

**MINUTES OF THE BOWERS GIFFORD AND NORTH BENFLEET
PARISH COUNCIL MEETING
HELD AT THE BENBOW CLUB BOWERS GIFFORD
ON WEDNESDAY 29 APRIL 2015 AT 7.30 PM.**

PRESENT:

Councillors: R.Smillie (Chair): B.Foster: G.Guenigault:

In attendance: Christine Barlow (Parish Clerk)

Members of the Public: 15

153/14 Apologies for absence: Councillor Nigel Tyler

154/14 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. **None received**

As a result of the Annual Parish Meeting, which was held immediately before the formal Parish Council meeting, and gave residents the opportunity to ask questions of their Parish Council, there were no further questions from the public gallery.

155/14 Minutes: To agree the minutes of Parish Council Meeting held on Wednesday 25th March 2015.

The minutes of the previous meeting held on 25th March were accepted as a true and accurate record of the meeting and signed by Councillor Robert Smillie, Chair.

156/14 Parish Clerk's Report: To update on day-to-day Parish Council business and correspondence since the last meeting.

The Parish Clerk advised as follows:

- i. **Youth Nuisance:** Emma Spurr, PCSO, was unable to attend the meeting but had reported by email that youths had been causing a nuisance and annoying the cows in the farmer's field in Homestead Road. A request was made for any resident who could identify the perpetrators or had further information regarding the incident to contact 101.
- ii. **The verge in North Benfleet around Exchange House:** The condition of the chicane and Burnt Mills Road were again reported to Essex County Council Highways Department without response and the condition of the verges around Exchange House, North Benfleet had been reported again.
- ii. **The Parish Council newsletter:** The spring addition of the Parish Council newsletter had been published and delivered to all properties in the Parish. The Parish Clerk

expressed her thanks to all residents who had helped her deliver the newsletter.

- iv. **Refuse sacks:** A polite request had been made in the Parish newsletter asking residents not to store pink and black sacks in their front gardens.
- v. **John Baron – Fun Walk 12th July 2015:** More volunteers were needed to join Councillors to help boost the sponsorship collected from this annual event.
- vi. **Item 139/14:** The discarded tyres had been removed from the roadside at Sadlers Farm and the settee and mattress had been removed from A130. The duplicated bus stops had also been removed along Pound Lane and the fault resulting in the traffic lights at Sadlers Farm not synchronizing had been reported.
- vii. **Item 114/14/1: Flooding:** Discussions were ongoing with ECC Flood Management Team and residents had been asked, via the Parish newsletter, to contact the Parish Clerk with any information.
- viii. **Item 114/14: The Old Rectory, Church Road:** The owners of the Old Rectory, Church Road, J A P Holdings, had written an article in the Spring Parish newsletter regarding their plans for the property.
- ix. **Item 122/14:** Councillors and the Parish Clerk had met with Highways Officers and Ringway/Jacobs the previous day (28th April) in regard to traffic calming proposals at the North Benfleet end of Pound Lane. Issues surrounding Burnt Mills Road and the chicane were also discussed and brought to the attention of the Officers.
- x. **Item 146/14: Incorrect Postal location addresses:** An email had been sent to the Post Office supporting a consultation in regard to the change of location addresses to be undertaken with affected properties. A meeting is to be arranged with Basildon Council to consider residents' concerns and identifying the incorrect addresses.
- xi. **Item 148/14: Parish in Bloom:** an article had been inserted in the Parish newsletter and the closing date for applications was 26th June 2015

157/14 Finance Report: The Responsible Finance Officer to advise Councillors on:

- (i) Financial matters since the last meeting on 25th March 2015

Balance at bank as at 25 th March 2015	£ 4,017.77	
Balance at bank as at 29 th April 2015	£10,249.49	
Summary		
Expenditure	£1,278.11	
Income	£7,510.43	
Income		
½ Precept inc LCTS Grant	£7,510.43	

<u>Expenditure</u>		
Net Salaries inc. office allowance		£565.19
ABLC Affiliation 2014/2015		£20.00
Lotteries Permit		£20.00
HMRC Emp.Tax & Emprs. NI		£422.92
Clerk's CILCA Training Registration		<u>£250.00</u>
		£1278.11

The half year Precept amount included an element of the Local Council Tax Support (LCTS) grant payable to Basildon Borough Council by the government and a percentage of which is passed on to Parish/ Town Councils.

(ii) To present for approval the Annual Statement of Account for 2014/15

The Parish Clerk presented the Annual Statement of Account for 2014/2015. Councillors approved the annual statement and accompanying documents and Councillor Smillie, Chair, was asked to sign the account on behalf of the Parish Council. The Parish Clerk advised that a notice would be placed in the Parish Council noticeboards to enable electors to exercise, by appointment, their right to view the accounts. The notice would be displayed for twenty-eight days.

Action: Councillors **APPROVED** the documentation as presented. In view of the late hour the Chair confirmed his intention to sign the document after the meeting, for Audit purposes.

(iii) To advise on arrangements for auditing the Parish Council accounts for 2014/2015

Arrangements have been made for Heather Heelis of Heelis & Lodge, to carry out an internal audit on 14th May 2015. The Audit was required to be completed by 8th June and after this date all required documentation must be sent to the external auditors PKF Littlejohn by 30th June 2015 to be signed off in line with Audit Commission guidelines.

158/14 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: 15/00422/FULL

Single storey side and rear extension - 76 Highlands Road, Bowers Gifford, Essex SS13 2JA

The application was in keeping with other properties in the road and as such Councillors felt they would raise no objection to the application.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 15/00346/FULL

Conversion of bungalow to chalet style dwelling house, incorporating front and rear dormers - 26 Page Road, Bowers Gifford, Essex SS13 2HP

Councillors considered this application and commented that the size of the property would double in size. However there was not enough information on the plans to make informed comment.

Action: The Parish Clerk was asked to contact Basildon Council Planning Officers for more information to enable Councillors to consider further.

- 159/14 Planning decisions and comments** – To receive updates and comments on decisions in respect of planning applications discussed at previous meetings.

An appeal had been lodged by the owners of 17 Westlake Avenue against Basildon Council's refusal to grant planning permission to replace the existing dwelling on the grounds of visual amenity and design (Ref: Application No: 14 -01298/FULL)

- 160/14 Parish Council Meeting dates for 2015/2016:** To confirm the Parish Council monthly meeting dates for the new financial year.

Councillors **AGREED** to continue holding Parish Council meetings on the last Wednesday in the month except for the December meeting which would be held in early December. The dates for 2015/2016 were agreed as:

2015: 27th May: 24th June: 29th July: 26th August: 30th September: 28th October: 25th November: 9th December 2015

2016: 27th January: 24th February: 30th March: 27th April (* Annual Parish Meeting & Parish Council): 25th May (Parish Council Annual Meeting)

All meetings would be held at The Benbow Club, Pound Lane, Bowers Gifford and commence at 7.30 pm unless otherwise stated as appropriate.

- 161/14** Date of next meeting:

The next meeting will be the Parish Council Annual Meeting and would be held on 27th May 2015.

- 161/14 Additional Business:** A resident asked if the Parish Council would consider a facility for older teenagers in Westlake park. A Teen Shelter similar to that in Ashlyns, Pitsea, was suggested. The Parish Council agreed to consider this suggestion.

There being no further business the meeting concluded at 9.15 p.m. the next meeting would be held on 27th May 2015.