

Minutes of the Meeting of the Little Burstead Parish Council,
held at Little Burstead Village Hall,
on Wednesday, 11 May 2011 at 8.07pm

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

In Attendance: **Mrs. Kim Barford, Clerk to the Parish Council**

The chair welcomed those present to the meeting.

40/11 Apologies

Apologies were received from Cllr. Savage.

41/11 Declarations of Interest

Cllr. Daffin declared an interest for agenda item 11, (minute ref. 50/11).

42/11 Minutes

Members received the minutes of the Parish Council meeting of 9 March 2011. An amendment was requested at item 17/11. The amendment made, members were in agreement and the minutes were approved and duly signed by the chair.

43/11 Matters arising from previous minutes.

None.

44/11 Public Forum

No members of the public were present.

45/11 Police report

Members received an update from Cllr. Dean on recent local crime and noted an attempted break in had occurred at the Golf Club. Members were keen to know of the level of attendance and better publicise the NAP and monthly beat surgery meetings held at the Village Hall. The clerk and Cllr. Dean to contact the Burstead Police Team, update members and the clerk to request a poster to display current contact details. Members also received a copy of Cllr. Daffin's report, consideration of which was deferred to a future meeting.

46/11 Reports by designated officers of the Council

- Footpath repair, improvement, use and change – Deferred to July meeting.
- Repairs and improvements to the Parish's roads and associated paved walkways, with particular reference to:
 - a. Rectory Road - Members were advised a meeting had taken place attended by Cllr.'s Daffin, Savage, Cllr. Twitchen, the clerk and Highways Officers to convey concerns. Members were advised gully cleansing is to take place. A further meeting to take place attended by Cllr. Daffin, the clerk, Andy Hilsdon and Steve Findlay, with ECC Highways on 17 May 2011.

- b. Botney Hill Road - Cllr. Smith had reported to ECC Highways the bad state of the road on numerous occasions. He requested the matter be brought to the attention of the officers at the planned meeting,
- c. Verge Maintenance – Members gave approval that the clerk be given power to engage Steve Charge to undertake additional cuts when deemed necessary.
 - The location, repair and improvement of the Parish’s ponds – Deferred to July meeting.

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

47/11 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 other applications, as detailed on recent BC weekly planning lists:

11/00356/AGBAS Type: AGBAS
 Steel portal frame grain store
 Broomhills Farm, Rectory Road, Little Burstead, Billericay, Essex

48/11 Laindon Common Road – Clearance work to verge abutting Ellis Field and footpath

Members noted the works had been completed. As Cllr. Savage not in attendance, further detail to be discussed at July meeting.

49/11 Finance

- a. Members received and approved the accounts for the year to 31 March 2011. The chair and clerk signed the Annual Return for the year to 31 March 2011.
- b. Members were informed by email in April 2011 that the LBPC Dell laptop used by the clerk had developed a serious fault, which was deemed, following assessment by a local computer engineer to be an uneconomic repair. Members formally approved the purchase, by the clerk, of a new laptop within a budget of £350.
- c. Members approved the following payments:
 - Great Burstead & South Green Village Council – Contribution to share of computer costs October 2010 – January 2011 £100
 - BATPC (ABLC) 2010/2011 membership £20
 - Clerk expenses – Mileage, stationery, postage £23.49
 - Clerk re-imburement regarding purchase of a Samsung R540 notebook laptop at a cost of £335.98 (inc VAT £55.99)
 - EALC – Affiliation Fee 2011/2012 £110.34
 - EALC – Roles and Responsibilities training course fee (Cllr. Savage) £40
 - Clerk salary April / May 2011 plus an additional payment of 20 hours in respect of additional hours worked in the period 1 October 2010 to 31 March 2011

- d. Bank account signatories – The clerk advised, members Cllr.'s Daffin and Smith were now approved signatories with the clerk, who has access for reporting purposes only.

50/11 Recording of interest at 13 May 2009 meeting.

Members considered a report from Cllr. Daffin and agreed that the Parish Council had been incorrectly advised by the clerk at that time, regarding declaration of interest at the above meeting

51/11 Standing Orders and Financial Regulations

The production of a draft had been postponed as a newer draft model with revisions had just been published. Item therefore deferred to July meeting.

52/11 Member communications

Members considered and formally approved the existing protocol, whereby agenda and supporting papers are each time emailed to members within the statutory notice period. The clerk providing each member with printed copy at meetings.

53/11 Clerk's Report

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

54/11 BALC, LLC, EALC and other associated bodies

Members discussed and review reports from other bodies within Basildon and Essex as they may relate to the activities of the Council.

In view of the confidential nature the press and members of the public to be excluded for the item 15 in line with **Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by section 100 of the Local Government Act 1972** – No members of the public were present

55/11 Clerk's Terms and Conditions of Employment

Members received and approved.

56/11 Dates of forthcoming meetings:

Members noted:

The date of the Annual Parish meeting, 7pm, Tuesday 31st May 2011

The date of the next Parish Council meeting, 7.30pm, Wednesday 13th July 2011

The meeting closed at 9.40pm.

Signed

Dated