

Minutes of the Little Burstead Parish Council AGM & Ordinary Parish Council Meeting

Date: Tuesday, 20th May 2025

Time: 7:30 p.m.

Location: Village Hall

Chair: Cllr. D Clark

Clerk: Mrs. Nandita Nandi

Present: Cllr. D Clark, Cllr J Loton, Cllr. M Cooper, Cllr. P Ashcroft and Cllr. K Watts.

001/25. Notification of Intent to Record the Meeting

Confirmed intent to record by Clerk N Nandi.

002/25. Apologies for Absence

There were no apologies received.

003/25. Members' Declarations of Interest in Agenda Items

No declarations of interest were made.

004/25. Declaration of Acceptance of Office

Newly elected members signed the Declaration of Acceptance of Office and agreed to uphold the Council's Code of Conduct.

005/25. Election of Chairman

Cllr. P Ashcroft proposed Cllr. D Clark for the position of Chairman.

Cllr. M Cooper seconded the nomination, and it was supported unanimously.

Cllr. D Clark was elected as Chairman.

006/25. Election of Vice Chairman

Cllr. P Ashcroft proposed Cllr. K Watts for the position of Vice Chairman.

Cllr. M Cooper seconded the nomination, and it was supported unanimously.

Cllr. K Watts was elected as Vice Chairman.

007/25. Approval of Minutes

The Minutes of the Ordinary Parish Council Meeting held on Tuesday; 18th March 2025 were considered and approved.

008/25. Clerk's Report

The Clerk provided updates on administrative matters, salary, and banking access.

009/25. Finance

- Members reviewed outstanding payments, Bank reconciliation reviewed for April 2025, with updates required for categorization of payments.
- Invoices to Phillimore Garden Centre and Tesco £144.82 and £26.82 have been paid by Cllr. Clark now reimbursed.
- Printing invoice: £63.50 from Crystal Print, originally paid by Cllr. Clark now reimbursed.
- Clerk to raise an invoice for £200 for adverts placed in *The Times* by Paul Bailey.

- VAT reclaimed: £340.98.
- Clerk to finalise and provide invoices before executing approved payments.

010/25. Annual Governance Statement

- a) Members reviewed the effectiveness of internal controls and completed Section 1 of the Annual Return.
- b) Approved and signed the Annual Governance Statement.

011/25. Annual Accounting Statement

- Members discussed exemption criteria and approved the Accounting Statement, signed by the RFO and Chairperson.

012/25. Fixed Asset Register

Reviewed and confirmed accuracy of the Fixed Asset Register for 2025/26.
Extra items bought this year noted, including strimmer.

013/25. Insurance Renewal

Council reviewed insurance renewal quotes and selected Zurich Insurance Company Ltd for coverage.

014/25. Policy Review & Risk Assessment

Council reviewed and updated policies, including:

- Risk Assessment
- Financial Regulations
- Standing Orders
- Publication & Photography Policy
- Freedom of Information
- Equality & Equal Opportunities Policy
- Privacy Statement

015/25. Data Protection Fee

Compliance requirements reviewed, and necessary actions approved for renewal and direct debit payment.

016/25. Planning

Discussed planning application 25/00522/COND at Valkyrie Broomhills Chase, Billericay, Essex CM12 9TE and recorded their decision.

Resolved: The Parish council has no objection to the application but would but would have preferred natural materials to be used.

017/25. Hatches Farm Road

- Discussed complaint regarding removal of the direction post.

- Confirmed incorrect placement of road name plate and the need for corrections. Considered commissioning a new direction post, determining it was previously in place and provided functionality.
- Investigated black and white fingerpost signage, estimating costs at £1,000. Agreed to obtain at least two quotations for new signage. Proposal made to move the blue road name sign, ensuring clarity at the road's end.
- Financial contribution discussions with Green Burial Ground, confirming negotiations on funding.

018/25. Village Pond

- Proposal for new duck house, following discussions on previous structure deterioration.

Resolved: Not to supply this, unanimously agreed.

019/25. The Times Newsletter

Planned content for the next issue. Reviewed feedback from previous editions. Suggested reducing the publication to approximately 20 pages for cost efficiency.

020/25. Highways

Addressed speed limit warning sign, chicane bollard, and twisted sign. Decision made on liaising with Highways vs. independent repairs. Agreed to follow up with Essex Highways on unresolved signage issues.

021/25. RAG Sheet Review

- Agreed to incorporate the RAG sheet review as a standing item under the Clerk's report for every meeting.
- Members recognise that including this regularly would help streamline discussions and maintain accurate tracking of ongoing matters.

022/25. Matters for Information

- **Alms Houses Vacancy:** Members noted an available vacancy in the Arms Houses and agreed to advertise within the parish. Contact details for inquiries to be included in council communications.
- **Road Sign Cleaning Initiative:** Members discussed the need for cleaning road signs and gateways, noting that they had not been maintained in several years. **Resolved:** Obtain further quote for comparison.

Next Meeting: Tuesday, 1st July 2025

Meeting formally **closed at 9:45 p.m.**

Signed:

Cllr. Cllr. D Clark, Chairman

Date: