

# **BLACKMORE, HOOK END & WYATTS GREEN PARISH COUNCIL**

## **MINUTES**

### **Of the Ordinary Meeting of the Blackmore, Hook End & Wyatts Green Parish Council held on THURSDAY 17<sup>th</sup> NOVEMBER 2020 at 10.00am**

**Zoom Conference Meeting:**

**Members present:** Cllr's T Bennett (Chairman), R Keeble (Vice Chairman), N McCarthy, T Lockhart, K Bennett, H Cannon, S Clapham (Parish Clerk) and R Nelson (RFO).

**1370**      **APOLOGIES FOR ABSENCE**

Cllr Dean, Cllr Lennon, Cllr Thomas, Cllr Watley, J Clarke, T Smith (Herald magazine), Cllr Lesley Wagland (ECC) and Borough Cllr Peter Jakobsson.

**1371**      **APPROVAL OF MINUTES - 15.10.2020**

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

**1372**      **DECLARATION OF INTEREST**

Allotment – Cllrs Keeble, Bennett.

**1373**      **OPEN FORUM (for Public Attendees) – none registered with the Clerk**

**1374**      **PROGRESS CHECK**

No items.

**1375**      **CORRESPONDENCE**

All items covered within the agenda.

**1376**      **REPORTS OF BOROUGH AND COUNTY COUNCILLORS**

Cllr Keeble reported on the following:

- A BBC grant had become available for business affected by Covid. Tipps Cross Hall would qualify. The Clerk confirmed she was already submitting a form for the Hall. Cllr Keeble was doing the same for Blackmore village hall.
- He had attended a recent BBC Planning Committee meeting. Proposals for affordable housing within the Brentwood Town catchment was discussed at Westbury road car park, the Old Registry Office (Seven Arches) and Maple close (opposite King Georges Playing field).
- Flooding at the usual sites in Blackmore was again a problem due to the recent heavy rain fall. Pictures were being collated for the EIP hearing, in particular to the Red Rose Lane flooding.

**POLICY & RESOURCES**

**1377**      **Finance - Payments made online:**

S Clapham -

HMR&C -

Pension -

R Nelson -

MDL (grass) - £605.17 (inc VAT- Inv. no.584

Matthews Plants - £580.00 – Inv.no. 21665 – autumn planting

BBC - £1038.96 (inc. VAT) – inv. no. 100345601 – dog bin and general bin services

Paid online this month:

Inv. no. 1901 - £1209.00 paid online to Netwise UK – setting up new PC website (as agreed)  
PKF Littlejohn - £480.00 – External Audit fee  
Cllr N McCarthy - £61.50 – reimbursement – PC Zoom registration\*  
Graham Bonney - £360.00 – application of fertiliser to playing fields  
Royal British Legion - £75.00 – Poppy wreaths  
Contact Roller Shutters - £739.00 - balance for new roller shutter at Blackmore Village Hall  
Windsock Co. - £1048.00 – new flagpole  
Cllr T Lockhart - £8.75 – reimbursement – printing costs  
Holmes & Hills legal fees invoice to be paid (LDP) - £1800.00 (+VAT)

*\*Cllr McCarthy advised that the reimbursement of £61.50 covered the purchase of the additional Zoom licence so that the Clerk could set up meetings and cover admin. This would expire in March and then both licences would need to be renewed.*

Payment pending:

Inv. no. 887 - £1584.00 from Deckanon (W Hobbs handrails) – **on hold**

**Payments made on the PC Credit Card (SEPT/OCT):**

£1,000 deposit for cherry picker (Xmas lights) - £600 to be reimbursed  
£22.99 – Amazon – Printer ink cartridge

**Mini bus: Still Temporarily out of use & off-road SORN declaration.**

**Receipts/Income:** nil

**1378 Financial Report to 31<sup>st</sup> October 2020**

Mrs Nelson reported on the financial reports as distributed prior to the meeting. All approved with no amendments. Cllr K Bennett said that in view of the list of expenditure items for approval on the agenda, he and Mrs Nelson had reviewed the budget to check it could be met in full and saw no reason that it couldn't be.

**Financial Powers**

**1379 External Audit** - Mrs Nelson advised that she had received the report back from the External Auditor. All was in order and the PC received a clean bill of health. It was noted that there was a query relating to the finger post grant process but this had been resolved with no further action required.

**1380 The annual Risk Assessment review** – Mrs Nelson had circulated a draft copy ahead of the meeting. This included some additional references due to the Covid-19 pandemic. Cllr T Bennett proposed and it was unanimously agreed that this be approved and adopted.

**1381 MAGAZINE COMMITTEE**

Nothing new to report. Invoice letters with advertisers were in hand with the Editors Mr and Mrs Smith.

**PLANNING COMMITTEE**

**1382** Planning applications were dealt with by Committee Members, 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:

Since the last PC meeting, the planning committee had met via Zoom on 5<sup>th</sup> November and considered 5 applications in the parish:

**20/01502/FUL** - Chitral, Swallows Cross. 17 new dwellings (revised application) (objection)

**20/01448/PNCOU** – Kiln Farm, Mountnessing Lane. Conversion into 5 dwellings (no objection)  
**20/01517/HHA** – The Meadows, Mountnessing Lane. New swimming pool (no objection)  
**20/01487/FUL** – 1 Highfield Cottages, Blackmore Road. Variation of Conditions (no decision as the work had already been carried out)  
**20/01581/HHA** – Fayre Meade, Outings Lane. Various extensions (revised application) (no objection).

Planning applications in our Parish recently processed by Brentwood:  
San Marino, Wyatts Green Road – various extensions (approved)  
Fantails, Hook End Road – new farm building (retrospective) (refused)  
Darien, Tipps Cross Lane – outbuilding (approved)  
Raultahn, Beehive Chase – 2 new dwellings (approved)  
The Bull P.H. – TPO – prune tree by 50% (approved)  
Holly Lodge, Tipps Cross Lane – rear extension (approved)

Under A.O.B. Cllr Lockhart said if members knew in advance that they were unable to join in a zoom meeting, their comments on the applications by email would be welcome.

Regarding Kelby on The Green at Blackmore, an application to construct 2 dwellings was refused planning permission by BBC and the agent has informed that the outcome of the appeal is imminent.

### **LDP Public Examination representation**

A submission document is being prepared by PC, BVHA and Lawyers Holmes and Hills for the week one EIP in December. Cllr T Bennett gave an update on proceedings thus far. The first public hearing was scheduled for week commencing 30<sup>th</sup> November and the second hearing was scheduled for February 2021. The hearing on 4<sup>th</sup> December covered the release of Green Belt and Bill Ratcliffe (BVHA) would be in attendance to make representations. The PC had submitted a written representation with Annette Feeney, BBC. Cllr Keeble and David Whipps of H&H were scheduled to speak on behalf of the PC at the site-specific hearings scheduled in February.

Tom had drafted a document, which was forwarded to H&H, showing there were 141 windfall sites in and around the parish\* and questioned whether this could take up some of the housing requirement, thus avoiding development of the Green Belt. Drone photographs of recent flooding in Red Rose Lane were also submitted and Cllr T Bennett had written a piece for the BVHA newsletter.

Cllr T Bennett asked if a rota of Cllr's could be drawn up to watch the hearing proceedings via Zoom so that relevant information could be fed back to H&H so as to avoid unnecessary legal costs being incurred.

*\*This included the developments on the Epping Forest boundary which were quite relevant, as the residents would undoubtedly use the Blackmore services and amenities close by.*

### **PARKS & OPEN SPACES**

There had been a POS Committee meeting on Monday 16<sup>th</sup> November 2020 at 10.00am via Zoom. The following items of business were discussed:

**1383**

#### **Footbridge – Walter Hobbs field/Service Lane**

The Clerk had obtained two quotes to replace the two old wooden steps on the bank as well as safety grip strips along the decking planks. The quotes were in excess of £450 which the POS

Committee felt to be too expensive. **Action:** Clerk to obtain further quotes (showing a breakdown of costs) for the two steps and chicken wire on the decking as an alternative.

#### **1384 Trees on the Green – planting & maintenance work**

The Clerk had circulated a breakdown of the quote from John Sharpe prior to the meeting. John Sharpe's quotation was felt to be reasonable and the POS Committee had proposed that the following expenditure be approved:

- Tree work to be carried out at various locations - total cost - **£1,785.00** + VAT
- Tree maintenance (ongoing) – 4 x per year for works required on the ditch around the pond banks – each visit @ £320.00 (+VAT) Total annual expenditure **£1280.00**.  
Pond island maintenance – 2 x per year – each visit @ £320.00 + VAT – Total annual expenditure **£640.00**

Approval of the above expenditure was proposed by Cllr T Bennett and it was unanimously agreed. **Action:** The Clerk will instruct John Sharpe (Town and Country Landscape Co. Ltd) to undertake the work when it is required. *This included the removal of the large Horse Chestnut tree on the corner of the Green close to the access road.*

#### **1385 Mill Lane – Repairs and tree work required**

The Clerk reported on the quotation received prior to the meeting. The POS Committee proposed that the following expenditure be approved:

- Fencing repairs and installation of a safety handrail to the main steps - **£1370.00** (O'Riordan)
- Tree and hedging works required - **£1,895.00** (John Sharpe)

Approval of the above expenditure was proposed by Cllr T Bennett and unanimously agreed. **Action:** The Clerk will instruct Neil O'Riordan and John Sharpe to undertake the works as quoted.

#### **1386 Ted Marriage Zip-Wire project**

The Clerk reported that the PC had been somewhat successful in its CIF grant application. ECC had awarded £3,000 of the £6,035 requested. This left a shortfall of £8,035.62 in total. The total project cost including safer surfacing (rubber mulch) is £11,035.62.

The POS Committee proposed that the **£8,035.62** expenditure be approved (from the £5,000 originally expected). Note: The CIF fund will have to be returned/rejected if the project does not proceed.

Cllr Lockhart proposed that the above expenditure be approved to enable delivery of the project. This was unanimously agreed. **Action:** The Clerk will write to Playquip Leisure confirming that they had been awarded the business and to organise an installation sometime in the New Year.

#### **1387 Football and Cricket rents**

The POS Committee had proposed that the following be considered:

- The annual football rent fee charged to the BVHA be reduced by 50% for this year –  
To **£1350.00**
- The annual cricket rent fee charged to the BVHA be reduced by 50% for this year –  
To **£350.00**

Cllr Keeble advised that the village hall was only able to invoice half of the usual rents to the above clubs due to the pandemic and also the inclement weather last season.

It was proposed by Cllr K Bennett and unanimously agreed that the above be approved for this year. **Action:** Mrs Nelson would email the invoices over to the Village Hall Committee.

#### **1388 Christmas lights**

This was currently in hand with Andy Elmes (Electrician) and was being overseen by Cllr Watley. He had contacted the Clerk to enquire whether the lights could be left on today whilst

they were being set up and tested. The PC agreed that whilst this was earlier than the usual date at the end of November, as there couldn't be a gathering to turn on the lights and the usual festivities were on hold due to the current Covid-19 pandemic, members felt it might be nice to turn them on early and add some much welcome cheer to the parish.

**1389**      **Double Taxation**

The Clerk had received replies to her emails from both Johnathan Stephenson (BBC CEO) and Cllr Chris Hossack. They suggested meeting early in the New Year to pick this up, hopefully ahead of the PC/BBC liaison meeting which was scheduled for 6pm on 21<sup>st</sup> January.

**1390**      **New Lawn mower purchase (Allotment)**

The Clerk was dealing with the purchase as discussed at the last POS meeting.

**1391**      **Parish Council new logo**

Cllr McCarthy had circulated the history of the emblem which would form part of the proposed logo prior to the meeting. He proposed adopting this as the official PC logo. This was unanimously agreed. Cllr McCarthy would add this to the PC's Facebook page and website and the Clerk would include it on the PC letter head.

**1392**      **Vectare bus service and timetables**

Cllr McCarthy reported that Vectare had contacted him advising they could provide printed timetables for us to disseminate. Cllr McCarthy said he would contact them to request copies once we resumed normal business.

**1393**      **CLERK'S REPORT (Governance)**

**Accessibility compliant website** – In hand with the contractor. The invoice has been paid.  
**Co-Option – Tracey Hinton** -The Clerk has spoken with Carole Tatton Bennett, BBC Elections Department. They are awaiting guidance from Govt. and will revert with an update ASAP. As advised by the Clerk, the PC would have to consider that Tracy Hinton (of Bits and Bytes) is a current service provider to the PC for its IT. A Councillor cannot be paid for services and this would affect business opportunities for Mrs Hinton. The Clerk was asked to speak with her about this. She would also enquire with the EALC if there was a way around this and Mrs Nelson will speak to Trevor, the Internal Auditor for advice.  
**Parishioner of the Year Award** – Cllr McCarthy will provide the framed certificate. The Clerk will provide the PC letter and the garden centre voucher. Cllr T Bennett or Cllr Keeble will hand over the award.

**1394**      **DATE OF NEXT MEETINGS** –

**POS** – 14<sup>th</sup> December 2020 at 10.00am – Zoom.

**PC** – 17<sup>th</sup> December 2020 at 10.00am – Zoom.

**Planning** – TBC – Zoom.

**INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

**1395**      **Parochial Charities Trust** – Cllr K Bennett reported that usually at this time of year the Trust would have met to agree payments to be made to those in need of a small grant. Dianne Mills had retired as a Trustee and Secretary, and the Vicar of St Laurence Church would be seeking a replacement. Due to the Covid pandemic this meeting had not happened and it was felt that there was now not enough time to organise signatories. The total of the payments was in the region of £2,000 and each recipient usually received £150-£200 each (approximately 10 recipients from the parish).  
Mrs Mills would usually meet with the recipients to complete the application forms with them, most of whom were elderly, but this was also not possible at the moment. Cllr T

Bennett suggested that for this year, during such unprecedented times, the PC could pay the hardship grant based on last year's recipients who would benefit from the grant and the PC will be reimbursed from the rents collected from the BVHA. This was seconded by Cllr Keeble and unanimously agreed. **Action:** The Parochial Trust Chairman will organise this. Cllr K Bennett will speak with Dianne Mills to update her and Cllr R Keeble will speak with Sandra and the Church.

**Fallen tree in Service Lane** – Cllr Keeble advised that after several reports, this had finally been removed.

**Road traffic accident** – Cllr K Bennett reported that there had been an accident yesterday morning, approximately 100 yards before the pond turning into the village. A cyclist had been hit by a car but the driver had driven off. There is an appeal for the driver to come forward.

**CLOSE OF MEETING**

There being no further items of business, the meeting closed at 11.30am.

*Signed*..... *Dated* .....