

**In the Chair:** Cllr. Clark.

**Present:** Cllr. Cooper, Cllr. Watts, Cllr. Ashcroft

**Officers:** None

**Members of the public:** There were none.

**Meeting started at 7.30 pm.**

**24/25.072 Apologies for absence**

**24/25.073 To receive Members' Declarations of Interest in items on the agenda.**

**24/25.074 Minutes**

Members to consider and approve the Minutes of the Ordinary Parish Council Meeting held on Tuesday, 21<sup>st</sup> January 2025.

**24/25.075 Clerk's report**

**Clerk's resignation:** job has been advertised and continues to be advertised in the EALC's weekly job bulletin. So far no applications have been received.

**Reporting to Highways:** the Clerk has no different access to Essex Highways than that of any resident. Issues can be reported on the Highways website [Tell us - Essex County Council](#) the only means of escalation is to try and get the Borough Councillors involved.

**The Damaged Bridge:** if this is not Essex Highways responsibility then the responsibility will lie with the landowner.

**Footpath Signs:** I believe these should be reported to Essex Highways as I believe they are responsible for them.

**Foul sewer:** I do not believe that the Environment Agency will get involved unless there is an actual leak. Responsibility will lie with the water company, but whether they will do anything in the absence of an actual leak I am not sure.

**Gleesons wishlist** – I have forwarded the email sent to Cllr. Clark.

**Co-option of Cllr. Loton** – has been reported to the electoral services department at Basildon Borough Council.

**24/25.076 Finance**

- a) To approve and sign payments at this meeting.
- b) Members to approve the accounts/bank reconciliation for February 2025.

**24/25.077 Risk Assessment**

Members to discuss and decide whether any changes need to be made to the Risk Assessment put forward by the Clerk.

**24/25.078 War memorial**

Members to discuss and decide what action if any to take with regards to the War Memorial.

**24/25.079 Japanese knotweed**

Members to discuss and decide what action if any to take with regards to the Japanese Knotweed reported to ECC but with no further action taken.

**24/25.080 Communications with Highways.**

Members to discuss and decide how to manage communications with Highways.

**24/25.081 Litterpicking in the parish**

Members to discuss whether to seek clarification from Basildon District Council with regard to litterpicking in the parish.

**24/25.082 Give way sign**

Members to discuss and decide upon whether to purchase a new Give Way sign.

**24/25.083 Fruit trees**

Members to discuss and decide whether to purchase a selection of fruit trees to be planted on Little Burstead Common.

**24/25.084 DD80 celebrations**

Members to discuss and decide what to do to mark the 80<sup>th</sup> anniversary of the end of WW2.

**24/25.085 Layby by White Post Farm**

Members to discuss whether to purchase some gravel/aggregate to fill the holes in the layby by White Post Farm.

**24/25.086 Footpath signage**

Members to discuss and decide what to do with regards to footpath signage on Botney Hill which has been reported as damaged.

**24/25.087 Grass cutting contract**

Members to discuss and decide what to do in relation to organizing a grass cutting contract for the parish.

**24/25.088 Foul sewer by the River Crouch**

Members to discuss and decide what to do with regards to the Foul Sewer which could end up leaking into the River Crouch.

**24/25.089 Planning**

To consider a list of planning applications below received since the last meeting and decided under delegated decisions to the Clerk.

None

To consider Planning Applications received prior to the meeting.

**25/00159/FULL- Retrospective application for use of former stable buildings as a 'dog day-care' facility (no more than 4 dogs at a time) (Class E Use) - White Post Farm Laindon Common Road Billericay Essex**

**Noak Bridge Neighbourhood Plan Consultation**

**Local Plan – Second consultation on Regulation 18.**

Planning Applications received after this Agenda has been published but before the date of the meeting will be added as appropriate.

**24/25.090 Reports from Councillors/Borough and County councillors.**

Minutes of the **LITTLE BURSTEAD ORDINARY PARISH COUNCIL MEETING** held at the Village Hall on **TUESDAY 18<sup>TH</sup> MARCH 2025**

**24/25.091**    **Items from Councillors to be added to the next Agenda.**

**Meeting closed at:**

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