

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

Held on Thursday, 20<sup>th</sup> March 2014 in the committee room of Tipps Cross Remembrance Hall.  
Commenced at 7.30pm.

Members present: Cllr Watley (Chairman), Cllr Keeble (Vice Chairman), Cllr Hall, Cllr Bennett, Cllr McCarthy, Cllr Dean, Cllr Frost, Cllr Town, Cllr Spiers, Cllr Mason and Cllr Lennon. Also present, Susan Barnes (Parish Clerk) and Rosemarie Nelson (Responsible Financial Officer - RFO).

Apologies for absence were received and accepted from: County Cllr Ann Naylor. Apologies were received and accepted from Cllr Henwood (retrospectively on 21.3.14).

Also present: Terry Smith, Herald Magazine.

## AMENDMENTS

The February minutes were approved and signed by Cllr Watley as a correct record with no further amendments.

## 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

There were six members of the Public in attendance. The following representations were made:

Removal of dog waste bins outside Tipps Cross Remembrance Hall and Ted Marriage Field –(2 in total)  
Feelings ran high from the Parishioners present who made representations. The following concerns and objections were raised by them:

- [ Germ and contamination risk to anyone coming into contact with possible deposits of excrement on the bin where dog waste bags may have split open, particularly to young children using the bins for general litter.
- [ Overflowing bins due to double usage.
- [ Bags or waste being littered outside the bin itself if people not using them correctly or bins not being emptied regularly.
- [ One resident spoke with an Officer at Brentwood County Council (BBC) who advised it was the decision of the Parish Council to remove the dog bins.

The Parish Council answered the above concerns as follows:

- [ Cllr McCarthy had met with the dog warden and environmental person at BBC that day to discuss this in detail and was advised that it was BBC's decision to remove the Borough's dog waste bins as this had changed nationally. It had changed from separate bins being provided for bagged dog waste to it now being allowed to be deposited within general household waste and in suitable lidded litter bins in open spaces. BBC had found there to be very few problems since this had been introduced, in fact only one site had been problematic in the early days in their experience across the whole Borough.
- [ The Council also explained that BBC had introduced a new pricing structure since the above had been introduced resulting in the Parish Council now paying much higher fees, twice, where there was a litter bin and dog waste bin near to each other which increased the annual expenditure by in excess of £1,100. The Parish Council had taken the difficult decision that its residents and rate payers would not want to pay twice for the same service.

- [ The Council explained this was a trial only at this stage and only two dog waste bins had been removed where there was a nearby suitable litter bin whilst it monitored the situation.
- [ The Parish Council would always deal with any missed services where litter bins were not regularly emptied if it was aware there was a problem. In addition to the weekly inspections made by the Recreation Committee and the reports given by the Parish maintenance man, reports could be given to the Clerk in addition.

The Council explained that sometimes it had to make difficult decisions but it acted in the best interests of its electorate. Over the past two years the parish precept had increased by 25% and the compensation grant received from the District Council had decreased by 50%. Therefore, the Parish Council, along with all other local authorities, had to look at reducing its costs to avoid any unnecessary costs or further increases being passed on to the rate payer. The Council advised their comments would be considered and the situation monitored.

On another matter, another resident asked if it was known what had happened to the ducks on the Blackmore pond as the numbers had greatly diminished recently. The Council advised it had been made aware that Mink had been spotted and could be partly responsible but they could also be nesting elsewhere. This will be monitored to see if the ducks return.

The residents thanked the Council for the newly installed boot brushes at the entrance of the Ted Marriage playing field and the open forum was brought to a conclusion at 8.05pm. The following matters were then dealt with.

### **PROGRESS CHECK**

- [ 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:-

- 2767** The Clerk passed an invitation to the Chairman for the Essex Playing Fields Association's 90<sup>th</sup> anniversary celebrations. It is to be held at Ingatestone Hall on Thursday 29<sup>th</sup> May – 7-9pm. Cllr Watley is to RSVP by 7<sup>th</sup> April.
- 2768** The Clerk read out an email received from BBC regarding their annual events. Details can be obtained from the Clerk's office if anyone would like a copy or should like to volunteer.
- 2769** The Clerk had received the Essex County Councils (ECC) 'Replacement Minerals Local Plan – notice of proposed main modifications'. She will email to Cllr Watley and Cllr Mason and provide a paper copy to the planning committee for consultation purposes. This consultation commences on 13<sup>th</sup> March and expires on 24<sup>th</sup> April 2014.
- 2770** The Clerk had received an email from BBC advising that Visit Essex are working with BBC to look at the future brand and positioning of Brentwood and are promoting a workshop on Tuesday 8<sup>th</sup> April at 1pm at the Holiday Inn, Brentwood. They advised this was as a result of the effects of TOWIE which had not only put a focus on Brentwood but had created a specific image, particularly of the town, however there is a lot more to Brentwood and a huge amount of history. In order to promote Brentwood as a destination and ensure the benefits are maximised they welcomed input from residents and Councils alike in order to have a say on how Brentwood is promoted and marketed.
- 2771** The Clerk had received BBC's revised code of conduct. This will predominantly affect Borough Councillors and Officials but it will also be relevant to Parish Councils and Councillors. The Clerk distributed copies to all members and this item will be added to the April Parish Council (PC) meeting agenda.

## **BOROUGH & COUNTY COUNCILLOR REPORTS**

2772 Cllr Keeble advised that he, along with Cllrs Watley and Mason attended the High Court hearing on 11.3.14 regarding the latest Chelmsford Road Traveller appeal decision. He advised that the Travellers lost the appeal and that the Parish Council had made provisions for legal representation on the day should it be needed. The Clerk advised since the last Ordinary meeting there had been an item of S137 expenditure of £2,500 for the above professional services which was approved by the Chairman and the Parish Clerk. The cheque raised was approved and ready for signing. Cllr Keeble advised he was awaiting further updates as they became available from the legal department at BBC with the view to a meeting being called with BBC and members of the Parish Council if further action required.

Cllr Keeble advised that the necessary works to the steps at the back of the Bull Public House had been completed satisfactorily and the required tree works in the garden at the rear would be completed by the owner shortly.

Cllr Keeble advised that as advertised, BBC would be distributing 2 rolls of food recycling bags to residents applying for them between 1<sup>st</sup> April and 23<sup>rd</sup> May for delivery in June 2014. Cllr Keeble reminded everyone to apply for them.

Cllr Keeble advised that since the double yellow lines outside the Blackmore Primary School, most parents were adhering to them. He was awaiting an answer from BBC regarding the double yellow lines which had been provided outside the recycling area at the Village Hall.

## **REPORTS OF COMMITTEES**

### **POLICY & RESOURCES COMMITTEE**

#### **2773 FINANCE**

##### **ACCOUNTS FOR PAYMENT –**

The Clerk presented the following payment schedules and cheques requiring three Member signatures:

66.00	RCCE	Annual Membership 2014
-	S Barnes	Clerks salary (March)
-	Essex Pension Fund	March contributions
-	HM Revenue & Customs	March Tax and NI contributions
75.00	Petty cash	March
-	R Nelson	March book keeping
1,380.00	Kelhatch Press	Herald Mag. Inv.3446
630.72	Playquip Leisure	Replacement hex swing chains. Inv. 7936
3,000.00	Philip Williams	Inv. Ref. 115262 – For legal services (Court of Appeal – Ball v. secretary of State hearing 13/3/14).
943.75	K Stanbridge	Inv. 02/14 – maintenance
192.00	C Walters	ref: 13/00904/TPO – 50% of costs for trimming trees at Ted Marriage (rear of 52 Wyatts Green Lane) as approved Feb PC meeting.
350.00	T E Smith	March inv. Herald mag.
50.00	T E Smith	Above related expenses
226.67	Blackmore Sports & Social club	CCTV maintenance (1/3 contribution)

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:**

The Clerk reported she had received the invoice payment of £1313.15 for the loan repayment from Blackmore Village Hall, up to the period 31 October 2013. The Clerk advised she had also received the HM Revenue and Customs BACS remittance advice for the VAT refund of £1197.47.

**Payments:**

Approval given for payment of £66.00 to renew the Rural Community Council for Essex (RCCE) annual membership.

Approval given for a one third contribution towards the Blackmore sports and social club CCTV maintenance fee of £226.67.

**FINANCIAL REPORTS:**

**Financial Reports to 28<sup>th</sup> February 2014**

Mrs Nelson (RFO), reported that all was in accordance with the February 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 February 2014 Financial Report be noted with no other action necessary, other than :  
Accruals for April/May to go in miscellaneous category,  
Show extra expenditure such as Christmas lights separately,  
Add prior year and special column.

The RFO advised that after further investigation, the insurance company would not cover the Christmas lights for theft or storm damage whilst installed (and not stored) but liability cover was in place.

**2774 FINANCIAL POWERS**

The Clerk advised that she had received the PKF Littlejohn Notice of the Annual Audit for the year ending 31.3.14. She passed this to the RFO.

The RFO had circulated relevant documents to Councillors and action was agreed as follows:

It was **RESOLVED** that:

- [ The Standing Orders for Local Councils, as adopted in 2004 and updated in 2007, were reviewed by the Council. Cllr Frost proposed, Cllr Bennett seconded and it was unanimously agreed that these are 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 Keeble proposed, Cllr Dean seconded 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, Heelis & Lodge. The Council reviewed the effectiveness of the Internal Auditor and Cllr Town

proposed, Cllr Dean seconded and it was unanimously agreed that they be reappointed as auditors for the financial year 2014/15.

The Clerk had received and provided copies to the RFO of the latest Standing Orders and Financial Regulations as provided by the National Association for Local Councils (NALC). These will be reviewed for the next financial year.

The Clerk informed the Council of the request for a pay increase from the Parish Maintenance Man from £12.50/hour to £13.50/hour. This was due to an increase in fuel costs and public liability insurance cover and the Maintenance man had not received a price increase for two years. This was considered by the Council and a majority vote in favour of this was given, effective from 1<sup>st</sup> April 2014. The Clerk will inform the maintenance man.

The Clerk will also instruct him not to collect and dispose of any cut grass clippings from the highways verges such as at Blackmore Road (opposite Tipps Cross Remembrance Hall) when he is grass cutting as this extra service was not necessary.

The Clerk will also remind him that only jobs given by the Clerk can be undertaken by him or he will not be reimbursed by the Parish Council.

Before the grass cutting contracts are up for renewal in 2015, the Clerk will ask MD Landscapes Ltd for a quotation to cover all the grass cutting and strimming schedules for comparative prices. The Clerk will provide MDL with copies of these schedules.

In accordance with '*The Public Bodies (Admission to Meetings) Act 1960*' members of the public along with the Clerk and RFO were excluded from the meeting during the consideration of the following items of business due to the confidential nature of the business to be transacted.

#### **Salary reviews**

These were discussed by the Council. The Clerk and RFO to be given details of those discussions and the outcome, by the Chairman in the form of a written letter.

The meeting then resumed with the following items being discussed:

#### **Blackmore Parochial Charity (Rent)**

Cllr Bennett advised the Clerk that the above would be increased from £1950 to £2025. A copy of the agreed pricing list discussed and approved by the Council would be provided by Cllr Bennett in full to the Clerk.

#### **2775 COMMUNITY POLICE MEETING**

It was reported that future meeting dates were still pending

#### **2776 COMMUNITY BUS**

The Clerk reported that all was going well with noting further to report.

#### **2777 BLACKMORE CENTRE FOR YOUNG PEOPLE**

Cllr Keeble advised that all was going OK at present.

#### **2778 BLACKMORE SPORTS ARENA – (formerly MUGA)**

Cllr Keeble advised that all was going OK at present.

**2779**    **MOBILE LIBRARY**

The Clerk reported that all was going OK.

**2780**    **BRENTWOOD BOROUGH PARISH COUNCIL ASSOCIATION**

The Clerk advised that the next meeting was scheduled for 25<sup>th</sup> March 2014 and Cllr Keeble would be attending in the absence of Cllr Watley who was unable to make it.

**2781**    **ROADWAY RENTS (2014)**

To be re-invoiced April 2014 and in hand with the Clerk.

**BLACKMORE MILLENNIUM PARK**

**2782**    **PROGRESS REPORT**

The dog fouling problem and possible new signage covered below under Recreation items.

**PLANNING COMMITTEE**

**2783**    **PLANS**

The following planning committee meeting(s) had taken place and plans discussed and the reports distributed prior to the PC meeting:

4<sup>th</sup> March 2014 –

Application No. 14/00095/FUL – Re: Inkosi, First Avenue, Hook End, CM15 0HL.

Comments: No objections in principle but concern on the overlooking to both neighbours.

Application No. 14/00159/TPO – Re: Ash tree (crown reduction 30%) – Ray Place Farm, Swallows Cross, Wyatts green, CM15 0SS.

Comments: No objections if acceptable to Mr Marsh, BBC.

10<sup>th</sup> March 2014 –

Application No. 14/00105/FUL – Re: Quince Hall Farm, Chelmsford Road, Blackmore, CM4 0PZ.

Comments: No objections providing this development does not impinge on anymore Green Belt land and conforms to Green Belt Policy. Also providing that all the designated outbuildings are removed at the time of development and the land returned to its natural state.

Application No. 14/00104/FUL – Re: Quince Hall Farm, Chelmsford Road, Blackmore, CM4 0PZ.

Comments: No objections to the demolition of existing dwelling and construction of a replacement dwelling in revised position and construction of a car port.

[    The PC received and approved the planning committee meeting minutes with the exception of the following:

RE: Planning application ref. 14/00105/FUL – Quince Hall Farm, Chelmsford Road, conversion of barn to residential property – Cllr Town was against the above planning application as she did not feel it appropriate to turn the barn into a further residential property.

**2784**    **OUTSTANDING ENFORCEMENT ISSUES – (refer attached appendix 1):**

The Clerk had attached appendix 1 showing outstanding enforcements.

Plot 3, Chelmsford Road (Traveller incursion) – High Court appeal hearing, Ball vs. the Secretary of State - Cllrs Watley and Mason advised they had attended the hearing and confirmed that the Travellers had lost their appeal. Cllr Watley will contact BBC to request a meeting with them to discuss the course of action BBC will undertake to enforce the decision and possible outcomes as soon as possible.

Cllr Watley will raise the subject of enforcement issues and outstanding historic items at the forthcoming BBC and PC liaison meeting with Eric Pickles on Friday 4<sup>th</sup> April at 11am.

Twites Farm – Cllr Keeble confirmed he is dealing with this with BBC.

Wayside – Cllr Keeble confirmed that the grass had been reinstated.

Elm View – Cllr Keeble confirmed he is dealing with this with BBC.

Cllr Hall had been contacted regarding the recent construction of a large outbuilding in the garden of Wyatts Willows, Wyatts Green Road. He produced photographs showing the size of the building in question which had had no planning application made to BBC. It was understood it was going to be used as a residential property and it had been reported to BBC's planning department on the day materials had arrived on site. BBC had not visited the site and since then, the building was practically completed. Cllr Keeble had been continually chasing BBC for enforcement action and had since confirmed with him that they would issue an enforcement notice. The Parish Council was very disappointed with the response and handling of this by BBC's planning department and felt it would have been easier to stop the build in the first instance as opposed to enforcing its demolition if it did not later comply with planning and building regulations.

## **ENVIRONMENT COMMITTEE**

There was a meeting of the Environment Committee on 4<sup>th</sup> March 2014 and copies of the minutes were distributed prior to the PC meeting.

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

### **2788 Pond**

Cllr Town reported that the pile of rubbish had since been removed.

Cllr Town and the volunteers would be organising the clearing of the pond island on Tuesday 25.3.14.

#### **Action:**

- [ Cllr Keeble will inform the Clerk the name of the contractors who had recently parked on the Chelmsford Road junction triangle and had damaged the grass. The Clerk would then contact them asking them to reinstate it as soon as possible.
- [ The maintenance man, Kevin, had reported to the Clerk that the bench near to the bin at the pond was loose and could easily be removed from the plinth. As this was deemed dangerous the Clerk had instructed him on 19.3.14 to reinstate it with new brackets as soon as possible.

### **2789 Posts**

The Clerk reported she had been advised by Kevin that of approximately 37 original posts on the main Green, 22 are broken or down (some have been moved further in by residents), only 3 are intact and complete with chains, the balance of which are in place with no chains remaining. As these are constantly being removed, damaged or 'lost', he suggested a solution of digging in concrete posts instead of wooden posts to avoid people parking, reversing into them or removing them altogether. The Environment Committee did not feel this would be in keeping and preferred wood. A more permanent and satisfactory resolution to be sought. Further

consideration to be given to this item by both the Environment Committee and Parish Council as it is becoming expensive to keep reinstating damaged or missing posts in the long term.

**RESOLUTION: To be agreed after further consideration.**

**2796 Tree (surrounding brick wall) outside Co-Op, Blackmore**

Clerk confirmed she had received notification from Kevin that this had since been repaired.

Kevin had advised the Clerk that he had been contacted by a Councillor on two separate occasions to remove and dispose of bags of rubbish that had been dumped both outside the shop and on Horsefayre Green. The Co-Op forecourt is the responsibility of the shop itself to remove rubbish. Councillors were reminded that any requests for works to be undertaken by the maintenance man must come from the Parish Office and the Clerk will notify him or the relevant persons to undertake the work as required. The Clerk was asked to remind Kevin that unless work requests came from the Clerk, then the Council may not be in the position to pay him for it.

**St Lawrence Gardens – Action:**

- [ Clerk to contact the responsible local authority to remove the fallen tree branches from the Green at St Lawrence Gardens.
- [ Clerk to report to BBC the bad condition of the pavements which are cracked and dangerous for pedestrians to walk on.

**HERALD MAGAZINE**

**2799 NEXT EDITION**

Terry Smith advised that all was going OK at present. The next deadline is the last weekend in April, 30.4.14.

**RECREATION COMMITTEE**

There was a meeting of the Recreation Committee on 11<sup>th</sup> March 2014 and copies of the minutes were distributed prior to the PC meeting.

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

**2800 Ted Marriage Recreation Field**

A.1.14 – Boot brushes at entrance – now installed and completed by Kevin.

C.1.14 – Concrete slabs at entrance – Kevin confirmed with Clerk he will complete in the next week or so, weather permitting.

**Mill Lane Play area**

C.09.13 – Self closing gate – mechanism adjustment now completed by Kevin.

C.1.14b – Concrete slabs at entrance – work now completed by Kevin.

**Walter Hobbs Recreation Field**

F.09.13 – Wear to hexagonal swings – Clerk confirmed Playquip have now replaced swing components and the invoice received. It was completed slightly under budget, from £650 to £525.60. The Clerk had raised the invoice for payment.



H.09.13 – Aerial runway – wire adjustment – The Clerk had tried contacting the equipment supplier, Playscene, Ipswich but they no longer existed. The Clerk had then contacted Playquip who confirmed that they could undertake the adjustment whilst on site at a reduced cost of £180 plus VAT. It was proposed by Cllr Dean, Seconded by Cllr Cllr Lennon and unanimously **RESOLVED** that Playquip would be instructed by the Clerk to undertake the work as quoted.

H.09.13b – Aerial runway – bark landing pits – Kevin had provided an estimate to clear and re-bark the pits for approximately £200. The PC decided to leave this for now as further consideration to be given to this by the Recreation Committee.

### **Walter Hobbs Play area project**

The Clerk had received an update from the contractor, Playquip Leisure, confirming tht they would be on site over 27<sup>th</sup> – 28<sup>th</sup> March and then again on 31<sup>st</sup> March to Friday 4<sup>th</sup> April to complete the job.

The Clerk will submit the Playquip invoice to all three grant funders for payment.

### **2801 Play area safety inspections (all play areas)**

Cllr McCarthy organising training of the Recreation Committee members who will be responsible for carrying out the weekly/monthly play area inspections.

The Clerk had emailed Roy Ormsby at BBC advising that as of 1<sup>st</sup> April 2014 there inspection services were no longer required as this would be undertaken by the PC.

### **Dog Waste Bins (all areas)**

The Clerk reported that as requested, Kevin had removed the two trial dog waste bins, one from outside Tipps Cross Remembrance Hall and one from the far side of Ted Marriage Field. These were removed as there were suitable lidded bins nearby. No further bins to be removed during the monitoring period and further consideration to be given to this by the PC. It was decided that the dog waste bin adjacent to the Walter Hobbs field play area would not be removed at this stage in view of the recent complaints. The PC will give this further consideration.

Cllr McCarthy advised that he had met with Alan Wright from BBC that day, who deals with environmental issues such as dog fouling etc. He advised that there is a part time dog warden who would monitor the situation if there was found to be a problem. At present, BBC have not adopted ‘The Clean Neighbourhood Act, 2005’ and still use the ‘1996 Fouling of Land Act’. It is still an offence for a dog to foul a public area. Cllr Keeble said that BBC are discussing having a dog warden/litter warden to carry out inspections and issue fines. He also said that if a person is caught by a resident to not pick up after their dog, if BBC were notified, that person could be issued with a warning letter from BBC.

### **CLERK’S REPORT**

### **2802 Clerk’s CILCA update**

The Clerk confirmed that all was going well with the course and all course work / homework was up to date. She had filed the registration document prior to 31<sup>st</sup> March 2014 to received the reduced rate of £150, as of 1<sup>st</sup> April 2014 it was being increased to £250. This does not affect the time scales to lodge the portfolio for marking.

Environment	8.4.14	4.30 pm	Crosse House, Blackmore
Planning	7.4.14	5.00 pm	Anvil House, Blackmore
Recreation	8.4.14	7.00 pm	Tipps X R Hall
<b>Parish Council:</b>	<b>17.4.14</b>	<b>7.30pm</b>	<b><u>Tipps X Remembrance Hall</u></b>

**2804 Website / Communications information**

Cllr McCarthy had received two email enquiries from residents relating to Superfast Broadband, Essex. **Action:** He is currently looking into this and asked the Clerk to send an email to the contractors on behalf of the PC requesting an update for this area as no updates could now be found on their website at all.

**2805 Library Green (back half) – Ownership checks**

The Clerk is investigating.

**2806 Hay Green Lane (ford signage)**

The Clerk advised she is still awaiting a response. She will chase ECC and report it to Ann Naylor.

**2807 Two replacement benches – The Green, Blackmore and Walter Hobbs playing field**

Cllr Keeble advised that the two memorial benches were now installed. **Action:** The Clerk to instruct Kevin to use clear Cuprinol to preserve the wood. This is to be done yearly.

**2808 Micophone/PA loan (Blackmore Players request)**

The Blackmore Players received approval from the PC for them to use the microphone/PA system for their show in May.

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

**2809 Parish Spring Clean / Litter Pick scheduled for 29<sup>th</sup> March** – the Clerk was asked to contact the Cubs/Scouts at Blackmore to see if they would like to offer their help on the day.

**2810 Cockleshell footpath, Millennium Field** – Cllr Frost asked if it was possible to take the cockleshell footpath further up to the litter bin area. Cllr Keeble said this might prove expensive but it is something that could be looked at nearer the time. These were not due for re-filling for a few more years as they had recently been done.

**2811 Brentwood Half Marathon** – Cllr Keeble reminded everyone that this would be coming through on the forthcoming Sunday, 23<sup>rd</sup> March 2014 and there was thought to be in the region of 4,000 runners this year.

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

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

