MINUTES OF THE BOWERS GIFFORD AND NORTH BENFLEET PARISH COUNCIL MEETING HELD REMOTELY WEDNESDAY 29th JULY 2020 AT 7.30 PM.

PRESENT:

Councillors: R.Smillie: B.Foster: C.Morgan: T.Potter: D.Packer: C. Morris

Parish Council Clerk/RFO: Mrs Christine Barlow

Ward Councillors: None present

Public attendance: 3 identified

16/20 **APOLOGIES FOR ABSENCE:** Councillor Craig Rimmer (Pitsea South East Ward Councillor) and Councillor Patricia Reid (Pitsea North West Councillor)

17/20 **ELECTION OF A TEMPORARY CHAIR:** To elect a temporary Chair during a period of absence of Councillor Robert Smillie.

Councillor Smillie is currently unable to attend meetings and there is a need to appoint a temporary Chair until he was able to return. A proposal for Councillor Bernard Foster to take over as temporary Chair was received.

Proposed: Councillor Colin Morris. **Seconded:** Councillor Clare Morgan.

All Councillors present were **AGREEMENT** with a show of hands and Councillor Foster confirmed he was happy to take on the roll temporarily.

18/20 **DECLARATION OF MEMBERS INTEREST:** To receive any declarations of disclosable pecuniary interests, other pecuniary interests or non-pecuniary interests by members relating to any agenda items.

No declarations were received.

19/20 **VIRTUAL PUBLIC FORUM:** Residents have the opportunity to raise questions of the Parish Council which have previously been notified to the Parish Clerk by email at: clerkbgnbparishcouncil@gmail.com (The time allowed for this item is a maximum of 15 minutes)

A resident asked if the overhanging shrubs on the footpath in Pound Lane, from Kelly Road to London Road could be pruned back. The Parish Clerk advised she had already reported the issue to Essex County Council and received an email advising the work was being scheduled to be carried out.

The same resident asked if more litter bins could be provided along Pound Lane, especially outside the Convenience Store in Pound Lane but if this was

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not possible could litter bins be emptied more frequently. Councillor Potter advised he had seen the litter bin the shop adjacent to the bus shelter emptied each morning, but he had seen the shop assistants put the rubbish from the shop into the bin thus filling it up. It was considered that as a trader the shop should have its own waste disposal facility. It was suggested to raise the issue with the shop owner either by direct contact or letter.

20/20 **WARD COUNCILLOR UPDATE:** Time is set aside for Borough/County Councillor/s to address the meeting.

Ward Councillors were not present to address the meeting.

21/20 **TO APPROVE THE MINUTES OF THE PREVIOUS MEETING HELD ON 27TH MAY 2020**.

The minutes of the previous minutes held on 27th May 2020 were approved as an accurate record of the meeting and were signed to confirm by Councillor Bernard Foster, Chairman.

22/20 **PARISH CLERK'S REPORT:** To update on Parish Council business and information.

The Parish Clerk advised on the following matters:

(i) **Overhanging shrubs:** Aside of the overhanging shrubs mentioned in the open forum she had also made enquiries regarding the pruning of the hedges on the perimeter of Little Chalvedon Farm.

(ii) **Church Road underpass:** The Parish Clerk advised she had written to County Councillor Kevin Bentley , Cabinet Member for Infrastructure and Deputy Leader of Essex County Council on 27th May and received a reply on 15th June advising that there were 1640 structures in Essex and a number were suffering from structural issues. Under the circumstances a decision had been made to delay repairs until it could be established if structural repairs were required. He reported that reassessment works were completed in April 2020 and a report concluded the underpass was structurally sound. He further advised that work to allow the re-opening of the underpass fully had been programmed in for 2020/2021. On checking the underpass herself the previous week the Parish Clerk found it to be accessible but repairs had not been carried out and the condition of the underpass remained the same as it had done for over two years with no lighting, blackened ceiling and graffiti daubed on the walls. The Clerk would again write to Councillor Bentley to request immediate action to resolve the problem before the winter darker nights set in. The matter had been raised with the Local Highways Panel Liaison Officer who had advised the underpass did not come under the remit of the Local Highways Panel. It was suggested in the absence of any future action the only route would be to contact the Health and Safety Executive (HSE) in respect of the safety of all users. Councillors **AGREED** that if all other alternatives had been exhausted to take the route suggested.

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(iii) **Blocked footpaths:** No update

(iv) **Streetlights:** Two residents had reported, by telephone, that a streetlight in both Clarendon Road and Osborne Road was not working. The faulty lights had been reported to Basildon Council, who are responsible for the repair of streetlights in plotland areas, and an order raised to carry out the repair.

(v) **Road repair:** An enquiry was made by a resident regarding what appeared to be a pothole in the road outside 227 Pound Lane. Investigations pointed to the fact that the sunken area may have been as a result of gas works by Cadent. The Parish Clerk advised she was in the process of investigating the issue and verifying the responsible party.

(vi) **Community Speed Watch:** All CSW activity had been suspended for the present time but arrangements were being made by Essex Police to resume at a reduced capacity and a pilot scheme was being set up to restart the project with some groups in August.

(vii) **Code of Conduct:** Basildon Council Governance Officer had advised that the Local Government Association (LGA) is consulting on another new Model Code of Conduct. The consultation had commenced on 8th June and closes on 17th August. Councillors to provide their comments on proposals to the Clerk.

(viii) **Members Interest:** Basildon Council Governance Officer had issued guidance on the manner Councillors should declare their interest in respect of planning matters, clearly stating the category of interest being declared. The Clerk confirmed she would recirculate a chart to assist Councillors in making the decision concerning which Member interest to declare in each relevant circumstance. The Clerk had updated the Members Interest form on the Parish Council website and asked Councillors to check this information is correct and it is their responsibility to advise on any changes to their circumstances.

(ix) **Neighbourhood Plan:** A brief update has been included on the PC website regarding the Neighbourhood Plan and the Clerk confirmed information wouldbe updated as matters progressed. The information would also be placed on Facebook as an alternative means of communication.

(x) **Green Gym:** New rubber buffers had been purchased for the Green Gym apparatus as some of existing parts needed replacing due to wear and tear. Basildon Council had agreed to install the parts.

23/20 **FINANCE REPORT:** To update Councillors on financial matters since the last Parish Council meeting on 27th May 2020

The Responsible Finance Officer had provided Councillors with a summary account of income and expenditure paid since the previous meeting held on 27th May 2020 (A details of which have been provided overleaf on page 4). Councillors were also advised that several cheques totalling £4,229.25 still had to be paid from the current bank balance

She also advised that despite having to fund the Neighbourhood Plan, day-to-day finances were sustainable. Despite this, further funding of at least £10,000

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would be needed to cover the future costs of the Neighbourhood Development Order and Policies in the Neighbourhood Plan to sustain the current Precept levels. Councillor Foster advised he had reviewed a recent government announcement that a further £9,000 of funding for qualifying Neighbourhood Plans would be made available and he would forward this information to the Parish Clerk/RFO.

Summary Income and Expenditure Account 27/7/2020

	£
Balance at Bank as of 22nd May 2020	25,762.12
Balance of Account 29th July 2020	26,093.72
Expenditure:	9,668.40
Income:	
Groundworks UK (Grant Neighbourhood Plan – AHS)	10,000.00
Expenditure Summary:	
(523) Bugle Extra – Spring 2020	163.00
(529) O'Neill Homer - SEA/SA Consultant Fee (Inc. VAT)	4,320.00
(528) Clerks Net Salary (May 2020 Inc. Office Use/BB/Tel)	753.75
(529) O'Neill Homer - SEA/SA Consultant Fee (Inc. VAT)	3,600.00
(530) Clerks Net Salary (June 2020 Inc Office Use /BB/Tel)	831.65
	9,668.40

(ii) The Internal Audit had been completed by Heather Heelis of Heelis & Lodge. The report concluded that all was in good order and satisfactory. The internal report, statements and accounts would be placed on the Parish Council website. The Annual Governance and Accountability Return (AGAR) for 2019/202 and the Notice of Public Rights would also be placed on the Parish Council website and noticeboards for at least 30 working days to make all accounts and related documents available for inspection by appointment. The AGAR, together with supporting documents will then be forwarded to PKF Littlejohn, the Governments appointed External Auditors, for examination and ratification. A copy of the report was provided to Councillors and it was accepted as read by all Councillors present.

24/20 **PLANNING:** Councillors to review and comment on Planning Application/s under the Town and Country Planning Act 1990 (as amended)

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 20/00839/FULL

Convert existing detached garage into annex accommodation - Buers Cottage, London Road, Bowers Gifford, Basildon, Essex

The Parish Council discussed the above application and expressed their understanding of the applicant's dilemma regarding their future need.
Councillors **AGREED** to support the application on the grounds that a previous planning application to site a caravan on the property was withdrawn and asked for the following comments to be taken into consideration:
(i) Future permitted development rights be removed.

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(ii) If approval is granted, the site should be viewed as one address and not split into two.
(iii) Any insulation in the new dwelling should meet future thermal capacity targets.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 20/00718/FULL

Proposed loft conversion incorporating a hip to gable end roof alteration, 2 no. bonnet front dormers and a rear box dormer and a single-storey rear extension - 96 Pound Lane, Bowers Gifford, Basildon Essex

Councillors raised no objections to the application as it stood.

25/20 **PLANNING DECISIONS:** To receive updates regarding Planning Applications discussed at previous meetings and other relevant applications:

Planning Application No: ESS/49/14/BAS: Landfill Site Pitsea Hall Lane Pitsea Essex : Continuation of installation of waste pre-treatment facilities and recontouring of the landfill to facilitate restoration permitted by ESS/35/06/BAS without compliance with condition 4 (completion timescales), to allow waste to be deposited on site until 31 December 2025 and the site restored to nature conservation by 31 December 2027 and without compliance with condition 3 (waste geographical sources) to allow importation of waste from outside Essex and Southend and also without the development of the previously permitted waste pre-treatment facility - No objection

Planning Application No: 20/00406/FULL: Proposed loft conversion incorporating a hip to gable end roof alteration, 2no bonnet front dormers and a rear box dormer and a single storey rear extension: 96 Pound Lane, Bowers Gifford, Basildon, Essex SS13 2HW – Granted

Planning Application No 20/00356/FULL : Single storey rear extension with a flat roof and lantern over: 18 Bowers Court Drive Bowers Gifford Basildon Essex SS13 2HH - Granted

Planning Application No: **20/00093/FULL :** Demolition of the existing barn and outbuildings and construction of four 3-bedroom detached bungalows, with associated cycle & car parking, bin storage and private gardens (revised submission to planning permissions 17/01411/FULL & 18/01204/FULL): Claremont, Burnt Mills Road, North Benfleet, Basildon, Essex SS12 9JX - Granted

Planning Application No: 20/00657/VAR: To vary condition 2 of planning permission 15/00557/FULL, to move the escape stair from internal to external The Gun Public House London Road Pitsea SS13 2DU – Granted

Planning Application No: 20/00649/LDCP: To establish the lawfulness of the proposed demolition of the existing conservatory and shed and the construction of a single-storey rear extension - 8 Kelly Road Bowers Gifford Basildon Essex SS13 2HL - Granted

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Planning Application No: 20/00600/PDPA Notification for a larger home extension projecting 3.70 metres from the rear wall of the original dwelling with a maximum height of 3.50 metres and an eaves height of 2.40 metres.
21 Kelly Road, Bowers Gifford, Basildon, Essex SS13 2HL - Prior Approval Not Required

Planning Application No: 20/00494/FULL Increase height of current log cabin for use as personal golf simulator - 37 Highlands Road Bowers Gifford Basildon Essex SS13 2HT - |Granted

Planning Application No: 19/01642/FULL Proposed two mobile homes, toilet block and hardstand area. Land Adjacent Windsor Lodge Windsor Road Bowers Gifford Basildon Essex - Refused

26/20 **NEIGHBOURHOOD PLAN UPDATE:** To update on the current progress of the Neighbourhood Plan.

Councillor Foster provided an update on the progress of the Neighbourhood Plan. Although the schedule has had to be revised a great deal of progress had been made over recent months and the Parish Council is on course to carry out a Regulation 14 consultation with residents around the end of September.

The original hundred sites that have been reviewed and now reduced to 81 for several reasons including unsuitability of location and flooding. There is still a good degree of flexibility in respect of the layout of certain developments and the Parish Council has to be mindful of meeting the target set out in the Local Plan and legislation but also has to be fair in coming to agreement with developers when considering the sites which have been put forward. The Parish Council and Steering Group have met and discussed the respective sites and identified a number of issues which need to be revisited but there is a general consensus of opinion on the sites which had come forward for consideration. As the plan matures Parish Council representatives will continue to make contact with the larger developers including those who have not been contacted previously or whose sites require revision. Recently a six-week consultation was carried out with statutory consultees in respect of the Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) and all six consultees responded to the reports with their comments. A Green Ring Policy is being developed in order to surround the village with green infrastructure thus preventing certain areas from being developed. One problem is hampering further discussion - highway infrastructure. Essex County Council have not provided any details to the Parish Council or, as far as is known Basildon Council, regarding future road links within the village and it is assumed that they will present details only at the Local Plan Examination stage unless this information can be obtained before. Councillor Foster also advised that as the Neighbourhood Plan moves towards the Reg 14 consultation more information will be added to the Parish Council website to update residents.

27/20 **COMMUNITY INITIATIVE FUND:** To obtain Councillor approval to apply for funding to secure financial support to employ a part-time

Councillors discussed a proposal to apply for a grant via Essex County Council's Community Initiative Fund, run by the Essex Association of Local

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Councils, to fund a Handyman Service. The grant of £10K would run for two years and employ an individual on a part-time basis to undertake small maintenance tasks including shrub pruning, grass cutting and small maintenance tasks within the Parish which would otherwise not be carried out by the authorities. Following a discussion, it was **AGREED** to apply for the funding.

28/20 **PARISH COUNCIL EVENTS:** To discuss proposals for future Parish Council events over the next 6 months.

Currently two major events were planned for the remainder of the year i.e. Picnic -in-the -Park and a Christmas Event and a decision had to be made, due to on-going restrictions regarding the Covid-19 pandemic, if these would have to be cancelled.

Following a discussion, it was **AGREED** by all present that in view of the uncertainty of government restrictions over the next few months and in the interest of safety for all concerned to regrettably cancel both Events.

It was **AGREED** to hold a virtual Parish-in-Bloom Competition whereby residents could send photographs or a video of their garden to the Parish Council for judging and to include a Best Sun-Flower Competition for the children of the Parish.

29/20 **DATE OF NEXT MEETING:** To confirm the date of the next Parish Council Meeting.

It was agreed to hold the August meeting as advertised and the date was confirmed as 27th August 2020. The meeting again would be held virtually and commence at 7.30 pm.

Signed: ……Chair.

Dated: 29 July 2020

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