

Minutes of the **LITTLE BURSTEAD ANNUAL PARISH COUNCIL MEETING** held at the Village Hall on **TUESDAY 15TH MAY 2024**

In the Chair: Cllr. Clark.

Present: Cllr. Cooper, Cllr. Watts, Cllr. Ashcroft

Officers: Mrs Stephanie Robinson (Clerk & RFO)

Members of the public: 20

Meeting started at 7.30 pm.

24/25.001 To elect a Chairman

Cllr. Watts proposed Cllr. Clark.

Cllr. Cooper seconded.

Cllr. Clark was elected as Chairman.

All agreed.

24/25.002 To receive the Chairman's Declaration of Acceptance of Office

Cllr. Clark signed the declaration of Acceptance of Office of Chairman.

24/25.003 To elect a Vice Chairman

Cllr. Ashcroft proposed Cllr. Watts.

Cllr. Cooper seconded.

Cllr. Watts was elected as Vice Chairman.

All agreed.

24/25.004 To receive the Vice Chairman's Declaration of Acceptance of Office

Cllr. Watts signed the declaration of Acceptance of Office of Chairman.

24/25.005 Apologies for absence

None.

24/25.006 To receive Members' Declarations of Interest in items on the agenda.

None.

24/25.007 Minutes

Members considered and approved the Minutes of the Ordinary Parish Council Meeting held on Tuesday, 19th March 2024.

All agreed.

24/25.008 Norwich to Tilbury Pylon Project

Members heard representations from local residents and groups opposed to the project and considered how the parish council wished to respond to the consultation.

Representative Essex Suffolk Norfolk pylons group 30000 signatures. Trying to co-ordinate the response. Every County council is objecting and nearly every Town council. Deadline of 18th June.

Ask MP to join offset. Another resident highlighted the line that will go along Blind lane.

Throughout its course the pylons will have a significant impact on AONB, greenbelt, residential amenities and visual amenities. Sunlight/daylight studies ,ecology and health impact studies are needed. Blind lane will have a highpower line either side of it – clear health impact.

Parish Council resolved to support the Essex Suffolk Norfolk pylons group and object to the consultation.

All agreed.

24/25.009 Clerk's report

Year end – all is now complete and ready for the internal audit.

VAT – reclaim of £803 has been made in respect of the financial year 2023/24.
Flytipped rubbish – clerk will try to contact an officer within Basildon to have this chased up.
Obstruction on green – it was reported but the response was that no further action would be Taken.

Japanese knotweed – has been reported to Highways, but as of yet there has been no response.

Speed survey – the results did not indicate significant speeding and as a result no further action will be considered by Essex Highways. **All agreed.**

24/25.010 Finance

- a) To approve and sign payments at this meeting.

PAYMENTS MADE SINCE MARCH MEETING

S.ROBINSON (apr wages, subsistence, tel & bb, Microsoft + HP)	£493.57
HMRC (apr tax)	£111.00

PAYMENTS TO AUTHORISE AT THIS MEETING

S.ROBINSON (may wages, subsistence, tel & bb, Microsoft + HP)	£379.28
HMRC (may tax)	£221.6
D. Clark (re-imburement of expenses)	£81.39
EALC (affiliation fee less credit on account)	£32.58
Zurich Municipal (insurance 2024/25)	£300.

- b) Members to approve the accounts/bank reconciliation for May 2024.
Cashbook balance £15,532.75 **All agreed.**

24/25.011 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 2023/2024. The Annual Governance Statement was then signed by the Chairman and the Clerk. **All agreed**

24/25.012 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 which was then signed by the Chairman and Minuted accordingly.
The period for the exercise of rights was set at Monday 3rd June 2024-Friday 12th July 2024. **All agreed**

24/25.013 Fixed Asset Register

Members reviewed and approved the fixed asset register for 2024/25 prepared by the Clerk. **All agreed**

24/25.014 Insurance Renewal

Members considered the only quote for the renewal of the insurance received by the Clerk and decided to continue to insure the Parish Council with Zurich Insurance. **All agreed.**

24/25.015 Planning

To consider a list of planning applications below received since the last meeting and decided under delegated decisions to the Clerk.

24/00288/FULL -Single storey rear and side extensions and first floor front extension - Jobbers Hatches Farm Road Little Burstead Billericay. No comment made as only 1 reply received.

To consider Planning Applications received prior to the meeting.

24/00299/REM - Submission of Reserved matters application relating to scale, appearance, layout and landscaping of outline planning approval 20/01614/OUT for the erection of up to 200 dwellings with associated cycle and pedestrian access, landscaping and parking and associated infrastructure. - Land North Of Kennel Lane Billericay Essex. No comment

24/00469/FULL - Removal of caravan/motorhome storage area and the erection of 1 no. dwelling - Meadway Farm Rectory Road Billericay Essex

No objection subject to permanent removal of the caravan and ask for traditional Essex materials to be used in construction. **All agreed.**

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

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

Cllr. Watts – The next ABLC meeting is this Thursday. Previous one discussed Working Together Initiative.

LHP – held one in May before the new system was introduced. Now there is a separate chairmans meeting and the more expensive projects there will be discussed there.

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

War memorial. Quote from Ron. Carved owls commission **Meeting closed 20.45 pm**

Email: littlebursteadpc@gmail.com Text:
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<https://e-voice.org.uk/lbpc>