

Minutes of the Little Burstead Annual Parish Council meeting
held at Little Burstead Village Hall,
on Wednesday 12th September 2018 at 5.30 pm

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

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

Members of Public: 3

29/18 Apologies for absence:

Councillor John Mitchell and Councillor Abi Mohseni.

Councillor Katrina Watts took on the role of Chair in the absence of Councillor John Mitchell

30/18 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.

There were no declarations received.

31/18 Public Forum: The meeting will be opened to the public to give residents an opportunity to ask questions.

The following issues were raised:

i) **Speeding in the village and Community Speed Watch Project:** Concerns were raised regarding speeding through the village and the resident asked what had happened to the Community Speed Watch Project. The meeting was advised that despite lots of promises from residents to get involved with the project when it came to actually carrying out the project not enough volunteers came forward to operate the cameras and record events and regrettably the project was cancelled. Essex County Council's highways studies indicated that speeding has reduced in Laindon Common Road. In addition, 30 mph signs had been put up around the village to help alert drivers to slow down and these were having some effect. The Parish Clerk advised that the Community Speed Watch project is now run by Essex Police and Fire Service and the contact for CSW is now Mary Wiley.

ii) **White lining:** A resident asked regarding a previous request for white lining. The meeting was advised that Essex County Council had responded to the Parish Council's request by advising they would not undertake the task of white lining because the ECC do not feel it makes a difference.

iii) **Speed signs:** Councillor Clark had attached approximately 30 signs to various locations around the village. It was suggested that a further 9 or 10

signs were required and it was resolved to speak with Councillor Mitchell who had manufactured and provided the initial signs to see if he could provide these.

iv) **Slow Signs:** A resident requested that SLOW signs be marked on the main artery roads through the village to slow down the traffic. The meeting was advised that recently some SLOW markings were painted on Tye Common Road near to The Croft but this exercise had taken approximately two years to achieve.

32/18 Minutes of Parish Council Annual meeting held on Wednesday 11th July 2018: Council to approve the accuracy of the minutes of the previous meeting and Chair to sign.

The minutes of the previous meeting were confirmed as an accurate record and signed by Councillor Watts, acting Chair.

33/18 Parish Clerks Report: The Parish Clerk to update on matters raised at previous meetings.

i) **18/18 (ii):** Problems with PROW 145 reported to Essex County Council and Clerk advised that the County Council were waiting to recruit to the post of PROW Officer and once the Officer was in post, they would be taking up the investigation.

ii) **20/18(a):** Basildon Council's change of administration, following the elections in May 2018, was intending to reconsider seven elements of the previous administration's Local Plan. The area that would impact on the Parish was the Billericay ring road which now had been removed and also the additional 300 houses at Frithwood. The date of the Full Council meeting to review the Local Plan and trigger Regulation 19 Consultation would be held on 18th October. The Strategic, Planning and Infrastructure Committee had been looking at the proposed changes over a series of meetings.

iii) **Culvert Laindon Common Road:** No further update from Essex County Council

iv) **PROW 56:** Photographs had been sent to Essex County Council Public Rights of Way Officer regarding the overgrown footpath. Councillors also mentioned PROW 45 but no update was currently available

v) **Telephone Kiosk:** The Parish Council is waiting for a date from BT Payphones to decommission the Telephone Kiosk and remove the telephony.

vi) **Ellis Fields:** Councillor Mitchell had taken responsibility of this project and was resourcing the locks and is waiting for a quotation from the company to reply to him.

vii) **Crocus bulbs:** Parish Council is waiting for delivery. The location for planting was discussed and the suggested location could be at the far end of Rectory Road near to the welcome to Little Burstead or Laindon Common Road near to A176. The issue of grass cutting was raised and it was resolved

to discuss the matter of the grass cutting of certain specific areas (e.g. War Memorial) with Basildon Council.

- viii) **Ellis Fields hedges:** This was in hand and would be undertaken at the end of the bird nesting season and anticipated by the end of September.
- ix) **Bus Transport Meeting:** 2nd October 2018 - noted
- x) **Councillor Training:** Councillor Bowles to attend a Planning Briefing on Saturday 6th October and a 2nd Councillor Training Day on 24th November 2018.
- xi) **Meet the Leader:** Councillor Baggott, Basildon Council Leader, will be holding a question and answer event on 8th November from 7–9 pm at Little Burstead Village Hall.
- xii) **Winter Salt Bag Scheme:** Little Burstead Farm Shop had once again agreed to be the holding location for residents to collect free salt to spread on the villages icy roads not covered by Basildon Council gritters during the winter months. However, this salt was not for personal use.
- xiii) **Essex and Hearts Ambulance Service:** A letter had been received requesting a donation – noted for future discussion.
- xiv) **Basildon Council Contamination Land Strategy Review: Consultation 24th August – 24th November** www.basildon.gov.uk/clsconsultation
- xv) **Essex Association of Local Councils Annual General Meeting 20th September 2018 at Great Dunmow:** Parish Clerk to attend.

34/18 Standing Orders: To review the Parish Council's Standing Orders.

Councillors had been provided with a copy of the Parish Council's Standing Orders. There was a need to update the document to include reference to the General Data Protection Regulations (GDPR) and update under the Finance Controls or GDPR under a separate heading. A sample copy of General Data Protection Regulations (GDPR) Policy was provided to Councillors. Councillors to review the documents and discuss at the next meeting. Councillors **AGREED** to include reference to GDPR in Standing Orders and review and consider the GDPR Policy for discussion at a future meeting.

35/18 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: 18/01089/FULL

Demolition of current structurally unsafe building and the erection of a proposed wooden outbuilding for a domestic gym and other recreational purposes – Roseneath, New Road, Little Burstead, Billericay

Councillors raised no objections to the planning application
**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
 18/01015/FULL**

Proposed two storey rear extension together with a front dormer - Mae-Val,
 Green Lane, Billericay, Essex

Councillors raised no objections to the planning applications.

36/18 Planning decisions and comments: To receive updates and comments on decisions in respect of planning applications since the last meeting.

The Parish Clerk advised on the following planning application decisions:

18/00699/FULL: Two storey rear extension with accommodation in roof space: The Rectory, Rectory Road, Billericay, Essex CM12 9TP - **Refused.**

37/18 Responsible Finance Officer’s Finance Report: To receive a financial statement in regard to the Parish Council’s Financial position.

A statement of the Parish Council’s financial position was presented as detailed below:

	£
Balance at Bank as of 10 th July 2018	6,540.23
Balance at Bank as of 12 th September 2019	5,467.94
Expenditure	1,072.29
Income	Nil

Expenditure Breakdown

(705) Came & Company Insurance*	50.00
(706) Heelis & Heelis Internal Audit	66.00
(707) HMRC Clerks Tax	145.80
(708) HP Black Cartridge Toner	76.02
(709) EALC – Councillor Training Day 1	85.00
(710) Clerks Salary (NET) June/July (inc. Office use & Broad/Tel)	<u>649.47</u>
	1,072.29

* Additional admin levied by Came and Company not included in original payment.

38/18 Enforcement: To discuss Councillors concerns regarding the lack of enforcement action in key area within the Parish.

Councillors discussed the lack of enforcement available regarding breaches of planning in a number of key locations. The Parish Clerk had discussed the issues with Planning Enforcement Officers but no further update had been received. Councillors discussed several cases regarding breaches of planning and the Clerk suggested a meeting with Senior Enforcement Officers to discuss their concerns. All present considered if the meeting could be arranged it would be an acceptable way forward. Councillor Clark said he would be happy to take on this role and meet with the Senior Planning

Enforcement Officers. Councillors ask for an update regarding Wheatsheaf Cottage and if the Parish Council were able to lodge and appeal against the decision of Basildon Council to grant permission to build. The Clerk had been advised by email that there was no right of appeal the Parish Council could take unless Basildon council had not carried out the correct procedure or there was a case of maladministration. The only course of action would be a judicial review and this type of action was costly. It was suggested the best course of action was to monitor the build and ensure all conditions were met. As a point of information a motion to be put to Local Councils at the EALC AGM on 20th September asks for the National Association (NALC) to support a proposal to government to repeal part of the Government Act 1974 S27 (1)(a) that precludes investigating complaints of this type from public bodies.

39/18 Remembrance Sunday: To discuss representation at village Remembrance Service on Sunday on 11th November 2018.

The Parish Clerk advised that as with previous years a Remembrance Service would be held on Armistice Day which this year was Sunday 11th November. The details were not currently known but having spoken to the Church Warden a request had been made for one of the Parish Councillors to read the lesson. Councillor Watts and Councillor Bowles confirmed they were both happy to do. It was **AGREED** to, once again, to purchase a Poppy Wreath to lay at the War Memorial. After the ceremony there would be refreshments at the Village Hall.

39/18 Ellis Field security: To update on matters in relation to obtaining additional security locks for Ellis Field.

Already been covered under Parish Clerks Report item 33/18 (v) under Parish Clerk's Report

41/18 Superfast Essex Programme Update - August 2018: To update on the Broadband Programme.

Following on from the previous meeting in July the Parish Clerk forwarded the website details for Superfast Essex to the residents who had raised a request for information. She had also written to Superfast Essex for an update and been advised that residents need to log-on to the Superfast Essex website and log their interest in receiving faster broadband. Superfast Essex has advised that they have existing plans in Little Burstead, as part of their Phase 2a work and phase 4 programme roll-out, to connect eligible premises. Openreach is undertaking the work between September 2018 and December 2019 and September 2020 respectively. They have advised they will update their interactive map as soon as they have a clearer picture and urged residents to keep checking the website for the status of their own individual properties.

42/18 Community Initiative Fund: To update on the installation of the additional two Circular Walk Lecterns and Maps funded by the Community Initiative Fund and discuss other prospective community projects which might receive funding from this external funding scheme.

i) **Circular Walk:** Two more lecterns had now been installed along the Circular Walk. One adjacent to the Golf Course and the other adjacent to Broomhills Chase and Maps and leaflets had been updated with new information. A big thank you to Essex County Council's Community Initiative Fund was recorded for funding the project which would be enjoyed by all ages and abilities who took the Walk

ii) **Highway Gateways:** Councillor Clarke asked if there was update in researching the Gateway barriers to help slow down the traffic. The Parish Clerk confirmed that she had not progressed this project as yet but would endeavour to obtain quotations and report back at the next meeting. Discussion also were need to be undertaken with Essex Highways regarding the most appropriate location for siting the Gateways. It was suggested that suitable places for installing the Gateways were Laindon Common Road, Rectory Road and Botney Hill Chase. **Action:** It was proposed to contact ECC Highways and discuss.

iii) **Village Hall Noticeboard:** It was suggested that a future project for the Fund could be a new Village Hall noticeboard. The Chair of the Village Hall Committee was present and it was suggested that further discussions should take place between the Village Hall Committee and the Council.

iv) **War Memorial:** A resident suggested refurbishing the War Memorial. In view of the centenary of World War One the War Memorial could benefit from a face-lift and the brass plaque bearing the names of soldiers who gave their lives in the 1914 – 1918 War be replaced and names recut. The Roger Savage, who undertook voluntary maintenance work on behalf of the Parish Council confirmed that, with agreement from the Parish Council, he was willing to obtain quotations to carry out the work. Councillors present were in **FULL AGREEMENT** to go ahead with the project and for funding to be sought via the Essex County Council Community Initiative Fund. The Parish Clerk and Roger Savage to liaise regarding quotations and the Parish Clerk to complete the required application and submit before 26th October 2018.

43/18 Date of next meeting: To confirm date of the next meeting as 14th November 2018

The date of the next meeting was confirmed as 14th November 2018 at Little Burstead Village Hall commencing at 7.30 p.m.