

**In the Chair: Cllr. Clark.**

**Present: Cllr. Watts, Cllr. Goodman, Cllr. Ashcroft**

**Officers: Mrs Stephanie Robinson (Clerk & RFO)**

**Members of the public: 0**

**Meeting started at 19.30 pm.**

**21/22.020 Public participation session with respect to items on the agenda and other matters that are of mutual interest.**

None.

**21/22.021 To receive Members' Declarations of Interest in items on the agenda.**

None

**21/22.022 Minutes**

Members considered and approved the Minutes of the Annual Parish Council Meeting held on Monday, 24<sup>th</sup> May 2021

**21/22.023 Clerk's report**

**Insurance:** the amended insurance quote reflecting the amended asset register has now been received and is higher than the previous quote (new quote £381.82 old quote £218) but the Came & Co recommended provider Hiscox (previous quote was from Ecclesiastical) is still the cheapest. The insurance has now been renewed with Hiscox.

**Website:** the website has now been updated to reflect the changes in the parish council and the clerk has learnt how to edit the website. All documents required to comply with the Smaller parish transparency code and also the Audit regulations are up to date on the website.

**Audit:** the previous Clerk has completed all the relevant paperwork for the audit and the Clerk has arranged for all of the documentation to go the internal auditor for review.

**Gateways:** the previous Clerk is still managing this project, but the gates have been ordered. Some changes have been required to the original order in order to comply with the licence issued by Essex county council which will result in an additional cost, but not all of the grant had been spent so there is money left.

**Vat reclaim:** VAT reclaim for 2020/21 of £1419.92 has been received.

**Defibrillator:** Notice has been received that the defibrillator may be subject to a software error that makes it read low battery too soon. The manufacturer has offered to take them in and fix the problem. Clerk will arrange this. In the meantime the Clerk will ensure that the defibrillator is in good working order and will register the defibrillator with The Circuit – the national database for defibrillators.

**21/22.024 Finance**

a) To approve and sign payments at this meeting.

PAYMENTS AUTHORISED SINCE LAST MEETING

CHQ 100814 Came & Co (pc insurance 2021/22)

VOID

CHQ 100815 Came & Co (pc insurance 2021/22)

£381.82

Minutes of the **LITTLE BURSTEAD ANNUAL PARISH COUNCIL MEETING** held at the Village Hall on **MONDAY 21<sup>st</sup> JUNE 2021**

**PAYMENTS TO AUTHORISE AT THIS MEETING:**

CHQ 100816	S.ROBINSON (June wages, subsistence, tel & bb, microsoft)	£430.29
CHQ 100817	HMRC (june tax )	£93.60
CHQ 100818	B. FARNDON (fingerpost repairs)	£144.00

**21/22.025 Delegation of power to the Clerk**

Members considered and decided they wished to delegate power to the Clerk to respond to planning applications between meetings on behalf of the parish council. The Clerk will liaise with the councillors, but the decisions taken will in law be those of the Clerk. This arrangement will be subject to review at least annually.

**Proposed: Cllr. Clark**

**Seconded: Cllr. Watts.**

**21/22.026 Planning**

Members considered a list of planning applications below received since the last meeting. Planning Applications received after the Agenda had been published but before the date of the meeting were added as appropriate.

<b>Planning App. No.</b>	<b>Address</b>	<b>Planning Details</b>
<b>21/00853/FULL</b>	1 Brook Cottages Laindon Common Road Billericay Essex	Replacment of existing rear outhouse extension including a south facing gable. <b>No objections.</b>
<b>21/00833/FULL</b>	The Elms Laindon Common Road Billericay Essex	Installation of window to existing storage building for conversion from storage to home office use. <b>No objections provided it doesn't become used as living accommodation.</b>
<b>21/00866/FULL</b>	Burstead Cottage Laindon Common Road Billericay Essex	Single storey side extension. <b>No objections.</b>
<b>21/00766/FULL</b>	Sleepy Willows Laindon Common Road Little Burstead Billericay	Proposed garage/cart lodge to front. <b>No objections.</b>

**All agreed.**

**21/22.027 Broom cottage, Broomhills chase**

Members discussed the planning infringements and alleged other activities taking place at the address above. It was decided that the Clerk should enquire further with Basildon planning department as well as environmental health.

**All agreed.**

**Meeting closed at 20.30pm.**

**Members to note the next meeting will be Wednesday 14<sup>th</sup> July at the Village hall.**

Email: [littlebursteadpc@gmail.com](mailto:littlebursteadpc@gmail.com)  
 All agendas and minutes can be viewed on the Parish Council's website  
<https://e-voice.org.uk/lbpc>