

Minutes of the **LITTLE BURSTEAD ANNUAL PARISH COUNCIL MEETING** held at the Village Hall on **FRIDAY 12th May 2023**

In the Chair: Cllr. Clark.

Present: Cllr. Stone, Cllr. Goodman, Cllr. Ashcroft,

Officers: Mrs Stephanie Robinson (Clerk & RFO)

Members of the public: 1 (joined at 5.10pm)

Meeting started at 5 pm.

23/24.001 To elect a Chairman

Cllr. Clarke was elected Chairman.

All agreed.

23/24.002 To receive the Chairman's Declaration of Acceptance of Office

Cllr. Clarke signed the Declaration of acceptance of Office.

23/24.003 To elect a Vice Chairman

Cllr. Watts was elected Vice Chairman.

All agreed.

23/24.004 To receive the Vice Chairman's Declaration of Acceptance of Office

It was agreed that Cllr. Watts could sign the Declaration of Acceptance of Office at the next meeting.

All agreed.

23/24.005 Apologies for absence

Cllr. Watts apologies were accepted.

All agreed.

23/24.006 To receive Members' Declarations of Interest in items on the agenda.

None.

23/24.007 Minutes

Members considered and approved the Minutes of the Ordinary Parish Council Meeting held on Friday, 10th March 2023.

23/24.010 Clerk's report

The new Finger post at the junction of Botney Hill Road and Hatches Farm road has been installed.

The £1000 grant towards the refurbishment of the telephone box from Essex Heritage has been received as has a plaque to be installed in the phonebox.

Quote for the new Laindon Common Road sign has been received.

The millenium bench does not need any repair it simply needs to be cleaned using a wire brush.

The internal audit has been arranged.

23/24.011 Finance

a) To approve and sign payments at this meeting.

PAYMENTS AUTHORISED SINCE LAST MEETING

S.ROBINSON (mar wages, subsistence, tel & bb, Microsoft) £468.09

HMRC (mar tax) £103.00

S.ROBINSON (apr wages, subsistence, tel & bb, Microsoft) £456.80

HMRC (apr tax) £103.00

LC Spencer (installation of fingerpost) £228.00

Shelley Signs (manufacture of fingerpost) £1044.00

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EALC (affiliation fee)	£146.38
PAYMENTS TO AUTHORISE AT THIS MEETING	
S.ROBINSON (may wages, subsistence, tel & bb, Microsoft)	£457.88
HMRC (may tax)	£103.00
	All agreed

- b) Members approved the accounts/bank reconciliation for May 2023**
Cashbook balance £8050 **.All agreed**

23/24.012 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 2022/23 and signed the Annual Governance Statement. **All agreed**

23/24.013 Annual Accounting Statement

- Members considered the criteria for filing an Exemption Certificate and decided that 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 to be signed by the Chairman and Minuted accordingly. **All agreed**

23/24.014 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
23/00395/FULL	Oak Croft Green Lane Billericay CM12 9TT	Proposed two storey rear extension with rooflight.	No comments – leave it to planning dept.
23/00429/FULL	Barn Cottage Tye Common Road Little Burstead Billericay	Proposed extensions with internal and external alterations	No – overdevelopment in a conservation area and in close proximity to listed building Stockwell Hall.

To consider Planning Applications received prior to the meeting.

Planning App. No.	Address	Planning Details	PC Comments
23/00575/FULL	The Dukes Head Laindon Common Road Billericay Essex	Woven fabric canopy on timber support posts to side of premises	No the proposed canopy is enormous and will adversely affect the street scene.

Planning Applications received after this Agenda has been published but before the date of the meeting will be added as appropriate..

None

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23/24.015 Dunton Road Car Boot Sale

Members discussed what to do regarding the traffic problems caused by the car boot sale on the Dunton Road and decided to approach Cllr Moore to see if he can help. **All agreed**

22/23.016 Reports from Councillors/Borough and County councillors.

Cllr. Watts will be attending the next Local Highways Panel and there is a need for a meeting to agree the best position for a pinch point.

22/23.017 Items from Councillors to be added to the next Agenda.

Grass cutting sight lines.

Meeting closed 6.00pm

Email: littlebursteadpc@gmail.com Text:
All agendas and minutes can be viewed on the Parish Council's website
<https://e-voice.org.uk/lbpc>