

Minutes of the Little Burstead Parish Council meeting
held remotely via Zoom
on Wednesday 13th January 2021 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: 1

40/20 APOLOGIES FOR ABSENCE: Councillor Mohseni

Councillor Mohseni had advised, by letter, of his resignation as a Parish Councillor with immediate effect. He had informed that he felt that over the past year he had not been able to contribute as much as he would have liked to the role of Parish Councillor and felt that it would be beneficial to the Parish Council to stand down. Councillor Mohseni thanked everyone for their support and advised that he had very much enjoyed representing the Parish for nearly 15 years but had found 2020 a difficult year for him personally.

Councillor Bowles thanked Councillor Mohseni for his services to the community over many years.

The Parish Clerk advised she would advertise the vacant Councillor post, but it was still uncertain if Parish Council elections were to be held in 2021 due to current Covid – 19 restrictions. If elections Local Council elections were held this would mean that Little Burstead would hold their election side-by-side with County Council and Borough Council elections and all Councillors would need to step down and be re-elected to serve for another four years.

41/20 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 were received.

42/20 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)

The member of the public who was present had no questions to raise.

43/20 COUNCILLOR UPDATE: To receive an update on matters District and County wise from Ward/Essex County Councillors (if present)

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

Councillor Moore reminded all present that he was both a Borough Councillor and Essex County Councillor. He provided an update on two items of interest as follows:

(i) Minute 29/20 of the previous meeting relating to the Member lead pothole Reduction Scheme. He advised that he was unable to provide an update from Essex Highways, for the meeting, on when the potholes would be repaired but he had been advised that work to repair all potholes across the County, would be completed by March/April 2021.

(ii) Minute 31/20 of the previous meeting regarding a request to retain the temporary chicane adjacent to the culvert near Brook Cottages to enable traffic reduction through the village. He had raised the issue at the Local Highways Panel and his request had been sent to Highway Engineers for consideration. However, before any decision on traffic calming measures could be taken a speed survey had to be undertaken to progress the proposal. Due current Covid-19 restrictions this would be delayed as Engineers were unable to carry-out this type of work on the highway at the present time. The Local Highways Panel would monitor the progress of this item on their agenda.

Councillor Moore was advised that since the matter had been discussed at the previous meeting in November Parish Councillors had received some objections, from residents nearest the location, to the chicane being placed outside Brook Cottage. Councillor Clarke suggested that there was still a need to have a chicane and that it should be installed further along Laindon Common Road and suggested some new locations. A request was made to Councillor Moore to continue to support the installation of chicane in a different location. It was also considered to avoid repeated damage to the newly repaired narrow bridge at the upper end of Laindon Common Road, further weight restriction signs could be installed to prevent repeated damage from heavy lorries over 7 tonne. Councillor Moore advised that enforcement of weight restrictions would prove to be difficult to monitor as Trading Standards Officers carried out this task and there were currently only two Officers responsible employed by Essex County Council in this role and the chances of getting any enforcement was extremely low. Councillors confirmed their full support for action to progress the chicane but instead of locating it outside Brook Cottage, to locate it along Laindon Common Road further into the village where the speed of vehicles was at its highest. They asked Councillor Moore to continue to pursue the matter on their behalf. **Action:** The Clerk to email Councillor Moore with suggested locations.

44/20 MINUTES OF PREVIOUS MEETING: Council to approve the accuracy of the minutes of the previous meeting held on 11th November 2020 and Chair to sign.

The previous minutes of the meeting were approved as an accurate record of the meeting and signed by Councillor Pauline Bowles, Chair.

45/20 PARISH CLERK'S REPORT: The Parish Clerk to update Councillors on Parish Council business and include a project update.

The Parish Clerk updated the Parish Council on the following matters:

(i) Item 29/20 from the previous minutes: An invoice had been provided to

Essex County Council for the grant of £750 for the installation of the Highway Gateways.

(ii) The Clerk had received an email from County Broadband thanking her for signing up to their service which incorrect as she did not live in Little Burstead and had not signed up for the service. She had contacted County Broadband and was advised that the email was a mistake and should have gone to the Village Hall instead as the Village Hall Committee had signed up for the service. On checking with Roger Savage, the Village Hall Chairman, he confirmed that the Village Hall Committee had not signed a contract to receive a broadband service from County Broadband. The Clerk advised she would contact the company and request they cease the practice of promoting their product with false statements. The Parish Councillors supported this action by the Parish Clerk.

(iii) Census Day: A ten-year Census will be taken on 21st March 2021. The census is a once-in-a-decade survey that gives the Office for National Statistics the most accurate estimate of all the people and households in England and Wales. The Parish Council had been asked to assist with the sharing of information with the community and by displaying a poster on their website together with links to the Government website. A poster would also be displayed in the noticeboard outside the Village Hall with the relevant information.

(iv) The installation of the Defibrillator outside the Village Hall will be notified to all residents via the Parish Council website and newsletter. Councillors **AGREED** to forward any articles for inclusion in the newsletter to the Parish Clerk.

(v) Councillors had met, on site, in December to identify the locations for the Village Gateways. The locations identified were in Laindon Common Road, Tye Common Road and Rectory Road. The information would be sent to Essex County Council to verify the locations were appropriate.

(vi) The project for the refurbishment of the base of the War Memorial and Telephone Box were still outstanding.

(vii) The Finger Post on the green by the Beacon and the Little Burstead sign adjacent to the telephone box had been repaired by Farndons.

(viii) The Clerk advised that she had received Councillor Colin Goodman's signed Declaration of Acceptance of Office and his Declaration of Member Interest and she would now update the website accordingly.

46/20 PLANNING MATTERS: 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 - APPLICATION NO: 20/01614/OUT - Land North of Kennel Lane, Billericay, Essex

Outline planning application with all matters reserved, except means of access, for the erection of up to 200 homes; new vehicular access comprising a new arm

off the Laindon Road, A176 and Noak Hill Road roundabout; realignment of Kennel Lane to join the new access and associated closure of the Kennel Lane spur; together with car parking, landscaping, surface water drainage basins and associated works.

Councillors discussed generally the inclusion of a further two hundred homes in the area. The current application was however an outline application primarily to redesign the roundabout at the end of Laindon Road and the top end of Noak Hill Road and in essence to give access to the site which was in Kennel Lane. Having discussed the application Councillors considered that:

(i) The proposed 'means of access' on the Kennel Lane site was in Green Belt and therefore constituted inappropriate development.

(ii) The application had been submitted *in advance* of the Local Plan Examination in Public and *in advance* of the Local Plan being adopted by Basildon Borough Council and therefore is not part of an agreed Plan.

Councillors would forward any further comments to the Parish Clerk, via email, before she informed Planning Officers of the Parish Council comments.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 20/01675/FULL

Two-storey extension, full re clad with black timber weatherboarding. New overhead canopy above front door, new dormer windows to the front and rear. - Dell Cottage Broomhills Chase Billericay Essex

Parish Councillors raised no objections to the planning application.

47/20 PLANNING DECISIONS AND COMMENTS: Parish Councillors to receive updates and comments regarding planning applications discussed at previous Parish Council meetings.

Planning Application 20/01086/FULL: The Rectory, Rectory Road, Billericay, Essex CM12 9TP - The demolition of existing single storey rear and side extensions and the erection of part single, part two storey rear extension plus single storey side extension – **Granted**

Appeal APP/V1505/W/20/3261768: Meadway Farm, Rectory Road, Billericay, Essex CM12 9TR – An appeal has been sent to the Planning Inspectorate regarding the refusal of planning permission by Basildon Borough Council in respect of Planning Application 20/00180/FULL for the demolition of existing dwellings and other buildings, removal of structures and erection of three dwellings including new internal road access, infrastructure and associated works.

Planning Application 20/01479/AGBAS: Chase Farm, Botney Hill Road Billericay Essex CM12 9SJ - Prior notification of the siting and erection of a new agricultural storage building (30.5m x 14.9m) – **Permitted Development**

Planning Application 20/01206/FULL: Stead Hall Farm, Laindon Common Road, Billericay CM12 9TD - 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) – **Granted**

48/20 FINANCE MATTERS: To provide Councillors with a summary of the Parish Councils current financial position and other financial matters.

A summary of the current financial position had previously been sent to Councillors, together with a bank statement for the same period, for information. The details of this statement were presented below:

	£
Balance at Bank as of 11 th November 2020	9,803.48
Balance at Bank 12 th January 2021	8,014.91
Expenditure:	1,788.57
Income:	Nil
Expenditure summary:	
(789) HMRC Clerks Tax (April/May unpaid)	193.20
(790) Pro-it Electrician (Defib Cabinet Installation)	150.00
(792) RBL Poppy Wreath (Remembrance Sunday)	30.00
(794) HMRC Clerks Tax (Oct & Nov)	206.40
(795) Clerks Net Salary (Oct & Nov) Plus Subsistence	892.99
(796) HP Toner Cartridges (One Set of 4 colours)	115.98
(797) Roger Savage - Estate Expenses	<u>200.00</u>
	1,788.57
Income:	Nil

Councillors approved the statement as presented by the Responsible Finance Officer.

The Responsible Officer advised that she had forwarded the Precept notification, for 2021/22, to Basildon Borough Council to be included in their Financial Budget Report in February. The Precept amount concurred with Minute 35/20 of the last meeting.

49/20 POLICY AND PROCEDURES: To amend or revise the Parish Council's policies and procedures as appropriate. Documents to include any amendments to (i) Financial Regulations (ii) Standing Orders (iii) Risk Assessment.

The aforementioned documents had been sent to Parish Councillors before the meeting for their consideration and review. The policies and procedures for the Financial Regulations and Standing Orders had last been amended and approved on the 11th March 2020 to include the Coronavirus Act 2020 and Virtual Meeting procedures. Councillors **APPROVED** both the Financial Regulations and Standing Orders as presented without any amendments.

The Risk Assessment had been approved on 11th January 2017 and now required amending to take account of externally updated policies. Councillors **APPROVED** the Risk Assessment as presented subject to the appropriate changes being

made. The Parish Clerk/RFO would provide Councillors with an updated Risk Assessment for comment and approval.

50/20 PERSONEL MATTERS: To discuss matters received from the Clerk /RFO in terms of future employment. (This item may be closed to the public)

The Parish Clerk advised that she had tendered her resignation to the Chair. Recent events over the Christmas period in her personal life had made her consider her working arrangements and the need to reduce her overall hours of employment. She advised the decision had not been taken lightly as she had enjoyed working with Members of the Council and the community over the previous five years and she had made many new friendships. There had been changes over the time, but everyone had always offered her support at each step change. She had provided the Chair with the required three-month notice but would extend this period, if require, until a replacement for the post was secured. **Action:** The Parish Clerk to agree the wording of the advert for the post with Councillors and advertise as appropriate and on application to forward a relevant Job Description, Job Specification and essential/desired Skills Set to interested parties for their completion and return.

The Chair thanked the Parish Clerk for the enormous amount of work she had accomplished on behalf of the Parish Council during her time as Clerk /RFO and for her fund-raising efforts to secure funding for projects. She considered she would be exceedingly difficult to replace and this was echoed by those present.

51/20 DATE OF NEXT PARISH COUNCIL MEETING: To confirm the date of the next Parish Council meeting.

The next Parish Council meeting would take place virtually on 10th March 2021 at 7.30 p.m. It was also proposed to hold the Annual Parish Meeting, postponed in 2020 due to Coronavirus restrictions, on the same night prior to the Parish Council Meeting. The Annual Parish Meeting gives residents the opportunity to hear about the work of the Parish Council over the previous year and ask questions of Parish Councillors without the formality of the inclusion of Parish Council business.

Signed :  , Cllr. Pauline Bowles (Chair)

Date: 10th March 2021