

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

Held on Thursday, 19<sup>th</sup> June 2014 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 Henwood, Cllr McCarthy, Cllr Town, Cllr Mason, Cllr Lennon, Cllr Hall and Cllr Dean. Also present, Susan Barnes (Parish Clerk) and Rosemarie Nelson (Responsible Financial Officer - RFO).

Apologies for absence were received and accepted from: Cllr Spiers and Cllr Frost.

Also present: Terry Smith, Herald Magazine, County Cllr Ann Naylor and EALC Chairman, Sheila Jackman.

## **AMENDMENTS**

The May minutes were approved and signed by Cllr Watley as a correct record with the following amendments: Page 2) Cllr Henwood and Cllr McCarthy are also on the Policy and Resources Committee.

## **DECLARATION OF INTEREST**

To receive any Disclosable Pecuniary Interests, Other Pecuniary Interests, or Non-Pecuniary Interests relating to items on the agenda. No interests were declared.

## **OPEN FORUM**

Cllr Watley welcomed the meeting. There were four residents in attendance wishing to receive updates on the Borough's Local Development Plan and enquired if any rural housing development applications or updates had been received. Cllr Watley advised that as reported last month, there were no further updates from BBC and this would not be expected until they had submitted their LDP to the Planning Inspectorate in September. The meeting resumed with the following:

## **PROGRESS CHECK**

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

[ Nothing to report.

## **CORRESPONDENCE**

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

- 2903** The Clerk had received a reply from Essex County Council (ECC) confirming a claim as submitted by Mrs Diane Smith was being processed in relation to recent pot hole damage to her car.
- 2904** The Clerk confirmed she had ordered one tonne of winter salt as part of the ECC scheme and this should be delivered to the Blackmore Bus garage later in the year for distribution.
- 2905** The Clerk had received an email from County Cllr Ann Naylor and ECC Highways Department regarding the double yellow lines outside the Blackmore Primary School. The Clerk read this out and the following agreed:
- [ Cllr Ann Naylor will take this up with ECC to enquire if the no parking at any time restrictions could be lifted for a more practical solution such as restricted parking during school drop off and collection times only, or exemptions given for permissible weekend parking.
- 2906** The Clerk advised the dates for the Neighbourhood Action Team (NAT's) as 8<sup>th</sup> to 12<sup>th</sup> September. The PC would have three out of the five days and heads of Committees are required to send their work lists to the Clerk with at least three clear weeks notice.

2907 The Clerk passed to Cllr's an updated Cllr contacts and Committees list. This will be revised to include and update the Policy and Resources Committee and re-issued.

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

2908 County Cllr Ann Naylor had been liaising with Tony Pearce; Interim Head of Planning at BBC regarding the information required relating to 'Oak Tree Farm'. Cllr Watley will organise updated aerial photographs for this purpose as soon as possible.

County Cllr Ann Naylor will discuss with ECC Highways and the Parking Authority the possibility of double yellow lines at the entrance to Plovers Mead and report back. The Environment Committee will also look at this problem and consider options.

### **REPORTS OF COMMITTEES**

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

##### **2909 FINANCE**

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

-	S Barnes	Clerk's salary (June)
6.00	HM Revenue & Customs	Tax/NI contributions due
-	Essex Pension fund	(June) pension contributions
75.00	Petty cash	
-	R Nelson	Book Keeping
105.19	J Oddy & Sons	inv. 124182 & 124047
36.00	CPRE	membership renewal (for approval)
10.00	EPFA	Best kept playing field competition – entry fee
214.50	BBC	inv.100102334 – trade waste (cemetery/church)
1380.00	Kelhatch Press	Herald magazine publication
217.50	T X R Hall	Office Rent
750.00	Blackmore school	Donation – swimming pool (for approval)
70.40	Alan's DIY	Goods supplied for maintenance
894.77	M D Landscapes	Grass cutting – inv. 2625
45.00	EALC	budget & Precept course on 17.6.14 – inv. 4560
1849.50	K Stanbridge	Inv. 17.6.14 – maintenance
350.00	T Smith	Herald magazine
60.44	T Smith	Herald Magazine – Expenses/Reimbursables
31.41	Affinity water	water usage at Blackmore playing field
385.20	Play Safety Ltd	ROSPA inspections and inspection sheets – inv. 011510 & 011625 respectively
328.56	A-On Insurance	extra premium for new W/Hobbs play equipment & benches
18.24	Affinity Water	Water supply to war memorial

It was **RESOLVED** that:

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

#### **Receipts:**

[ BACS remittance advice from HMR&C – vat refund of £830.98.

### **Payments:**

- [ Approval given for £750.00 donation towards Blackmore Primary School's swimming pool maintenance funds. Clerk will remit cheque once she has received the list for publishing, giving the dates the pool can be used by parishioners.
- [ Approval given for £30.00 for renewal of the Essex Playing Field's Association membership fee. The Clerk will renew.
- [ Additional insurance premium £328.56 (cheque raised for signing) – new play equipment and benches at Walter Hobbs play area as approved by the Council.
- [ PWLB Loan Repayment due to leave account on 30<sup>th</sup> June for £1598.14.

### **FINANCIAL REPORTS: Financial Reports to 31<sup>st</sup> May 2014**

Mrs Nelson (RFO) reported that all was in accordance with the May 2014 Financial Report distributed prior to the meeting.

It was **RESOLVED** that:

- (i) the statutory basis for this item be noted as the Accounts and Audit (England) Regulations 2011; and,
- (ii) the May 2014 Financial Reports be noted with no other action necessary.

### **2910 FINANCIAL POWERS**

Mrs Nelson reported on the subject of online payments for payment of the Clerk's salary. She pointed out to the Council, the bank had advised that this would give the RFO total control of the bank account which goes against the Council's current standing orders. The Council considered this and needed further time in which to consider it. In the meantime Mrs Nelson would check the situation with the Council's Insurance company for fidelity insurance and report back.

The Clerk advised that she had been informed by EALC to check the Council's insurance policy For Councillors over the age of 80 as they may not have insurance cover. The Clerk will liaise with A On Insurance to establish.

Mrs Nelson had prepared the Annual Return for the financial year ended 31<sup>st</sup> March 2014, which Cllr Watley (Chairman) duly signed.

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 2014 Financial Report be noted with no other action necessary.

### **2911 COMMUNITY POLICE MEETING**

It was reported that future meeting dates were still pending. Nothing new to report.

### **2912 COMMUNITY BUS**

The Clerk advised that the bus was going well with no reported problems. The Clerk was asked to write to user(s) who it was believed, were using the bus for personal gain or profit to ban them from hiring the bus. In the event of an accident this would invalidated the insurance. Hirers can only claim the cost of the hire and fuel expenses from its passengers and the Clerk will continue to remind hirers of this.

### **2913 BLACKMORE CENTRE FOR YOUNG PEOPLE**

Cllr Keeble advised all going well. Cllr Watley advised that he had been approached by the Committee to enquire if the PC could donate or supply a grant for their kitchen renovations. **Resolution:** The Clerk advised she is drafting a grant application form which after approval, could be sent to the committee for them to process an application for the PC's consideration. This was agreed. It was suggested the committee apply to 'Awards for All' for a grant as they supported applications of this nature.

### **2914 BLACKMORE SPORTS ARENA – (formerly MUGA)**

Cllr Keeble advised that all was going OK at present.

**2915 MOBILE LIBRARY**

The Clerk reported that all was going OK.

**2916 BRENTWOOD BOROUGH PARISH COUNCIL ASSOCIATION**

Cllr Watley advised that it had been proposed at the last BBPCA meeting to ask if the Doddinghurst Assistant Clerk would be prepared to take on the role of permanent Secretary and was pending a decision. It was agreed that the Parish Council hosting the meeting would also Chair the meeting.

**2917 ROADWAY RENTS (2014)**

In hand with the Clerk.

**BLACKMORE MILLENNIUM PARK**

**2918 PROGRESS REPORT**

Cllr Keeble requires the budget for the fireworks night from Cllr Bennett or Mrs Nelson for this year's firework's event. Cllr Keeble is liaising with an interested party willing to handle the event working alongside the Parish Council on the fireworks committee.

Cllr Keeble had received a quotation from M D Landscapes Ltd to trim the bank at Millennium field at a cost of £35.00. A monthly cut during the summer period was proposed by Cllr Keeble, seconded by Cllr Bennett and unanimously agreed. The Clerk will instruct MDL.

**PLANNING COMMITTEE**

**2919 PLANS**

Cllr Watley had received two planning applications from BBC relating to the repair and stabilising works to the wall at Jericho Priory, Church Street, Blackmore. Cllr Watley will organise a committee meeting to discuss this in more detail and revert to BBC.

**2920 OUTSTANDING ENFORCEMENT ISSUES – (refer attached appendix 1):**

The Clerk had attached appendix 1 showing outstanding enforcements – this was distributed prior to the meeting.

**ENVIRONMENT COMMITTEE**

There was a meeting of the Environment Committee on 9<sup>th</sup> June 2014 and copies of the minutes were distributed at the PC meeting by Cllr Town.

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

**2922 Village Speed**

The Clerk was asked to liaise with Cllr Chris Hossack or Essex Police regarding additional training in the use of the speed guns for the volunteer speed checks. Cllrs requiring training (Neil McCarthy, Peter Mason, Tom Lennon and Andrew Watley) would then be added to the approved list.

**2925 Posts**

Cllr Town advised that she is seeking quotations from the maintenance man and the resident at Hope Cottage to reinstate the missing posts on the Green.

**2927 Parish Planters**

The planters at Wyatts Green (island) have been emptied and ready for re-planting. The Clerk has instructed Kevin to make the two new planters and install in the next week ready to be planted by Matthews Plant Nursery. Kevin will remove the old planters.

**2930 BT phone box, Blackmore**

The Clerk had provided the Environment Committee with the information relating to this. The Council decided not to adopt this kiosk.

**Other: The island at Chelmsford Road junction**

Cllr Town asked the Clerk to contact ECC again to ask if they would object to the Parish Council levelling the damaged ground and grass seeding as ECC had advised they were not prepared to reinstate it as it is the responsibility of the Highways Department to do so.

Cllr Town had received a brochure 'map of Walks' around the Parish and found this very useful. Cllr Hall advised he had seen a small collection of them whilst organising the filing at the office recently and the Clerk would make them available. These are available at a cost of £1.00 each.

**HERALD MAGAZINE**

**2931 NEXT EDITION**

Terry Smith advised that all was going OK at present. The next deadline is the last weekend in July.

**RECREATION COMMITTEE**

There was no monthly meeting as the meeting was not quorate.  
Cllr McCarthy, Chairman of the committee reported on the following:

**2932 Ted Marriage play area – ROSPA report**

One item - Kevin is dealing with.

**2935 Walter Hobbs Play area project– ROSPA report**

Kevin dealing with all general maintenance items as flagged.

a Head entrapment risk (Red Ant climbing frame) – The supplier, Playquip is dealing with this as matter of urgency to resolve.

Safety surface under the nest swing – Supplier, Playquip is resolving.

Raised area and uneven surfaces – Supplier, Playquip dealing with.

The Clerk reported she had ordered the two new play area information signs on 19.6.14 as approved by the Recreation Committee at a cost of £37.80 each. Kevin will install them once received.

**2936 Parish play area safety Inspections (all areas)**

The Clerk advised that for the past two months she had continued to receive the inspection reports undertaken by BBC in error. The Clerk had previously written to Roy Ormsby, BBC and flagged the error and more recently again had done the same. The Clerk confirmed she was now in receipt of his reply apologising for the error confirming no charges would be levied for this.

**2937 Dog waste bins**

Cllr Keeble advised that the village hall/sports and social club, Blackmore had available three second hand lidded bins which they no longer required. They were offered to the PC at a cost of £30 each. The PC confirmed they would purchase them and keep them as reserves or additional bins if required at a later date. Cllr Keeble will organise.

The Clerk had ordered three large 128 litre lidded multi purpose (dog waste and litter) bins from Glasdon UK at a reduced cost of £182.00 each, pending delivery end of June/early July. Kevin will install upon receipt and Cllr McCarthy (Recreation Committee) will confirm the locations.

The Clerk advised that Kevin (Maintenance Man) is away on holiday for two weeks commencing Monday 30<sup>th</sup> June.

**2939 CLERK'S REPORT**

- [ The Clerk confirmed she had attended her final CILCA training course at EALC, Great Dunmow on 18.6.14 and is now compiling her portfolio for submission. As a result of the training, the Clerk was in the process of producing a more concise and acceptable format for the monthly Parish Council meeting minutes.
- [ The Clerk had attended the 'Budget and precept course' at EALC on 17.6.14 which was very useful.

<b>2940</b>	<b><u>COMMITTEE MEETINGS</u></b>		
Environment	7.7.14	7.30 pm	Crosse House, Blackmore
Planning	TBC	-	Anvil House, Blackmore
Recreation	8.7.14	7.00 pm	Tipps X R Hall
Tipps X Management	8.7.14	8.00pm	Tipps X R Hall
<b>Parish Council:</b>	<b>17.7.14</b>	<b>7.30pm</b>	<b>Tipps X Remembrance Hall</b>

**2941 Website / Communications information**

Superfast Broadband, Essex – Cllr McCarthy had recently compiled a letter sent on behalf of the PC to Cllr Bentley, Cabinet Minister at ECC regarding this and questioning why some of the parished areas appeared to be receiving very little or even no fibre upgrade or improved service during the rollout of this programme. Pending a response.

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

- 2943** Cllr Hall advised he had been contacted by a resident at Holly Lodge concerned about the large Ash trees at the front of her property on the grass verge. He is looking into this.
- 2944** Terry Smith mentioned the debris and mess left behind by BBC whilst recently cutting the hedgerows around the parish. The Borough Cllrs (Henwood and Keeble) will discuss this with BBC via the members enquiry/reporting system.
- 2945** Cllr Dean advised that he had witnessed the BBC waste collection team depositing what appeared to be general household waste in with recycling. He questioned if this was ethical if intended for recycling purposes. Cllr Keeble and Cllr Henwood advised that the waste was actually sorted at the depot accordingly and BBC received funds for recycling as much waste as possible so it was in their interests to undertake this.
- 2946** Cllr Hall reported that he had noticed that some of the bus shelters were in need of tidying up and sweeping out as part of the ongoing maintenance, particularly the bus shelter outside Tipps Cross Remembrance Hall. Cllr Dean advised that he had completed this work within the past two weeks and should now be clean.
- 2947** Cllr Watley advised that he had been contacted by a resident regarding reports of effluent getting into a stream in the area of Blackmore. Terry Smith will give Cllr Watley the contact details for the Environment Agency which he had recently used. Cllr Watley will investigate this further and report this to the Environment Agency once further details are known.

**END: There being no further business, the Meeting was closed by the Chairman at 10.20 pm**

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