

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

Held on Thursday, 15th November 2012 in the Committee Room of Blackmore Village Hall.
Commenced at 7.30pm.

Members present: Cllr Watley (Chairman), Cllr Keeble (Vice Chairman), Cllr Bennett, Cllr Henwood, Cllr Cllr McCarthy, Cllr Dean, Cllr Frost. Also Mrs R Nelson (Treasurer) and S Barnes (Parish Clerk).

Apologies for absence were received from: Cllr Brown and County Councillor Ann Naylor.
Also present: Terry Smith, Herald Magazine and Mr Peter Mason of Wyatts Green for co-option at the meeting onto the Parish Council.

AMENDMENTS

The September minutes were signed by Cllr Watley as a correct record. It was agreed that these minutes could be up-loaded onto the website.

DECLARATION OF INTEREST

Nil.

CO-OPTION OF PARISH COUNCILLOR

Mr Peter Mason of Wyatts Green was co-opted onto the Parish Council representing the Hook End and Wyatts Green ward. He duly signed the 'acceptance of office' register which was witnessed and counter-signed by the Parish Clerk. He was welcomed onto the Council and brief introductions given by all members, including Mr Mason.

OPEN FORUM

Cllr Watley welcomed the meeting. Two parishioners were in attendance to listen to proceedings. In addition, Mr Ted Hall attended as Chairman on behalf of the Tipps Cross Hall Management Committee regarding a recent incident at the hall office (covered under agenda item 2164).

Nil speakers.

The meeting resumed with the following:

Greg Filby of Playquip Leisure.

Mr Filby was in attendance to present his company to the Parish Council subsequent to the meeting held with the Parish Clerk, Cllr Watley and Cllr Keeble. Various options and quotations were received for refurbishment of the Parish Play areas, particularly to the Walter Hobbs play area. Cllr Watley introduced him to the meeting and the Clerk gave an outline of events so far to familiarise the Council with the proposals discussed as outlined in the schematic plans which were passed around for the Council's consideration.

The Clerk raised the subject of the swings which require immediate attention at all three sites, being Ted Marriage, Mill Lane and Walter Hobbs play areas. These items are being 'flagged' as potentially dangerous by the BBC play area inspector on their reports. The Clerk explained that as the estimate exceeded the amount she could approve in line with the Parish Council's standing orders, as they were in the region of £1500.00 to £2000.00, she wished to seek the PC's approval prior to purchasing them.

Mr Filby passed around detailed drawings and quotations which were in the region of £40,000.00 including the external play area fencing. The PC considered the options outlined by Mr Filby and felt that the log gym trail offered more value for money over the initial pirate ship theme discussed and would welcome final costings based on this equipment. The scheme would incorporate the items currently in situ at the play area which are in good condition such as the see saw, spring animal and wicksteed slide with the addition of a new basket swing. Mr Filby would revise his proposal and get that to the Clerk as soon as possible. Mr Filby also advised Playquip are able to offer assistance with grant application processes and will recommend companies and organisations to apply to. This is a free of charge service. He advised that the 'Awards for all' offers £10,000 in funding towards this sort of project. He will revise his list of funders and pass to the Clerk. Cllr Keeble mentioned that the 'Essex Environment Trust' had been favourable to the PC in the past and felt that an application to them may be worthwhile and could be in the region of £10,000.

The safety surfaces were considered and it was confirmed that the bark would have to be reinstated which was incorporated in to the quotation. Cllr Keeble suggested that the recreation committee sit at the next sub committee meeting and discuss all options discussed in greater detail and the best way forward. The meeting thanked Mr Filby for attending and would be in touch shortly.

Mr Filby left the meeting and the following items were discussed.

CORRESPONDENCE

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

2135 The Clerk and Chairman had received an email from the 1st Blackmore Scouts leader. He asked if the cubs and scouts could be considered for any Parish projects they could get involved with towards their challenge badge awards. The Council would consider them and they would be contacted as and when future projects arise. It was suggested that the Ongar Railway station would be well worth a visit if they haven't already been.

2136 The Clerk had received the latest bus passenger news leaflet – no changes to services.

BOROUGH & COUNTY COUNCILLOR REPORTS

2137 Cllr Keeble advised that he had attended a recent Environment committee meeting at BBC on 14.11.12. A flat rate had been introduced for dog bin and waste bin emptying of £2.50. The Clerk had previously written to BBC enquiring about the future of the dog waste bins in situ around the Borough and Parished areas and was awaiting a response.

Cllr Keeble also advised that BBC would be increasing the number of free bags to residents to encourage the food waste recycling scheme. Cllrs Keeble and Henwood also advised they would liaise with BBC regarding the supply of orange recycling sacks which should be replenished once the blue line is reached on the roll, however it has been established this is not always the case. They will enquire.

Cllr Keeble advised that BBC will be enforcing litter and waste which is put out the night before collections particularly where the shops and restaurants are concerned on the High Street as this poses health risks with rats and foxes etc. Fines would be issued.

Cllr Bennett also posed the question of outstanding enforcement actions where planning is concerned. Cllrs Henwood and Keeble will look into this and speak with BBC. Cllr Watley, as Chairman of the Parish planning sub committee, will footnote all outstanding enforcements on every set of planning minutes he emails to BBC's planning department as a reminder.

REPORTS OF COMMITTEES

POLICY & RESOURCES COMMITTEE

2138 FINANCE

The following cheques were approved for payment and signed:

£	Addressee	Description
-	S Barnes	November salary
-	HM Rev & Customs	Clerk's Tax / NI
-	Essex Pension fund	clerk's pension
-	R Nelson	November payment – book keeping
75.00	Petty cash	November
700.00	Joe Davies	Trim trees overlooking tennis courts, B/More
15.00	Moonlight UK	banners for fireworks display
50.00	Poppy appeal	Parish wreath
72.00	H J Looker	Parish office safe
156.00	Anvil Shutters & Doors	Inv.675 – 2 x garage door fobs and re-setting of system (TXR Hall to reimburse 50%)
172.00	Glasdon UK	inv. 51808 - cycle bollard, B/More
26.83	J Oddy & Sons	inv. 116765 – maintenance equipment
700.31	M D Landscapes Ltd	inv. 2072 – grass cutting
964.04	K Stanbridge	inv. 0021 & 0022 – maintenance works

Receipts:

The Clerk reported the HM Revenue & Customs VAT refund of £1,378.15 which will be debited to account.

Payments:

Mrs Nelson is to be reimbursed for the purchase and deposit of the fireworks safety barriers for the fireworks display. In hand.

2139 FINANCIAL POWERS

All was in accordance with the financial reports as distributed to all Councillors. Mrs Nelson reported that the PC was running close to budget at present and did include such expenditure as the purchase of the PA sound system. It was hoped that some money will be recuperated by other organisations using it for Parish events. The idea of spreading the cost over the budget for 5 to 10 years was considered to reduce the impact on the current budget.

Mrs Nelson reported that the PC had taken over £4,000 on the gates on the night of the fireworks display which was very satisfactory. The event was very successful and enjoyed by all.

Mrs Nelson advised that she would remove all ex Councillors from the bank mandate and include the new Councillors for signatory purposes. Also Cllrs Bennett and Town would visit the Ongar Bank where the PC still has a safe deposit box which is no longer used. They will collect it and hand it to the Parish Clerk who has the key for it.

Mrs Nelson queried the new costs advised by Cllr Keeble for dog and waste bin emptying as this flat rate showed an increase in costs and not a decrease as first thought. The Parish Council would infact be paying more for this revised service so Cllr Keeble said he would investigate this further with BBC. Mrs Nelson confirmed to him that the PC currently has 11 dog bins and 12 waste bins.

Cllr Bennett reminded the PC that the budget is already running close to the total budgeted expenditure at just 8 months into the year.

2140 COMMUNITY POLICE MEETING

Nothing new to report. Pending new dates for future meetings.

2141 COMMUNITY BUS

The Clerk said all was running Okay at present. She advised that due to the recent theft at the office on 30.11.12, the bus keys and garage door fob had also been stolen resulting in the purchase of new garage door fobs and re-setting of the system at a cost of £156.00. Tipps Cross Remembrance Hall agreed to pay for half of this expenditure and had raised a cheque to that effect.

2142 BLACKMORE CENTRE FOR YOUNG PEOPLE

Cllr Keeble advised that a Youth leader had been employed to look after the older children on Thursday nights, this had received grant funding. The Friday club now meet once a month until more volunteers and helpers come forward.

2143 BLACKMORE SPORTS ARENA – (formerly MUGA)

Cllr Keeble confirmed that the trees and shrubbery had been cut alongside the tennis courts as agreed last month and the cheque for £700 raised for signing.
Cllr Keeble also advised that the bookings for this year were down on last years bookings and it was hoped bookings would pick up in the New Year.

2144 MOBILE LIBRARY

No changes to the Parish dates and times reported.

2145 BRENTWOOD BOROUGH PARISH COUNCIL ASSOCIATION

The Clerk advised that the next meeting is scheduled for 5.12.12 and Cllr Keeble will attend on behalf of the PC. The Clerk to provide the agenda. Cllr McCarthy raised the subject regarding the need for super fast broadband in the area, in accordance with item 11) on the BBPCA minutes. He said that this is a deprived area where broadband services are concerned and it would be worthwhile if the Council members made individual representations to the BBPCA and ECC pushing the need for this. The Clerk will ask Roger Blake for contact details.

2146 ROADWAY RENTS (2012)

Nothing new to report at present.

BLACKMORE MILLENNIUM PARK

2147 PROGRESS REPORT

Mrs Nelson had reported that the fireworks display had been a great success. It was felt that whilst there seemed to be less people on the night the venue was still reaching up to its maximum capacity. All stall holders seemed to do well including the scouts. However, there

seemed to be less PC glow sticks sold this year and the surplus would be carried over to other events or the fireworks display in 2013 as they would still be within their use by date.

Cllr Keeble mentioned if at all possible, he would like to step back slightly next year from the event and organising of the fireworks etc. The current fireworks supplier advised that they would give guidance and training on how to handle the fireworks and will also extend their pyrotechnics insurance cover to the PC and it's organisers. As the event is getting to be quite a big event, Cllr Keeble would like to see a separate committee for this with more PC Councillor representation. It was also noted that there was not enough PC Councillor representation at the quiz night to raise funds for the fireworks display. More tickets could also have been sold as the attendance was not up to standard.

PLANNING COMMITTEE

2148 PLANS

There had been no planning Committee meeting between 18.10.12 to 15.11.12 to report on.

2149 OUTSTANDING ENFORCEMENT ISSUES – Nothing new to report. History as seen below. Cllr Watley will footnote these outstanding enforcements on all future planning minutes sent to BBC for their reference.

Bluebell Farm - Spriggs Lane, Blackmore (mobile home) - 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 –The current appeal is pending an outcome in November and Cllr Keeble is monitoring this.

Land adjacent to Oak Fold, Hook End Rd, Hook End - 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.**

Action required: Items being monitored.

ENVIRONMENT COMMITTEE

A Meeting of the Environment Committee had taken place on 5th November 2012 and 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 this meeting.

2150 Drain clearance and road sweeping

In accordance with sub committee minutes.

2151 Village speed

In accordance with sub committee minutes.

2152 Allotments

In accordance with sub committee minutes.

2153 Village pond

Cllr Keeble advised that ECC had mistakenly flushed and cleared the drains on the wrong side of the road. He continues to chase for this to be done correctly. He advised the ditch also needs dredging.

2154 Gunnells Corner – pavement (wheelchair access)

In accordance with sub committee minutes.

2155 Dead willow on the village pond

John Sharpe suggested an oak tree to replace the old tree but to be positioned further onto the green, away from the pond. This was not well received by the committee as felt that an oak tree was not the most suitable option.

2156 Grass cutting – Stondon Massey PC

The Clerk read out the chain of correspondence with Stondon Massey Parish Council regarding the strip of grass verge running alongside the road (field side) of Blackmore Road opposite the houses and Tipps Cross Remembrance Hall. The Parish Council had been cutting this grass as a gesture of good will and to stop complaints made by walkers who regularly used the grass verge. However as this area falls within the boundary of Stondon Massey Parish Council it is their responsibility to look after this. The Clerk had written and asked if they could continue the grass cutting of this area commencing 2013. The response was that they would not themselves take this job on and felt it was the responsibility of the Highways department to cut this area. The Clerk reminded them that this was within their remit and asked that they contact ECC Highways Department and endeavour to get this organised with them in the spring time. The Clerk asked if it could be placed on their agenda in the new year. It was reported that BBC had recently cut this verge back sufficiently to approximately 3 metres wide so this would be adequate for some time, however as BBC only do this about twice a year it may become a problem again once the growing season starts next year.

2157 Notice Boards

In accordance with sub committee minutes.

2158 Bicycle Rack – Blackmore

The Clerk confirmed Kevin had taken the cycle bollard and would liaise with Cllr Town regarding its location.

2159 Parking on grass verges - Blackmore

The Clerk confirmed she had written to both No.1 and No.2 Hillside Cottages requesting that they do not park their vehicles on the grass verge outside their properties. This is being monitored before any enforcement action considered with Essex County Council.

2160 AOB:

Rats seen by the pond – The Clerk and Cllr Town had met with the pest control man and measures had been taken to deal with this problem. As rats were seen around the pond during the meeting, rat bait boxes had been agreed would be installed immediately and the situation monitored. This was kindly offered free of charge whilst the situation was being monitored.

Blacksmiths Alley (overgrown hedge at the end of the road) – Clerk to ask BBC to trim this

Planting – Cllr Town organising with Matthews Plants the planting of the winter planters

Christmas lights – Councillor Town advised that Mr Sharpe had said it was too late to purchase and organise the installation of new Christmas lights this year so this would be reviewed again next year and the old Christmas lights would be used this year in the meantime.

DATE OF NEXT MEETING: Monday 3rd December 2012 – 7.30pm – Crosse House, Blackmore.

HERALD MAGAZINE

2161 NEXT EDITION

Terry Smith advised that the latest edition was currently with the printers ready to be completed. He had also placed several more adverts in the magazine to increase the revenue which offset the additional four pages he added to this edition. All was going well.

RECREATION COMMITTEE

2162 The Clerk informed the Council that any items which had been flagged as potentially dangerous were currently being dealt with by the maintenance man but the PC felt that the purchase and installation of the swing seats and components at all three play areas would be better dealt with by Playquip Leisure. It was therefore proposed by Cllr Keeble, seconded by Cllr Henwood and unanimously agreed that Playquip Leisure should supply and install the swings and components in line with their quotation of £2089.00 plus VAT. The Clerk will place the purchase order with Mr Filby immediately to address this problem.

A Meeting of members of the Recreation Committee had taken place on Tuesday 6th November 2012 at Tipps Cross Remembrance Hall. Present: Vic Dean and Neil McCarthy (Chairman). Apologies received from: Cllr Bennett. 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 this meeting.

Mill Lane Recreation Field

A.4.12 - cabin slide – repaired with replacement ply and logs – now made safe.
D.12.11 -Climbing frame: In hand with K Stanbridge
E.12.11 - rubber matting under swings (BBC report) - Kevin to re-fit where necessary

Ted Marriage Recreation Field

A.10.12 - Cabin slide – repaired with replacement ply and logs – now made safe.
A.11.11 - Worn swing chains. As mentioned above – all to be replaced with new
B.11.11 - Inspection by Cllr Dean and BBC confirmed repair to corroded climbing frame leg has still not been undertaken – in hand with K Stanbridge.
C.11.11 - Fire damage to swing – As mentioned above – all to be replaced with new

Walter Hobbs Recreation Field

No new report from committee.

Millennium Park

No report

Date of next meeting: Tuesday 4th December at Tipps Cross Remembrance Hall, 7pm.

ACTION

A meeting had been held between the Clerk, Cllr McCarthy and the Maintenance man, Mr Stanbridge. A schedule of works required had been given to Mr Stanbridge regarding all play areas as discussed and he would deal with the most urgent items as a matter of priority. This included the repair of the cabin slides at both Ted Marriage and Mill Lane play areas and the removal of the remaining children's swing at Walter Hobbs play area. The Clerk would order all new swing seats and components as instructed.

CLERK'S REPORT

- 2163 Parish Council website** – The Clerk confirmed she had purchased the domain name of blackmoreparishcouncil.co.uk on behalf of the parish council as requested. The cost to do so was £7.08 inc VAT for a two year period and a cheque raised for reimbursement. The PC asked the Clerk to also purchase the following domain name: blackmore-hook-end-and-wyatts-green-pc.co.uk with the same company, Fast Hosts.
- 2164 Office security – The public meeting was closed for the following item to be discussed -** The Clerk and Mr Ted Hall advised the Council of the recent theft at the Parish Clerk's office at Tipps Cross Remembrance Hall on 30.10.12. All staff had been interviewed and the police informed and a statement had been taken accordingly. Approximately £100 - £200 had been taken along with cheques and all recent post and envelopes held at the office. Also the community bus keys and garage door fob had been taken which have had to be replaced at a cost of £156. The Clerk has since purchased a safe on behalf of the PC at a cost of £72 plus VAT and all future monies and cheques received by her will be placed in the safe and locked in the office overnight to avoid this happening again. The Clerk is also in the process of obtaining quotations to relocate the PC filing systems incorporating it into the Clerks office and re-locating the hall's cleaning products and utility sundries into the kitchen area which is currently stored in the Clerks office. This will avoid anyone else having undue access into the Parish Council's office at any time. The Clerk will obtain two quotations under the Council's standing order regulations of a value not to exceed £1,000. This was proposed by Cllr Watley and seconded by Cllr Keeble and unanimously agreed. In the event the quotations exceed this the Clerk will present the quotations to the Parish Council for consideration.
- 2165 Return of all Councillor's signed and completed 'pecuniary interests' forms** – The Clerk advised she was still awaiting the return of the forms from Cllrs Mary Spiers and Cllr Vic Dean. Cllr Dean duly handed his form to the Clerk for registering at the meeting.
- 2166 Standing Orders and BBC handbooks 2012/13** – The Clerk handed to all Cllrs present a current up-to-date copy of the Council's standing orders along with the recent BBC handbook for 2012/13.

2167 COMMITTEE MEETINGS

Environment	3.12.12	7.30 p.m.	Crosse House, Blackmore
Planning	3.12.12	8.30pm	Crosse House, Blackmore
Recreation	4.12.12	7.00 pm	Tipps X R Hall
TX Management	27.11.12	8.00pm	Tipps X R Hall
Parish Council	20.12.12	7.30pm	Tipps X R Hall

ANY OTHER BUSINESS – (for discussion only)-

Insuring the new PA sound system – Cllr Bennett raised the issue of insurance. The Clerk was asked to add to the Council's register of assets (Rosemarie Nelson will take care of this). The Clerk was asked to include within the Council's insurance policy. Cllr Keeble will advise the Clerk where the PA system is to be stored.

Councillor attendance at the Memorial Service – Cllr Keeble raised the subject of poor attendance by Parish Councillors at the recent Memorial service.

There being no further business, the Meeting closed at 10.30pm