

Minutes of the Meeting of the Little Burstead Parish Council,
held at Little Burstead Village Hall,
on Wednesday, 10th July 2013 at 7.30pm

Present: **Councillor Savage (Chair)**
Councillors Dean and Smith.

In Attendance: Mrs. Kim Barford, Clerk to the Parish Council
LBPC Footpath Representative John Daffin & PC Wyn Sharp, Burstead Team, Essex Police

26.13 Apologies for absence

Cllr Teresa Mence had sent her apologies. Members noted ECC Cllr Kay Twitchen had also sent her apologies.

27.13 Declarations of Interest

None.

28.13 Minutes

Members considered the minutes of the Extraordinary General Meeting of 18th June 2013. The minutes were then approved by all members present and duly signed by the chair.

29.13 Matters arising from minutes of previous meeting.

None.

The meeting was adjourned for the following two items.

30.13 Public Forum

The member of the public present spoke of his concerns regarding the persistent problem of private cars being advertised for sale throughout the parish, which had included on occasions cars being parked on the village green. The clerk advised the problem can be reported to Basildon BC via their website. Discussion ensued and members requested the clerk contact Basildon BC with details of the current advertised vehicles.

31.13 Police report

As PC Wyn Sharp was present he updated members giving the statistic of 7 burglary crimes across Burstead Ward in the preceding month, none of which appeared to be within the parish.

Members conveyed their own and resident's concerns regarding the considerable number of contractor vehicles being parked along Laindon Common Road. The vehicles on the whole were legally parked and PC Sharp said they have spoken with the main contractor on 2 or 3 occasions who were co-operative but the number of vehicles was still of concern. Members suggested that options be made available and the village green or Ellis Field offered for parking. As Ellis Field was closest the chair said he would speak with fellow members of the village hall committee and ask if the field could be made available and if so the suggestion put forward to the main contractor.

A poster had not been received with contact details for the notice board. PC Sharp will ensure that a poster is received asap.

Members thanked PC Sharp for attending and he left the meeting.

The meeting reconvened.

155/13 Reports by designated officers of the Council

- a. Public Rights of Way including footpaths – The representative, John Daffin had kindly produced a report and gave a brief overview of the condition of the parish PROWS which were generally in a better state than earlier in the year although certain PROWS did require major improvement such as byways 56 and 45. The clerk will make enquiries and liaise with JD regarding the possibility of an application to Community Initiatives Fund.
Regarding the request to ECC for a downgrade reclassification of Byway 56 to a Bridleway the clerk had been advised that it was unlikely. ECC had been advised of a neighbouring residents time log of unsociable usage and the clerk had provided as a traffic regulation order may be an option.

- b. Repairs and improvements to the Parish's roads:

Rectory Road – Excessive surface water problems

Members were updated by the clerk. Investigations by ECC Highways are continuing at the verge outside Gilbray Lodge and the clerk is receiving regular updates on the situation.

Hatches Farm Road/Tye Common Road – Highways Panel application for improvements

Cllr Twitchen had conferred to the clerk that the proposed scheme was thought to be feasible however concern was expressed by the engineers that adding kerbing in Hatches Farm Road would impact upon the two way driver usage just before the junction. At present vehicles drive over the verges to facilitate two way traffic, hence the poor state of the verges. Should kerbing be installed it would not be so easy for vehicles to move aside and a road safety audit would therefore be required.

Since submission of the application a serious accident had occurred at the junction. The Essex Police Casualty Reduction Team have suggested the bennett island is best removed and the junction re-designed and ECC are looking into the cost of implementing such a scheme.

Members discussed. It was agreed that safety is most important, improvements are needed at the junction and members would wait to hear via ECC Highways of the suggested improvements. Cllr Twitchen and ECC Highways to be notified.

- c. Verges

Borough Council representatives had been invited but were unable to attend the meeting to discuss maintenance. The clerk had spoken with Hugh Reynolds, Manager of Parks and Grounds Maintenance and discussed members dissatisfaction with the patchy service provided by the BC contractors and options. An inspection was planned. The clerk advised LR & Sons had been appointed by the parish council to undertake an additional cut and provided an excellent service. The BC is contractually bound to provide just 1½ cuts each year for the County Council and maintain sight lines. The parish council taking over responsibility, was discussed but thought it would probably not be economical and importantly liability (maintaining sight lines) would be of concern to a small parish council.

It was thought the best option would be to continue with the collaboration with additional cuts, (village green and verges) being undertaken by the parish council, if acceptable. Hugh Reynolds suggested he discuss the matter with ECC Highways and advise the clerk. Members were in agreement with the suggestion.

- d. The on-going repair and improvement of the Parish pond –

The spread of surface weed of concern. The chair said treatment options are expensive and the matter to be dealt with funds permit.

156/13 Planning matters

- a. New applications for consideration – None
- b. ‘Other’ applications - None
- c. Members noted the following decision:

13/00358/FULL PERMISSION REFUSED

Forge House, Laindon Common Road, Little Burstead

Demolition of conservatory & construction of a single storey side extension

A copy of the Decision Notice to be emailed to members.

157/13 Street furniture and signage

- a. Finger post signs within Parish – The contractor appointed to repaint the columns had not responded. Further similar quotations from local contractors had been requested and will be forwarded to members.
- b. BT Telephone Kiosk – A paint kit had been supplied by BT. Redecoration quotations awaited.
- c. Royal Mail Post Box – An request for listed status had been submitted to English Heritage. Response awaited. Royal Mail had been contacted regarding repairs to the brick pointing and the parish councils offer to undertake. Response awaited.
- d. Replacement of stolen signage – The clerk advised the previous reports were logged, some had been replaced and the remainder will be replaced in the future.

158/13 Finance

- a. Members approved the following payments:
 - Clerk Salary June/July
 - Clerk Expenses
 - ABLC Membership fees 2 years 2012/13 and 2013/14 £40
 - Rural Community Council of Essex – Annual Membership £48 inc VAT
 - HMRC – PAYE to 5th July 2013
 - LR & Sons – Additional verges cut £300 inc VAT
 - Heelis and Lodge – Internal Audit fee 2012 & 2013 £
- b. Accounts for 3 months to 30th June 2013 - Deferred.

159/13 Laindon Common – P4C Proposed footpath

Members updated on Laindon Common Conservators alternative funding application which was being processed. The clerk is forwarding the quotations obtained by the parish council for assistance.

160/13 Standing Orders and Financial Regulations

Members considered and adopted a revised model which includes Basildon Borough Council's recommendation regarding amendment to Appendix 1 Members Code of Conduct.

161/13 Training and forthcoming conferences

- a. The clerk updated members regarding the schedule of training courses available at the EALC. A bursary is available to small councils to assist with costs. The clerk would like to attend the intensive summer CILCA 2½ day course to assist with studies for the Certificate in Local Council Administration and a bursary on offer could provide 75% assistance towards the total cost with the cost to the parish council being circa £100. Members in agreement, the clerk to confirm and further details to be provided to members along with suggestions of other courses it was thought advisable that members consider attending.
- b. Members noted the RCCE – AGM agenda (10th July)
EALC – AGM /Making the Links Conference 26th September 2013

162/13 Clerks Report

Members were updated on recent correspondence which included:

- An invitation from Basildon BC for a member or representative to attend a briefing on 31st July regarding proposed changes to the provision of Post Office services. The clerk to attend.
- ECC invitation to participate in the 2013/14 Winter Salt Bag Partnership Scheme. The clerk outlined the arrangements for this year's scheme. Daniel Smith, Manager of the farm shop kindly agreed again to take delivery and oversee the distribution to parishioners should the parish council wish to proceed this winter. Members discussed.

The parish council would like to participate and asked the clerk to convey thanks for his assistance again this winter.

163/13 ABLC, LLC , EALC, RCCE and other associated bodies

Meetings had been attended by representatives and members were updated..

164/13 Date of next meeting: Wednesday, 11th September 2013 at 7.30pm

The meeting closed at 9.15pm.

Signed

Dated