

LITTLE BURSTEAD PARISH COUNCIL

Minutes of Little Burstead Parish Council Ordinary Meeting held on 18th November 2025 at Little Burstead Village Hall, Laindon Common Road, Little Burstead.

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

CABarlow

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. T. James

Parish Clerk: Mrs. Christine Barlow

Ward/ECC Councillors: None present.

Members of the Public: None present.

MINUTES

55/25 Apologies for absence: Councillor Richard Moore (by email) and Parish Councillor Pamela Ashcroft due to illness.

56/25 Members Declarations of Interest to items on the agenda:

No Declarations of Interest were received from Members.

57/25 Public Forum: An opportunity for Members of the public to raise issues.

As no member of the public were present Councillors raised questions as member of the public.

- Councillor Cooper introduced an innovative idea of installing a sundial using the flagpole by the War Memorial. In this concept, the dial would show the clock numbers, and the pole's shadow would indicate the time. Councillors supported this proposal and offered several additional suggestions. Councillor Cooper agreed to conduct further research and present the idea again at the January Parish Council meeting.

- Councillors who attended the Remembrance Sunday 2025 Service and gathering at the War Memorial considered the arrangements required reviewing in collaboration with St Marys Church and considered the Vicar of St Marys should be contacted earlier in the 2026 to discuss arrangements and other matter with the Church. The Remembrance Bench and the Poppy arrangement around the War Memorial was very impressive. Councillors discussed removing the chains around the Memorial and replacing with them boulders. **Action:** To further discuss and consider the suggestions made.

- It was suggested that wooden planters could replace the plastic planters.
- Councillor Cooper proposed involving the Probation Service for remedial work; however, it was explained that this is no longer possible due to health and safety compliance issues, despite previous involvement.

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- The existence of the village pond goes back to at least c.1875 and the pond was now dry despite the recent rain. It appeared the outlet pipes were silted up and blocked. Basildon Council Bio-Diversity Officer had taken a looked at the Pond when asked for advice but had not reported back to Councillor Clark despite Councillor Clark endeavouring to recontact. Billericay Fire Service had also offered help but had not got back to the Parish Council.

58/25 Ward Councillors: Time is set aside for Borough Councillors to address the meeting.

There were no Ward or Essex County Councillors present.

59/25 Minutes: Members to consider and approve the Minutes of the Parish Council Meeting held on Tuesday 16th September 2025.

The minutes of the previous meeting held on 16th September 2025 were **AGREED** as an accurate record of the meeting and were signed to confirm by Councillor David Clark, Chair.

60/25 Clerk's Report: To provide an update on Parish Council matters since the previous meeting on 16th September 2025.

To include an update on outstanding items raised at previous meetings.

The Clerk addressed several items that still required updates from the RAG sheet. She provided an overview of tasks she had resolved or updated since her appointment in September, as well as those that continue to be outstanding on the sheet.

(i) Vehicle Activation sign at the Dukes Head, Laindon Common Road: The Clerk had contacted Colette Jackson, Local Highways Panel (LHP) Officer, regarding repairing the sign and was advised that due to lack of funding within the Highways Budget the sign could not be repaired by the Highways Authority. As a result, the Clerk reported the VAS as a defect on Essex County Council "Report an Issue" website and then contacted Essex County Councillor Richard Moore who confirmed that ECC were no longer repairing the Vehicle Activation Signs but provided a list of external contractors who were verified by ECC to carry out the work and who could provide a quote. **Action:** The Clerk to contact and obtain quotes to repair the VAS.

(ii) The Burstead Times: The Autumn edition of the Burstead Times had been produced by Councillor Cooper and it had now been distributed to residents, free of charge. The cost of the printing had been covered by advertising from local businesses.

(iii) Verges: It transpired that the highway verges were cut in October, which also resulted in the removal of Japanese Knotweed further discussion on this matter was required.

(iv) Cables: It was noted that following work by telephone engineers' cables had been left lying on the ground at the top of Laindon Common Road rather than refixing to overhead height. **Action:** To contact the respective contractors.

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(v) Relocation of Circular Walk Signposts: Following communication with Essex County Council Public Rights of Way Officer, the Clerk had been advised that permission had been obtained from Essex County Council to go ahead with relocation of the signposts on the Circular Walk at Chase Farm near Botney Hill Road but to date the farmer has chosen nor to carry out the work. **Action:** To write to the farmer and ask what his intentions were regarding the relocation of the Public Right of Way signposts across his land.

(vi) Telephone montage. Councillor James to install fixings for the information boards inside the Telephone Box.

(vii) Yellow road sign outside Hope House damaged by ongoing vehicles: Still outstanding.

(viii) Obscured Street Light: The owner of the property in Laindon Common Road has informed the Chair that he is intending to prune the Leylandii shrubs.

(ix) Overhanging Oak Tree: Basildon Council has applied for permission to prune the Oak Tree which is overhanging the bench on the verge near the junction of Laindon Common Road. The Parish Clerk had contacted the Basildon Council Officer concerned and been advised the work will be completed within the month as soon as Planning permission is granted.

(x) Defibrillator outside Village Hall: The Clerk checked the Defibrillator on 9th November and installed new Pads.

(xi) Changes to the Parish Council website and domain name: To date, three quotations have been received concerning the Parish Council transition to a .gov.uk domain name and development of a new WCAG 2.2 AA compliant website. The Parish Clerk recommended that additional time is needed to thoroughly review the submitted information. **Action:** It was **AGREED** that any decision on appointing consultants would be deferred until the January meeting.

61/25 Finance Report:

(i) To provide a summary account of Income and Expenditure since the last meeting on 16th September 2025:

The Responsible Finance Officer was unable, at this stage, to provide a full report due to currently not having access to the Parish Council Bank Account and not having all the details regarding previous income and expenditure.

However, she was able to provide a Summary of account as follows:

Balance at Bank on 31 st August 2025	£18,930.21
Balance at Bank on 31 st October 2025	£25,112.59
Expenditure since 31st August 2025	£ 2,672.62
Income: BBC 2 nd ½ Year Precept:	£ 8,855.00

(ii) To report on changes to the Parish Council Bank account:

Bank Account changes have been postponed due to transition issues. Councillor Watts will continue collaborating with Unity Trust Bank to address

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these issues and in the meantime the Clerk/RFO will provide Councillor Watts with written statements detailing expenditure, and request payment authorisation. A full update will be presented at the January 2026 meeting.

62/25 Parish Precept 2026/2027:

The Parish Council Responsible Finance Officer presented a draft Budget Report based on figures provided from records obtained during the 2025/26 Financial Year. Councillors reviewed the Report and, considered that due to rising annual costs, an overall annual increase was required to the Annual Precept amount.

Based on calculations provided by Basildon Council, it was **AGREED** to increasing the Precept by approximately 12% per annum, which would equate to an increase of between £10 - £20, dependant on the Band equivalent for each property i.e. Band D being the lowest and Band H being the highest.

The comparative table of payments is shown below:

	Band	A	B	C	D	E	F	G	H
19,938.49	26/27	60.96	71.12	81.28	91.44	111.76	132.08	152.40	182.88
17,799.42	25/26	54.42	63.49	72.56	81.63	99.77	117.91	136.05	163.26

Proposed: Councillor Clark: **Seconded:** Councillor Watts:

All present **AGREED** to the increase regarding the Annual Precept from April 2026.

63/25 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 16th September 2025 and those determined by Councillors under delegated authority to the Clerk:

(i)TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 25/01314/FULL: Erection of a single storey agricultural storage shed (part retrospective) - Three Oaks, Dunton Road, Little Burstead, Billericay - **No objections.**

(ii)TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 25/01467/VAR: Variation of Condition Number(s): 1 (Approved Plans), 2 (Swift Bird boxes/bricks), 4 (Hard Landscaping), 5 (Soft Landscaping), 6 (External Lighting), 7 (Refuse and Recycling), 8 (Noise Control), 12 (Exterior Materials) and 15 (Car and Cycle Parking and Electric Vehicle Charging) of Planning Permission 24/00299/REM to align with amended layouts and reports. - Land North of Kennel Lane, Great Burstead, Billericay - **No objections**

(iii)TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 25/01444/PIP: Permission in Principle for a proposed detached dwelling - Belmont, Broomhills Chase, Little Burstead, Billericay, Essex - **No objections**

(iv)TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 25/01209/FULL: Erection of detached dwellinghouse with integral double garage and landscaping – Oakwood, Green Lane, Little Burstead, Billericay – **No objections**

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The following Applications were noted:

Section 211- (25/00019/S211) - T1- Oak - Reduce by 4m to maintain size, balance and shape -The Old Stables, Clock House Road – Pending decision.

Section 211 - 1 x Oak - Crown lift to 2 metres and crown reduce laterally by 2 metres to re-shape T1: Land Adjacent to War Memorial Clock House Road Little Burstead Billericay Essex – Granted

64/25 Planning decisions: To update on planning decisions made since the meeting on 16th September 2025 under delegated powers.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 25/01128/FULL: Extend existing garage to the rear. - Harrington Lodge, Broomhills Chase Billericay Essex - **Granted**

65/25 Risk Assessment: To update (if required) the Parish Council Risk Assessment 2023 and approve the final document.

Councillors were presented with the current Parish Council Risk Assessment which had been **AGREED** in 2023 and ask to consider any changes to the document details.

Subject to some minor amendments to bring the document up to date the Risk Assessment was **AGREED** as a working document by all present.

66/25 Developer Consultations: To discuss matters in reference to the recent public Consultations with Developers Bloor Homes and Gleesons.

Councillors recognised that the additional housing near Little Burstead had already received approval from Basildon Council and determined that objecting to an already established decision would be unproductive as the circumstances would remain unchanged. Nevertheless, the issue of potential compensation for residents was discussed and a Wish List was prepared to submit to contractors, outlining items to be requested under a Section 106 agreement. **Action:** To send “The Wish” List to Developers Gleeson Homes and Bloor Homes for a response and further discussion.

67/25 Date of next meeting: To confirm the date of the next meeting of the Parish Council as 20th January 2025.

The date of the next Parish Council meeting was confirmed as 20th January 2026 in the Village Hall at 7.30pm.

Signature **Councillor David Clark, Chair.**

Date: 20th January 2026