

Minutes of the Little Burstead Parish Council
Annual Meeting held at Little Burstead Village Hall,
on Wednesday 18th May 2016 at 7.30pm

Present: Councillor John Mitchell, Councillor David Clark,
Councillor Abi Mosheni, Councillor Liz Kaskow,
Councillor Katrina Watts.

In Attendance: Mrs. Christine Barlow, Clerk to the Parish Council

1 members of the public

1/16 Introductions - To welcome Councillors new and old to the meeting.

New Councilors John Mitchell , Liz Kaskow and Katriana Watts were welcomed to the meeting. Councillor Roger Savage and Rosheen Dear, as outgoing Councillors, were thanked for the contribution they had made to the Parish Council in their role of Councilor during the years they had been in office. In addition Roger Savage was praised for his work as Chair and for the work he had undertaken as a Parish Councilor especially in regard to the Circular Walk Project and working with the Community Offending Team.

2/16 Election of Chair:

Councillor John Mitchell was proposed as Chair for the forthcoming year.

Proposed: Councillor Abi Mosheni: **Seconded:** Councillor David Clark:

3/16 Declaration of Acceptance - Signing of Declaration of Acceptance of Office by elected Chair.

Councillor Mitchell signed the Chairman's Declaration of Acceptance.

In addition, as required, each Parish Councilor signed their respective Declaration of Acceptance of Office which would remain in force for the elected period of four years.

4/16 Election of Vice-Chair:

Councillor Liz Kaskow was proposed as Vice- Chair.

Proposed: Councilor John Mitchell : **Seconded:** Councillor Abi Mosheni:

5/16 Apologies for absence:

All Members were present.

6/16 Declarations of member's interest – To receive any declarations of disclosable pecuniary interests, other pecuniary interests or non-pecuniary

interests by members relating to any agenda items.

No declarations were received. As it was the commencement of a new term of Office each Councillor was asked to complete the statutory Declaration of Members Interest and return or scan the completed document to the Parish Clerk.

7/16 Member Representation : To appoint representatives to the following areas of interest:

The following persons were appointed to act on behalf of the Parish Council:

- **Association of Basildon Local Councils (ABLC)** - Councillor Liz Kaskow
- **Basildon Council Liaison Group** – Councillor John Mitchell and Councillor Katrina Watts. In view of the fact that Councillor Mitchell was on holiday for the next Liaison meeting on 2nd June, Councillor Kaskow agreed to deputise on this occasion.
- **Circular Walk** – Councillor David Clark confirmed he was happy to continue to oversee the footpaths connected with the Circular Walk. It was **AGREED** that Roger Savage should work with Councillor Clark to complete the remaining incomplete elements of the Circular Walk project. The Clerk was asked to send a letter of thanks to the local farmer for his help with marking out the route across his land as part of the project.
- **Community Payback Team, The Pond and Planting** – Roger Savage, although no longer a Councillor had expressed a wish to continue to manage these areas of the community which he had previously undertaken as a Parish Councillor. Members present had no objection to this request. A budget based on previous expenditure would be allocated and monitored by the Parish Clerk and Parish Council.
- **Bus Transport Meeting** – It was noted that Mrs Christabel Strong, a local resident, had undertaken to represent the Parish Council previously on the Bus Transport Forum and the Parish Clerk was asked to contact her to ask if she wished to continue with this arrangement.

8/16 Public Forum: The meeting will be opened up to the public to give residents the opportunity to ask questions.

(i) **The Willows, Tye Common Road** - Concerns were raised regarding the lawfulness of the construction which was being built close to the road in front of the building line, at an unacceptable height and apparently without planning permission. The Parish Clerk and Councillor Clark had both contacted Basildon Council Planning Officers regarding this matter and were waiting for a response.

(ii) **Dunton Boot Sale** – Concerns were raised regarding traffic congestion caused as a result of three (3) entrances and exits to the site being the access points for all traffic on Wednesdays and Sundays. These access points were not adequately manned to minimize traffic congestions especially at busy times. The Parish Clerk was asked to contact Basildon Council to obtain the conditions under which the site was operating on Boot Sale days and make enquiries regarding the regulations for operating a Boot Sale.

9/16 Minutes of Parish Council meeting held on Wednesday 9th March 2016: Council to approve the accuracy of the minutes of previous meeting and the

Chair to sign.

The minutes of the previous meeting on 9th March 2016 were agreed as an accurate account of the meeting and Councillor John Mitchell, Chair, signed the minutes.

10/16 Parish Clerks Report: Parish Clerk to update on matters since the last meeting on 9th March 2016.

Christine Barlow commented that it had been a very busy couple of months since taking over as Parish Clerk from Kim Barford on 1st March 2016. Elections had been successfully held and the Parish Council now had the requisite number of five Councillors.

End of Year accounts had been prepared and all documentation for the Internal Audit and Annual Return 2016 subsequently made available for the Internal Audit which had been carried out the previous day (17th May 2016) in preparation for completion of the Annual Return 2016.

A copy of the Essex Association Training Programme was distributed to all Councillors and they were asked to advise the Parish Clerk if they wished to attend any of the courses available.

The letter detailing the Parish Council's response to the Draft Local Plan had been sent to Basildon Council's Planning Policy for consideration (Attached Appendix A)

11/16 Finance Report: To confirm and receive comment on the following matters:

- (i) The Parish Clerk confirmed the following financial position in respect of the Parish Council finances:

	£	£
Community Account - Balance at Bank 12th May 2016	4,967.35	
Business Saver - Balance at Bank 12th May 2016	<u>3,368.16</u>	
Balance of Accounts	8,335.51	
Expenditure since last meeting on 9th March 2016		
Net Clerks Salary+ Allowance – K.Barford (Feb)		389.99
Clerks Expenses (items purchased) – K. Barford		41.87
HMRC Clerks Tax payment (Dec & Jan)		131.00
Net Clerks Salary+ Allowance – C.Barlow (March)		296.42
PDS Digital – Leaflet Printing		35.00
EALC/NALC Affiliation 2016		119.32
HMRC Clerks Tax payment (Feb & March 2016)		152.60
Estate Expenses – Roger Savage		97.94
HMRC Clerks Tax payment 2016/17 (April & May 2016)		<u>152.60</u>
		1,416.14
Income since the last meeting on 9th March 2016		
Basildon Council Precept & LCTS Grant	3,178.32	
Transparency Code Grant	<u>1,448.68</u>	
	4,627.00	

Members **AGREED** to combine the Parish Council's Community and Business Saver Accounts as one.

(i) **To approve the End of Year Accounts and ratify the Annual Return and Internal Audit:** Councillors had been unable to consider the Internal Auditors report prior to the meeting and it was **AGREED**, by all present, to hold an Extraordinary General Meeting to discuss the recommendations of the report and ratify the Annual Return. The Parish Clerk was asked to make arrangements for this meeting.

(ii) **The Parish Council bank signatories for 2016/2017:** The signatories were confirmed as: Councillors David Clark, Katrina Watts and Abi Mosheni. The Parish Clerk was also a signatory but would only use this remit if alternative arrangements were not available.

(iii) **To discuss and confirm the renewal of Parish Council Insurance for 2016/2017:** It was **AGREED** to accept the recommendation of the Parish Council's Insurance Brokers to accept a quotation from Ecclesiastical Insurance in regard to the Parish Council Insurance renewal. The recommendation gave the Parish Council the required schedule of cover suitable for the Parish Council's business at a competitive cost of £164.25 per annum.

(iv) **To agree and confirm the budget for small external maintenance works:** Councillors **AGREED** to set aside a budget in line with the previous years' expenditure. A petty cash float of £250 to be retained, by Parish Clerk, for Parish planting and maintenance work carried out on behalf of the Parish Council in connection with the Community Payback Team.

12/16 Parish Council meeting dates for 2016/2017: To confirm the dates for the ordinary Parish Council Meetings and the 2017 Parish Council Annual Meeting.

The Parish Council meetings dates until the end of the financial year 2017 were confirmed as:

13th July 2016: 14th September 2016: 9th November 2016: 11th January 2017: 8th March 2017.

All meetings would be held in Little Burstead Village Hall and commence at 7.30 p.m.

13/16 Planning – To record Councillors views and comments on Planning Application/s under the Town and Country Planning Act 1990 (as amended)

Councillors had been asked to comment on Planning Applications received and these comments had been forwarded the Basildon Council's Planning Officers

13/16/1 TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 16/00272/FULL

Demolition of existing equestrian buildings, formation of replacement vehicular access and construction of 4 no. detached houses with garages

together with associated landscaping. - St Margaret's Farm, Botney Hill Road, Billericay, Essex

At the Parish Council Meeting on 9th March 2016 Councillors considered the above planning application and recommended refusal on the grounds that the development would:

(i) Have a visual amenity impact on the area (ii) Access to the properties would be on a dangerous corner. (iii) The development was not in keeping with the area. (iv) There were no special circumstances for building the development in the Green Belt.

13/16/2

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 16/00469/FULL

Proposed single storey rear extension - The Dell, Broomhills Chase, Billericay, Essex

In considering the application Members recommended refusal on the grounds that: (i) the plans appear not to blend into the original design, are of poor design and give no amenity value to the surrounding area and in addition (ii) The proposed extension appears to further extend beyond the curtilage of the property

13/16/3

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 16/00356/FULL

Change of use and part demolition of a redundant agricultural building and the creation of 2 no attached residential units - Sudburys Farm, Sudburys Farm Road, Little Burstead, Billericay

13/16/4

Councillors having considered the application and commented that although the site did not encumber the surrounding area the design of the proposed property is considered to be poor with no character and adds no amenity value to the surrounding area. The adjacent road is in poor condition and unsuitable for any increase in traffic.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 16/00436/FULL

Single storey extension to existing outbuilding. - 1 Hope Cottage, Laidon Common Road, Billericay CM12 9TL

Parish Councillors had reviewed the application and consider it should be refused on the grounds that it is: (i) An inappropriate design in a conservation area (ii) Too large for the existing site (iii) Adds no amenity value to the area.

14/16

Draft Local Plan: To confirm the Parish Council's response to the Draft Local Plan.

The comments of the Parish Council at their meeting on 9th March 2016 had been forwarded, by letter, to Basildon Council's Planning Policy Team for consideration

(Appendix A). The letter would also be available for public view on the Basildon Council website and the Parish Council's website.

15/16 Highways Matters: To update and receive Councillor comments on outstanding highways issues.

(i) Emails had been received from Will Price in connection with reducing the speed limit in Laindon Common Road. The Local Highways Panel having discussed the request considered that Laindon Common Road would be unsuitable for a 20 mph zone or any further speed reduction based on 4 speed surveys undertaken since January. Councillor Kaschow questioned the accuracy of the surveys and would scrutinise the detail within the documentation provided.

(ii) The refresh of the white lining in Laindon Common Road was also discussed and the Parish Clerk was asked to make further inquiries regarding this matter and to make contact with Essex County Councillor Kay Twitchen who had previously taken the matter up on behalf of the Parish Council.

(ii) Community Speed Watch - Six persons from the original group of volunteers have now been trained to use the equipment. More volunteers were needed to train two hours, twice a week. However, training is unable to be carried out by the Police due to the fact that the training Officers have been transferred to other duties as a result of reorganisation within the Force and all volunteers must be trained to use the equipment before carrying out the Speed Watch.

16/16 Councilor Training: To provide Councillors with the dates for the programme of training carried out by the Essex Association of Local Councils.

The Essex Association of Local Councils undertake to provide additional training support to Councillors to improve their knowledge of the role of a Parish Councilor. A list of topics and training dates were provided by the Parish Clerk for information and Councillors were asked to inform the Clerk if they wished to attend any training session. Most of the sessions were carried out during the day at the Associations headquarters in Great Dunmow but mileage expenses were available to cover the cost of travel.

17/16 Date of next meeting:

The date of the next Parish Council meeting was confirmed as 13th July at 7.30 p.m. in the Little Burstead Village Hall.

However, an Extraordinary General Meeting would be held before this date in order to discuss and confirm the Internal Audit report. The date of this meeting would be published as soon as a suitable date could be arranged.

Meeting closed at 9.30 p.m.

(Appendix A)

LITTLE BURSTEAD PARISH COUNCIL

Chair: Cllr. Roger Savage

Christine Barlow
Clerk to the Parish Council
15 Highlands Road
Bowers Gifford
SS13 2HR
Tel: 01268 725236
email: littlebursteadpc@gmail.com

Basildon Borough Council
Planning Policy
Basildon Borough Council
St Martins Square
Basildon
Essex SS14 1DL

30th March 2016

Dear Sirs

Re: Draft Local Plan Consultation

Little Burstead Parish Council request that the following comments are taken into account in regard to the Draft Local Plan Consultation:

1.0 Housing development: Infrastructure and roads:

With proposals for 350 new properties on the outskirts of Little Burstead in Billericay and 18 new properties within the village any new build will have an impact on the flow of traffic through the village and the roads around the parish and this impact needs to be seriously considered and taken into account when granting any planning permission for new development.

Proposals for the new relief road and a new Thames Crossing link to Basildon will impact on the A13 and A127 and this will in turn have an impact on Little Burstead and its infrastructure. Basildon Council must take this into account in consultation with its wider partners. In addition there should be key policies in place stipulating that no houses should be built unless provision of the new road infrastructure is in place to take into account the increase in development.

There is a concern that extensive housing development in and around Little Burstead will have an impact on woodland and wildlife areas such as Laindon Common and Frith Wood. Any development near Frith Wood would require a wider Strategic Gap than proposed and extensive buffer zone to insure the integrity and intrinsic nature of these areas is maintained for generations to come and any new adjacent roads

need the same consideration.

2.0 Plotland infill:

The proposed infill in plot land areas will need to be carefully monitored to ensure that there is no impact on the character and amenity of the village and surrounding area.

(See 3.00 below)

3.0 Conservation:

As Little Burstead is within a conversion area conditions need to be applied for any new development in regard to plotland areas and the design and characteristics of any new development, both in the plotlands and other areas within the village, need to be very carefully maintained within the Draft Local Plan, Local Development Plan and the National Planning Policy Framework.

Little Burstead is an area which demands special considerations and any impact from development could change the complete aspect of the village. This needs to be taken into account within the proposals and the Parish Council needs to be consulted extensively throughout regarding all proposed changes within the Local Plan for the Parish of Little Burstead and the surrounding area in order to help minimise this impact.

Kind regards,



Christine Barlow, Clerk to the Parish Council
p.p. Little Burstead Parish Council