

LITTLE BURSTEAD PARISH COUNCIL

Minutes of the Little Burstead Ordinary Parish Council Meeting held at Little Burstead Village Hall on Tuesday 1st July 2025

In the Chair: Cllr. D Clark

Present: Cllr. J Loton, Cllr. M Cooper, Cllr. P Ashcroft, Cllr. K Watts

Clerk: Mrs. Nandita Nandi

Members of the public: 0

Meeting commenced at 7.30 pm.

023/25 Notification of Recording

Clerk confirmed the meeting was being recorded, no objections.

024/25 Apologies for Absence

Full Council present.

025/25 Members' Declarations of Interest

No interests declared.

026/25 Approval of Minutes

Members considered and approved the minutes of the Annual Parish Council Meeting held on 20th May 2025. **All agreed.**

027/25 Clerk's Report

Update from Clerk on outstanding matters including items listed on Rag Sheet.

June salary payment set up in Unity Bank on 30 June; awaiting online authorisation. Members agreed monthly pay-runs will be approved at meeting prior to on line approval.

028/25 Cleaning of Parish Signage

Having received 2 Contractor's quotes for cleaning the signs it was decided the 2nd contractors quote was favourable, saving the Parish Council £300 on the previous quote.

029/25 Lay-by, Laindon Common Road

Members noted ongoing surface deterioration and safety concerns. Cllr. Cooper advised his machine would not be available until later in the year. Cllr. Watts suggested asking R Hill builders if they would be able to help as they had parked vehicles in the lay-by during the winter. Cllr. Clark agreed to speak to the site manager.

030/25 Telephone Box

Cllr. Watts to consult Crystal Print on copying photos onto UV-resistant panels. Cllr. Cooper suggested a frame inside the telephone box which would provide options when fitting the panels. Quote to be obtained.

031/25 War Memorial

Clerk to liaise with the Borough Heritage Officer and draft transfer documentation for the Parish Council to assume formal responsibility. Progress to be reviewed at the September meeting.

032/25 Pond and Tree Maintenance

The specimen tree on the pond edge is deteriorating. Cllr. Clark has obtained one quote of £750. Cllr. Watts said she would ask her son for the details of the tree surgeon who cut his trees as they were reasonably priced. Once two quotes are received by the Parish Council work can go ahead.

033/25 Dunton Road Planning

Cllr. Clark updated members, a reply had been received from Bloor Homes, a meeting arranged and flyers already distributed to advise local residents of the plans. Cllr. Cooper agreed to post on Next Door. Cllr. Watts to contact BAG (Billericay Action Group) to see if they would also post details. Meeting arranged at Little Burstead Village Hall, Tuesday 22nd July 2025 at 19:30. **Clerk** to contact and invite Richard Holden MP, Cllr. Andrew Baggott, Cllr. Richard Moore and Cllr. Kevin Blake to the meeting.

034/25 Footpaths near Chase Farm, Botney Hill Road

Clerk to write to the Basildon Council footpaths department, enclosing photographs, to determine the correct route of footpath and if any changes have been made.

035/25 Council Contact Details & Cybersecurity

Official @littlebursteadparishcouncil.gov.uk email addresses will be created for all Councillors. Clerk to liaise with the IT provider, set up accounts, and distribute credentials.

Personal home addresses to be removed from all council publications (website and *The LB Times*). Councillor telephone numbers may remain if preferred; all email correspondence to route through the new council domain.

Clerk to update the website with new clerk address details and alternative .gov email address once completed.

036/25 Finance

Payments presented at the meeting were approved and signed.

June bank reconciliation reviewed and accepted.

Clerk confirmed all June invoices are on file

037/25 Meetings attended by Councillors:

Cllr. Watts attended the Highways Panel meeting and advised of a reduced budget over 2 years; funds have been allocated to existing projects. It was highly unlikely that a new bollard for the chicane in Clockhouse Road would be replaced.

038/25 Any other Business:

Cllr. Ashcroft suggested we contact a local company for quotes on replacing broken signage and a potential new bollard for the Chicane in Clockhouse Road.

039/25 October Issue of The Little Burstead Times

Members discussed content, format, print run, and deadlines:

Print run: Reduced from 250 to 200 copies.

Page count: Target 32–36 pages (down from 48); remove the back reference section.

Content proposals:

- **Achievements page:** Completion of projects and updated status from Rag Sheet.
- **Local history:** Article on listed buildings and the 16th-century gravestone in the churchyard.
- **Personal recollections:** Gordon's memoir article of life in Little Burstead during the war.
- **Business spotlight:** Feature on the Polka Dot Farm nursery outstanding Ofsted result, with photographs.
- **Community events:** Coverage of the classic-car meet at Cosy Cup Café.
- **Then and now** photos of the former pub and blacksmith's forge.

Deadlines:

Contributor briefs: September

Final copy: Mid-September following LBPC meeting.

040/25 Matters for Information

Pothole – Hatches Farm Road Junction: Clerk to report the deep, dangerous pothole to Essex Highways with photos.

Streetlight – Bobtail Barn: Obscured by hedge; Clerk to report and request trimming under the highway boundary.

Footbridge – St Mary's Path: Private resident arranged repairs; now completed.

Next Agenda Item: Councillors requested a future discussion on establishing a village-wide digital communication tool for community updates.

Next Meetings:

Special Planning Session – Dunton Road Development

Tuesday, 22 July 2025 at 7:30 p.m.

Ordinary Parish Council Meeting 16th September at 19.30

Meeting Closed: 9:15 p.m.

Signed:

Cllr. D Clark, Chairman

Date: