

Members of Little Burstead Parish Council are hereby summoned to attend the LITTLE BURSTEAD PARISH COUNCIL

Annual General Meeting & Ordinary Parish Council Meeting

to be held at the Village Hall on **Tuesday, 01st July 2025**, commencing at **7:30 p.m.** for the transaction of business as set out below.

Members of the public and press are cordially invited to attend.

Mrs. Nandita Nandi

Clerk to Little Burstead Parish Council

AGENDA

1. To receive notification from any person or persons present of intent to record the meeting

2. Apologies for Absence

To receive and agree apologies for absence.

3. Members' Declarations of Interest in items on the agenda

4. Minutes

Members to consider and approve the Minutes of the Annual Parish Council Meeting held on Tuesday, 20th May 2025.

5. Clerk's Report

To receive an update from the Clerk on relevant matters (Rag sheet).

6. Cleaning of all parish signage

To review quotations received from contractors for signage cleaning and ratify the decision to proceed with the preferred option.

7. Lay-by, Laindon Common Road

Discuss condition, usage, and any concerns raised about the lay-by.

8. Telephone box

Consider maintenance and possible community use of the telephone box.

9. Taking official control of the War Memorial

Discuss steps to formally take over care and responsibility for the War Memorial.

10. Pond and tree

Review condition and agree any necessary maintenance.

11. Dunton Road planning

Update on developments and implications for the parish.

12. Footpaths near Chase Farm, Botney Hill Road

To consider the absence of new footpaths in this area and discuss requesting the Rights of Way Officer to advocate for their installation.

13. Parish Council Contact Details and Cybersecurity

To consider assigning official parish council email addresses to all members and removing personal contact information from *The Times* due to recent scamming incidents targeting councillors.

14. Finance

- To approve and sign payments at this meeting.
- Members to approve the accounts/bank reconciliation for June 2025.

15. Planning October Issue of *The LB Times*

To discuss themes, article ideas, contributor updates, and deadlines. Consider features on community events, council news, seasonal items, and local group contributions

16. Matters for Information

An opportunity for Councillors to report matters of interest and to suggest items for future agendas.

Contact Information

 Email: littlebursteadpc@gmail.com

 Website: [Home - Little Burstead Parish Council](https://e-voice.org.uk/lbp)

Email: littlebursteadpc@gmail.com Text:
All agendas and minutes can be viewed on the Parish Council's website.
<https://e-voice.org.uk/lbp>