

BLACKMORE, HOOK END & WYATTS GREEN PARISH COUNCIL

MINUTES

Of the Ordinary Meeting of the Blackmore, Hook End & Wyatts Green Parish Council held on THURSDAY 17th SEPTEMBER 2020 at 11.00am

Zoom Conference Meeting:

Members present: Cllr's R Keeble (Acting Chairman), N McCarthy, T Lockhart, K Bennett, A Watley, J Clarke. S Clapham (Parish Clerk and R Nelson (RFO). Borough Cllr Peter Jakobsson.

1320 **APOLOGIES FOR ABSENCE**

Cllr T Bennett (Chairman), Cllr Dean, Cllr Lennon, Cllr Thomas, Cllr Cannon. T Smith (Herald magazine) and Cllr Lesley Wagland (ECC).

1321 **APPROVAL OF MINUTES - 16.7.2020**

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

1322 **DECLARATION OF INTEREST**

Football pitches – Cllrs Keeble

1323 **OPEN FORUM (for Public Attendees)** – *none registered with the Clerk*

1324 **PROGRESS CHECK**

The Clerk had received replies to the PC's letter concerning the discussions relating to Unitary Authorities, ahead of a Government white paper due to be released. Johnathan Stephenson, BBC CEO had replied offering dates to hold a telephone conference with the PC to discuss this. The PC members were all in favour. The Clerk had circulated the dates proposed by BBC and was awaiting confirmation of the Chairman's availability. The Clerk confirmed she had also received an acknowledgement from the office of Alex Burghart, MP and was awaiting a further response in due course.

1325 **CORRESPONDENCE**

Nothing new to report

1326 **REPORTS OF BOROUGH AND COUNTY COUNCILLORS**

Cllr Jakobsson reported:

- BBC meetings are being held online.
- Pot holes can be reported to Cllr L Wagland under the ECC pot hole initiative. He had already reported Fingrith Hall Lane, as had the Clerk, along with Nine Ashes Road.
- BBC was carrying out the verge cutting at present.

Cllr Keeble reported on the following:

- BBC reported that the LDP Public Enquiry could be held in December/January, a little later than anticipated due to Covid regulations.

POLICY & RESOURCES

1327 **Finance - Payments made online:**

S Clapham - £- (includes 5 months backdated pay for salary increase). NALC pay scales received: 2.75% increase and additional one day's leave awarded.

HMR&C - £-

Pension - £-
R Nelson - £-
MDL (grass) - £906.60 (inc VAT- Inv. no.496
Garsons final bill - £2621.00 – to be paid online
Playquip - £480.00 – roundabout repairs (W Hobbs play area)
Deckanon – £2166.00 (inc VAT) inv.880 – Ted Marriage repairs
Castle Water - £58.14
Chairman’s expenses reimbursed - £47.00
Councillor expenses reimbursed - £67.89 (travel, parking, computer supplies)
BBC bin emptying - £1038.96 – inv. 100340111
PC Office rent to TX Hall - £255.00

Reimbursements:

£1900.00 Administration fee from TX Hall
£1,000 (inc VAT) from Blackmore Village Hall

Payments made on the PC Credit Card (June/July):

Amazon – Ink cartridge - £16.15

Mini bus: Temporarily out of use.

Income:

Nothing new to report.

Mini Bus still temporarily out of use – SORN declaration still applies.

1328 **Financial Report to 31st August 2020**

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

1329 **Financial Powers**

Nothing new to report

1330 **MAGAZINE COMMITTEE**

The Clerk had spoken with Terry Smith for updates. The Clerk read out an email from Mr Smith proposing the following:

- There is almost £600 in unpaid invoices from Contributors for the March edition, quite possibly due to lockdown – **Action:** The PC agreed that reminders should now be sent out. This could be via a reminder letter from Mr and Mrs Smith or the Clerk, but it was agreed that Mr and Mrs Smith could decide this. The Clerk will send out subsequent reminder letters if required. Clerk to discuss this with Mr and Mrs Smith.
- **Future publications:** With the current restrictions in place, the December issue is no longer feasible, as originally anticipated. The Clerk had enquired with the EALC what the requirements were. As there is no statutory duty to produce a Parish Magazine, then it didn’t seem necessary to source alternative editors to replace Mr and Mrs Smith after they retired. The Clerk had advised that it was usually good practise to produce a news letter to coincide with the Annual Assembly in May and was aware that other Councils did this. Again, there was no statutory duty to fulfil.

Mr and Mrs Smith did however offer to produce an Annual PC Year book to coincide with the May meeting. This could include advertising contributions to help cover the costs and would be made up of all relevant useful PC contact information as well as the various Parish user groups and organisations details. It would also contain the report of the PC Chairman and would cover an overview of the aims and activities of the PC. The Year Bok could also

contain a list of advertisers trades and contact details which residents could keep and use as a local service directory.

It was proposed by Cllr McCarthy and unanimously agreed by all Members that this was an excellent idea and resolved the immediate issues. The Clerk would relay this to Mr and Mrs Smith and would thank them for their continued support. Discussions would take place nearer the time as to its production. It was also suggested that the reminder letter to debtors could include the offer of being included in the Year Book. Advertising Payments would however be required in advance, past and present.

PLANNING COMMITTEE

1331

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 considered 9 applications in the parish:

- 20/00960/HHA– Maple Royal, Poplar Close – side and rear extensions (*no objection*)
- 20/00966/HHA – Fayre Mead, Outings Lane – various extensions (*no objection*)
- 20/01044/HHA – 7 Honey Close, Hook End – front extension (*no objection*)
- 20/00757/HHA – Bluebells, Second Avenue – rear extension (*objection*)
- 20/00958/TPO – Waterbridge House, The Green – TPO (*no objection*)
- 20/01255/FUL – Fantails, Hook End Road – retrospective barn (*no objection by majority vote*)
- 20/01237/HHA – Darien, Tipps Cross Lane – outbuilding (*no objection, but with 2 conditions*)
- 20/01258/TPO – Wychwood, Wyatts Green Lane – TPO (*no objection*)
- 20/01215/HHA – Holly Lodge, Tipps Cross Lane – rear extension (*no objection*)

Results of planning decisions in the parish by BBC since the last PC meeting in July are as follows:

- 20/00398/FUL – Quince Hall Farm, Chelmsford Road, Blackmore – 4 new bungalows (*approved*)
No objection by the parish.
- 20/00818/FUL – Cherith, Chelmsford Road, Blackmore – Variation of conditions (*approved*) No objection by the parish
- 20/00757/HHA – Bluebells, Second Avenue – front & rear extensions (*refused*).
- 20/00958/TPO – Waterbridge House. TPO. (*approved*) No objection by the parish
- 20/00814/FUL - Hi Ho Garage – Wyatts Green Road – Extension to workshop (*approved*) No objection by the parish.
- 20/00769/HHA - Leeway, Hook End Lane – Outbuilding in rear garden (*approved*) No objection by the parish
- 20/00576/FUL – Chitral, Swallows Cross – Redevelop site and construct 19 dwellings (*withdrawn*)
- 20/00960/HHA – Maple Royal, Poplar Close - Side & rear extensions (*approved*)
- 20/01044/HHA – 7 Honey Close, Hook End - Front extension (*approved*)

Received notification of 3 appeals:

- One is for refusal for planning consent which has been made on behalf of Mr Brown for the property named Kelby on The Green at Blackmore. The outcome of that is still pending (no. 19/01438/FUL)
- The 2nd one relates to the successful appeal in respect of Langdon House, Church Lane for the construction of front wall and gates. As this was an appeal against an Enforcement Notice issued by BBC, the PC was not made aware of it until receipt of the appeal result.
- The 3rd one relates to an appeal which was dismissed for the growing of medical hemp at land off Wyatts Green Road. The Inspector's decision was based on "inappropriate development in the Green Belt and the effect of the development on flood risk." The PC planning committee objected to the application on 29th October 2019 (no. 19/01339/FUL) and BBC refused it on 22nd November 2019

Following 2 refusals for permission to build a bungalow on land east of Elm Farm, Chelmsford Road, Blackmore (20/00442/FUL) an Injunction Notice has been put on the site to prevent any unauthorised development, particularly the parking of static caravans. The site was put up for auction for a 2nd time on 15th September. Cllr Lockhart phoned the auction house afterwards and was told that it didn't reach the reserve price of £125,000, but it was sold to an "undisclosed buyer".

Meeting guidance:

As NALC advises against face-to-face meetings at present, it was unanimously agreed that all meetings will be held via Zoom for the time being. It was agreed that Cllr Lockhart would continue to send out details (to planning committee members) by email of the applications as and when received from BBC. A brief zoom meeting will then be held amongst the members to discuss each application before a report was submitted. It was agreed that zoom meetings would be held on Tuesdays at 10am and the frequency of the meetings would depend on receipt of the applications from BBC

Re: Langdon House – Church Street, Blackmore - Cllr Keeble advised that a 6 foot fence had been erected by the owner. He had also removed trees along the boundary at the rear of his garden. This was assumed to have been agreed with Mrs Topham, the land owner and tree owner.

LDP Public Examination representation

Pending further updates from BBC, it was mentioned that this might happen in December 2020/January 2021.

PARKS & OPEN SPACES

The Next POS Committee meeting was scheduled for Monday 21st September 2020 at 10.00am via Zoom. In the meantime the following items of business were discussed:

- 1332** **Footbridge – Walter Hobbs field/Service Lane**
Deckanon to install two new safety handrails and surface safety strips to the decking planks.
Deckanon to also quote to replace the three old steps on the bank.
- 1333** **Cockleshell foot path, Millennium Park** (360 metre foot path - £2,300 plus VAT)
The Clerk had placed the order with IPave. However, after continually chasing and Cllr Keebles help, IPave did not fulfil the order. Cllr Keeble thought that the cockleshell season had since finished and it was agreed that an alternative supplier may need to be sourced next year.

- 1334 **Trees on the Green – planting**
Cllr T Bennett had drafted and circulated a comprehensive report after site visits made by members of the POS Committee. Items on the report were discussed. It was proposed by Cllr Watley and unanimously agreed that the Clerk would organise a site meeting with John Sharpe of Town and Country Landscapes to obtain quotes. Maintenance of the trees will need to be quoted for on an ongoing basis. **Action:** Clerk to organise a site visit with John Sharpe. Bulb planting around tree and furniture bases on the Green also to be considered. Quotes to be obtained.
- 1335 **Roundabout on Walter Hobbs play area – seized up**
This work had been completed by Playquip Leisure for £480 and the invoice received for payment online.
- 1336 **Ted Marriage - ECC's CIF fund (2020/21) & Locality Fund applications**
Clerk had submitted the CIF application for the **zip wire at Ted Marriage** – pending ECC's decision in Autumn 2020.
Two new seats - It was noted that the concrete bases had been installed and the two new seats installed today. The Clerk will supply invoices to ECC for reimbursement of the £1250 awarded under the Locality Fund.

Action: Clerk asked to organise site meetings to obtain quotations to trim the perimeter hedging and trees along the field side.
- 1337 **Christmas lights**
Action: It was agreed that the Clerk will organise a site meeting with Cllr Watley and Andy Elmes (Electrician) to discuss and test the existing lights. The Clerk has spare boxes of lights in her office if required. Dates to be set by the POS Committee for the switching on/off service.
- 1338 **Remembrance Sunday Service 8th November 2020**
The Clerk advised there was still no Govt. guidance relating to Remembrance Services. She would inform the PC as soon as this is received. Cllr Keeble had ordered the wreaths from the Royal British Legion in the usual way as these would still be laid, even in the absence of an official service. Cllr Watley and Keeble will enquire with St Laurence Church if they had any guidance on whether they were permitted to cover and oversee the Services.
- 1339 **New flagpole**
Quote recently received for £874 Plus VAT. It was proposed by Cllr Watley and unanimously agreed that this expenditure be approved. The POS Committee would deal with the arrangements and formalities.
- 1340 **New Roller shutters – Blackmore Village Hall**
Cllr Keeble had obtained quotations for two replacement doors at Blackmore Village Hall complex. It was proposed and approved that for the time being the following door would be replaced:
The cricket store room door at a cost of £1540.00 plus VAT with Contact Roller Shutters. It was agreed that Blackmore Village Hall would pay 50% of the cost.
It was further agreed that the quotation for the drama storage door of £1440.00 plus VAT would be considered at next year's annual budget as this was not deemed as urgent at the moment.
- 1341 **Millennium Park hedges & Village Hall complex – trimming**

Cllr Keeble had received quotations from MD Landscapes to trim the following hedges. It was proposed by Cllr Keeble and unanimously approved as follows:

- Millennium Park side of hedge (top and face) - £150 – PC to pay for
- Sports centre (side and face) - £80 – Village Hall to pay for
- Laurels (remove dead trees and take out willows) - £200 - Village hall to pay for
- Cut hedge around main field, includes ground growth - £300 – PC to pay for

Total expenditure for the PC - £450.00 approved

1342 Parish Autumn Litter Pick – 17th October 2020

Deferred to the POS Committee agenda. This will be based on the Govt. guidance issued.

1343 CLERK’S REPORT (Governance)

- Nothing new to report

1344 DATE OF NEXT MEETING

POS – 21st September 2020 at 10.00am via Zoom.

PC Meeting – 15th October at 10.00am via Zoom (changed from 11.00am)

INFORMATION EXCHANGE/NEXT AGENDA ITEMS

1345 Nothing new to report.

CLOSE OF MEETING

There being no further items of business, the meeting closed at 12.20 pm.

Signed..... Dated