

BLACKMORE, HOOK END & WYATTS GREEN PARISH COUNCIL

MINUTES

Of the Ordinary Meeting of the Blackmore, Hook End & Wyatts Green Parish Council held on THURSDAY 18th March 2021 at 10.00am

Zoom Conference Meeting:

Members present: R Keeble (Acting Chairman), N McCarthy, T Lockhart, K Bennett, H Cannon, A Watley, J Clarke, T Hinton. S Clapham (Parish Clerk) and R Nelson (RFO). Borough Cllr Peter Jakobsson. Mrs and Mrs Smith – Herald Magazine Editors.

1460 **APOLOGIES FOR ABSENCE**

Cllr Dean, Cllr Lennon, Cllr Thomas.

1461 **APPROVAL OF MINUTES – 18.2.21**

The minutes were signed as a correct record by the Clerk on the Chairman's behalf.

1462 **DECLARATION OF INTEREST (for items on the agenda):** Allotment: Cllr Keeble, Watley

1463 **OPEN FORUM (for Public Attendees)** – none registered with the Clerk

1464 **PROGRESS CHECK** – Nil

1465 **CORRESPONDENCE** –

EPFA Best Kept Playing Field Competition 2021 – Entry confirmation to be received by 25th April, which the Clerk will process in the usual way.

1466 **REPORTS OF BOROUGH AND COUNTY COUNCILLORS**

- Cllr Jakobsson had attended the recent BBC Ordinary meeting and budget meeting where it was formally agreed that BBC would not be increasing its Council Tax for 2021/22.
- He had also attended a meeting with MP Alex Burghart to discuss local issues such as Planning matters and the Doctor's Surgery at Deal Tree. He suggested that should anyone have any concerns or issues they should forward them to Alex Burghart.

Cllr Keeble reported on the following:

- At a recent BBC meeting the assets and acquisitions were reviewed, i.e. Childerditch Industrial Estate, Bay Tree Centre, Academy Place are being considered for development into flats, cinemas and commercial properties to generate income.
- Town Twinning visits were discussed with possible visits being arranged after the Covid Lockdown restrictions are lifted.

POLICY & RESOURCES

1467 **Finance - Payments made online:**

S Clapham -

HMR&C -

Pension -

R Nelson –

Tipps Cross Remembrance Hall - £255.00 (Parish Office rent)

Roger Keeble - £35.64 – reimbursement for two gate locks

Tom and Shirley Bennett - £100.00 – reimbursement of allotment deposits

Castle Water - £77.83 (inc VAT) – water to Walter Hobbs playing field

Payments made on the PC Credit Card:

NBB Recycled Furniture - £552.00 (inc VAT) - £460 (nett – Peter Wood’s memorial seat (Judi Wood to reimburse the PC)

UK2 net - £62.88 – renewal of PC domain names/emails

Cash drawn – Nil.

Mini bus Income: Nil - Still temporarily out of use & off-road SORN declaration.

Receipts/Income:

Receipts –

HMR&C - £1859.77 – Quarterly VAT refund for Oct – Dec 2020.

Blackmore Village Hall - £173.16 - Reimbursement of waste collection services of 4 bins belonging to the complex.

Income - Nil

Membership renewals/subscriptions: Nil

1468 Financial Report to 28th February 2021

Mrs Nelson reported on the financial reports as distributed prior to the meeting as outlined above. All approved with no amendments.

Financial Powers

1469 Review of Standing Orders –

The full Standing Orders for Local Councils, as adopted in July 2016 and updated in 2018 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 Keeble proposed, Cllr Watley seconded and it was unanimously agreed that these are approved without amendment.

1470 Review of Financial Regulations –

The Financial Regulations for Blackmore, Hook End and Wyatts Green 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 Watley proposed, Cllr Lockhart seconded and it was unanimously agreed that these are approved without amendment.

1471 Review of Salaries and charges -

Mrs Nelson, Cllr Peter Jakobsson and Mr and Mrs Smith left the meeting so that the 2021/22 salaries and charges could be discussed by Members. As the PC was still awaiting receipt of the NALC salary scales which would help inform the Clerk’s salary increase she was permitted to stay. Cllr Bennett recommended the following increases to the meeting:

- Mrs Nelson (RFO) – Increase of 4.8%
- Walter Hobbs Playing Field Rent charges – Increase from £2280 to £2320 = 1.8%
- Blackmore Village Hall charge for Football rents – Increase from £2700 to £2800 = 3.7%
- Blackmore Village Hall charge for Cricket rents – Increase from £675 to £700 = 3.7%
- Tipps Cross Remembrance Hall charge for the Clerk and RFO services – Increase from £7400 to £7600 = 2.7%
- Charge **from** Tipps Cross Remembrance Hall **to** the PC for the Parish Office rent – Increase from £1020 to £1040 = 2.7%

NB. The above increases are in line with 2019/20 increases.

It was proposed by Cllr Bennett, Seconded by Cllr Thomas and unanimously agreed that the above charges be approved.

Herald Magazine Printing increase charge:

The Clerk had received a letter from the Magazine Printers, Kelhatch Press notifying the PC of the increase in printing charges for 2021/22. These were approved as proposed by Cllr Bennett and unanimously agreed.

1472 Review of the Council's systems of Internal Control –

The Council's systems of internal control, including the arrangements for the management of risk, were reviewed and considered to be both effective and adequate.

1473 Review of Internal Auditor -

The Treasurer 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 Keeble proposed, Cllr Bennett seconded and it was unanimously agreed that he be reappointed as auditor for the financial year 2020/21.

1474 Clerk's untaken annual leave – The one week's untaken leave agreed at last month's PC meeting had been paid this month.

1475 MAGAZINE COMMITTEE – Parish Council Year Book (2021/22)

Mr and Mrs Smith had circulated copies of the proposed letters to all advertisers which were discussed and approved by the PC. Mr and Mrs Smith would post the letters out to all advertisers before the Easter break. It was hoped that with advertiser fees the Magazine costs would be covered.

PLANNING COMMITTEE

1476 Planning applications were dealt with by Committee Members on 9th March, and the Planning Committee Chairman emailed the reports to the BBC Planning Department. The reports were approved by full Council. Cllr Lockhart read out his report as follows:

Planning applications considered:

(21/00277/HHA) The Briars, First Avenue, Hook End – rear extension & loft conversion (no objection)

(21/00256/HHA) Mon Abri, Outings Lane, Doddinghurst – double garage in front garden (no objection)

(21/00311/HHA) Bluebells, Second Avenue, Hook End – loft conversion and single storey rear extension (no objection)

It was noted in the Planning Committee's report to BBC that building work at Bluebells was already underway before the PC, or BBC had considered the application. Cllr. Keeble said he would make a Members Request to ascertain if the Building Inspectors had made regular visits to make their normal checks during construction. Cllr. Keeble gave a brief summary of the disappointing reply he had received from BBC.

The unsightly precast concrete garage now erected in front of 16 Spillbutters/Outings Lane (20/01643/HHA – which the PC objected to) caused some discussion and it was agreed that a letter of complaint would be sent to BBC who had approved the application. This has now

been circulated. Cllr Lockhart said that if and when he receives a reply, this would feature on the agenda of the next planning meeting.

There was some discussion regarding the future of the site known as Kelby on The Green at Blackmore prompting Cllr Keeble to write to the BBC Conservation Officer who replied that she would take the matter up with the Enforcement Team and Caroline McCaffery.

It was agreed that future planning meetings would be held on Mondays at 10 am unless they clashed with Parks and Open Spaces (POS) committee meetings on that day.

Following numerous requests to BBC, they have now agreed to include applications for Lawful Development Certificates (LDCs) in with the weekly validation lists which the PC receives. This is normal practice with Epping Forest District Council. Although LDCs do not require comment from us they are nevertheless useful information for when residents or neighbours contact the PC with queries about what is going on. Cllr Keeble is following some of the items up with BBC's Planning Department.

The next planning meeting will be held on a date to be confirmed, subject to receipt of planning applications.

1477

LDP Public Examination

The Public Hearings have now concluded and the LDP is in the hands of the Inspectorate.

PARKS & OPEN SPACES

There had been a POS Committee meeting on Monday 15th March 2021 at 10.00am via Zoom. The minutes, as circulated, were approved by the Council. The following items of business were discussed:

1478

Annual (RoSPA) play area inspections 2021

The Clerk had been contacted by RoSPA regarding booking the external inspections with them. They offered a lower price of £68.50 (+ VAT) per site if they visited in May when they were in the area. The Clerk had previously contacted Louisa Hill who had carried out the previous inspections and was awaiting a reply. **Action:** It was proposed by Cllr Watley and agreed that if the Clerk did not receive a reply by the end of the week she would instruct RoSPA to proceed at the reduced rate.

1479

Walter Hobbs zip wire cable

Cllr Keeble reported that the cable had slackened and was in need of re-tensioning by Playquip Leisure. The Clerk had contacted Playquip who supplied a quotation of £350.00 (as opposed to the usual rate of £695.00) if they completed the work whilst they were on site at Ted Marriage Playing field installing the new aerial runway (week commencing 22nd March scheduled). **Action:** It was proposed by Cllr Watley and unanimously agreed that the Clerk instruct Playquip Leisure to proceed.

1480

Works required on the Green, Blackmore – Expenditure approval required

- **Missing posts around the edge of the Green** – Total Landscapes had supplied a quotation of £80 per post. A second quotation had been supplied by Neil O'Riordan totalling £695.00 (+ VAT) for a total of 14 posts to be supplied and concreted in place. **Action:** It was proposed by Cllr Watley and unanimously agreed that Neil O'Riordan be instructed to undertake the work.
- **Footpath repairs and reinstatement by the pond** – Neil O'Riordan supplied a quotation of £2995.00 (+ VAT) to supply and fit approximately 15metres squared paving to match the existing paving. This would extend the current footpath from the

pond to the roadside near to the houses to avoid the area becoming muddy in wetter weather. The price includes barriers for protection, all groundworks, removal of spoil and making good to grass area either side of the new paving. **Action:** It was agreed that a further two quotes would be obtained, from Total Landscapes and Harringtons. Cllr Watley will meet the contractors to discuss requirements.

- **Pillories on the Green (repairs)** – Neil O’Riordan had supplied a quotation of £350.00 (+ VAT) to dismantle the pillories, supply and fit 2 wooden posts (concreted in), adapt centre section to fit new posts and stain with a preservative to match. **Action:** It was proposed by Cllr Bennett and unanimously agreed that O’Riordan’s be instructed to undertake the work.

1481 **Proposed Allotment shelter**

Cllr Watley had circulated details of the proposed shelter. It would be a canopy type structure next to the storage container to offer shelter during inclement weather. It was being supplied free of charge by an Allotment Committee Member. It was proposed by Cllr Watley and unanimously agreed that this be approved. The Allotment Committee would be instructed to proceed.

1482 **Allotment Rents** – Mrs Nelson was in the process of collecting the rents from the allotment holders and would pay the land owner the £100 annual fee.

1483 **CLERK’S REPORT (Governance)**

- Accessibility compliant website – In hand with Cllr McCarthy who reported that there had been several delays and it was now in the hands of the Domain provider who were obtaining the Gov.uk domain name on behalf of the PC.
- Local Elections – 6th May 2021 – It had been confirmed by BBC Elections Office and EALC and NALC that the Elections would proceed. The Clerk had attended a remote Teams training session with the BBC Elections Department and the information had been disseminated to all members. As the Clerk is on annual leave week commencing Monday 21st to Friday 25th March, she would hand deliver the Election packs to all members ahead of this. The Clerk would then collect the completed forms from the Tipps Cross Remembrance Hall upon her return, check the forms and make the appointment with the Elections Department the following week for submission on behalf of all candidates. The cut off date for applications is Thursday 8th April at 4.00pm.

1484 **DATE OF NEXT MEETINGS** –
POS – 12th April 2021 at 10.00am – Zoom.
PC – 15th April 2021 at 10.00am – Zoom.
Planning – TBC – Zoom.

INFORMATION EXCHANGE/NEXT AGENDA ITEMS

1485 Nil

CLOSE OF MEETING

There being no further items of business, the meeting closed at 10.55am.

Signed..... *Dated*