

Minutes of the Little Burstead Parish Council  
Meeting held at Little Burstead Village Hall,  
on Wednesday 13<sup>th</sup> July 2016 at 7.30pm

**Present:** Councillor John Mitchell, Councillor David Clark,  
Councillor Liz Kaskow, Councillor Katrina Watts.

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

**Members of Public:** Nil

**23/16 Apologies for absence:** Councillor Abi Mosheni

**24/16 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.

None were received

**25/16 Public Forum:** To enable residents to raise issues of concern with Parish Councillors (The time allowed for this item is 15 minutes)

Councillors discussed ways of encouraging residents to attend the meetings to raise issues of concern or interest during the public forum and how the Parish Council can inform resident of the ways they can play a vital part in representing the community. It was agreed that the village newsletter was one mechanism to achieve this aim.

**Action:** The Parish Clerk was asked to find out when the next Bugle, village newsletter, was due to be published and Councillor Mitchell agreed to provide an article to encourage residents to attend the meetings for the next newsletter.

**26/16 Minutes:** Members to approve the minutes of the Parish Council meeting on 18<sup>th</sup> May 2016 and Extraordinary General Meeting on 30<sup>th</sup> June 2016.

The minutes of the meetings held on 18<sup>th</sup> May 2016 and 30<sup>th</sup> May 2016 were agreed as accurate records of the meetings and were signed to confirm this by Councillor John Mitchell, Chair.

**27/16 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:**

**16/00619/FULL Oakdene, Rectory Road, Billericay**

To convert bungalow to a 3/4 bedroom chalet incorporating raised ridge height and front and rear dormers (See previous approved application **12/01112/FULL**)

Councillors had been circulated with the details of the application and it was noted that there had been no objections from the Parish Council to the previous

application which was now out of date. Councillors having considered the resubmission raised not objections in regard to the application.

**Action:** Councillor comments had been passed to Basildon Council's Planning Officers prior to the meeting. The application had been heard by the Planning Committee meeting the previous night (12<sup>th</sup> July 2016) and Officers had recommended the grant of permission.

**28/16**

**Clerks Report:** Clerk to report on relevant matters since the previous meeting on 18<sup>th</sup> May and agree any actions in relation to the content.

(i) **The Willows, Tye Common Road:** Several emails had been exchanged between the Parish Council and the relevant Basildon Council Planning Officer regarding the erection of a new building within the grounds of The Willows, Tye Common Road without planning permission. Following contact by Planning Officers the owners of the property intended to submit a retrospective planning application. Councillors considered the various replies and responses from Basildon Council in respect of this matter to be both inadequate and unacceptable.

**Action:** The Parish Clerk was asked to contact Basildon Council Planning Department and request details of any reports that had been generated in regard to the development. The Clerk was also asked to report to Essex County Council the planting of conifer trees on the highways verge adjacent to the property.

(ii) **Stead Hall Farm:** The matters concerning Stead Hall Farm had been resolved but would continue to be monitored.

(iii) **Forge House:** The work to replant trees at Forge House, Laindon Common Road illegally removed by the owner had still not been undertaken and the Parish Clerk was asked to contact Basildon Council arborculturalist for an update.

(iv) **Correspondence:** An email had been received from a member of the public regarding incidents on Laindon Common in regard to wildlife and scrambling bikes. Councillor Clerk advised he would make some further enquiries regarding the letter on behalf of the Parish Council.

(v) **Mobile reception:** The Clerk had sent an email to Essex County Council requesting improved mobile reception within some areas of the village. A reply in response was as yet to be received.

(vi) **White lining:** Emails had been exchanged between the Parish Clerk and Essex County Councillor Kay Twitchen regarding the exact location for the refreshing of the white lines in Laindon Common Road to be carried out. An email had been received from Councillor Twitchen on 24<sup>th</sup> June advising that the white lines had been entered into Essex County Council system for replacement and as such will be programmed for consideration once Essex County Council treatments commence (typically April – through the summer). Councillors confirmed that the areas to be refreshed were the speed humps and speed tables and any relevant white lines at the kerb edges of the

road which were now very faint. Councillors suggested that if there was still confusion regarding white lining Councillor Twitchen might like to meet with Councillors regarding carrying out a site visit. **Action:** The Clerk was asked to email the invitation to Councillor Kay Twitchen.

(vii) **Dunton Boot sale:** Following concerns at the previous meeting regarding congestion on Boot Sale days, Neil Coston, Basildon Council Manager of Planning and Enforcement Services had been contacted by the Parish Clerk. The Clerk had been advised that the Boot Sale was entitled to hold 35 sales days a year on Sundays, only, from April to October plus bank holidays and no other trading were permitted during the week. Councillors identified that the Boot Sale was also held on a Wednesdays. The operators were required to manage the entry and exits and if any obstruction or danger was being caused on the highway this should be reported to Essex Police. If the road was left in a messy/muddy condition this was the responsibility of Essex County Council and a report regarding this matter should be reported to Essex County Council on their website. The original planning application and conditions of could be viewed on the Basildon Council website and permission had been given to hold the Boot Sale in 1998. **Action:** The Clerk would forward any details of the application on the website to Councilors and advise Neil Costen of the Wednesday trading.

(viii) **Bus Transport Forum:** The Clerk had contact Christabel Strong, the previous year's Bus Transport Representative, regarding continuing to represent the Parish Council on the Forum. However, regrettably she had advised that she was unable to continue with this appointment. The Clerk will advise the Transport Forum accordingly. The minutes of the respective meetings were sent, on request, to each Parish Council and did contain information on the business at each meeting and any changes or consultations in respect of the districts bus service. In turn the Clerk will forward the minutes to all Councillors for information and comment.

(ix) **Essex County Council Winter Salt Scheme:** The Clerk advised the meeting of the invitation to take part in Essex County Council's Winter Salt Scheme. Parish Clerk she would ask Little Burstead Farm Shop for permission to have the salt delivered to them for collection and distribution by residents from the village who would then spread the salt, during winter months, in public areas not covered by Basildon Council gritters.

(x) An email had been received from Roger Savage, who was unable to attend the meeting, advising that: (i) The war memorial had been mowed and (ii) the lecterns for the Circular Walk maps were in the process of being manufactured. (iii) The Community Payback Team project had currently been suspended due to the fact that concerns had been raised by an Essex County Council Health and Safety Officer regarding the risk of operatives working too near the road. As much of the work was undertaken along the pathways through the village, despite warning signs being put up, until this matter was resolved work could not continue. The Payback Team would be used to work on the heath and wood for the time being. (iv) Copies of the Circular Walk leaflet were now displayed in Billericay and Basildon library.

**Action:** Councillors raised their concerns regarding the loss of the services of the Payback Team and the Parish Clerk was asked to contact the Team Co-Coordinator to discuss the issues raised. She was also asked to make contact with the local farmer who cut the Village Field to find out if he would also cut the hedge alongside the Village Field and car park and request a quotation to cut the hedge. Councillor Clarke advised he was prepared to cut the hedge alongside the Village Hall as it was now obstructing the public footpath.

(xi) **Community Speed Watch:** An email had been sent to the Police asking for an update in regard to the training of Community Speed Watch volunteers.. A reply had been received stating that an Officer would make contact as soon as operationally possible. **Action:** The Clerk was asked to send a copy of the email to Councillors.

29/16

**Finance Report:**

i) **To receive a statement of the Parish Council's current financial position:** Christine Barlow, Responsible Finance Officer, presented the statement as set out below;

	£	£
Balance of Community Account as at 12th May 2016	4,967.35	
Plus Income	1,884.34	
Less Expenditure	<u>1,192.44</u>	
Balance of Community Account as at 12 <sup>th</sup> July 2016		5,659.25
Balance of Premium Account 12 <sup>th</sup> May	3,368.16	
Plus Interest added 6 <sup>th</sup> June 2016	<u>0.42</u>	
Balance of Premium Account 12 <sup>th</sup> July 2016		<u>3,368.58</u>
Balance of Bank Accounts as of 12th July 2016		9,027.93
<b><u>Expenditure – Community Account</u></b>		
(630) Clerk Salary + Sub ( April & May)		-617.09
(635) Clerks Expenses		-55.83
(632) ABLC Annual Affiliation		-20.00
(629) Came & Company PC Annual Insurance		-164.25
(633) Roger Savage Estate Expenses		-37.75
(636) Roger Savage Estate Expenses		-47.20
(637) Newsletter Printing (April/May)		-35.00
(631) Heelis & Lodge ( Internal Audit)		-96.00
(634) Essex Association of Local Council's		<u>-119.32</u>
		1,192.44
<b>Income:</b>		
Essex Association of Local Council's refund	119.34	
ECC Community Infrastructure Fund – Circular Walk	<u>1,765.00</u>	
	1,884.34	

ii) **To approve payments made and any which are outstanding since the meeting on 18<sup>th</sup> May 2016:** All payments, as stated, were approved by Councillors. Currently were advised that the change of bank signatories still

had not been completed.

iii) **Clerks salary and confirmation of salary increases in line with National Joint Committee (NJC) Pay Scales for 2016-2018:** Notification had been received in respect of increases to the Clerks salary with effect of 1<sup>st</sup> April 2016 as a result of negotiations by the National Association of Local Councils/the Essex Association of Local Council's and the National Joint Committee. The period covered was 2016-2017 & 2017 – 2018. The Parish Clerk provided Councillors with a copy of the relevant Pay Scale notification of increases. (Pay scale 23). Any pay adjustment would be reflected in the Clerk's July salary.

**Action:** Councillor Kaskow to verify the figures in regard to the pay increase as presented by the Parish Clerk.

**30/16 Financial Regulations and Standing Orders:** To amend the Parish Council's Financial Regulation and Standing Orders to reflect the Public Contracts Regulations 2015.

Councillors had been sent the relevant amendment in regard to the Public Contracts Regulation 2015 (Attached Appendix A) and it was **AGREED** to insert the amendment into the Parish Council's current Financial Regulations and Standing Orders as stated. The revised documents would then be provided to Councillors for approval at the next meeting.

**31/16 Parish Council laptop:** To approve the purchase of a new Parish Council laptop.

Following an application by the Parish Clerk for additional funding as part of the work to be undertaken by the Parish Council in regard to the Government's Transparency Code, funding in the sum of £1470 had been obtained to cover cost of carrying out the requirements under the legislation. Within this funding was a cost of £350.00 towards the purchase of replacing the Parish Council's laptop which was no longer fit for purpose. Councillors discussed the purchase and overall cost to obtain a suitable replacement for Council business.

**Action:** Councillors **AGREED** to the purchase of a suitable laptop and relevant software.

**32/16 To update on Parish Council Projects:**

(i) Community Speed Watch - Councillor Kaskow commented that the second speed survey undertaken in February 2016, by Essex County Council, seemed to indicate the speeds through the village had reduced and showed an average speed of 31 mph. There was no speed Histogram comparison between the current statistics and previous set of statistics taken 12 month previously included. It was concluded that either the speeds had reduced as a result of the measures taken to alert drivers of the limits and the impact of the signs which had been displayed on lamp posts alerting drivers to the speed limits throughout the village or the statistics were not based on the same calculations and were therefore not a

true comparison.

**Action:** The Parish Clerk was asked to obtain a copy of the second Histogram and also ask Essex County Council for the signage through the village at either end to be improved. Also to ask for the Vehicle Activation Sign (VAS) outside the Village Hall to be repaired. Councillors discussed having more 30 mph signs printed and erecting signs asking drivers to "Drive more carefully through the Village". Residents could help by displaying 30 mph speed alert signs on the side of their green recycling bins. More advertising was needed to get more volunteers trained for the Community Speed Watch providing the Police were available to carry out the training.

(i) **Circular Walk:** The Public Rights of Way Officer was going to supply Way-Markers to complete the Walk directions but as these had not been received. It was suggested that leaflet containing the map of the Circular Walk could be delivered to every property in the village and when all fixtures were in place arrangements could be made to give residents a guided tour around the Walk.

**Action:** The Parish Clerk was asked to contact Roger Savage with a view to finding out how many leaflets were available for delivery to residents.

33/16

**Councillors to report on any meetings they have attended since the previous meeting:**

Councillor Liz Kaskow informed she had attended two meetings during the previous two months - The Basildon Liaison Meeting and the Association of Basildon Local Councils meeting. (The Parish Clerk had also attended both meetings)

Councillor Kaskow advised that the Association of Basildon Local Councils was represented by members from each of the Parish/Town Councils across Basildon and its purpose was to raise collective issues which affected each area and exchange information in respect of National, County and local level and assist members, through discussion and exchange of ideas, in the performance of their duties as Councillors, The Association also met with Basildon Council at the Basildon Liaison Group meetings which were held at least three(3) times a year and attended by Ward Councillors, Council Officers and Essex County Councillors. At these meetings the Association could include items for discussion on the agenda which had been previously discussed at ABLC meetings. A copy of Basildon Liaison Group minutes for the meeting on 2<sup>nd</sup> June was distributed to each Councillor present. Councillor Kaskow gave a brief update on the content of each meeting and the matters discussed and stated that she had found both meetings very interesting and informative.

34/16

**Date of next meeting:** To confirm the date of next meeting as 14<sup>th</sup> September 2016.

The meeting closed at 9.32 p.m. The date of the next meeting was confirmed at 14<sup>th</sup> September 2016 at Little Burstead Village Hall commencing at 7.30 p.m.

## APPENDIX A

### Amendments to Financial Regulations and Standing Orders to reflect the Public Contracts Regulations 2015

#### 11. CONTRACTS

##### 11.1 Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
  - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>1</sup>.
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>2</sup>
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>2</sup> Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders No: 18 (Financial controls and procurement) and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

12.1. Where contracts provide for payment by instalments the Clerk shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.2. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.