

Minutes of the Meeting of the Little Burstead Parish Council,
held at Little Burstead Village Hall,
on Wednesday, 9 March 2011 at 7.30pm

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

In Attendance: **Mrs. Kim Barford, Clerk to the Parish Council**
Cllr. Kay Twitchen, Essex CC
Sgt. Cath Henderson, Essex Police
A member of public

The chair welcomed those present to the meeting.

13/11 Apologies

None received.

14/11 Declarations of Interest

There were no declarations of interest.

15/11 Minutes

Members received the minutes of the Parish Council meeting of 12 January 2011.
The minutes were approved by members and duly signed by the chair.

16/11 Matters arising from previous minutes.

None.

The meeting was adjourned.

17/11 Public forum

A member of the public spoke regarding the current bus service provision and commented upon a local residents proposed round robin service.

The meeting re-convened.

18/11 - Round Robin Bus Route (Item 17, brought forward)

Members noted the comments during public forum, particularly the suggestion that it may be preferable for residents, that the existing part time 256 service be improved.

Cllr's Daffin and Dean had participated in a trial ride of the proposed round robin service which was provided by the bus company. They spoke of their reservations regarding the feasibility of such a service. Cllr. Twitchen concurred and gave a background to bus service provision. It was suggested, to which all members were in agreement, that a letter be sent to the resident, Mr. Bacon, who was proposing such a service. The letter to provide contact details for the Parish Council of the clerk plus Cllr. Dean and convey the reservations of the Parish Council, as local support was not known of within the Parish.

19/11 Police report

- a. Cllr. Dean deferred to Sgt. Henderson who included a report within her presentation.

- b. Members received a presentation by Sgt Cath Henderson, Burstead Team, Essex Police regarding future policing within the parish and recent activity. PCSO Carole Brown had unfortunately recently left, PCSO Chris Higginson and PC Barrie Curtis will focus and be the point of contact for Burstead Ward. The police team are currently trialling a scheme whereby shifts for the Wickford and Billericay start and finish at Billericay Police Station as there had recently been in an increase in burglaries and higher activity in the High Street. Neighbourhood Action Panel meetings were spoken of. The monthly meeting at the Village Hall to be better publicised and up to date posters will be provided for display, to raise local awareness. Members thanked Sgt. Henderson for attending.

20/11 Reports by designated officers of the Council

- Footpath repair, improvement, use and change – Deferred to May meeting.

- Repairs and improvements to the Parish's roads and associated paved walkways, with particular reference to:
 - a. Rectory Road - Members were advised that gully cleansing is still to take place. Cllr. Daffin, Savage and the clerk had met to identify individual problem areas and members received Cllr. Daffin's report. Cllr. Twitchen suggested a site meeting take place with herself and Highways Officers to discuss further.
 - c. Verge Maintenance – The clerk advised members Steve Charge had quoted £300 for each additional verge/green cut . All members were in agreement that he be engaged to complete such work when deemed necessary. The Borough Council undertaking just 1 and a ½ cuts each year.

- The location, repair and improvement of the Parish's ponds – Deferred to May meeting.

Highways signage – The damage to the Sudburys Farm Road sign had been reported to Highways.

21/11 Planning matters

- a. Members noted no requests for comment had been received since the previous meeting.

- b. Members noted there were since publication of the agenda no further applications for consideration.

- c. Members noted Basildon Borough Council's decisions concerning applications previously considered by the Parish Council.

10/01259/FULL

Proposed two-storey extension to Orchard Cottage within the curtilage of the Grade II Listed Botney Hill Farmhouse

Orchard Cottage, Botney Hill Farm, Botney Hill Road, Little Burstead, Billericay
Granted

10/01332/FULL

Proposed open sided porch
Acacia, Broomhills Chase, Little Burstead, Billericay
Granted

10/01330/LDC

To establish the lawfulness of a proposed detached garage
Acacia, Broomhills Chase, Little Burstead, Billericay
Granted

10/01380/FULL

Proposed first floor side extension and freestanding car port
The Reddings, Laindon Common Road, Little Burstead, Billericay
Granted.

10/01400/FULL

First floor side extension
Barn Cottage, Tye Common Road, Little Burstead, Billericay
Granted.

22/11 Laindon Common Road – Clearance work to verge abutting Ellis Field and footpath

Members received an update from Cllr. Savage and were in agreement to his proposal that the Community payback workforce be engaged by the Parish Council, in collaboration with the Village Hall Committee to undertake the works. The clerk to make enquiries regarding insurance liability and report directly to members prior to works being undertaken.

23/11 Assoc. Basildon Local Councils and Liaison Committee

Members received an update from Cllr. Daffin.

24/11 St. Mary the Virgin, Little Burstead Parish Church – Improvements and renovations

Members considered a request for a contribution of £150 towards costs. All members present were in agreement to the contribution.

25/11 Training

Members noted Cllr. Daffin had, on 3 March 2011, attended a Law and procedures course.

26/11 Standing Orders and Financial Regulations

Members received and were in agreement to a proposal from Cllr. Daffin that the clerk and himself draft an updated model for consideration at a future meeting.

27/11 Laindon Common

Members noted a communication had been received regarding persistent dog fouling. Members received and approved a proposal from Cllr. Daffin that the Parish Council maybe assist with the purchase and installation of dog litter bins. The clerk updated members regarding her informal discussions on the matter with an officer at Basildon Borough Council. Enforcement Officers had attended and placed small posters detailing that fouling was an offence. They will continue to monitor the situation and the clerk will continue to liaise regarding the matter and update members at future meetings.

28/11 Clerk's Report

Members received and considered the report which also included, for information, correspondence to and from other parties.

29/11 Finance

- a. Members noted the clerk's report regarding expenditure to date with a forecast to 31 March 2011. Members were in agreement, to conform with audit requirements, that the accounting records are formally reviewed by a member on a periodic basis.
- b. Members approved the following payments:
 - Clerk expenses – Computer software, stationery, postage and mileage £53.61
 - Clerk salary February/March 2011
 - HMRC PAYE 3 months to 5 April 2011
 - EALC – Law & procedures course fee £60
 - Standing Orders (NALC) £25 plus pp
 - Local Council Admin (8th Edition) Charles Arnold Baker £52.50 plus pp
 - SLCC – 2011 Membership £72
- c. Appointment of Internal Auditors 2010/11
Heelis and Lodge were appointed.

30/11 Notice board within Little Burstead Village Hall

Members considered and approved an initial proposal from Cllr. Daffin that the Parish Council place a notice board within the Village Hall for the exclusive use of the Parish Council. The Village Hall Committee to be approached and the purchase cost and installation to be investigated and considered at a future meeting.

31/11 Date of next meeting

Members noted the date of the Annual General Meeting and bi-monthly meeting of the Parish Council will be held on Wednesday, 11 May 2011 at 7.30pm and 8pm respectively.:

The date of the Annual Parish meeting, during May 2011, to be advised to members once hall availability is confirmed.

Signed

Dated