



**MINUTES OF THE BOWERS GIFFORD AND NORTH BENFLEET  
PARISH COUNCIL MEETING  
HELD AT THE BENBOW CLUB, BOWERS GIFFORD  
WEDNESDAY 24<sup>th</sup> APRIL 2019 AT 8.15 PM.**

**PRESENT:**

<b>Councillors:</b>	R.Smillie: T.Potter: B.Foster: D.Martin
<b>Ward Councillor:</b>	Councillor C. Rimmer (Pitsea South East)
<b>Parish Council Clerk/RFO:</b>	Mrs Christine Barlow
<b>Members of the Public:</b>	17

**127/18 APOLOGIES FOR ABSENCE:** None

**128/18 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

**129/18 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)

(i) A resident commented that cutting back the overgrown verge from the footpath in Pound Lane to London Road had made a huge difference but the problem of the overgrown verge still existed along sections of the London Road especially the section of footpath opposite the school. The Clerk advised she had discussed the continued work with Basildon Council Parks Officers and would ask for an update on timescales for the work to be done.

(ii) It was also reported that the pothole at the junction of Kelly Road had been filled in but the repair to the seam across the road, which had also been reported, remained outstanding. The Parish Clerk advised that although she had reported the issue to Essex County Council urged residents to do the same.

(iii) Residents commented that the pavements in parts of Pound Lane and some side-roads were badly in need of resurfacing. Councillor Smillie added that the pavements were on the Parish Council's list of areas for repair and the matter has been raised with Ward Councillors but the more residents

complained, using the Essex County Council website, the more it would strengthen the Parish Council's case for much needed footpath repairs. Councillor Rimmer agreed and commented that if Essex County Council could see that these complaints were also supported by County, Ward and Parish Councillors the more likely the matter would be raised to a higher level at County Hall.

**130/18 MINUTES:** To agree the minutes of Parish Council Meeting held on 27<sup>th</sup> March 2019.

The minutes of the previous meeting held on 27<sup>th</sup> March 2019 were accepted as an accurate record of the meeting and signed by Councillor Robert Smillie, Chair.

**131/18 PARISH CLERK'S REPORT:** To report and update on matters since the last meeting.

- (i) Firstly, the Clerk thanked all the volunteers who helped to deliver the Spring edition of the Bowers Bugle at such short notice.
- (ii) The underpass had been discussed at length during the Annual Parish Meeting and the Clerk would raise again with Essex County Council's Local Highways Panel (LHP) Liaison Officer Jasmine Wiles
- (iii) Councillors were notified of Basildon Council's Code of Conduct and Standards training on 4<sup>th</sup> June. Parish Councillors had been invited to attend.
- (iv) Following a request to Balfour Beatty a newsletter had been received from Lizzie Forbes, Project Communications Manager, regarding future works over the summer months which would be published on their website and a copy would be displayed on the Parish Council website and noticeboards.

All other matters were to be reviewed with the Agenda content.

**132/18 FINANCE REPORT:**

- (i) To provide Councillors with a report of income and expenditure since the meeting on 27<sup>th</sup> March 2019.

The Responsible Finance Officer provided Councillors with a summary report of the Parish Council's current financial position:

	£
Balance at Bank as at 19 <sup>th</sup> March 2019	9,099.89
Balance at Bank as at 24 <sup>th</sup> April 2019	16,365.58
<b>Income:</b>	8,523.00
<b>Expenditure:</b>	1,257.31
<b>Breakdown:</b>	
<b>Income:</b>	8,021.14
	288.00

	<u>213.86</u>
	8,523.00
<b>Expenditure:</b>	
(460) HMRC Clerk Tax & Empr NI	283.05
(461) Clerks Salary ( March) Plus Tel & Office Use	687.20
(462) HP Toner	70.20
(463) Payment received in error	213.86
Direct Debit Payment to Land Registry	<u>3.00</u>
	1,257.31

(ii) To confirm the date of Annual Internal Audit and process for completion and submission of Annual Governance and Accountability Return to the External Auditor.

It was reconfirmed that the date of the Annual Internal Audit would take place on Friday 26<sup>th</sup> April 2019 and the completed Accountability Return must be sent to the External Auditor, PKF LittleJohn, by 1<sup>st</sup> July 2019. Once the Audit had been completed the Auditor's report and the end of year accounts would be available to view on the Parish Council website.

**133/18 Annual Governance and Accountability Return 2018/2019:** 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 2018/2019 financial year.

Every smaller authority in England, of which the Parish Council, is one whose gross income or gross expenditure exceeded £25,000 must complete the Annual Governance and Accountability Return at the end of each financial year in accordance with proper practices. The Annual Governance and Accountability Return is made up of three parts:

- The annual internal audit report completed by the internal auditor.
- The Governance Statement and Accountability Statement to be completed and approved by the Parish Council.
- The external Auditor's report which is returned to the authority.

The authority must approve the Annual Governance Statement, before approving the Accounting Statement and both must be approved and published before 1<sup>st</sup> July 2019. In addition the Internal Audit Report for 2018/2019 will also be published.

The Annual Governance Statement was presented to the Parish Council and it was **AGREED**, by all present, that there were sound systems of internal control in place, including arrangements for the preparation of the Accounts for the year ending 31 March 2019.

Councillors considered the various statements presented and the soundness of each and all were accepted as an accurate account and as required signed on behalf of the Parish Council by Councillor Smillie, Chair and Christine Barlow, Responsible Finance Officer. The Accounting Statement was also deemed to be correct and was signed jointly by the Parish Council Chair and Responsible Finance Officer in accordance with proper practices.

Once completed all documentation would be sent to the appointed Government Auditor, PKF Littlejohn, for ratification.

Proposed : Councillor R Smillie : Seconded : Councillor D Martin

**134/18 PLANNING:** Councillors to review and comment on Planning Application/s under the Town and Country Planning Act 1990 (as amended)

**(i) TOWN AND COUNTRY PLANNING ACT 1990 – APPLICATION NO: 19/00377/FULL:**

Proposed two storey side extension, first floor rear extension, extended dormers and external staircase with privacy screen – 86 Pound Lane, Bowers Gifford, Basildon, Essex.

Councillors considered the drawings presented appeared to replicate the previous planning application and as such, certain elements were part of a previous decision to refuse that application.

It was considered that the roof lights would overlook neighbouring properties and the external staircase would set a precedent. Currently, at this shop location, there were problems in regard to parking which caused nuisance and obstruction at several times of the day with customers parking hazardously when visiting the shop especially at peak times and at weekends and it was considered the application as it stood would only increase the impact in respect of traffic flow on the highway. Councillors therefore were recommending refusal.

**TOWN AND COUNTRY PLANNING ACT 1990 – APPLICATION NO: 19/00380/FULL:**

Hip to gable loft enlargement with extensions to front and rear dormers – 27 Ilfracombe Avenue, Bowers Gifford, Basildon Essex.

Councillors considered they had no objections in principle to the application however they recommended that the design of the dormers should be adapted from a shed dormer type to a gable type as this would be more in keeping with the area.

**TOWN AND COUNTRY PLANNING ACT 1990 – APPLICATION NO: 19/00445/FULL:**

Proposed outbuilding – West View, Lower Avenue, Bowers Gifford, Basildon, Essex.

Councillors discussed the application and raised the following objections to the plans and concluded that the proposed outbuilding was:

- (i) Oversized and dimensions excessive for an external building of this type and purpose.
- ii) It was poorly designed and over development in the Green Belt.

Councillors considered that the application should be refused.

- 13518 PLANNING DECISIONS AND COMMENTS:** To receive updates and comments on decisions in respect of planning applications discussed at previous meetings.

There were no reported decisions.

- 136/18 BOWERS GIFFORD AND NORTH BENFLEET NEIGHBOURHOOD PLAN:** To update on the progress of the Neighbourhood Plan.

The “Call for Sites” consultation had been concluded and information collated. The Parish Council had applied for Technical Support from Locality, a government funded organisation set up to assist the process of Neighbourhood Plans. In order to assess the suitability for development of the sites put forward. Urban Vision had been appointed to carry out the work and once the site assessments had been carried out Urban Vision will provide the Parish Council with a report. The Neighbourhood Plan Steering Group will then review the report and draw up a list of proposals and then consult with residents during the Summer. The Parish Council has also continued to meet with Basildon Council Planning Policy Officers regarding the progress of the Local Plan and discussed the proposed timescale for the Local Plan examination. This was now anticipated to be early Autumn but more precise information would be confirmed at a later date. The Parish Council would continue to keep residents updated via the Parish Council website and newsletters.

- 137/18 MEETING DATES FOR 2019/2020:** To agree the Parish Council meeting dates for 2019/2020.

All present agreed the dates for Parish Council meetings for 2019/2020. It was **AGREED** not to hold a meeting in the month of August and that the December meeting would be earlier in the month due to Christmas. The dates were:

**2019:** 29<sup>th</sup> May: 26<sup>th</sup> June: 31<sup>st</sup> July: 25<sup>th</sup> September: 30<sup>th</sup> October: 27<sup>th</sup> November: 11<sup>th</sup> December

**2020:** 29<sup>th</sup> January: 26<sup>th</sup> February: 28<sup>th</sup> March: 29<sup>th</sup> April:

- 138/18 MEETINGS ATTENDED BY COUNCILLORS:** To receive information regarding meetings attended by Councillors during the past month.

Members of the Parish Council had attended the Basildon Liaison Meeting on 2<sup>nd</sup> April 2019. A number of topics were discussed. The new head of Planning Services, Christine Lyons, advised that the Enforcement Team were undergoing a period of restructuring with the aim of reducing the current backlog of cases and enabling overall faster response times for dealing with new cases. Members at the meeting were advised that changes were being proposed to deliver “pink sacks” for recycling only once a year, with availability to have more sacks delivered if required by residents but there would be no changes to weekly rubbish collections. An invitation was offered to Councillors to attend a site visit at Barleylands Recycling Centre to view recycling operations at the depot. Wickford were in the process of setting up a Town Council and the Parish Council would

be able to provide them with the benefit of their experience if invited to do so. Parking was also discussed especially commercial parking.

**139/18 DATE OF NEXT MEETING:** To confirm the date of the next Parish Council meeting as 29<sup>th</sup> May 2019.

The date of the next Parish Council was confirmed as the Parish Council Annual Meeting to be held on 29<sup>th</sup> May 2019 at The Benbow Club, 77 Pound Lane and commencing at 7.30 p.m.

TO BE APPROVED