

Minutes of the Meeting of the Little Burstead Parish Council,  
held at Little Burstead Village Hall,  
on Wednesday, 8<sup>th</sup> May 2013 at 7.30pm

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

In Attendance: Mrs. Kim Barford, Clerk to the Parish Council  
PC Wyn Sharp, Burstead Team, Essex Police  
3 members of the public

### **1.13 Election of Chair.**

Cllr. Savage was proposed Chair for the ensuing municipal year which was unanimously approved by members present.

It was resolved that Cllr. Savage be appointed Chair for 2013/2014 and he signed the Declaration of Acceptance of Office.

### **2.13 Election of Vice Chair**

Cllr. Smith was proposed Vice Chair for the ensuing municipal year which was unanimously approved by members present.

It was resolved that Cllr. Smith be appointed Vice Chair for the year 2013/2014.

### **3.13 Apologies**

Apologies were received from Cllr. Mence. Apologies had also been received from Essex County Cllr Kay Twitchen and Borough Cllr Paul Arnold.

### **4.13 Declaration of Interest**

There were no declarations of interest.

The meeting was adjourned.

### **5.13 Public Forum**

Residents present introduced themselves and provided further information for the parish council's assistance regarding a current planning application.

PC Sharp introduced himself as a newly appointed officer of Burstead Police Team. Members thanked PC Sharp for coming along to the meeting and conveyed their shock at the recent death which had occurred in the village.

A resident spoke of their concerns regarding traffic management and access on Lower Dunton Road on Boot Fair days.

The meeting reconvened.

PC Sharp and 2 residents left the meeting.

### **6.13 Chair's Allowance**

Members considered the provision in line with S15 (5) of the Local Government Act 1972 and approved an allowance of £250.

### **7.13 Membership and Representation.**

Members considered the membership and representation of the Parish Council on other organisational bodies for the year 2013/2014 and appointed members accordingly.

ABLC General	Cllr. Dean
ABLC Planning	Cllr. Mohseni
BBC Liaison	Cllr. Savage
PROWs	John Daffin (clerk to confirm)
Footpaths	Cllr.'s Smith/ Savage
Pond	Cllr. Savage
Highways	Cllr. Smith
Transport	Cllr. Smith
Police	Cllr. Dean

### **8.13 Parish Council meeting dates for 2013/2014**

Members considered and agreed a schedule dates and times for ordinary meetings of the Parish Council for the year 2013/2014 and the 2014 Annual Parish Meeting. The clerk to again produce small cards for members with meeting dates, contact and representation details.

### **9.13 Minutes**

Members considered and approved the minutes of the 13<sup>th</sup> March 2013 meeting which were duly signed by the Chair.

### **10.13 Police report**

Members spoke of their concerns regarding serious traffic congestion on days when the Dunton boot fair was held. It would appear the organisers do not utilise the chargeable services available from Essex Police for traffic management. PC Sharp, during the public forum had said he would refer the concerns to his inspector. The clerk to also pursue the matter with Planning Enforcement at Basildon BC. It was noted that updated Essex Police contact posters are to be provided to the parish council and the clerk to supply PC Sharp with parish council contact details and a parish map.

### **11.13 Reports by designated officers of the Council on:**

- a. Public Rights of Way and Paths – Byway 56 (Botney Hill Road to Brentwood Road). Members were updated regarding the further request to Essex CC regarding a down grading of status to Bridleway which had again been conveyed to County Hall. Response awaited. Members shared the concerns of the local neighbours who had attended prior to the meeting regarding the current unsociable use of the Byway by 4 x 4 vehicles and their frustrations regarding communication

since reporting the on-going incidents to Borough and County Council. The clerk to pursue and liaise with the residents.

- b. Repairs and improvements to the Parish's roads to include an update regarding:
- Rectory Road and recent site meeting held with ECC Highways Engineer – Members updated. The Engineer was being most helpful and following the chair and clerks brief contact with the owner of Gilbray Lodge and his communications with neighbouring land owners formulating proposals to alleviate the long running surface water problems. Members were grateful for the actions being undertaken.
  - Hatches Farm Road junction with Tye Common Road, update on submission status of Highways Panel application. Members updated. The scheme or part thereof being proposed at next meeting of the Highway Panel by EC Cllr Twitchen on behalf of the PC.
- c. Verges – 2013 additional maintenance. Members discussed. Quotations had been secured last year additional cuts were expensive to undertake but necessary if excessive growth. Cllr Mohseni was appointed to further enquire about a cost effective solution and discuss with the contractor.
- d. The on-going repair and improvement of the Parish ponds – No further work at the village pond apart from verge maintenance and the planting of two trees. Item 16.13 refers.

## 12.13 Planning

- a. Members considered and commented upon the following applications:

13/00358/FULL

Demolition of conservatory and construction of single storey side extension  
New Forge House, Laindon Common Road, Little Burstead

The Parish Council had no objection to the development.

13/00361/FULL

Single storey rear extension  
Bobtail Barn, Laindon Common Road, Little Burstead

The Parish Council had no objection to the development.

- b. To note and ratify comments submitted to Basildon BC regarding planning applications which required a response prior to the meeting - None
- c. To note other applications taken from the weekly Basildon BC Planning Lists - None.
- d. Members noted recent decisions by Basildon BC.

12/01112/FULL Granted

Convert bungalow to a 3 bedroom chalet style house incorporating increased ridge height and front and rear dormers - Oakdene, Rectory Road, Little Burstead

12/01180/NMABAS Granted

To establish whether addition of bulls eye windows to front and rear gable plus 2 No. Velux windows could be considered as a non-material amendment to 12/00258/FULL -  
Acacia, Broomhills Chase, Little Burstead

### **13.13 Finance**

- a. Members approved the following payments:
  - Came & Co – Insurance premium - Year to 31 May 2014 £265
  - Clerk – Salary April and May
- b. The clerk gave a financial update and to circulate the accounts for year to 31 March 2013.

### **14.13 Annual Audit 2012/2013**

The clerk gave an update and members noted the arrangements in place for internal (Tuesday 28<sup>th</sup> May) and external audit of previous year's accounts.

### **15.13 Finger Post Signs, BT Telephone Kiosk and Royal Mail Post Box**

- a. Finger Post Signs – Members noted that L Johnson, decorator, had been instructed to redecorate the posts and signs where necessary as per his quotation of 2012.
- b. BT Telephone Kiosk opp War Memorial – The clerk gave an update regarding recent correspondence with BT. It was also noted that BT had recently re-installed the telephone equipment and a new light. Members discussed the option whereby BT supply a paint kit free of charge and the PC arrange for the repainting of the kiosk accepting responsibility for the works and their quality in line with the Appendix A document which had been circulated to members. Members agreed and requested that a paint kit be ordered and quotations for the actual repaint by a professional decorator obtained. The clerk to enquire about possible replacement of the 'TELEPHONE' transom to the top and replacement of the acrylic panels which, if the existing were removed when frame painted, would aid redecoration.
- c. Royal Mail Post Box (junction of Laindon Common Road and Noak Hill Road) – Enquiries made and the early Victorian Post Box is not listed. Listing can be processed via English Heritage. Members requested that the clerk pursue the process for the listing with English Heritage and contact Royal Mail regarding the dilapidated state of the pointing and poor internal condition of the metal liner as advised by the postman.

### **16.13 John Lewis Anniversary Trees**

15 trees have been planted throughout the village on the village green, by the village pond and at Laindon Common. Members noted a letter of thanks has been sent to John Lewis.

### **17.13 Next meeting**

Wednesday, 10<sup>th</sup> July 2013 at 7.30pm

The meeting closed at 8.45pm.

Signed .....

Dated .....