

Minutes of the Meeting of the Little Burstead Parish Council,
held at Little Burstead Village Hall,
on Wednesday, 9th March 2016 at 7.30pm

Present: Councillor Savage (Chair)
Councillors Clark, Dean, Mohseni

In Attendance: Mrs. Christine Barlow, Clerk to the Parish Council
Carl Glossop, Principle Planning Officer (Basildon Borough Council)
Laura Bage, Planning Officer (Basildon Borough Council)
9 members of the public

135/15 Chairman's welcome.
Councillor Roger Savage welcomed all to the meeting

136/15 Apologies for absence. All Councillors were present

137/15 Declarations of member Interests: To receive any declarations of disclosable interests from Members relating to any agenda items.

None were received.

138/15 Public Forum:

(i) Carl Glossop, Basildon Borough Council Principle Planning Officer, introduced himself and gave a presentation on Draft Local Plan and explained what the Local Plan was and what the proposals for development in Little Burstead were until 2034.

Residents were then given the opportunity to ask questions of the Officers present and receive a response in reply.

(ii) Response to the Local Draft Local Plan: Councillors will consider their responses to the Local Plan collectively and email these comments to Basildon Borough Council on or before 24th March 2016.

139/15 Introduction of new Parish Clerk:

Following the presentation the new Parish Clerk, Christine Barlow, was introduced and welcomed to the meeting. The new Clerk commenced her duties on 1st March 2016. Councillor Savage advised that Christine was an experienced Clerk who was also the Parish Clerk for Bowers Gifford and North Benfleet Parish Council. The outgoing Clerk, Kim Barford, was also present at the meeting, and the Chair thanked for her for all her hard work and a short presentation, in appreciation, then took place.

139/15 Policing: To update on any Policing matters within the Parish

The Clerk advised she had contacted the Office of the Deputy Superintendent, Stuart Hooper, with a view to attending the meeting but he was unable to attend. She was also unable to obtain any statistical information to present to Councillors at the meeting from the Command Team Secretary.

Councillors raised concerns regarding the closure of the front office of Billericay Police Station and the loss of the areas Police Community Liaison Officers. They felt that contact with the local police was very important and the need for this liaison to continue in some form.

Stuart Hooper had advised in his letter that more information was due to be published, after 1st April 2016, regarding impending changes to Policing.

The Clerk advised of a Local Police Partnership Conference, hosted by the Essex Association of Local Councils, which was to take place on Tuesday March 2016 and if any Councilor wished to attend they were asked to advise her.

140/15 Minutes: Members to approve the minutes of the Parish Council meeting held on 13th January 2016.

The minutes of the meeting held on 13th January 2016 were agreed as an accurate record of the meeting and were signed by the Chair,

141/15 Parish Council Elections May 2016: To update on nominations and vacancies for the forthcoming Parish Council elections.

Parish Council Elections were due to take place on 5th May 2016 and the Chair asked if anyone in the audience was interested in putting their name forward. A poster advertising the Parish Council elections had been prepared and would be displayed on the noticeboard.

The Chair explained the role of the Parish Councilor and advised that no experience was necessary and that there were courses available for Councillors to attend in order to improve their knowledge. A resident notified the meeting that she would be willing to stand as a Parish Councillor. **Action:** The Parish Clerk exchanged details with the resident and confirmed she would contact her to discuss completion of the nomination form.

Following a discussion regarding publicising Councilor vacancies the Clerk confirmed she would prepare some flyers for distribution to inform residents of the elections. It was **AGREED** to include information on the leaflet regarding the Community Speed Watch on the reverse side. Councillors agreed to distribute the flyers to households within the Parish. The Clerk would also endeavor to secure an article regarding the elections in the Parish in the Echo newspaper.

The meeting was advised that the election period would commence on 30th March 2016 and nominations for the post of Parish Councilor must be lodged with Basildon Borough Council by 4.00 pm on 7th April 2016.

142/15 Highways matters: To update and consider concerns in connection with any Parish highways issues.

Community Speed Watch: Councilor Clerk advised that since the last meeting the Essex County Council survey strips had been relocated into the correct location and the results of the survey were as yet unknown. Six (6) residents had attended and taken part in the training. Keith Smith, ECC Highways Officer, had met with Mr H Kascow a

member of the Speed Watch Working Party and advised that the only location where the Speed Survey could be conducted was in Broomhills Chase as this was the safest place for the volunteers to operate the equipment. This would also be location for the Speed Watch signs and equipment.

The exercise planned would commence on 21st March. There would need to be three (3) persons carrying out the exercise at any one time. Currently the Police Force was undergoing re-organisation and until Police Officers were released from other duties the training of new volunteers was on hold. Until the Police came up with some training dates no more training could take place. The Police were responsible for providing the dates for the training and these would be notified, in due course, by the Police as and when these Officers were available.

(ii) Weight restriction and speed restriction signage was also being sought from Essex County Council. It was agreed to investigate this further with Essex County Council.

(iii) The Parish Clerk advised she had received an email regarding the poor condition of the pathway outside a resident's property in Laindon Common Road. **Action:** Parish Clerk will report the condition of the pathway to Essex County Council Highways for inspection.

(iv) A tree had come down outside St Mary's Church on the corner of Rectory Road and crushed the road sign. **Action:** The Clerk was asked to report this to Essex County Highways Department.

(v) It was reported that there were potholes in Laindon Common Road however more information was required in respect of the exact location before a report to Essex Highways could be made.

(vi) There had been flooding in the road adjacent to the War Memorial.

(vii) It was reported that a finger post sign has been damaged and a temporary repair has been carried out. **Action:** To investigate further regarding the exact location of the sign.

143/15 Reports by designated Members of the Council on:

(i) **Laindon Common Road Working Parties:** Councillor David Clerk gave a brief update on the Community Speed Watch Project. He advised Essex County Council had laid survey strips in the wrong location and these had then been re-laid in the correct location by Officers from Essex County Council and the results of the exercise were as yet unknown. **Action:** The Clerk was asked to make enquiries with Essex County regarding the result of the survey.

Six volunteers had attended the training but more volunteers were needed to make the project more effective. Current restructuring within the Force meant that the Police Officers carrying out the training of volunteers had been moved from the project to cover other duties.

(ii) **Little Burstead Circular Path:** The circular path had been marked and road signs put up including way markers although there were some still to do and needed further

supplies. Approximately four (4) posts were still to be installed **Action:** The Parish Clerk to make enquiries of Essex County Council for the supply of more way markers. Councillor Savage to obtain reflective tape and reflective bands. The printing of the leaflets was near completion and an invoice was due to be received.

144/15 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: 16/00048/FULL
A two-storey rear extension, at Orchard Cottage. - Botney Hill Farm, Botney Hill Road, Billericay, Essex CM12 9SJ

- (i) To ratify the Parish Council's comments: Councillors considered the planning application and raised no objections to the application.
- (ii) To confirm the planning decision: Application granted

(ii) TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 16/00018/FULL

Single-storey extension to existing detached games room - Hope Cottage, Laindon Common Road, Billericay Essex CM12 9TL

Councillors considered that the planning application should be refused on the grounds that the plans were of:

- (i) An inappropriate design in a conservation area.
- (ii) The single-storey extension is too large for the existing site.
- (iii) The plans add no amenity value to the area.

(iii) TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 16/00272/FULL

Demolition of existing equestrian buildings, formation of replacement vehicular access and construction of 4 No. detached houses with garages together with associated landscaping - St Margaret's Farm, Botney Hill Road, Billericay Essex CM12 9SJ

Councillors considered the above planning application and recommended refusal on the following grounds that:

- (i) The development would have a visual amenity impact on the area.
- (ii) Access to the properties would be on a dangerous corner.
- (iii) The development was not in keeping with the area.
- (iv) There were no special circumstances for building the development in the Green Belt.

144/15/1 Planning Application decisions:

Ref No: 16/00090/NMABAS: To establish whether the installation of a roof light to the side elevation can be considered as a non-material amendment to consent ref: 14/01495/FULL - Willow Barn, Clock House Road, Little Burstead, Billericay Essex CM12 9ST - **Pending decision**

- 146/15 Finance Report:** To receive a statement of the Parish Council's current financial position and to receive approval in respect of payments incurred since the last Parish Council meeting on 13th January 2016.

The Clerk provided a statement of account and Councillors approved the payments.

<u>Community Account</u>	£	£
Balance at bank 13 th January 2016	2,747.88	
Balance at bank 9 th March 2016	1,757.09	
<u>Summary</u>		
Expenditure		990.79
Income	Nil	
<u>Expenditure</u>		
Net Clerks Salary+ Allowance (Dec & Jan)		606.46
Chair's Expenses for items purchased		122.53
HMRC (Sept)		130.80
HMRC (Nov)		<u>131.00</u>
		990.79
<u>Business Saver Account</u>		
Balance as 31 st December 2015	3,367.74	
Total balance at Bank as at 9 th March 2016	5,124.83	

There were no matters arising in regard to the finance statement.

- 147/15 To report on meetings attended by Councillors and associated bodies.**

(i) Councillor Dean had attended the Association of Local Council's Meeting on 17th February 2016 but had nothing new to report. This was the only meeting attended by Councillors since the Parish Council meeting on 13th January 2016.

(iii) Councillor Savage had attended a Basildon Council Liaison meeting on 26th January at which an update was given to Parish and Town Councillors on the Local Plan.

- 149/15 Clerks Report:** To receive and consider a report from the Clerk which includes correspondence.

(i) Posters received in connection with the closure of Byway 56 for six months from 26th January 2016. A notice of the closure would be put in the Village Hall noticeboard.

(ii) Notification received that Billericay High Street would be closed on 4th December 2016 from 7.00 – 21.00 hours for the Annual Christmas Market.

(iii) Tom Palmer, ECC Watercourse Regulation Engineer, has been contacted by the Clerk regarding the collapsed bridge and culvert in Laindon Common Road to confirm the responsible authority for carrying out a repair. From information received it was understood that the responsibility lay with either ECC Highways or East Anglia River Authorities. **Action:** The Clerk was asked to make further enquiries regarding the responsibility to carry out the repair.

In addition the Clerk had also been advised that Tom Palmer was also in contact with a landowner in Laindon Common Road, regarding clearing out the ditches nearest his property as the riparian owner.

(iv) Notice received from Basildon Council regarding a consultation in regard to Hovefeilds and Honiley Avenue (Wickford) setting up a Neighbourhood Forum

(v) **Already discussed:** An email had been received from a resident in Laindon Common Road requesting reinstatement works to be carried out to an area of the footpath outside her home which had previously been repaired badly by Highways.

(vi) A letter had been received from Billericay Town Council asking the Parish Council to contribute to planting under the Billericay “Welcome” sign. The Parish Council considered that as they already carried out planting under many signs in the Parish Billericay Town Council should undertake this work themselves. **Action:** The Clerk to advise Billericay Town Council of the Parish Council’s decision.

(vii) A letter had been received advertising for the purchasing of a Commemorative Medal in aid of the Queen’s 90th Birthday at a cost £1.99 each. It was suggested that these medals could be given to the children living in the village. However there was a minimum order of 50. Although it was considered to be a nice idea the number of children in the Parish was believed to be less than 50. **Action:** The Clerk was asked to find out how many children lived in the Parish and report back her findings at the May meeting, when a decision would be made.

150/15 Community Clean up: To consider holding a Community Clean – Up Event as part of the country – wide “Clean for the Queen” Project to mark Queen Elizabeth’s 90th Birthday.

It was considered that due to timescales and the fact that the Community Payback Team were already helping to help keep the Parish tidy that on this occasion the Parish Council would not take part.

151/15 Date of next meeting:

The date of the Annual Parish meeting was confirmed as 24th March 2016 and the date of the Parish Council Annual Meeting as 18th May subject to hall availability. **Action:** The Clerk to confirm future meeting dates with the Village Hall booking Clerk.