

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

Held on Thursday, 16<sup>th</sup> March 2017 in the committee room of Tipps Cross Remembrance Hall.  
Commenced at 7.30pm.

**Members present:** Cllr McCarthy (Chairman), Cllr Bennett, Cllr Mason, Cllr Watley, Cllr Cannon, Cllr Thomas, Cllr Dean, Cllr Frost, Cllr Lockhart, Cllr Henwood and Cllr Lennon. Susan Clapham (Parish Clerk) and Rosemarie Nelson (Responsible Financial Officer) present.  
County Cllr Ann Naylor, Borough Cllr Aimi Middlehurst and Terry Smith (Herald Magazine Editor) also present

**Apologies for absence:** Cllr Keeble (Vice Chairman).

## **0310 AMENDMENTS TO MINUTES**

The February 2017 minutes were signed as a correct record with nil amendments.

## **0311 DECLARATION OF INTEREST**

There were no declarations of interest.

## **0312 OPEN FORUM**

There were two members of the public in attendance. No items brought forward.

## **0313 PROGRESS CHECK**

Nil items

## **0314 CORRESPONDENCE**

The Clerk reported on the following:

- ! Cllr McCarthy read out the Parish Council's last letter to Brentwood Borough Council (BBC) seeking updates regarding the Traveller incursion, Chelmsford Road. The Parish Council (PC) would write again if no new updates received from BBC. Cllr Henwood said that she had recently discussed this with Cllr Roger Hurst, BBC who had stated that BBC wanted to avoid another Dale Farm situation and was reviewing its legal options.
- ! A leaflet-drop in Nursery Road had caused some concern to local residents. The current land owner, Jonathan Bowler, had written to residents backing onto the land in question at the rear of Nursery Road, giving them the option to purchase strips of land as an extension to their gardens to act as a 'buffer' should the land be sold to developers in the future. The Clerk had written to Mr Bowler who had responded. He advised that there were currently no plans for development but if it arose in the future, then residents would have the option to purchase some land to extend their gardens to create some distance from any development. **Action:** The Clerk would draft a leaflet for the residents in Nursery Road advising them of this response.

## **0315 BOROUGH & COUNTY COUNCILLOR REPORTS**

- ! County Cllr Ann Naylor had been chasing ECC for updates regarding parish missing/broken finger posts and directional signs. She also confirmed that even with constant persistence from the PC, ECC had no plans to reinstate the loose kerb stones at Plovers Mead. This type of repair or maintenance was not deemed a priority. Cllr Naylor is also investigating the large pot hole outside the Leather Bottle Pub, Blackmore.
- ! Borough Cllr Aimi Middlehurst apologised for not being able to attend several PC meetings due to her work commitments as a Clerk to Ongar Town Council and a clash of evening meetings.
- ! In Cllr Keeble's absence, the Clerk read out his Borough report. He stated that the BBC Internal Audit Strategic Plan had reviewed the possible adoption of the Management of Community Halls which meant that some community buildings BBC owned could be sold off. Cllr Keeble had mentioned this to Ted Hall, as a Trustee of the Tipps Cross Remembrance Hall, but it was felt that as the hall was doing well and was self funding, this would not pose an immediate threat.
- ! Cllr Keeble advised that a 'Medium Risk' was put on the LDP process.
- ! Cllr Keeble advised that a high fence had been erected at the bottom of the Bull Garden facing the Green. He had heard it was the owner's intention to do the same across the entrance to the car park from Church Street. He had contacted Paulette McAllister at BBC to check if the necessary planning permissions had been sought.

- ! Cllr Keeble had been contacted from a resident in relation to the Nursery Road flier (as covered above).
- ! Cllr Keeble had noted that no forms had been received from BBC in relation to Discretionary Rate Relief. This would be monitored by both the Blackmore village hall and the Tipps Cross Remembrance Hall.

## REPORTS OF COMMITTEES

### POLICY & RESOURCES COMMITTEE

#### **0316** FINANCE

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

<b>£</b>	<b>Addressee</b>	<b>Description</b>
-	HMR & C	Tax and NI contributions
-	Mrs R Nelson	Book Keeping
2000.00	Unity Trust PC ac.20343161	Direct debits
600.00	R D Simmons	Inv. FM161745 – hedge cutting millenium field
80.00	EALC	Inv. 8016 – chairman training day 23/5/17
300.00	EALC	RoSPA training days – 25/5 & 29/6 (Tom,Peter,Helen)
19.99	Mr T Lockhart	Reimbursable – ink cartridges
390.00	NBB Recycled Furniture	seat – Kiln field (on order)
390.00	“ “ “	2 <sup>nd</sup> seat – “ “ “
-	S Clapham	Reimbursable – mileage expenses Feb & March
10.00	RCCE	Best kept playing field competition entry fee

#### Direct bank transfer payments via Unity Trust:

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

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:

Nil.

#### **0317** FINANCIAL REPORTS: Financial Reports to 28<sup>th</sup> February 2017

Reports had been distributed prior to the meeting and no questions were arising. The football and cricket rents as invoiced by the PC had been received from the Blackmore village hall committee. The committees were reminded to let Mrs Nelson or Cllr Bennett know of any specific projects.

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.

#### **0318** FINANCIAL POWERS:

- ! Consideration and approval of investment of Parish funds in the business bond – The previous Santander bond had concluded in February 2017. Mrs Nelson had investigated the best rates and Santander at 0.5% had been offered. It was proposed by Cllr Watley and unanimously agreed to re-invest £30,000 into a Santander bond for one year. **Action: RFO**
- ! The full Standing Orders for Local Councils, as adopted in July 2016 and the condensed Standing Orders used as a reference guide at meetings, as adopted 2004 and updated in 2007, were reviewed by the Council. Cllr Mason proposed and it was unanimously agreed that these are approved without amendment.
- ! The Financial Regulations for the Parish Council, as adopted by the Council in 2011 and updated in 2016 were reviewed by the Council. These detail the methods by which the Council's financial matters are administered and regulated. Cllr Cannon proposed and it was unanimously agreed that these are approved without amendment.

- ! The RFO and Cllr Bennett reported on the quality of service provided by the Internal Auditor, Mr Trevor Brown CPFA. The Council reviewed the effectiveness of the Internal Auditor and Cllr Frost proposed and it was unanimously agreed that he be reappointed as auditor for the financial year 2017/18.
- ! The Clerk's appraisal had been set for 19<sup>th</sup> March 2017.
- ! The meeting adjourned briefly to discuss salary reviews and price increases for the coming financial year. The meeting then resumed and the Clerk and RFO would be advised of the figures agreed in writing by the Chairman. **Action: Chairman**

**0319 HERALD MAGAZINE**

Mr Terry Smith reminded everyone that the next deadline is week ending 24<sup>th</sup> April 2017. Mr Smith was pleased to report that the fly tipping reported to BBC at Wenlocks Lane had been removed very quickly, within a day or two of the Clerk reporting it.

**0320 BRENTWOOD BOROUGH PARISH COUNCIL ASSOCIATION**

The last meeting had been held on 8<sup>th</sup> March 2017 at 7pm at Tipps Cross Hall. Cllr McCarthy was pleased to report that BBC had since provided the planning flow chart as requested by the BBPCA. This was circulated. Cllr McCarthy gave a brief report of the meeting.

**PLANNING COMMITTEE**

**0321 PLANS**

Cllr Lockhart reported that the following applications had been considered. Copies of the planning reports and meeting minutes had been circulated before the PC meeting, as follows:-

Meeting held on 7<sup>th</sup> March 2017

**17/00233/S192** – 43 Meadow Rise, Blackmore, CM4 0QY – Rear extension – ‘Permitted Development’ and therefore no objections raised.

**17/00291/FUL** – Bahia, Hook End Rd., CM15 0NR – Extension to gym and linking walkway to dwelling – objections raised due to its prominence and choice of materials. It is incongruous and harms the visual amenity of the street scene. It fails to comply with CP1 (i) & (iii) and the NPPF 56-58.

**17/00264/FUL** – Evergreen, Wyatts Green Rd., CM15 0PJ – Raise ridge and add first floor extension and new double garage in front garden – Various objections raised – refer to planning report.

**17/00268/FUL** – Fairlawns, Hay Green Lane, Hook End, CM15 0NT – Change of external materials of previous application 16/00711/FUL – No objections.

**17/00166/FUL** – Gavernes, Hay Green Lane, Hook End, CM15 0NT – Retrospective application for a double car port – No objections.

**17/00305/FUL** – Walnut Tree House, Blackmore Road, CM4 0QX – 2 storey and 1<sup>st</sup> floor front extension, single storey rear extension and alterations to fenestration – No objections raised. This was later reviewed and the decision reversed due to the fact that BBC had not notified the neighbour in question until two days after the planning committee meeting. He had contacted the PC and stipulated that had he known earlier, he would have attended the planning committee meeting and made his objections known. The neighbour made the committee aware of some other factors not known to the PC committee or shown on the planning application so the committee re-considered this application and reversed its earlier decision for referral.

Cllr's Lockhart and Cannon had attended the recent BBPCA meeting on 15.3.17 and gave a demonstration on how the PC views planning applications using a projector and lap top. This had been well received. It was agreed that Cllr Cannon would liaise with the Clerk to obtain prices for a pull down screen for this purpose.

**0322 OUTSTANDING ENFORCEMENT ISSUES - As per the reports.**

**ENVIRONMENT COMMITTEE**

There was a committee meeting held on 6<sup>th</sup> March '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.

**0323 To consider amalgamating the Environment and Recreation committees**

Month one of three – being reviewed for attendance rates.

- 0324 Wyatts Green Flooding**  
The Clerk had obtained surveys for the ditches at the ted Marriage Field and Wyatts Green Road (in accordance with the committee minutes). The ditch running along Wyatts Green Road was found to be running freely and no blockages found. Cllr Naylor would provide a map from ECC highlighting the ditches in question and the Clerk will investigate further and provide the necessary quotes it has responsibility for. **Action: P.Clerk**
- 0325 Library Green clearance**  
Two quotations received – the best quote received was £1500.00 to clear the Green of all overgrown trees and shrubbery. It was recommended by the Environment Committee, proposed by Cllr Lennon and unanimously agreed that Total Landscapes be given the go ahead to undertake the work, as quoted. **Action: P.Clerk**
- 0326 MDL grass cutting contracts**  
The Clerk advised that MDL had started the grass cutting today, 16.3.17.
- 0327 Blackmore roundabout road markings**  
The Committee felt that the lines at the roundabout coming from Nine Ashes Road approaching the roundabout were very faint and had not been repainted when the rest of the white lines on the opposite side of the roundabout were painted by ECC. **Action: P.Clerk to chase**
- 0328 Parish Spring Clean – 10.00am on 25<sup>th</sup> March 2017.**  
Cllr Frost would co-ordinate pickers and hi-vis vests with the Clerk for the Blackmore area and Cllr Mason will take care of Hook End and Wyatts Green. **Action: P.Clerk/Committee**

**RECREATION COMMITTEE**

There was a committee meeting held on 7<sup>th</sup> March '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.

- 0329 Ted Marriage Field**  
In accordance with the recreation minutes – no amendments.
- 0330 Mill Lane Play Area**  
In accordance with the recreation minutes – no amendments. Cllr Mason and the Clerk reminded the committee members of the legal requirement and necessity of undertaking the regular play area inspections. This will be monitored by the Clerk and the Committee.
- 0331 Walter Hobbs Recreation Field and Play Area**  
In accordance with the recreation minutes – no amendments. **Action: The P.Clerk** is reviewing the recent RoSPA report findings and any further works required.  
Corner of field flooding issues – Cllr Keeble to obtain a quote from Total Landscapes and will liaise with the Clerk. **Action: P.Clerk/Cllr Keeble**
- 0332 ROSPA reports – work completed – all recreation areas**  
As above (item 0331).
- 0333 Blackmore Youth Centre – Loft conversion**  
Project postponed for the time being – no further action required.
- 0334 Phone kiosk, Wyatts Green Road**  
Cllr McCarthy reported that he and Cllr Lennon have established there is electricity being supplied to the kiosk so suitable lighting can be added. Painting and cleaning will be organised and shelving should be able to be added in the next couple of months.
- 0335 CLERK'S REPORT**

- ! The Clerk had reported on various items in the meeting agenda.

- ! Blackmore Cllr vacancy – Co-option can proceed after the advertising period of 23.3.17 expires.
- ! The BBC NAT’s team will be in our area to undertake works week commencing 3<sup>rd</sup> July ’17. Works lists to be given to Cllr Keeble as ward member. Items can be gathered by the Clerk to process via Cllr Keeble so a list/record can be held.
- ! The Clerk has organised the following Cllr Training days with EALC:
  - 23<sup>rd</sup> May 2017 – Cllr McCarthy attending the Chairman Training Day (part 1).
  - 25<sup>th</sup> May 2017 – Cllr Lennon attending the RoSPA play area inspection training day
  - 29<sup>th</sup> June 2017 – Cllr’s Mason and Cannon attending the RoSPA play area inspection training course.
- ! **Action:** 11<sup>th</sup> July 2017 – **Clerk** to book Cllr Lockhart on the New Councillor Training Day (EALC).
- ! The next BBC/Parish Council liaison meeting is scheduled for 6.30-8.30pm on 23<sup>rd</sup> May 2017 at the Council Chamber, Town hall. **Action:** **Clerk** to add the LCTS grant withdrawal to Parish Councils to the meeting agenda with Kim Anderson, BBC.
- ! Quiz night at Tipps Cross Remembrance Hall – 21<sup>st</sup> April (7.00pm) – tickets £8.50 including a ploughmans supper. The Clerk reminded everyone that tickets were available in order to raise much needed funds for improvements and maintenance to the hall.

<b>0336</b>	<b><u>COMMITTEE MEETINGS</u></b>			
	Environment	3.4.17	7.00 pm	Tipps X Remembrance Hall
	Recreation	4.4.17	7.00pm	Tipps X Remembrance Hall
	Planning	28.3.17	4.45pm	Tipps X Remembrance Hall
	<b><u>Parish Council</u></b>	<b><u>20.4.17</u></b>	<b><u>7.30 pm</u></b>	<b><u>Tipps X Remembrance Hall</u></b>

- 0337**    **Defibrillators**  
The Clerk had passed the new casing to Cllr Keeble and he will organise installation by an electrician.  
**Action: Cllr Keeble**
- 0338**    **Finger posts**  
CIF funding re-opens with ECC on 1<sup>st</sup> April. Clerk to enquire.  
**Action: P.Clerk**
- 0339**    **Public Engagement (social media) - FACEBOOK**  
Regular updates and posts are posted to Facebook.
- 0340**    **Resumption of the 261 bus service (now the 61 bus)**  
A meeting is scheduled for 12.30noon on 3<sup>rd</sup> April ’17 with Ensign bus, members of ECC’s Transport Team and the PC. It was confirmed by ECC that funding to support this service has been extended to the end of June.
- 0341**    **Walter Hobbs Lease Renewal**  
In hand with Wortley Byers.
- 0342**    **BLACKMORE VILLAGE HALL**
- ! **proposal for a shop and tea room** - Permission still to be sought before any works can proceed.
  - ! **Subsidence at the village hall complex** – Caused by the trees along Service Lane. Members of the PC met on site to look at the plans of the site as supplied by the Clerk. A prior meeting with a surveyor had established that the trees in this area need taking down or at least made safe with the overhead cables as they are intertwined with the trees. The surveyor advised the trees should be reduced by at least 50% and his formal report was awaited for review by the committee. Regarding the trees between the ditch and playing field along Service Lane – **Action: The Clerk** will liaise with the energy supplier to enquire if they can carry out the necessary tree works to make them safe with the intertwined overhead power cables. **Action: Cllr Cannon** will supply details of the Energy supplier to the Clerk.
  - ! **Possibility of extending the overflow car park (Millenium Field)** – Cllr Cannon advised that more parking was required and consideration was being given for further hard standing on the overflow car park.
- 0343**    **Kiln Field – two new benches**  
On order with NBB – pending delivery and installation by Total Landscapes.

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

**0344 Footpath – St Peters Way** – Cllr Frost reported this footpath is currently un-walkable. Cllr McCarthy will give the footpath number to the Clerk for her to contact the appropriate organisation.

**0345 Silver Birch Tree – Church Street**

Cllr Watley reported that a contractor had been seen taking down the tree within the conservation area and questioned whether permissions were sought. The Clerk would report this to Paulette McAllister, BBC's conservation officer.

**0346 Vintage Car Rally – 2pm on 9<sup>th</sup> April**

Mrs Nelson reported that Bernards Farm and the vintage cars would be visiting Blackmore and requested permission to park on the Green, weather permitting, for a short period of time. Mrs Nelson would confirm permissions with them subject to suitable weather conditions so as not to cause any damage to the Green.

***END: There being no further business, the Meeting was closed by the Chairman at 9.25 pm***

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