

Minutes of the Little Burstead Parish Council
Extraordinary Meeting held at Little Burstead Village Hall,
on Thursday 30th June 2016 at 7.30pm

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

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

18/16 Apologies for absence: Councillor Abi Mosheni

20/16 Annual Return for 2015-2016:

Members to approve the Annual Return for 2015 - 2016 and briefly discuss the recommendations from the Internal Auditors, Heelis and Lodge.

Councillors reviewed and considered the recommendations of the Internal Auditor, Heather Heelis of Heelis & Lodge, in regard to the Parish Council business (Report attached Appendix A) and **AGREED** to put measures in place to meet the recommendations contained in the report and to continually monitor progress and update within the minutes of future meetings.

Members approved the Annual Return for the financial year ending March 2016 and Councillor John Mitchell, Chair, on behalf of the Parish Council, signed the documentation to confirm that all was in order.

The accounts will be available for electors to exercise their rights to inspect and a notice will be placed on the Village Hall notice board from 1st July.

The Parish Clerk will submit the completed Annual Return to the governments appointed External Auditors, PKF LittleJohn, by 4th July 2016 who will certify that all proper practices have been carried out by the Parish Council during the financial year 2015/2016.

The Parish Clerk/Responsible Finance Officer was asked to confirm the details of Insurance for Fidelity Cover and the amount the Parish Council was covered for in case of maladministration.

21/16 Planning – To record Councillors views and comments on Planning Application/s under the Town and Country Planning Act 1990 (as amended):

21/16/1 TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 16/00681/FULL

Single storey side and rear extension - Stead Hall Farm, Laindon Common Road, Billericay Essex

Councillor comments had been referred to Planning Officers and it was noted that the Parish Council considered the planning application should be refused

on the grounds that (i) the plans appear not to blend into the original design, were of poor design and gave no amenity value to the surrounding area (ii) The proposed extension appeared to further extend beyond the cartilage of the property. Councillor comments were ratified at the meeting.

21/16/2 To update on other relevant planning matters:

The Parish Clerk advised that she had received a response from Planning Enforcement regarding the Parish Council's concerns in respect of the legality of building works, without permission, being carried out at The Willows, Tye Common Road. She had been informed that the occupier had now elected his right to submit a retrospective planning application and delivery of this application to Basildon Council had been agreed by 1st September. The Parish Council would continue to monitor and will respond to the application once submitted.

22/16 Date of next meeting: The next Parish Council meeting would be held on Wednesday 13th July 2016 at the Little Burstead Village Hall commencing at 7.30 p.m