

Minutes of the Little Burstead Parish Council meeting  
held remotely via Zoom  
on Wednesday 11<sup>th</sup> November 2020 at 7.30 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:** None

25/20 **APOLOGIES FOR ABSENCE:** None Received

Councillor Richard Moore (Little Burstead Ward/Essex County Councillor) was welcomed to the meeting.

26/20 **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 Received

27/20 **COUNCILLOR VACANCY:** The co-option of a new Councillor to fill the vacant post.

An application to fill the vacancy of Parish Councillor had been duly received from Mr. Colin Goodman of Broomhills Chase in the Parish of Little Burstead. The application had been verified as meeting the required criteria to fill the post and having received no objections to its validity from sitting Parish Councillors the afore mentioned resident was duly co-opted to fill the post of Parish Councillor until the next Parish Council elections in May 2021. The Declaration of Acceptance Form, normally signed at a Face-to-Face meeting, had been sent to Councillor Goodman due to current restrictions and Councillor Goodman had been asked to sign the Declaration and return it to the Parish Clerk by email. No objections were received in respect of this process. In addition, a Declaration of Members Interest Form would be forward to Councillor Goodman for completion within twenty- eight days.

28/20 **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)

No members of the public were present, and no questions were raised by anyone present.

29/20 **COUNCILLOR UPDATE:** To receive an update on matters District and County wise from Ward/Essex County Councillors (if present)

Councillor Moore provided an update on a Members lead Pothole Reduction Scheme. The Scheme listed over 4000 potholes across the County which had

been identified as needing to be repaired and repairs to these would be carried out between October 2020 and March 2021. Having identified several potholes himself in the village and been provided with a list of potholes which had been identified in the minutes of 11<sup>th</sup> September these had been added to the Scheme list. Councillor Moore had observed that some on the list had already been repaired and this was confirmed by Parish Councillors.

Councillor Moore informed that Wiggins Lane Public Right of Way, which had been closed earlier in 2020 for resurfacing works, was now open and the work had been completed satisfactorily

On the recommendation of Councillor Moore it was confirmed that Essex County Council have allocated £750 from the Essex County Council Locality Fund to the Parish Council towards the installation of the Village Gateways Project and the Parish Council should receive an email to confirm this. Councillor Moore further reported that an invoice from the Parish Council would need to be sent to Essex County Council to claim the funding.

- 30/20 **MINUTES OF PREVIOUS MEETING:** Council to approve the accuracy of the minutes of the previous meeting held on 9<sup>th</sup> September 2020 and Chair to sign.

The minutes of the previous meeting held on 9<sup>th</sup> September were **AGREED** as an accurate record of the meeting and would be 'wet' signed to confirm by Councillor Pauline Bowles, Chair, at the earliest opportunity.

- 31/20 **PARISH CLERK'S REPORT:** The Parish Clerk to update Councillors on Parish Council business and to consider.

The Parish Clerk reported on the following matters:

- (i) Councillor Moore had already covered the matters regarding (i) potholes and (ii) the funding of £750 towards the installation of the Village Gateways.
- (ii) Laindon Common Road culvert repairs would commence on 30<sup>th</sup> November 2020 for headwall strengthening works and were expected to last three weeks.

On the matter of traffic calming in this location Councillor Clark asked if there was any update regarding the installation of a chicane to prevent further long-term damage of the bridge at the upper end of Laindon Common Road. The Parish Clerk advised that no information was currently available. Councillor Clark indicated to Councillor Moore that since the single file system had been installed outside Brooke Cottage it had slowed down the traffic and residents had suggested to him that in order to protect the culvert from further damage from large articulated lorries and speeding traffic, a chicane would reduce the problem. Councillor Moore stated he understood the problem having experienced it himself, and the current restrictions had improved traffic flow, asked if the Parish Council had made a formal request for a chicane to be installed as part of the works. The Parish Clerk advised that the Parish Council had raised the need for traffic calming measures in general with ECC but not specifically a chicane. The Parish Clerk suggested that the matter could be raised at the next ECC Local Highways Panel meeting and that the Association of Basildon Local Councils (ABLC), of which the Parish Council was a member, had a representative on this Panel. Councillor

Moore, being Chair of the Local Highways Panel, confirmed he would discuss with Officers and with agreement would raise the issue himself and discuss at a future Panel meeting if this was the general consensus of residents and the Parish Council and he would support this request but he could not guarantee the outcome.

(iii) A Defibrillator has now been installed outside the Little Burstead Village Hall as a result of money raised via John Baron's Fun Walk, a grant from the Essex Association of Local Councils Community Initiative Fund and other donations including £150 from Little Burstead Village Hall towards the installation of the Defibrillator Cabinet. The East of England Ambulance Service has been advised of the location of the new equipment and there was also a video which residents can view regarding how to use the equipment. Information will be on the website and hopefully, when the Village Hall is open again in 2021 there will be a free training session for interested persons.

(iv) On Remembrance Sunday, 8<sup>th</sup> November, a short Service to commemorate those who have died serving their country, had been held at the Village War Memorial. Wreaths were laid by those present and all observing social distancing and following government guidelines in the current climate.

(v) The Parish Clerk advised she had received an email from County Broadband, who were offering a localised Broadband Service to residents, regarding their promotion of connecting properties in the village to an improved Broadband Service. Several residents had signed up to their offer of a pay- to-view service and they advised they were nearly ready to roll out the service. The proposals by County Broadband and tariffs were provided independently of any existing services by alternative providers.

(vi) The Parish Clerk has now received her CILCA (Certificate in Local Council Administration) Certificate and thanked the Parish Council for their support in her achieving this accreditation.

32/20 **PLANNING:** 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.

### **TOWN AND COUNTRY PLANNING ACT 1990 – PLANNING APPLICATION 20/01206/FULL.**

Construction of stable block and associated external works including change of use from agricultural to equestrian use. The proposed stables will be for private use and no public use is proposed: Stead Hall Farm, Laindon Common Road Billericay CM12 9TD

Councillors having discussed the Planning Application raised no objections and the Parish Council's comments had been forwarded to Basildon Council Planning Officers on 22<sup>nd</sup> October 2020

**TOWN AND COUNTRY PLANNING ACT 1990 – PLANNING APPLICATION 20/01313/FULL**

Demolition of existing buildings and redevelopment of the site to provide 3 bungalows with associated amenity space, parking and landscaping Land South of New Road, Little Burstead, Billericay, Essex

Councillors discussed the application at length and considered that the application was inappropriate development on the following grounds:

- (i) The NPPF sets guidelines for assessing new development in the Green Belt and it was considered that the development did not meet the criteria and that the development would have considerable impact on the openness of the existing development and constituted over development of the site.
- (ii) The layout of the site was unacceptable.
- (iii) The increase of vehicles generated by the new development would impact on the adjacent single-track road, busy Rectory Road, Noak Hill Road and Dunton Road without meaningful improvements to the local infrastructure.

Councillors comments would be forwarded to Basildon Council Planning Officers in due course.

**PLANNING APPLICATION 20/01206/FULL:** Construction of stable block and associated external works including change of use from agricultural to equestrian use. The proposed stables will be for private use and no public use is proposed. Stead Hall Farm, Laindon Common Road, Billericay CM12 9TD

The Parish Council having discussed this application prior to the meeting confirmed they had no objections to the application as it was for private use only.

Their comments had already been forward to Basildon Council Planning Officers.

33/20 **PLANNING DECISIONS AND COMMENTS:** To receive updates and comments regarding planning applications discussed at previous Parish Council meetings.

(i) **PLANNING APPLICATION 20/01086/FULL:** Demolition of existing single storey rear and side extensions and erection of part single, part two storey rear extension plus single storey side extension The Rectory, Rectory Road, Billericay Essex, CM12 9TP – Granted

(ii) **PLANNING APPLICATION 20/00180/FULL:** Demolition of existing dwellings and other buildings, removal of structures and erection of three dwellings including new internal road access, infrastructure and associated works Meadway Farm, Rectory Road, Billericay, Essex CM12 9TR – Refused

(iii) **PLANNING APPLICATION 20/00772/LDCP:** To establish the lawfulness of alterations and extension to the rear building, and alterations to the existing rear projection and creation of a rear first floor balcony. 1 Brook Cottages Laindon Common Road Billericay Essex CM12 9TA – Refused

(iv) **PLANNING APPLICATION 20/00364/FULL:** First floor side extension and dormer extensions - Barn Cottage, Tye Common Road, Little Burstead, Billericay Essex CM12 9SS – Revoked

(v) **PLANNING APPLICATION APPEAL NOTICE: APP/V1505/X/20/3259116**

The Parish Council had received notification from Basildon Council that the owners of 3 Brook Cottages, Laindon Common Road, had lodged an appeal, to the Planning Inspectorate, against Basildon Council's refusal to grant planning permission under a Lawful Development Permitted Certificate (LDPC) for a single storey rear extension stating they (Basildon Council) did not consider the extension would fall under the Town and Country Planning Order 2015 as permitted development. If the Parish Council wished to comment or withdraw/modify any previous comments they must respond with any representations no later than 17<sup>th</sup> December 2020. The Parish Council to consider any response by the due date.

34/20 **FINANCE REPORT:** To acknowledge, confirm or agree the following:

(i) To provide a summary report on the Parish Council's financial position.

A summary report was provided by Christine Barlow, Parish Clerk/RFO as follows:

	£
Balance at Bank as of 9 <sup>th</sup> September 2020	4,358.16
Balance at Bank as of 11 <sup>th</sup> November 2020	9,803.48
Expenditure:	1,596.44
Income:	7,041.76
<b>Expenditure summary:</b>	
(787) Clerks Net Salary (Aug/Sept) Plus Subsistence	947.84
(788) HMRC Clerks Tax (Aug/Sept)	217.60
(778) Heelis & Lodge – Internal Audit	81.00
(780) Roger Savage – Estate Expenses	100.00
(779) Little Burstead Village Hall - Noticeboard	<u>250.00</u>
	1,596.44
<b>Income:</b>	7,041.76

Councillors approved the report as presented and there were no matters arising.

It was also noted that, as of the date of the meeting and going forward there were several payments to made totaling £1,788.57 and these had been authorised for payment by Parish Council signatories.

(ii) To provide Councillors with a half-year statement of account in respect of the Parish Council's income and expenditure to 30<sup>th</sup> September 2020.

A half-year income and expenditure account had been provided to Parish Councillors prior to the meeting but as of the date of the meeting further payments had been made and income added as per the Financial Summary Report above

and the balance at the bank was now £9,803.48.

In addition, a draft budget report had been provided to Parish Councillors to enable them to make an informed decision in regard to setting the Precept amount for 2021/2022.

35/20 **PARISH PRECEPT:** To discuss/consider/set the Parish Precept amount for 2021/2022.

Overall precept calculations had been provided by Basildon Borough Council at the beginning of November showing comparative precept amounts for each property Band A – H for 2021/22 and this information had been passed on to Councillors for consideration. The Precept calculations were based on a Band D property and Basildon Council had advised that the tax base calculation on which the figures were based was lower than 2020/2021 due to the expected fall in Council Tax collection rates as a direct consequence of Covid-19.

The RFO/Parish Clerk advised that based on the budget forecast provided to Councillors there was a need to increase the Precept amount for 2021/2022 due to the fact that if circumstances changed and expenditure increased overheads may not be covered and there would be less ability to spend on village projects. Currently external funding had been successful in covering projects (e.g. Defibrillator and Highway Gateways) but there was no guarantee that funding for projects would be available in the future and that any projects would have to be funded through existing budgets.

Councillors considered that they needed to keep pace with overheads and expenditure and considered that an increase was necessary to cover all basic and unexpected costs in 2021/2022. It was accepted that any rise in monetary terms would be relatively small per annum but the % increase would give an over inflated impression because the amount of Precept was so low. However, Councillors felt they had no option but to keep pace with basic spending any increase would show the percentage figure as higher than in previous years.

Following a discussion regarding the level of increase Councillors unanimously **AGREED** to increase the Parish Precept amount for 2021/2022 from £7,083.52 to £7,690.14, an increase in monetary terms of £606.62. This would equate to a percentage increase of 9.2%. The relevant amounts in each Band D – H were notified as:

Band	2020/21	2020/21	Increase £ per annum	% p.a.
D	34.93	38.07	3.14	9.02%
E	42.68	46.53	3.85	9.02%
F	50.44	54.99	4.55	9.02%
G	58.20	63.45	5.25	9.02%
H	69.84	76.14	6.30	9.02%

36/20 **PARKING:** To raise concerns regarding overspill parking issues outside the Little

**Burstead Farm Shop.**

Councillor Clark raised concerns regarding parking issues at Little Burstead Farm Shop. Councillor Bowles informed that the mound of rubble that had accumulated on the site was due to the new owners extending the Car Park to address parking issues. There was also a concern that customers were parking on the highway verge and due to the wet weather and this was impacting on the condition of the grass verge. Councillor Bowles advised that the shop, in addressing the problem, had tried to cordon the area off as far as possible to reduce any damage. **Action:** It was suggested that a letter could be sent to the new owners raising the Parish Council concerns.

**37/20 PROJECT UPDATE:** To update on the status of Parish Council projects.

- (i) The Defibrillator had been covered in the Parish Clerk's Report.
- (ii) Highway Gateways were to be installed in three areas but, due to current restrictions Officers were not attending site meetings and the exact locations still had to be agreed. The Parish Clerk advised she would endeavour to speak with the relevant Highway Officers again and discuss how the matter could be resolved.
- (iii) Refurbishment of old Telephone Box and War Memorial base were pending and dependent of external funding.

**38/20 ASSOCIATION OF BASILDON LOCAL COUNCIL MEETING:** To consider item/s for collective discussion at the next ABLC Meeting to be held on 19<sup>th</sup> November 2020.

The original purpose of the item was in respect of the chicane and for Councillor Watts, who represents the Parish Council on the Association of Local Councils, raising the issue of the issue at this meeting. However, as Councillor Moore was now going to raise the issue this was no longer necessary at this moment in time.

Councillors Watts stated, if the opportunity arose, she would raise the issue of the large development proposed for the Dunton Road and the effects that the increase in traffic would have on the surrounding areas which would impact on other nearby Local Councils.

The Parish Clerk also reminded Councillors that the Basildon Local Council Liaison Meeting would be held on 24<sup>th</sup> November 2020 and it was assumed that an update on the Local Plan would be provided.

**39/20 DATE OF NEXT PARISH COUNCIL MEETING:** To confirm the date of the next Parish Council meeting as Wednesday 13<sup>th</sup> January 2021

The next meet would be held on 13<sup>th</sup> January 2021 at 7.30 p.m. and would be held virtually via Zoom.

Signed ..... Cllr. Pauline Bowles (Chair)

Date: 13<sup>th</sup> January 2021

TO BE APPROVED