

**MINUTES OF THE BOWERS GIFFORD AND NORTH BENFLEET  
PARISH COUNCIL MEETING  
HELD AT THE BENBOW CLUB BOWERS GIFFORD  
ON WEDNESDAY 20 SEPTEMBER 2017 AT 7.30 p.m.**

**PRESENT:**

**Councillors:** R.Smillie: B. Foster: N.Tyer:

**Parish Council Clerk:** Mrs Christine Barlow

**Residents present:** 7

**70/17 APOLOGIES FOR ABSENCE:** Councillor Sheelagh Pegg and Councillor Terry Potter (Both Councillors on holiday)

**71/17 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.

None received.

**72/17 PUBLIC FORUM:** To enable residents to raise issues of concern with Parish Councillors (The time allowed for this item is 15 minutes)

(i) A resident asked if the Parish Council had any contact details of the farmer who owned the field adjacent to Ilfracombe Avenue as the field was being used by scrambler bikes causing noise and disturbance to residents. Having approached the individuals the resident was subjected to verbal abusive and was informed that the farmer who owned the field had given permission to use the field to practice with their bikes. The Parish Clerk advised she would endeavour to locate the details and investigate on the residents behalf.

(ii) A resident asked what was happening to repair the underpass and installation of the barriers in Old Church Road. The meeting was informed, by the Parish Clerk, that she had been advised the work was now due to commence on 9<sup>th</sup> October. A Traffic Regulation Order preventing unauthorised vehicles from using Old Church Road was now in force. However any resident that required access to their property along the footway would be issued with a key. The Parish Council proceeded to explain the regulations which Essex County Council had to comply with in carrying out such a project.

**73/17 POLICING UPDATE:** To update on policing matters in regard to information received.

The Parish Clerk advised she had received no specific update from the police but had received notification from Barbara Holmes, Pitsea Neighbourhood Watch Co-ordinator, of a meeting at The Place, Northlands Pavement, Pitsea SS13 3DU on

9<sup>th</sup> October in connection with the “Together Safer Communities” Project and lead by The Chairman of the Basildon Housing and Community Committee Councillor Kerry Smith. The aim of the meetings was to give members of the public the opportunity to discuss community safety issues and concerns with their Ward and County Councillors.

The Clerk advised she had received a crime report from Barbara Holmes advising there had been incidents of (i) Criminal damage to a vehicle in Windsor Road (ii) Theft of road signs in Pound Lane (iii) A house burglary in Pound Lane.

With reference to the incident of anti-social behaviour mentioned in the Public Forum the Clerk advised that she had sent an email to Darren Weeks, PCSO for Pitsea and copied his Inspector into the email asking him or his colleagues to investigate. The Inspector had taken the complaint on board and given instructions to make enquires regarding the incident. The Clerk had also reported the problems of parking on the pavement and verges outside St Margaret’s School and asked for the police to take action in respect of the illegal parking as only the police could issue tickets in respect of parking offences.

**74/17 MINUTES OF PARISH COUNCIL MEETING HELD ON 30<sup>th</sup> AUGUST 2017:** The Council to approve the accuracy of the minutes of the meeting held on 30<sup>th</sup> August 2017.

The minutes of the Parish Council meeting held 30<sup>th</sup> August were approved as an accurate record of the meeting and were signed as such by Councillor Robert Smillie, Chair.

**75/17 PARISH CLERK’S REPORT:** To update on Parish Council business

- Item: 57/17(ii): The overhanging shrubs at the corner of Kelly Road and Pound Lane had been pruned and a letter requesting the shrubs needed to be pruned was not required.
- Item: 43/17(iii): The grass had been cut in Westlake Park as per the contract timescales and the Parish Clerk would continue to monitor.
- 43/17 (iv) Sadlers Farm traveller site – perimeter wall – no response had been received from Basildon Borough Council.
- Superfast Broadband: An email had been received advising that Superfast Broadband was being successfully rolled out across Essex. Phase 1 had been completed and Phase 2 and 3 were on track to complete by December 2019. It was anticipated to reach near 100% superfast broadband connectivity across the county by 2021. Superfast Essex Phase 4 was expected to be the last phase of the work. More information could be found in regard to the roll out could be found on the Superfast Broadband website: [www.superfastessex.org/whathappensnext](http://www.superfastessex.org/whathappensnext)
- Sadlers Farm compound: The Clerk advised she had contacted Ian Allen, Essex County Council Major Project Sponsor, regarding the condition of the compound at Sadlers Farm and in the email asked for an update of the work being carried out by

contractors in the area.

Subsequently she had received a telephone call from Graham Thorley, Balfour Beatty Communications Manager, and several matters were discussed which included the condition of the compound and future works. The Clerk was advised that a press release was due to be published informing that Balfour Beatty were scheduled to commence a 12-month programme of remedial works on the A13/A130 Sadlers Farm junction in October. These works had been identified by Essex County Council, following a series of routine inspections and Balfour Beatty were working in collaboration with the County Council to ensure the works caused as little disruption to drivers and residents as possible.

A similar letter was to be sent to residents advising of the remedial works and general details including site hours and overnight work in order to minimise disruption. Residents were also advised there would be some preparation works to establish the site compound at Sadlers Farm. In connection with the information provided the Clerk had raised several matters with Mr Thorley which included (i) noise nuisance (ii) disturbance (ii) traffic congestion during the work and had received an email response in reply which she had forwarded to Councillors.

She advised Councillors that the Communications Manager had offered to attend the October Parish Council meeting to update the Council and residents on the works being carried out. Councillors confirmed their acceptance of this offer and the Clerk was asked to contact Mr Thorley on her return from holiday.

**76/17 FINANCE REPORT:** (i) The Responsible Finance Officer to report on the Parish Council's current financial position. (ii) Annual Return update

Chris Barlow, Responsible Finance Officer, provided Councillors with a summary of the Parish Council income and expenditure from 22<sup>nd</sup> August 2017 to the date of the meeting as follows:

	£
Balance at Bank as at 22 <sup>nd</sup> August 2017	15,964.85
Balance as at 20 <sup>th</sup> September 2017	14,579.24
<b>Expenditure</b>	
(363) Petty Cash ( PIP Event)	300.00
(360) Clerk Salary August	821.18
(367) Stationary Expenses	30.43
(359) EALC – Clerks Training	55.00
(368) Purchase of 2 x Marquees (PIP Event)	450.00
(366) Publicity Picnic-in-the-Park Printing	<u>179.00</u>
	1835.61
<b>Income</b>	
Return of Petty Cash (PIP Event)	300.00
Cash PIP event	<u>150.00</u>
	450.00

In regard to the Clerks training expenses the Parish Council are provided with a 75% bursary reduction in respect of the payment for the Clerk attending a course.

(ii) External Auditors PKF LittleJohn had notified the Parish Council of the completion of the limited assurance review of the Annual Return for the year ending March 2017 and advised that all legislative and regulatory requirements had been met. A copy of the Annual Return would be available on the Parish Council website and a notice of Conclusion of Audit would be displayed in the Parish Council noticeboards and also on the Parish Council website. Residents would then have the opportunity to inspect the Parish Council accounts, by prior appointment, if they so wished.

**77/17 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: 17/01172/FULL**

Conversion of existing semi-detached bungalows (nos. 1 & 3 Lee Road) to form chalets, incorporating new raised roofs with pitched roof front dormers and rear box dormers - 1 Lee Road Bowers Gifford Basildon Essex

Councillors had discussed the planning application and raised no objections.

**78/17 PLANNING DECISIONS:** To receive updates regarding Planning Applications discussed at previous meetings.

Planning application No: 17/00988/FULL: Demolition of existing bungalow and garage and erection of a new detached two storey chalet with detached garage 101 Pound Lane, Bowers Gifford, Basildon, Essex - Granted

**79/17 BOWERS GIFFORD AND NORTH BENFLEET NEIGHBOURHOOD PLAN:** To update on progress and discuss the next steps.

A Steering Group had been set consisting of Parish Councillors and residents and two meetings had been held to date with Neil Homer from RCOH, the company engaged to support the Parish Council in their preparation of the Neighbourhood Plan.

Apart from putting together the aims and vision of the community in respect of the Neighbourhood Plan one of the key issues was to decide how the plotlands could be developed for the benefit of landowners and residents.

A draft Neighbourhood Plan would then be drawn up and a six week consultation held to obtain residents views on the proposals. The Parish Council would also try and forge closer links with the Hovefields and Honiley Forum. The Parish Clerk is also in the process of applying for an additional £6,000 of grant funding to continuing to paying for support for the work that the consultant was preparing. The Parish Council have also agreed to meet with the Developers of Bradfield Farm on

9<sup>th</sup> October to discuss their proposals and will also meet again with Basildon Borough Council.

- 80/17 PICNIC-IN-THE-PARK:** To update on the Parish Council Picnic-in-the-Park event held on 3<sup>rd</sup> September 2017 and to consider a date for the 2018 event.

Councillor Smillie advised that the Picnic-in-the-Park was once again a success and appeared to have been enjoyed by all who came along. The Parish Council had now purchased two second-hand Marquees which was made possible because storage was now available. The cost of purchasing the marquees had been weighed against the cost of hiring and it was considered that it was a good investment for future events. Councillor Smillie thanked all who had helped and given of their time on the day and he thanked the Parish Clerk for undertaking the organisation and arrangements for the Event. The date for the 2018 Event was discussed and it was suggested that this should be 2<sup>nd</sup> September 2018 as the later date seemed to fit better and was appropriate. The Chair stated he would like to encourage more bands to come along to the event as a supporting role. The Parish Council would seek agreement of the Event date at the October Parish Council Meeting.

- 81/17 COMMUNITY SPEED WATCH:** To update on progress.

In the absence of Councillor Potter, who was the lead on this project, the Parish Clerk advised that there were now 14 volunteers. The Community Speed Watch was now run by Essex Fire & Rescue Service. Following discussion various locations for siting the cameras had been discussed with the Community Watch Co-ordinator and an assessment was to be carried out on each location suggested to access if suitable. Once this had been accomplished a date for the training sessions would be confirmed. The Clerk advised she was researching the possibilities of funding to support the purchase of cameras in connection with carrying out the project.

- 82/17 COMMUNITY INITIATIVE FUND (CIF):** To update on the progress of the funding application for Parish Council projects to the ECC Community Initiative Fund.

Although funding had been sought in respect of the Community Speed Watch equipment via the Community Initiative Fund the Clerk had been advised that the project did not meet the criteria. However a new community fund was due to be launched by Essex County Council in October and the project might meet the criteria for this fund.

The Parish Clerk advised she was in the process of completing an ECC Community Initiative Fund (CIF) application and obtaining quotations to apply for funding for CCTV cameras in Westlake Park. The deadline for submission of this application was 22<sup>nd</sup> September 2017 and a funding Panel would sit in November and decide if the project was worthy of being funded via this Essex County Council Fund.

Following lodging a successful Expression of Interest via the ECC Community Initiative Fund a full application had been made on behalf of the Pound Lane

Mission to enable the refurbishment of the floor and inside of the building. Unfortunately it was felt by adjudicators that other alternative funding streams were more appropriate given the fact that the building was not used diversely enough by groups.

**83/17 MEETINGS ATTENDED BY COUNCILLORS:** To update on any meetings attended by Councillors during the month.

No meetings had been attended by Councillors since the last meeting.

**84/17 DATE OF NEXT PARISH COUNCIL MEETING:** To confirm the date of the next Parish Council meeting as 25<sup>th</sup> October 2017

The date of the next Parish Council meeting was confirmed as 25<sup>th</sup> October commencing at 7.30 p.m. in the Benbow Club, 77 Pound Lane, Bowers Gifford.

Signed : ..... (Chair) Cllr. B Foster

Dated: 25<sup>th</sup> October 2017