

LITTLE BURSTEAD PARISH COUNCIL

Minutes of Little Burstead Parish Council Ordinary Meeting held on 16th September 2025 at Little Burstead Village Hall, Laindon Common Road, Little Burstead.

Members of the public and press were cordially invited to attend.



Mrs. Christine Barlow
Parish Clerk to Little Burstead Parish Council

Members Present: Cllr. D. Clark (Chair); Cllr. K Watts (Vice-Chair)
Cllr. M. Cooper: Cllr. P. Ashcroft:

Parish Clerk: Mrs. Christine Barlow

Ward/ECC Councillors: None present.

Members of the Public: None present.

MINUTES

41/25 Apologies for absence: Councillor Richard Moore (Borough Councillor for Burstead Ward and Essex County Councillor)

42/25 Members Declarations of Interest to items on the agenda: None received.

43/25 Co-Option of new Councillor:
Tony Adams was invited to join Councillors to fill the vacant post of Parish Councillor. Parish Councillors unanimously voted to co-opt Mr. Tony James as Parish Council Councillor.

Proposed: Councillor Marcel Cooper: **Seconded:** Councillor Pamela Ashcroft.

Councillor James signed the Councillor Co-option Acceptance Form in accordance with protocol and was duly co-opted to the Parish Council.

44/25 Public Forum: An opportunity for Members of the public to raise issues.

No members of the Public were present.

45/25 Ward Councillors: Time is set aside for Borough/Essex County Councillors to address the meeting.

No Ward or Essex County Councillors were present.

46/25 Minutes: Members to consider and approve the Minutes of the Parish Council Meeting held on Tuesday 15th July 2025.

Councillor Watts had amended the minutes of the previous meeting to address their accuracy after the resignation of the former Clerk.

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The minutes were **AGREED** by all present and duly signed, to confirm, by Councillor David Clark, Parish Council Chair.

Proposed: Councillor Marcel Cooper: **Seconded:** Councillor Pamela Ashcroft.

47/25 Parish Clerk/RFO changes: To update on the position of the Parish Clerk/RFO.

Following a less than satisfactory probationary period Nandita Nandi, appointed as Parish Clerk in April 2025, terminated her employment with the Parish Council on August 18, 2025.

After losing its Clerk/Responsible Finance Officer the Parish Council asked Mrs. Christine Barlow, the current Parish Clerk/RFO for Bowers Gifford and North Benfleet Parish Council, to assist as acting Parish Clerk/RFO until a replacement could be appointed. Christine had agreed to assist on an interim basis.

48/25 Clerk's Report: To update on Parish Council matters and projects:

Since her appointment on 1st September 2025, the Acting Clerk had reviewed documents and prepared for the meeting, but as she had not reviewed all matters, she delegated the update of the Report to Parish Councillors.

Councillors proceeded to inform of matters brought forward on the RAG sheet regarding ongoing issues.

- **Publication of Little Burstead Times Magazine:** Parish Councillors were in the process of gathering articles and adverts for the publication of the magazine. Councillor Cooper would then act as editor and produce a draft copy for approval. It was **AGREED** to reduce the number of pages to reduce costs. **Action:** The anticipated publication of the magazine would be between 19th and 29th October 2025.
- **Vehicle Activation sign, Laindon Common Road (near to Dukes Head):** Councillor Watts advised that the Vehicle Activation sign had been reported to ECC but there was no indication when any repairs would be carried out, if at all. **Action:** The Clerk to make further enquiries with ECC Highways regarding repairs and will obtain a quotation for the cost of repairing the Vehicle Activation Sign if Essex County Council will not undertake the repair.
- **War Memorial and Planter:** Repairs to the Memorial are progressing and quotations for appropriate planters to place around the Memorial are being obtained.
- **Japanese Knotweed:** Investigations ongoing
- **Steet light overhanging Pond obscured by Hedge:** The Parish Council have been advised that a Planning Application has been submitted to Basildon Council by the owner, to prune hedge.

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- **Changes to PROW footpath around Chase Farm:** The Clerk has contacted the relevant ECC Public Rights of Way Officer for further information and received a response which indicated it was the landowner's responsibility to agree to the directional changes on the footpaths.
- **Changes to Parish Council Domain details:** Quotations are being obtained from various sources. An update will be provided, by the Clerk, to the Parish Council for a decision at future meetings.
- **Potholes at the Junction of Hatches Farm Road & Tye Common Road:** To be reported to ECC Highways for inspection and repair.
- **Tree at junction of Clock House Road and Laindon Common Road overhanging bench on verge:** **Action:** Acting Clerk has forwarded an email to Basildon Council Countryside Manager to request tree is pruned.
- **Broomhills Chase: Repairs to sewer and bridge:** Enquiries ongoing regarding repairs.
- **Old Telephone Box, Laindon Common Road:** Plans are underway to install an information board inside the telephone box.
- **Cherry Trees:** Councillors **AGREED** to plant an "Avenue of Trees" on the grass verge on the left-hand side of Clock House Road in partnership with the Village Hall Committee. Both parties would share the costs of purchase and planting.

49/25 Finance Report:

To provide a summary account of income and expenditure since 15th July 2025 and a quarterly reconciliation report.

The RFO provided Councillors with a reconciliation report to 30th August 2025 and a summary of Income and Expenditure as follows:

Balance at Bank as of 15 th July 2025	£ 20,270.72
Balance at Bank as of 16 th September 2025	£ 18,930.21
Income	Nil
Expenditure	£ 1,340.51

- **To report on changes to the Parish Council Bank account:** Councillor Watts has informed Unity Bank of updates to authorised personnel and account details during the transition of Responsible Finance Officer. Until new authorisations are established for the Clerk/RFO, Councillor Watts will temporarily manage payments.
- **Parish Council Insurance** – To be reviewed.

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50/25 Planning: Councillors to review and comment on Planning Applications under the Town and Country Planning Act 1980 (as amended) and received since the last meeting on 1st July 2025 and those determined by Councillors under delegated authority to the Clerk:

Planning Application 25/00009/S211: Reduce front hedge by 2 foot. Reduce ash trees by 20ft x 3 Remove Corylus avellana Hedge has grown significantly, to bring down from 8.5 foot to more manageable level. Reduction of Ash trees due to height and vicinity of houses. Corylus avellana is causing issues due to overhanging. Also encouraging vermin due to nuts. Sleepy Willows Laindon Common Road Little Burstead Billericay Essex CM12 9TL

Councillors raised no objections.

Planning Application 25/01153/FULL: Demolition of existing garage conversion and erection of two storey front/side extension, alterations and extension to rear dormer, alterations to elevations and insertion of roof lights Roseleigh, Green Lane, Little Burstead, Billericay, Essex CM12 9TT

Councillors raised no objections.

Planning Application: 25/01070/FULL Retrospective application for the use of four cabins in connection with the existing children's nursery (Use Class E), including ancillary office use to support the Nursery at Little Burstead Farm Shop Tye Common Road Little Burstead Billericay Essex CM12 9SB

Councillors raised no objections.

Comments to be sent to relevant Planning Officer for notation.

51/25 Meetings with Developers: To confirm dates of meetings with Bloor Homes and Gleeson (if available)

Councillor Clark confirmed that the meeting with Bloor Homes was confirmed as 17th and 18th October 2025 in the Village Hall, time to be confirmed. Gleesons had yet to confirm dates.

The Parish Council intended to compile a “wish list” for discussion with the developers. The proposals would include:

- Implementation of traffic calming measures on Rectory Road and Laindon Common Road.
- Enhancement of traffic signage
- Environmental improvements
- Reducing encroachment concerning existing properties

52/25 Remembrance Sunday: To discuss arrangements for Remembrance Sunday 9th November 2025

Councillors present **AGREED** to join residents on 9TH November 2025 for the

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Annual Remembrance Service at The Old School, Laindon Common Road.
The Parish Clerk has arranged for the purchase of a Poppy Wreath.

The Remembrance Service is scheduled to begin at 10:30 am, followed by a gathering around the War Memorial at 11:00 am. Councillor Katrina Watts will read the lesson at the Church.

After the Service refreshments will be provided at the Village Hall with assistance from Members of the Women's Institute (WI).

53/25 Website changes and change-over to Windows 11: Members to discuss and agree timetable.

(i) It was **AGREED** to obtain quotations regarding changing the Parish Council to a WCAG 2.1/2.2 Accessibility Compliant Website and moving to a gov.uk domain name and new email address.

(ii) Due to the transition to Microsoft Windows 11 on 14th October and concerns about website compatibility, it was **AGREED**, by all present, to purchase a new Windows 11 enabled laptop and an external drive for added security. The budget for the purchase was £700.

54/25 Date of next meeting: To confirm the date of the next meeting of the Parish Council.

The date of the next Ordinary Parish Council meeting was confirmed as Tuesday 18th November 2025 in Little Burstead Village Hall, Laindon Common Road, Little Burstead at 7.30 pm.

Signature **Councillor David Clark, Chair.**

Date 18th November 2025