

Minutes of the Little Burstead Parish Council meeting
held remotely via Zoom
on Wednesday 9th September 2020 at 7.30 pm

Present: Councillor Pauline Bowles: Councillor Katrina Watts:
Councillor David Clark:

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

Members of Public: 1

13/20 **APOLOGIES FOR ABSENCE:** Councillor Abi Mohseni

14/20 **DECLARATIONS OF MEMBER'S INTERESTS:** To receive any declarations of disclosable pecuniary interests, other pecuniary interests or non-pecuniary interests by members relating to any agenda items.

None received

15/20 **PUBLIC FORUM:** The meeting will be opened to the public to give residents an opportunity to ask questions. (Time allowed for this is 15 minutes)

No questions from the public forum were received.

16/20 **MINUTES OF PREVIOUS MEETING:** Council to approve the accuracy of the minutes of the previous meeting held on 3rd June 2020 and Chair to sign.

The minutes of the previous meeting were **AGREED** as an accurate record of the meeting and signed to confirm by Councillor Pauline Bowles, Chair.

17/20 **PARISH CLERK'S REPORT:** The Parish Clerk to update Councillors on Parish Council business and Parish Council projects.

The Parish Clerk provided a report on matters raised at previous meetings and provided an update on other information.

Culvert repairs: As discussed at the previous meeting a request had been made to ECC Highways to investigate installing a weight restriction and signage to restrict large lorries using Laindon Common Road as a short cut and causing damage to the culvert and bridge at the top end of Laindon Common Road in the future.

Potholes: ECC Councillor Richard Moore advised he had undertaken a walking survey of Laindon Common Road potholes and identified, some of the potholes on a list sent to ECC and repaired as those opposite (i) The Reddings (ii) Ivy Cottage and (iii) Homeleigh and in addition identified potholes in need of attention (i) opposite Red Brick Cottage (ii) Ashleigh x 2 (iii) Wheatsheaf Cottage (iv) Stead Hall Farm entrance and (v) outside Oaklands. Councillor Moore had informed that there was no specific Highway budget for pothole repairs. Councillors expressed concerns regarding this information and commented that some of the potholes were like "craters" and if repairs were not carried out further

damage would occur to vehicles and as a result accidents might also occur. However, Councillors expressed their thanks to Councillor Moore for his assistance in identifying the potholes **Action:** Councillors to monitor.

Village Green: A request had been made to Basildon Council to cut the grass adjacent to the village beacon. In doing so the Parish Clerk had been advised that the area was part of the highways verge contract and as such was cut twice a year in Spring and Autumn. It was understood a resident had kept the grass short during cuts but now, as the result of the grass growing too long, it had proved problematical to cut with his own equipment. Negotiations were ongoing with Basildon Council to obtain agreement for Basildon Council contractors to cut the area more frequently.

Village Hall Noticeboard: It was confirmed that the Village Hall Committee had received the funding for their new noticeboard from Basildon Council Community Fund. Previous discussions had agreed for the Parish Council to confer a small grant of £250 towards the cost of installation. **Action:** Grant of £250 **AGREED.**

Village Gateways: The Clerk had emailed the suppliers of the Village Gateways to reconfirm that there had been no changes to their original quotation. As soon as confirmation is received, she would apply to the Police, Fire and Crime Commissioner (PFCC) Community Safety Development Fund (CSDF), the fund sponsors, for the agreed £3,500 grant. It was assumed the funding would not cover all the locations but further advice would be sought from highways regarding the initial locations.

Virtual Parish Council Meetings: Due to the current Covid -19 restrictions Parish Council meetings were being held virtually and the Parish Council had subscribed to the virtual Zoom Platform on the internet. Due to the Village Hall being closed until at least January it was anticipated this practice would continue for some time. The current subscription for Zoom (£23.98 + £4.80 VAT) with two hosts, expired in September. The Parish Clerk suggested to reduce costs the monthly subscription charge should be changed and cover only one person to host a meeting and would reduce the monthly cost to £14.99 + VAT. **Action:** The reduction in the tariff to Zoom was **AGREED.**

The Clerk advised she had received two emails from members of the public. The first she had replied to and she was in the process of responding to the second regarding a query on a planning matter relating to roof lights. It was suggested that the resident might also find it helpful to view information on Basildon Council's Planning Portal regarding this matter.

18/20 **PLANNING:** To record Councillors views and comments on Planning Application/s under the Town and Country Planning Act 1990 (as amended) as received from Basildon Borough Council.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
20/00911/FULL**

Residential development of 269 dwellings (Use Class C3), 2 x vehicular access points off Dunton Road, formal and informal open space, hard and soft

landscaping including acoustic barrier and associated infrastructure. - Land South of Dunton Road, Dunton, Basildon

Councillors discussed the planning application and considered the application should be refused on the following grounds:

- Under the present circumstances the development of this site is inappropriate and would set a precedent for more large-scale development before any decision had been made at the Local Plan Examination which has yet to be convened.
- The inclusion of flats and maisonettes was not in-keeping with properties in the surrounding area.
- The site is currently within the Green Belt and although it has been identified as potential housing in Basildon Council's emerging Local Plan there are currently no special circumstances to remove it from the Green Belt until such time as the outcome of the Local Plan examination is known.
- The development would coalesce the rural settlement of Little Burstead and Basildon.
- Increased traffic, estimated to be between 300 - 500 additional vehicles, would have a detrimental effect on Little Burstead and the surrounding area.
- Two points of access have been identified directly onto the busy narrow Dunton Road which would prove to be deemed unsafe and problematic and the narrow bridge on Dunton Road would not be able to accommodate the increase of traffic flow and improvements to the road infrastructure would be required to reduce the impact in this location.
- The lack of extensive pavement provision planned along Dunton Road would undermine current policy in the NPPF to reduce vehicle movement and improve air quality and encourage walking, cycling and the use of public transport.
- Although developers state that existing groups of trees in category "A" will be **mostly** maintained, the loss of the ecological value of the site will impact on wildlife and habitat.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 20/01086/FULL

Demolition of existing single storey rear and side extensions and erection of part single, part two storey rear extension plus single storey side extension – The Rectory, Rectory Road, Little Burstead, Billericay, Essex

Councillors raised no objections to the application.

PLANNING DECISIONS AND COMMENTS: To receive updates and comments regarding planning applications discussed at previous Parish Council meetings.

TOWN AND COUNTRY PLANNING ACT 1990 – PLANNING APPLICATION 19/01513/PACU – APPEAL NOTICE:

Notification for prior approval of proposed change of use of agricultural building to 3no. dwelling houses (Class C3) & associated operational development under Class Q of Part 3 of Schedule 2 of the Town & Country Planning (General Permitted Development) Order 2015 (as amended) - Lady Springwood, Dunton Road, Little Burstead

The Parish Council had received notification on an appeal in respect of the refusal to grant the above planning application. The Parish Council were advised that any comments already made in respect of the original planning application would be automatically sent to The Planning Inspectorate and copied to the appellant. Councillors confirmed they saw no reason to modify or withdraw their original statement which confirmed they had “no objections” to the original planning application.

TOWN AND COUNTRY PLANNING ACT 1990 – PLANNING APPLICATION 19/01373/OUT – APPEAL NOTICE: APP/V1505/W/20/3249059

Land between the Willows and Cranbourne, Broomhills Chase, Little Burstead.

The Parish Council had received notification on an appeal in respect of the refusal to grant the above planning application. The Parish Council were advised that any comments already made in respect of the original planning application would be automatically sent to The Planning Inspectorate and copied to the appellant. Further comments regarding this application were sent by letter to the Planning Inspectorate outlining the Parish Council's views in respect of the application.

Planning Appeal: APP/V1505/C/19/323994: The Willows, Tye Common Road, Little Burstead – The appeal was upheld and permission granted.

Planning Application 20/00706/FULL: St Margaret's Farm, Botney Hill Road, Little Burstead - Proposed site redevelopment to create a four bedroomed and three bedroomed barn conversion – Withdrawn

Planning Applications 20/00713/FULL: Dell Cottage, Broomhills Chase, Little Burstead 20/00713/Full: Demolition of existing front porch and rear garage. Single storey rear extension and two single storey side extensions to include canopy to rear and new car port canopy to front. Front and rear dormers – Refused

Planning Application 20/00686/LDCP: 3 Brook Cottages, Laindon Common Road, Little Burstead- To establish the lawfulness of a proposed single-storey rear extension – Refused.

Planning Application 20/00525/OUT: Salmons Farm, Tye Common Road, Little Burstead, Billericay CM12 9SD – Outline application for residential development with all matters reserved – Refused

19/20 **FINANCE REPORT:** To acknowledge, confirm or agree the following:

- (i) To provide a summary report on the Parish Council's financial position.

A summary report of income and expenditure was provided to the meeting as follows:

	£
Balance at bank as of 3 rd June 2020	7,455.62
Balance at Bank as of 9 th September 2020	4,358.16
Expenditure:	3,097.46
Income:	Nil
Expenditure summary:	
(769) Came & Co – Parish Council Insurance	218.00
(771) Estate Expenses	200.00
(773) HMRC - Clerks Tax (June & July)	208.80
(774) PDS Digital – Circular Walk Leaflet Printing	149.00
(775) London Hearts – Defibrillator	1,425.00
(776) Clerks Salary inc. Office Use/Tel/BB	<u>896.66</u>
	3,097.46

(ii) Annual Governance and Accountancy Return (AGAR):

The annual Internal audit of the Parish Council had been completed satisfactorily. As the Parish Council's income or gross expenditure did not exceed £25,000 in the financial year ending March 2020 they were able to certify themselves exempt from a limited assurance review under the Local Audit (Smaller Authorities) Regulation 2015 and there was no requirement to submit an Annual Governance and Accountability Return to PKF LittleJohn, the government's appointed external auditor. A Certificate of Exemption only had to be completed and sent to the external auditor for authorisation. This process had been completed and acknowledged. A Notice of Public Rights had been displayed in the Village Hall and noticeboard outside and on the Parish Council website notifying residents of their right to view the Parish Council's accounts from 4th August to 16th September 2020 by appointment.

(iii) National Joint Council for Local Government Services (NJC) pay scales for 2020/2021

The Parish Council had been notified of mandatory pay increases in respect of all Local Government Officers (including Parish Clerks and Responsible Finance Officers) backdated to 1st April 2020 and the Parish Clerk/RFO sought the Parish Council's agreement to amend her current salary payments in line with the amended salary scales. The basic increase in the Parish Clerk's salary would be £13.68 per month. **Action:** Changes to the salary of the Parish Clerk/RFO were **AGREED**.

20/20 **ESSEX COUNTY COUNCIL PROHIBITION ORDER BYWAY 45:** To inform regarding the details of the order.

A public notice had been received from Essex County Council informing of the temporary prohibition of motor vehicles & horse drawn vehicles from using Byway

45 (Wiggins Lane) from 24th August to 20th September to undertake surface improvement works. The alternative route during this time would be via Tye Common Road.

- 21/20 **DEFIBRILLATOR PROJECT:** To update on the installation of the defibrillator equipment.

The Defibrillator had been purchased and arrangements were being made for an electrician to fit the cabinet outside Little Burstead Village Hall on 10th September. Training to use the equipment could not currently be undertaken at the village hall as it was closed due to the pandemic regulations but anyone interested on the use of the equipment in an emergency could log-on to an online training session on the internet at:
https://www.youtube.com/watch?time_continue=8&v=1v_tM6eUGaU&feature=emb_logo

Once the cabinet is installed the Defibrillator will be placed inside the cabinet and the Clerk will notify the Ambulance Service of the details and location of the Defibrillator and she will inform Councillors of any details.

- 22/20 **COUNCILLOR VACANCY:** To discuss what measures can be taken to fill the existing Councillor vacancy.

There was still a vacancy on the Parish Council to co-opt a Councillor until May 2021. Despite substantial advertising no-one had come forward to fill the vacant post. A resident attending the meeting, following a discussion, confirmed he would email the Parish Clerk to obtain more information regarding the role.

DATE OF NEXT MEETING: To confirm the date of the next Parish Council meeting

The date of the meeting was confirmed as Wednesday 11th November 2020 at 7.30 pm. Unless current restrictions changed in respect of Covid -19 the meeting would once again be held virtually via the Zoom platform.

Councillors noted that the date of the meeting was Remembrance Day inquired regarding the situation in respect of Remembrance Services in the current climate. The Clerk advised she was in the process of contacting the Royal British Legion for information and would also speak with the Church Warden regarding any arrangements and update Councillors as soon as possible.

Signed Cllr. Pauline Bowles (Chair)

Date: 11th November 2020