

BLACKMORE, HOOK END & WYATTS GREEN PARISH COUNCIL

MINUTES

Of the Ordinary Meeting of the Blackmore, Hook End & Wyatts Green Parish Council held on THURSDAY 15th OCTOBER 2020 at 10.00am

Zoom Conference Meeting:

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

1346 APOLOGIES FOR ABSENCE

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

1347 APPROVAL OF MINUTES - 17.9.2020

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

1348 DECLARATION OF INTEREST

Allotment – Cllrs Keeble, Bennett, Watley.

1349 OPEN FORUM (for Public Attendees) – *none registered with the Clerk*

1350 PROGRESS CHECK

No items.

1351 CORRESPONDENCE

The Clerk had received an emailed letter from ECC via the EALC. It contained information regarding ECC's request to Government to urgently move the whole of Essex to the Tier 2, 'High Risk' Covid level. ECC requested the recruitment and help of all local council volunteers for a leaflet drop to all residents explaining the move. After considering the request it was agreed that this would not be possible at the current time. The PC's own parish magazine had been temporarily suspended due to the Covid-19 pandemic as there was a shortage of able and willing volunteers. Most of the volunteers were elderly and in the vulnerable category and were therefore staying at home. **Action:** The PC agreed that the Clerk would write to the CEO at BBC, Cllr Wagland at ECC and the CEO at the EALC advising them of this and asking if other distribution methods could be sought, i.e. post? Cllr Jakobsson reported that he was attending a webinar with BBC members on 16th October to discuss this subject in more detail and would also relay this.

1352 REPORTS OF BOROUGH AND COUNTY COUNCILLORS

Cllr Keeble reported on the following:

- There had been a BBC planning committee meeting on 14th October. The telephone mast had been removed from Brentwood and poor signal complaints were being made by residents.
- Both Cllr Keeble and the Clerk had reported the fallen tree along Service Lane footpath to BBC. Pending a response/action.
- The flooding issues at the top of Ingatestone road at the Mountnessing junction (Report no. 2684047), as well as the flooding along Nine Ashes Road had been reported by the Clerk and Cllr Keeble to ECC. These form part of the Highways Issues Report as circulated by the Clerk ahead of the meeting. These items will be monitored by the POS Committee and the Clerk.
- Cllr Watley questioned if there was any news on the willow tree application (The Bull Public House) – Cllr Keeble advised that BBC had approved its removal but

Judy Wood of Blackmore Tea Room and Antique Shop was concerned that this would affect her property over time and was concerned that subsidence could become an issue. The owners of the tree and the BBC planners are re-thinking this application and a new request had been made to reduce it by 50%. Cllr Keeble will monitor.

POLICY & RESOURCES

1353 Finance - Payments made online:

S Clapham -

HMR&C - £-

Pension - £-

R Nelson - £-

MDL (grass) - £906.60 (inc VAT- Inv. no.528

Total Landscapes - £640.00 – inv. 029032-001 – installation of 2 new seats at TM*

**the two new seats were purchased in August totalling £984 (inc. VAT) – invoice paid.*

Blackmore Parochial Charities - £570.00

£255.00 - PC payment to Tipps Cross Hall – Quarterly office rent – paid online.

Payments made on the PC Credit Card:

£32.99 Amazon ink cartridge

£9.95 Amazon sanitising wipes (litter pick purposes)

£9.99 Amazon plastic gloves (litter pick purposes)

Receipts (income)

£1900.00 – Tipps Cross Hall – Quarterly Admin fee

£43,165.00 – BBC – second half of the parish precept

Reimbursements: Nil

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

Membership renewal – CPRE £36.00 - approved

1354 Financial Report to 30th September 2020

Mrs Nelson reported on the financial reports as distributed prior to the meeting. All approved with no amendments. It was noted that a transfer of £35,000 was made by cheque from Barclays to Unity Trust to meet online payments for the next 5-6 months.

1355 Financial Powers

Mrs Nelson advised that she had received nothing back from the External Auditor at present and would hope to have a report back ahead of the next PC meeting.

The annual Risk Assessment review was due and she would check with the Internal Auditor, Trevor, whether there needed to be some additional inclusions due to the Covid-19 pandemic.

1356 MAGAZINE COMMITTEE

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

PLANNING COMMITTEE

1357 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 6th October and considered 4 applications in the parish:

- **20/01317/FUL**– 4 Chelmsford Rd, Blackmore, CM4 0SF – side extension for new dwelling (*objection*)
- **20/01336/HHA** – San Marino, Wyatts Green Rd, Wyatts Green, CM15 0PJ – side and rear extension (*no objection*)
- **20/01251/HHA** – Hazelmere, Beehive Chase, Hook End, CM15 0PG – side and rear extension (*no objection*)
- **20/01339/LBC** – Hay Green Farm House, Hay Green Lane, Hook End, CM15 0QE – Regularisation of alterations to barn (*no objection*)

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

- 20/00966/HHA -Fayre Mead, Outings Lane. Various extensions (*approved*)
- 20/01258/TPO – Wychwood, Wyatts Green Lane. TPO (*approved*)

Earlier this week 5 more applications had been received. There wasn't time to consider these before today's PC meeting so they will be distributed by Cllr Lockhart later today/tomorrow. The next zoom planning meeting at which they will be discussed will be held on Wednesday 21st October at 10am.

LDP Public Examination representation

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

PARKS & OPEN SPACES

There had been a POS Committee meeting on Monday 12th October 2020 at 10.00am via Zoom. The following items of business were discussed:

- 1358** **Footbridge – Walter Hobbs field/Service Lane**
Deckanor to make improvements to the two handrails fitted. Quotation still required for the surface safety strips to the decking planks and replacement of the three old steps on the bank.
- 1359** **Trees on the Green – planting**
John Sharpe supplied quotations for the tree work along with a quote for the autumn bulb planting as follows: two 25kg bags of mixed bulbs – total £267 plus VAT – which included the planting of them and supply of sharp sand. Approval proposed by Cllr T Bennett and unanimously approved. **Action:** Clerk to instruct John Sharpe. The remaining quotes will be considered by the POS Committee at the next meeting.
- 1360** **Christmas lights**
A site meeting with Cllr Watley, the Clerk and Andy Elmes (Electrician) was scheduled for later today. It was agreed that work would have to proceed quickly to test and install any new strings of lights if required (the Clerk has spare stocks in the parish office).
- 1361** **Remembrance Sunday Service 8th November 2020**
The Clerk advised there was still no Govt. guidance relating to Remembrance Services. Cllr Keeble advised that St Laurence Church would stream the service, and delegated members of the Parish Council and parish organisations would lay wreaths whilst observing social

distancing. At present there was no scheduled public service until further guidance was received.

1362 **New flagpole**

Installation date 29th October at 10.00am. Cllr Keeble will meet the contractor with the flag.

1363 **Parish Autumn Litter Pick – 17th October 2020**

Equipment to be collected from the Clerk. All picker equipment will be sanitised before being handed out to volunteers and they will be given disposable gloves should they require them. Social distancing to be observed by organisers at the two collection points.

1364 **Double taxation issue**

It was proposed by Cllr T Bennett and approved that this remain on the agenda for the time being. It will need to be re-addressed with BBC when deemed appropriate when the current pandemic subsides.

1365 **New Lawn mower purchase**

Cllr Watley advised that a new lawn mower was required for the purpose of trimming and maintaining the grass around each plot and around the tool shed and walkways etc. The old one was no longer fit for purpose. Cllr Watley had sought prices and the POS Committee proposed that a budget of £1,000 be approved. This would consist of £700 for the lawn mower purchase and £300 for weed suppressant matting which was required. This was unanimously agreed. **Action:** Cllr Watley will supply the Clerk with the link/make and model number and she will process the order and payment.

Mrs Nelson would check with the Insurance Company if public liability was extended to allotment users and report back to the PC.

Cllr Jakobsson advised that BBC had got statutory status on all of its allotments so they were protected from any change of use and would therefore remain an allotment in perpetuity.

1366 **Walter Hobbs football pitches - fertiliser**

The POS Committee proposed the approval of £1,000 expenditure for the football pitch fertiliser. Approved.

1367 **CLERK'S REPORT (Governance)**

Website Accessibility – The information had been circulated to all members ahead of the meeting for consideration. Cllr McCarthy had investigated various website packages offering this functionality and the following was proposed by him and unanimously approved:

- A budget of £1200.00 agreed to purchase the top end package.
- A new domain name of blackmorepc.gov.uk approved.
- It would be GDPR compliant and accessibility compliant.
- The current free website would initially continue to run alongside the new one to ensure all traffic was monitored.
- Cllr McCarthy and the Clerk would organise and oversee the project set up.

1368 **DATE OF NEXT MEETINGS**

Planning – 21st October 2020 at 10.00am via Zoom.

POS – 16th November 2020 at 10.00am via Zoom.

PC Meeting – 19th November at 10.00am via Zoom

INFORMATION EXCHANGE/NEXT AGENDA ITEMS

1369 Nothing new to report.

CLOSE OF MEETING

There being no further items of business, the meeting closed at 11.10 pm.

Signed..... *Dated*