



**MINUTES OF THE BOWERS GIFFORD AND NORTH BENFLEET
PARISH COUNCIL MEETING
HELD AT THE BENBOW CLUB, BOWERS GIFFORD
WEDNESDAY 30th OCTOBER 2019 AT 7.30 PM.**

PRESENT:

Councillors: R.Smillie: T.Potter: B.Foster: D.Martin:
C.Morgan: D. Packer

Parish Council Clerk/RFO: Mrs Christine Barlow

Members of the Public: 18

60/19 APOLOGIES FOR ABSENCE: Councillor Craig Rimmer (Pitsea South-East Ward Councillor)

61/19 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.

No declarations of interest were received.

62/19 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 15 minutes)

(i) Residents raised the matter of further incident of fly-tipping in Pound Lane. The Parish Clerk advised she had reported the latest incident. A resident suggested that if pictures were taken of the fly-tipped items and put on social media they might be identified by their original owner. It was noted that following a previous incident a picture of some of the items had been published on social media but this had not resulted in any information coming forward as to their ownership. It was further pointed out that Basildon Council investigate incidents to gather evidence and if evidence is found regarding the owner of the items they could be prosecuted for not ensuring the items were disposed of in the correct manner.

(ii) A resident commented that the street lights would be turned on across the Borough overnight from 1st November 2019. The Parish Council stated that although they were aware of the proposal they were unable to confirm the fact.

(iii) Concerns were again raised regarding the uneven footpath at the end of Alpha Road/Pound Lane adjacent to No: 40 Pound Lane. The Parish Clerk advised she had report the uneven surface to Essex County Council over the past 18 months

and had in fact looked at the footpath again prior to the meeting. Essex County Council had reported that the footpath was considered not to be a priority to repair. She would raise the matter again but also suggested urged residents to log-on to the Essex County Council Complaints and Compliments page and raise their concerns in writing also.

63/19 MINUTES OF PARISH COUNCIL MEETING HELD ON 25th SEPTEMBER 2019:
To approve the minutes of the meeting held on 25th September 2019

The minutes of the Parish Council held on 25th September 2019 were **AGREED**, by all present, to be an accurate record of the aforesaid meeting and signed to confirm as such by Councillor Robert Smillie, Chair.

64/19 PARISH CLERK'S REPORT: The Parish Clerk to report on matters and events since the previous meeting on 25th September 2019.

The Parish Clerk reported on the following points from the previous meeting:

(i) **Item 45/19:** A meeting is being arranged with Mitch Kitts, Interim Development Manager, to discuss Planning and Enforcement issues.

(ii) **Item 45/19:** Church Road underpass offensive graffiti has been painted out. Essex County Councillor Stephen Hillier has advised, by email, that he had received no update regarding repairs to the underpass. The Parish Clerk informed the meeting that she had received an email from Essex County Council Local Highways Panel (LHP) Liaison Officer informing that Essex County Council Structural Engineers will have completed their structural report by December. The Parish Council reported they had raised their concerns regarding the length of time the investigations had taken and the current dangerous condition of the underpass on a number of occasions.

(iii) **Item 53/19: Community Speed Watch:** Arrangements were being made to hold Community Speed Watch training as soon as possible and letters had been sent to volunteers who have advised of their interest informing of this. The Parish Clerk asked any residents to contact her if they wish to volunteer to help with the project.

(iv) **Bus Shelter Cleaning:** The meeting was advised she had obtained two quotations to clean the five (5) bus shelters along Pound Lane twice a year (once in summer and once in winter). The two quotations provided were for (i) £250.00 and (ii) £200 and the Parish Clerk accepted the lower offer on behalf of the Parish Council and had obtained the contractors Employers Liability Insurance Cover Certificate. Councillors confirmed their **AGREEMENT** with a show of hands regarding the decision taken; all were in favour of the decision.

65/19 FINANCE REPORT: The Responsible Finance Officer to report on the Parish Council's current financial position.

(i) To provide Councillors with a detailed summary of spending since the previous meeting on 25th September 2019: A detailed summary of the Parish Council's

finances, along with a copy of the latest bank statement covering the same period, was provided to Councillors as follows:

	£
Balance at Bank as of 20 th September 2019	13,783.55
Balance at Bank as of 22 nd October 2019	19,879.27
Income:	
Second ½ Year Precept	8,021.14
Picnic- in-the-Park Sponsorship	200.00
EALC Bursary Clerks Training	<u>82.50</u>
	8,303.64
Expenditure:	
(494) PKF Littlejohn – External Audit (AGAR)	360.00
(496) Petrol Generators Clerks Expenses	7.38
(497) Clerks Net Salary Plus Allowance for Tel/BB & Office Use	874.12
(498) Clerks Tax & Emprs NI (July/Aug/Sept)	470.42
(499) HP – Windows 10 Laptop & Accessories inc. VAT	<u>496.00</u>
	2,207.92

Councillors confirmed their **AGREEMENT** to accept the summary as presented

(ii) To receive a half-year account of Parish Council expenditure in preparation for discussions regarding setting the Parish Precept amount for 2020/2021:

Councillors were presented with a half year account of the Parish Council's income and expenditure for 2019/2020 together with draft budget proposals for 2020/2021 in readiness to agree the Annual Precept for 2020/2021 at the Parish Council meeting in November.

(iii) To discuss the renewal of the Parish Council Insurance due on 5th November 2019:

The Parish Council's Insurance renewal with effect from 5th November 2019 had been received from Came and Company in the sum of £703.42. The cost was made up of basic Insurance cover of £634.39 plus 4% Insurance Premium Tax of £19.03 plus £50 administration. The policy is currently under a three year long term agreement until 4th November 2020.

(iv) To confirm the Pension Regulator declaration in respect of the Parish Clerk's Pension status:

The declaration in respect of the Parish Clerk work placed pension status had been completed as required in line with legislation regarding work based pensions for employees.

(v) To confirm finance to purchase a tree to replace the Memorial Tree in Westlake Park.

The Clerk asked the Council to agree the expenditure of up to £100 to replace the Memorial Tree in Westlake Park, which had been planted in 2017 and had died during the hot Summer. The commemorative plaque placed adjacent to the tree at the same time as it was planted had been found by a resident and was now in safe keeping.

The Council confirmed their **AGREEMENT** to finance a replacement tree if the cost could not be found by other means.

66/19 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:
19/01455/OUT**

Outline application for the erection of 5 dwelling houses at Burwood Works and Winifred Cottage (access, layout and scale only). - Burwood Works, Windsor Road, Bowers Gifford, Basildon, Essex

Councillors having discussed the application considered that it should be refused on the grounds that:

- (i) It was inappropriate development in the Green Belt.
- (ii) It would cause harm to the openness of the Green Belt
- (iii) It would impact on the Green Belt.
- (iv) There also appeared to be no Lawful Use Certificate for the site and if this was the case it would make development on the site unlawful.
- (v) It was considered that there were no exceptional circumstances to grant the application and it was also noted that conditions of a previous planning application in 2015 for two dwellings on the site had not been met. The Council concluded that the applicant had submitted the current application on the presumption that a larger development of five dwellings would be granted on the same grounds as the previous application.

67/19 PLANNING DECISIONS: To receive updates regarding Planning Applications discussed at previous meetings and other relevant applications:

- (i) **Planning Application 19/01086/FULL:** Land Adjacent Windsor Lodge Windsor Road Bowers Gifford Basildon Essex - Erection of two mobile homes, toilet lock and hardstand area – **Refused**
- (ii) **Planning Application 19/01324/FULL:** Land Rear Of 215 Pound Lane Bowers Gifford Basildon Essex - New 2 bedroom bungalow fronting Katherine Road – **Granted**
- (iii) **Planning application 19/01339/NMABAS:** Basildon Crematorium, Church Road, Bowers Gifford Basildon Essex SS13 2HG – To establish whether the provision of a canopy to the floral tribute area can be considered as a non-material amendment to the granted consent 17/01582/FULL - **Granted**

(iv) **The Essex County Council Definitive Map of Public Rights of Way - Modification No. 668 (Basildon Borough) Order 2019** - Modification granted

68/19 HEALTH & SAFETY POLICY: To discuss for approval a Parish Council Health & Safety Policy

The policy presented was a standard Health and Safety Policy and it was **AGREED** by all present to approve the document as presented but in due course to amend as and when the need arose.

69/19 BOWERS GIFFORD AND NORTH BENFLEET NEIGHBOURHOOD PLAN: To update on the progress of the Neighbourhood Plan and any decisions by Basildon Borough Council in regard to the Local Plan.

A Steering Group Meeting had been held on 24th October 2019. The Steering Group had been brought up to speed on progress of the Neighbourhood Plan and the way forward regarding developments had been discussed. A smaller discussion group had been set up. It was intended that Parish Council, as a corporate body, would be meeting separately early November and that they would then update this sub-group and obtain their opinion on their proposals. The information regarding the Site Assessments was being looked at and where it fitted into the vision of 'One Village'. Each member of the Steering Group had received a copy of the Urban Vision Report for information and feedback. A Parish Newsletter would be published before Christmas to bring residents up to date regarding the Neighbourhood Plan progress.

70/19 ESSEX COUNTY COUNCIL WEBSITE CLOSURE: To discuss the closure of Essex County Council website essexinfo.net from April 2020 and the need to source a replacement website at a cost.

Since 2005 Essex County Council had provided a free website (essex.info.net) to Parish Councils and charitable organisations. Since its inception in 2010 the Parish Council had been using this facility but as of April 2020 the website would no longer be available as it will be closing forcing the Parish Council and other organisations that use it to make alternative arrangements. A list of interested providers had been supplied by the Essex Association of Local Councils and the Parish Clerk had received a number of calls and was researching a number of packages being provided. All of which carried set up costs and an annual fee. As the Parish Council had received no warning of the closure before setting the budget for 2018/2019 and funds had therefore not been set aside for providing and an alternative website. Any new website must have the ability to continue to meet legal requirements regarding its public content. Quotations currently received to host a new website were in the region of £600 and the Parish Council would continue to research for the most cost effective and efficient service for meeting accountability.

71/19 COMMUNITY EVENT 2019: To discuss possible dates for the 2020 Parish Council Community Event and the type of the event to be held.

Councillors discussed dates for holding the Parish Council Annual Event in 2020 and the type of event to be held. The date of Sunday 26th July and 6th September were considered and the Chair invited the audience for their comments. It was suggested that the July date would clash with the school holidays and that the September date would clash with the Orsett Show. The comments were noted and it was **AGREED** to make enquires regarding the date of the Orsett Show in 2020 before any firm date was decided and to discuss further at the November meeting.

72/19 MEETINGS ATTENDED BY COUNCILLORS: To receive information of interest regarding any meetings attended by Councillors since the last meeting.

(i) Councillor Bernard Foster and the Parish Clerk attended a planning workshop on 23rd October regarding the process for validating and determining planning applications submitted to Basildon Borough Council Planning Department.

(ii) Councillor David Martin and the Parish Clerk attended a planning training session providing information on the details taken into account when designing new development areas.

73/19 DATE OF NEXT MEETING: To confirm the date of the next meeting as 27th November 2019

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

Signed:  Councillor R. Smillie, Chair

Dated: 27th November 2019