



**BOWERS GIFFORD AND NORTH BENFLEET  
PARISH COUNCIL MEETING HELD ON  
WEDNESDAY 27<sup>th</sup> APRIL 2022 AT 7.30 PM.**

**PRESENT:**

**Councillors:** B. Foster: C. Morris: S. Pegg: T. Potter

**Ward Councillor/s:** Councillor Luke Makenzie (Pitsea South-East Ward Councillor & Essex County Councillor for Pitsea)

**Parish Council Clerk/RFO:** Mrs Christine Barlow

**Public attendance:** 7

**139/21 APOLOGIES FOR ABSENCE:** Councillor Craig Rimmer (Pitsea South-East Ward Councillor) Councillor Aidan McGurran (ECC Pitsea)

**140/21 DECLARATIONS OF MEMBER'S INTEREST:** To receive any declarations of disclosable pecuniary interests, other pecuniary interests or non-pecuniary interests by members relating to any agenda items.

None

**141/21 TO APPROVE THE MINUTES:** To approve the minutes of the Parish Council Meeting held on 30<sup>th</sup> March 2022 and Chairman to sign.

The minutes of the previous meeting were **AGREED** as an accurate record of the meeting and signed to confirm by Councillor Bernard Foster (Chair)

**142/21 WARD/COUNTY COUNCILLOR UPDATE:** Time is set aside for Borough/County Councillors to address the meeting.

Councillor Mackenzie gave a general update on various issues and advised he had dealt with a number of pothole issues, taken pictures which he had sent to highways, and some had since been repaired. He had reported recent fly-tipping in Church Road to the relevant department. Unfortunately, he had been unable to get to the last Local Highways Panel Meeting and was therefore unable to provide any update on the Speed Survey for Pound Lane, but he would endeavour to attend the next meeting in May.

Councillor Foster asked Councillor Mackenzie if he could provide him with the date of that meeting.

Concerns were raised in respect of the large hole at the junction of Pound Lane and Burnt Mills Road which was encroaching onto the main carriageway. Councillor Mackenzie advised that this was one of the potholes he had reported as in need of urgent repair. It was reported to him that a similar erosion was happening at the junction of Harrow Road and the “bell ends” of the roads in the plotlands, which were Essex County Council’s responsibility, were also in a state of disrepair. Councillor Mackenzie stated he would endeavour to take up the issues reported.

- 143/21**
- **PARISH CLERK’S REPORT:** The Parish Clerk to report to Councillors on business undertaken since the last meeting and any other relevant matters.
  - The Parish Clerk reported that she had emailed Basildon Council Environmental Officer regarding the noise nuisance from the tannoy system on the industrial estate. The Officer confirmed that FEDex had a tannoy system but had denied it operated outside of prescribed times. The Officer informed he had written to the complainants and requested them to keep a diary of the times when the noise was heard and then feedback him the information.
  - The foliage obscuring the signs at either end of Burnt Mills Road had been pruned by the Parish Council Handyperson and the signs were now visible.
  - Parking issues in Pound Lane and at the school had again been reported to South Essex Parking Partnership and Essex Police.
  - The new planters on the London Road have now been installed and filled with soil. Councillor Mackenzie was thanked for his support in obtaining the funding to purchase them.
  - A resident had emailed to request a dog bin be installed along Pound Lane. A quote in the region of £480 had been received. Before any decision could be made, Basildon Council had to agree to empty the bin and a request had subsequently been made to the Borough Council Cleansing Department. Once all the information was available the Parish Council would consider the request further.
  - Overgrown shrubs from Kelly Road to Pound Lane has been reported but in the meantime in the absence of any major prune some overhanging branches had been removed by the Parish Council Handyperson for safety reasons. Those present were advised that the shrubs from the garden of a house on the corner of Kelly Road were overhanging the public path and the Parish Clerk was asked to write to the owner of the property to draw this to his/her attention.
  - The hedge on the perimeter of Little Chalvedon Hall Farm along Pound Lane was cut during April.
  - The Parish Council had applied for Lottery funding to support the Queen’s Jubilee activities in June and the application had been successful. Funding in the sum of £96,500 had been awarded for the project work.
  - The Council is now working on the Jubilee programme but desperately needs volunteer support on the day. A local estate agent, CarterRemy, had agreed to publicise the event by erecting his agency boards at various locations in the Parish.

- The Parish Council continue to move forward with Basildon Council to purchase the new play equipment for Westlake Park based on the suggestions received from the Autumn Play Consultation.

**144/21 FINANCE REPORT:** To receive a summary of the Parish Council's current financial position and any other related financial matters.

A summary of account was provided to Parish Councillors as detailed below:

	£
Balance at bank 30 <sup>th</sup> March 2022	7624.65
Balance at Bank 27 <sup>th</sup> April 2022	116,218.69
Expenditure:	1,292.56
Income:	109,889.60
<b>Expenditure:</b>	
(653) HMRC Staff Tax + Empr NI	518.56
(654) Handyperson Net Pay (March)	224.00
(660) Pro-Fit – Defibrillator Installation	<u>550.00</u>
	1292.56
<b>Income:</b>	
BBC ½ Year Precept 2022 - 2023	9,536.60
Locality Funding NDO	96,500.00
Lottery Grant – Awards for All	<u>3,850.00</u>
	109,889.60

The RFO identified that the Defibrillators had now been installed and the full grant amount of funding requested to carry-out the Neighbourhood Development Order (NDO) Project had been received from Locality.

**(i) To confirm Councillor Colin Morris as a signatory on the Parish Council Bank account:** Confirmation received from Barclays.

**(ii) To confirm the date of the Internal Audit**

The date of the Internal audit was confirmed as 19<sup>th</sup> May 2022.

**(iii) To present to Councillors the End-of-Year Income and Expenditure sheet and other relevant information.**

Councillors were presented with a balance sheet of income and expenditure for the financial year 2021-2022 together with the corresponding Bank Ledger information for the same period.

**(iv) To approve any changes to the Parish Council's Financial Regulations and Standing Orders.**

Financial Regulations and Standing Orders had been amended to include the wording to take into account the need to include bank transfers as a method of payment. **Action:** To amend documents where appropriate to do so.

**(v) To confirm the NJC Pay Award for the Parish Clerk/RFO with effect**

**from 1<sup>st</sup> April 2022 backdated to 1<sup>st</sup> April 2021.**

The Parish Clerk advised that the National Salary Award 2021 – 2022 had been agreed by the National Joint Council (NJC) for local government services employees and was effective from April 2022 but backdated to April 2021. This equated to an annual increase of 1.75% in salary for the Parish Clerk/RFO.

- 145/21 Annual Governance and Accountability Return 2021/2022:** To confirm that all internal controls are in place and had been achieved in respect of the Parish Council finances during the year and to approve the Annual Accountancy Statement for the 2021/2022.

Parish Councillors having received a copy of the Annual Accountability Statement confirmed, having assessed for any risk factors, that all sound systems of internal control had been in place throughout the year and the Annual Governance and Accountability Return for 2021/2022 was signed by the Chair, Councillor Bernard Foster, to confirm. Proposed: Councillor Foster  
Seconded: Councillor Morris

- 146/21 PARISH COUNCIL ELECTIONS 2022:** To update on the changes which will affect the Parish Council after the Parish Council Elections on 5<sup>th</sup> May 2022

Parish Council elections were due to take place on 5<sup>th</sup> May 2022 but due the required number of seats not being filled a notice had been received from the Borough Returning Officer to say that the election was uncontested, and all persons who had put forward their names for election were duly elected as Parish Councillors. The names of the candidates were - Bernard Foster, Colin Morris and Sheelagh Pegg. The remaining vacant seats would be filled by co-option.

- 147/21 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: 22/00510/FULL**

Single storey rear extension - 7 Ilfracombe Avenue, Bowers Gifford, Basildon, Essex

Parish Councillors were unable to make an informed decision on the application due to insufficient information on the proposed plans being available on the Basildon Planning Portal. It was **AGREED**, by all present, to consider the full application when all the facts were known and record their decision at the next Parish Council meeting in May.

**MFN0653013 - Proposed disposal of land at Cornwall Road, Bowers Gifford, Basildon, Essex**

An email had now been received from Essex County Council following an enquiry by the Parish Clerk in regard to an advert in the Echo concerning the disposal of land at Cornwall Road. The Parish Council will forward any comments on the application, as required, to the Secretary of State by 6<sup>th</sup> May 2022.

**148/21 PLANNING UPDATES AND COMMENTS:** To receive a summary of updates on planning applications discussed at previous meetings.

None recorded

**149/21 NEIGHBOURHOOD DEVELOPMENT ORDER:** To update on proposals to carry-out a Feasibility Study to determine if a Neighbourhood Development Order is a suitable course of action for designated areas in the Parish.

Councillor Foster provided an update regarding the Parish Council’s position in respect of the Neighbourhood Plan following Basildon Council’s withdrawal of the Local Plan in order to use less green belt land in favour of brownfield sites. As announced at the previous meeting the Parish Council proposed to undertake a Feasibility Study, with its consultants ONeilHomer, to determine the viability of introducing Neighbourhood Development Orders for certain areas in the village. (A Neighbourhood Development Order (NDO) grants planning permission for a particular type of development in a neighbourhood area, without the need for a standard planning application to the local planning authority). The Neighbourhood Plan will be set aside but the information within the Plan will be used, in part, to support the Neighbourhood Development Order (NDO) Project. A number of meetings and consultations will be carried-out in the coming months with residents and developers. It was anticipated that the current members of the Steering Group will continuing working with the Parish Council on the new NDO Project. The Parish Council will continue to update residents on progress at future meetings.

**150/21 DATE OF NEXT MEETING:** The date of the next meeting was to be confirmed in line with the election timetable. The date and time would be published on the Parish Council website in due course.

Signed:  .....Councillor Bernard Foster, Chair Date: 18<sup>th</sup> May 2022



**PARISH COUNCIL MEETING 27<sup>TH</sup> APRIL 2022****AGENDA ITEM 144/21****AMENDMENT TO FINANCIAL REGULATIONS TO INCLUDE BANK TRANSFERS****6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk/RFO shall give instruction that a payment shall be made.
- 6.3. ~~All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council~~  
*Amend 6.3: Payments shall be paid by cheque or bank transfer, where cheques are not acceptable by the payee, in accordance with a resolution of the Council*
- 6.4. Cheques or ~~orders for~~ payment for bank transfers drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of the council in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of the *payment/s* being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5. The signatories shall each initial the cheque counterfoil or *transfer payment*. to indicate agreement of the details shown on the cheque or bank *transfer order* for payment with the counterfoil and the invoice or similar documentation.
- 6.6. Cheques or ~~orders~~ bank transfers for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). However, any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.

Amendments Approved – Parish Council Meeting 27<sup>th</sup> April 2022 144/12