

Minutes of the Little Burstead Parish Council
Meeting held at Little Burstead Village Hall,
on Wednesday 9th November 2016 at 7.30 p.m.

Present: Councillor John Mitchell, Councillor David Clark,
Councillor Liz Kaskow, Councillor Katrina Watts.

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

Members of Public: 5

52/16 Apologies for absence: None had been received.

53/16 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 of interest received.

54/16 Public Forum: To enable residents to raise issues of concern with Parish Councillors (The time allowed for this item is 15 minutes)

(i) A resident asked regarding the cost of cutting the Ellis Field hedge and who had borne the cost of the work. The meeting was advised that there had been no charge to the Parish Council as the cut had been off-set by the farmer taking away the hay from the field earlier in the year.

Roger Savage, informed the meeting that the Circular Walk was nearing completion and he had placed a few more directional signs along the walk and reinstated some of the posts which had been knocked down by farm machinery. He asked if a letter could be sent to the two farmers who had agreed to allow the Walk to cross their land and ask them to take care when using machinery adjacent to the Walk. **Action:** The Parish Clerk was asked to send a letter to the farmers concerned.

Roger advised that the 5000 crocus bulbs, which the Parish Council had purchased from Basildon Rotary Club, had been planted on the green under the Beacon with the aid of volunteers and help from Farmer Buckingham. He also advised he had purchased a further 200 bulbs and these had been planted at various locations around the village. In addition he had positioned silk poppies under the War Memorial in preparation for Remembrance Sunday

The Parish Council was asked if they would consider purchasing two more lecterns and maps so that these could be installed at two new locations (i) near the river Crouch and (ii) near to the far end of Broomhills Chase.

Action: Roger was thanked for his hard work and Councillors advised they would consider his request for two more lecterns and maps.

(ii) Enquires were made of the Parish Council regarding the Community Speed Watch camera. Councillor Clarke advised that the Council still had the camera but there were currently not enough trained volunteers to proceed with the project despite an advert for more volunteers being included in the Bugle newsletter. The intention was to write a separate letter to residents updating on the speeding and asking for more volunteers to support the project. If a positive response was received it might be possible for the project to be widened to include Rectory Road and Tye Common Road.

Councillor Mitchell added that he was also having some more speed signs made to be displayed in strategic locations along Laindon Common Road.

(iii) Councillors were asked for an update on the white lining in Laindon Common Road. It was explained that the speed humps had been painted but, although the white lining had been promised, Essex County Council were no longer carrying out the repainting of white lines unless it was a matter of safety but the Parish Council intended to challenge this directive as they felt that there was a safety issue. Councillor Mitchell advised that as an aide-memoire issues raised at meetings were now recorded on a chart and each action tracked and their progress updated until the action had been completed

(iv) A resident living in Tye Common Road ask for the Parish Council's support regarding making a request to Essex County Council for a barrier to be installed outside his property to prevent further damage by cars taking the blind bend adjacent to his property too fast with the result the vehicles ending up in his hedge or the garage at the front of his property. He reported that a number of accidents over the years had resulted in this happening. The resident advised that despite several approaches to Essex Highways, Ward Councillors and the local MP he had not received any positive response regarding taking any measures to protect his property and his water pipe that ran along the verge from damage. Councillor Mitchell informed he had been made aware of the resident's problem and prior to the meeting he had taken pictures of the area concerned. He considered that initially a SLOW sign painted on the road might have some effect of slowing down the traffic and possibly the installation of signs which alerted drivers to the fact of there being a blind bend and a concealed farm entrance.

Action: Councillors asked the Clerk to complete the required documentation to make representation to the Local Highways Panel (LHP) for additional safety measures to be considered to prevent further damage to the resident's property.

55/16 Minutes: Members to approve the minutes of the Parish Council meeting on 14th September and Chair to sign.

The minutes of the previous meeting held on 14th September were confirmed as an accurate record of the meeting and were signed by Councillor John Mitchell, Chair.

56/16 Planning: Councillors to review and comment on Planning Application/s under the Town and Country Planning Act 1990 (as amended)

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 16/01420/FULL

Incorporate land to the rear of Hillrise within residential curtilage of property – Hillrise, Broomhills Chase, Billericay Essex

Having discussed the application Councillors raised no objections.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 16/01445/FULL

Demolish existing timber summer house and erect an outbuilding to be used as a garden room/studying - Tyle House, Laindon Common Road, Billericay, Essex.

Having discussed the application Councillors raised no objections.

Action: The Clerk was asked to forward the Parish Council's comment to Basildon Council's Planning Officers.

56/16/1 Planning decisions and comments: To receive updates and comments on decisions in respect of planning applications since the last meeting.

Planning Application No: 16/01166/FULL St Margarets Farm, Botney Hill Chase: The application had been granted. However, in granting the application the Planning Committee seemed to have taken some of the comments made by the Parish Council into account especially in respect of safety and placed certain conditions on the development.

Planning Application No: 16/00681/FULL - Stead Hall Farm: This application had been refused. Conflicting information on the Basildon Council Planning website had now been corrected.

57/16 Clerks Report: Clerk to update on relevant matters and correspondence.

➤ **Byway 56: Botney Hill Chase:** Robin Wallbank, Essex County Council Byway Engineer, had agreed to provide some maps showing Byways across the Parish. It was intended to close Byway 56 for six months with concrete blocks for safety reasons. However, the process of downgrading a Byway permanently was difficult and a request has to go to the Secretary of State for Planning for approval. The Local Highways Panel could request that Byway 56 was placed on the next round of Experimental Seasonal Traffic Regulation Closures and he was trying to pursue this with the LHP. There was also another Byway nearby which he asked the Parish Council's support for in securing funding via the Local Highways Panel.

➤ **Ellis Field hedge prune:** The hedge has now been pruned.

➤ **Replacement laptop:** A new Lenovo laptop, software and carry- bag had been purchased, together with Internet McAfee Security. Funding had been secured for the replacement of these items after applying for a grant from the Governments Transparency Code Fund.

- **Village Pond:** More information was being sought to discover the reason for the build-up of algae in the pond.
- **Uneven Footpath:** The uneven footpath outside Ivy Cottage has been reported to Essex Highways. Councillors asked that the footpath be reported again and to include the footpath outside The Alms Houses in Laindon Common Road which was also in a poor condition and was well used for people using the Village Post Box. Once reported to Essex Highways and a reference number obtained the Clerk was asked to include that the Highways reference number on the issues progress chart for future reference and tracking.
- **Speed reduction in Rectory Road:** Contact had made with the Casualty Reduction Officer regarding the prospect of reducing the speed limit in Rectory Road from 60 mph to 40 mph.

58/16

Finance Report:

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

Chris Barlow, The Responsible Finance Officer presented a statement regarding Parish Council Finances as follows:

	£
Balance of Community Account as at 14th September 2016	5,158.33
Plus Income	<u>2,971.52</u>
	8,129.85
Less Expenditure	<u>-3,731.35</u>
Balance of Community Account as of 9 th November 2018	4,398.50
Balance of Premium Account as of 9 th November 2016	3,369.00
Balance of Accounts as of 9 th November	7,767.50

Income and Expenditure - Community Account**Expenditure**

(645) Lecterns for Circular Walk	-2,215.20
(646) Maps for Circular Walk	-423.60
(647) Stationary - Cartridge	-29.75
(648) Clerks Salary August & September (inc.sub)	-606.80
(649) Clerks Tax (HMRC)	-180.00
(650) Newsletter Printing	-60.00
(652) Lectern Installation	<u>-216.00</u>
	-3,731.35

Income

1/2 year Precept	2,971.52
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As agreed at a previous meeting the Parish Clerk was in the process of merging the Parish Council's Premium and Business Accounts.

(ii) To receive Notice of Completion of Audit and confirm approval by External Auditors of Annual Return 2015/2016: A notice of completion of Audit had been received and had been displayed for public inspection on the Village Hall noticeboard.

(iii) The External Auditors had made two comments within the Return for the Parish Council's attention and these were noted for future reference.

- The Parish Council's Risk Assessment needed to be reviewed.
- Insufficient explanation had been given in respect of the variances between 2014/2015 and 2015/2016 in one of the required elements of the Return. Chris Barlow, Responsible Finance Officer, informed she had provided the information from the finance records she had received from the previous Clerk and considered that she had given adequate details based on the information within these.

(iv) To receive the budget forecast to 31st March 2017 and discuss and agree the budget for 2017/2018 and consider the net precept figure for the financial year 2017/2018 as required under the Local Government Act 1972.

The Parish Clerk/Responsible Finance Officer provided Councillors with the draft budget forecast for 2017/2018 based on current spending levels and estimated costs until the end of the financial year (attached Appendix A). The Precept was based on figures advised by Basildon Council on Council Tax calculations for a Band D property and an additional Local Council Tax Scheme Grant given to District/Borough Councils, an element of which was passed on to Local Councils. These figures had yet to be received and would not be available until after the Basildon Council Cabinet Meeting on 1st December. Councillors considered that until all financial information was available they were unable to agree and set the Precept for 2017/2018.

Action: Councillors will review the Draft Budget figures provided and make the decision on setting the Precept amount at Parish Council meeting on January 11th 2017.

59/16

Training: To consider details of training dates and available courses for Councillor and Clerks Training including:

The Parish Clerk provided the following training dates which were available for Councillors to attend:

Basildon Council Code of Conduct - 23rd November 2016: Councillor Watts and Councillor Kaskow confirmed their attendance.

Planning Enforcement Training - 13th December 2016: One representative from each Local Council had been invited to attend this session and it was noted that the training would be externally provided and that a charge of £50 per person would be payable. Councillors considered that as some had attended a previous Planning Training session they felt attending another would have no benefit.

In-House Councillor Training: The date for this training was still to be confirmed but after discussing options a January date appeared to be the most acceptable.

60/16 Basildon Borough Council additional Local Plan consultation: To discuss documentation provided by Basildon Council in relation to new/alternative sites within the Borough in respect of the Local Plan.

Councillors were advised regarding areas of New and Alternative Sites which had come forward for inclusion as part of the Local Plan and Basildon Council had now embarked on a 6 week consultation to obtain residents views. Two of the alternative sites now impacted on the village and Councillors raised concerns that the proposed New/Alternative Development sites within Little Burstead were substantially larger than previously informed and this put a different perspective on any future housing. Councillors expressed concerns regarding how the information would be distributed to inform residents of the new proposals and the Clerk advised, as far as she was aware, would be via the Basildon Council website and she would include a poster on the Village Hall noticeboard and would insert links to the information on the Parish Council website. The consultation was due to close on 15th December 2016.

Councillors were asked to consider their response to the New and Alternative Site proposals and it was confirmed that a letter would be sent to residents drawing their attention to the changes and urging them to review and comment on the new proposals. The Clerk would ask for an extension of time for the Parish Council to respond as a statutory authority to enable Members to compile their response.

61/16 Parking at Village Hall: To discuss recent issues in regard to parking arrangements at the Village Hall.

It was agreed to defer this item to the next meeting as the Parish Council had been in contact with the Village Hall Committee and dates were being arranged to meet and discuss.

The Parish Clerk advised she was in the process of making enquiries regarding the possible installation of a barrier over the gate at Ellis Field and the cost of such a barrier. Councillor Mitchell asked if there was a standard design specification for installing this type of equipment and who could install the barrier. The Clerk advised this information would be part of her enquiries.

62/16 Risk Assessment: To approve amendments to the Parish Council's Risk Assessment.

Councillor Mitchell had made amendment to the Parish Council's previous Risk Assessment (May 2010) and the draft document had been provided to Councillors but some elements needed to be added by the Clerk. Once all amendments had been made a further draft would be sent to Members and the document would be included for approval, on the agenda for the Parish Council Meeting on 11th January 2017.

63/16 Circular Walk: To discuss a date to formally open the Circular Walk project.

The date of the formal opening of the Circular Walk was agreed for Saturday 26th November at 10.30 p.m. The Parish Clerk was asked to contact Essex County Council for a representative of the Community Initiative Fund, who had provided most of the grant for the project, to attend.

64/16 Parish Council projects: To discuss and consider future projects which will give benefit to the Village.

Councillors to consider the following projects:

- a) The installation of two additional lecterns and maps.
- b) Laindon Common Path

The projects were **AGREED** providing funding could be secured and agreement obtained from the relevant organisations.

Proposed: Councillor Mitchell: Seconded: Councillor Kaskow:

65/16 Remembrance Sunday: To update on arrangements to commemorate Remembrance Sunday on 13th November 2016.

The Remembrance Service on 13th November would commence at 10.30 a.m. at the School House, Laindon Common Road.

Councillor Katrina Watts and Chris Barlow, Parish Clerk, would attend on behalf of the Parish Council. Councillor Watts would read the Bible Reading, on behalf of the Chair, as he was unable to attend due to holiday. After the ceremony the Village Hall would be made available for residents to gather for refreshments. A Poppy wreath had been obtained from the Royal British Legion and would be laid at the War Memorial as a mark of respect.

66/16 Basildon Council Waste and Recycling Service: To discuss the Parish Council's response to Basildon Council's Waste and Recycling Service consultation 2016.

Basildon Council was undertaking a four week consultation on their current Waste and Recycling Service and the Parish Council had been asked to make comment. A letter had also been sent to residents by Basildon Council regarding the changes and residents could advise the Borough Council of their views on-line. The consultation would close on 27th November 2016. Councillors discussed the proposed changes and it was agreed to formulate a reply collectively to Basildon Council.

67/16 Highway matters: A general update on matters in relation to Speeding/White Lining/Traffic Calming.

Some aspects of this item had been responded to in the Open Forum - 54/16 (vi).

Councillor Kaskow considered that as the speed limit had been reduced from

60 mph to 40 mph in Rectory Road for 18 months Essex Highways might consider carrying out a further survey to examine how successful the reduction of the speed limit had been and ask Highways to consider, in view of recent accidents on a stretch of road not included in the reduction to reduce the speed limit along the whole length of Rectory Road. At the time of the reduction in the speed limit it was considered the 400 meter stretch of road did not meet Essex County Council's criteria. **Action:** The Clerk was asked to complete the appropriate documentation to request the survey to be carried out and make enquires regarding the normal process for following-up on surveys by the Highways Department.

68/16 To report on meetings attended since the Parish Council Meeting on 12th September 2016.

Councillor Watts and the Parish Clerk had attended the Basildon Liaison Meeting on 13th October. An update was given on the Local Plan and the Consultation on the New and Alternative Sites was discussed. However, the two new site proposals for Little Burstead put forward in the new Consultation were not included on the map shown at the meeting.

The matter of the white-lining in Laindon Common Road had been raised at the meeting by Councillor Watts and the Clerk and Essex County Councillor Hedley had agreed to raise the matter again with the Highways Department but he wished it noted that the County Council's priority was repairing major roads and road improvements. He also remarked that it was considered white lines marked on the road tended to increase the speed of traffic.

Neil Costen, Basildon Council's Enforcement Manager had given a brief update on the work of Enforcement and he suggested it would be beneficial for the Local Councils to email him a list of the sites of enforcement concern and he would provide updates on the current position. He also agreed to meet separately with Local Councillors to discuss their individual issues.

69/16 Date of next meeting:

The date of the next meeting was confirmed as 11th January at Little Burstead Village Hall commencing at 7.30 p.m.