Minutes of the Annual General Meeting of the Little Burstead Parish Council,

held at Little Burstead Village Hall,

on Wednesday, 13th May 2015 at 7.30pm

Present: **Councillor Savage (Chair)**

 **Councillors Clark, Dean Mence and Mohseni**

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

 2 members of the public

**37.15 Election of Chair.**

Cllr. Savage was proposed by Cllr Dean and seconded by Cllr Mohseni for the ensuing municipal year which was unanimously approved by members present.

It was resolved that Cllr. Savage be appointed Chair for 2015/2016 and he signed the Declaration of Acceptance of Office.

**38.15 Election of Vice Chair**

Cllr. Mence was proposed by Cllr Savage as Vice Chair for the ensuing municipal year which was unanimously approved by members present.

It was resolved that Cllr. Mence be appointed Vice Chair for the year 2015/2016.

**39.15 Apologies**

None.

**40.15 Declaration of Interest**

There were no declarations of interest.

The meeting was adjourned.

**41.15** **Public Forum**

A resident asked if the speed limit reviews had been received.

The meeting reconvened.

**42.15 Chair’s Allowance**

 Members considered the provision in line with S15 (5) of the Local Government Act 1972 and approved an allowance of £250. Cllr Savage said it would assist with expenses attributable to the ongoing works undertaken most weeks to common areas throughout the village by the Essex Community Payback Teams.

**43.15 Membership and Representation.**

 Members considered the membership and representation of the Parish Council on other organisational bodies for the year 2015/2016 and appointed members accordingly:

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| ABLC General | Cllr. Dean |  |
| Planning | Cllr. Mence |  |
| BBC Liaison | Cllr. Savage/Dean |  |
| PROWs/Footpaths |  | Cllr. Clark |  |
| Police  | Cllr. Dean |
| Pond |  | Cllr. Savage |
| Transport |  | Mrs. Christabel Strong.  |

**44.15 Parish Council meeting dates for 2015/2016**

 Members considered and agreed a schedule dates and times for ordinary meetings of the Parish Council for the year 2015/2016 and the 2016 Annual Parish Meeting.

**45.15 Minutes**

 Members considered and approved the minutes of the 11th March 2015 meeting which were duly signed by the Chair.

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

1. Public Rights of Way and Paths – Little Burstead Circular Footpath

Cllr Clark gave an update. Funding of £4,200 had been awarded by Essex CC Community Initiatives Fund. The first stage to be installation of any additional posts where required to the whole route. With the clerk and Mr Cullen of Chase Farm the first site survey had been undertaken to the west stretch of the route and canes had then been inserted identifying locations for wooden posts. The clerk to source estimates for installation and liaise with Mr Cullen.

1. Repairs and improvements to the Parish’s roads to include an update regarding Rectory Road.

Although advertised by ECC Highways, the work had not taken place to remedy the continuing surface water problem at Rectory Road proceeded. The clerk had tried to pursue but no information forthcoming.

The bollard missing in Laindon Common Road still not replaced.

The clerk had notified ECC Cllr Twitchen who was most disappointed and kindly pursuing both of the above matters.

1. Extension to length of 40mph Speed Restriction Area to Rectory Road – Update on application to ECC Highways Panel.

The clerk had been advised the scheme was currently with the ECC validating engineer and network management team who were making an initial assessment re the validity of the existing limit and the possibility of changing it.

1. Speed Surveys – Tye Common Road and Rectory Road

Now complete and circulated to members. Speeding a common occurrence but of particular note was the lack of regard to the newly introduced 40mph to the major stretch of Rectory Road. Cllr Savage proposed banner signage be designed and coursed with wording asking drivers to generally reduce speeds and observe the newly introduced limits to stretches of both roads. The clerk advised it may not be permissible verge-side as signage responsibility of the County Council. Discussion ensued and members suggested a banner be produced and located on the village green and another for the front of planters below the gateway sign in Rectory Road. To be considered at the July meeting.

1. Discussion and approval of additional speed calming measures – Laindon Common Road

Following the earlier speed survey for this road, members decided to defer and address this issue together with the above (item d) at the July meeting.

**47.15 Planning matters**

1. Members considered the following application:

 15/00463/FULL

  Erect two storey side and rear extension, two dormers in the front roof slope and

 detached double garage

 Elm Cottage Laindon Common Road Billericay Essex CM12 9TJ

 Members objected to the development on the grounds of:

 Inappropriate over-dominant development of the cottage, particularly as it lies within Little

 Burstead Conservation Area

 Excessive size and rear projection in relation to the existing property footprint

 Potential loss of light and view from the side elevation windows and the patio area of the

 popular Village Hall

1. Members formally approved the following comments submitted prior to the meeting:

 15/00321/FULL

 Proposed dormers to rear and new Velux roof lights to front roof slope

 together with new open porch

 Rose View The Chase Little Burstead Billericay Essex CM12 9TX

 No objection.

 15/00387/FULL

 Change of use of existing barn to a single dwelling with extensions to one side and rear

 (Modification of approved design, application number 13/01260/FULL)

 The parish council feel that the barn, being within Little Burstead Conservation Area, should

 retain its original footprint size and therefore objected to the application. Members also noted

 that it was stated on the application that the barn could not be seen from the road, but is visible.

 Members noted further information associated with this application referred to within item 18.

1. Members noted recent decisions by Basildon BC:

 15/00421/LDC - REFUSED

 To establish the lawfulness of a proposed boundary wall and gates

 The Old Farm House, Clock House Road, Little Burstead

 14/01495/FULL - GRANTED

 Conversion of existing barns into dwelling amendment to consent

 13/01011/FULL

 Willows Barn, Clock House Road, Little Burstead

 Members noted further information associated with this application referred to within item 18.

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**48.15 Finance**

1. Members approved the following payments:

Clerk Salary April/May

HMRC - PAYE

 Came and Co. – Annual insurance £159

 EALC – Annual membership £112.18

 Chair Expenses £56.43

1. Members received, discussed and approved the accounts for 12 months to 31st March 2015.

**49.15 Audit 2014/2015**

Members received and formally approved the internal audit report and the Annual Return for the year to 31th March 2015 which was signed by the chair.

**50.15 Tree Survey**

Cllr Savage spoke of his concerns regarding protection of trees within the village with particular reference to the tree recently felled within the conservation area for which prior permission did not appear to have been obtained. The resident, Mrs Strong and clerk had made a start on the survey but spoke of the difficulty in identifying trees within private land from the roadside. Cllr Savage suggested the arborist at Basildon BC be contacted and requested the clerk pursue the matter.

**51.15 Street Furniture & Signage** – Redecoration of posts at War Memorial

 The contractor, Paul Raddon, who in 2014 redecorated all the fingerpost signs had at the time quoted a sum of £140 for the above. With the drier weather, he had recently been in touch and the clerk had instructed him to now undertake the work which was approved by members.

**52.15 Standing Orders and Financial Regulations**

 The clerk had updated and revised both documents. Members received a copy of the Financial Regulations which were formally approved and adopted. It was apparent the printer appeared to have had a problem with the standing orders document. The clerk verbally updated members on its content and members formally approved and adopted the updated model. Copies to be provided to each member.

**53.15 Training and forthcoming conferences**

 Members updated regarding a forthcoming Crossrail presentation at The Billericay residents Association AGM, the clerk to relay actual details along with the latest schedule of forthcoming EALC courses available.

 Planning was of particular concern and the apparent disregard of parish council comments when applications considered by Basildon BC. The clerk suggested specific examples with decisions be researched and she liaise with Cllr Mence and contact the planning team to request an information session.

**54.15 Clerks Report**

 The clerk gave a verbal update on the following matters:

Works at barn in Bullers Farm – Planning Enforcement Team investigating. Willow tree to rear of Willows Barn – TPO request considered by the planners to not be a justifiable retention.

Removal of maple tree to the rear of the barn at Elm Cottage – Stuart Spears, Principal Planner will be contacting the owner to advise them of their obligations as site within the Conservation Area.

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

 To receive updates from clerk and representative officers.

**56.15 Agenda items for next meeting**

The chair asked members to liaise with the clerk regarding any suggestions.

**57.15 Date of next meeting:** Wednesday, 8th July 2015 at 7.30pm

The meeting closed at 9.10pm.

**Signed ……………………………… Dated …………………………….**