

Minutes of the Little Burstead Parish Council  
Meeting held at Little Burstead Village Hall,  
on Wednesday 8<sup>th</sup> March at 7.30 p.m.

**Present:** Councillor John Mitchell, Councillor Abi Mohseni,  
Councillor David Clark,

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

**Members of Public:** 1

**86/16 Apologies for absence:** Councillor Katrina Watts

**87/16 Declarations of member Interests:** To receive any declarations of disclosable pecuniary interests, other pecuniary interests or non-pecuniary interests by members relating to any agenda items.

No declarations were received from Members.

**88/16 Public Forum:** To enable residents to raise issues of concern with Parish Councillors (The time allowed for this item is 15 minutes)

The only resident who attended the meeting raised the following points.

(i) The resident asked if Councilors were aware of the stream of water running through the village and if they knew the source. Councillor Mitchel confirmed that he was aware having seen the problem for himself during the day. The source was not known but the water appeared to be running along the gully from the junction end of Laindon Common Road and he was not aware of any reported issues. Councillors advised they would monitor to see if the flow spread or ceased.

(ii) The resident raised concerns regarding speeding lorries in Laindon Common Road especially near Broomhill Chase and the fact that the conifer hedge adjacent to Broomhill Chase and Bobtail Cottage was overgrown and obscuring the road sight line. Councillors stated they would monitor the situation and the Clerk advised she would try and contact the property owner to discuss pruning the hedge.

(iii) A manhole at the junction of Broomhill Chase and Laindon Common Road had been displaced. The Clerk was asked to report to Essex County Council.

(iv) The pathway adjacent to Homeleigh and Eagle House was in a poor condition. The Parish Clerk advised she had also reported the path outside Petre Place and Elm Cottage to Essex County Council and would also report this latest report. She advised the resident that reports of this nature could be reported by the general public via the Essex County Council website.

(v) An issue regarding unsightly rubble in the front garden of Broome Cottage, Broomhill Chase was reported at the meeting and this was also noted.

**89/16 Minutes:** Members to approve the minutes of the Parish Council meeting held on 11<sup>th</sup> January 2017 and Chair to sign.

The minutes of the previous meeting on 11<sup>th</sup> January 2017 were approved as an accurate record of the meeting and were signed by Councillor John Mitchell, Chair.

**90/16 Clerks Report:** Clerk to update and report back on relevant matters and business since the last meeting on 11<sup>th</sup> January 2017

The Parish Clerk provided an update chart as attached sheet and explained that the colours indicated the progress of the issues raised i.e. (i) Green for completed (ii) Yellow/orange for pending (iii) Red no action

(i) **Enforcement issues:** She advised that an email had been received earlier in the day from Tony Buckley, Planning Enforcement Officer, regarding two issues raised by the Parish Council. (i) **Forge House, Laindon Common Road:** The Officer confirmed that the owner of Forge House had been approached by Basildon Council and it had been agreed that he would replace the trees removed with mature indigenous species. It was confirmed that the owner had not responded regarding the replanting of tree and Mr Buckley stated he would continue to pursue the matter to have the trees replanted at next year's season planting time. (ii) **The Willows:** Following several requests by the Parish Clerk for a response the Officer advised that he had seen the additional new development at The Willows, as reported to him by the Parish Council, from the exterior of the site and from what he had seen, it appeared that planning permission would be required but to be certain the structure would need to be viewed on site. Councillors found that the lack of response from Basildon Council was unacceptable and that it gave carte blanche for owners to flaunt the planning laws. The Clerk was asked to raise their displeasure regarding the lack of enforcement with Basildon Council.

(ii) **Dunton Boot Fair:** The Clerk advised that she was unable to locate the original planning application for the Boot Fair on the Basildon Council website but would continue to email Basildon Council Planning and ask for a copy.

(iii) **Speeding in Rectory Road:** The Clerk had received an email from a member of the Casualty Reduction Team and given the link to obtain details of road accidents in the village over the last three years but she had only find one reported incident during that time. Councillor Mitchell considered that the works to install new kerbs in Rectory Road in strategic places might be effective in reducing speed as drivers needed to slow down in an attempt not to hit the kerbs which were higher than previously.

(iv) **The Pond:** The Clerk advised she would be meeting a Basildon Council Officer the following day to discuss any remedy for clearing the algae from the Pond and would advise Councillors of the outcome.

**(v) The Croft:** The Local Highways Panel had discussed the request by the Parish Council to put in place safety measures adjacent to The Croft. The Parish Council's suggestion in the first instance of placing additional Slow markings on the road were discounted as it was considered there were enough Slow markings on the road already alerting traffic to slow down. Councillors disputed this statement and the Parish Clerk was asked to contact Will Price, Local Highways Panel Liaison Officer, to arrange a meeting to discuss the matter further. Councillors also asked the Parish Clerk to contact Mr Brooks of The Croft and advise him that the Council had received a response from Essex County Council in respect of his request which they were uncomfortable with and were in the process of continuing a dialogue with the Council and arranging a site visit to meet with ECC Officers and discuss the matter further.

(vi) The Clerk had received an email from a resident regarding obstruction to byways adjacent to the Circular Walk. The matter was under investigation.

(vii) **Height Barrier:** Councillor Mitchell asked the Parish Clerk to contact Brentwood Council for information about the cost of a height barrier they had installed in Hutton Playing Fields.

(viii) **Layby Parking:** This matter was ongoing.

**91/16 Planning:** Councillors to review and comment on Planning Application/s under the Town and Country Planning Act 1990 (as amended)

No planning applications had been notified for comment since the last meeting.

**92/16 Planning decisions and comments:** To receive updates and comments on decisions in respect of planning applications since the last meeting.

**The Parish Clerk advised of the following:**

- (i) **Planning application 16/01589/FULL:** Stead Hall Farm, Laindon Common Road – Permission refused
- (ii) **Planning application 16/01681/FULL:** Bobtail Cottage, Laindon Common Road – Permission granted
- (iii) **Planning application 16/01445/ FULL :** Tyle House, Laindon Common Road – Permission granted
- (iv) **Pre- application submission:** Chase Farm, Broomhills Chase – Permission refused.

**93/16 Finance Report:** To receive a statement of account in respect of the Parish Council's current financial position and discuss any relevant issues in respect of End of Year Accounting.

The Parish Clerk provided the following report to the Parish Council.

	£
Bank Balance as of 5 <sup>th</sup> January 2017	6,204.91
Bank Balance as of 9 <sup>th</sup> March 2017	5,441.50

Expenditure	- 823.41
Income	£60.00

### **Breakdown of Income and Expenditure**

#### **Expenditure**

(659) Refreshments – Remembrance Sunday	11.32
(661) Basildon Council – Parish Council Election Fee	70.00
(662) Clerk net Salary December & January	589.30
(663) HMRC Clerks Tax December & January	132.80
(664) McAfee Plus Internet Security 50% cost	<u>£19.99</u>
	823.41

#### **Income:**

Barclays Bank Inconvenience payment	60.00
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Barclays Bank as a gesture of goodwill for the inconvenience caused regarding the problems of closing the Premium Account and transferring the balance of this account over to the Community Account had credited the Parish Council's account with £60.00

The Clerk advised she had made a claim for overtime in her February salary for time spent in updating the Parish Council website and setting up the new laptop. Councillors raised no objections to this payment.

The Clerk confirmed that payments had been made for Councillor Mitchell and Councillor Watts to attend Planning Training on 6<sup>th</sup> May 2017.

**94/16 Parish Council Policies and Procedures:** To put in place missing procedures in connection with the Transparency Code 2015 Act

- i) Freedom of Information – Publication Policy
- ii) Complaints Procedure
- iii) Photography Policy

Councillors had been asked to consider the above documentation in order to comply with the recommendations in the Transparency Code 2015 Act and to ensure the Parish Council had all the required policies and procedures in place. The Parish Clerk had sent emails of the relevant documentation and distributed copies at the meeting. She asked Councillors to consider the content as being appropriate. Councillors advised they needed more time to digest the information and would forward their comments to the Parish Clerk via email.

**95/16 Circular Walk Opening:** To confirm the date of the official opening of the Walk.

The date of the official opening was discussed. Following discussion it was agreed to contact Roger Savage to discuss with him the date of the opening to ensure he was able to attend.

**96/16 Councillor Training:** To discuss Councillor training needs.

Councillor Mitchell and Councillor Watts to attend a half day Planning Training Session on 6<sup>th</sup> May 2017.

Code of Conduct Training and Role of a Councillor Training was also being considered as a benefit.

**97/16 Village Telephone Box:** To provide details of British Telecom's Adopt- A- Kiosk Scheme and Councillors to discuss taking part in the scheme.

Councillors again confirmed their will to adopt the village telephone kiosk and their interest in BT Payphones Adopt- A- Kiosk Scheme. A request had been lodged but a formal response from BT Payphones was still to be received.

As an aside Councillors asked if the Community Payback Team were back in the village carrying out work. The Parish Clerk said she would make enquiries.

**98/16 Councillor emails:** To discuss regarding providing more generic emails for Councillors in respect of Parish Council business.

The formalisation of Councillor email addresses was discussed with the purpose of separating personal emails from Council business.

Following discussion Councillors present felt they were comfortable with the current arrangements. It was **AGREED** to review the current arrangements in six months' time.

**99/16 Date of next meeting:** To confirm the date of the next Parish Council meeting and discuss the dates of Parish Council meetings in 2017/2018

The next meeting would be the Annual Parish Meeting on 10<sup>th</sup> May at 7.00 pm to be followed by the Parish Council Annual Meeting at 8.00 pm on the same evening. Both meetings would be held in Little Burstead Village Hall, Laidon Common Road. All present **AGREED** for the Parish Clerk to confirm the dates of the Parish Council meetings for the financial year 2017/2108 with the Village Hall.

**NB:** After the meeting the above arrangements were amended, with the Chair's permission, and the date of the Annual Parish Meeting was brought forward to 12<sup>th</sup> April 2017 at 7.30 p.m. in Little Burstead Village Hall.