

Minutes of the **LITTLE BURSTEAD ANNUAL PARISH COUNCIL MEETING** held at the Village Hall on **MONDAY 24TH MAY 2021**

In the Chair: Cllr. Watts opened the meeting and Cllr. Clark took over once elected as Chairman.

Present: Cllr. Watts, Cllr. Goodman, Cllr. Ashcroft joined after co-option.

Officers: Mrs Stephanie Robinson (Clerk & RFO)

Members of the public: 1

Meeting started at 19.01pm.

21/22.001 To elect a Chairman

Cllr. Clark was elected as Chairman.

Proposed: Cllr. Watts

Seconded: Cllr. Goodman

21/22.002 To receive the Chairman's Declaration of Acceptance of Office

Cllr. Clark signed the Declaration of Acceptance of Office as Chairman, which was witnessed by the Clerk.

21/22.003 To elect a Vice Chairman

Cllr. Watts was elected as Vice Chairman.

Proposed: Cllr. Clark

Seconded: Cllr. Goodman

21/22.004 To receive the Vice Chairman's Declaration of Acceptance of Office

Cllr. Watts signed the Declaration of Acceptance of Office as Vice Chairman, which was witnessed by the Clerk.

21/22.005 Apologies for absence

No absences.

21/22.006 Public participation session with respect to items on the agenda and other matter

None.

21/22.007 To receive Members' Declarations of Interest in items on the agenda.

Cllr. Watts declared an interest in planning application 21/00756/FULL would abstain from taking part in the discussion and voting.

21/22.008 Minutes

Members considered and approved the Minutes of the Ordinary Parish Council Meeting held on Wednesday, 10th March 2021

21/22.009 Co-option

Members considered the application of Pamela Ashcroft to join the parish council and voted to co-opt her to the parish council. Cllr. Ashcroft signed the Declaration of Acceptance of Office as parish Councillor witnessed by the Clerk.

21/22.010 Clerk's report

Village gateways: The clerk advised that the previous Clerk was continuing to deal with this matter as she had started the project and wished to see it to the end. The gateways have been ordered and their delivery is awaited.

Annual audit: The clerk advised that she was arranging the annual internal audit with the Council's internal auditor, Heelis and Lodge/ and that all the documentation was ready.

General Power of Competence: The clerk advised that as one of the requirements for the GPOC was that 3 quarters of councillors be elected (which for a council of 5 councillors was rounded up to 4) and only 3 councillors were elected the council has lost this power. It will not be eligible for this power until the next election year. All money that the parish council wishes to spend will need to have an appropriate power for it to do so.

Insurance: The clerk advised that she had requested quotes from broker Came and Co (who obtained quotes from Penn, Ecclesiastical and Hiscox) and also from Zurich insurance. The best quote was that recommended by Came & Co from Ecclesiastical insurance of £218 for the year. The Clerk had advised Came & Co that the asset values had increased as a result of the circular walk lecterns etc being added and was awaiting their response as to whether this would affect their quotation. In the meantime a cheque has been drawn up for the existing quotation amount of £218.

Finances: The clerk advised that reserves for the parish council were very low and that all expenditure will need to be carefully monitored. All expenses incurred were to be agreed by the council in advance or they would not be re-imbursed. This approach was necessary to ensure that the parish council remains solvent. **Noted**

21/22.011 Finance

a) To approve and sign payments at this meeting.

CHQ 100809 EALC (EALC/NALC affiliation 2021/22)	£145.63
CHQ 100810 C. BARLOW (apr&may wages, subsistence, tel & bb)	£309.15
CHQ 100811 S.ROBINSON (apr&may wages, subsistence, tel & bb)	£686.92
CHQ 100812 HMRC (apr&may tax & NI)	£237.39
CHQ 100813 D. CLARK (Savin invoice for plants)	£63.00
CHQ 100814 Came & Co (pc insurance 2021/22)	£218.00

b) Members to approve the accounts/bank reconciliation for May 2021.

Business account as at 07/04/2021 £8557.39

Cashbook Balance £3,802.84

agreed

21/22.012 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 2020/21 and the Chairman signed the Annual Governance Statement. **All agreed.**

21/22.013 Annual Accounting Statement

- 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 signed by the Chairman and Minuted accordingly. **All agreed**

21/22.014 Planning

To consider a list of planning applications below received since the last meeting. Planning Applications received after this Agenda has been published but before the date of the meeting will be added as appropriate..

Planning App. No.	Address	Planning Details	PC comments
21/00747/FULL	Valkyrie Broomhills Chase Billericay Essex	Erection of a single dwelling, double garage and associated access	Cllr. Goodman did not take part in discussion or voting. Objection on grounds of overdevelopment of the individual plot.
21/00756/FULL	Land Between The Willows And Cranbourne Broomhills Chase Billericay Essex	Construction of 4 bed detached dwelling over two floors within basement and ground floor storeys	Cllr. Goodman/Watts did not take part in the discussion or voting. No objections not in conservation area. Was originally on local plan for building upon.
21/00758/FULL	Crouch Solar Farm Site Dunton Road Dunton Basildon	Construction and operation of a solar farm together with all associated works, equipment and necessary infrastructure (N.B. consulted due to close proximity to parish boundary) -	No objections
21/00736/FULL	6 - 7 The Cottage Laindon Common Road Billericay Essex CM12 9SY	Proposed demolition of existing house and surrounding outbuildings and erection of a new dwelling with open car port	Not in conservation area. No objections

21/22.015 Fingerpost and stile near Rectory

Members discussed the Stile and Fingerpost near the Rectory. They concluded that these were not parish council assets and the damage should be reported to Essex county council and Basildon council.

All agreed.

21/22.016 Online banking

Members discussed and decided they wished to move the parish council's banking arrangement to Unity online banking at a cost of £6/month. Cllr. Ashcroft agreed to become a signatory in addition to Cllr. Watts and Cllr. Clark.

All agreed.

21/22.017 Reports from Councillors/Borough and County councillors.

Cllr. Watts reported that the ABLC meeting was cancelled and was rescheduled for the 7th June.

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21/22.018 Items from Councillors to be added to the next Agenda.

Telephone box

Insurance

Basildon council – cut sight lines on verges specifically junction of botney hill and clockhouse road – clerk to chase with Basildon

Remembrance day service.

21/22.019 Meeting dates

Members discussed and agreed meeting dates for the rest of the year as follows:

14th July

8th sept

10th Nov

Meeting closed. 20.20pm

Email: littlebursteadpc@gmail.com

All agendas and minutes can be viewed on the Parish Council's website

<https://e-voice.org.uk/lbpc>