

Minutes of the **LITTLE BURSTEAD ANNUAL PARISH COUNCIL MEETING** held at the Village Hall on **WEDNESDAY 11th May 2022**

In the Chair: Cllr. Clark.

Present: Cllr. Watts, Cllr. Goodman, Cllr. Ashcroft

Officers: Mrs Stephanie Robinson (Clerk & RFO)

Members of the public: 1

Meeting started at 19.55pm.

22/23.001 To elect a Chairman

Cllr. Clark was proposed as Chairman by Cllr. Watts and seconded by Cllr. Ashcroft.

All agreed.

22/23.002 To receive the Chairman's Declaration of Acceptance of Office

The Chairman signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

22/23.003 To elect a Vice Chairman

Cllr. Ashcroft proposed Cllr. Watts as Vice Chair, seconded by Cllr. Clark.

All agreed.

22/23.004 To receive the Vice Chairman's Declaration of Acceptance of Office

The Vice Chair signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

22/23.005 Apologies for absence

None

22/23.006 To receive Members' Declarations of Interest in items on the agenda.

None.

22/23.007 Minutes

Members considered and approved the Minutes of the Ordinary Parish Council Meeting held on Wednesday, 9th March 2022.

All agreed.

22/23.010 Clerk's report

Jubilee: The Clerk has ordered mugs for the jubilee celebration – just 36 as they are sold in units of

36 and 72 was in excess of agreed number 50.

Year end: The file has been prepared.

The AGAR has been completed and the audit arranged.

Correspondence: The Clerk forwarded invitation to basildon borough civic service 20th June Ride London 27th-29th may – may cause travel disruption so people should check before they travel.

The Clerk informed the parish council that she has accepted a job as Financial controller with the EALC. This should not cause any disruption to her work as parish clerk for Little Burstead.

Boundary consultation has been launched by the Boundaries commission.

Next meeting date – there is a clash with the next meeting date as it clashes with the Clerk's holiday plans. Agreed we would re-schedule after the holiday following consultation re

availability of the hall.

22/23.011 Finance

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| a) To approve and sign payments made since the last meeting: | |
| S.ROBINSON (APR wages, subsistence, tel & bb, Microsoft) | £425.60 |
| HMRC (apr tax) | £95.20 |
| EALC/NALC (affiliation fees 2022/23) | £143.56 |
| COMMUNICORP (jubilee mugs) | £251.76 |
| b) To approve and sign payments at this meeting. | |
| S.ROBINSON (MAY wages, subsistence, tel & bb, Microsoft) | £475.60 |
| HMRC (MAY tax) | £95.20 |
| c) Members to approve the accounts/bank reconciliation for May 2022. | |
| Cashbook balance £7,697. | All agreed. |

22/23.012 Annual Governance Statement

- Following the annual review of the effectiveness of its systems of internal control, Members considered and completed the draft Annual Governance Statement (Section 1 of the Annual Return).
- Members reviewed the proposed Section 1 and approved the Annual Return 2021/22 and the Chairman and Clerk signed the Annual Governance Statement which was minuted accordingly. **All agreed.**

22/23.013 Annual Accounting Statement

- Members considered the criteria for filing an Exemption Certificate and decided they wished to certify themselves as exempt from a limited assurance review.
- Members considered the Accounting Statement (Section 2 of the Annual Return) prepared and signed by the RFO.
- Members reviewed and approved the proposed Accounting Statement which was signed by the Chairman and the RFO and Minuted accordingly. **All agreed**

22/23.014 Planning

To consider a list of planning applications below received since the last meeting and decided under delegated decisions to the Clerk.

Planning App. No.	Address	Planning Details	PC Comments
22/00466/FULL	Barn Cottage Tye Common Road Little Burstead Billericay	Proposed extensions with internal and external alterations	No objections
APP/V1505 /D/22/3292 990	Oak Croft, Green Lane, Little Burstead, Billericay	Appeal against refusal of application for 2 storey extension	No further comments
APP/V1505 /W/21/3287 068	Land At Broomhills Chase Broomhills Chase Billericay Essex	Appeal following refusal of Application for Permission in Principle: residential development of two dwellings	No further comments
22/00455/FULL	Spinnakers Laindon Common Road Billericay Essex	Proposed part single/part two storey rear extension, single story front extension and first floor side extension	Objections – work has already begun/not in keeping with the conservation area.

All agreed

To consider Planning Applications received prior to the meeting.
None.

22/23.015 War memorial

- Members discussed and decided that the Clerk and Cllr. Clark would look for contractor to complete the repairs to the War memorial. Must be done by the end of the month for the jubilee. **All agreed**

22/23.016 Jubilee celebrations

- Members discussed and decided to take no further action with regards to the Jubilee celebrations. **All agreed**

22/23.017 Broken Road sign at Laindon Common Road

- Members discussed and decided that there was probably no further action they could take regarding the broken road sign at the top of Laindon Common Road as this was technically a highways matter. The Clerk would look into whether it would be possible to replace like for like and to investigate costs. **All agreed**

22/23.018 Reports from Councillors/Borough and County councillors.

Cllr. Watts – reported from the latest ABLC meeting. Local plan withdrawn and will start again. Boundary consultation is underway. There is a move to encourage devolution among the parish councils. Many Jubilee celebrations are planned throughout the area.

22/23.019 Items from Councillors to be added to the next Agenda.

Telephone box

Members to note the next meeting will be Wednesday 20th July at the Village hall – if this can be agreed with the Village hall committee.

Meeting closed at 8.53pm