

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

Held on Thursday, 18th MAY 2017 in the committee room of Tipps Cross Remembrance Hall.
Commenced at 7.30pm.

Members present: Cllr McCarthy, Cllr Keeble, Cllr Bennett, Cllr Mason, Cllr Lennon, Cllr Frost, Cllr Lockhart, Cllr Cannon and Cllr Hughes. Susan Clapham (Parish Clerk) and Rosemarie Nelson (Responsible Financial Officer - RFO) present. Also present: Terry Smith (Herald Magazine Editor) and newly elected County Cllr Lesley Wagland.

Before the meeting proceeded Cllr Kathy Frost tendered her resignation and said that she had enjoyed her time on the parish council but wished to step down. The Clerk would inform BBC a casual vacancy had arisen.

0383 ELECTION OF CHAIRMAN

Cllr McCarthy invited nominations for Chairman. Cllr Keeble proposed Cllr McCarthy as Chairman, seconded by Cllr Mason and unanimously agreed. There were no other nominations. Cllr McCarthy accepted the post and was duly elected as Chairman for the forthcoming year.

0384 ELECTION OF VICE CHAIRMAN

Cllr McCarthy called for nominations for Vice Chairman. Cllr Mason proposed Cllr Keeble, seconded by Cllr Cannon and unanimously agreed. There were no other nominations. Cllr Keeble accepted the post and was duly elected as Vice Chairman for the forthcoming year.

0385 ELECTION OF COMMITTEES

Cllr McCarthy stated that in accordance with the decision of the Environment and Recreation Committees and in accordance with PC approval, the two committees would merge with immediate effect. This would alleviate the problem with poor attendance as well as a duplication of agenda items and responsibility. This would be on a one year trial basis. Therefore the new 'Parks and Open Spaces' committee would be formed.

Cllr McCarthy called for nominations for committee chairmen and committee members. The following committees were unanimously agreed and formed as follows.

Parks and Open Spaces Committee

Cllr's Peter Mason (Chairman), Tracey Thomas (Vice Chairman), Ken Bennett, Roger Keeble, Andrew Watley, Terry Lockhart, Vic Dean, Peter Mason, Tom Lennon, James Hughes, Helen Cannon (Minutes Secretary).

Planning Committee

Cllr's Terry Lockhart (Chairman), Vic Dean, Peter Mason, Tracey Thomas, Andrew Watley, Helen Cannon, Madeline Henwood. *A Vice Chairman would be agreed at the next planning committee meeting.*

Policy and Resources Committee

Cllr's Neil McCarthy (Chairman), Ken Bennett, Roger Keeble, Peter Mason, Andrew Watley, Tracey Thomas, Terry Lockhart, Susan Clapham (Clerk and Deputy RFO), Rosemarie Nelson (RFO).

Blackmore Parochial Charity Committee

Cllr's Ken Bennett

Parish Mini Bus Committee

Cllr's Ken Bennett, Andrew Watley, Neil McCarthy and Susan Barnes (Parish Clerk).

Brentwood Borough Parish Council Association (BBPCA)

Cllr's Neil McCarthy (Chairman), Susan Barnes (Parish Clerk) and Roger Keeble.

Blackmore Village Hall Committee

Rosemarie Nelson

Parish Magazine Committee

Mr Terry Smith and Mrs Eileen Smith (Editors).

Blackmore Youth Centre Committee

Cllr Roger Keeble

Allotment Committee

Cllr Neil McCarthy (Chairman), Rosemarie Nelson (Secretary), Tom Lennon (P Cllr), Andrew Watley (P Cllr) and allotment plot holders- Keith Lodge, Tony Pavitt, John Webb.

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0386 APOLOGIES FOR ABSENCE

Cllr Watley, Cllr Henwood, Cllr Dean.

0387 AMENDMENTS TO MINUTES

Nil amendments. The April 2017 minutes were signed as a correct record by the Chairman.

0388 DECLARATION OF INTEREST

Nil.

0389 OPEN FORUM

Terry Smith enquired if ECC had considered applying a nominal fee of say £1.00 per passenger carrying a concessionary bus pass if it would help retain the 61 bus service. This was in view of the fact that the bus operator, Ensign, had recently advised it could not feasibly run the 61 bus as a commercial service and had tendered its resignation. Mr Smith had seen this extra charge in practise in other Towns across the Country and felt it was better to pay a small additional fee than lose the bus altogether. Taxi fares would be much more expensive if a passenger had to resort to using this as their main method of transport, particularly the very young and the elderly.

Cllr McCarthy, whilst he had heard this voiced at other local bus meetings, thought it only applied to park and ride services.

Cllr McCarthy reported that a recent Bus Passenger Open Forum meeting had been held on 16.5.17 with Doddinghurst and Blackmore Parish Councils which had been very well attended by local residents and bus users. ECC had agreed that the 61 was being treated as a special case which they would support using the De Minimas system until August 2017 but it is actually ECC's intention to continue supporting this service until 2020. ECC is currently dealing with tenders to find a new bus operator in light of Ensign's recent resignation and withdrawal after unsuccessful attempts at operating this commercially. The PC was concerned that the same problems would arise with a new commercial operator and had been very impressed with Ensign's professionalism, enthusiasm and passion about the service it offered. However, it was also generally felt that the alternative route Ensign had offered was just not practical. It would have meant the bus terminating at Hutton/Shenfield and would not have offered a direct journey to Brentwood High Street which it currently does.

Cllr Wagland would investigate updates with the new relevant Cabinet Member and report back.

0390 PROGRESS CHECK

To receive reports or updates on items or visits made since the previous ordinary Council meeting or Committee meetings. No items declared.

CORRESPONDENCE

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

0391 The PC wrote to the Vicar Sam Brazier-Gibbs of St Laurence Church enlisting the help of the PCC to establish a permanent memorial for the four USA Air Force crew who crash landed in farm land in Blackmore, perhaps in the form of a commemorative plaque inside the Church. An article was placed in the latest Herald Magazine regarding this. This was pending a reply so Cllr Mason said he would speak with the Vicar to follow up the enquiry.

0392 A letter had been received from Catherine Jennings, Blackmore which the Clerk read out. Mrs Jennings had recently been walking her dog on the Green, Blackmore. Her dog had chased a hoop which had been thrown but it had inadvertently landed in the road which the dog followed and was fatally hit by a car.

Mrs Jennings was very upset and concerned about speeding vehicles through the village, although this was not believed to be the case with this driver. It was purely accidental. She questioned if some sort of fencing could be erected around the Green, fencing it in, or if rumble strips could be installed in the area. She also asked if a speed limit of 20MPH could be introduced in the area.

The Council was saddened to hear of the incident and sympathised with Mrs Jennings and agreed that speeding vehicles are a nationwide problem which regularly affects the rural roads. With no proper policing or enforcement the PC was frustrated at the lack of a solution to this ever increasing problem. However, the PC discussed all the points raised and the following noted:

In accordance with 'The Commons Act 2006', "Fencing or low barriers is seen as encroachment of the common land and is to be avoided." Therefore fencing is not generally a permissible option to Greens, Commons and Open Spaces without seeking permission with DEFRA for exceptional circumstances. It was noted that Rumble Strips are bad for the Environment and careful consideration needs to be given to this in the Blackmore Conservation area.

Cllr Wagland was asked if ECC could consider this problem and wondered if a solution could be offered by the Highways Department. Cllr Wagland advised that evidence would need to be produced along with full agreement that any of the above options were actually required and surveys would need to be carried out in support of this. This supporting evidence must first be carried out by local residents and the PC if it was to be presented to ECC for consideration. Perhaps an FOI request could be made for the incident statistics in this area. Instead, she suggested the PC researched the 20MPH campaign as this might be the best option to pursue. The PC would investigate this and the item of speeding would be placed on the 'Parks and Open Spaces' committee agenda for discussion. The Clerk would write to Mrs Jennings in response to her letter.

BOROUGH & COUNTY COUNCILLOR REPORTS

0393 Cllr Wagland introduced herself and said that Cllr Naylor had handed most of the documentation and correspondence over to her in relation to the parishes. She said she had spent a lot of years in the area and is familiar with the parish. She explained the current ECC system and the best way to approach ECC to get results. She urged the PC to gather as much evidence and information as possible giving the PC more chance of obtaining a successful outcome. As a County Councillor she could expect a reply back from ECC to any queries within ten working days and to limit unnecessary delays, it was paramount the information and supporting evidence submitted was sufficient. She said that currently it is ECC protocol not to meet any officers, councillors or residents on site although she is contesting this rule as she feels that it is generally very helpful to meet the appropriate person(s) on site to fully understand the history, the location and the problems in question. Cllr Wagland said that there is a complete restructure of office at ECC which will take some time to bed in. The Clerk enquired if the same rule applies restricting Parish Clerks phoning or emailing ECC officers which they could do in the past. Cllr Wagland feels this is still the case unless there is an open case with open dialogue between the two parties when this is acceptable. The Clerk was asked to report via the ECC online reporting tool available to all members and residents alike, or to progress enquiries or complaints separately through her.

REPORTS OF COMMITTEES

POLICY & RESOURCES COMMITTEE

0394 FINANCE

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

£	Addressee	Description
-	HMR & C	Tax and NI contributions
-	Mrs R Nelson	Book Keeping
2000.00	Unity Trust PC ac.20343161	Direct debits
29.77	S Clapham	Expenses/mileage April-May
75.00	petty cash	May
25.00	Mr A Cross	allotment – refund of deposit – replaces cq.no 203092
237.50	Tipps Cross R Hall	quarterly office rent
60.00	RCCE	membership renewal fee
38.49	Arthur J Gallagher Ins.brokers	bus insurance legal expense cover
220.99	RAC	mini bus RAC cover renewal due 5.6.17

1091.82	MDL	inv.803 – grass cutting
60.00	Total Landscapes	weed B/More roundabout and memorial
<u>Direct bank transfer payments via Unity Trust:</u>		
-	Essex Pension Fund	pension contribution
-	S Clapham	Clerk's salary
£182.00	Blackmore Village Hall	Council share of CCTV system

It was **RESOLVED** that:

- (i) The statutory basis for this item be noted as the Accounts and Audit (England) Regulations 2015;
- (ii) The List of Payments is approved as presented in the schedule.

Receipts: As advised by the Clerk

- ! BACS remittance of £2,563.10 for the VAT refund for period 1/10/16 to 31/12/16.

0395 FINANCIAL REPORTS: Financial Reports to 30th April 2017

In accordance with the reports distributed prior to the meeting. Cllr Bennett advised that as a result of certain items through the year costing less than anticipated, unspent accruals had been released back into the year end accounts. The previous MUGA PWLB loan with the Village Hall had also finished so the £3,000 provision which had been set aside had also been released back into the account. There was therefore a very healthy excess of income over expenditure of £6,900 which would help with this year's shortfall. Cllr Bennett therefore recommended carrying this over in the PC's capital account and use it against the shortfall this year as this is approximately 50% of that figure. Mrs Nelson is currently working on current accruals.

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 2017 Financial Report be noted with no other action necessary.

0396 FINANCIAL POWERS:

- ! Mrs Nelson circulated a copy of the draft year end accounts and advised that the internal audit was being carried out in June in the Tipps Cross Remembrance Hall committee room and she would report back on the Auditor's findings/recommendations.
- ! Mrs Nelson and Cllr Bennett advised they are currently completing the NALC forms for the PWLB loan for the MUGA 3G surfacing project. Cllr Bennett is reviewing the forms passed to him today.
- ! Cllr Bennett is also investigating the implications of purchasing a tractor on behalf of the village hall. The request was made by the Village Hall but he is not sure this is viable due to the VAT element and could therefore not make this a recommendation.

0397 MAGAZINE COMMITTEE

Terry Smith advised that all was going well and the magazine was due to be delivered to him for distribution at the end of the week.

PLANNING COMMITTEE

0398 PLANS

The following planning meetings were held since the last ordinary council meeting. All in accordance with the planning reports made by the committee which were approved and accepted.

10th May – Applications discussed:

17/00605/FUL – Great Oaks Barn, Chelmsford Rd, Blackmore – 2 storey front, single storey side and first floor rear extensions – The single storey side extension was previously approved (16/01597/FUL). No objections made.

17/00604/FUL – Sherwood, Nine Ashes Road, Blackmore – 2nd dropped kerb – No objections.

Cllr Lockhart (committee chairman) read out his report in respect of the reports and the following points noted:

Since the last PC meeting, the planning committee met on 10th May and considered 2 applications and offered no objection to both. One was for a dropped kerb and the other was for front and rear extensions to a dwelling in the Green Belt. This was the 4th application submitted by this householder in 12 months.

On Monday evening, Cllr's Keeble, Middlehurst and Lockhart met the applicant and her agent at Evergreen in Wyatts Green Road. Despite the PC's best efforts to have this application referred up to the Planning & Licensing Committee, a (refusal) decision notice was issued before this was timetabled. The purpose of the visit was to explain how and why this happened. Cllr Lockhart understands that the agent intends to submit a revised application.

The PC has since received an application for the Provision of two additional mobile homes and construction of a dayroom at Wenlocks Meadow Wenlocks Lane Blackmore Essex CM4 0JS. (APPLICATION NO: 17/00652/FUL) and Cllr Lockhart is of the opinion that this might justify some discussion. It was agreed that the Planning Committee would discuss this in greater detail at the next planning committee meeting but it was the general view of the PC that it caused concern. This new application is in close proximity of the 'illegal' Traveller site at Oaktree Farm and it was concerned that a precedent had been set.

0399 OUTSTANDING ENFORCEMENT ISSUES

As noted on the planning reports submitted to BBC.

Oaktree Farm Traveller Incursion, Chelmsford Road, Blackmore

Cllr McCarthy reported on the latest correspondence with BBC regarding 'Oaktree Farm, Chelmsford Road'. BBC had written to the Clerk and Cllr McCarthy inviting a further meeting which Cllr McCarthy responded to by asking for a meeting to be held at Tipps Cross Remembrance Hall. A response was still awaited.

Cllr Wagland said she would like to learn more about this case as she has some experience in this. She has been given a deputy portfolio on the 'Housing, Planning and Assets committee' which includes Gypsies and Travellers. Cllr McCarthy gave a brief account of the 3 cases which had progressed through the Courts over the past eight years which resulted in BBC winning their planning infringement case in September 2015 in the High Court. Cllr Wagland would like to be kept abreast of this and would offer assistance where possible.

As reported above under item 0385, the newly formed 'Parks & Open Spaces' Committee would be amalgamated and this would be reflected in the June minutes.

ENVIRONMENT COMMITTEE

There was a meeting of the Environment Committee on 8th May and copies of the minutes were distributed by the Clerk prior to the meeting.

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

0400 To consider removal of duplicate dog/litter bins

To be added to the Parks and Open Spaces Committee agenda.

0401 RCCE Best Kept village of the year competition 2017

The Clerk advised a meeting with the judges had been scheduled for 19.5.17. The PC had made it through to the judging stages. The Clerk, Cllr McCarthy, Keeble and Cannon along with Terry Smith would meet with the judges and give a guided tour of the village.

0402 Christmas Lights – Horsefayre Green

Cllr Mason advised that Cllr McCarthy had dealt with and had removed the dangling lights in the trees.

0403 Volunteer plant waterers

Cllr Mason and the committee would be looking for volunteers to water the planters as some of the plants had struggled due to a lack of watering. It seemed that some of the previous volunteers had dropped off or were unable to continue.

RECREATION COMMITTEE

There was a committee meeting held on 9th May 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.

0404 Ted Marriage Field

The Clerk is enquiring with HAGS SMP whether the gym equipment was treated for rust spots as it was at Walter Hobbs.

0405 Mill Lane Play Area

Committee to urgently nominate a play area inspector and ensure this is regularly done and recorded with the Clerk.

0406 Walter Hobbs Recreation Field and Play Area

Corner of field and flooding issues – Being investigated with the village hall committee and a surveyor.

0407 ROSPA report no. 2 – Walter Hobbs

The Clerk is obtaining quotes for repairs to the aerial runway with specialist play equipment companies and is drafting a to-do list for Total Landscapes for general maintenance issues.

0408 Phone Kiosk – Wyatts Green Lane (01277-821421)

Cllr McCarthy and Cllr Lennon have renovations in hand. Cllr Keeble said that Stondon Massey have installed a touch button history feature in their kiosk.

0409 CLERK'S REPORT

The Clerk had previously circulated the dates to Cllr's of the EALC training courses which she had booked on their behalf.

0410	<u>COMMITTEE MEETING</u>			
	Parks & Open Spaces	5.6.17	6.30pm	Tipps X Remembrance Hall
	Planning	30.5.17	5.00pm	Blackmore Village Hall
	<u>Parish Council</u>	<u>15.6.17</u>	<u>7.30 pm</u>	<u>Tipps X Remembrance Hall</u>

0411 Finger Posts

The Clerk and Cllr Lockhart would get together and apply for an ECC CIF grant.

0412 Public Engagement – (Facebook)

This is now tablet, phone and PC friendly.

0413 No 61 Bus service

Cllr McCarthy reported on the bus passenger meeting held at Doddinghurst on 16.5.17. He said that in light of the recent resignation of Ensign buses and the tender process to find a new operator, it might be necessary to start another campaign to save this service. Cllr Wagland said that the no 21 bus to Kelvedon Hatch was also under threat and we must do all we can to protect these rural services.

0414 Walter Hobbs Lease Renewal

A draft lease had been received from Wortley Byers Solicitors on 15.5.17. Cllr Bennett is reading through this and will draft a reply.

0415 BLACKMORE VILLAGE HALL

Cllr Keeble advised that the village hall complex had had a very good year and all was going well.

- ! **Proposal for a shop and tea room** - This requires formal permission from the PC before this project can proceed. Pending contact from the committee.
- ! **Subsidence at the Village Hall complex** – The Clerk had followed this up with UK Power Network Co. Confirmation had been received that the trees in Service Lane would be pruned pending contact from the Engineer for a date. The extent of the work was to be established with him.
- ! **Possibility of extending the overflow car park (Millenium Field)** – To be considered at a later date.
- ! **Millenium Park cockle shell footpath** – The Clerk had placed this order with IPave. Cllr Keeble advised that at least 35CBM would be needed.

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

0416 Village Fayre parking – Cllr Cannon wished to record the Village Fayre Committee's thanks and gratitude to ECC for helping them with their request for the road closure in Blackmore over the fayre

weekend, 27/28th May. ECC had been very helpful and had supplied traffic cones and the road closure had been displayed online.

- 0417** **Fireworks Event (November)** – Cllr Keeble reminded the meeting that a committee of workers was still required to organise the event which includes, marshalling, parking and traffic arrangements, co-ordination of volunteers and organisations involved. Volunteers were sought to assist. It was agreed that the following PC members would join the ‘Fireworks Committee’ to progress this:
PC Members: The Parish Clerk, Rosemarie Nelson, Cllr’s Keeble, Cannon, Hughes.
Sports & Social Club members: Cllr’s Keeble and Cannon would enquire and canvass for volunteers.

END: There being no further business, the Meeting was closed by the Chairman at 9.00 pm

Signed (Chairman): _____ Date: _____