Councillors donations had been taken into account. The cost of the cockleshell footpaths had also been allocated against reserves as had the transfer of £3,000 towards the Walter Hobbs Play area refurbishment. The Clerk was asked to send a copy of the annual accounts to BBC.

Mrs Nelson reported all other matters were in accordance with the finance minutes. This month had seen the football pitches re-seeding at just over £2,000. The Clerk was also asked to invoice the Blackmore Village Hall, Chris Blackwell, for the MUGA service charge for the 6 month period up to 30th June.

Mrs Nelson also reported that Barclays Bank had declined the PC's credit card application because the PC has complex or multiple signatories. It was suggested that Roger Blake, Clerk for Doddinghurst Parish Council could be contacted regarding their arrangements along with contacting other lenders as a further option. Mrs Nelson would investigate further. The Clerk would also contact the EALC.

2470 COMMUNITY POLICE MEETING

Nothing new to report.

2471 COMMUNITY BUS

The Clerk reported that the bus was running well with no reported problems other than the appearance of a wasp s nest in the bus lock up. The Clerk had organised a member of the bee keepers association to safely remove the nest and the wasps and the matter had been resolved. Cllr Ted Hall confirmed he would look after the bus diary and keys during the Clerks holiday leave.

2472 BLACKMORE CENTRE FOR YOUNG PEOPLE

Nothing new to report

2473 BLACKMORE SPORTS ARENA – (formerly MUGA)

Cllr Keeble confirmed all running OK.

2474 MOBILE LIBRARY

The Clerk reported the mobile library had been at Tipps Cross Remembrance Hall today. All services running OK.

2475 BRENTWOOD BOROUGH PARISH COUNCIL ASSOCIATION

The Clerk gave Cllr Bennett a copy of items to be presented to Mr Eric Pickles. It related to the Parish Councils concerns over the poor relationship afforded to them by BBC and the inadequate service levels provided by BBC. The BBPCA would collate the information provided by all Clerks and a meeting would be proposed between the BBPCA, BBC Officers and Eric Pickles to resolve the ongoing concerns and issues.

2476 ROADWAY RENTS (2013)

One payment outstanding.

BLACKMORE MILLENNIUM PARK

2477 PROGRESS REPORT

Cllr Keeble confirmed the order had been placed to top up the cockleshell footpath. Cllr Keeble had received three quotations to weed spray the footpath as follows:
M D Landscapes @ £60 plus VAT. S H Goss @ £95 plus VAT and a further £195 plus VAT for the car park. In previous experience it was felt that S H Goss weed spraying had proven to be most effective. It was proposed by Cllr Hall, seconded by Cllr Mason and unanimously agreed that S H Goss would be contracted. The Clerk would email confirmation to them and place the purchase order.

PLANNING COMMITTEE

2478 PLANS

The following planning sub committee meetings had taken place and plans discussed accordingly:

24th June 2013 – Application No. 13/00549/FUL – Comment: No objections to single story rear extension.

Application No. 13/00590/FUL – Comment: No objections to removal of rear conservatory and erection of single storey rear extension.

8th July 2013 - Application No. 13/00647/FUL – Comment: Providing this application does not exceed any planning limits due to percentage increase, no objections.

Application No. 13/00698/FUL – Comment: No objections to two storey side extension with porch to form pitched roof.

BBC's planning department confirmed that Camilla would attend the September PC meeting to give a presentation on the Local Development Plan (LDP) 2015-2030 which is undergoing consultation at present.

2479 OUTSTANDING ENFORCEMENT ISSUES – Nothing new to report

Bluebell Farm - Spriggs Lane, Blackmore (mobile home) - (History): The Clerk had previously chased Christopher Stathers, BBC planning department. He advised in his letter dated 22nd 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 19th 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 – (History)

Cllr Keeble advised that the appeal had been heard on 23rd 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 – (History) - 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. Cllr Watley asked to investigate item relating to parking space at Elmfield, near Twites Farm with BBC.

ENVIRONMENT COMMITTEE

A meeting of the Environment Committee had taken place on Monday 8th July 2013 at 7.30pm. All was in accordance with the items on the minutes previously distributed by the Clerk.

2480 Drain clearance and road sweeping

All ok. In accordance with committee meeting minutes.

2481 Village speed

Cllr Town reported that there was still a problem with traffic speeding through the village.

2482 Allotments

Cllr Watley has information on suitable field which he is investigating further – pending further updates from him.

2483 Village pond - flooding

County Cllr Ann Naylor had been investigating and chasing this problem with ECC for some time now alongside Cllr Keeble. The Clerk read out an email received via Ann Naylor confirming that ECC Engineers were scheduled to visit the site again during the week to take the levels of the pond and following that, further investigations would be carried out as to how to resolve the issue. Cllr Keeble has also obtained a quotation from Atlantis Drains for £125 to investigate using CCTV cameras to assess if any damage or blockages to the pipes and system in place which could then be relayed to ECC. Approval of this was proposed by Cllr Spiers, Seconded by Cllr Mason and unanimously agreed that Atlantis Drains would be contracted to undertake this in line with his quotation. Cllr Keeble would instruct them accordingly.

2484 Gunnells Corner – pavement (wheelchair access)

Nothing new to report.

2485 Replacement tree on the pond

In hand with Cllr Town. She had been speaking with Matthews Plants for suggestions and it was agreed a replacement would be planted in October. Cllr Keeble had a contact for certain free trees which could be considered for the island as well as the bank on the Millennium Park. He will investigate this avenue further. Cllr Town will ask Mr Brown if he could give the use of his boat for the purposes of tidying the weeds etc on the island and she would also ask if would be

able to assist with strimming the island. Cllr Town reported there were no ducklings this year because minks had been spotted along with a buzzard who had been claiming the pond wildlife unfortunately.

2486 Notice Boards

The Clerk had placed the purchase order with Greenbarnes Ltd who had confirmed a 6-8 week delivery time. Kevin will install them upon their arrival.

2487 Bicycle Rack (Blackmore)

Nothing new to report

2488 Christmas lights

Cllr Mason passed the quotation for the replacement Christmas lights for the Blackmore village Horsefayre Green. The Clerk was asked to process the purchase order with the supplier.

2489 Parish Planters

Cllr Town had noticed that some of the planters were very dry and plants were wilting in the heat. The Committee would speak with the watering volunteers held on file to enquire that they were still happy to assist with this job. If any names are required from the current list the Clerk has a list held in the office which was last updated in 2011.

2490 Loose kerb stones (Plovers Mead)

The Clerk had received further complaints and had reported this on the telephone and via the ECC online faults service. This is being monitored and progressed with both the Clerk, Cllr Keeble and County Cllr Ann Naylor as well as complaints being logged with ECC by residents.

2491 Ditches – Loose felled debris

This would be tidied by the BBC Neighbourhood Action Team in October once vegetation has died down.

Other items:

Cllr Town reported that the PC had received an invitation from Essex Wildlife Trust after the event had taken place.

Cllr Town reported that complaints had been made about the amount of dog waste being found by the Church, Church Street and asked if further dog fouling signs could be installed as a deterrent. Cllr Keeble would look into costs.

Cllr Town reported a red car with advertisements on it permanently parked outside the Co-Op, Blackmore. Cllr Town to provide Cllr Keeble with the registration number so he can report it.

A parishioner contacted Cllr Town with the offer of bluebell bulbs for planting in the parish. She will speak with him and enquire if they are indigenous bluebells which would be suitable for planting in the village before accepting them.

Cllr Hall reported that the sight lines at the Swallows Cross junction was overgrown and very dangerous. The Clerk would report this to BBC.

The Parish grass cutting and trimming schedule is to be reviewed with Kevin (Maintenance man) and the Environment and Recreation committees and the Parish Clerk. Presently, all parties hold a list which was last reviewed in 2011. Cllr McCarthy proposed an article in the Herald magazine reminding residents to kindly mow/trim the grass verges outside their own properties as BBC do not do this. It would go a long way to keeping the Parish looking cared for and presentable where possible.

Kevin had reported to the Clerk that the Parish Lawn mower as used by Keith to cut the grass at Tipps Cross/Hook End was broken and out of action. Kevin has temporarily been using his own lawn mower whilst a replacement is sourced. Cllr Keeble had obtained a competitive quote for £249 plus VAT. The lawn mower which Peter was using could be passed to Keith and Kevin will use the new replacement lawn mower once obtained.

DATE OF NEXT MEETING: August date to be confirmed - 7.30pm at Crosse House, Church St, Blackmore.

HERALD MAGAZINE

2492 NEXT EDITION

Terry Smith advised that all was going OK at present. The next deadline is the weekend of 26.7.13. He also reported he had spoken with the bus company replacing Regal Busways which was being contracted by ECC for the revised hourly timetable.

RECREATION COMMITTEE

2493 A Meeting of members of the Recreation Committee/Walter Hobbs Play area Committee had taken place on Tuesday 24th June 2013 at Blackmore Village Hall. All was in accordance with those minutes distributed by the Clerk previously.

Ted Marriage Recreation Field

*Dog waste bins – Committee to confirm if BBC Neighbourhood Action Team are to remove the unused dog bins where there is an alternative waste bin in situ (before October).

Mill Lane Recreation Field

*Dog waste bins – being monitored and audited – as above.

Walter Hobbs Recreation Field

*Dog waste bins – being monitored and audited – as above.

B.2.08/E.6.10 - Football pitches - All in hand with Cllr Keeble

C.11.10 – Goal posts – All OK

Walter Hobbs Play area project – (incorporating surrounding fence)

The Committee had received the final quotation for the play area refurbishment for approximately £24,000. In addition, the preferred safety surfacing of bonded mulch increased the budget to approximately £29,439.

a) A two phase installation was suggested via the Committee and presented to the meeting by Cllr McCarthy. Proposal: Phase one - To contract Playquip Leisure as the preferred supplier to manufacture, supply and install the red ant system (the scheme and colour designs were passed around the table for approval) this included a basket swing and cradle swing system for infants, as shown in the layout. The Clerk would proceed with this initial purchase order for a proposed installation from October 2013 to December 2013, weather permitting. Cllr Keeble had obtained a three month extension for the grant funding from the Essex Environment Trust for this reason.

Furthermore, it was proposed that the Clerk would seek additional grant funding for the additional costs during phase two to have suitable safety surfacing supplied in the form of ‘bonded mulch’.

Approval of the above was proposed by Cllr Hall, Seconded by Cllr Mason and unanimously agreed, as follows:

a) Based on the above decision, the Clerk would liaise with Playquip Leisure and the sub committee to finalise full and final prices in line with the budget for both phase one and phase two.

b) Other Grant applications to be sought – The Clerk to submit applications for the Brentwood Share fund scheme (closing 16th August 2013) and the C.I.F (closing 30th August 2013) for contributions towards the bonded mulch safety surfacing costs.

Items to monitor – all recreation areas: Inspection reports (BBC) for both play area inspections and dog waste services.

Cllr Keeble asked the Clerk to instruct Kevin (maintenance man) to trim the area around the cricket nets at Walter Hobbs.

Cllr Keeble also advised that he had recently been involved in a heated discussion with youths who were kicking a football against the back wall of the bus lock up. This has in the past caused damage to soffits and guttering at the village hall complex. The youths would benefit from a rebound net which Cllr Keeble advised would cost approximately £4,000. It was suggested by Cllr Keeble that perhaps this should be a consideration for 2014, budget permitting.

CLERK'S REPORT

2494	<u>COMMITTEE MEETINGS</u>			
	Environment	19.8.13	7.30 pm	Crosse House, Blackmore
	Planning	TBC	5.00 pm	Anvil House, Blackmore
	Recreation	3.9.13	8.00 pm	Tipps X R Hall
	P&R meeting	15.8.13	7.30pm	Tipps X R Hall
	TX Management	17.9.13	8.00pm	Tipps X R Hall
	Parish Council:	19.9.13	7.30pm	Tipps X R Hall

2495 The Clerk discussed her holiday leave for July and to confirm who would hold the diaries in her absence. It was agreed that Cllr Hall would take enquiries and handle the bookings diary regarding the community mini bus. Mrs Nelson would deal with any emergencies relating to Parish Council and would also hold the diary and manage the bookings for Tipps Cross Remembrance Hall.

ANY OTHER BUSINESS – (for discussion only)-

2496 Cllr Bennett commented on a recent advertisement placed by BBC in the Brentwood Gazette in relation to planning. BBC proposes to put 11 dwellings on the site of the Old Doctors Surgery, Outings Lane, Doddinghurst. Whilst this falls within Doddinghurst Parish Councils boundary, it would still affect some of the Hook End residents within the Parish of Blackmore, Hook End & Wyatts Green Parish Council's boundary. The Parish Council to monitor development.

2497 Cllr Frost advised she had noticed that a wooden post had been taken down on Meadow Rise possibly to allow parking. She advised that ECC came to look at it but not followed up re-instatement. Could the Clerk instruct Kevin to do this.

2498 Cllr Keeble voiced his concern over the lack of volunteers to oversee and organise the forthcoming Fireworks night on 2nd November 2013. He had advised on several occasions he wished to step down from the organisational role which he had committed his time to for the past nine years. He asked Cllrs and any interested parties to urgently consider this as it was

feared the event might have to be cancelled without the proper involvement of the Parish Council. The Clerk confirmed she had booked the village hall with the Bookings secretary and advised that the fireworks, safety barriers and glow sticks would have to be purchased shortly.

There being no further business, the Meeting closed at 10.00pm