

Minutes of the Little Burstead Parish Council meeting
held at Little Burstead Village Hall, on
Wednesday 8th November 2017 at 7.30pm

Present: Councillor John Mitchell, Councillor David Clark,
Councillor Abi Mohseni, Councillor Katrina Watts.

In Attendance: Mrs. Christine Barlow, Clerk to the Parish Council

Members of Public: 1

43/17 Apologies for absence: None

44/17 Declarations of member's interest – To receive any declarations of disclosable pecuniary interests, other pecuniary interests or non-pecuniary interests by members relating to any agenda items.

None received

45/17 Public Forum: The meeting will be opened to the public to give residents an opportunity to ask questions.

No public were present at the time of the agenda item and no requests had been received for presentation to the meeting.

46/17 Minutes of Parish Council Meeting held on Wednesday 13th September 2017:

The Council to approve the accuracy of the minutes of previous meeting and the Chair to sign.

The minutes of the previous meeting held on Wednesday 13th September were accepted as a true record of the meeting by Councillors who were present at the time of the meeting and were signed on behalf of the Parish Council by the Councillor John Mitchell, Chair.

47/17 Parish Clerk's Report: The Parish Clerk to update on the progress of matters raised at previous meetings.

Stead Hall Farm: The petition in respect of complaints regarding anti-social activities at Stead Hall Farm during the summer and handed to the Parish Council at the September meeting by residents had been copied to Basildon Borough Council Environmental Officers. From an email there appeared to be some confusion from the content of the email regarding who the petition should be sent to but the note on the front of the petition clearly stated it should be sent to Basildon Council and data protection prevented it from being sent to other third parties as the document contained confidential sensitive information.

Basildon Council's Environmental Officer had emailed the Parish Clerk advised that Basildon Council could not act retrospectively on complaints of loud music as the last time a complaint had been made about the property holding a party was 14 months previously and this made it difficult for Environmental to witness the noise as a regular occurrence. At the present time no action would be taken regarding the event on 19th August 2017, however, the owners of Stead Hall Farm had been written to regarding the music. The email further advised that any complaint regarding anti-social behavior in respect of the movement of taxis to and from the property at the time of the event should have been directed to the Police via Essex Police telephone number 101. As the residents who raised the query were not present at the meeting the Parish Clerk was asked to write and explain the response in respect of their complaint.

Circular Walk: A letter had been sent to the owner of Chase Farm. Little Burstead, asking the farmer to replace the posts which had been removed along the route of the Circular Walk and reinstate the footpath which went across his farm but no reply had been received.

Byway 56: The Clerk had written to Essex County Council's Public Rights of Way (PROW) Officer in regard to Byway 56 Little Burstead and a response has yet to be received.

Additional lecterns and maps: An application for two additional lecterns and maps along the Circular Walk had been made to Essex County Council's Community Initiative Fund. A judging panel was due to meet to decide the allocation of the Fund on 21st November 2017. If the application was successful the Parish Council would need to discuss and confirm the proposed location of the additional lecterns and maps.

Proposed height barriers to Ellis Field: A letter had been written to Peter Strong, Chair of the Petre Trust, enclosing a drawing of an example of the suggested type of barrier to be installed and asking for the Trust's views. The letter had been hand delivered and subsequently a telephone conversation had taken place in which the Clerk advised that the drawing was not necessarily indicative of the final design of the height barrier. An article had also been included in the Bugle newsletter advising of the proposals and asking residents to contact the Clerk if they had any views on the proposals. One letter and an email had been received. Subject to the Petre Trust meeting to discuss and agree the installation, a further consultation would be held to obtain the wider villages views of the village. Funding for the project would not be sought until after this consultation.

Broome Cottage, Broomhills Chase: Following concerns raised in regard an alleged unauthorised development at Broome Cottage, Broomhills Chase, Basildon Council had been contacted regarding current works and the matter was under investigated. The Parish Council had raised concerns with Basildon Council that the development had not been the subject of a planning application.

Traffic calming adjacent to The Croft, Tye Common Road: A meeting had been provisionally arranged for January 2018 in order for Councillor Mitchell to meet with Will Price, ECC Local Highways Panel Officer on his return from leave. In the meantime, following a validation exercise of the area by Essex County Council engineer's proposals were to install reflexive studs, a reflective barrier and additional SLOW markings on the road adjacent to the property. Funding for the work was to be agreed from the 2018/19 Local Highways Panel (LHP) budget. The Clerk was asked to send a letter to the owner of The Croft and update him of these proposals.

A short stakeholder survey from Essex County Council Highways, in connection with improving the services the organisation delivered to Essex residents had been completed, on behalf of the Parish Council, by the Clerk.

The Parish newsletter had been prepared and printed by the Clerk and had been delivered to residents.

Local Plan: The revised programme for the delivery of Basildon Council's Local Plan was advised to Councillors as follows:

- Publication Local Plan – consideration for approval by Committee and Full Council – March 2018
- Publication Local Plan – public consultation – May and June 2018
- Submission to the Secretary of State for Examination in Public – August 2018
- Examination in Public – hearings in public – around November and December 2018
- Inspectors Report – Spring 2019
- Adoption – Spring/Summer 2019

Together for Safer Communities: Basildon Borough Council had launched a series of public meetings across the district, in an effort to provide community reassurance and promote crime prevention advice and information. The aim of the meetings was to give members of the public the opportunity to discuss and raise concerns and encourage residents to take an active role in their local area. Ward, County and Parish Councillors were also invited to attend to take part. A notice of the meetings had been received too late to advise Parish Councillors of the date of the Billericay meeting.

48/17 Planning – To record Councillors views and comments on Planning Application/s under the Town and Country Planning Act 1990 (as amended)

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
APPLICATION NO: 17/01216/FULL**

Single storey rear extension - Mae-Val Green Lane, Little Burstead, Billericay Essex

Councillors discussed the planning application and were opposed to the application being granted in its present form. It was considered that the design put forward, namely the inclusion of a flat roof, was inconsistent with the external appearance of the existing dwelling and the design added no amenity value to the area and should therefore be refused.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
APPLICATION NO: 17/01361/FULL**

Demolish existing dwelling and construct a 4-bedroom detached chalet - Chase End, Broomhills Chase, Little Burstead, Billericay Essex

Parish Councillors discussed the application and raised no objections. Councillors considered the application to be well designed and although some comments were made in respect of the size of the new dwelling it was not dissimilar to other properties in the surrounding area.

48/17/1 Planning decisions and comments: To receive updates and comments regarding planning applications within the Parish.

The Parish Clerk advised again on the following for Councillor information:

PLANNING ACT 1990 - APPLICATION NO: 17/00826/FULL: Single storey front extension to form an enlarged entrance porch, with pitched roof over – Sudbury's Bungalow, Tye Common Road, Little Burstead, Billericay - Refused

PLANNING APPLICATION NO: 17/00798/FULL: Erect part single and part two storey rear extension - Casa Primeria, Laindon Common Road, Billericay, Essex - Refused

PLANNING APPLICATION NO: 17/01227/FULL: Extend and convert bungalow into chalet, comprising hip to gable roof alterations, rear dormers, front porch and a single storey rear extension – Frithwood, Laindon Common Road, Billericay Essex- Refused

PLANNING APPLICATION NO: 17/01210/OUT: Construct one detached dwelling house. - Land Adjacent to The Elms, Laindon Common Road, Billericay, Essex - Refused

PLANNING APPLICATION NO: 17/01215/FULL: St Margarets Farm, Botney Hill, Road Billericay, Essex - Demolition of existing equestrian buildings, formation of replacement vehicular access and construction of four detached dwellings with carports and provision of associated landscaping (revision to 16/01166/FULL). - Refused

The Clerk advised that further information regarding details of planning decisions and Officers reports could be found on Basildon Council's website Planning portal.

No information or feedback had been received in regard to The Willows, Tye Common Road. The Parish Clerk confirmed she was in the process of requesting an update from Basildon Council Enforcement Officers. It was noted that mature conifers had been planted inside the parameter of the property, replacing others that had been previously removed from the highway verge.

Councillor Mitchell advised that the first 30mph sign, as previously discussed, had been displayed and 11 more were available for display around the village. Suggested locations were discussed and it was agreed to discuss further these locations with residents adjacent to proposed sites.

A request was made by the Parish Clerk in respect of the Little Burstead Community Speed Watch equipment. Her neighbouring Parish, Bowers Gifford and North Benfleet, was in the process of setting up their Community Speed Watch project and the Parish Clerk asked if the respective Parish Council could borrow the CSW equipment for the training of volunteers as the Essex Fire and Rescue Service did not currently have the equipment available and this was holding up their training programme. The respective Parish Council had applied for funding to purchase Community Speed Watch equipment and they were awaiting a funding decision. The Parish Councillors raised no objections to this request and agreement was given for the loan of the equipment.

49/17

Finance Report: To confirm the Parish Council's current financial position and update on relevant financial matters since the last meeting.

(i) To receive a statement of the Parish Council's current financial position.

Christine Barlow, Responsible Finance Officer, provided a summary of account in respect of the Parish Council finances as follows:

| | |
|---|--------------|
| | £ |
| Balance at Bank as of 13 th September 2017 | 6,382.12 |
| Balance at Bank as of 8 th November 2017 | 8,312.72 |
| Income: | 3,070.38 |
| Expenditure: | 1,139.78 |
| Breakdown of Expenditure: | |
| (682) ABLC Affiliation | 40.00 |
| (683) Estate Expenses Advance – Roger Savage | 250.00 |
| (684) Estate Expenses – Roger Savage | 60.60 |
| (685) Clerks Net Salary (Aug & Sept) Inc. Subsistence | 620.78 |
| (686) Clerks Tax (Aug & Sept) | 138.40 |
| (687) RBL Poppy Wreath Donation (S137) | <u>30.00</u> |
| | 1,139.78 |
| Income Breakdown | |
| Basildon Council 2 nd half year Precept | 3,070.38 |

It was noted that the second half year Precept amount, in the sum of £3,070.38, had been received from Basildon Borough Council.

- (ii) To receive the Notice of Completion of Audit and the notification by PKF Littlejohn, external Auditors, of the Annual Return 2016/2017 and any comments.

The completion of Audit of the annual Return had been received satisfactorily from PKF Littlejohn, the governments external Auditors. However, during the inspection of the Audit, the Parish Council RFO drew to the attention of the external Auditors an error in submission. The error had been noted by the Auditor in his comments and amendments to the figures would be corrected in the 2016/17 comparatives' when submitting the 2017/2018 Annual Return.

PKF Littlejohn had made no charge for the cost of professional services in connection with the limited assurance review of the Annual Return for the year ending 31st March 2017.

Councillors were advised that the governments new Data Protection Regulations (GDPR) come into force on 25th May 2018 and the Parish Clerk had attended training on 16th September in connection with the regulations. Not all the legislation was currently in the public domain.

- (iii) To receive a budget forecast to 31st March 2018 and discuss the budget for 2018/2019 and consider the Precept figure for the financial year 2018/2019 as required under the Local Government Act 1972.

A draft Budget forecast for 2018/19 was presented to Parish Councillors together with a copy of the bank ledger, income and expenditure to 3rd October 2017 and analysis of budget forecast to 31st March 2018. In addition, a copy of the comparative Precept amounts, provided by Basildon Borough Council, for each property Band for 2018/19 were also provided.

In setting the Precept the Parish Council was asked to take into account the following budget implications:

- (i) Revenue income and expenditure of 2018/19
- (ii) Any reduction in the Local Council Tax Support Grant.
- (iii) Financial reserves to cover unexpected costs.
- (iv) Any increases in staff salaries and related costs for 2018/2019.
- (v) Any future staff pensions and related costs.
- (vi) Any expenditure on parish projects, hitherto unfunded.

The RFO suggested a nominal increase to cover future costs in relation to inflation. The Parish Council to consider the documentation provided and discuss for deliberation, comment and approval at the Parish Council meeting on 10th January 2018.

Councillors were given a breakdown of payments to be made in the sum of £ 964.83

- 50/17 Adoption of Little Burstead village telephone kiosk:** To discuss the terms and conditions of the Agreement for the Sale and Purchase of the village telephone kiosk and make a decision regarding the long-term agreement.

Councillors had reviewed the contract from BT Telecommunications Payphones and it was **AGREED** by all present to take over the management of the telephone kiosk at the junction of Laindon Common Road/ Rectory Road for the sum of one pound (£1.00). Councillor Mitchell signed the contract on behalf of the Parish Council.

The use of the kiosk was discussed and it was suggested that a book exchange could be a good use. Further discussion on the use would be undertaken as soon as the takeover was confirmed.

The Parish Council noted that following the September meeting when Councillor Mitchell mentioned that the small post box in Laindon Common Road needed to be painted the village post box had received attention.

- 51/17 Parish Council Projects:** To update Councillors on the progress of the projects which have been discussed at meetings.

This item had been covered elsewhere on the agenda.

- 52/17 Remembrance Sunday:** To update on final arrangements to commemorate Remembrance Sunday on 12th November 2017.

Details of the arrangements for the Remembrance Sunday Service on 12th November were discussed. Councillor Katrina would again read the lesson for the Service as the Chair was on holiday and the details of the service were discussed. A poppy wreath had been purchased in order for the Parish Council to lay at the War Memorial. Refreshments would be provided after the ceremony around the War Memorial.

- 53/17 Meetings attended by Councillors:** Councillors to give a brief feedback on any meeting Councillors have attended since the last Parish Council meeting on 13th September 2017.

None had been attended by Councillors.

54/17 **Date of next meeting:** To confirm the date of the next Parish Council.

As an added comment Councillor Mitchell suggested that it would be beneficial for the Parish Council to meet with members of the Village Hall Committee to discuss joint proposals and aims for future activities and plans for the village.

The date of the next Parish Council meeting was confirmed as Wednesday 10th January 2018.