

**MINUTES OF THE BOWERS GIFFORD AND NORTH BENFLEET  
PARISH COUNCIL MEETING  
HELD AT THE BENBOW CLUB BOWERS GIFFORD  
ON WEDNESDAY 27<sup>th</sup> APRIL 2016 AT 7.30 p.m.**

**PRESENT:**

**Councillors:** R.Smillie (Chair): B. Foster: N.Tyler

**Parish Council Clerk:** Mrs Christine Barlow

**Residents present:** 12

**153/15 Apologies for absence:** Councillor Matthew Phillips.

**154/15 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.

Councillor Foster declared his interest in the planning application for Cranbrook, Osborne Road.

**155/15 Public Forum:** Residents will be given time to ask questions of their Councillors on issues of concern to them and to minute any concerns for the Annual Parish Meeting.

Claire Love and Billy – Joe Williams, Essex County Council Youth Workers, were introduced to the meeting. Claire informed of their work with young people and advised that, working in partnership with the Parish Council, they will again bring the Youth Bus which provided activities for teenagers between the ages of 13 years old and 16 years old to Westlake Park. The Youth Bus project had been trialled during the autumn months and proved popular with the youngsters attending. However, more volunteers were needed to support the activity on a rota basis. Training, through the Youth Service, was available for all volunteers and there was no cost to the Parish Council as Essex County Council Youth Service was funding the project. The Bus would continue to be located in Westlake Park on alternate Thursdays from 12<sup>th</sup> May 2016. Anyone interested in helping was asked to contact the Parish Clerk.

The Chair thanked Claire and Ricky-Joe for attending the meeting.

**155/15/1** Questions raised at the Annual Parish Meeting held prior the Parish Council meeting.

i) A resident raised the question of faster broadband connections to properties in Page Road comparable with properties in adjacent roads. Councillors were in the process of making approaches to Essex County Council regarding this issue and would report back to the resident and at

future meetings as and when information became available.

ii) Residents raised concerns that further traffic congestion had been created by the new drop-off and pick-up system now being operated at St Margaret's School and the attitude of some parents dropping their children at the school with little regard to the problems they were causing to traffic. The Clerk will contact South Essex Parking Partnership to request further monitor of parking around St Margaret's School.

iii) A resident asked if a "No Through Road" sign could be installed at the junction of Pound Lane and Kelly Road to inform drivers that Kelly Road was a dead-end. The Parish Clerk was asked to make enquiries of Essex Highways.

iv) More fly-tipping had occurred at Old Church Road. The matter was being reported continuously, by the Parish Clerk, to both Essex County Council Highways and Basildon Council. Councillors would continue to request for the bollards, which had been removed at the entrance to Old Church Road, to be replaced and for an additional set to be place at the underpass end of Church Road.

v) Residents had raised the issue of the legality of burning bonfires in the early hours of the morning and the evening at the Sadlers Farm Traveller site in the early hours of the morning and in the evening. The meeting was informed that the matter had been reported and was under investigation.

vi) Residents asked if the two sections of the path in Westlake Park could be joined up. The Parish Council informed that a previous application for funding to carry out this work had been refused by Essex County Council Community Initiative Fund because the Park was in the ownership of Basildon Council and not the Parish Council. The Parish Council had asked Basildon Council to provide this funding but as yet had been unsuccessful as currently no funds were available to carry out such work. The Parish Clerk was continuing to press the matter with Basildon Council.

vii) The pathway outside No 12 Westlake Avenue was in a very poor condition and despite being reported no action had been taken to carry out any resurfacing. The Clerk was asked to investigate.

All questions raised at the Annual Parish Meeting would be investigated and any response in reply recorded at future Parish Council meetings.

**156/15 Minutes of Parish Council meeting held on Wednesday 30<sup>th</sup> March 2016 and 24<sup>th</sup> February 2016:** Council to approve the accuracy and content of the minutes from previous meetings.

The minutes of the previous meetings on 30<sup>th</sup> March 2016 and 24<sup>th</sup> February 2016 were both approved as an accurate record of the meetings. Councillor Smillie signed the minutes to reflect this.

**157/15 Parish Clerk's Report:** The Parish Clerk to report and update on Parish

Council business and correspondence.

The Parish Clerk advised on the following business:

- i) Fun Walk Sponsorship forms were now available. The Walk would take place on Sunday 22<sup>nd</sup> May at Barleylands Farm, Billericay. Councillors would be raising money for Parish projects. Councillor Smillie would be taking part and walking the route.
- ii) The Clerk was meeting the ECC Rights of Way Inspector on 7<sup>th</sup> May 2016 to discuss location signs for Westlake Park.
- iii) A letter regarding the Parish Council's comments on the Draft Local Plan and be compiled and would be sent to Basildon Council and could be viewed on the Parish Council website.
- iv) Basildon Heritage had contacted the Parish Clerk for information regarding the history of Westlake Park
- v) The Clerk had received notification regarding road closures on the London Road from 27<sup>th</sup> April for three nights.
- vi) A request had again been made to Essex Highways via email to repaint the Zebra Crossing in Pound Lane.

**158/15 Finance Report:** The Responsible Finance Officer to advise on the Parish Council's current financial position and update of Annual Audit.

Chris Barlow presented an update of the Parish Council's financial position.

	£
Balance at bank as at 25 <sup>th</sup> March 2015	4,017.77
Balance at bank as at 29 <sup>th</sup> April 2015	10,249.49

### **Summary**

Expenditure	1,278.11
Income	7,510.43

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½ Precept inc LCTS Grant	7,510.43
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### **Expenditure**

Net Clerks Salary (April) inc. Office Allowance	565.19
ABLC Affiliation 2014/2015	20.00
Lotteries Licence	20.00
HMRC Emp. Tax & Emprs. NI	422.92
Clerk's CILCA Registration	<u>250.00</u>
	1278.11

(i)The Annual Audit will be carried out on 3<sup>rd</sup> May 2016 by Heelis and Lodge.

(ii)The Parish Council is classed as a Smaller Authority, under the new Transparency Code legislation, which came into force in April 2016 and as such there will no longer be a requirement to have an External Audit carried out in regard to the Parish Council's Annual Return.

However, the Parish Council **AGREED** that as a safeguard they will still continue to have the Annual Return verified by an appointed External Auditor. The Parish Clerk/Responsible Finance Officer was in full agreement with this decision.

**159/15 Planning:** Councillors to review and comment on Planning Applications under the Town and Country Planning Act 1990 (as amended):

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 16/00498/VAR**

Variation of condition 13 of consent ref: 15/00820/FULL, to allow re-positioning of new pedestrian barrier in front of the pedestrian gates. - St Margaret's School London Road, Bowers Gifford, Essex

The Parish Council raised no objection to this variation of condition.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 16/00322/FULL**

Single storey side extensions, raise roof to facilitate loft conversion, with pitched dormers, together with alterations to elevations – Cranbrook, Osborne Road, Bowers Gifford, Basildon, Essex

Councillors raised no objections to the application.

**159/15/1 Planning application decisions:**

**APP.Ref: 16/00057/FULL Beatrice Villa, Elm Road - Detached 2-bedroom chalet bungalow and detached double garage:** The application was refused on the grounds that the development would be in a flood zone and contrary to National Planning Policy Framework Section 10. The full report could be found on the Basildon Council website/planning

**APP Ref: 16/00135/FULL– Erection of two chalet bungalows on land to the rear of 218 Pound Lane:** Application refused on several grounds including (i) the loss of amenity value to the area, (ii) parking and highways issues and (iii) overlooking. The full report could be found on Basildon Council's website/ planning.

**160/15 Neighbourhood Plan:** To update on progress to implement a Neighbourhood Development Plan

Councillor Foster updated the meeting regarding the Parish Council's intention to designate the Parish as a Neighbourhood Plan Development area and that the Council, as part of their response to the Draft Local Plan, were keen to have any development in the north of the village as it was felt this would cause the least disruption to the village. A draft mission statement had been put together by Councillor Foster outlining the Parish Council's aims and objectives and this would be presented for agreement of the Parish Council at a later date.

The letter of application to designate Bowers Gifford & North Benfleet Parish as a Neighbourhood Development area would be sent to Basildon Council. Once the application had been reviewed by Basildon Council a consultation publicising the application would be undertaken, by Basildon Council, to obtain the views of residents and other consultees. Councillor Foster advised there was a great deal of work involved in undertaking this commitment and there was a need for the community to get involved as volunteers and support this venture. Updates on progress of the Parish Council's objectives would be given at future meetings.

Councillors confirmed, having reviewed the letter of application they were in **AGREEMENT** with the content and that it should be sent to Basildon Council.

**161/15 Parish Council 2016 Event:** To update of arrangements to hold 2016 Event.

The Picnic-in-the Park Event, to celebrate Her Majesty Queen Elizabeth's 90<sup>th</sup>, would be held on Sunday 12<sup>th</sup> June 2016 in Westlake Park from 12.00 – 3.30 p.m. A group had been booked to provide live music and it was also anticipated to have another supporting act. The event also coincided with another country-wide event called the Big Lunch. Currently there was no external funding available for the Parish event but the Parish Council would cover the cost of putting on the event through existing funds. The event would be free for the community to attend and an update of arrangements would be given at the May meeting.

**162/15 Date of next meeting** - To confirm the date of the Parish Council Annual Meeting.

The Parish Council Annual Meeting would be held on 25<sup>th</sup> May 2016 at The Benbow Club, Pound Lane, Bowers Gifford.