

Minutes of Little Burstead Parish Council Annual Parish Council Meeting held on 19th May 2026 at Little Burstead Village Hall, Laindon Common Road, Little Burstead. Members of the public and press are cordially invited to attend.



Mrs. Christine Barlow
Parish Clerk to Little Burstead Parish Council

Members Present: Cllr. David Clark (Chair)
Cllr. Katrina Watts (Vice-Chair) Cllr. Marcel Cooper.
Cllr. Pamela Ashcroft: Cllr. Tony James:

Parish Clerk: Mrs. Christine Barlow

Ward/ECC Councillors: None

Members of the Public: None

MINUTES

1/26 Election of Chairperson and Declaration of Acceptance of Office.

Councillor David Clark was re-elected as Chair, unopposed, and signed the Declaration of Acceptance of Office of Chairperson.

2/26 Election of Vice-Chairperson and Declaration of Acceptance of Office

Councillor Katrina Watts was re-elected as Chair, unopposed, and signed the Declaration of Acceptance of Office of Vice - Chairperson.

3/26 Apologies for absence: Essex County Councillor Schrader.

4/26 Member Declarations of Interest regarding items on the agenda:

No declarations of Interest were received.

5/26 Public Forum: An opportunity for the public to raise issues.
The being no residents present the Chair proceeded to the next item of the agenda.

There being no public present however, as a resident, Councillor Cooper raised an issue regarding a report he had recently read in respect of a revision of the Thames Lower Crossing route which now appeared to be suggested as being near to Billericay. Although Councillor Clarke suggest the new route would not have any bearing on Little Burstead it may have on the areas as a whole and as such Councillor Cooper confirmed he would review and if appropriate would update at the next meeting.

6/26 Essex County Council/ Borough Councillors: Time is set aside for Essex

County Council and Borough Councillors to address the meeting.

None present.

- 7/26 Minutes:** Members to consider and approve the minutes of the Parish Council Meeting held on 17th March 2026.

The minutes of the previous meeting were accepted as an accurate record of the meeting and were signed to confirm by Councillor Clark, Chairperson.

8/26 Clerk's Report:

(i) To provide an update on Parish Council matters since the previous meeting held on 17th March 2026.

- The Parish Clerk advised she had prepared the required end-of-year documents to ensure the Internal Auditor had all the information required to undertake the Internal Audit for 2025-2026.
- The Clerk completed and submitted the Safer Roads Survey by email on behalf of the Parish Council. A copy was circulated to Councillors, who were also informed of a free webinar on 22nd May and invited to make their own arrangements to attend, if they wished.
- The Clerk had written to Basildon Council Arboriculture Officer regarding the leaning trees in Laidon Common Road. The Officer identified that the responsibility for the trees lay with Essex County Council. **Action:** The Parish Clerk to write to ECC and advise.
- Councillors expressed their concerns regarding the standard of verge cutting in the village was poor e.g. (i) Laidon Common Road was missed (ii) bottom of Hatchets Farm Road, (iii) parts of Botney Hill Road. The verges have since been cut by the Parish Council. **Action:** The Clerk to raise the issue with Basildon Council Officers,

(ii) To provide an update on outstanding items from the RAG Sheet and discuss any new matters brought forward by Parish Councillors.

The Clerk advised she had removed completed items from the RAG sheet. Those that remain outstanding are:

Speed signs: Investigations ongoing: The lights around the edges of the signs near the Dukes Head are working but the flashing speed limit in the centre of the sign is not working. The sign outside the Village Hall is not working at all.

Bloor and Gleasons: no response from either developer to the Council's letter. Councillors raised the issue that the total number of homes being proposed by both developers will total 1700 new homes in close proximity to each other. Councillors were concerned that the proposed developments coming together will impact on the same fragile infrastructure.

Sewer Pipe Broomhills Chase: Spoken to Anglian Water regarding the exposed pipe and they have agreed to investigate. Councillors also raised the issue of the broken footbridge which is on the adjacent footpath. **Action:** To liaise with Anglian water regarding the sewer and add the broken bridge (PROW 47) to the RAG sheet and contact h Essex County Council PROW Officer.

Japanese Knotweed: The Clerk has contacted Basildon Council's Countryside Officer, and she is waiting for a response. A reply had also been received from the landowner concerned, in relation to the vegetation in the hedge bordering his, stating the Japanese Knotweed entwined in his hedge is not on his land. Other patches in the area identified in vegetation on the Highways verge, including those Hatches Farm Road, Botney Hill Road and Tye Common Road, are continuing to spread. **Action:** (i) The Clerk to contact Basildon Council's Environmental Officers for advice (ii) to review alternative ways for the Parish Council to address the issue having received a quotation in 2025 for spraying and the Parish Council has limited funds to cover the cost (iii) to contact the newly elected Essex County Councillor Schrader and Basildon Councillor for Little Burstead, Council Blake, to request financial assistance to help eradicate the invasive plant. It was also suggested the Parish Council write the respective landowners regarding the Japanese Knotweed.

Telephone Box project: Discussions with printers are ongoing about creating a montage of photographs for the inside and outside of the telephone box. Additional photographs are being taken of points of interest around the village, An invoice has still to be received for materials used on the project. Councillor Clark reported that, although the telephone box was refurbished around 2022, the paint on the roof is now flaking. **Action:** Re-check the quotation and invoices paid and contact the company concerned.

(iii) To update on the progress of setting up the new Parish Council website, new Domain name and new email addresses.

Several photographs have been sent to Aubergine262, including one of the War Memorial taken by both Councillor Watts and Councillor Cooper, for the front page of the website and Councillors **AGREED** the image was well suited to the front-page banner. However, it appeared to display differently on some computer screens. **Action:** The Clerk to clarify the reason for this issue.

9/26 Finance Report:

(i) To provide a hard copy of Income and Expenditure for the financial year 2025/2026 and copy of the Bought Ledger for the same period.

A hard copy of the relevant documents was provided to Parish Councillors, and copies will also be published on the Parish Council website. No issues were raised regarding the accounts provided. A copy of the income and expenditure for payments made since the previous meeting in March was also provided.

It was noted that the Village Hall shared 50% of the cost of the Cherry Tree Project. In addition, an invoice is to be sent to the Village Hall for 50% of

additional project-related costs. **Action:** To invite the Chair of the Village Hall Committee to the next Parish Council meeting.

- (ii) To confirm details of the Internal Audit which took place on the 14th May 2026.

The Parish Clerk confirmed that Heather Heelis of Heelis and Lodge carried out the Internal Audit on 14th May 2026 and a copy of the report was provided to Parish Councillors. The Internal Auditor had made several recommendations within her report for clarification. A question was raised regarding the Parish Council Power of Competence. **Action:** The Parish Clerk to check the details for information.

- (iii) **To discuss the Parish Council Insurance renewal due on 10th June 2026.**

Parish Councillors had received a quotation for the renewal of the Parish Council. It was **AGREED** to accept the quotation provided by Zurich and renew the Parish Council's Insurance for 2025/2026. **Action:** To inform Zurich of the decision to accept the quotation and to send Councillors a copy of the Asset Register to ensure all assets were covered in the Register.

10/26 Accountability and Governance Annual Return (AGAR) 2025/2026:

- (i) **Annual Governance Statement:** Councillors to approve the Annual Governance

Councillors approved the Annual Governance Statement for 2025/26 and confirmed that all Internal Controls relating to the Parish Council's finances were in place for 2025/2026.

The Annual Governance Statement was duly signed by the Parish Council Clerk on 18th May 2026 and counter signed by Councillor David Clerk , Chair, at the meeting.

- (ii) **Annual Accounting Statement:** To approve the Annual Accounting Statement for 2025/2026.

The Annual Statement was approved for 2025/2026 and signed to confirm by Cllr. David Clark, Chair, and countersigned by the Parish Clerk, Christine Barlow at the meeting.

11/26 PLANNING: Councillors to review and comment on Planning Applications under the Town and Country Planning Act 1980 (as amended) and received since the previous meeting on 17th March 2026 and those determined by Councillors under delegated authority to the Clerk:

- (i) **TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 26/00464/FULL:** Erection of two storey side extension and first floor side extension to create additional living space - The Willows, Tye Common Road

Little Burstead, Billericay. - **No objections were raised**

(ii) **TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 26/00412/FULL:** Sub-divide the plot and construction of a 3 bedroomed self-build chalet bungalow with private parking - Land Opposite Rose View, The Chase, Little Burstead, Billericay Essex. - **No objections were raised**

(iii) **TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 26/00301/FULL:** Retrospective increase in height and form of roof to outbuilding - Stead Hall Farm, Laindon Common Road, Billericay Essex CM12 9TD.

The Parish Council objected to the Planning Application on the following grounds:

(i) overlooking - increased roof height and loss of privacy (ii) the intended use of the building; (iii) work commencing before planning permission was obtained (iv) location in relation to the main house.

(iv) **TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 26/00267/FULLCONSULTATION IN PLANNING APPLICATION – AMENDMENTS Appn. No 26/00267/FULL:** Proposal: Construction of equestrian stables and change of use of land for grazing (Amended Plans) Location: St Margarets Farm, Botney Hill Road, Billericay.

No objections were raised

(v) **TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 26/00296/OUT:** Outline planning application for: up to 1,100 residential dwellings (Class C2 and C3), business, retail, leisure and sports uses (Class E); primary school (Class F1); community uses (Class F2); hot food takeaway (Sui Generis), open space; vehicular accesses; associated infrastructure, groundworks and engineering operations; with all matters reserved except for access to the site - Land North And South of Dunton Road Laindon Essex

Councillors discussed the application and agreed that a formal letter of objection should be prepared, citing the following grounds: (i) development on Green Belt land; (ii) infrastructure concerns; (iii) overdevelopment of the site; and (iv) vacant commercial units within the proposed development. The Clerk to forward the Parish Council's objections in full to Borough Council Planning Officers in due course.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 26/00541/PIP:

Permission in Principle for up to 2 no. residential dwellings. - Land East of Hillrise, Broomhills Chase, Billericay, Essex - Councillors raised no objections.

12/26 PLANNING DECISIONS: To update on planning decisions made since the meeting on 17th March 2026.

PLANNING APPLICATION: REF. NO: 26/00314/NMABAS: To establish whether the porch roof altered to flat roof, window fenestration changes and internal changes can be considered as a non-material amendment to planning permission ref. 11/00877/FULL- Many Berries, New Road, Little Burstead, Billericay Essex CM12 9TS - **Refused**

PLANNING REF: 26/00007 Section 211 notice - H1 Conifer (Hedge) Reduce height of hedge down by approx. 1.5m to the usual trim line and trim all faces, creating flat top and sides, Garden maintenance H2 Conifer Fell all trees in hedge and grind out stumps to allow replanting H3 Conifer Fell all trees in hedge and grind out stumps to allow replanting-Bobtail Barn, Laindon Common Road, Billericay Essex CM12 9T: **Closed**

PLANNING APPLICATION REF. NO: 26/00180/FULL: Part change of use from agricultural land to a cat rescue centre including the construction of two outbuildings and three lodge style cabins together with car parking, landscaping, boundary fencing and other associated works - Land Adjacent to Polka Dot Farm Day Nursery Tye Common Road Billericay Essex - **Refused.**

13/26 DATE OF NEXT MEETING: To confirm the date of the next and subsequent Parish Council Meetings for 2026/2027.

The following dates for future meetings were approved:

2026 - 21st July: 15th September: 17th November:
2027 - 19th January: 16th March: 18th May (Annual Meeting)

It was **AGREED** in future meetings for 2026/2027 would commence at 7.00 p.m.

There being no other business the Chair closed the meeting at 21.05

Signed: Councillor Clark, Chair.

Date: 21st July 2026