

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

Held on Thursday, 19th September 2013 in the Main Hall of Tipps Cross Remembrance Hall.
Commenced at 9.05pm, after the preceding Brentwood Borough Council LDP presentation at 7.30pm.

Members present: Cllr Watley (Chairman), Cllr Bennett, Cllr McCarthy, Cllr Spiers, Cllr Mason, Cllr Town, Cllr Frost. Also present, Susan Barnes (Parish Clerk) and Rosemarie Nelson (Treasurer).

Apologies for absence were received from: Cllr Keeble (Vice Chairman), Cllr Henwood (who left after the presentation as she felt unwell), Cllr Dean, Cllr Hall.

Also present: County Cllr Ann Naylor and Terry Smith, Herald Magazine

AMENDMENTS

The updated draft July minutes were signed by Cllr Watley as a correct record with nil amendments:

DECLARATION OF INTEREST

Nil.

OPEN FORUM

Nil attendees after the LDP presentation by BBC.

CORRESPONDENCE

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

- 2499** The Clerk had received a letter from ECC regarding the land at the rear of No.6 Granary Meadow, Wyatts Green. The resident had evidenced that there was frequent flooding issues to the front driveway of his property which he believed to be due to surface water drainage in the cul de sac. The resident advised that ECC had enlarged the two road gullies which had helped but heavy rain still causes flooding to his garage and utility room. He stated that the workmen who attended to the gullies informed him that the problem was compounded by the silted up ditch in the field behind his property and they intended to unblock it. However, the Clerk had received a letter from ECC claiming that the ditch was the responsibility of the Parish Council and requested that the PC excavate the ditch to a depth of at least 150mm below the level of the outfall pipes to try to prevent silting up of the pipe in the future. The PC questioned the ownership of the ditch as was not aware it owned any ditches or was responsible for such works. Cllr Mason would visit the site and investigate further and report back to the Clerk his findings.
- 2500** The Clerk had received the BBC 2013-14 handbooks which she passed to all Cllrs present.
- 2501** The Clerk had received a flyer from 'The Oil Club, UK' advising that they run a syndicate for people who need to purchase oil for their homes in order to receive better pricing. The Clerk will advertise the posters on the notice boards. Copy to go to Terry Smith.
- 2502** Cllr Watley had received the letter from the residents at NO.6 Granary Meadow in relation to the flooding as mentioned above (item 2499), which he passed to the Clerk. This item was dealt with under 2499.

- 2503** The Clerk had received two invitations from CPRE. The AGM on Saturday 5 October 2013 is free and the invitation for Thursday 28 November 2013, 6.30pm to meet and attend the lecture which will be given by Sir Andrew Motion is £15.00 per ticket. If interested, please contact the Clerk for further information.
- 2504** The Clerk read out the details of the Public Consultation notice received relating to ‘Shen Place Almshouses’.
- 2505** The Clerk read out the details of the ECC consultation regarding ‘part night street lighting’. It advised that on 1st February 2014 all valid street lights within the Brentwood Borough under the suggested scheme criteria would be subject to being switched off during the hours of midnight and 5am. The Clerk will hold on file the criteria details should anyone require further information.
- 2506** The Clerk advised that the next Parish Transport Liaison meeting is on Tuesday 1st October 2013 at 10.30am in Meeting Room 2, BBC Offices, Town Hall should anyone wish to attend on behalf of the PC. The Clerk had also received a letter from ECC regarding ‘Review of the County Councils Local Bus Strategy’ – the Consultation will run for 12 weeks which commenced 16th September 2013.
- 2507** The Clerk also received part two of the above bus consultation relating to ‘Home to School Transport’ from ECC. Due to current and unprecedented financial constraints, ECC and many local authorities are having to review the discretionary elements of its policy, i.e.: areas where it exceeds it’s required provision by statute, as with home to school transport. The public consultation will run from 16th September 2013 and up to the last school day before half term, Friday 25th October 2013. Any changes will be implemented from September 2014 or September 2015 and will not affect students currently receiving transport. Cllr Naylor advised that the consultation will consider changing the reference to catchment area within the assessment of the entitlement to home to school transport policy and removing the use of joint catchment areas and instead only provide transport to the nearest school to the home address where statutory walking distances are met.
- 2508** The Clerk had received a copy of a report relating to Essex Highway Maintenance Priorities which includes pot hole repairs which is a problem in the rural areas. Work will be prioritised and colour coded as follows: with orange paint if the repair is required to be completed within 28 days and marked with purple paint if there is no timescale within which the repair is to be completed. The Clerk, Cllr Keeble and County Cllr Naylor continue to report and chase ECC for the roadside and kerbside defects such as loose kerb stones and pot holes within the Parish.

BOROUGH & COUNTY COUNCILLOR REPORTS

- 2509** County Cllr Ann Naylor reported that currently fibre optic cables were being installed for superfast broadband but not within the Parish at present.

REPORTS OF COMMITTEES

POLICY & RESOURCES COMMITTEE

2510 FINANCE

The following cheques were approved for payment and signed:

£	Addressee	Description
-	S Barnes	Sept Salary

-	HM Revenue & Customs	Sept NI/Tax
-	Essex Pension Fund	Sept
-	R Nelson	Sept - Book keeping
63.00	SLCC	Charles Arnold Baker Book
1081.25	K Stanbridge	Maintenance - invoice 0013
878.39	M D L	Grass cutting – invoice 2373
75.00	Petty Cash	Sept
350.00	T Smith	Invoice 16.9.13 – Herald magazine
111.48	T Smith	Expenses reimbursed – printer cartridge and postage (receipts supplied)
90.00	Atlantis Drain & Jetting Svcs.	Inv. 17298 – ref: Blackmore pond investigations

ADDITIONAL CHEQUE REQUEST

Plus 5 x blank Cheques to be signed in advance (**Requiring 2 signatures only**)

Receipts:

Nothing to report

Payments:

Nothing to report

2511 FINANCIAL POWERS

Mrs Nelson (Treasurer) reported that all was in accordance with the finance reports as distributed prior to the meeting. She commented that the general grass cutting was currently below budget but the casual grass cutting was above budget but this was helped by the fact that the handyman costs were currently below budget. Mrs Nelson confirmed that the invoice for the notice boards in the region of £3,800 had gone through this month. Mrs Nelson would include a footnote at the bottom of the accounts report to show this money had been allocated from reserves earmarked for this project.

Mrs Nelson handed the signed and updated balance sheet for the audited accounts which she presented at the last Parish Council meeting.

Mrs Nelson went on to report her findings on a Parish Council debit or credit card which she had been investigating. She had spoken with Roger Blake, Clerk for Doddinghurst Parish Council who advised that they had a separate single signatory bank account which they raised a credit card against, in the name of the Parish Clerk who would be using it. She had also discussed this option with the PC's auditors who confirmed this seemed like the best way around the situation and suggested a debit card should be taken out with a set limit as opposed to a credit card. The second option of having a pre-payment credit card instead was also being investigated by Mrs Nelson. She advised that the Post Office do not issue pre-paid credit cards unless being used for travelling abroad so this was not an option but confirmed that a general pre-payment credit card could be topped up at the Post Office should the PC wish to go down this route. She will advise her further findings at the next PC meeting in October after speaking with Barclays Bank as the PC favoured the single signatory bank account option in view of the fact the auditors also approve of this method which other Parish Councils have adopted.

2512 COMMUNITY POLICE MEETING

Nothing new to report.

2513 COMMUNITY BUS

The Clerk had received a copy of a quotation from Cllr Keeble for repairs to the bus lock up roof. The quotation was £850. The Council asked if Cllr Keeble could obtain a further quote based on the cost of the job as it only has £500 set aside in reserves for this.

2514 BLACKMORE CENTRE FOR YOUNG PEOPLE

Nothing new to report

2515 BLACKMORE SPORTS ARENA – (formerly MUGA)

The Clerk confirmed she had invoiced the Blackmore Village Hall for the 6 months service charge for the sports arena as requested at the last PC meeting – pending payment.

2516 MOBILE LIBRARY

The Clerk reported the mobile library had been at Tipps Cross Remembrance Hall today.

2517 BRENTWOOD BOROUGH PARISH COUNCIL ASSOCIATION

The Clerk confirmed the BBPCA had forwarded the letter of complaint regarding the ‘partnership’ between BBC and the Parish Councils. It outlined examples evidencing the lack of consideration being given to the Parish Councils by BBC. This had been presented via Roger Blake and the EALC to Eric Pickles and was pending a response.

2518 ROADWAY RENTS (2013)

All payments received for 2013.

BLACKMORE MILLENNIUM PARK

2519 PROGRESS REPORT

Cllr Frost advised she had been speaking with a neighbouring resident regarding the possibility of him overseeing and organising the Parish Fireworks night in view of the fact Cllr Keeble wishes to step down from the post which he has done for the past 9 years. The Clerk will look at the legal implications and procedures in relation to this. Mrs Nelson will provide Cllr Frost with a check list of procedures and duties to be undertaken in order she can discuss this with them in more detail. The Clerk reminded the Council that the Blackmore village Hall had been provisionally booked for the evening and the purchase of fireworks, glow sticks and safety barriers etc is on hold until further notice but a decision would be required very soon if it was to go ahead.

PLANNING COMMITTEE

2520 PLANS

The following planning sub committee meetings had taken place and plans discussed accordingly:

2 September 2013 – Application No. 13/00822/TPO – Comment: No objections providing Andy Laing, BBC has approved.

Application No. 13/00809/FUL – Comment: No objections providing the alterations conform to the ECC Heritage department specifications.

Application No. 13/00781/FUL – Comment: No objections providing there is no encroachment on green belt land.

Application No. 13/00647/FUL – Comment: No objections.

Application No. 13/00809/FUL – Comment: Objections raised – Having re-looked at this proposal the PC has revised its thoughts and feels it is an over-development of the property. It is also querying the new vehicular access which it could not see details of. There appeared to be no front elevation to view.

7 September 2013 - Application No. 13/00878/FUL – Comment: No objections.

Application No. 13/00857/FUL – Comment: No objections generally. However, concerned at the over-bearing nature of the building with its neighbour ‘Hill View’ in Tipps Cross Lane. An amendment to soften this might be appropriate.

Application No. 13/00791/FUL – Comment: No objections providing no green belt laws are infringed.

Cllr Watley read out an update in relation to ‘The Bull public House’ – Essex Heritage Department are liaising with the owners and BBC, giving recommendations to the planning application made. The PC planning committee had no objections as long as the plans were compliant with the Heritage Departments recommendations and in keeping with the original building and its purpose.

2521 OUTSTANDING ENFORCEMENT ISSUES – The Clerk reported that an update had been received in relation to ‘Elm View’, Blackmore Road – ECC advised that they had held a meeting with the house owner in question and informed him he would have to re-instate the frontage to what it was without enforcement or they will be forced to take legal action. This will be followed up with ECC again when the resident returns from his holiday in the next couple of weeks.

Bluebell Farm - Spriggs Lane, Blackmore (mobile home) - (History): 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 – (History)
Cllr Keeble advised that the appeal had been heard on 23rd November 2012 and the Secretary of State had won the case. This is now pending Eric Pickles decision.

Land adjacent to Oak Fold, Hook End Rd, Hook End - (History): 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.**

Pixies Halt – (History) - To be added back onto the outstanding enforcements list – grass frontage been removed and replaced with driveway or hard standing. This belongs to the Highways.

The Clerk is to advise Cllr Town of future BBC planning meetings as she would be interested in attending.

Action: Cllr Watley will email Jen Candler, BBC a list of outstanding enforcements for her to look into.

ENVIRONMENT COMMITTEE

A meeting of the Environment Committee had taken place on Monday 9th September 2013 at 7.30pm. All was in accordance with the items on the minutes previously distributed by the Clerk.

2522 Drain clearance and road sweeping

All ok. In accordance with committee meeting minutes. Drains blocked on Chelmsford Road by pond and Blackmore Mead. Parishioners very concerned that floods will occur as per last years problem cutting off the village via Chelmsford Road, especially the pensioners. It is 9 months since ECC promised a solution.

2523 Village speed

Cllr Town reported that there was still a problem with traffic speeding through the village. Clerk chased Nick Alston (Police Commissioner) via an email, which she read out along with the response. Link given to monitor that speed checks are being carried out in the area, which they are. The Clerk to supply the link via email to Cllr Frost.

2524 Allotments

Cllr Watley has information on suitable field which he is investigating further – pending further updates from him. Clerk to speak with interested parties from the list held to see if they are still interested.

2525 Village pond - flooding

The Clerk read out an update received from ECC in Cllr Keeble's absence. They confirmed that root cutting had been carried out on 10 September 2013 and confirmed the culvert had been cleared. They also thanked the PC for organising the camera investigations which helped their Engineers. They plan to install additional pipes to the existing gullies and connect them directly to the pond which will act as an overflow should the water levels in the gullies get too high. They will also be replacing the section of culvert where the roots had infiltrated; which will stop roots from regressing back into the culvert as they inevitably will. After this work has taken place, the area will continue to be monitored and if the culvert is still not coping, an additional pipe will be considered. Furthermore, a blocked gully by the lay-by will be replaced at the same time and all works should begin shortly. It was estimated all work should take one approximately week to complete. The PC was pleased with this thorough update and hope it brings the problem to a satisfactory conclusion. The PC also congratulated Cllr Keeble on his continued hard work in liaising with ECC for a suitable outcome.

Cllr Town asked if there was a suitable storage place to store a small boat for the purposes of clearing and tidying the pond island. The bus lock up was discussed but it was understood there was no spare room inside.

2526 Gunnells Corner – pavement (wheelchair access)

Nothing new to report.

2527 Replacement tree on the pond

In hand with Cllr Town.

2528 Notice Boards

The four new notice boards installed and being serviced by the Clerk. Clerk to replace faded signs in pond notice board.

2529 Christmas lights

Clerk confirmed purchase order placed, pending delivery update from Supplier who will be happy to hold stocks until such time the PC can take them for installation.

2530 Parish Planters

Cllr Town passed to the Clerk the names of two watering volunteers to add to the list. The Environment Committee to advise how many garden centre vouchers the Clerk is to purchase.

2531 Loose kerb stones (Plovers Mead)

Nothing new to report. Cllr Keeble again reported it on 10 September with ECC.

2532 Ditches – Loose felled debris

To be dealt with by the Neighbourhood Action Team in October.

Other items:

Cllr Town will liaise with Cllr Keeble regarding the new dog fouling sign in Blackmore, near St Laurence Church.

DATE OF NEXT MEETING: 7th October 2013 - 7.30pm at Crosse House, Church St, Blackmore.

HERALD MAGAZINE

2533 NEXT EDITION

Terry Smith advised that all was going OK at present. The next deadline is the weekend of 25th October 2013.

RECREATION COMMITTEE

2534 A Meeting of members of the Recreation Committee/Walter Hobbs Play area Committee had taken place on 3rd September 2013 at Tipps Cross Remembrance Hall. All was in accordance with those minutes distributed by the Clerk previously.

Ted Marriage Recreation Field

*Dog waste bins –BBC Neighbourhood Action Team are to remove the unused dog bins where there is an alternative waste bin in situ if possible

A.09.13 – Spring train – handle missing – Clerk to organise suitable replacement.

The BBC inspections found no items of concern except to note the need for a replacement handle on the spring train, as above.

The Clerk advised that the TPO had been issued by BBC for the trimming of the two trees along the fence line of a resident's property and BBC would action this works asap – tree nos. 10 and 11. This was passed to Cllr Watley for his planning sub-committee records.

Mill Lane Recreation Field

Dog waste bins –BBC Neighbourhood Action Team are to remove the unused dog bins where there is an alternative waste bin in situ if possible.

B.09.13 – Climbing frame and monkey bars – in need of stripping-down and re-painting. Clerk to instruct Kevin.

The BBC inspection suggested the self-closing gate was closing too fast posing a possible finger entrapment risk. Committee suggest the Clerk asks Kevin to reduce the speed of closure by adjusting the gate mechanism.

Also Clerk instructed to ask the appropriate authority responsible for the removal of debris and tidying of the adjacent public footpath. Clerk will contact BBC.

Walter Hobbs Recreation Field

*Dog waste bins –BBC Neighbourhood Action Team are to remove the unused dog bins where there is an alternative waste bin in situ if possible

Brentwood Council's report called for the replacement of all chains on the hexagon swings because of wear and expressed concern about movement of the rotting wooden frame. The aerial runway wire needs tightening to avoid grounding under weight.

Before the Committee could recommend the expense of chain replacement it was agreed a further inspection should be made to obtain another opinion as to the amount of wear and any subsequent risk.

Cllr Keeble had obtained a quote for 'flailing' overhanging bordering trees. Cllr Bennett asked that the extent of work required should also be subject to further examination before proceeding.

F.09.13 Wear to hexagonal swing chains. Prepare report for full Council consideration.

G.09.13 Repair to hexagonal swing wooden frame. Clerk to arrange

H.09.13 Aerial runway wire adjustment. Clerk to arrange .

I.09.13 Boundary trees cutting. Cllr Keeble to report.

Grant Funding

The Clerk is proceeding with the second stage of the Essex CIF application for assistance in paying for the installation of a bonded surface for the Walter Hobbs Project.

The next meeting will be at Tipps Cross Remembrance Hall, 7pm, Tuesday 8th October

Items to monitor – all recreation areas: Inspection reports (BBC) for both play area inspections and dog waste services whilst bins are still in situ. The Clerk reported again that there were missing inspection sheets provided by BBC and that she had also received some in error which should have gone to other Parish Councils, so they will also be missing their sheets. Clerk has informed BBC and Mrs Nelson had also been in correspondence with them over this problem.

The Clerk advised that a ROSPA training day had been booked with other Parish Council's as ROSPA had advised Mountnessing Parish Council that it was a costly and unnecessary expense asking BBC to carry out monthly play inspections when Parish Councils can now take this work on themselves. The Clerk had booked two seats at a cost of £25 each for herself and Cllr McCarthy. The Clerk was asked to look into the insurance implications with the Parish Councils insurance Company as well as with EALC before proceeding to undertake the inspections themselves.

CLERK'S REPORT

2535	<u>COMMITTEE MEETINGS</u>			
	Environment	7.10.13	7.30 pm	Crosse House, Blackmore
	Planning	TBC	5.00 pm	Anvil House, Blackmore
	Recreation	8.10.13	7.00 pm	Tipps X R Hall
	Parish Council:	17.10.13	7.30pm	Tipps X R Hall

2536 The Clerk advised she had chased ECC for the winter salt delivery.

2537 The Clerk confirmed that the letter from the BBPCA members via Joy Darby of the EALC regarding the partnership with BBC and Parish Councils had gone to Eric Pickles and was pending a response. The Clerk to forward a copy to all Cllr's.

ANY OTHER BUSINESS – (for discussion only)-

2538 Cllr Mason reported there was a dead tree on Kiln Field. He had obtained a quotation for its removal of £370 but Cllr's Bennett and Town did not think this was the responsibility of the PC. Clerk to contact Andy Laing, BBC to ask them to remove it as it is unsafe. Cllr Mason will advise the Clerk as to its exact location.

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