



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

**Of the Annual Meeting of the Blackmore, Hook End & Wyatts Green Parish Council held on THURSDAY 16<sup>th</sup> May 2024 at 7.30pm At Tipps Cross Remembrance Hall**

**MEMBERS PRESENT:** Cllrs R Keeble, K Bennett, K Wood, H Cannon, V Dean, T Hinton, K Parkinson, H Eltham, Jane Swettenham, N McCarthy. Borough Cllr R McCheyne. Mrs S Clapham, Parish Clerk. Mrs R Nelson, RFO.

- 0001 **Election of Chairman** –Cllr McCarthy proposed Cllr Keeble, who confirmed his agreement to stand. There being no other nominations Cllr Keeble was unanimously elected.
- 0002 **Election of Vice Chairman** – Cllr Swettenham signified her agreement to stand. Her appointment was proposed by Cllr Cannon. There were no other nominations and Cllr Swettenham was unanimously elected.
- 0003 **Election of Committees** – All Councillors indicated their agreement to stand. Cllr Bennett proposed and it was unanimously agreed that all Councillors are reappointed with immediate effect.
- 0004 **The signing of the Members Acceptance of Office Register** – All Councillors signed the register which was witnessed and signed by the Clerk.
- 0005 **APOLOGIES FOR ABSENCE** – Cllr's T Thomas, J Clarke and T Lockhart.
- 0006 **APPROVAL OF MINUTES** – 18<sup>th</sup> April 2024  
The minutes were signed by the Chairman as a correct record with no amendments.
- 0007 **DECLARATION OF INTEREST (for items on the agenda)** – Cllr's Cannon and Keeble declared an interest under item 0719 – Blackmore Village Hall. Cllr Cannon manages the facilities and Cllr Keeble is a member of the Village Hall Committee.
- 0008 **OPEN FORUM** – There were 2 residents and the two Parishioners of the year, Mr and Mrs Smith in attendance. Mrs Smith raised the issue of the poor sight lines at Dines Corner due to the overgrown vegetation. The Clerk will add this item to the NATS visit in June. No further representations were made.
- 0009 **PRESENTATION FROM TIM CHILVERS, ANDERSONS**  
Tim Chilvers thanked everyone for being supportive during the Planning and discussion process of the LDP. The discussions had been helpful to Andersons in putting together the best planning application for the Village. He advised that the building preparatory work was due to commence on 3<sup>rd</sup> June. The site access would be gained via Nine Ashes Road, thus avoiding the village centre and Fingrith Hall Lane/Road which was considered too winding and narrow with parked vehicles. The work would commence with piled foundations as opposed to trench, which would generate noise for a short period of time but this would be quicker than trench digging which would invariably more dusty. A generator would not be needed as there was power on site which would reduce the noise element. There would be 40 houses built and landscaping in keeping with the local area. This will be their high-end scheme they deliver and they will be using high-end materials and finishes in keeping with this and the surrounding area. The core work will be carried out by Andersons own employees rather than Contractors, and Chelmer Affordable Housing will be their Affordable Housing Partners, of which there will be 14 affordable homes in total. There will be 26 market homes for sale.

Andersons have met their commitments and the apportionment of Section 106 monies had been agreed with both Blackmore Primary School and the Doctors Surgery with Essex County Council. £250,000 would be ring-fenced with Essex County Council (ECC) for the School. A further £19,600 would be ring-fenced for the Doctors Surgery. The site would be called 'Fitzroy Place' and all the street and property names will be historically linked to the local area.

He then welcomed questions from the Members, as follows:

Q- What time would construction start and end each day?

A. 7.30am to 5.30pm, although work is more likely to commence around 8am. Saturday-work will end at 12.00 noon. These hours will be strictly adhered to.

Q- What would the boundary to look like during the build?

A. There would be a 2 metre high feathered fence.

Q- What would the programme of heavy vehicles look like and what would be the access onto site?

A. The route for each delivery programmed would gain access via Nine Ashes Road, down RedRose Lane and into the site access. Initially there would be approximately 5 lorries per day but these will be efficiently planned so that they will take back return loads. There will be wheel washing and road sweeping to reduce muck on the roads. There will be traffic management and RedRose Lane will not be shut.

Q- Why RedRose Lane and not Fingrith Hall Lane?

A. ECC determined the most suitable access after lots of discussions with them. ECC felt that Nine Ashes road is wider and not as rural and narrow as Fingrith Hall Lane. Lorries would not be waiting down RedRose Lane and there will be a full-time gate Manager on site.

Q- As all the hedging has been removed from the perimeter which was quite harsh, could this be Softened?

A. This had to be done in this way, and at this early stage due to the bird nesting season and ecological factors which had been studied. He wished to reassure everyone that re-planting and landscaping would be carried out at a later stage of the build.

Q. Will there be adequate parking for site visitors and workers?

A. Yes, there will be adequate parking space allowed on site and there will be no unnecessary parking in the roads.

Q- Would there be any S106 money available for local improvements, such as the Blackmore Village Hall complex?

A. Presently no funds were ear-marked for this. However, he was happy to discuss this and put any proposals to Andersons. Cllr Keeble will liaise with Tim to discuss this.

Q – What element of Rural Affordable Housing would there be?

A- There will be two shared ownership and 2 affordable rent options and it was hoped that These could be earmarked for local people.

Q- Completion date for the building work?

A. January 2026. It is envisaged that the work will be completed within 18 months.

There were no further questions so Mr Chilvers left the meeting at 8.24pm. He thanked everyone for their time and said that he would always be contactable should there be any questions or concerns going forward.

**0010      PROGRESS CHECK/REPORT- NONE**

**0011      CORRESPONDENCE/COMMUNICATIONS- NONE**

**0012      REPORTS OF BOROUGH & ESSEX COUNTY COUNCILLORS-**

Cllr McCheyne advised that the new Ward Cllrs were Cllr Cliff Poppy and himself. Due to the recent Elections which had taken up a lot of Brentwood Borough Council's time, it had been relatively quiet. He had no new reports for the Council.

**POLICY & RESOURCES-**

**0013      Finance - Payments made online:**

S Clapham –

Pension -

HMRC –

Mrs R Nelson –

R Keeble - £51.24 – Reimbursement for the purchase of white paint (NATS visit)

MD Landscapes - £1,267.82 +VAT – Grass cutting

NBB Recycled Furniture - £633.60 +VAT – purchase of 4 x back-less seats/benches

Digital Graphics - £71.64 +VAT – supply of new dog signs (Walter Hobbs)

Broadmead Leisure – £2,330.00 +VAT – various approved maintenance works undertaken

Broadmead Leisure - £70.00 +VAT – Bi-monthly play area inspections  
Interact - £35.42 +VAT – VOIP telephone charges  
Blackmore Parochial Charities - £625.00 – Quarterly payment  
John Sharpe - £586.00 – To undertake various landscaping maintenance jobs  
Allotment fencing repairs - £517.00

**Payments made on the PC Credit Card:** £250.00 Garden centre vouchers for Mr and Mrs Smith (Herald Magazine Editors). £41.46 (inc.VAT) – Printer cartridge. £42.60 - Plus the Annual Assembly refreshments.

**Cash drawn:** Nil

**Transfers:** –

**Memberships:-** RCCE renewal £83.75 + VAT. EPFA renewal £30.00 and £10.00 Best kept playing field entry fee, which were approved.

**Income/receipts/Reimbursements:** £2989.21 VAT refund received.

**0014** **Financial Report to 30<sup>th</sup> April 2024**

The reports were received and approved as circulated.

Cllr Bennett reported that there was an amount of underspent budget at the end of the Financial Year. Therefore, £2,000.00 had been ear marked to the Pond refurbishment fund, £5,000.00 to Play area reserves and £15,000.00 to Refurbishment funds.

**0015** **Financial Powers:**

**a) Presentation of the end of year accounts for 2023-24** -These were circulated to all Members and approval would be added to next month's agenda.

**b) Internal Audit** – This was booked for Wednesday 22<sup>nd</sup> May and the RFO will circulate the report after that time.

**c) Risk Assessment** – These had been circulated to all Members by the RFO – Approval would be added to the next PC meeting agenda, following the Internal Audit.

**PLANNING COMMITTEE-**

**0016** There had been a Planning Committee meeting on 13<sup>th</sup> May and the following planning applications were discussed. The reports were distributed prior to the PC meeting.

**24/00300/HHA** – 42 Wyatts Green Lane, Wyatts Green, CM15 0PX – No objections.

**24/00366/HHA** – The Briars, Hay Green Lane, Hook End, CM15 0NT – No objection.

**24/00361/LBC** – Little Jericho, Church Street, Blackmore, CM4 0RN – No objection, subject to the views of the Conservation Officer.

**24/00380/FUL** – Woodbines, Fingrith Hall Road, Blackmore, CM4 0RU – Objections raised.

**24/00405/HHA** – Bluebells, Second Avenue, Hook End, CM15 0HH – No objections.

**PARKS & OPEN SPACES (POS)-**

The minutes of the meeting held on 13<sup>th</sup> May 2024 at 10.00am were circulated prior to the meeting. The Minutes were accepted and the following items were discussed/approved:

**0017** **Walter Hobbs-**

All in accordance with the Committee minutes circulated. No referrals.

**0018** **Ted Marriage-**

All in accordance with the Committee minutes circulated. No referrals.

**0019** **Mill Lane-**

All in accordance with the Committee minutes circulated. The following recommendation was made by the Committee:

**Cabin slide** – Broadmead Leisure had carried out the bi-monthly play area inspection and he recommended in his report that the cabin slide has its safety surfacing renewed. He had quoted £750.00 to install grass mats. He had rated this item as low-medium risk. It was proposed by Cllr McCarthy and unanimously agreed that this expenditure be approved.

**Action:** The Clerk will instruct Broadmead Leisure.

**Millennium Park-**

**0020** Cllr Keeble had received an enquiry to hold an organised boxing event/evening on the Millennium Park. This was discussed and the Members unanimously felt that this was not the most suitable environment for a boxing event. Also, it did not meet the terms and conditions of appropriate local use of the field. After consideration, it was proposed by Cllr Bennett and unanimously agreed that permission would not be granted on this occasion.

- 0021** **Blackmore Village Hall-**  
**Cricket pitch roller purchase-** The roller had been purchased due to the urgent nature it was required. The expenditure of £2,600.00 had been pre-approved by Cllr's Bennett, Keeble and Cannon as well as the RFO and the Clerk. The PC would contribute one third of the total cost and this would be stored in a storage container by the MUGA. This would belong to the Parish Council and as such the RFO will add this to the Insurance assets register.  
**Football pitches** – The expenditure of £1,000.00 for the annual sanding and fertilising of the pitches was proposed by Cllr Bennett and unanimously approved. **Action:** Cllr Keeble would organise the work in the usual way.

- 0022** **GENERAL PARKS & OPEN SPACES-**  
**The 80<sup>th</sup> Anniversary of the D-Day landings Commemoration Service – 6<sup>th</sup> June at Blackmore** – Cllr Cannon had emailed the detailed Risk Assessment to the Clerk who had emailed this to the PC's Insurance company, Zurich. The event was insured as the criteria had been met. The proceedings would start at 8.30pm with the Blackmore Community Choir singing War time songs. Then the local Town Crier would announce the Proclamation followed by a short service by Revd. Cannon Sam. Cllr Keeble would give a speech and introduce the Parishioners of the year and War Veteran Ron Quedsted before the lighting of the beacon around 9.15pm. Cllr Cannon said that any attendance from Members to help with the marshalling and duties on the night would be much appreciated. **Action:** The Clerk said she would ask Matthews Plants to re-plant the War Memorial ahead of the Service.

- 0023** **CLERK'S REPORT-**  
**a) General Power of Competence approval:** The Clerk advised that as the PC Members were now fully elected and the other criteria had been duly met, the PC could adopt the General Power of Competence. Approval was proposed by Cllr Parkinson and unanimously approved. **Action:** The Clerk will advise the Auditor during the Internal Audit.  
**b) Increase of charges from John Sharpe:** The Clerk had received written notification from John Sharpe, formerly of Town and Country Landscape Co., advising that he would be a sole trader going forward. He had stated that as he had not introduced a price increase for Parish maintenance works since 2006, he felt he had to do this now. He proposed an increase from £70+ VAT to £120.00 (per visit). Approval of this expenditure was proposed by Cllr Cannon and unanimously agreed. **Action:** The Clerk will inform John Sharpe.

- 0024** **Date of next meeting(s):**  
**POS – Monday 17.6.24**– 10.00am - Zoom  
**PC – Thursday 20<sup>th</sup>June** – 7.30pm – Tipps Cross R Hall Committee Room.  
*(The Clerk tendered her apologies for the above two meetings as she will be on annual leave. The RFO will be deputising).*  
**Planning** – To be confirmed, subject to receipt of planning applications.

**INFORMATION EXCHANGE/NEXT AGENDA ITEMS-** No items.

**CLOSE OF MEETING -**

There being no further business, the meeting was closed by the Chairman at 8.55pm.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_