

**MINUTES OF THE BOWERS GIFFORD AND NORTH BENFLEET
PARISH COUNCIL MEETING
HELD AT THE BENBOW CLUB, BOWERS GIFFORD
ON WEDNESDAY 27th FEBRUARY 2019 AT 7.30 p.m.**

PRESENT:

Councillors: R. Smillie: T.Potter: B. Foster: D.Martin
Ward Councillor: Councillor Craig Rimmer
Parish Council Clerk/RFO: Mrs Christine Barlow
Members of the Public: 14

101/18 APOLOGIES FOR ABSENCE: All Councillors were present

102/18 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

103/18 MINUTES: To agree the minutes of Parish Council Meeting held on 12th December 2018 and confirm the notes of the meeting held on 30th January 2019.

(i) The minutes of the meeting held on 12th December 2018 were confirmed as an accurate record of the meeting and were signed by Councillor Robert Smillie, Chair.

(ii) The Parish Council meeting on 30th January 2019 was cancelled due to it being inquorate but an information session took place with the nineteen members of the public present on this occasion. The notes of the meeting were presented both Councillor Bernard Foster and Councillor David Martin, being present at the afore mentioned meeting confirmed the accuracy of the discussion and Councillor Smillie, signed to reflect this on behalf of the Councillors present.

104/18 PUBLIC FORUM: Residents have the opportunity to raise issues and ask questions of the Parish Council (The time allowed for this item is a maximum of 20 minutes)

Councillor Smillie, Chair, welcomed Pitsea South East Ward Councillor Craig Rimmer to the meeting and thanked him for his continued support.

Members of the public raised the following issues with Members.

(i) Councillor Rimmer, as a point of information, advised that street lighting repairs in unadopted roads was undertaken by Basildon Borough Council and not Essex

County Council. He had recently been contacted by a resident in Clarence Road who had difficulty in contacting the relevant authority to raise a report. Councillor Rimmer suggested, to the meeting, that if any residents had any difficulty regarding reporting street lighting in the unadopted roads he would be more than happy to take up the issue on their behalf. The Parish Clerk advised she had received the same inquiry from the resident and had passed it on to the relevant Officer in Basildon Council.

(ii) A resident informed she had contacted Essex County Council twelve months previously regarding a pothole at the “bell end” of Osborne Road. Essex County Council had investigated and considered the pothole not to be deep enough to carry-out a repair. The same resident had contacted ECC recently, as the pothole was now deeper and on this occasion been informed that the County Council had did not repair this area of the road despite previously, in 2018, having been recorded as not deep enough to carry-out a repair. The resident asked for some guidance on where she could go to raise a complaint to get the pothole repaired as it was now becoming a hazard. Ward Councillor Rimmer informed that the “bell end” pothole was one of the potholes that had been identified by the Parish Council to him and he had put forward to Essex County Councillor Kevin Bentley, Cabinet Member for Highways, for repair in the County Council’s recent initiative to fill in potholes across the Borough.

(iii) Residents stated that the edge of the road at the junction of Burnt Mills Road/Pound Lane along the cycle track had once again eroded and was now a large cavity. This also applied to further places along the Burnt Mills Road resulting in a danger not only to vehicles but also cyclists, especially at night, due to the fact the road was unlit.

(iv) A resident stated that she considered the end of Pound Lane near to Burnt Mills Road was very dark and needed additional lighting. The Parish Clerk advised she had reported this particular street light being out on more than one occasion but the report on the Essex County Council website stated there was no supply to it although the light above a road sign next to the street lamp was illuminated which made no sense. The Parish Clerk advised she would continue to pursue the matter.

(v) Kelly Road pothole had been filled in but the joint across the road remained a cavity and repairs remained outstanding.

(vi) A resident of Ilfracombe Avenue asked if there was any update on preventing cars parking on the grass verge along the London Road. The Parish Clerk advised she had undertaken a site meeting with South Essex Parking Partnership some two or more years previously and it had been suggested at the time that bollards could be installed. Officer, from SEPP, advised he would consult with Essex County Council as it was Highway verge but at the time it was reported back that this was too costly. Another suggestion to preventing parking from the school, in the vicinity of Ilfracombe Road, had been permit parking but following a consultation this was discounted by residents. It was also reported that several cars were parking on the road opposite the verge on a daily basis by people who were

picked – up collectively to travel elsewhere. Councillors suggested, as an alternative to discourage all day parking, that restricted day time parking could be introduced to discourage this practice. **Action:** To contact Essex County Council to discuss.

Councillor Rimmer had advised that there might be some addition funding via the Local Highways Panel as the Borough Council was putting an additional £100,000 into match funding the Local Highways Project across the district. The Parish Clerk stated she had written to Essex County Council Highways Officers, South Essex Parking Partnership and Councillor Stephen Hillier bringing the matter to their attention and suggested a site visit, but to date, no response had been received from any of the parties contacted. Councillor Rimmer advised he would be happy to interject regarding the matter on behalf of residents.

105/18 PARISH CLERK'S REPORT: The Parish Clerk to report on matters and items of interest since the last meeting.

The Parish Clerk reported on the following matters:

(i) A letter had been sent to Rushbottom Lane GP Surgery asking the practice to reconsider their decision to exclude residents of Bowers Gifford and North Benfleet from medical treatment at the surgery from 1st March as the Parish was outside their catchment area. A further email would be sent to Stephen Metcalfe MP for Basildon & Thurrock and Rebecca Harris MP for Castle Point for their response.

(ii) At Basildon Council's Full Council Meeting on 13th February 2019 Borough Councillors voted unanimously across all parties to reject proposals to make changes to electoral arrangements in respect of Local Councils within the Community Governance Review and voted for "no change".

(iii) The Parish Clerk had raised a report with Basildon Council that a light in both Windsor Road and Clarence Road, respectively, were not working and these had now been repaired.

(iv) The matter of the continued closure of the underpass at Old Church Road had been raised with Local Highways Panel Officers and Local Highway Panel Chair, Essex County Councillor Moore.

(v) A street light column outside 66, Highlands Road had a cover missing containing electrical cables and this had been reported to Essex County Council Highways.

(vi) The perimeter hedge around Little Chalvedon Hall had been pruned and the Clerk expressed thanks, on behalf of the Parish Council, to GL Hearn for organising the pruning. The Parish Clerk had asked for two trees overhanging the hedge, which dropped fruit onto the pathway and road during the summer causing a hazard to pedestrians and traffic, to be pruned or removed.

(vii) A copy of Balfour Beatty's Project newsletter had been displayed in the

noticeboard and would be added to the Parish Council website. The newsletter provided information on Planned Traffic Management Phases on the A13/A130 at Sadlers Farm throughout the year and highlighted some frequently asked questions and provided some answers to these questions.

The Parish Clerk advised she was preparing the next edition of the Parish Newsletter and asked for contributions in the shape of articles or pictures of interest to be forward to her by email.

106/18 PARISH COUNCIL VACANCIES: To discuss filling Parish Council vacancies

Councillor Smillie advised that regrettably Councillor Sheelagh Pegg had resigned as a Parish Councillor which left the Parish Council three Councillors short of the potential number of seven Parish Councillors. The Chair urged members of the public attending to come forward to join the Parish Council and get involved by becoming a Parish Councillor. There was a lot of work for the Parish Council to cover in the next few months and with such a small number of Councillors, at a time when the Parish was pushing forward with the Neighbourhood Plan, it needed more residents to become involved. The Parish Council would be advertising for the role in the Parish newsletter and hoped that his would bring results.

107/18 FINANCE REPORT: The Responsible Finance Officer to report on the Parish Council's current financial position.

Christine Barlow, Responsible Finance Officer, provided an account summary for income and expenditure for the period 12th December to 27th February as follows:

	£
Balance at Bank as at 12 th December 2018	14,392.84
Balance at Bank as at 27 th February 2019	9,942.09
Income:	100.00
Expenditure:	4,550.75
(450) Neil Homer Consultancy Fee inc VAT	2,664.00
(451) Clerks Tax & Emp NI (Oct/Nov/Dec)	293.45
(452) Clerks Salary Dec Plus Sub Tel/BB/Office Use	687.20
(453) PDS Printing – Bowers Bugle Extra	168.00
(454) RCCE Clerks Training – Planning Policies	15.00
(455) Clerks Salary Jan Plus Sub Tel/BB/Office Use	687.20
(456) Stationary – Paper x 2 Reams	<u>35.90</u>
	4,550.75
Income:	
HP Toner Credit	100.00

The summary of account was accepted as true record of the current financial

position by all present.

(i) The RFO advised Councillors that the Parish Precept for 2019/2020 was £16,042.28 and this information had been submitted to Basildon Borough Council. The Precept based on the figures provided had increased by an overall amount of 6.9% which equated to a £1.44 increase per annum for a Band D property.

(ii) Councillor Foster had been confirmed by Barclays Bank as a signatory on the Parish Council's Bank Account.

108/18 PLANNING: Councillors to review and comment on Planning Application/s under the Town and Country Planning Act 1990 (as amended)

No planning applications received during the month of February.

109/18 PLANNING DECISIONS AND COMMENTS: To receive updates and comments on decisions in respect of planning applications discussed at previous meetings.

Planning Application: 18/01670: Fairway London Road Bowers Gifford Basildon Essex SS13 2HE: Two-storey side and rear extensions – Granted

Planning Application: 18/01658/FULL: Gladwinds London Road Bowers Gifford Basildon Essex SS13 2HE: Demolition of existing detached garage and construction of a part single, part two-storey front/side/rear extension incorporating front and rear balconies in order to convert the property into 3 no. flats (2no. 1-bed flats & 1no. 2-bed flat) - Granted

Planning Application 18/01429/FULL: Land East Of White House, Carlton Road, Bowers Gifford, Basildon Essex: Material change of use of land for stationing of caravans for residential occupation with associated development (hard standing and day room) - part retrospective - Refused

Planning Application 18/01392/FULL: Novem Kennels, Southend Arterial Road, North Benfleet, Essex SS12 9JG: Demolition of existing buildings and kennel structures and replace with new reception building, dog grooming/storage building and kennels - Refused

Planning Appeal Ref: APP/V1501/W/18/3202546 in regard to Planning Application 17/01438/FULL: The Homestead, Lower Avenue, Basildon, SS13 2LZ had lodged an appeal against Basildon Council for non-determination of a planning application. The appeal was upheld by the Planning Inspector and the applicants planning application, to use their land for residential purposes, was granted.

110/18 BOWERS GIFFORD AND NORTH BENFLEET NEIGHBOURHOOD PLAN: To update on the progress of the Neighbourhood Plan "Call for Sites".

Councillor Foster updated on the position of the Neighbourhood Plan. Following the "Call for Sites" consultation held in December/January a number of sites had

come forward from landowners and the process would now be to plot each site on a map of the Parish to obtain an overview of where each site is located. The Bowers Gifford and North Benfleet Steering Group would then discuss each site location. This was a large piece of work which included considering the suitability of each site put forward, the surrounding infrastructure, flood risk areas, habitat and being able to fit each site into the Neighbourhood Plan.

It will be necessary to undertake a Site Assessment and the Parish Clerk, on behalf of the Parish Council, had made an application to Locality, a Government funded Neighbourhood Plan organisation, for their assistance to help provide an independent assessment of each site and how the site would fit into the future development of the Parish. This type of assistance, if granted, would be provided free of charge.

With the number of sites received from landowners the Parish Council appeared to have an over capacity of land to develop. It was estimated that the initial build within the Neighbourhood area would be in the region of 400 properties and the Parish Council will be able to look more closely over each location once the Site Assessment has been completed and how the locations fitted into the Neighbourhood Plan vision and the aspirations of the community.

111/18 MEETINGS ATTENDED BY COUNCILLORS: To receive information of interest regarding meetings attended by Councillors during the month and update on the decision by Basildon Council in respect of the Community Governance Review.

Councillors had not collectively attended any external meetings in February although Councillor Foster had attended the Policy Oversight and Strategy Committee Meeting on 7th February at which the Community Governance Review was discussed. Councillor Foster had spoken at the meeting and put the view of the Parish Council regarding proposals in the Review and had explained that the Committee the proposals would have a detrimental effect on the Parish Council. The Review proposed to make changes to the electoral arrangements of Bowers Gifford and North Benfleet Parish Council and Shotgate Parish Council, which stood currently at 2022 and 2021 respectively, bringing both elections forward to 2020. The Association of Basildon Councils, a joint body of all Local Councils across the Borough, objected to the proposals being put forward and this view was supported by the majority of Local Councils. Following a debate by Borough Councillors the Policy Oversight and Strategy Committee opposed the proposals to make electoral changes to current arrangements. Both Councillor Foster and Christine Barlow, the Parish Clerk, attended the Borough Council's Full Council Meeting on 13th February 2019 at which a unanimous cross party vote supported the motion for "no change" to current the electoral arrangements and the proposal to make electoral changes in respect of Local Councils fell.

112/18 TO REVIEW PARISH COUNCIL POLICIES: (i) Financial Regulations (ii) Openness and Transparency (iii) Freedom of Information

Councillors had considered all policies put forward for amendment and concluded that the only change required was in respect of the Openness and Transparency

Policy in regard to the Data Protection Act 1988. This needed to be amended to the General Data Protection Act 2018.

Proposed: Councillor Robert Smillie: **Seconded:** Councillor Terence Potter.

All Councillors present were in **AGREEMENT** with the amendment.

113/18 DATE OF NEXT MEETING: To confirm the date of the next Parish Council meeting.

The date of the next meeting was confirmed as Wednesday 27th March 2019 at 7.30 p.m. at The Benbow Club, 77 Pound Lane, Bowers Gifford.