

Minutes of the Little Burstead Parish Council meeting
held at Little Burstead Village Hall
on Wednesday 13th March 2019 at 7.30 pm

Present: Councillor David Clark: Councillor John Mitchell:
Councillor Abi Mohseni: Councillor Katrina Watts:

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

Members of Public: None present

76/18 Apologies for absence: Councillor Pauline Bowles

In the absence of Councillor Bowles it was **AGREED**, by all present, that Councillor David Clarke should take on the role of Chair for the meeting with his consent.

77/18 **Declarations of member's interest** – To receive any declarations of disclosable pecuniary interests, other pecuniary interests or non-pecuniary interests from members relating to any agenda items.

There were no declarations made by Councillors present.

78/18 **Minutes of Parish Council meeting held on Wednesday 9th January 2019:** 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 of the meeting and signed by Councillor David Clark, Chair

79/18 **Public Forum:** To open-up the meeting to give members of the public an opportunity to ask questions and raise matters of concern.

No public were present and no matters for discussion had been received prior to the meeting.

80/18 **Parish Clerks Report:** The Parish Clerk to update on relevant matters since the previous meeting on 9th January 2019.

Christine Barlow, Parish Council Clerk, reported on the following matters:

(i) Item 64/18: The Parish Council had not received any correspondence from the a resident who had raised a complaint regarding an impaired sight line to a relatives property in Laindon Common Road at the meeting on 9th January , as requested at the meeting on 9th January, therefore the Parish Council were unable to discuss the matter further without the relevant documentation and Essex County Council's response as described at the previous meeting.

(ii) Chase Farm Public Right of Way redirection: Essex County Council are in the process of re-mapping some of the footpaths in parts of Little Burstead including FP52 across Chase Farm. This work, by ECC Officers, should be completed by the end of March and the Parish Council will then be consulted on their views regarding the changes.

(iii) War Memorial Refurbishment: Work to carry out refurbishment of the War Memorial had commenced and a grant of £2,500, towards the cost of the work, had been received from ECC Community Initiative Fun. No further information had come forward regarding any names to be added to the inscription on new War Memorial plaque. The concrete base around the memorial plinth was badly broken and cracked at was suggested that to enhance the work undertaken quotes could be obtained to replace the base. **Action:** Councillors suggested contacting Bradford Memorials, in the first instance, to obtain a quote to gauge the cost of this repair work.

(iv) Laindon Common Culvert repair proposals: Having received notification in November 2018 from ECC advising that a survey had been carried out on the culvert and confirming that repair work was needed to the headwalls and a section under the carriage way which was in a poor condition no further update had been received despite further emails being sent to the Officer concerned. In the absence of any further progress the Clerk had contact Essex County Councillor Richard Moore and asked him to intervene on the Parish Council's behalf. As a result a reply had been received stating that Highways had reviewed the issue and were looking to develop a draft design to rectify the faults. This design had been referred to the ECC Structures Team for them to ensure it was fit for purpose. Essex Highways have subsequently programmed the work to be carried- out during the 2019/20 financial year. **Action:** The Clerk to keep Councillors updated of any further information and updates.

(v) Superfast Essex: Little Burstead was not in the current Phase for improved broadband connections. Fibre or wireless broadband status was being assessed for future investment and the village may qualify for Broadband Funding Support Schemes. **Action:** More specific details were being sought from Superfast Essex.

(vi) Telephone box: Plans were continuing to be discussed by the Parish Council regarding the refurbishment and use of the old village telephone box. **Action:** To draw up a project plan.

(vii) Ellis Field locks: Ellis Field Locks had been installed satisfactorily and seven sets of keys cut and distributed. The Petre Trust had been advised of the overall cost and as previously agreed would make a contribution to the cost of the work.

(viii) Village Pond: Following clearance work to remove algae and debris from the Village pond in 2018 it had been suggested, at the time in order to endeavour to keep the pond clear, that the process be repeated in Spring 2019. **Action:** It was agreed for the contractor to carry out a further clean of the pond as soon as possible.

81/18 Parish Defibrillator: To discuss proposals for the installation of a defibrillator.

The Village Hall Committee had been consulted on a proposal put forward by the Parish Council to position a defibrillator outside the Village Hall instead of inside the old telephone box. The Village Hall Committee supported the proposal and it was **AGREED** for the Parish Council to discuss the matter further with the Hall Committee.

82/18 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:
19/00181/FULL**

First floor rear extension with accommodation in roof space - The Rectory, Rectory Road, Billericay, Essex

Councillors raised no objections to the planning application although there was some concern regarding the increased height of the roof to accommodate the additional accommodation in the roof space.

83/18 Planning decisions and comments: To receive updates and comments on decisions in respect of planning applications since the last meeting.

It was noted that a planning application (19/00239/FULL) in regard to Land at the Rear Of Valkyrie, Broomhills Chase, Billericay Essex CM12 9TE had been received too late to be included on the meeting agenda. The Parish Council would review the application and forward their comments to Basildon Council Planning Officers.

The following applications were reported to Councillors for information:

(i) Planning Application 18/01734/FULL: To establish the lawfulness of a proposed outbuilding (7m x 13.6m x 4m high) and enlarged patio area within the curtilage of an existing dwelling - Walnut Tree Lodge Rectory Road Billericay Essex CM12 9TR - **Refused**

(ii) Planning Application 18/01568/FULL Single storey side extension The Reddings, Laindon Common Road, Billericay, Essex CM12 9TD – **Refused**

It was noted that the Parish Council had not received any notification from Basildon Council regarding obtaining Councillors views on the above Planning Application 18/01568/FULL relating as was normal practice. **Action:** The Parish Clerk was asked to investigate why the Parish Council was not informed.

84/18 Finance Report: To receive a summary report in regard to the Parish Council's current financial position.

The following information was provided to Councillors:

- (i) A statement regarding the Parish Council's current financial position was presented to Councillors and accepted as a true reflection of the Council's current income and expenditure since the previous meeting.

	£
Balance at Bank 9 th January 2019	6,230.33
Balance at Bank 13 th March 2019	7,363.67
Expenditure:	1,366.66
Income:	2,500.00
Expenditure:	
(782) HMRC Clerks Tax (Jan & Feb)	145.80
(783) Printer Toner	71.28
(784) Clerks Salary (Jan & Feb) Inc Tel/BB & Office Use	649.58
(785) Leaflet deliver cost for Local Plan	35.00
(786) EALC - Clerk CILCA Course	<u>465.00</u>
	1,366.66
Income: ECC Community Initiative Fund Grant Payment	2,500.00

- (ii) To provide an income and expenditure balance sheet to date of meeting.

Councillors were provided with a full breakdown of income and expenditure from the commencement of the Parish Council financial year - 1st April 2018 to 13th March 2019. The summary of account was defined as:

	£
Balance carried forward 31.3.18	5,753.93
Income	<u>11,560.88</u>
	17,314.81
Expenditure	<u>-9,951.14</u>
Balance at bank 13 th March	7,363.67

An Internal Audit has been arranged for 26th April 2019 with Heelis & Heelis Auditors and Councillors were in **AGREEMENT** with this arrangement.

- (iii) To advise on new pay scales for Parish Clerks from 2019 - 2020 under the terms of National Joint Council (NJC) for Local Government Services.

Councillors were advised of new mandatory pay scales for 2019 – 2020 for all Clerks and other employees within local government and which had been agreed by the National Joint Council for Local Government Services (NJC) and National Association of Local Councils.

The current weekly salary for the Parish Clerk /RFO was calculated pro-rata of 37 hours per week. The salary per annum for full-time employment would

increase from £23,111 to £23,836 per annum at an hourly rate of £12.39. The Parish Clerk's current hours of paid employment were 7 hours per week.

85/18 Dog Bins: To discuss placing a dog bin in Broomhills Chase, Little Burstead.

The Parish Clerk advised that having contacted Basildon Council regarding the placement of a dog bin at the end of Broomhills Chase she had been advised that they were unfortunately unable to assist due to the fact the location was well off the public highway and they do not visit unadopted roads to empty dog bins as this could set a precedent across the Borough. The same would apply to any other location not on the main road. It was agreed to discuss the matter further with Councillor Bowles.

86/18 Traffic Calming measures: To discuss the installation of Highway Gateways and speed reduction signs.

The Parish Clerk was unable to provide any update on the progress on the Highway Gateways due insufficient time being available with the current work programme. It was hoped that as other projects were completed there would be more time to undertake further research on the project. In order to move forward, however to assist the Clerk, Councillors were asked to identify suitable locations for siting the gateways to enable a site meeting to be arranged to discuss the project's viability with Highways Officer. Several locations were suggested and Councillor Clark agreed to identify their location on a map.

In regard of Speed Reduction Signs Councillors **AGREED** to purchase two signs and the Parish Clerk was asked to contact the company to arrange delivery.

Councillor Mitchell also suggested that several highway signs were missing. Councillors were asked to identify those missing and forward details to the Parish Clerk who would contact the respective department either at Basildon Borough Council or Essex County Council and ask for the signs to be replaced.

87/18 Policies and Procedures: To amend as required the following Parish Council Policies and Procedures:

- (i) Standing Orders
- (ii) Openness and Transparency Policy:
- (iii) Risk Assessment Policy

It was **AGREED** by all present to amend the policies in question to reflect new General Data Regulations 2018 in each circumstance and also to amend any reference, within the Openness and Transparency Policy, to update the General Data Protection Act reference within the policy.

88/18 Councillor Meetings: To briefly update on meetings, to outside bodies, attended by Councillors since the last meeting on 9th January 2019.

There had been no meetings to outside bodies which Parish Councillors had attended since the last meeting on 9th January 2019.

The Parish Clerk advised that the Policy, Oversight and Strategy Committee had discussed proposals to make changes to current Local Council arrangements,, as part of the Community Governance Review, at their meeting on 7th February and voted unanimously for “no change”. Basildon Full Council met on 20th February 21019 all Members across all parties upheld the decision for “no change”.

89/18

Date of next meeting: To confirm the date of the Parish Annual Meeting and Annual Parish Council Meeting.

The date of the Annual Parish Meeting was discussed and it was proposed to hold both the Annual Parish Meeting and the Parish Council Annual Meeting on 8th May 2019. The former being held at the earlier time of 7.00 pm and the latter at 8.00 p.m. The date of this meeting was to be confirmed with the Village Hall Booking Officer.

To be approved