

Minutes of Little Burstead Parish Council Ordinary Meeting held on 20th January 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:** Cllr. Kevin Blake (Burstead Ward)
- Guest:** Cllr. Maureen Larkin
- Members of the Public:** None present.

MINUTES

69/25 Apologies for absence: None

70/25 Members Declarations of Interest to items on the agenda:

No Declarations of Interest were received from Members.

The Clerk informed the meeting she would record the minutes for accuracy and her benefit.

71/25 Public Forum: An opportunity for Members of the public to raise issues.

Councillor Larkin addressed the meeting, as a resident, and conveyed her concerns regarding the proposed Bloor Homes large-scale Dunton Road Development surrounding Little Burstead. She addressed the issues regarding the scale of development, local infrastructure, and the capacity of Doctors Surgeries and Basildon Hospital to cope with demand and the impact on local schools and on Little Burstead. In reference to Highway issues Councillor Larkin alluded to the fact that Essex County Council Highways repeatedly declined to attend Planning hearings or provide comments. She reminded the meeting that in the 1990's a relief road was proposed in the same location as the current development proposals for new homes but was abandoned by ECC Highways due to a lack of funds. She provided an old map of the relief road proposals which she shared with the Parish Council. If the new housing development were granted any new proposals for the relief road would be highly unlikely.

72/25 Ward Councillors: Time is set aside for Borough Councillors to address the meeting.

Councillor Blake agreed with Councillor Larkin's comments about the relief road route through the proposed housing site. He observed that residents were provided with an

opportunity to express their concerns during the recent Local Plan Regulation 18 Consultation and hoped those residents who had participated had taken the opportunity in the Consultation to communicate their objections to building on the Green Belt, particularly considering the potential impact of increased housing on the local community. Councillor Blake further remarked that properties in the area were not selling, which led to questions about the viability of affordable housing in Billericay given local property prices.

Councillor Blake suggested that the Parish Council not only put their objections in writing but also attend the relevant Planning Committee Meeting when the Planning Application was discussed.

The Parish Clerk commented that she had noticed the overall responses to Basildon Council's Regulation 18 Consultation appeared exceptionally low and considered the reason for this was that the Consultation documents were challenging to complete. Councillor Blake suggested sending any comments to Councillor Adele Brown.

73/25 Minutes: Members to consider and approve the Minutes of the Parish Council Meeting held on Tuesday 18th November 2025.

The Minutes of the previous meeting were approved as an accurate record of the meeting and were signed to confirm by Councillor David Clark, Chairman.

74/25 Clerk's Report: To provide an update on Parish Council matters since the previous meeting on 18th November 2025.

- **Parish Council Insurance:** Zurich Insurance have confirmed, by email, that the Parish Beacon is covered under the Parish Council's current policy.

- **Highway Repairs:** Essex Highways have reported, via email, that Dunton Road would be closed to undertake essential Surface Dressing works from 5th February for 6 nights (2000-0500 hrs.) It was assumed that any outstanding pothole repairs would be included.

- **Item 1: Vehicle Activation Sign:** The Clerk emailed Essex County Councillor Moore asking for a list of certified contractors. After receiving the list, the Clerk contacted one of contractor for assistance due to ECC not repairing the signs. The company requested the sign's serial number, found on its back plate, to determine the original installer as the sign was not one of theirs. The serial number is still to be identified and once obtained the identified installer will be contacted.

- **Item 2: The Burstead Times:** The newsletter, authored and edited by Councillor Cooper with assistance from Parish Councillors, has been circulated to residents. The document was printed using PDS Digital Limited from Rayleigh, yielding excellent results.

- **Item 3: Wish List:** A letter detailing projects and their associated costs has been sent to both Bloor Homes and Gleasons. As of the date of the meeting no response has been received from either Developer.

- **Item 4: Sewer Pipes:** The repair of the bridge and sewer pipes in Broomhills Chase is ongoing.

- **Item 5: Grass cutting:** Verges have been cut by Basildon Council.

- **Item 6: Japanese Knotweed:** Following a clarification request by the Clerk at the meeting, the letter will be sent to the landowner. A separate letter to also be sent to the same landowner regarding the footpath changes on his land. In addition, ECC will be contacted regarding verification of the current route of the footpaths and installation of new fingerposts.
- **Item 11: Telephone Box Montage:** Installation of the wooden montage frame is pending.
- **Item 12: Road signs:** ECC appear to be replacing the yellow signs, when damaged by passing vehicles, with larger white and blue signs. Councillor Blake suggested to contact Essex County Council to try again to request replacement signs, as there may be an underspend at the end of the budget year.
- **Item 13: Hatches Farm Road Signs:** Work partially complete.
- **Item 14: Potholes on Hatches Farm Road:** Essex County Council emailed that the potholes are not deep enough for repair. Councillor Blake suggested involving Burstead Essex County Councillors. The Clerk to contact the respective ECC Councillors and inform of the issue. Parish Councillor Cooper to provide a photograph of the potholes in question.
- **Item 15: Leylandii over-hanging light:** It appeared that the resident of Bobtail Barn has made a Planning Application to Basildon Council to prune the Leylandii.
- **Item 16: Planning Training:** The Clerk suggested reaching out to the Association of Local Councils to request that Basildon Council arrange another session of Planning Training, previously delivered by Planning Officers, to Parish and Town Councillors. Additionally, Councillor Larkin advised that Councillors, can also participate in training sessions organised for Borough Councillors. The Clerk reported that Parish/Town Councillors had only been invited once before. Councillor Larkin said she would address the matter with Planners on behalf of the Parish Council.
- **Item 18: Bloor Homes and Gleasons Development:** A Wish List has been sent to both parties.
- **Item 19: Allocation of emails and personal information:** To be reviewed in item 75/25.

Additional Comments:

- **Theft:** The statue of the World War II female soldier at the village Memorial has been stolen. **Action:** Councillor Clark to request Roger Savage (Village Hall Committee Chair) to report the theft and obtain an incident number.
- **The Village Pond:** Investigations are ongoing and arrangements have been made to seek professional advice. All present **AGREED** that, since the pond is part of the heritage of the Village, funding should be provided for repairs. Councillor Blake suggested contacting Basildon Council's Director Countryside for financial assistance.
- **Tree overhanging seat:** The tree has been pruned by Basildon Council - work complete.
- **New computer:** Set up complete and new Microsoft Agreement purchased as a precaution.

- **Cherry Trees:** Additional trees have been ordered and all costs for the trees are to be shared with The Village Hall.
- **Norwich to Tilbury National Grid Pylons:** Emails are noted and are to be forwarded to Councillors for direct comment and response to sender.

75/25 Website and Parish Council domain changes: To update on investigations regarding changes to the Parish Council gov.uk domain name and website in line with WCAG 2.2 AA compliant framework.

The Parish Council is required to establish a new website that complies with the WCAG 2.2 AA framework. This transition will involve the adoption of a new gov.uk domain for email addresses, as well as the launch of an updated website. Additionally, Councillors, as part of the process, must use designated Parish Councillor email accounts to separate Parish Council correspondence from their personal correspondence.

After reviewing the quotations, it was **AGREED** to appoint Aubergine262 to undertake the work. **Action:** Parish Clerk to inform Aubergine262 and discuss next steps with them.

76/25 Finance Report:

(i) To provide a summary account of income and expenditure since the last meeting on 18th November 2025.

The following summary account together with a details bank statement for the same period was provided to Councillors. The information provided was accepted as Statement of Fact.

	£
Balance at the Bank as of 31 st October 2025	25,118.59
Balance at Bank as of 31 st December 2025	<u>23,523.04</u>
	1,589.55
Income:	+140.00
Expenditure:	-1,735.55
Bank charges x 3 months	- 18.00

Some payments for advertising in the Burstead Times are still outstanding, **Action:** Responsible Finance Officer to send reminders for payment where appropriate.

(ii) To amend, as required, the Parish Council Financial Regulations.

Councillors were provided with a copy of the current Financial Regulations, amendments were discussed and proposed changes **AGREED** by all present.

Proposed: Councillor Pamela Ashcroft: **Seconded:** Councillor Marcel Cooper:

77/25 Planning: Councillors to review and comment on Planning Applications under the Town and Country Planning Act 1980 (as amended) and received since the last meeting on 18th November 2025 and those determined by Councillors under delegated authority to the Clerk:

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:

25/01557/PACU: Little Barn, Sudbury Farm Road, Little Burstead, Billericay Essex: Notification for prior approval (Schedule 2, Part 3, Class R) for conversion of existing agricultural building to a residential unit (Class C3). - Little Barn, Sudbury Farm Road, Little Burstead, Billericay.

Councillors raise no objections to the proposed alteration to the existing building and considered it added to the visual amenity of the area.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:

25/01545/FULL: Erection of a pergola - Coopers Cottage, Laindon Common Road, Billericay, Essex

Councillors objected to the planning application on the following grounds:

- (i) Inappropriate development
- (ii) The structure is out of character in the conservation area.
- (iii) The structure did not contribute to the visual amenity of the street scene.
- (iv) The structure does not preserve the historical context of the location.

78/25 Planning decisions: To update on planning decisions made since the meeting on 18th November 2025

PLANNING APPLICATION 25/01209/FULL: Erection of detached dwellinghouse with integral double garage and landscaping - Oakwood Green Lane Little Burstead Billericay Essex – Refused.

PLANNING APPLICATION: 25/01070/FULL: Retrospective application for the use of four cabins in connection with the existing children's nursery (Use Class E), including ancillary office use to support the nursery - Nursery at Little Burstead Farm Shop, Tye Common Road, Little Burstead, Billericay Essex CM12 9SB – Granted.

79/25 Little Burstead Times: To discuss the next editions content and publishing schedule.

Councillor Cooper announced that Microsoft Publisher is to be discontinued, but he has found a free alternative programme which is more effective. He is researching articles for inclusion in the Burstead Times. It was emphasised that sufficient time to gather and compile the articles and publishing and distributing the Times was of utmost importance. The proposed content was discussed including historical topics which Councillor Cooper had researched. **Action:** Councillor Cooper to provide an update at the March Parish Council meeting.

80/25 Potholes: To discuss the issue of potholes in Dunton Road.

Discussed in Minute 74/25.

81/25 The date of the next meeting is 17th March 2026 in The Village Hall, Laindon common road at 7.30 pm.

Signature **Councillor David Clark, Chair.**

Date: 17th March 2026