

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

Held on Thursday, 20<sup>th</sup> September 2012 in the Committee Room of Tipps Cross Remembrance Hall.  
Commenced at 7.30pm.

Members present: Cllr Keeble (Acting Chairman), Cllr McCarthy, Cllr Dean, Cllr Town, Cllr Henwood, Cllr Spiers and County Cllr Ann Naylor. Also Mrs R Nelson (Treasurer) and S Barnes (Parish Clerk).

Apologies for absence were received from: Cllr Watley, Cllr Frost, Cllr Bennett, Cllr Brown  
Also present: Terry Smith, Herald Magazine.

## **AMENDMENTS**

The July minutes were signed by Cllr Keeble as a correct record with the following amendments – item 2056/ was reported by Cllr Frost.

Item 2061/ last paragraph / The incident reported by MD Landscapes occurred at Ted Marriage playing field.

It was agreed that these minutes can be up-loaded onto the website.

## **DECLARATION OF INTEREST**

Nil.

## **OPEN FORUM**

Several parishioners from Blackmore attended the meeting in relation to the development and submitted plans for The Bull Public House, Church Street, Blackmore. They expressed their concerns over the future plans and development of this listed building and the works that had been carried out so far. They also raised their objections to the planning proposal to develop a small residential plot of 3 dwellings in the grounds of the public house and raised concerns over access to such. Cllr Keeble had also invited the Chairman of the Planning Committee at Brentwood Borough Council (BBC), Roger McCheyne, to listen in on proceedings. The ex husband of the owner, Sheila and their architect Lucy Carpenter attended the meeting on behalf of the owner (Sheila) to outline the proposals and listen to what the residents had to say. Lucy said that they had taken into account the tree preservation order on the property and had submitted preliminary plans which were sensitive to the character of both the listed property and the surrounding area for feedback and comments at this stage. She also advised that they intended to keep the building as a working pub but to remove some of the more ‘useless’ and modern additions and the asbestos building that exists on the plot with the possibility of adding three small cottages within the grounds to assist with the funding of the development of the listed building itself, i.e. the public house. These proposals were not well received by the Parishioners and the owner of the Antiques shop in Blackmore village was in receipt of a petition against this development proposal with 244 signatures. Both the Parish Council and residents reiterated that this was in a conservation area and urged that they would not support over-development of this site and wished for it to remain an integral part of the village as a listed building and working public house and/or restaurant.

The Parishioners then left and the next speaker was invited to speak. Mr Lunnon of Stondon Massey then raised his objections to the Parish Council’s decision to erect posts on the main green at Blackmore over the ponds. He felt this was a waste of money and restricted certain vehicular access through the village when the real issue with flooding was due to the drains over filling and flooding every time there was heavy rain and asked why Essex County Council could not attend to this problem. He had discussed this and met with an Essex County Council inspector who had confirmed with him that they would resolve the poor drainage system to resolve the flooding. The Parish Council advised Mr Lunnon

that they had in fact only decided to install posts on the Green due to the lack of action by ECC in resolving the drainage problem after being contacted several times in the past. Posts would stop cars driving on the grass every time the drains flooded. It was agreed that both Mr Lunnon and Cllr Keeble would continue to follow this through and both hoped for a speedy resolution. The PC then resolved to hold off installing the posts until further notice whilst this was being investigated with Mr Seale of ECC.

The meeting then resumed after Mr Lunnon had left the meeting with a short presentation by Stuart Pettit, Area Sales Manager from Kompan Ltd who the Clerk had met with recently to discuss the refurbishment of the play equipment at Walter Hobbs play area, Blackmore. Kompan had been responsible for the newly refurbished play area equipment at Mountnessing and was actively involved with the grant funding process. He outlined this process and the services and products his company could offer as discussed previously with the Clerk.

The Clerk and Cllrs Watley and Keeble had also met with another supplier, Playquip Leisure and was awaiting a quotation for the plan layout and suggestions discussed during that meeting.

The Parish Council thanked him for his input and agreed it would be in contact as soon as it was in the position to move forward with this project so prices and services could be compared in more detail.

### **ADOPTION OF REVISED CODES OF CONDUCT AND DECLARATION OF PECUNIARY INTERESTS**

The Clerk had distributed to all Council members in advance of the meeting a copy of the BBC proposed revised codes of conduct and members declaration of pecuniary interest's forms. The Clerk and Cllr Watley had attended a meeting on behalf of the PC on 20<sup>th</sup> July 2012 with members of the BBPCA and Steve Boyle, Head of legal at BBC to discuss this in more details and had provided copies of those minutes also. It was recommended that the PC adopt the above issued and adopted by BBC and asked if a decision could be reached by the end of September 2012.

All points were considered by the Council and it was proposed by Cllr Keeble, seconded by Cllr Henwood and agreed that the PC would adopt the proposals in full with nil amendments. The Clerk is to receive completed forms from all Councillors' before the end of September deadline in order she could submit them to BBC.

### **CORRESPONDENCE**

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

- 2066** Letter from the Audit Commission regarding the end of year accounts for period up to 31<sup>st</sup> March 2012 which the Clerk passed on to Mrs Nelson.
- 2067** A letter from BBC in response to Cllr Bennett's letter regarding the PC's funding for 2012/13 which the Clerk read out. This outlined that a grant allowance had been provided towards the grass cutting of Parish Sports fields and general recreation areas which the PC is responsible for but not for verge cutting which is the responsibility of BBC. The grant towards litter and dog bins was kept at the existing rate as the amount claimed for 2013/17 represented an increase of 17% and it was suggested by BBC that in the claim for 2013/14 the PC included the total cost for this current financial year for BBC's consideration. No allowance for PC administration was granted for any PC. BBC reiterated its lack of funding available due to the general cuts being made all round and the limited sums available meant that these sums had to be shared out in the best possible way. The Clerk provided Cllr Bennett with a copy of this letter in advance of the meeting he is attending on behalf of the Parish Council this evening, the BBC's Parish Council liaison meeting.

- 2068** The Clerk confirmed it had completed the entry form for it's participation in this winter's salt bag scheme and details submitted were the same as the previous year.
- 2069** The Clerk advised she had chased BBC for the provision of the new BBC Councillor had books which she advised would be due out soon and had requested 15 copies.
- 2070** Bus Passenger News – will be held on file.
- 2071** The Clerk had received three estimates from Gavin Mann as follows, which Cllr Keeble read out.  
 Replace guttering to three sides of equipment shed with 4" black plastic guttering and remove all debris from site. Materials £160.00, Labour £300.00 (total £460.00).  
 Cover existing fascia and soffit board with white UPVC fascia and soffit. Replace guttering to three sides of equipment shed with 4" black plastic guttering. Removal of debris from site. Materials £660.00, Labour £600.00, (total £1260.00).  
 Removal of existing timber fascia and soffit board. Fit new softwood fascia and plywood soffit. Cover with white UPVC fascia and soffit. Replacement guttering to three sides of equipment shed with 4" black plastic guttering. Remove all debris from site. Materials £960.00, Labour £900.00, (total £1860.00). It was decided that Cllr Keeble will request a further third quote and this item will be deferred to the October meeting for a decision.

## **BOROUGH & COUNTY COUNCILLOR REPORTS**

- 2072** Cllr Ann Naylor spoke on a recent meeting which she attended highlighting reforms to the GP services and local hospitals and community hospitals. Should anyone require any further information in relation to this she can be contacted.

Cllr Keeble advised that he had attended a recent environment committee meeting at BBC and the new ruling passed was that dog waste bags could now be put into general waste bins and not just deposited in dog litter bins as before.

## **REPORTS OF COMMITTEES**

### **POLICY & RESOURCES COMMITTEE**

#### **2073 FINANCE**

The following cheques were approved for payment and signed:

<b>£</b>	<b>Addressee</b>	<b>Description</b>
-	S Barnes	June salary
-	HM Rev & Customs	Clerk's Tax / NI
-	Essex Pension fund	clerk's pension
-	R Nelson	June payment
75.00	Petty cash	
150.37	A to Z Supplies	goods supplied – to be reimbursed by Tipps Cross for £115.61
109.98	P J Chatten-Berry	inv.2011178 – IT services (office)
21.61	J Oddy & Sons	inv.116208 goods supplied to K Stanbridge
40.00	Alan's DIY	goods supplied to K S
948.53	MD Landscapes	Inv.1986 grass cutting
350.00	T E Smith	Herald Mag.
1555.87	K Stanbridge	inv. 0019, Parish maintenance

**Receipts:**

Clerk advised of BACS remittance- refund of VAT from HMC & Revenue for £4195.07

**Payments:**

Nil

**2074 FINANCIAL POWERS**

The Clerk had distributed to all Cllrs the minutes of the Policy and Resources meeting on 16<sup>th</sup> August 2012.

Mrs Nelson had distributed the August figures to all Councillors. Overall, each area is currently running in line with the budget. The work on the cockleshell footpath at the Millennium Park was carried out which looks expensive against budget at present. The contracted grass cutting however is running slightly below budget but the casual grass cutting is running slightly over. The PC is awaiting the next batch of grant and precept from BBC in the next month to help boost the bank balance which is currently low.

Mrs Nelson read out the response from BBC offering a £50 reduction on their service invoice for dog waste collection. The PC felt this was unreasonable and not enough considering the reported missed services and missing time sheets from the contractor and suggested Mrs Nelson write to them requesting consideration be given to a discount of £300.

The external auditors report had been received with no problems or queries.

**2075 COMMUNITY POLICE MEETING**

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

**2076 COMMUNITY BUS**

Nothing new to report – the Clerk said all was running Okay at present.

**2077 BLACKMORE CENTRE FOR YOUNG PEOPLE**

Cllr Keeble reported that the Friday Club had to be cancelled at present as there is not enough help or support offered in running it by the parents of the users. The AGM is on 1<sup>st</sup> October 2012.

**2078 BLACKMORE SPORTS ARENA – (formerly MUGA)**

Cllr Keeble reported that all was running sufficiently at present with the exception of the two lamps which had to be replaced at a rather costly expense of £1300.00.

**2079 MOBILE LIBRARY**

No changes to the Parish dates and times reported.

**2080 BRENTWOOD BOROUGH PARISH COUNCIL ASSOCIATION**

Cllr Bennett had attended the recent meeting in September on behalf of the PC and in his absence at the meeting the PC anticipated his update at the October PC meeting.

**2081 ROADWAY RENTS (2012)**

Nothing new to report at present.

## **BLACKMORE MILLENNIUM PARK**

### **2082 PROGRESS REPORT**

Cllr Keeble reported that the quiz fundraiser for this year's fireworks display was not very successful, giving a profit of approximately £260.00. It will be considered in 2013 whether or not to hold the quiz in future and whether to rely on the funds taken on the night of the display itself. The fireworks night is to be held on Saturday 3<sup>rd</sup> November and Cllr Keeble asked for any volunteers to help on the gates from 6.15pm instead of the usual 6.30pm to allow more time for organising the volunteers and to attend to spectators arriving early.

### **PLANNING COMMITTEE**

### **2083 PLANS**

The Planning Committee had met on 23<sup>rd</sup> July, 30<sup>th</sup> August and 10<sup>th</sup> September 2012 and the following plans discussed. Copies of the minutes had been circulated prior to the meeting.

23<sup>rd</sup> July – 12/00708/FUL and 12/00534/FUL – No objections.

30<sup>th</sup> August – 12/00815/LBC – No objections providing same tiles used as stated.

12/00779/FUL – Concerns over height of proposed dwelling and drawings shown not to scale.

12/00713/FUL – Objections raised – green belt land. Size of dwelling questioned.

10<sup>th</sup> September – 12/00765/FUL – No objections.

Cllr Town had received one set of planning application documents which she wished to discuss with members of the committee after the meeting.

### **2084 OUTSTANDING ENFORCEMENT ISSUES**

**Bluebell Farm - Spriggs Lane, Blackmore (mobile home)** - The Clerk had chased Christopher Stathers, BBC planning department. He advised in his letter dated 22<sup>nd</sup> 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 19<sup>th</sup> 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. – **Awaiting update.**

**Plot 3, Oak Tree farm, Chelmsford Road, Blackmore, CM4 0PZ** – Cllr Keeble advised that the current appeal is pending an outcome in November and he will monitor 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 – **pending update/decision.**

**Kiln Farm, Mountnessing Rd, Blackmore** – **No updates for some time.**

**Action required:** Still required: Committee to monitor Oak Fold and further updates and planning applications received from BBC as it appears other applications are being processed

without the PC first seeing them. The PC was also concerned because it appeared that previous enforcements with outstanding action had simply been struck off BBC's lists. Planning committee presently looking into these matters.

## **ENVIRONMENT COMMITTEE**

A Meeting of the Environment Committee had taken place on 10<sup>th</sup> September 2012 and all was in accordance with those minutes distributed by the Clerk previously.

### **2085 Drain clearance and road sweeping**

All done recently. Cllr Keeble will monitor situation regarding Mr Lunnon's information and ECC undertaking the work of the gullies and drainage.

### **2086 Village speed**

Rissa Long, ECC looking into VAS sign regulations.

### **2087 Allotments**

Still looking for suitable site

### **2088 Ponds & posts by pond**

Post positioning deferred until a response is received from ECC.

### **2089 Gunnells Corner – pavement (wheelchair access)**

Ann Naylor trying to get this work done on behalf of the PC as it has been on the agenda for four years.

### **2090 Hedges – Various dangerous junctions**

Clerk received a complaint from a Parishioner concerning the overgrown hedging at the junction of Tipps Cross/ Blackmore Road with the Ongar Road at the Stondon Massey junction. Sight lines are impaired and potentially dangerous. The Clerk reported this to BBC along with various other junctions such as, Dines Corner, Outings Lane crossroads, Swallows cross roads and she has been promised the work will be undertaken in the next week or so. Clerk monitoring.

### **2091 Dead willow on the village pond**

John Sharp (Town & Country) will cut the willow to seat height now the children have gone back to school.

### **2092 Grass cutting**

End of season - monitoring

### **2093 Notice Boards**

Cllr Town commented that she did not like the 'metallic' appearance of the notice boards quoted for in the Glasdon UK brochure and was not in keeping with the conservation area of Blackmore. These are considerably cheaper than the plastic/powder coated coloured aluminium notice boards which cost approximately £1200 each as opposed to the £600 - £700 quoted by Glasdon. The Clerk was asked to source other notice boards and supply brochures at the next Environment meeting. Cllr Town said she would like to see a sample of the notice board as quoted and the Clerk will try and organise this.

### **2094 Bicycle Rack – Blackmore**

As requested the Clerk had provided a brochure and competitive quotation for the Glasdon UK cycle bollard – colour black – cost £144 plus VAT. Committee instructed Clerk to purchase this

one as a trial before a decision of buying any more for the parish would be made. Action – Clerk to order.

**2095 Parking on grass verges - Blackmore**

As advised by the Clerk the PC could apply for a section 6 of the Essex Act prohibiting parking on grass verges. Committee questioned who would enforce this. Clerk asked to write to Hillside Cottages to ask them to stop parking on grass verge.

**AOB:**

Christmas lights – John Sharpe has a contact that will help as regards to buying new lights.

Cllr Keeble requested to speak with BBC regarding the removal of the temporary road resurfacing signs at various locations around the Parish since this work has been completed.

DATE OF NEXT MEETING: Monday 8<sup>th</sup> October 2012 – 7.30pm – Crosse House, Blackmore.

**HERALD MAGAZINE**

**2096 NEXT EDITION**

Deadline for the next Edition is the last Friday in October (26<sup>th</sup>). Terry Smith advised that he had received a few enquiries from advertisers about paying their fees by BACS. Mrs Nelson will look into this. The last edition had seen the drop off of 2 or 3 adverts but there is still a waiting list to overcome this problem should it be necessary. All going well.

**RECREATION COMMITTEE**

**2097** A Meeting of the Recreation Committee had been held on 11<sup>th</sup> September 2012 at 7.00pm. The meeting held brief discussions regarding the play equipment as reported by BBC as more urgent as the meeting was not quite quorate with the few members present. All was in accordance with the committee meeting notes distributed prior to the Parish Council meeting with nothing new to report with the following exceptions.

**Play areas – all locations**

Cllr Watley, Keeble and the Parish Clerk had met with Playquip Leisure and Kompan Ltd to discuss and review the play areas and equipment with the view to receiving quotes. The Clerk took Playquip Leisure along to the Ted Marriage play area to inspect the equipment in order to provide quotes to repair/refurbish the existing equipment.

**Walter Hobbs Recreation Field**

The play area will be reviewed as part of the above-mentioned project.  
Clerk to ask Kevin Stanbridge to straighten the crooked goal in front of the 5 bar gate.  
BBC has called for urgent attention to worn and damaged swings within the hexagon enclosure.

**Ted Marriage Recreation Field**

Replacement of the swing chains has been marked as urgent by BBC and the cabin slide woodwork has recently become unstable.  
The climbing frames at Ted Marriage and Mill Lane are in an identical, potentially hazardous state.

The Clerk is awaiting quotes from Playquip Leisure to repair and refurbish the tired and potentially hazardous equipment and will chase quotes with urgency. Clerk to report at either next committee meeting or Parish Council meeting as soon as quotes received.

### **Mill Lane Play Area**

Swing seat / holes – New baby swings are to be sourced and installed as soon as possible. The Clerk to liaise with Kevin Stanbridge.

**Action – all play areas** – Clerk to instruct Kevin Stanbridge to undertake the works or investigate as specified.

**Next meeting scheduled:** Tuesday 10th October 2012, 7.00pm - Tipps Cross Remembrance Hall

### **CLERK'S REPORT**

**2098 Parish Council website** - The Clerk had obtained information regarding the Parish Council's website URL and possible domain name purchase after receiving several enquiries and queries from Parishioners trying to find the PC's website online with great difficulty. It was felt that the current URL <http://http://www.essexinfo.net/blackmore-hook-end-and-wyatts-green-parish-council/>

was too long and somewhat confusing to write down and type by anyone wishing to locate the PC and after carrying out various searches utilising 'Google' this provided further problems as the old and obsolete PC website came out at the top of the page, above the current website option and the two could easily be confused. The Clerk read out options in remedying this problem, one of which was to purchase a simple and exclusive parish council domain name. This item was deferred until the October PC meeting and the Clerk will supply the quotes to full council for a decision. Cllr McCarthy had also been speaking with the person responsible for creating the Blackmore village website and asked if it could be hyper-linked with the Parish Council website for people wishing to view Council updates or make enquiries.

**Parish Councillor vacancies** – The Clerk reminded Council that there was still three vacancies for the Hook End and Wyatts Green area with nil new applicants.

#### **2099 COMMITTEE MEETINGS**

Environment	8.10.12	7.30 p.m.	Crosse House, Blackmore
Planning		TBC	
Recreation	10.10.12	7.00 pm	Tipps X R Hall
<b>Parish Council</b>	<b>18.10.12</b>	<b>7.30pm</b>	<b>Tipps X R Hall</b>

**2100 Purchase of PA system** – In hand with Cllr Keeble

**ANY OTHER BUSINESS – (for discussion only)-** Nil.

**There being no further business, the Meeting closed at 9.45 p.m**