

**MINUTES OF THE BOWERS GIFFORD AND NORTH BENFLEET
PARISH COUNCIL MEETING
HELD AT THE BENBOW CLUB BOWERS GIFFORD
ON WEDNESDAY 28 SEPTEMBER 2016 AT 7.30 p.m.**

PRESENT:

Councillors: R.Smillie: B. Foster: S.Pegg: T. Potter

Parish Council Clerk: Mrs Christine Barlow

Residents present: 11

Essex County Council: Essex County Councillor Keith Bobbin

61/16 Apologies for absence: Councillor N Tyler

62/16 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.

Councillor Bernard Foster disclosed an interest in agenda item 69/16 Planning Application **No: 16/01212/FULL**

63/16 Minutes of Parish Council meeting held on Wednesday 30 August 2016: Council to approve the accuracy and content of the minutes of the previous meeting and the Chair to sign.

Councillor Foster requested that the wording on the last line of the first paragraph on page 6 item 57/16 be amended as the issues of parking affected only staff and not patients. Subject to the amendment the minutes were confirmed as an accurate account of the meeting and signed by Councillor R. Smillie, Chair.

64/16 Public Forum: To enable residents to raise issues of concern with Parish Councillors (The time allowed for this item is 15 minutes)

(i) Footpaths: Concerns were raised regarding the condition of the footpaths in Kelly Road especially outside No: 35. It was also considered that many of the footpaths around the village were in a poor condition too.

Action: The Parish Clerk was asked to report the footpaths in Kelly Road. A request was also made to residents to report all hazards in regard to footpaths to Essex Highways on their website. A reference number is then generated for each report and residents can track the progress of any report. The Clerk

advised she had also reported the poor condition footpaths in North Benfleet on the ECC website.

(ii) New Traveller site: A resident asked if the Parish Council was aware of a traveller site being sited within 300 metres of Ilfracombe Avenue. Councillors advised they were unaware of any such proposal but would investigate the report.

(ii) Land, London Road: Residents asked if there was any information regarding the use of the land on the London Road, just east of the allotments, between the electricity pylons, which was being used to graze horses and had recently been cleared for some hard standing to be laid down.

Action: The Parish Council confirmed they would make some enquires of Planning Enforcement.

(iii) Chicane, Pound Lane: A resident asked if the Parish Council was aware that one of the bollards in the chicane had been knocked out and a second had never been installed. The Parish Clerk advised that she had reported the missing bollards on the Essex County Council website.

(iv) Old Church Road: A resident asked what was happening about the installation of the bollards at Old Church Road. The meeting was advised that a report back was included later on the agenda.

65/16 Police update: To advise Councillors of information received regarding police activity within the Parish.

The Parish Clerk advised she had now made contact with the police regarding their attendance at meetings and been advised that due to the changes in policing methods and the reduction of beat Officers attendance at meetings was no longer possible. However, when possible, they would provide a report back on policing for meetings. The Clerk informed she had reported the issue of Nitrox Oxide canisters which had been found in several locations within the Parish and had obtained a crime number. This report had been looked at during her conversation with the Police and she had been informed that the case had been closed. However, she would continue to take up this matter with the Police on behalf of the Parish Council.

The Clerk also advised that the damage to the net swing in the play area in Westlake Park had been reported to the Police at the same time as reporting the canisters. She advised that she was in the process of obtaining an estimate from Wicksteed Playscapes, the manufacturers of the play equipment, to obtain a cost to repair. Investigations were also being undertaken to identify the perpetrators of the damage.

66/16 Parish Clerk's Report:

The Parish Clerk to report and update on Parish Council business since the last

meeting.

(i) Little Chalvedon Hall hedges: The hedges alongside the chicane and the perimeter of the Little Chalvedon Hall site have now been pruned.

(ii) The bollards in Old Church Road: After several months of pursuing the matter to install barriers in Old Church Road to help prevent fly-tipping, the Parish Council had now received a letter of consultation from Essex County Council, sent to all statutory consultees, to amend the Traffic Regulation Order (TRO) at this location and restrict access to vehicles. Councillor Bobbin advised that he had received his letter and had written a strong reply. The Parish Council thanked Councillor Bobbin for the help and support he had given to the Council in connection with this issue over the past two years.

(iii) Ditch clearance: Basildon Council undertook the clearance of ditches on behalf of Essex County Council and information regarding the current schedule of works had been requested.

(iv) Parking at Rose Villa Surgery, Rectory Road: As requested at the August meeting a letter had been sent to the surgery informing of the Parish Council's support in regard to the surgery's parking problems.

(v) Essex Association of Local Councils Award: At the EALC Annual General Meeting on 22nd September the Parish Council had received a runner-up Community Award for their work within the community.

(vi) Macmillan Coffee morning: A coffee morning would be held on 30th September at 79 Highlands Road between 9.30 -11.00 and 16.30 – 18.00 to raise money for Cancer Research. If anyone was unable to attend but wished to donate they could text £5.00 to CUPCAKE 7750.

(vii) Correspondence: Two emails had been received from residents regarding matters of concern and these had been acknowledged and were in the process of further investigation.

(viii) Planning application ESS/13/15/BAS/22/1 Terminus Drive, Pitsea Hall Lane, Pitsea: A Planning application had been received regarding change of conditions No : 22

(ix) Parish newsletter: This would now be published in October.

67/16 Finance Report: To report on the Council's current financial position and other applicable financial matters.

The current financial position, together with a supporting bank statement, was presented to Councillors for consideration and approval. Together with a copy of the cash book and accounts ledge for the period 1st April – 31st August 2016.

Balance at bank 22 nd August 2016	8,194.78
Balance at bank 22 nd September 2016	8,060.55
<u>Payments</u>	
Clerks Net Salary and Office use subsistence	621.48
<u>Income</u>	
Clerks Training Bursary refund – First Aid Training	63.75
Clerks Training Bursary refund - CILCA	247.50
Fun Walk Sponsorship	<u>176.00</u>
	487.25

- 68/16 Bank Signatory:** To amend the Parish Council bank details in regard to current signatories and appoint a third signatory.

A third signatory was required for the Parish Council's Bank account as a result of Councillor Matthew Phillips, the previous third signatory, stepping down as Councillor in July.

Councillors present were in **AGREEMENT** with Councillor Sheelagh Pegg as the third signatory.

- 69/16 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: 16/01212/FULL

Proposed two-storey side extension, new pitched roof over extended dwelling, rooms within new roof space, and installation of canopy to front entrance (Revised scheme). - 3 Osborne Road Bowers Gifford Basildon Essex.

In considering the application Councillor Foster declared an interest and left the room.

Councillors present commented that the constraints on this property with regard to development would include GB1, GB2, GB3, GB4, GB5, GB6 and Bowers Gifford and North Benfleet Neighbourhood Area. The property is one of three houses at the Pound Lane end of Osborne Road and is currently of a similar height although it does not have a ridge style roof. The resubmitted plans do reduce the over aggressive perception of the intended development by setting back the extension one (1) metre which would comply with DC28 of Basildon Council's Control Guides. However, the plans do not resolve (i) Major problems of parking - Although the Essex Parking Standards are for two cars, which concur with what is present, a parking problem will still be created as with the previous proposal which was refused (ii) Excessive height: a ridge roof was to

be erected, providing insufficient clearance for a second habitable floor.

Councillors therefore suggest refusal on the grounds of (i) inadequate parking space and (ii) excessive height of the roof (iii) various existing policies as stated.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 16/01086/FULL

Create a new access onto the site from London Road together with a drop kerb and installation of new gates. Create hardstanding for vehicle access for proposed new stable block for five horses - Land Adjacent St Heliers, London Road, Bowers Gifford Basildon

Councillors considered that although it was generally accepted that the building of stables in Green Belt is acceptable there were several concerns regarding the drawings for this application. (i) The drawn areas for the hard standing and stables differ on the drawings and contradict each other. They are shown to cover the same area on one drawing but are different on the other i.e. Plan 1. Full Plans, dimensions; Hard Standing : 12.2m X 6m Stables: 9.1m X 3.7m The gate & road: 4.3m Plan 2. The Full All Plans; Hard Standing - No dimensions but shown as same size as Stables: Stables: Length 21.336 width 3.880m including openings: Gate & road : Dimensions not specified.

(ii) The stable block is stated as 12.2 m on one drawing but a massive 21.336m on the other (ii) The gate opening is 4.3m which is excessive when the average width of a lorry is 2.2m even allowing for turn in. (iii) On one drawing there are 3 stables and on the other 5.

The application is considered to be contradictory, incomplete and confusing and should therefore be refused and all matters of concern are clarified. However, if the decision is to grant, the implementation of conditions should be considered to include the ban of any vehicles, buildings or caravans of any nature being stored or left on site overnight.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 16/01329/FULL

Demolish existing bungalow, and rebuild dwelling with rear extension - 299 Pound Lane, Bowers Gifford, Basildon, Essex

Councillors had discussed the application and concluded that the application would be constrained by GB1, GB2, GB3, GB4, GB5, GB6 and Bowers Gifford, North Benfleet Neighbourhood Area and Environment Agency Flood Plains Zone 2. Concerns were raised by the Parish Council when a previous planning application was submitted to build behind this existing bungalow requesting a change of use of existing garage/workshop into a two bedroom bungalow (Planning Application 14/01313/FULL) The Parish Council had objected to the previous application in 2014 but the application was subsequently granted on

31st December 2014. It was unclear if all the conditions in the previous application had been met as a tall fence now obscured vision.

From the drawings provided in the current planning application the plans do not comply with current saved policies and there is insufficient detail within the application to make informed comment.

Action: The Clerk was asked to forward the Parish council comments to Basildon Council Planning Officers.

69/16/1 Planning decisions and comments: To receive updates and comments on planning applications received by Basildon Borough Council Planning Department and any decisions on matters regarding applications discussed at previous meetings.

(i) **7 Page Road:** An application had been granted for the conversion of 7 Page Road but the Parish Council had raised concerns with Planning Enforcement that the developers had not kept to the original conditions of the application and had virtually demolished the bungalow without making a further planning permission. Following an investigation the developers had now been given leave by Enforcement Officers to apply to regularise the work current being undertaken.

(ii) **The Cedars, Elm Road:** An application to remove planning conditions had been refused.

70/16 Financial Regulations: To amend the Parish Council's existing Financial Regulations procedures, if necessary or alternatively approve they are fit for purpose in respect of Parish Council business.

The Parish Council's Financial Regulations approved on 29th October 2014 were required to receive approval on an annual basis. An amendment had been made to the document on 23rd June 2016 in view of changes to legislation under the Financial Regulations Act 2015 and following approval of this amendment Councillors had been asked to consider any further changes to the existing regulations.

Action: It was considered by all present that no other changes were required and therefore the Parish council's existing Financial Regulations document should be approved in its present form.

Proposed: Councillor B. Foster: **Seconded:** Councillor T. Potter:

71/16 Recycling changes: To receive Councillor comments on Essex County Council's proposals to crackdown on illegal waste at recycling centres.

Essex County Council were proposing to make changes to the waste that can be taken to recycling centres across the County and a copy of the changes had been received by the Parish Council. (Attached). The changes meant that twenty-one recycling centres would no longer accept commercial waste and

leaving 9 centres, including Pitsea, having strict controls on the deposits of commercial waste. The changes would also restrict residents on the amount and type of waste they were able to deposit at the remaining centres.

Councillors considered that the proposed arrangements would lead to the escalation of fly tipping across the Borough and within the Parish by unscrupulous individuals and the proposals were ill considered.

Action: All present **AGREED** to send a letter to Simon Walsh, Essex County Council Cabinet Member for Waste and Environment expressing the Parish Council's concerns that the plans were ill-conceived and ill-considered and request what measures were to be put in place to effectively stop the increase in the amount of illegal fly-tipping that would be generated.

72/16 Neighbourhood Plan update: To update on progress

Councillor Pegg and Councillor Foster outlined the Parish Councils proposals to consult with residents on the Parish Council's their vision for the Parish in the Neighbourhood Plan. It was intended to call on each household to obtain their views and then collate the feedback received and update at further meetings and drop-in sessions. Currently four volunteers had agreed to help with the consultation and door knock with Councillors but more volunteers were needed to complete the visits to all properties in the Parish and reduce the time taken to accomplish this.

Action: An article giving information on the consultation and requests for more volunteers would be included in the next edition of the Parish newsletter.

73/16 Local Government Finance Settlement Technical Consultation: To consider the Essex Association Of Local Council's request to comment on key items regarding proposals to change the fund regime for Smaller Councils within the consultation.

An email been received from the Essex Association of Local Council's expressing their concern that the Government was proposing to cap the Precept for Parish /Town Councils that exceed the Council tax threshold of 2%. Anything above would require extending the referendum principles to smaller Parish /Town Councils. The Essex Association of Local Councils are request Parish Council's support a motion opposing the proposals.

Councillors present **AGREED** to support the motion and asked the Parish Clerk to send an email to this effect to the EALC.

74.16 Community Initiative Funding: To discuss and agree obtaining funding for Parish projects via Essex County Council's Community Initiative Fund (Deferred from previous meeting)

Following on from discussions Councillors considered that as the Parish Council was intending to set up a Community Speed Watch to help reduce traffic

speeding through the village funding should be sought to purchase the equipment required. Also discussed was the possibility of the recruitment a dedicated Police Officer for a few hours a week to deal with policing issues in the Parish on an affordable basis. Councillor Bobbin suggested the Parish Council contact the new Police Commander in Basildon and discuss any potential employment and also to approach Roger Hurst, Police Crime Commissioner for their support and advice. Currently the Parish Council also has a list of possible projects but if residents have any further suggestion residents were asked to forward them to the Parish Clerk.

Action: It was **AGREED** by all present to investigate the funding for the purchase of a Community Speed Watch camera and investigate the possibilities of a part-time police presence.

75/16 Social Media: To discuss extending the Parish Council's social media engagement with the community to include Facebook.

Councillors considered and discussed extending the present social media activities to Facebook. However, it was concluded that there would be no benefit in doing this as it was considered that it would be very difficult to manage, keep up to date and would generate more problems of content than could be monitored.

Action: To advertise Twitter as the Parish Council's social media and review again in six months' time and also look at other additional means than those used for communicating with the public.

76/16 Councillors Training: To discuss the various training opportunities being offered to Councillors.

Councillors had been invited to attend two training sessions to help them expand their knowledge of current procedures and policies. The following dates were informed to Councillors:

(I) Planning Training - 5th October 2016 - (II) 16th November or 23rd November – Code of Conduct Training.

Action: Councillors Sheelagh Pegg and Terry Potter informed of their intention to attend both sessions. Councillor Foster gave a provisional response to the Planning Training. The remaining Councillors to advise the Parish Clerk of their intention to attend the training sessions.

77/16 Meetings attended by Councillors: To update on meetings attended by Councillors since the last meeting.

Councillor Foster and the Parish Clerk attending the Association of Basildon Local Council's Meeting on 15th September. The meeting had set the outlines for the following year and confirmed representation, on behalf of the Association, on various Basildon Council Committees and the Essex Association of Local

Councils. It also agreed topics for the Basildon Council Liaison Meeting agenda on 13th October 2016.

Councillor Foster was also a member of the Doctors Participation Group at the Rose Villa Surgery, Rectory Road. The group were looking into the staff parking issues with a view to expanding facilities at the surgery. Unfortunately the meeting had been cancelled to give the group more time to investigate the staff parking issues and investigate solutions to resolve the problem of not being able to secure enough permanent parking from the Range Store. If the matter could not be resolved the planned expansion might not go ahead.

Councillor Foster had also attended the Local Highways Panel meeting and advised there were several major projects pending including the expansion on the A127 which would be out to public consultation in 2017. Councillor foster felt that if the changes went ahead they would impact on the village. Councillor Foster confirmed he had raised his concerns and these concerns had been noted. The proposed consultation regarding the changes to the Traffic Regulation Order (TRO) at Old Church Road were also discussed. Councillor Pegg raised concerns that any changes at Sadlers Farm would result in more traffic congestion in Pound Lane which was currently a car park at certain times of the day.

78/16 Date of next meeting - To confirm the date of the next Parish Council meeting as 26th October 2016.

The next Parish Council meeting was advised as 26th October 2016 at The Benbow Club, 77 Pound Lane at 7.30 p.m. The Parish Clerk advised that she would be on holiday from 29th September until 7th October and would have very limited access to the Internet.