

Minutes of the Little Burstead Parish Council
Meeting held at Little Burstead Village Hall,
on Wednesday 11th January at 7.30 p.m.

Present: Councillor John Mitchell, Councillor Abi Mohseni,
Councillor David Clark, Councillor Katrina Watts.

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

Members of Public: 2

74/16 Apologies for absence: All Councillors were present.

The Parish Clerk advised that Councillor Liz Kaskow had tendered her resignation as a Parish Councillor. As a result the vacancy would need to be advertised in order to co-opt a Councillor to fill the vacant post and fulfil the requirement of five (5) serving Members of the Parish Council.

75/16 Declarations of member interests: 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 from Members.

76/16 Public Forum: To enable residents to raise issues of concern with Parish Councillors (The time allowed for this item is 15 minutes)

Councillor Mitchell welcomed the two residents who were in attendance and introduce all present. The residents were invited to raise or make comment on any issues. The couple advised that they had moved into the village the previous year and liked the country feel and nice atmosphere of the village. They liked walking and had enjoyed the Circular Walk and other walks around the village. Asked what prompted them coming to the meeting they replied they had come along out of interest.

77/16 Minutes: Members to approve the minutes of the Parish Council meetings held on 9th November 2016 and 8th December 2016 and Chair to sign.

The minutes of the meetings on 9th November 2016 and 8th December 2016 were accepted as an accurate record of the meeting and were signed as such by Councillor John Mitchell, Chair.

Matters arising:

(i) Councillor Mitchell commented, in regard to the request for more lecterns and maps on the Circular Walk (Meeting on 9th November 2016) it was considered that there was a need to consider the cost of the project and to obtain the original specification for the build and estimates. The Parish Clerk advised

that the Parish records should hold this information and that in any case three new estimates would be required to apply for any funding.

Action: The Parish Clerk was asked to obtain the required information and advise the Chair.

(ii) Councillors were in agreement that the meeting on the 8th December 2016 regarding New and Alternative Sites was very well attended and very proactive with residents becoming putting their views on the proposals and becoming involved in the discussions. The Parish Council's and residents comments on the sites had been submitted to Basildon Council and it was now a matter of waiting for the updated Draft Local Plan to be published. The letter sent by the Parish Council would be published on the Council website.

78/16 Clerks Report: Clerk to update on relevant matters since the last meeting.

(i) The Clerk advised she would place an advert in respect of the Councillor vacancy on the Parish Council website, Village Hall noticeboard, the next Parish newsletter and any other media available to the Parish Council due to the resignation of Council Kaskow. Anyone applying would need to complete an application form and be interviewed by Members of the Parish Council. The successful candidate would then be co-opted onto the Parish Council until next elections took place in 2020.

(ii) A four page chart detailing the outstanding issues from the meeting on 13th July had been sent to Councillors for information prior to the meeting and was presented to Councillors. The issues were colour coded to identify their progression or completion. A number of issues had been resolved to date and were now complete and were indicated in green on the chart to show this. The Clerk drew to the attention of Councillors the progress of issues in regard to e.g. (i) Forge House (ii) Dunton Boot Sale (iii) Community Speed Watch (vi) Road safety in Tye Common Road; In regard to (iv) the appropriate form had been completed to log a request for discussion at the Local Highways Panel in order to implementing safety measures adjacent to The Croft.

(iii) The issue of parking on the bend outside the Village Hall and the proposals to install a height restriction barrier at the entrance to the car park were again discussed. The Ellis Field car park was leased to the Village Hall and a joint letter from the Village Hall Committee and the Parish Council would need to be sent to Lord Petre of Ingatestone to request permission to erect the barrier before funding could be applied for. The Clerk was in the process of liaising with the Village Hall Chair in order to draft the required letter. Councillor Mitchell asked if there was a specification or drawing available regarding the details and measurements of a suitable barrier. The Parish Clerk advised she had asked Basildon Council for a specification as they had erected barriers of this type and they may be able to provide this information.

(vi) The Parish Clerk advised she would include the progress chart on the Parish website for residents information.

(iv) A complaint had been received regarding the removal of a hedge which had been standing for 50/60 years. It appeared this work had been carried out, in a conservation area by the owner of the property, without planning permission.

The concern was that other hedges, which surrounded the same property and had stood for many years would be removed without consent. The Clerk advised she had sent an email to Basildon Council and the matter was now under investigation.

(v) The Clerk advised she was in the process of setting up the Parish Council's new laptop and transferring the data from the old computer. In addition she was also trying to organise some in-house training locally for new Councillors and Councillors confirmed their interest in such a session.

(vi) Basildon Council had agreed to rearrange Code of Conduct training for those Councillors who were unable to attend the precious training at Billericay due to lack of information regarding the change of venue for the session.

(vii) **BT Telephone Boxes:** Information had been received regarding the intention of BT to ask communities to adopt the red telephone boxes in their area for nominal sum of £1.00 or have the box removed. BT considered they no longer viable to keep operational as they were used infrequently. The Clerk was aware that previously the previous Parish Council had considered purchasing the telephone box in the village but had not taken up the offer due to the cost of maintenance and up keep. Councillor Mohseni advised he would be willing to take over the maintenance of the telephone box if acquired. Councillors considered that the telephone box was an intrinsic part of the Village and asked the Clerk to obtain more information.

In addition it had been noticed that a van constantly parked in the layby beside the box on a permanent basis and this caused some difficulty by obscuring the road sight line in regard to oncoming traffic. The Parish Council agreed to send a polite letter to the owner of the vehicle asking him to not to park in this location as it often caused a problem for parking if the telephone box was in use by passing users. Councillor Mitchell said he would liaise with the Parish Clerk regarding the letter.

79/16 Planning: Councillors to review and comment on Planning Application/s under the Town and Country Planning Act 1990 (as amended)

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
16/01681/FULL**

Erection of a two bay oak cart lodge - Bobtail Barn, Laindon Common Road, Billericay, CM12 9TJ

The Parish Council discussed the application and considered that the plans were well designed and appointed and did include permission to remove the trees on the site.

The Parish Council **AGREED** they had no objections to the application or the removal of the silver birch trees.

80/16 Planning decisions and comments: To receive updates and comments on decisions in respect of planning applications since the last meeting.

16/01203/FULL: Retrospective construction of an agricultural barn - The Willows, Tye Common Road, Little Burstead, Billericay, CM12 9SD –

Councillors noted that the Planning Application was refused on the grounds of inappropriate building in the Green Belt. It was considered that the owners might now appeal against the decision of Basildon Council.

16/01729/COND: Discharge of Conditions - Condition 3 (detailed methodology) Condition 4 (materials) Condition 5 (walls and fences) Condition 6 (landscaping) Condition 8 (contamination) of consent reference

16/00356/FULL: Sudburys Farm, Sudburys Farm Road, Little Burstead, Billericay, Essex CM12 9SP – Pending consideration

16/01548/TPOBAS | TPO/04/83 - T2: Ash - Crown lift to 3m by removing lowest secondary branches up to 7 centimeter diameter only – Homeleigh, Laindon Common Road, Billericay, Essex, CM12 9TJ - Application Permitted

16/01420/FULL: Incorporate land to the rear of Hillrise within residential curtilage of property – Hillrise, Broomhills Chase, Billericay, Essex – Application Granted

81/16 Finance Report:

(i) To receive a statement of the Parish Council’s current financial position.

Chris Barlow, Responsible Finance Officer, provided a statement of account to Councillors confirming the income and expenditure of the Parish Council to 9th January 2017 as detailed below:

	£
Balance of Community Account as of 9th November 2016	4,398.50
Balance of Premium Account as of 9th November 2016	<u>3,369.00</u>
Balance of Accounts as of 9th November	7,767.50
Expenditure	<u>-1,563.01</u>
	6,204.49
	<u>0.42</u>
Balance of Combined Accounts as of 5th January 2017*	6,204.91
* Premium Account Closed and balance + interest (£3369.00 + £0.42) transferred to Community Account	3,369.42
Expenditure:	
(651) Rotary Club - Bulbs	125.00
(653) Royal British Legion Wreath	30.00
(655) Clerks Salary Inc. Subsistence	606.80
(656) HMRC Clerks Tax	132.80
(657) Lenovo Laptop and Accessories	568.97
(658) Estate Maintenance	<u>99.44</u>
	1563.01
Income:	
Interest on Premium Account:	-0.42

Councillors confirmed the payments made were in order.

Chris Barlow, RFO, advised after some difficulty with Barclays she had managed to combine the Premium Account and Community Account as one. The Bank had agreed to pay the Parish Council £60.00 as a token payment due their incompetence in dealing with the changes requested by the Parish Council.

(ii) Councillors to agree the Parish Council Precept for 2017/2018 as required under the Local Government Act 1972.

Estimated budget figures for 2017/2018 had been provided to Councillors at the November meeting and redistributed for the current meeting. The Precept calculations showing the various calculations for each Precept amount across a range of increases for 2017/2018, as provided by Basildon Council, had also been provided to Councillors before the meeting for information and consideration. Chris Barlow gave an explanation regarding how the figures were calculated.

The Local Government Finance Act 1992 ("the 1992 Act") Section 41 required for each financial year a local Precepting authority (the Parish Council) must issue a precept to the billing authority for the next financial year in accordance with the Act. Councillors were asked to consider the following when agreeing the Precept figure taking into account the following issues :-

- The Local Council Tax Scheme Grant for 2017/2018, which was a subsidy given to Borough/ District Councils and passed on to Local Councils and currently year on year, was being reduced.
- Increased costs would be incurred as a result of the introduction of the Governments' Workplace Pension Scheme and the Parish Council's automatic enrolment in the scheme. Any payments under the Scheme would need to be set aside for Parish Council employees between the ages of 18 years and 68 years.
- General increases in overall costs of the business of the Parish Council.
- Reserves needed to be maintained to take into account any additional costs i.e. election costs
- The cost of projects had not been factored into the finances as it was anticipated that the costs of each project would attract external funding but what needed to be factored in was, as with any grant, an element of match funding by the Parish Council in respect of these projects might be needed.

Councillors were advised that in order to maintain the level of balance and reserves an increase in the Annual Precept would be required as opposed to a decrease. Having discussed and considered the variation in the figures presented, Councillors considered that an increase overall of 2.4% was appropriate. The current Precept element of the Council Tax was £29.97 per annum based on the calculations for a Band D property (The formula for calculating the precept was based on the number of Band D properties in the Parish).

Following a discussion Councillors **AGREED** to increase the Precept by an overall amount of 2.4 % The increase would mean that this would equate to a precept payment £30.69 per annum for a Band D property. For properties in a

higher Band the Precept would be marginally higher. The Precept amount which would be paid to the Parish Council for 2017/2018 would be £6,140.76 an increase of £197.71 over 2016/17

Proposed: Councillor John Mitchell: **Seconded:** Councillor David Clarke.

82/16 Risk Assessment: To approve the Parish Council's Risk Assessment Schedule.

A copy of the amended Risk Assessment had been provided to all present by email and a hard copy was made available to Councillors at the meeting. Councillors felt that all areas had been covered by the changes to the document and it was **AGREED by all present** to accept the amended draft of the Risk Assessment as a working document.

Proposed: Councillor John Mitchell: **Seconded:** Abi Mohseni

83/16 Circular Walk: To agree a date to formally open the Circular Walk.

Councillors discussed the date for the opening of the Circular Walk and it was considered that a Spring opening was preferable. Following a discussion Monday 1st May 2017 was **AGREED** as the preferred date. The Clerk was asked to liaise with Roger Savage regarding his availability for this date.

84/16 Highway matters: To provide a general update on matters in relation to Speeding/White Lining/ Traffic Calming

(i) **White Lining:** Both Essex County Councillor Kay Twitchen and Will Price, ECC Liaison Officer, had advised the Clerk that the white lines in Laindon Common Road and in many other parts of the County would not be reinstated as they were no longer a priority. The Parish Council considered that based on the traffic survey figures provided by ECC that the measures taken to highlight the 30mph speed limit in Laindon Common Road had succeeded in slowing the traffic down and agreed to monitor the situation.

(ii) **Rectory Road Speeding:** The Parish Clerk had met with Basildon Police in connection with her other duties in a neighbouring Parish and raised the issue of speeding in Rectory Road. Police Officers present were aware of the accidents which had occurred and the layout of the road and on the information provided suggested they would support action to extend the 40 mph limit on the remaining part of Rectory Road. The Clerk had asked the Casualty Reduction Unit for accident figures for Rectory Road and Tye Common Road and was waiting for a reply.

(iii) **Community Speed Watch:** It was considered that the Community Speed Watch Initiative should cease due to the lack of interest in the scheme by the majority of residents. Councillor Mitchell considered that the Parish Council could investigate the merits of having partial barriers either side of the road similar to those in Herongate and Hullbridge as a means of reducing speed in the Village.

85/16 **Date of next meeting:** To confirm the date of next meeting.

The date of the next Parish Council meeting was confirmed as 8th March 2017 at Little Burstead Village Hall commencing at 7.30 p.m.