

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

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

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

Members of Public: 3

47/19 APOLOGIES FOR ABSENCE: Cllr John Mitchell and Councillor Abi Mohseni

48/19 DECLATIONS OF MEMBER'S INTERESTS: To receive any declarations of disclosable pecuniary interests, other pecuniary interests or non-pecuniary interests by members relating to any agenda items.

Councillors Watts advised she had a disclosable pecuniary interest in Agenda item 51/19 regarding Planning Application 19/01373/OUT.

49/19 PUBLIC FORUM: The meeting will be opened to the public to give residents an opportunity to ask questions. (Time allowed for this is 20 minutes)

(i) The owner of Lady Springwood, Dunton Road, Little Burstead, Billericay asked for permission to speak in connection with the reasons for submitting a planning application to Basildon Borough Council and which the Council would discuss later in the meeting. The Chair gave permission for the resident to speak. It was explained the current barn was no longer fit for purpose and the owner was unable to keep it secure. He had therefore decided to convert the building into three dwellings which he hoped would benefit family members in the future. Councillors asked for some points of clarification regarding access to the conversion and were satisfied with the response.

(ii) **Potholes:** A resident commented that there were several large potholes in the main roads through the village and highlighted Laindon Common Road and Tye Common Road. The Parish Clerk requested more information regarding the location of the defects and suggested, as residents were more familiar with the locations, that the residents might prefer to make a report of the defects directly to Essex County Council on their website and where possible provide a photograph of the location. Alternatively, they could email the Parish Clerk with the details and a photograph of the pothole and she would pass the details on to Essex County Council. For information the website details were:
www.essexhighways.org/transport-and-roads/roads-and-pavements/potholes

(iii) The same residents asked if there was any information available regarding recent road repairs/maintenance works in Laindon Common Road. These had now been completed but the Parish Clerk advised that for future reference residents could log-on to the Essex County Council website for information regarding such

works. The website details were: www.essexhighways.org/transport-and-roads and <https://one.network>

- 50/19 MINUTES OF PREVIOUS MEETING:** Council to approve the accuracy of the minutes of the previous meeting held on 10th July 2019 and Chair to sign.

The minutes of the previous meeting were **AGREED** as an accurate record of the meeting and Councillor Pauline Bowles, Chair, signed to confirm.

- 51/19 PLANNING:** To record Councillors views and comments on Planning Application/s under the Town and Country Planning Act 1990 (as amended) as received from Basildon Borough Council.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 19/01403/FULL

Two storey side lift extension and single storey side pantry extension – Home leigh, Laindon Common Road, Billericay, Essex,

Councillors raised no objections.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 19/01373/OUT

Erection of two dwellings - Land Between The Willows and Cranbourne, Broomhills Chase, Billericay, Essex

Councillor Watts took no part in the discussions having declared an interest at the commencement of the meeting.

The Parish Council raised no objections to the application.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 19/01370/FULL

Erection of two-storey side extension, part two-storey, part single-storey rear extension, demolition of existing garage, proposed double garage with carport, new dormer windows to front and rear elevations, new brick and timber clad external finish - Dell Cottage, Broomhills Chase, Billericay, Essex

The Parish Council raised no objections

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 19/01418/FULL:

Demolition of conservatory and construction of rear extension - Walnut Tree Lodge, Rectory Road, Billericay, CM12 9TR

Councillors raised no objections to the application.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
19/01513/PACU**

Notification for prior approval of proposed change of use of agricultural building to 3no. dwelling houses (Class C3) & associated operational development under Class Q of Part 3 of Schedule 2 of the Town & Country Planning (General Permitted Development) Order 2015 (as amended) - Lady Springwood, Dunton Road, Little Burstead, Billericay

Councillors discussed the application, having listened to the comments of the landowner in the Public Forum, and considered the merits of the application concluding they had no objections to the change of use.

52/19 PLANNING DECISIONS AND COMMENTS: To receive updates and comments regarding planning applications discussed at previous Parish Council meetings.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
19/01044/FULL:**

Demolish existing dwelling and construct replacement single-storey dwelling - The Chalet, Broomhills Chase, Billericay, Essex - **Granted**

**TOWN AND COUNTRY PLANNING ACT 1990 APPLICATION NO:
19/01284/FULL:**

Proposed outbuilding to be used as a gym and pool room - The Coach House, Tye Common Road, Billericay, Essex CM12 9TT – **Granted**

The Willows, Tye Common Road, Little Burstead: The Clerk advised that an Enforcement Notice had been issued, by Basildon Council, regarding a breach of planning control on land at The Willows in respect of erecting a building, without prior planning permission. The owner of the property was required to remove the building, including all associated fixtures, fittings and waste materials. The notice will take effect from 1st of November 2019 and all must be removed within four months of the date it takes effect unless an appeal is lodged.

53/19 PARISH CLERK'S REPORT:

The Parish Clerk to update Councillors on Parish Council business discussed at previous meetings and provide a project update to include:

- i) **Verges:** Information had been received regarding the wording by DEFRA in respect of the responsibilities of landowners to keep verges and public footpaths clear. The Clerk had sent an email to Andrew Richings, ECC Definitive Maps Officer, on the same matter and received an email confirming it was the riparian owner's responsibility to keep verges and Public Rights of Way (PROW) on or bordering land in their ownership, clear.
- ii) **Finger post:** The large directional sign at the junction of Clock House Road/ Laindon Common Road/Rectory Road was missing. The Clerk to contact both Basildon Council and Essex County Council to request a replacement sign.

- iii) **Defibrillator funding:** Councillors took part in the John Baron Fun Walk on 8th September and raised £400. The meeting was advised that the approximate cost of the equipment would be around £1,500. A resident suggested that Essex Freemasons might contribute to the cost and the Clerk confirmed she would contact. In the meantime, a letter would be provided to Laindon Lodge for the resident to ask if they would donate to the fund. On 22nd November a cheque would be collected from the Fun Walk sponsors to add to the fund money.
- iv) **Village Hall Noticeboard:** No information was currently available from Councillor Mitchell regarding the noticeboard. In the meantime, the Clerk was asked to obtain some quotations regarding cost of replacement and installation.
- v) **Telephone Box Refurbishment:** Historical England had advised that as the telephone was only Grade II listed they would not provide any grant. Some funding might be available from other sources and the Clerk will investigate.
- vi) **Estate Services:** Councillors were advised that Roger Savage had asked for a further £100 over and above the £400 provided for estate services to cover additional planting around the village. The request was confirmed and had been **AGREED**.

54/19 PUBLIC RIGHT OF WAY MODIFICATIONS: To discuss the modifications to public footpaths within the Circular Walk route as received from Essex County Council.

The Parish Clerk advised she had received an email from Essex County Council's Definitive Maps Officer who informed that following the meeting with Councillors in September new proposals in connection with the public footpath access across Chase Farm had been put forward and the Parish Council's concerns had been taken into account.

The current proposals appear to preserve the Circular Walk route. The proposals are to retain the north and south path from Botney Hill Road and additional benefits for the public improved network connectivity, particularly to the common on the north side of Botney Hill Road and east west passage to/from St Mary's Church. The whole scheme should also potentially reduce conflict around the farm buildings where heavy machinery can be prevalent during various crop cycles.

The Parish Council considered the new proposals to be acceptable in principle. However, they stressed that the footpaths must be maintained as clear walking space and "flattened" to the ground, for the public to be able to use the amended footpaths routes that cross Mr. Cullen's land unobstructed in accordance with DEFA guidelines.

In addition, new directional finger posts would need to be provided and the Parish Council would seek written agreement from Mr. Cullen, via Essex County Council, that the farmer bears the cost of purchasing new posts and installing

them along the footpaths in order to reduce any confusion to the public regarding which route to follow.

55/19 FINANCE REPORT: To advise Councillors on the current financial position.

To provide Councillors with a detailed summary of spending since the previous meeting on 11th September 2019:

A summary of account was provided as follows:

	£
Balance at bank as of 11 th September 2019	3,585.07
Balance at bank as of 13 th November 2019	6,429.06
Expenditure:	978.98
Income:	<u>3,552.97</u>
	4,531.95
Expenditure:	
(750) ABLC Subscription	20.00
(751) Clerks Salary Aug & Sept + Office Use Tel/BB	753.78
(752) HMRC Clerks Tax	171.80
(754) Stationary – Toner (Compatible)	<u>33.40</u>
	978.98
Income	
2 nd ½ year Precept	3,305.47
Fun Walk Sponsorship	225.00
Cheque error refund	78.00
Cheque error refund	132.00
Clerks Training Bursary	<u>82.50</u>
	3,744.97

- (iv) To provide Councillors with a half-year statement in respect of the Parish Council's income and expenditure to 31st October 2019 and a draft budget for the financial year 2020/2021

Councillors were provided a half year statements of income and expenditure, a cash reconciliation to the date of the meeting, estimated expenditure to 31st March 2020 and a draft budget for 2020/21 in preparation for further discussion in agenda item 56/17 regarding setting the Precept.

- (v) To confirm the completion of the Pension Regulator declaration in respect of the Parish Clerk's Pension status.

Documentation had been completed and confirmation received from Pension Regulator regarding employee pensions.

56/19 PARISH PRECEPT 2020/2021: To discuss and agree the Parish Precept amount for 2020/2021.

Overall precept calculations were provided by Basildon Borough Council showing comparative precept amounts for each property Band A – H for 2020/21. Precept

calculations were based on the number of Band D properties in the village and Councillors discussed the effects of increasing the precept amount based on figures provided, considering overall possible increases in Borough wide Council Tax and Essex County Council increases in 2020/21. In order to cover any inevitable increases in costs for the Parish Council during this period it was decided that a small increase was required as follows:

Band	2019/2020	2020/2021
D	33.03	34.92
E	40.37	42.68
F	47.71	50.44
G	55.05	58.20
H	66.06	69.84

The overall precept amount for 2020/2021 was recommended as £7,083.52, an increase of 5.72% and the overall increase amount was £472.57.

Councillors concluded that major projects for consideration for 2020/21 were to reduce traffic through the village via Highway Gateways. Other projects included renewing the base of the War Memorial, a new Noticeboard outside the Village Hall (in partnership with the Village Hall Committee) and the refurbishment of village telephone box. All projects would need external funding but the Parish Council, on application, still had to demonstrate that it would also provide an element of match funding for each project.

57/19 NOISE NUISANCE: To discuss incidents of anti-social behavior in respect of noise nuisance within the Parish.

The Parish Council had received a letter from residents regarding barking dogs at Broome Cottage, Broomhills Chase. A petition had also been sent to Basildon Council detailing the unacceptable level of barking from early evening through the night. The Parish Clerk had contacted Basildon Council's Environment Officer and discussed the matter. She was able to confirm to Councillors that currently Officers were investigating the matter and if evidence of nuisance was found an abatement notice would be served on the property owner.

58/19 POLICIES AND PROCEDURES: To update and approve Parish Council's policies and procedures in respect of:

- (i) Financial Regulations
- (ii) Standing Orders
- (iii) Health & Safety Policy (New)
- (iv) Equality Policy (New)
- (v) Risk Assessment Policy

Councillors reviewed and where relevant approved new policies as presented and where applicable the policies and procedures were accepted and/or updated as presented.

- 59/19 ESSEX COUNTY COUNCIL WEBSITE CLOSURE:** To discuss the closure of Essex County Council's free website (essexinfo.net) from April 2020 and the Council's approval to research and resource a replacement website.

Essex County Council would cease providing a website to Local Councils in Essex from 1st April 2020. This would mean that the Parish Council would need to find another service provider in order to meet legislation. Any new website must comply with web accessibility legislation which had come into force on 23rd September 2018 (Public Sector Bodies (Website and Mobil Applications) (No 2) Accessibility Regulations 201). Website standards must be accessible to as many people as possible including those with a disability. Any new websites must comply by September 2019 and existing websites by September 2020. The Parish Council would be able to use the existing service until the end of March 2020, but a new site would need to be up and running on 1st April 2020. The Parish Clerk was researching providers currently and would update on progress at the January meeting.

- 60/19 MEETINGS ATTENDED BY COUNCILLORS:** To receive information of interest regarding any meetings attended by Councillors since the last meeting.

Councillor Watts and the Parish Clerk had attended the Basildon Liaison Meeting the previous evening. At the meeting Councillors from various Local Council's had shared information with the Leader of the coalition, Councillor Gavin Callahan and Councillor David Harrison.

There had been a discussion regarding plans to turn the Borough street lights on throughout the night and the impact of the shared cost between Basildon Council and Essex County Council. The date of the Local Plan examination would probably be delayed until June 2020 because of Air Quality issues on the A127 between the Fairglen Interchange and Nevenden roundabout. Central government were looking to impose a congestion charge on the A127 which was opposed by the administration and the concern was that this action would result in diverting the traffic onto minor roads in built-up areas. Basildon Councillors advised that the Local Plan examination would follow the examination being currently carried out by Buckinghamshire Council which had yet to be approved. The Liaison Meeting was also briefly advised on arrangements being put together in the event of the death of Queen Elizabeth II, code named "London Bridge".

- 61/19 DATE OF NEXT MEETING:**

The date of the next Parish Council meeting was confirmed as Wednesday 8TH January 2020 at 7.30 p.m.

Signed:  Councillor Pauline Bowles, Chair

8th January 2020

