Minutes of the Meeting of the Little Burstead Parish Council,

held at Little Burstead Village Hall,

on Wednesday, 11th November 2015 at 7.30pm

Present: **Councillor Savage (Chair)**

 **Councillors Clark, Dean and Mohseni**

In Attendance:Mrs. Kim Barford, Clerk to the Parish Council

 8 Members of the public

**92.15 Cllr Savage welcomed those present to the meeting.**

**93.15 No apologies.**

**94.15 Declarations of Interests- None**

**95.15 Members received and approved the minutes of the Meeting of 9th September 2015.**

**96.15 Co-Option to fill the casual vacancy**

Deferred as no applications received by the clerk to date.

**97.15 Matters arising from the minutes of the meeting of 9th September.**

a. Laindon Common Road traffic calming/speeding - The clerk advised members that a request for improvement to the present ineffective scheme had been submitted to the Local Highways Panel supported by the residents’ petition received at the meeting and the results of the 2014 speed survey. Residents meeting held on14th October very well attended. Cllr Savage agreed to chair the meeting and Cllr Twitchen and Trevor Stubbington, Community Engagement Officer, Casualty Reduction Team, Essex Police spoke. From views expressed at the meeting a 20mph scheme the preferred option by the members and residents. The highways liaison officer had advised that the request required validation by the Highways engineers who would suggest if any, their recommendations. Results awaited.

b. Working party (collaboration of the steering group) – Cllr Savage had asked for volunteers (residents/members) at the meeting for formation at subsequent parish council meeting. Some approaches made after the meeting yet subsequent updates from the group indicated the group wished to be autonomous but had been agreed by the parish council and some information relayed misleading regarding HGV 7.5 tonne weight restriction zone. Parish council working parties to be approved by the pc at meetings with terms of reference, members, meeting arrangements and reporting powers agreed and documented, as per standing orders.

c. Community Speedwatch – At the previous meeting the Burstead Team police had advised the road not a suitable, safe location. A recent approach by the steering group had resulted with notification by an officer of Community Engagement Team (CET) that the road was okay, and a speed (gun) recording device should be purchased at a cost of circa £700. The group had subsequently approached the village hall committee and parish council. The clerk had researched the matter and it had been confirmed by local parish clerks and PS Griffiths of CET that equipment can be loaned once volunteers have been fully trained by the police. Exact sites within a location are identified and approval given then covered by the police who also provide continual liaison via the parish council or independently if equipment purchased. The clerk pursuing and will keep members and the steering group advised of developments.

The meeting was adjourned at 7.50pm

**98.15 Public Forum**

 Residents present spoke of:

 Laindon Common Road speed management and the recent accident.

 Rectory Road – Drainage concerns

The meeting reconvened at 8.25pm.

**99.15 Traffic Calming/Speeding Laindon Common Road and request for financial contribution.**

 Cllr Clark was to give a general update as a member of the steering group but referred to the matters spoke of by the clerk at item 6 (minute 97.15).

**100.15 Code of Conduct and Training**

 Members reviewed the current Code of Conduct adoption of which was renewed by the parish council.

 The clerk spoke of the training available from the Essex Association of Local Councils, at Great Dunmow Tuesday to Thursday which had been difficult for members to attend. The locally held Roles and Responsibilities arranged by the ABLC had been cancelled due to low bookings. It is hoped a similar session can be rearranged for the new year or after the 2016 elections. The clerk will speak with our clerks in the borough to see if a local session can again be arranged in the near future.

Members received and considered a training policy document which was formally adopted by the parish council.

**101.15 Planning Matters**

1. Members ratified comments submitted to Basildon BC prior to meeting.

15/01289/FULL

Use of part of the land for the creation of an all weather car park (permeable grass covered Bodpave plastic grid system) to facilitate parking for attendees at the village hall/village fund raising events in the field, measuring approximately 30 x 11metres adjacent to the gated entrance.

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b. Members noted, for information, other applications:

 15/01376/NMABAS

 Position of doors and windows in rear extensions moved.

 Elm Cottage, Laindon Common Road, Little Burstead

 15/01382/PDPA

 Walnut Tree Lodge Rectory Road Billericay Essex CM12 9TR

Notification for Prior Approval to construct a single storey rear extension, projecting 7 metres from the rear wall of the original dwelling with a maximum height of 4 metres and an eaves height of 2.3 metres

15/01298/PDPA

Prior Notification for a single storey rear extension, extending 8 metres beyond the rear wall of the original dwelling with a maximum height of 3 metres and an eaves height of 3 metres

Chase End, Broomhills Chase, Little Burstead

15/01350/NMABAS

To establish whether alteratons to a previously granted application referenced 14/01463/FULL can be considered as non material amendments.

Three Bears, Laindon Common Road, Little Burstead

c. Members noted recent decisions by Basildon BC:

Planning Application No: 15/01057/FULL **GRANTED**

Removal of existing brick built store and the construction of a two storey side and rear extensions together with two dormers to the front elevation

Elm Cottage Laindon Common Road Billericay Essex CM12 9TJ

Planning Application No: 15/01065/FULL **GRANTED**

Raising of low level roof, addition of velux windows, a rear balcony and construction of a detached garage

The Coach House Tye Common Road Billericay Essex CM12 9SS

 **102.15 Reports by designated officers of the Council on:**

1. Public Rights of Way and paths – To include update regarding:

 Little Burstead Circular Footpath – The tenders for installation of the posts had been considered and Cllr Clark was pleased to advise that 31 oak posts had been installed by Farndon and Sons. Artwork proofs for waymarker signs (Brissco) were distributed to members and approved. The cost for both suppliers (£2082) had been claimed from ECC Community Initiatives Fund and will be paid to the parish council 17th November. A balance of £2,118 remains (map leaflets and lecterns) to be spent by 31st March 2016 or in some cases can be carried over. Cllr Clark unable to take the project further due to time. Cllr Savage agreed to take his place.

 Green Lane/Byway 56 – Request to ECC for downgrade reclassification and update – No official response by Mr White, Definitive Map Manager. The clerk will contact the Cabinet member. A local resident had been in touch as the Byway had been accessed again late at night by 4 x 4 drivers, an incident of a car on fire that had been left on a nearby verge. The clerk will relay to the cabinet member.

 Recent works undertaken by Essex Probation Team – Cllr Savage updated members on extensive ongoing works to verges/hedges, daffodil bulb planting and rose planting at the Beacon.

 b. Transport – Update and recent bus consultation response. The clerk and Cllr Savage had met with Mrs Strong, the parish council representative who had formulated a detailed response.

 c. Police matters – Cllr Dean had not be able to make contact although other certain incidents known to members were discussed.

**103.15 Highways Matters**

 a. Members were advised of the forthcoming anticipated closure of Tye Common Road from 25th

 November for three days to carry out road surface works.

 b. The following had been reported by the clerk:

* Vehicle damage to the bollard at the entrance to the traffic calming area in Clockhouse Road
* Incomplete access notification of 7.5 tonne weight limit in Laindon Common Road west of the junction with Noak Hill Road.

**104.15 Finance**

1. Members approved the following payments:

Clerk Salary October/November

 Chair Expenses £323.83 and £60.63

 Brissco £422.40

 Farndon and Sons £2076.00

 P Raddon £125.00

 b. Members were advised the External Auditor had approved the Annual Return which detailed the 2014/15 accounts Members received accounts for 6 months to 30th September 2015 and latest forecast for year to 31st March 2016.

 c. Members discussed in detail the budget for 2016/2017 and it was proposed by Cllr Savage and

 agreed by all members present that the precept remain the same as for 2015/16, £6,120 including grant.

**105.15 ABLC, LLC , EALC, RCCE and other associated bodies**

 Cllr Dean updated members on recent matters. Cllr Savage said the Essex Probation Team always keen to know of other projects they could assist with in the Basildon Borough. Cllr Dean will relay the information to fellow ABLC members at the forthcoming meeting.

**106.15 Personnel Matters**

 Members formally received the clerk’s resignation. Kind words were expressed by residents and members. The clerk offered to remain in post until a successor had been recruited.

 Members received a copy of the clerk’s contract which was discussed. Substantial additional hours had been undertaken by the clerk on occasions, although not charged, and it was agreed to raise the hours if possible within budget constraint from 6.75 hours a week to ideally 8, or at least 7 hours. The clerk to calculate and circulate to members for approval. An advertisement will be then be placed on the notice board website, within The Bugle and the Essex Association of Local Councils. .

**107.15 Clerks Report**

 The service was very well attended and a bugler for The Last Post kindly arranged by the church and most appreciated. The hosting of refreshments by the parish council following the Remembrance Service on Sunday 8th November also very well attended and most appreciated by the congregation. The police, although indicating they would be able to attend to assist with temporary traffic management had sadly not come along.

**108.15 Agenda items for next meeting** - Cllr Savage spoke of problems for delivery drivers with virtually no current numbering of properties.

**Date of next meeting: Wednesday, 13th January 2016 at 7.30pm**

The meeting closed at 9.50pm

Signed …………………………… Date…………………..