

In the Chair: Cllr. Clark.

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

Officers: Mrs Stephanie Robinson (Clerk & RFO)

Members of the public: None.

Meeting started at 5 pm.

23/24.020 Public Participation

This is the opportunity for members of the public to bring any items of interest to the attention of the parish council. No members of the public were present.

23/24.021 Apologies for absence

None.

23/24.022 To receive Members' Declarations of Interest in items on the agenda.

None.

23/24.023 Minutes

Members considered and approved the Minutes of the Ordinary Parish Council Meeting held on Friday, 12th May 2023. **All agreed**

23/24.024 Clerk's report

Audit is complete and everything is filed and on the website/displayed on the noticeboard as it should be.

The Bugle has now been delivered throughout the parish and the Clerk thanked Cllr. Watts and Clerk for their assistance with this.

The Clerk sought clarification regarding the missing No 7.5T except for access signs and will go ahead and order these now.

The road signs have been ordered signs not sure when they will be ready.

The Clerk had circulated correspondence received regarding the East Anglia Green Pylon consultation and explained that it is not a statutory consultation at this stage.

The Clerk will chase re the cutting of the sight lines especially on Botney Hill Road as this is now very dangerous.

The Clerk will approach some contractors re a quote for cleaning up millenium bench. **Noted.**

23/24.025 Finance

a) To approve and sign payments at this meeting.

PAYMENTS AUTHORISED SINCE LAST MEETING

S.ROBINSON (june wages, subsistence, tel & bb, Microsoft)	£474.98
HMRC (june tax)	£103.00
Cllr. Clark (plants for war memorial)	£50.40
Heelis & Lodge (2022/23 audit)	£170.00
Zurich (insurance)	£300.00

PAYMENTS TO AUTHORISE AT THIS MEETING

S.ROBINSON (july wages, subsistence, tel & bb, Microsoft)	£504.93
HMRC (july tax)	£103.00

- b) Members to approve the accounts/bank reconciliation for July 2023.
Cashbook balance £7325.36 **All agreed.**

23/24.026 Internal Audit report

- Members to note that the internal audit for 2022/23 is now complete
- Members decided to adopt the recommendations made in the Internal audit report. Recommendations 1, 3,4,6&7 have either already been adopted or will be within this meeting. **All agreed.**

23/24.027 Appointment of internal auditor for 2023/24

Members considered and decided to re- appoint Heelis & Lodge as internal auditor for 2033/24. **All agreed.**

23/24.028 Risk Assessment

Members reviewed the risk assessment for the council and decided to add a section on GDPR (as per auditors recommendation 3) as well as a statement that fire exits to be indicated at the start of each meeting. **All agreed.**

23/24.029 Planning

To consider a list of planning applications below received since the last meeting and decided under delegated decisions to the Clerk.

Planning App. No.	Address	Planning Details	PC Comments
23/00829/V AR	Lyndhurst Broomhills Chase Billericay Essex	Variation of Condition 2 (approved plans) of planning permission 22/01148/PIPTDC	No objections
23/00681/P ACU	- Little Burstead Farm Shop Tye Common Road Little Burstead Billericay	Prior approval application for a proposed change of use of two agricultural buildings for use as a day nursery (Class E(f)) of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class R.	No objections as long as no parking on the road

To consider Planning Applications received prior to the meeting.
None

Planning Applications received after this Agenda has been published but before the date of the meeting will be added as appropriate..None.

22/23.030 Reports from Councillors/Borough and County councillors.

Clerk to email Cllr. Moore to find out situation with pinch point.

Cllr. Watts updated the parish council with regards to the most recent meeting of the Association of Basildon Local Councils where the EALC and the Essex Police Rural Engagement team were present. The EALC highlighted funding which was available for Parish and Town councils (Microgrants and CIF) and the Rural Engagement Team spoke about how they have successfully reduced hare coursing in Essex.

Minutes of the **LITTLE BURSTEAD ANNUAL PARISH COUNCIL MEETING** held at the Village Hall on **FRIDAY 21st July 2023**

22/23.031 Items from Councillors to be added to the next Agenda.

Grass cutting.- whether we should employ a contractor green and pond.

Projects.

Phonebox tourist boards

Renovation of the war memorial.

Reserves policy.

Meeting closed at 18.17.

Members to note the next meeting of the parish council is 8th September at 17.00.

Email: littlebursteadpc@gmail.com Text:

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

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

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