

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

Held on Thursday, 21st March 2013 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 McCarthy, Cllr Dean, Cllr Frost, Cllr Henwood, Cllr Spiers and Cllr Town. Also present, Susan Barnes (Parish Clerk) and Rosemarie Nelson (Treasurer).

Apologies for absence were received from: Cllr Mason.

Also present: Terry Smith, Herald Magazine and County Cllr AnnNaylor.

AMENDMENTS

The February minutes were signed by Cllr Watley as a correct record with the following amendment: Page 1) Amendments – should read ‘The January minutes were signed’ as opposed to December as typed. The Clerk will provide an amended copy for inclusion on the Parish Council website.

DECLARATION OF INTEREST

Nil.

OPEN FORUM

Cllr Watley welcomed the meeting. There were three parishioners in attendance but nil speakers.

CORRESPONDENCE

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

- 2291** The Clerk had received information from the Rural Community Council of Essex (RCCE) regarding their ‘drop in’ coffee morning on Monday 13th May 2013 to obtain information on producing a ‘Parish Plan and design statement’. The information would determine if this was right for the community and covered topics such as how to get started. This item was discussed and the Clerk had forwarded emails to the Council regarding this subject after corresponding with Jennifer Candler, Head of Planning, Brentwood Borough Council (BBC). As discussed with the Head of Planning, BBC are in the process of preparing a Borough local Plan. In taking this plan forward they will be seeking to work with parishes for input to inform the policies. In the Spring they are intending to undertake extensive consultation to take this forward so they will be liaising with the Parish Council at that time. The Clerk was also asked to speak with Roger Blake, Doddinghurst Parish Clerk for advice and further information regarding their Parish plan they are implementing.
- 2292** The Clerk had received the February/March bus passenger news updates – nil changes.
- 2293** The Clerk had received information and ticket prices for the Barnard’s Farm, West Horndon ‘Spring blossom in a sculpture garden’ event which would be run by the Campaign for the Protection of Rural Essex (CPRE) on Friday 3rd May 2013 at 6.15pm. Ticket prices: £15.00. Should anyone be interested they can contact the Clerk for details.

BOROUGH & COUNTY COUNCILLOR REPORTS

2294 County Cllr Ann Naylor reported that the County Council was looking into reducing certain selected speed limits on the roads which raised the question from the Parish Council (PC) as to who would enforce this. Ann Naylor also advised that after receiving various complaints and enquiries, pot holes were being filled but the bad weather and sub zero temperatures had resulted in further problems and the pot holes becoming cracked that they were hoping to rectify the problems, weather permitting. This continues to be a problem across the country.

Cllr Henwood reported that BBC were looking at changing the public car parking costs across the Borough. Cllr Keeble had recommended the use of number plate recognition systems.

Cllr Keeble had reported the dangerous pot hole near Soap House Corner, Hook End which had equally dangerous barriers surrounding it in the road. BBC were asked to complete the job in hand and remove the barriers which had been in situ for several weeks now. The Clerk will chase.

Cllr Keeble advised that the investigations into applying double yellow lines outside Blackmore Primary School was still not approved. A complaint from a nearby resident had been lodged as it would restrict residential parking outside his house which he was worried could even apply at weekends. Cllr Keeble will inform the PC of any updates.

REPORTS OF COMMITTEES

POLICY & RESOURCES COMMITTEE

2295 FINANCE

The following cheques were approved for payment and signed:

£	Addressee	Description
-	Essex Pension Fund	pension contribution (March)
-	S Barnes	salary (March)
-	HM Revenue & Customs	Tax and NI (March)
-	R Nelson	Book Keeping (March)
75.00	PETTY CASH	(March)
1100.00	David Haley	Inv.1190 – office building works (office security)
130.00	Capital One	Reimburse Clerk’s credit card – spare mini bus key
51.48	J Oddy & Sons	Inv.117765 – goods supplied to K Stanbridge
41.45	Mr K Bennett	Reimbursed – Cllr expenses
387.50	T Smith	Herald magazine production & expenses
78.00	Agouti Pest Control	rats at pond – baiting maintenance
117.98	Alan’s DIY	Goods supplied – Oct ’12 to Feb ‘13
1300.00	Kelhatch Press	Inv.3377 – Herald magazine
486.60	BBC	Inv. D2148677 – inspect play areas
893.75	K Stanbridge	Inv. 0313 – Parish maintenance
121.84	K Stanbridge	Reimbursed for supplies purchased
528.00	Town & Country Landscape	Inv.647 – work carried out in 2012

Receipts:

Nil

Payments:

In accordance with the cheque run.

2296 FINANCIAL POWERS

Mrs Nelson (Treasurer) reported that February was a relatively quiet month and advised that such payments relating to office expenses such as the lease costs for the photo-copier at £828.00 and £635.00 on telephone and internet costs along with £177.00 towards PC upgrades and maintenance expenses plus the recent office building works and purchase of a safe placed this item over budget but for very justifiable reasons. All was in accordance with the financial reports distributed prior to the meeting.

Mrs Nelson reported that the Santander bond had produced an interest element in the region of £1500.00. She also reported that the VAT refund had been received for the quarterly period up to December '12. She advised that the PC's credit card application was in hand and hoped to have this in place for the Clerk to organise the Community bus TAX and service at the end of April and early May respectively.

Regarding the reduction to the BBC dog bin collection service invoice. Mrs Nelson was dealing with this, as to date BBC had rejected the request from the PC for a reduction of £300 and BBC insisted on a reduction of only £50.00 which was not agreed by the PC. The Clerk read the contents of the letter to the PC and also advised that this lack of service did not conform to the service level agreement in place and the services currently being offered were less than those the PC actually paid for. She also raised the problem with the recent missing play area inspections at the end of 2012. Mrs Nelson was asked to incorporate this within the letter she will send back to BBC and the Clerk will inform her of the correct information relating to the missed services in question. Mrs Nelson would also ask BBC to reduce their play area inspection invoice by one month due to the missed services.

Review of Standing Orders and Financial Regulations:

Mrs Nelson (Treasurer) had circulated relevant documents to Councillors and action was agreed as follows:

The Standing Orders for Local Councils, as adopted in 2004 and updated in 2007, were reviewed by the Council. Cllr McCarthy proposed, Cllr Keeble seconded and it was unanimously agreed that these were approved without amendment.

The Financial Regulations for Blackmore, Hook End and Wyatts Green Parish Council, as adopted by the Council in 2011, were reviewed by the Council. These detail the methods by which the Council's financial matters are administered and regulated. Cllr Bennett proposed, Cllr Dean seconded and it was unanimously agreed that these are approved without amendment.

The Treasurer and Cllr Bennett reported on the quality of service provided by the Internal Auditor, Heelis & Lodge. The Council reviewed the effectiveness of the Internal Auditor and Cllr Dean proposed, Cllr Town seconded and it was unanimously agreed that they be reappointed as auditors for the financial year 2012/13.

Review of salaries and payments:

The Parish Clerk, Treasurer and Mr Terry Smith left the meeting in order the Council could discuss this during a closed session the the public attendees who were also asked to leave the meeting.

After discussions had taken place, the Clerk, Treasurer and Terry Smith were asked to rejoin the meeting and the Clerk would be forwarded all relevant information for payroll purposes etc. Both the Clerk and Mrs Nelson were asked to monitor their time spent on carrying out their duties for Tipps Cross Remembrance Hall for purposes of reviewing administration costs.

The meeting resumed with the following:

Cllr Keeble had attended the police 'Albatross' meeting on behalf of the PC on 26th February. Cllr Keeble had suggested a 'meet and greet' session with residents and the Police and suggested the use of the Blackmore village hall as a meeting place. The Clerk had contacted other local Parish Councils to enquire if this would be of interest to them and their residents and to date had received few replies.

2298 COMMUNITY BUS

The Clerk confirmed she had organised the cutting of a spare bus key at a cost of £130 as opposed to the quotation received from Fords, Romford of £250.00. Cllr Keeble will hold the spare key until further notice. The Clerk was in the process of obtaining comparative quotations for the service due in May 2013.

2299 BLACKMORE CENTRE FOR YOUNG PEOPLE

Cllr Keeble reported that the Friday club had commenced meeting once a month and he had attended a recent meeting regarding the boys and girls clubs of Essex and had received some very interesting information which may be useful to the Centre.

2300 BLACKMORE SPORTS ARENA – (formerly MUGA)

Cllr Keeble confirmed all running OK at present.

2301 MOBILE LIBRARY

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

2302 BRENTWOOD BOROUGH PARISH COUNCIL ASSOCIATION

Cllr Watley had attended the meeting on 6.3.13 on behalf of the PC. Contingency planning had been discussed, ie. In the even of an emergency who would be able to offer assistance with services of communal buildings offer shelter for example. Cllr Watley would include an article in the Herald magazine to this effect and Cllr McCarthy will include a section on the website.

2303 ROADWAY RENTS (2013)

Due to be invoiced April 2013.

BLACKMORE MILLENNIUM PARK

2304 PROGRESS REPORT

Cllr Keeble advised that all OK and the cockleshell footpath was due to be replenished possibly in June 2013 which he will organise quotations for. Cllr Keeble also confirmed that the Scouts and Cubs had agreed to tidy and litter pick on the Millenium field during the Parish Spring clean and litter pick day on Saturday 23.3.13 – commencing 10am. The Clerk will provide refuse sacks, high visibility vests and litter pickers to Cllr McCarthy for the Hook End and Wyatts Green area and to Cllrs Keeble and Watley to distribute to the Blackmore area.

PLANNING COMMITTEE

2305 PLANS

The Clerk had distributed the planning committee meeting minutes prior to the meeting. The following plans were discussed at the sub committee meeting:

Meeting: 24th February 2013 -

12/01273/FUL – No objections – subject to it not contravening any planning regulations.

Meeting: 25th February 2013 –

13/00064/FUL – No objections –subject to a covenant stating that the ‘granny annexe’ can only be sold as a part of the house and not as a separate dwelling

13/00048/FUL – Committee felt that it may be over-bearing on its neighbour’ Links House’ which would be made worse by the removal of the existing conifer which does provide some screening.

Meeting: 7th March 2013 -

13/00120/FUL – Strongly objected. Committee felt the whole application was too large and would have a negative impact effect on the street scene and local aspect. The proposed double garage has a foot print larger than the existing house and looks devoid of character.

Cllr Watley had passed to the Clerk, in his absence at the meeting, his proposal for a planning meeting on Monday 25th February at 7pm at Anvil House as there were now three sets of plans to discuss. Members present confirmed there availability and said they would attend.

The Clerk read to the Council two appeal notices she had received from BBC relating to:

Pendennis, Blackmore Road –appeal starting date 4th March 2013.

Greenacres, 2 Oak Tree Farm, Chelmsford Road, Blackmore –appeal starting date 8th March 2013.

The appellant’s Grounds of Appeal can be viewed at the Town Hall during normal office hours or found on the planning portal (www.planningportal.gov.uk).

Cllr Watley reported that Jennifer Candler, Head of Planning, BBC would attend a BBPCA meeting and give guidance and some training regarding to planning issues, rules and regulations.

2306 OUTSTANDING ENFORCEMENT ISSUES –

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 –

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 – 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 with BBC.

For investigation: The Council raised the new parking space which had been created at Elmfield, Near Twites Farm. Cllr Watley to raise with BBC and ask they look into this.

ENVIRONMENT COMMITTEE

The Meeting of the Environment Committee had taken place on Monday 11th March 2013. All was in accordance with the minutes which had been distributed prior to the meeting, with the following exceptions:

2307 Drain clearance and road sweeping

In accordance with committee meeting minutes.

2308 Village speed

In accordance with committee meeting minutes.

2309 Allotments

In accordance with committee meeting minutes.

2310 Village pond - flooding

Cllr Town reported that there was a lot of debris and mess around the pond area as well as the Parish in general, after the recent hedge and tree cutting carried out by BBC. Cllr Town also felt that the pond and posts around the Green needed looking at and were in a poor state due to the recent flooding and cars driving on the verges to avoid it. The Clerk was asked to contact Ray Searle at Essex County Council (ECC) and ask them to tidy the area as maybe this was a job for the Highways Rangers or Highways department.

Cllr Keeble confirmed that the pipes were rodded and jet washed in the hope this would alleviate the problem with flooding, to no avail. Further work was scheduled for the summer when the water levels to the weir would drop and further more thorough investigations could be undertaken without the risk of flooding the nearby houses.

Cllr Town reported that until the pond work had been completed, the Committee felt it best to not enter this year's best kept village competition with RCCE.

2311 Gunnells Corner – pavement (wheelchair access)

In accordance with committee meeting minutes.

2312 Replacement tree on the pond

In accordance with committee meeting minutes.

2313 Notice Boards

The Clerk confirmed that BBC had confirmed on behalf of Cllr Henwood and Keeble, a sum of £2050.00 would be transferred to the Parish Council's bank account in the next two to three weeks. This was kindly donated by Cllr Henwood and Cllr Keeble as part of their 'ward donation' and would go towards replacing the Parish notice boards which are now beyond economical repair. Cllr Town obtaining quotations for notice boards made from composite materials.

2314 Bicycle Rack – Blackmore

Installed on Horsefayre Green and being monitored..

2315 Parking on grass verges - Blackmore

Cllr Town suggested to alleviate this problem, the Clerk asks Kevin Stanbridge (Maintenance Man) to reinstate Chelmsford Road green and put in a suitable temporary solution, ie. Two posts and hazard tape whilst it is being reinstated and leave until a suitable period to allow it to improve.

2316 Rats by pond

In accordance with committee meeting minutes.

2317 Christmas lights

In accordance with committee meeting minutes.

2318 Spring Clean 23.3.13 at 10am

Clerk to provide refuse sacks, high visibility vests and litter pickers.

2319 Parish Planters

Cllr Town to organise in April/May

Other items:

2320 Chelmsford Road – Cllr Keeble dealing with

2321 Bus service – Cllr Dean has not had to deal with any other complaints this week

AOB

2322 **Kerb stones in Plovers Mead** – Loose and missing – Clerk to contact BBC/ECC regarding this.

2323 **Ditches in Parish** - Hedges trimmed in Parish, resulting in felled branches and rubbish not being removed and cleared by BBC. Could Clerk contact BBC and ask them to organise this, ie. At Soap House Corner, Blackmore Road (Wenlocks Lane to Tipps Cross Hall), Hook End Road (Hay Green Lane to Gunnells Corner).

DATE OF NEXT MEETING: To be confirmed.

HERALD MAGAZINE

2324 **NEXT EDITION**

Terry Smith advised that all was going OK with the exception of one advertiser leaving and owing £51 in unpaid advertising fees and he was disappointed as he had advertised in the magazine for a number of years. He confirmed that the next deadline is the last weekend in April.

RECREATION COMMITTEE

2325 A Meeting of members of the Recreation Committee had taken place on Tuesday 12th March 2013 at Tipps Cross Remembrance Hall. All was in accordance with those minutes distributed by the Clerk previously. Copies of sub committee meeting minutes were distributed to all Councillors prior to the PC meeting.

Ted Marriage Recreation Field

B.12.11 - Worn leg of climbing frame. In accordance with the Recreation minutes

C.12.11 - Fire damage to swing – In accordance with the Recreation minutes

Mill Lane Recreation Field

D.12.11 -Climbing frame: In accordance with the Recreation minutes.

Walter Hobbs Recreation Field

A.11.10 – In accordance with the Recreation minutes

D.4.11 – In accordance with the Recreation minutes

G.11.11 – In accordance with the Recreation minutes

C.11.11 – Fencing surrounding children’s play area – Kevin has made repairs, monitor

Grant progress Report (Walter Hobbs Play area)

The Clerk confirmed Essex Environment Trust

Items to monitor – all recreation areas: Inspection reports (BBC) and dog waste services.
Dog waste bin emptying – The Recreation Committee is carrying out an audit of dog bins and monitoring usage.

CLERK’S REPORT

- 2282 Office security** – Office building and relocation works to commence 22nd / 23rd February 2013
- 2283 Return of all Councillor’s signed and completed ‘pecuniary interests’ forms** – All received and held on file at Clerk’s office until BBC advise they require copies.
- 2284 Faster Broadband** – The Clerk advised she had received an update from ECC regarding this and future meetings to discuss this. ECC ‘Make the Connection’ advised in an email dated 20th February that it was unlikely they would be able to get any meetings booked in to discuss this before March and requested PC meeting dates from April to June 2013, which the Clerk duly supplied. They assured the PC that their bidder would not be in place until the summer and works would not start before then so the PC would not miss out on anything by having a later meeting date. However, they said that it would be useful if the PC could communicate their website www.superfastessex.org in the meantime to parishioners to enable them to peruse and register their demand for the Parish to receive superfast broadband then this would be helpful. Cllr McCarthy confirmed he had already placed this link and further information on the PC’s website and asked the Councillors to promote this and visit the site to register their support.

Co-Option:

The Clerk advised that Mr Ted Hall could be co-opted after the period ending 6th March 2013 as advised by the Elections Department at BBC.

2285	<u>COMMITTEE MEETINGS</u>			
	Environment	11.3.13	7.30 pm	Crosse House, Blackmore
	Planning	25.2.13	7.00 pm	Anvil House, Blackmore
	Recreation	12.3.13	7.00 pm	Tipps X R Hall
	TX Management	12.3.13	8.00pm	Tipps X R Hall
	Parish Council	21.3.13	7.30pm	Tipps X R Hall

ANY OTHER BUSINESS – (for discussion only)-

- 2286** Cllr Mason advised he had received a telephone call from a parishioner who felt the absence of a footpath near to Soap House corner was dangerous for pedestrians and dog walkers. The

Council said that as the boundary of Soap House itself touched the road it would be very difficult to install a footpath here and suggested that pedestrians walk on the other side of the road which was much safer until they could cross over and walk along the proper footpath along the perimeter of the field before entering onto Hook End Road. The Council also advised that as this area in question was within Stondon Massey Parish Council's boundary that all future enquiries should be directed to them as this was not within the remit of Blackmore, Hook End and Wyatts Green Parish Council.

- 2287** Terry Smith advised that the Brentwood Community Transport Bus had been very well used and had exceeded its projected expectations and would therefore receive funding to continue the following year.
- 2288** Cllr Frost mentioned that the hedge opposite the Prince Albert Public house, next to the Post office was overgrown and in need of attention. Cllr Keeble advised he would deal with this.
- 2289** Cllr Keeble reported that he had received reports that some trees in Service Lane, Blackmore had fallen down due to the high winds and he had reported this to ECC.
- 2290** Cllr Keeble reported that several Parish lamp posts were in need of painting, as follows:
The Green, by the war memorial
Opposite Blackmore School
Corner of the Blackmore Village Hall

Clerk was asked to instruct Kevin to repaint them where possible.

There being no further business, the Meeting closed at 9.15pm