

Minutes of the Little Burstead Annual Parish Council  
Meeting held at Little Burstead Village Hall,  
on Wednesday 12 July 2017 at 7.30 p.m.

**Present:** Councillor David Clark: Councillor Katrina Watts:

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

**Members of Public:** 1

**19/17 Apologies for absence:** Councillor John Mitchell: Councillor Abi Mohseni

In the absence of Councillor John Mitchell, Councillor David Clarke took on the role of Chair by agreement.

**20/17 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

**21/17 Public Forum:** The meeting will be opened to the public to give residents an opportunity to ask questions.

(i) An issue of footpath FP47 on the Circular Walk leaflet was raised. Councillors were advised that the footpath was overgrown and in places impassable. Councillors confirmed they would have a look at the problem and make the necessary arrangements to clear.

(ii) The issue of speeding through the village was again raised. Councillors advised the resident who was present that due to insufficient volunteers coming forward the Community Speed Watch Project had been suspended. However, the Parish Council was in the process of having 30 mph speed limit signs made to install along Laindon Common Road to warn drivers of the speed limits through the village.

(iii) It was noted that the sign positioned on the verge near to Broomhills Chase and asking drivers to slow down was obscuring the sight line of drivers turning left from Broomhills Chase into Laindon Common Road. It was suggested that the sign should be moved to a more suitable location. Councillors asked the Parish Clerk to discuss the relocation of the sign with Roger Savage who had placed it on the verge.

(vi) It was commented that Broome Cottage, Broomhills Chase, appeared to be building a large development at the rear of the property. The Parish Clerk was

asked to make enquiries regarding matters regarding the submission of any planning application to carry out such works.

(v) The Vehicle Activation Sign (VAS) adjacent to The Dukes Head Public House flashed constantly. The Parish Clerk was asked to report the problem to Essex County Council Highways.

(vi) Some potholes in Laindon Common Road had been identified and circled with red paint.

(vii) the Parish Council asked if “concealed entrance” signs could be obtained for various locations in the village. Where the need was identified the Parish Clerk was asked to make a request for the signs to Essex County Council.

(viii) Councillors were alerted to the fact that a second barn had been built on the Dunton Boot Sale site near to the road adjacent to a barn built some years previously. It was not apparent from the original planning application that permission for this additional barn had been obtained. The Parish Clerk was asked to make enquires regarding the submission of any planning application for the second barn.

(ix) Comments were received that the conifers on the perimeter of Bobtail Cottage required to be trimmed back from the bend of road as they appeared to be obscuring the sight line. Councillors noted the comment and confirmed they would investigate and if necessary speak to the property owner regarding the matter.

**22/17 Minutes of Parish Council Annual Meeting held on Wednesday 10<sup>th</sup> May 2017:** Council to approve the accuracy of the minutes of previous meeting held 10<sup>th</sup> May 2017 and the Chair to sign.

The minutes of the Parish Council Annual Meeting held on 10<sup>th</sup> May 2017 were approved as an accurate record of the meeting and signed, as such, by the Chair, Councillor David Clark.

**23/17 Parish Clerk’s Report:** The Parish Clerk to update on the progress of matters raised at previous meetings.

Chris Barlow, The Parish Council Clerk, updated the meeting on the following issues:

**(i) Item 16/17 (ii):** The red car parked in the layby beside the post box at the top of Laindon Common Road near to Noak Hill Road as no longer parking in this location.

**(ii) Item 16/17 (iii): Speeding restrictions adjacent to the Croft, Tye Common Road:** Essex County Council engineers were carrying out safety validation investigations along Tye Common Road and once completed arrangements would be made to meet with the Engineers and discuss their findings with the Parish Council. The Parish Clerk had update the resident of The Croft, Tye Common Road, by letter and during a telephone conversation.

**(iii) Item 16/17 (vi) The Willows, Tye Common Road:** Basildon Council's Planning Enforcement Officer had advised the Parish Clerk that the second barn at the Willows required planning permission. The owner of the property had been advised that he must apply for retrospective planning permission for this second development and had been advised, by the Enforcement Officer, of the timescales for making this application. The Parish Council confirmed they would monitor progress on this matter.

**(iv) 16/17(v) Illegal removal of trees at Forge House, Laindon Common Road:** The owner of Forge House had taken no action in compliance with a notice from Basildon Council's Planning Officer to replace trees he had previously removed from his property, in a conservation area, without planning permission. It was noted that the most appropriate time to replace the trees was in the Autumn and in the absence of any action by the owner the Parish Council asked the Parish Clerk to write to the owner to request he carry out the work to replace the discarded trees with native species in the Autumn of 2017.

As a point of information the Parish Clerk advised that there had been a change of Arboricultural Officer dealing with Little Burstead in recent weeks and she would pass the new officer's details on to Councillors.

**(v) Item 16/17(vi) Damaged Culvert, adjacent to Brook House, Laindon Common Road:** Essex County Council Highways Officers had met with Councillor Mitchell and the Parish Clerk on 17<sup>th</sup> May and agreed to carry out investigations to assess any damage to the culvert adjacent to Brook House. Dependent on their findings any necessary works to repair the culvert would be undertaken.

**(vi)** Councillor Clark commented that the heavy rain in previous days had resulted in flooding at the bottom end of Rectory Road at its junction with Dunton Road. Although work by Essex County Council had illuminated flooding from the top of Rectory Road the problem seemed to have been transferred further down the road. Councillors confirmed they would continue to monitor the situation.

**(vii)** It was noted that the Association of Basildon Local Councils (ABLC) AGM would be held on 20<sup>th</sup> July 2017 at Little Burstead Hall and all Councillors were invited to attend.

**(viii) Height Barriers at Ellis Field:** A contractor had been contacted to provide a quotation regarding proposals to install height barriers to the entrance to Ellis Field and arrangements had made to meet the contractor on site on 18<sup>th</sup> July 2017 to discuss and obtain a cost to manufacture and install the barriers. Any agreement to carry out the work would be undertaken in consultation with the Village Hall Committee and the Lord Petre Trust, the owners of Ellis Field.

**(ix)** Councillor Clarke reported that he had recently become a trustee of the Lord Petre Trust. The Parish Clerk advised she would update the Register of Members' Interests in respect to this change.

**(x) Village Gateways:** The Parish Clerk had been making enquiries on behalf of the Parish Council regarding the installation of Village Gateways at either end of the village. An Expression of Interest had been completed to obtain funding via

Essex County Council's Community Initiative Fund (CIF) but the criteria for this type of project was not currently covered by this Fund. However, the Clerk had been advised that a new Fund proposed to be launched in September 2017 by Essex County Council might cover such projects. The Parish Clerk would continue to monitor information regarding the new funding.

**(xi) The Village Pond:** The Parish Clerk was continuing to make enquires to resolve the problem of the Village pond silting up.

**(xii) Parking in the layby adjacent to the phone box:** Following further advise on the matter from Essex Police the Parish Clerk had been advised that if the vehicle was causing an obstruction then a report should be lodged to Essex Police via 101. Following discussion it was agreed to defer taking any action the matter could be further discussed at the Parish Council meeting in September.

**(xiii)** The Parish Council's Insurance Policy had been renewed for 2017/2018 with Came and Company

**(xiv) Height Barriers:** The Parish Clerk asked if Councillors wished her to complete an Expression of Interest to enable the Parish Council to apply for funding for the proposed Height Barrier project at Ellis Field from the Community Initiative Fund (CIF). Discussions were still ongoing but the Expressions of Interest needed to be registered before 25<sup>th</sup> August 2017 in order for the full application to be made by the deadline of 22<sup>nd</sup> September. Councillors present confirmed their **AGREEMENT** to go ahead with the completion of the necessary paperwork to record their interest in making an application for funding for this project via the Community Initiative Fund (CIF).

**24/17 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: 17/00826/FULL**

Single storey front extension to form an enlarged entrance porch, with pitched roof over - Sudburys Bungalow, Tye Common Road, Little Burstead, Billericay

Councillors raised no objections to the application.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 17/00773/FULL**

Single storey side and rear extensions, front porch, convert hipped roofs to gable ends and insert rear dormers – Frithwood, Landon Common Road, Billericay, Essex

Councillors having discussed the application considered that the application provided no amenity value and it was not in keeping with the rest of the village and its rural location. The flat roof sections were of a concern and it was also considered that permitted development rights had been exceeded.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:  
17/00798/FULL**

To erect part single and part two storey rear extension - Casa Primera, Laindon Common Road, Billericay Essex

No objections were raised to the application.

**24/17/1 Planning decisions and comments:** To receive updates and comments regarding planning applications within the Parish.

The Parish Clerk advised on the following issues:

- (i) **Planning Application 17/00480/FULL:** Winters, Laindon Common Road had been granted but an additional enquiry has been lodged 17/00912/NMABAS to establish whether omitting the pitched roof in lieu of a flat roof can be considered as a non-material amendment to the consent. It appeared that a decision in respect of this matter was still pending. This matter had not been brought to the attention of the Parish Council for comment.
- (ii) **Planning Application 17/00264/FULL:** The Willows, Tye Common Road – Application refused. Any appeal would need to be lodged against the decision with the Secretary of State, within 6 months of being notified of the Planning Application's refusal.

**25/17 Finance Report:** To confirm the Parish Council's current financial position and update on relevant financial matters since the last meeting.

The Parish Clerk provided a statement of account to the meeting as follows:

	£
Bank Balance as of 6 <sup>th</sup> April 2017	7,621.67
Bank Balance as of 12 <sup>th</sup> July 2017	7,153.29
Expenditure	1,265.18
Income	796.80
<b>Expenditure</b>	
(672) Heelis & Lodge – Internal Audit	-81.00
(673) Estate Expenses – Roger Savage	-78.89
(674) EALC/NALC Affiliation 2017/2018	-124.11
(675) Came & Company – Insurance renewal	-168.00
(676) Signs Express – Banners for Circular Walk Event	-54.00
(677) Clerks Net Salary (April/May)	-620.78
(678) HMRC Clerks Tax (April/May)	-138.40
	1265.18
<b>Income:</b>	
Vat refund	796.80

(i) Councillors were advised that bank statements were now received monthly instead of weekly as previously in order to provide a more strategic approach to the Parish Councils accounting systems. Councillors present were in agreement with this more structured approach.

(ii) A refund of VAT paid from 2015 – 2017 had been requested from HMRC and a refund of £796.80 had been received and credited to the Parish Council's account.

(iii) The Parish Council's audited accounts had been sent to PKF LittleJohn, the Government's external Auditor, for ratification and approval. A notice of the public right to inspect and make copies of the Parish Council's accounting records for the financial year 2016/2017 had been posted on the Village Hall noticeboard and Parish Council website and would remain for the period 4<sup>th</sup> June to 14<sup>th</sup> July 2017.

(iv) Councillors were provided with a list of pending expenditure for June and July and payment of same was confirmed.

**26/17 Adoption of Little Burstead village telephone kiosk:** To update on recent progress by BT Payphones.

BT Payphones had advised that a notice of consultation has been displayed in the Village telephone kiosk for comment on the proposal by the Parish Council to acquire the telephone kiosk for the village. The consultation would last 6 weeks.

**27/17 Parish Council Standing Orders:** To update the Parish Council's Standing Orders to incorporate reference to the Public Contracts Regulations 2015 in line with recommendations within the Internal Audit Report 2016/2017 and discuss as required any further changes to the policy.

Councillors had been provided with a copy of the required amendment to the Parish Council's Standing Orders in respect of the Public Contract Regulations 2015 for consideration (attached Appendix A). The amendment carried the same wording which had been included in the Parish Council's current Financial Regulations Policy. Councillors confirmed their approval to include the amendment as presented. No other amendments to Standing Orders were proposed at this current time but Councillors were advised that if they wished to make any further amendments in the future these would be presented for discussion and ratification at future Parish Council meetings.

**Proposed:** Councillor David Clark: **Seconded:** Katrina Watts

**28/17 Meetings attended by Councillors:** Respective Councillors to give a brief feedback on meetings attended since the last Parish Council meeting on 10<sup>th</sup> May 2017.

Councillor Watts advised she had attended a bespoke training session, organised by the Basildon Association of Local Councils in collaboration with the Essex Association of Local Councils, during the month entitled "The Role of a Councillor" The cost of the training for all participants had been borne by the

Association of Basildon Councils. She informed that the training session discussed the role and duties of a Councillor together with the role and duties of the Parish Council Clerk and included briefly items on the Parish Council Precept policies and procedures. Councillors Watts said she found the training very interesting and enjoyable and considered, after attending the training session, that the position and responsibility of being a Councillor was a lot more involved than she had at first thought. A full days training run by the Essex Association of Local Council's on the Role of a Councillor was also available on a Saturday for those Councillors not able to attend training during the week the Essex Association of Local Council's at a cost £90.00. Other training modules were also available. The Clerk advised she would email Councillors the latest details of all training run by the Essex Association of Local Councils.

**29/17** **Date of next meeting:** To confirm the date of the next Parish Council as 13<sup>th</sup> September 2017

The date of the next meeting was confirmed as 13<sup>th</sup> September at Little Burstead Village Hall, Laindon Common Road commencing at 7.30 p.m.

## APPENDIX A

### **Financial controls and procurement**

Reference: Public Contracts Regulations 2015

Delete

- f. Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.

Insert as f:

Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>i</sup>.

The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>ii</sup>.

<sup>1</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

<sup>2</sup> Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)



TO BE APPROVED