



**BOWERS GIFFORD AND NORTH BENFLEET
PARISH COUNCIL MEETING
HELD ON
WEDNESDAY 26th OCTOBER 2022
AT 7.30 PM.**

PRESENT:

Councillors: B. Foster: C. Morris: S. Moore: S. Pegg

Ward Councillor/s: Councillor Craig Rimmer (Pitsea South East Ward)

Parish Council Clerk/RFO: Mrs Christine Barlow

Public attendance: 12

58/22 Apologies for absence: None

59/22 Declarations of Member's interest: To receive any declarations of disclosable pecuniary interests, other pecuniary interests or non-pecuniary interests from members relating to any agenda items.

None received

60/22 Minutes of Parish Council meetings: To approve the minutes of the Parish Council Meeting held on 31st August 2022 and Chair to sign.

The Parish Council held on 28th September 2022 was inquorate due to the fact that Councillor Pegg and Councillor Moore were unable to attend. It then fell to the meeting on 26th October 2022 to confirm the accuracy of these minutes. Councillors who attended the meeting on 31st August **APPROVED** the minutes of that meeting as an accurate record and Councillor Bernard Foster, Chair, signed to confirm all was in order.

61/22 Public Forum: Public participation session to provide residents with the opportunity to raise questions of a general nature. (The time allowed for this item is 15 minutes)

(i) Residents raised the issue of the condition of the footpaths throughout the village. Councillor Rimmer responded by advising that a site visit had been arranged for 4th November with himself, Councillor Luke Mackenzie and Lee Scott, ECC Cabinet Member for Highways, to assess the condition of the footpaths and roads, which are in the responsibility of Essex County Council to maintain and repair, in addition to speeding in Pound Lane and other highways matters.

(ii) The issue of vehicles parking on the pavements and obstructing the footpath and not leaving enough room for access to disabled buggies/pushchairs/prams

and pedestrian, was raised once again. Councillor Foster informed that the Parish Council had tried on many occasions to encourage the Police to take action and to draw to the attention of the public issues around parking on pavements without giving ample room for buggies/pushchairs/prams and pedestrian, It was suggested that Councillor Rimmer might discuss this with the Cabinet Member and suggest the implementation of Traffic Regulation Orders or other similar type of action to reduce indiscriminate parking in the Village. The Clerk advised she had sent pictures to the Police Community Officer of cars causing an obstruction and asked her to pass the complaint on to the appropriate Officer and to take action in respect of indiscriminate parking on pavements. It was reported that a resident had fallen out of her electric buggy in Highlands Road trying to maneuver around a vehicle and hitting a large dip in the footpath. **Action:** The Clerk agreed to investigate this incident and obtain more information from the resident.

(iii) A resident raised the issue of Cranfield Park Travelers Site on A127 Arterial Road erecting another building on the site near to the entrance, without apparent planning permission. Councillor Rimmer advised a meeting had been arranged with Basildon Council Enforcement Team on 1st November and he was intending to raise the issue of Planning Enforcement in Bowers Gifford and the illegal development within the Parish, many of which have been brought to his attention by the Parish Council and have also been raised directly to the Enforcement Team by the Parish Council and residents.

(iv) Questions were raised regarding the new waste and recycling collection. A resident asked if the caddies, which were recently provided to households under the new recycling scheme, break are they replaced free-of -charge. The meeting was advised that as far as the Parish Council was aware the small caddies were the residents' responsibility but if the larger green bin was broken or damaged this would be replaced. **Action:** The Parish Clerk agreed to seek clarification. However, Councillor Rimmer advised that Basildon Council is proposing to provide a further 50 weeks' worth of bin liners free -of-charge. Pink sacks will continue to be provided currently but consultation had been undertaken to provide bio -degradable sacks for each of the recycling elements.

(v) Councillor Pegg asked if the graffiti could be removed from the bus -shelters. Councillor Rimmer advised that Basildon Council were systematically removing the graffiti from the bus shelters across the borough. **Action:** Parish Clerk to request the removal.

(vi) Councillor Rimmer responded to a question from Councillor Pegg regarding the demolition of the digester in Courtauld Road and why lorries were still going in and out of the building when it was no longer in use. He advised that although the premises was due to be demolished the site is still in use for the collection and distribution of waste for transportation to other areas.

(vii) Two residents asked regarding the criteria for the refusal of a planning application. The residents were advised that the granting or refusal of a planning application was based on Basildon Council Planning Policy. For more information on a specific planning application, it was suggested the residents should discuss any specific issue with Parish Councillors after the meeting to enable an understanding of the issue raised.

62/22 Ward/County Councillor update: Time is set aside for Borough/County Councillors to address the meeting.

Much of Councillors Rimmer's update had been discussed during the Public Forum, however, he informed that the owners of the Bingo Hall in Pitsea had agreed to put up hoarding around the derelict property with a deadline of 2nd December 2022 and if this did not happen further action would be taken.

The building of the new Pitsea Swimming Pool at Eversley had been delayed due to a new contract being awarded based on revised costs and requirements including new filtration equipment. Contractors should commence work in February 2023 for completion of the Pool in the summer of 2023.

Basildon's new Empire Cinema was on track and would contain eleven screens and several other public areas for the public to enjoy.

Councillor Rimmer asked the Parish Clerk for an update on the Westlake Park play equipment as she had recently been dealing directly with Basildon Council. She informed the meeting that all approvals had cleared Basildon Council Leisure and Environment Committee and Finance Committee and a contract to signed for the purchase and installation of the equipment .

63/22 Parish Clerks Report: To provide Councillors with an update on business since the previous meeting.

As reported earlier in the meeting new play equipment, suggested by the Parish Council in consultation with residents as part of Basildon Council's Play Review and supported by Councillor Rimmer, was to be installed in Westlake Park at a cost of around £37K. A consultation had been carried out in 2020 and from the suggestions put forward it had been agreed between all parties to install a Zip Wire, Pirates Lair Climber for children of all ages and a junior trampoline in the junior play area. The Parish Council will also replace the Basket Swing in the Junior Play Area, which had been vandalised some months previously.

Two funding applications had been submitted for Parish Council projects. The first application was for funding from ECC Community Initiatives Fund to secure funding of £3900 to continue the Parish Council's Handy Person Service which had been very successful over the previous 15 months. It was hoped to hear if the application had been successful during November. The second application for funding of £420 was for a small grant from the EALC Community Chest Micro Grant Scheme. This was to be used in conjunction with other funding to digitalise and upgrade the CCTV equipment in Westlake Park.

The Parish Clerk reported that some potholes in the village had been repaired including one large pothole at the junction of Burnt Mills Road and Pound Lane.

The issue of Tannoy noise nuisance at the FEDex building in Courtauld Road has now been resolved after liaising with Borough Council's Environmental Officers.

The Handy Person Service continues to benefit the community of Bowers Gifford & North Benfleet with many areas of work not included in either ECC or Basildon council contracts being addressed and areas tidied up.

64/22 Finance Report:

(i) To receive a summary of the Parish Council's current financial position.

The Responsible Finance Officer presented a summary of income and expenditure to Councillors. She advised that the amount in the bank included ring-fenced funding from Groundworks for the Parish NDO Feasibility Study Project and could not be spent on other projects.

	£
Balance at Bank 30 th August 2022	98,753.66
Balance at Bank 26 th October 2022	104,969.52
Expenditure:	3,320.73
Income:	9,536.59
Expenditure:	
(698) ABLC Annual Subscription Fee	20.00
(703) Clerks Net Salary (Aug) Plus Tel/BB/Office Use	774.00
(704) Benbow Club Hall Hire (inc.VAT)	96.00
(706) Parish Bus Stop Cleaning (inc.VAT)	186.00
(707) Petty Cash	250.00
(702) Handyperson Wages (Aug)	224.00
(703) Handyperson Wages (Sept)	224.00
(709) Clerks Net Salary (Sept) Plus Tel/BB/Office Use	743.70
HMRC Online Payment - Staff Tax + Emprs NI (J/A/S)	<u>803.03</u>
	3,320.73
Income: Second ½ Year Precept via Basildon Council	9,536.59

The Governments external Auditors, PKF Littlejohn, had completed a review of the Parish Council's Annual Governance and Accountability Return and had initially provided an interim report subject to completing a Final Report. The Final Report and Completion certificate had now been issued and the Parish Clerk was in the process of displaying a Notice of Conclusion of Audit on the Parish Council website and noticeboards for public information, together with the AGAR Return Sections 1,2,3 and relevant documentation.

The Parish Council RFO was not in agreement with the External Auditors comments as there was a difference of opinion to the way unrepresented cheques were reported in the accounts. The method used by the RFO had been verified without comment in previous years. However, the Parish Council would need to amend the figures presented, as instructed by the External Auditors, on the 2022/2023 return, although the figures requested did not agree with the Parish Council's 2021/2022 end-of-year Bank balance statement for the same period.

(ii) To update on the completion of the process for making bank transfer payments:

The Parish Council's bank mandate had been amended to enable bank transfer payments to be made alongside cheque payments. Each payment required two signatories in the same way as cheque payments. As with current cheque payments a printed list of collective or single payments is provided to two signatories with a description of the payment amount and payee for approval before any payments are made. The Responsible Finance Officer will then raise the amount to be transferred and the payment is authorised by a second signatory for payment via the banking system. The Responsible Finance Officer will discuss with Barclays Bank the addition of a third signatory to the authorisation.

65/22 Planning: Councillors to comment on Planning Application/s received under the Town and Country Planning Act 1990 (as amended):

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 22/01302/FULL

Two-storey side extension incorporating a garage and a rear bonnet dormer - 10 Alpha Close, Bowers Gifford, Basildon, Essex

Councillors raised no objections to the planning application.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 22/01374/FULL

Single storey rear extension - 6 Ilfracombe Avenue Bowers Gifford Basildon Essex SS13 2DS

Councillors considered although some aspects of the design were unclear, the proposed extension is similar to other such extensions in the road and raised no objections.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 22/01380/LDCE

To establish the lawfulness of existing annex to the rear of, and ancillary to, the main dwelling – Rosendale, Elm Road, Bowers Gifford, Basildon, Essex SS13 2LY

Councillors raised no objections and left the decision to Planning Officers based on the residents of the property providing sufficient proof that the annex has been in use as a dwelling for the requisite time.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 22/01389/TEL

Proposed 5G telecoms installation: H3G 20m street pole and additional equipment cabinets - Land at Junction of Cat Tree Lane and Pound Lane, North Benfleet, Basildon, Essex

The Parish Council raised no objections however they considered that the following conditions should be place on any grant of Planning Application:

- (i) All equipment meets the appropriate installation standards as required by current and pending legislation.
- (ii) All equipment is a minimum of 2.5 meters from the kerbside to give access for maintenance of the highway verge.
- (iii) The equipment does not obstruct the highway verge in any way and enables clear and safe access for pedestrians at all times (NB: the verge is used by walkers in this location as there is no connected footway along this stretch of road connecting properties at either end of Pound Lane)
- (iv) Visibility for motorists and pedestrians is not obstructed.
- (v) Hedgerows are responsibly maintained

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 22/01375/FULL

Ground floor extension, the raising the existing roof, and construction of a rear dormer - The Gables , Clarence Road, Bowers Gifford, Basildon, Essex SS13 2JW

Councillors deferred their decision in order to review the application.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 22/01348/FULL

Change of use of timber cabin from dog grooming business (Sui Generis) to beauty salon (Sui Generis) – Rear 245 Pound Lane, Bowers Gifford, Basildon, Essex SS13 2LB

Having discussed the application the Parish Council considered that any change of use should impose the following conditions:

- (i) All permitted development rights are removed.
- (ii) The hours of operation are restricted to between 0800hrs to 800hrs and this is to include all appointments, sales, movements and deliveries.
- (iii) No outside storage of any items permitted.
- (iv) Environmental Health are to agree the site has suitable levels of sanitation facilities for in excess of 6 full time workers on site prior to occupation being permitted
- (v) Any external lighting is to be agreed. Lighting must be subdued, localised and not adversely interfere with wildlife, bats etc.
- (vi) Adequate refuse collection facilities are to be agreed and installed prior to occupation being permitted.
- (vi) Any disturbance to nearby residents is kept to a minimum.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 22/01352/FULL

Change of Use of Units 5, 6 and 7 from retail (Class E) to storage (Class B8) – Rear 245 Pound Lane Bowers Gifford Basildon Essex SS13 2LB

Subject to suitable conditions being applied in order to protect the residents that back directly onto the units Councillors raised no objections to the “change of use” but stated conditions should be set to reduce anti-social behavior , light pollution , noise nuisance, installation of hygiene facilities and adequate refuse collections.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
22/01389/FULL**

Change of Use of Units 9 and 10 to offices (Class E) - Rear Of 245 Pound Lane, Bowers Gifford, Basildon, Essex SS13 2LB

Subject to suitable conditions being applied in order to protect the residents that back directly onto the units Councillors raised no objections to the “change of use” but stated conditions should be set to reduce anti-social behavior, light pollution , noise nuisance, installation of hygiene facilities and adequate refuse collections.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
22/01359/FULL**

Change of Use of Units 13 and 15 to office use (Class E) - Rear Of 245 Pound Lane, Bowers Gifford, Basildon, Essex SS13 2LB

Subject to suitable conditions being applied in order to protect the residents that back directly onto the units Councillors raised no objections to the “change of use” but stated conditions should be set to reduce anti-social behavior, light pollution , noise nuisance, installation of hygiene facilities and adequate refuse collections.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
22/01352/LDC**

To establish the lawfulness of existing residential use of Units 2, 3, 11 and 16 on site - Rear of 245 Pound Lane, Bowers Gifford, Basildon Essex SS13 2LB

Councillors considered that it was the responsibility for the owner to provide proof regarding the planning application and any other evidence which was available to prove or disprove the use of the buildings. The Parish Council considered that if the Lawful Development Certificate (LDC) was granted and conditions imposed to include the following:

- (i) All permitted development rights to be removed.
- (ii) The hours of operation are restricted to between 0800hrs to 800hrs and this is to include all appointments, sales, movements and deliveries.
- (iii) No outside storage of any items permitted.
- (iv) Environmental Health to agree the site has suitable levels of sanitation facilities for in excess of 6 full time workers on site prior to occupation being permitted
- (v) Any external lighting is to be agreed. Lighting must be subdued, localised and not adversely interfere with wildlife, bats etc.
- (vi) Adequate refuse collection facilities are to be agreed and installed prior to occupation being permitted.

(vii) Any disturbance to nearby residents is kept to a minimum.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
22/01325/FULL**

Single storey front extension - 6 Ilfracombe Avenue , Bowers Gifford Basildon,
Essex SS13 2DS

Councillors raised no objections to the grant of Planning Application.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
22/01454/FULL**

Change of use to lorry park and operational development comprising of the
erection of associated workshop, welfare unit and site office - Sadlers Hall Farm,
London Road, Bowers Gifford, Basildon SS13 2HD

NOTIFICATION OF APPEAL FROM PLANNING INSPECTORATE: Appeal
lodged by applicant in respect of Basildon Council's refusal to grant planning
permission (Basildon Council Reference: 22/00318/FULL) – Proposed
Development: The Orchard, 8 Clifton Road, Bowers Gifford Basildon- Construction
of 4 detached chalet bungalows, associated garages and parking areas, new
garage and driveway for the existing dwelling.

Councillors had nothing to add to their previous comments and agreed with the
decision of the Borough Council to refuse the Planning Application.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
22/01473/LDCE**

To establish the lawfulness of the occupation of a workshop as a residential
dwelling for more than 10 years - Badgers Lodge Grange Road Bowers Gifford
Basildon

Councillor considered the application and concluded that it was the responsibility
of the owners to provide the necessary proof that the property had been used as
a residential dwelling during the requisite timescale.

66/22 Planning updates: To receive updates on Planning Applications discussed at
previous meetings and other planning information.

No information was available and Councillors would be updated at the next
meeting.

67/22 Policies and Procedures: To revise, where applicable, and confirm,
amendments to the following policy and/or procedures.

- (i) Freedom of Information – Publication Scheme
- (ii) Media Policy

No changes were put forward for any policy or procedure changes in respect of
either document. It was **AGREED** by all present to accept both documents in their

current form.

Proposed: Councillor Foster: Seconded: Councillor Morris

68/22 Basildon Borough Council Recycling & Rubbish Collections: To re-confirm the details of changes to recycling and rubbish collections which came into effect on 3rd October 2022.

New changes to the Borough's Recycling & Rubbish Collection Service came into effect on 3rd October 2022. Most households have now received a 25litre green waste bin and a small caddy plus biodegradable food bags.

One criticism however was that the Green Food waste bin may not be sufficient for some larger families and a second bin would be required. The purpose of the change was explained by Councillor Rimmer. In rolling out the new Programme the Government wanted all Local Authorities to move to separate Green Waste and food waste collections over time.

69/22 Date of Next meeting: The date of the next Parish Council Meeting is 30th November 2022 at The Benbow Club, 77 Pound Lane, Bowers Gifford, commencing at 7.30 p.m. (The public and press are welcome to attend)

The date of the next meeting was confirmed as 30th November 2022

Signed



Councillor Bernard Foster, Chair

Date: 14th December 2022