

**MINUTES OF THE BOWERS GIFFORD AND NORTH BENFLEET
PARISH COUNCIL ANNUAL MEETING
HELD AT THE BENBOW CLUB BOWERS GIFFORD
ON WEDNESDAY 25TH MAY 2016 AT 7.30 p.m.**

PRESENT:

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

Parish Council Clerk: Mrs Christine Barlow

Residents present: 12

1/16 Introductions - To welcome all to the Parish Council Annual meeting.

Councillor Smillie, Chair, welcomed all to the Parish Council's Annual Meeting and then stood down as Chair. The Parish Clerk took over for the initial part of the meeting until a new Chair had been elected.

2/16 Election of Chair: Nominations for the position of Chair were taken.

Councillor Robert Smillie was proposed as Chair.

Proposed: Councillor Foster: **Seconded:** Councillor Tyler.

Councillor Smillie confirmed his acceptance of the role of Chair.

3/16 Declaration of Acceptance - Signing of Declaration of Acceptance of Office by elected Chair.

Councillor Smillie duly signed the Declaration of Acceptance of Office which was countersigned by the Parish Clerk.

4/16 Election of Vice-Chair.

Councillor Smillie asked for nominations for the position of Vice-Chair and Councillor Bernard Foster was proposed.

Proposed: Councillor Robert Smillie : **Seconded:** Councillor Nigel Tyler

Councillor Foster accepted the position of Vice – Chair.

5/16 Apologies for absence: Councillor Matthew Phillips

6/16 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 Foster declared his interest in relation to Planning Application No: 16/00537/FULL (Agenda Item: 12/16)

7/16 Appointment of Representatives – To appoint representatives to the following areas of interest:

- Parish Council's Planning Advisory Group – Councillor Bernard Foster and Councillor Nigel Tyler
- Association of Basildon Local Council's – Councillor Bernard Foster
- Bus Transport Forum – Councillor Nigel Tyler
- Basildon Council Liaison Group – Councillor Robert Smillie and Councillor Bernard Foster
- Other groups where applicable – Currently none

The Parish Council Clerk also attends the Basildon Council Liaison Group and Association of Basildon Local Council's meetings in her position as Clerk.

8/16 Public Forum: To enable residents to raise issues of concern with Parish Councillors (The time allowed for this item is 15 minutes)

(i) **Burnt Mills Road:** (i) A resident commented that a caravan had been sited on land in Burnt Mills Road opposite Bradfields Farm and there appeared to be people living in it. **Action:** The Parish Clerk was asked to report the matter to Basildon Council's Enforcement Officers. (ii) A resident also commented that the 7.5 tonne load sign at the junction of Burnt Mills Road Courtauld Road was still facing the wrong way. **Action:** The Parish Clerk was asked to once again raise the matter with ECC Highways.

(ii) **Verges:** It was reported that the verge on the corner of Burnt Mills Road/Pound Lane was impeding the sight line of drivers pulling out from Burnt Mills Road. The Parish Clerk stated she had reported this issue to Basildon Council. The issue of the condition of the verges beside Exchange House was again raised.

(iii) **Sadlers Bus Lane:** A resident asked if the bus lane at Sadlers Farm could be removed as it served no purpose. Councillors advised that they had been informed that the bus lane had been installed with a view to the future development of Sadlers Farm junction. It was also commented that there should be times of use on the bus signage. **Action:** Councillor Foster said he was reading through the relevant documentation and intended to raise the matter again in relation to regulations and signage in connection with the use of bus lanes at the Local Highways Panel meetings he attended.

In addition residents and Councillors raised concerns regarding the new hatchings on the Sadlers Farm roundabout and the congestion being caused with the build-up of traffic at peak times and during the day. The Parish Clerk had raised these concerns with ECC Highways Liaison Officer, Will Price, by email on 10th May and asked for the matter to be raised at the Local Highways Panel meeting.

(iv) **William Road:** A resident once again raised concerns in connection with car repairs being carried out in William Road and some cars causing an obstruction by disregarding yellow double lines on the corner of William Road/Pound Lane. **Action:** The Parish Clerk was asked to raise the issues

again with the relevant organisations.

(v) **Fly-tipping:** A resident raised concerns regarding fly-tipping in Old Church Road which had increased considerably in recent months and asked what was happening about installing barriers at either end. The Parish Clerk stated she had raised the issue on behalf of the Parish Council with Essex County Council on numerous occasions and Councillor Foster stated he had also raised the same matter at Local Highways Panel meetings. As far as the Parish Council was aware the sum of £4,000 had been set aside from the ECC Local Highways budget in 2015/2016 to carry out the work to install barriers but they had been advised that a Traffic Regulation Order (TRO) had to be obtained in order to amend the existing usage of the road before any installation could take place. The Parish Council would continue to pursue the matter with all interested organisations in order to bring the matter to a satisfactory conclusion. Residents were urged to report all incident of fly-tipping to Basildon Council's Street Scene.

(vi) A resident reported he had tripped on an uneven footpath and drain cover outside 108 Pound Lane on 20th May. **Action:** The Parish Clerk was asked to log a report on the ECC Highways website.

10/16 Minutes of Parish Council meeting held on Wednesday 27th April 2016 - Council to approve the accuracy of the minutes of meeting held on 27th April 2016 and the Chair to sign.

The minutes of the previous meeting held on 27th April were accepted as an accurate record of the meeting and signed as such by Councillor Smillie, Chair.

11/16 Parish Clerk and Finance Report – The Parish Clerk/Responsible Finance Officer to advise on:

➤ **Parish Clerk's Report:**

(i) Fly tipping in Old Church Road has been reported to both Basildon Council and Essex County Council.

(ii) The need to refresh the white lines on the Zebra Crossing in Pound Lane has been reported on the Essex County Council Highways website and to Essex County Council Liaison Officer, Will Price, who had been asked to forward to the relevant Department/Officer.

(iii) Essex County Council's "Where Water Goes" Project was still continuing. Thanks were expressed to the volunteers who were taking part in the project for their perseverance in recording the ditches, culverts and water courses over the winter months. During the survey an area of pollution had been found at the end of Pound Lane and this had been reported to Essex County Council by the volunteers and was being investigated.

(iv) The Youth Bus Project returned to Westlake Park on 12th May. There was a need for volunteer drivers to drive the Bus on a rota basis with Essex County Council. Any volunteers should contact the Parish Clerk.

(v) Councillor Smillie took part in John Baron's Fun Walk on 22nd May to raise additional funding for Parish Council projects.

(vi) Information has been received from the National Association of Local Council's regarding new pay scales for Clerks and other employees for 2016-2018 as agreed with the National Association of Local Council's (NALC), the Society of Local Council Clerks (SLCC) and the National Joint Council for Local Government which will be paid in two phases. Phase 1 was back dated to 1st April 2016 and Phase 2 will commence on 1st April 2017. It will mean an approximate gross nominal increase of £6.00 per month for the Parish Clerk

Finance Report: The Parish Clerk/Responsible Finance Officer to advise on:

(1)The Parish Council's current financial position: The Parish Clerk presented a summary report regarding payments and receipts since 23rd April 2016:

	£
Bank Balance as of 23rd April 2016	14,082.00
Bank Balance as of 20th May 2016	12,730.04
Expenditure	
Net Clerks Salary+ Office Allowance (April)	-616.19
Stationary underpayment 2015/2016	-53.61
Affiliation EALC & NALC	-437.22
New Printer HP LaserJet MFP M277dw	<u>-244.94</u>
	-1351.96
Income	Nil

(2) The Internal Audit carried out on 3rd May 2016 and recommendations made by the Internal Auditor: The Internal Auditor Heather Heelis of Heelis & Lodge was satisfied that all Parish Council processes had been carried out satisfactorily throughout the year and all accounts and the balance sheet were found to be in order. Councillors had been provided with a copy of the report.

Recommendations: (i) The Auditor recommended that the Parish Council Standing Orders (No 18) and Financial Regulations (No 11) were updated to reflect the Public Contracts Regulations 2015 which came into force in February 2016. (ii) All expenditure exceeding £100 should be recorded, as per the Transparency Code 2016. This information is recorded via the Parish Council's monthly reports which are then included in the minutes and published on the Parish Council website.

Councillor Smillie signed off the report on behalf of the Parish Council. The Annual Return to be sent to the External Auditors, PKF LittleJohn, by 13th June 2016 to be ratified. The accounts will be posted on the Parish Council website and made available for the public to view if desired.

(3) Confirming the Parish Council's bank account signatories for 2016/17: The Parish Councillor signatories were confirmed as: Councillor Bernard Foster, Councillor Nigel Tyler and Councillor Matthew Phillips.

(4) Undertaking a review of the Parish Council's Risk Assessment Policy: It was agreed to review the Parish Council Risk Assessment Policy at a future Parish Council meeting.

12/16 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: 16/00537/FULL

Proposed two-storey side extension, new pitched roof over extended dwelling, rooms within new roof space, and extended pitched roof over front bay window and door - 3 Osborne Road, Bowers Gifford, Basildon, Essex

Councillors commented that the application is the fourth such extension and as such may extend in size beyond Permitted Development. There were concerns regarding the lack of detail regarding the height of the pitched roof and the Velux windows in the roof and other windows set in the new roof which may overlook neighbouring properties. It is considered that the application in its present form should be refused.

12/16/1 Planning decisions and comments – To receive updates and comments on decisions in respect of planning applications discussed at previous meetings.

An appeal has been lodged with the Planning Inspectorate in respect of Basildon Council's refusal to grant planning for a single storey rear and side extension at 142 Pound Lane, Bowers Gifford (Application No: 16/00193/FULL).

13/16 Neighbourhood Planning: To update on the Parish Council's application to Basildon Council in regard to setting up a Neighbourhood Plan.

A letter of application had been sent to Basildon Council designating the Parish as a Neighbourhood Plan Area. The application had been accepted as being valid and in accordance with the relevant regulations and guidance. A four week consultation with residents, businesses and other interested parties will now take place from 26th May 2016 until 23:59 on 23rd June 2016 asking people for their comments and if they support or object to the area designated. A copy of the Parish Council's application and Basildon Council's consultation letter had been posted on the Parish Council website and in the Parish Council noticeboards. It was also **AGREED** by Councillors to produce a leaflet for delivery to every household informing residents of the Parish Council's intentions. It was anticipated that the results of the consultation would be known soon after the 24th June 2016.

14/16 Picnic in the Park Event: To update on arrangements for the Picnic-in-the-Park event on 12th June 2016.

Final arrangements for Picnic-in-the-Park were well underway and various stalls had been booked. The Benbow Club had been asked to arrange the BBQ. A group had been booked and an advertisement would go out on the reverse of the Neighbourhood Plan flyer informing residents of the event. A budget of £1,500 had provisionally been agreed for the Event.

15/16 Date of next meeting - To confirm the date of the next Parish Council meeting as 29th June 2016.

The next meeting of the Parish Council was confirmed as 29th June 2016 and subsequent meetings were confirmed as:

27th July 2016: 31st August 2016 : 28th September 2016 : 26th October 2016:
30th November 2016: 14th December 2016: 25th January 2017: 22nd February
2017: 30th March 2017: 27th April 2017: 25th May 2017:

All meetings are held in the Benbow Club, 77 Pound Lane, Bowers Gifford commencing at 7.30 p.m.