

Minutes of the Little Burstead Parish Council meeting  
held remotely via Zoom  
on Wednesday 10<sup>th</sup> March 2021 at 7.45 pm

**Present:** Councillor Pauline Bowles: Councillor Katrina Watts:  
Councillor David Clark: Councillor Colin Goodman

**In Attendance:** Ward/ECC Councillor Richard Moore

**Parish Clerk/RFO:** Mrs. Christine Barlow, Clerk to the Parish Council

**Members of Public:** 7

The Annual Parish Meeting had been held prior to the scheduled Parish Council Meeting at 7.00 pm and had been attended by members of the community and representatives from Solar Farm.

**52/20 APOLOGIES FOR ABSENCE:** All Councillors were present.

**53/20 DECLARATIONS OF MEMBER'S INTERESTS:** To receive any declarations of disclosable pecuniary interests, other pecuniary interests or non-pecuniary interests by members relating to any agenda items.

None declared.

**54/20 PUBLIC FORUM:** The meeting will be opened to the public to give residents an opportunity to ask questions. (Time allowed for this is 15 minutes)

Councillor Bowles, Chair, invited members of the public to ask questions of the Parish Council. However, no questions were raised by those present.

**55/20 COUNCILLOR UPDATE:** To receive an update on matters District and County wise from Ward/Essex County Councillors (if present)

Councillor Moore advised that Laindon Common Road would be closed from 15<sup>th</sup> to 18<sup>th</sup> March to enable pre-patching of the road in preparation for surfacing dressing works. Instead of filling in the potholes the road would now be resurfaced.

In reference to the minutes of the Parish Council meeting on 13<sup>th</sup> January 2021 Councillor Moore asked for a revision of the wording in 43/20. The minute should read "a **speed** survey had to be undertaken to progress the proposal" and not "a **traffic** survey had to be undertaken to progress the proposal".  
**Action:** To amend the wording in 43/20 of the previous minutes as requested.

**56/20 MINUTES OF PREVIOUS MEETING:** Council to approve the accuracy of the minutes of the previous meeting held on 13<sup>TH</sup> January 2021 and Chair to sign.

Subject to the above amendment the minutes of the previous meeting held on

13<sup>th</sup> January 2021 were agreed as an accurate record of the meeting and were signed by Councillor Bowles, Chair, to confirm this.

**57/20 PARISH CLERK'S REPORT:** The Parish Clerk to update Councillors on Parish Council business.

The Parish Clerk, Christine Barlow, provided a report on business activities since the previous meeting on 13<sup>th</sup> January 2021:

- 57/20/1 Item 45/20 (Minutes of 13<sup>th</sup> January):** Repairs to finger post sign by the Beacon and Village sign by Telephone box had both been completed by Farndons.
- 57/20/2 Laindon Common Road:** As had been reported by Councillor Moore information had been received earlier in the day to advise that Laindon Common Road was due to be closed on 15<sup>th</sup> March for four (4) days to undertake preparation work for the surface dressing of the road instead of just filling in the potholes.
- 57/20/3 Census Day:** It was confirmed that Census 2021 is 21<sup>st</sup> March 2021. The census is a once-in-a-decade survey that gives the most accurate estimate of all the people and households in England and Wales. All residents should receive information through the post informing of the process and how to complete the Census Form. It helps plan and fund public services, like transport, education and healthcare and helps identify the need for future development in respect of infrastructure and building.
- 57/20/4 Village Gateway project:** This project was progressing well and a total of £4,250 had been secured to purchase and install the Village Gateways at strategic locations in Tye Common Road, Laindon Common Road and Rectory Road. The location details had been confirmed in consultation with Essex County Council and their Licenses Officer and the requisite paperwork had been passed to Essex County Council Legal Department for ratification. The length of time required for this process was 6 - 8 weeks and the Parish Clerk asked Councillor Moore if he was able to interject and obtain a quicker decision. Councillor advised he would assist where possible for a quicker response.
- 57/20/5 Village Hall:** The Parish Council had been notified that Little Burstead Village Hall would re-open at the earliest in June but much was dependent on the Government's Covid restrictions.

The Parish Clerk completed her report by confirming that she would be stepping down from her post as Little Burstead Parish Clerk/ RFO over the next few weeks. She advised she had very much enjoyed working with the Parish Council, its Councillors, and the community of Little Burstead over the past five years and had met some lovely people and built up many new friendships during her time as their Clerk. She hoped to keep in contact with the village and come along to some of the events in the village in the future. The post had been advertised and interviews would be undertaken during the week commencing 15<sup>th</sup> March. Once the appointment has been confirmed a start date and handover would be carried out.

**58/20 PLANNING MATTERS:** To record Councillors views and comments on Planning Application/s under the Town and Country Planning Act 1990 (as amended) as received from Basildon Borough Council (Any planning applications notified after the publication of the meeting agenda will be noted)

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 21/00104/FULL**

Change of use of land from agricultural use to mixed agricultural/domestic use and the erection of a garage/tractor shed/domestic storage building with home office above - Stockwell Hall, Clock House Road, Little Burstead, Billericay.

Due to the timeline for responding to the Planning Application it was necessary for a response to be forward to Basildon Council before the meeting. Having discussed the application Councillors considered that any comments from the Parish Council would be insignificant in terms of a decision on the application, due to the fact that the property was a Grade 2\* listed building, and it was considered the outcome of any decision would rest, as was appropriate, with the Listed Building and Heritage Officers.

Parish Councillor comments had been forwarded to Basildon Council Planning Officers for consideration.

**59/20 PLANNING DECISIONS:** Councillors to receive updates on planning application decisions, as appropriate, and discussed at previous Parish Council meetings.

**Planning Application: 20/01675/FULL:** Dell Cottage, Broomhills Chase, Billericay, Essex CM12 9TE- Two storey extension, full recladding with black timber weatherboarding. New overhead canopy above front door, new dormer windows to the front and rear - Granted

**Planning Application No: 20/01313/FULL:** Land South of New Road Little Burstead Billericay Essex - Demolition of existing buildings and redevelopment of the site to provide 3 bungalows with associated amenity space, parking and landscaping - Refused

**Planning Application No: 20/01128/FULL:** Barn Cottage Tye Common Road Little Burstead, Billericay, Essex CM12 9SS - The erection of a first-floor side extension incorporating 3no rear facing pitched roof dormer windows and 1no rear facing roof light. (Amended proposal) – Granted

**Planning Application No: 20/01492/LDCP:** To establish the lawfulness of a proposed ground floor rear extension - Chase Cottage, Laindon Common Road Little Burstead, Billericay, Essex CM12 9TJ - Granted

**Planning No: 19/01373/OUT Appeal Ref: APP/V1505/W/3249059**  
Land between The Willows (aka Crystal Cottage) and Cranbourne, Broomhills Chase, Little Burstead, Billericay, CM12 9TH – The proposed erection of two dwellings – The appeal was allowed and planning permission granted.

3 Brook Cottages

**60/20 FINANCE MATTERS:** To provide Councillors with a summary of the Parish Councils current financial position and other financial matters.

The Responsible Finance Officer provided a summary of account of income and expenditure to the date of the meeting.

	£
Balance at bank as of 13 <sup>th</sup> January 2021	8,014.91
Balance at bank as of 10 <sup>th</sup> March 2021	6,459.56
Expenditure:	1,555.35
Income:	Nil
<b>Expenditure:</b>	
(798) Clerks Salary (Dec & Jan) Plus Sub: Tel/BB & Office	892.78
(800) Clerks Tax (Dec & Jan)	206.60
(801) Zoom Meeting	35.97
(802) B. Farndon – Repair of village signs	<u>420.00</u>
	1,555.35

There were no matters arising.

**61/20 POLICY AND PROCEDURES:** To approve the amendment of the wording of the Parish Council's Risk Assessment as appropriate.

Parish Councillors had been provided with a copy of the Parish Council's current Risk Assessment and proposed amendments for their consideration and approval prior to the meeting. The changes were general changes in relation to current Covid

**Meeting location:** Meetings held in the Little Burstead Village Hall.

**Amendment:** Arrangements suspended from March 2020 ( Ref: Coronavirus Act 2020) All meetings to be held remotely on-line whilst government restrictions remain.

**Cash:** Add: Any financial obligation in terms of expenditure over £100 must be resolved and clearly minute before any commitment.

**Annual Return:** Delete: of the Transparency Code Regulations 2015

**Add:** for Smaller Authorities, Accounts and Audit Regulations 2015 & the Local Audit (Smaller Authorities) Regulations 2015

**Legal Powers:** Add: Financial Regulations amended/approved annually.

**Relevant Documentation:** Add to the list (back page): Coronavirus Act 2020 and Accounts & Audit Regulations 2015

**62/20 PARISH COUNCIL ELECTIONS:** To brief Councillors regarding the impending Parish Council Elections on May 6<sup>th</sup>2021.

Parish Council, County Council and Borough Council elections had been postponed in 2020 and these would now go ahead on 6<sup>th</sup> May 2021. Councillors

would need to stand down and complete a nomination form if they wish to stand again for the next four years. Each candidate must complete and submit a nomination form to Basildon Council. Information regarding the procedures could be found on the Basildon Borough Council website and would also be included on the Parish Council website. Councillor Moore advised that he would be standing in both Borough and County Council elections in May.

**63/20 DATE OF NEXT PARISH COUNCIL MEETING:** To confirm the date of the next Parish Council meeting.

The date of the next Parish Council meeting would be held remotely on 12<sup>th</sup> May 2021 at 7.30 pm subject to the results of the Parish Council elections and government restrictions.

Signed: .....Chair

Date: 12<sup>th</sup> May 2021

TO BE APPROVED