

Minutes of the Meeting of the Little Burstead Parish Council,  
held at Little Burstead Village Hall,  
on Wednesday, 14 September 2011 at 7.30pm

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

In Attendance: **Mrs. Kim Barford, Clerk to the Parish Council**  
**Essex County Councillor Kay Twitchen**

The chair welcomed those present to the meeting.

**74/11 Apologies**

None.

**75/11 Declarations of Interest**

There were no declarations of interest.

**76/11 Minutes**

Members considered and approved the minutes of the meeting of 13 July 2011.

**77/11 Public Forum**

Not required, Cllr. Twitchen stated her availability to assist when required regarding County Council matters.

**78/11 Police report**

- a. Members received an update from Cllr. Dean on recent crime statistics.
- b. Cllr. Daffin referred to his earlier report and suggested that the parish council discuss a policy. Debate ensued. Cllr. Savage commented that communication is key and Cllr. Dean stated it was important that residents be vigilant. Cllr's Dean and Savage to attend forthcoming Neighbourhood Action Panel meeting and provide a policy proposal for November meeting.

**79/11 Reports by designated officers of the Council**

- a. Public Rights of Way - Repair, improvement, use and change

Cllr. Daffin said no recent (P3) work had been undertaken but planned to start again in the forthcoming months to complete any necessary works before 31 March 2012. He had spoken with Chris Brown, ECC PROW Officer.

Cllr. Smith spoke of the poor state of Byway 56 which was probably inaccessible for cyclists and pedestrians as it was so heavily rutted. It was thought there was sufficient access for motorised vehicles on adjacent roads. Therefore, as a possible solution to stop access for 4 wheel drive vehicles it was proposed a letter be sent to ECC Highways requesting that it be downgraded to a bridleway. All members were in agreement and the letter to be copied to Cllr. Twitchen.

- b. Repairs and improvements to the Parish's roads, paved walkways and verges:

Rectory Road – Discussion took place regarding the recent works undertaken to alleviate problems with drainage. The clerk to refer to ECC Highways and update members at the next meeting, regarding overall progress.

Botney Hill Road – Cllr. Smith spoke of the recent carriageway works. It was felt the works did not go far enough in repairing pot holes as some remained within the parish by the junction with Blind Lane and then down towards the junction with Hatches Farm Lane. The clerk to report.

Clockhouse Road, persistent pot hole and subsequent repairs – Cllr. Twitchen advised it was due to an ongoing water table problem and as such the responsibility of the Water Board. They legally have 6 months to do temporary repairs for land to settle and then should undertake a more permanent repair. The parish council will continue to monitor the situation.

Verge cutting – The clerk said she had been advised the planned additional cut had been delayed due to changes regarding responsibilities within the Charge family. Cllr. Daffin suggested the appointment of local contractors for additional cuts be addressed at the January meeting.

- c. The location, repair and improvement of the Parish's ponds – Members received the note of the meeting with Steve Prewer, Cllr Savage proposed that roadside and verge maintenance be undertaken to which all members were in agreement. Regular review to continue.

### **80/11 Planning matters**

- a. Members considered the following application:

11/00877/FULL

Many Berries, New Road, Little Burstead, Billericay  
Single storey rear extension, loft conversion with raised ridge

The parish council had no objection.

- b. No further applications had been received subsequent to the publication of the agenda.
- c. Members noted other applications, as detailed on recent Basildon BC weekly planning lists:

11/00798/LDC Type: LDC

Description: To establish the lawfulness of a proposed single storey extension  
Location: Stockwell House Laindon Common Road Little Burstead Billericay Essex

11/00728/COND Type: COND

Description: Discharge of conditions 3, 4, 5, 7, 8 & 9 of application 09/00263/FULL  
Location: Jackson Farm Laindon Common Road Little Burstead Billericay Essex

11/00698/LDC Type: LDC

Description: To establish the lawfulness of an existing outbuilding  
Location: Acacia Broomhills Chase Little Burstead Billericay

- d. Members noted recent decisions by Basildon BC:

11/00557/FULL Decision: Granted Date: 12 August 2011

Rear conservatory

Sudbury's Farm, Sudbury's Farm Road, Little Burstead, Billericay

11/00483/LDC Decision: Split Decision Date: 5 July 2011

To establish the lawfulness of proposed single storey side & rear extensions  
Stockwell House Laindon Common Road Little Burstead Billericay Essex

11/00511/NMABAS Granted 29 July 2011

To establish whether revised external materials may be considered a non-material amendment to

Red Brick Cottage Laindon Common Road Little Burstead Billericay Essex

11/00607/NMABAS Granted 29 July 2011

To establish whether the proposal to insert a new rear dormer may be considered as a non-material amendment to 10/01400/FULL

Barn Cottage Tye Common Road Little Burstead Billericay Essex

### **81/11 Consultation regarding improvements to no. 256 bus service**

Members received an update from Cllr. Smith and the clerk regarding the proposed changes to the Service and considered a response. The bus company had agreed to trial for 12 months:

The bus to stop on every journey (Tuesday, Friday and Saturday) within the village and not just on two x two occasions as current.

The route to be extended and take in Pipp's Hill and Laindon shopping centre.

Cllr. Smith proposed a further amendment that the service remain as at present going through Steeple View rather than turning as proposed on to and from the dangerous junction with Noak Hill Road and Laindon High Road. All members were in agreement. The parish council to further publicise throughout the trial period.

### **82/11 Highway and Gateway signs**

- a. The clerk updated members regarding her communications with Highways and the parish council insurers and received the quotation and designs from Kaspas Signs for replacement of 3 x no. village gateway signs. An excess for each individual location would apply and it was as such un-economical for a claim to be submitted. The signs are as previously advised ultimately the responsibility of Highways and as such members agreed the clerk pursue and forward to them.
- b. Members considered a proposal from Cllr. Savage for purchase of additional bulbs for planting by gateway signs and approved a budget of £200.

### **83/11 War Memorial**

- a. White post and chain fence replacement - Members considered quotations provided and approved a quotation of £296.50 including VAT from Bluehouse Hardwoods Ltd. Cllr Mohseni offered to arrange for contractors to install for a reasonable charge which would be available for approval at the November meeting. All members were in agreement.
- b. Members received a proposal from Cllr. Savage for the purchase and installation of planters. Suitable planters had been identified costing £65 each and members approved a budget of £200 for purchase and planting.

### **84/11 Finger post signs within Parish**

Members noted the clerk's concerns regarding the instability of the post opposite the war memorial. It had been corrected by the installation of an adjacent post bolted through with concrete foundation. The clerk had assessed the other 3 posts within the parish which were all stable but in need of cleaning and re-decoration. Cllr. Savage offered to clean the posts and quotes for their redecoration to be considered at a future meeting.

### **85/11 Laindon Common**

- a. Dog Waste Bins – Members were updated by the clerk regarding the installation of a bin by bridleway

48, Laindon Common Road. Members noted Laindon Common Conservators agreement to fund the purchase and installation of a further bin by bridleway 48, Frithwood Lane. Both now installed.

- b. Other matters including footpath extension (The Dukes Head towards Noak Hill Road) - Members were updated by Cllr. Daffin and the clerk regarding communications with John Ellis, LCC.

### **85/11 Clerks Report**

Members received and considered.

### **86/11 ABLC, LLC, EALC and other associated bodies**

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

### **87/11 Chairman's Allowance**

Members formally approved that the chair did not wish to take an allowance for the year, (minute 59/11 refers).

### **88/11 Staff Appraisal**

The chair was appointed to carry out annual appraisal.

### **89/11 Finance**

- a. Members approved the following payments:
  - Clerk salary August/September 2011
  - HMRC PAYE for 3 months to 5 October 2011
  - Clerk expenses – Mileage, stationery, postage £36.31
  - Billericay Fencing – Fingerpost sign (opposite war memorial) Stabilisation by installation of an adjacent strengthening post £205.92 (incl. VAT of £34.32)
  - Basildon BC – Purchase and installation of dog waste bin £386.23 (incl. VAT of £64.37)
- b. Members received accounts for 6 months to 30 September with revised forecast for year to 31 March 2012 and noted the 2012/2013 budget to be considered at November meeting.

### **90/11 Representation**

Members agreed to defer for completion by end of term..

### **91/11 Standing Orders and Financial Regulations**

Deferred.

### **92/11 Date of next meeting**

Members noted the date of the next Parish Council meeting:  
Wednesday, 9<sup>th</sup> November 2011 at 7.30pm.

Signed .....

Dated .....