

Minutes of Little Burstead Parish Council Ordinary Meeting held on 17th March 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:

Parish Clerk: Mrs. Christine Barlow

Ward/ECC Councillors: Cllr. Kevin Blake (Burstead Ward)

Members of the Public: 3

MINUTES

The Chair informed those present that the meeting would be recorded.

82/25 Apologies for absence: Cllr. Tony James, on holiday

83/25 Members Declarations of Interest to items on the agenda:

Councillor Ashcroft declared an Interest in respect of item 90/25 Planning Application 25/01654/FULL- Stead Hall Farm.

No other Declarations were received from the remaining Members present.

84/25 Public Forum: An opportunity for Members of the public to raise any issues.

(i) **Land West of London Road:** A resident reported notification of a Phase 2 development by Gleasons Homes on Land West of London Road together with unresolved issues relating to Planning Application 26/00094/REM (Reserved Matters) had been pinned to a lamp post in their road earlier in the day. The Clerk informed the residents that the Parish Council were not aware of the notification and had not received any documentation from Basildon Council. The Chair also reported that the Parish Council had sent a letter to Gleeson Homes and Bloor Homes regarding their proposed Phase 1 development but had yet to receive a response. A follow up would be sent in due course to request the reply.

(ii) **Badger Setts:** A resident stated that several planning applications had been approved for the Frithwood area and inquired whether any assessments had been conducted regarding Badger Setts, as these animals are a protected species. It was understood from previous information at meetings that an assessment had been conducted by the Developer, and no Badger setts had

been identified. However, an area within the development had been set aside as a precaution.

(ii) **Speeding in Laindon Common Road:** A resident identified that speeding on Laindon Common Road remains an ongoing issue. The Chair reported that actions had been taken over the years, which included contacting Essex County Council Highway, requesting speed limits be lowered on main roads, and starting a Community Speed Watch; however, the latter ended due to lack of ongoing support. At present, the Parish Council has few options but will continue to push for reduced speed through the village. He stated that in the financial year 2024/2025, the Parish Council paid Essex County Council £400 to conduct a Speed Survey. The findings indicated that speeding was not a significant issue, as the survey identified vehicle speeds staying below the 30mph limit. The survey included considerations beyond speed, with other factors influencing its conclusions; in fact, the recorded data represented only the average speed of all vehicles passing through village roads. Additionally, white lines were added to the road to slow down traffic, but they were found to be ineffective.

85/25 Essex County Council/ Borough Councillors: Time is set aside for Essex County Council / Borough Councillors to address the meeting.

Councillor Blake confirmed he had represented the Little Burstead as their Ward Councillor for the previous four years and although he had only been able to attend one or two meetings over that time hoped his position as Ward Councillor would continue in the future. Councillor Blake confirmed that he has served as Ward Councillor for Little Burstead over the past four years hoped he would have the opportunity to continue serving as Ward Councillor in the future. The issues surrounding recent planning application regarding Potash Road was discussed, along with the use of "Grey Belt" as opposed to "Green Belt" when granting and refusing Planning Application.

86/25 Minutes: Members to consider and approve the Minutes of the Parish Council Meeting held on 20th January 2026.

The minutes of the previous meeting held on 20th January 2025 were confirmed by Members present, as an accurate account of the meeting and were signed to confirm by Councillor David Clark, Chairperson.

87/25 Clerk's Report: To provide an update on Parish Council matters since the previous meeting on 20th January 2026.

(i) To update on outstanding items from previous meetings, the Parish Clerk referred to the RAG sheet which she had amended.

▪ **Vehicle Activation Sign details:** The number from the rear of the sign at the Dukes Head has been obtained, but WestCo did not install it. Further checks with ECC Highways are needed to confirm previous records. The sign has power, but the lights remain static. Councillors also identified the VAS outside the village Hall not functioning and will obtain the details on the back of this sign for further investigation.

- **Letters to Bloor Homes and Gleasons:** No reply, to date, received from letters sent. **Action:** Parish Clerk to write to the respective developers and request a response.
- **Exposed Sewer Pipe Broomhill's Chase:** Investigations are ongoing. The Parish Clerk will endeavour to arrange a site visit with Basildon Council or Environmental Officers.
- **Japanese Knotweed:** A follow-up email was sent to the landowner on 11th March in respect of this invasive plant, but no acknowledgement had been forthcoming to date.
- **Telephone box:** Work is ongoing, and a quote is being obtained for printing photographs for the interior, sourced by Councillor Watts from various places. A letter of thanks will be sent to Basildon Heritage for providing many of the photographs.
- **Hatches Farm Road:** Finger post moved to end of Hatches Farm Road
- **Hatches Farm Road:** Contractor left exposed cable on verge. Parish Clerk to follow up since it has not been removed or buried.
- **Potholes Hatches Farm Road /Tye Common Road:** Report sent to ECC Highways with photos. Website information states condition not serious. **Action:** Clerk to follow-up
- **Footpaths - Chase Farm:** No response received from farmer to email sent. **Action:** Parish Clerk to follow up with a second email or letter.
- **Defibrillator:** The Clerk reported that she had tested the defibrillator outside the Village Hall and all was working properly. She would log the report on **The Circuit** website to confirm all was in order.

(i) To update on the Parish Council Domian name change:

Aubergine262 will be responsible for delivering the new website and overseeing the Council's email account, in conjunction with the new Parish Council gov.uk domain. Discussions were ongoing with Aubergine262 regarding the set-up and content of the new website.

(ii) To update the Parish Council Standing Orders and Risk Assessment and agree the Parish Council IT Policy.

Councillors had received a copy of the above documents together with the proposed changes before the meeting. **Action:** All changes were unanimously approved.

(iii) To inform details for publishing the Spring Edition of Burstead Times:

Work on the 2026 Summer edition of the Burstead Times is progressing. The content is well underway and adverts are being confirmed. The number of copies printed was reduced to 180. **Action:** The Parish Clerk was asked to obtain a quote to print.

88/25 Finance Report:

(i) To provide a summary account of Income and Expenditure since the last meeting on 20th January 2026.

Balance at Bank as of 31st December 2025: £23,523.04

Balance at Bank as of 4th March 2026: £21,626.09

Income: £496.83

Expenditure: £2,391.78

It was noted that the Village Hall had contributed 50% towards the cost of purchasing the Cherry Trees for planting in the village.

(ii) To agree the appointment of the Internal Auditor for 2025/26 Audit and confirm the date of the 2025/26 Internal Audit.

Heelis and Heelis had been contacted to undertake the Internal Audit, and subject to confirmation, the Audit would take place on 14th May 2026. All present **AGREED** with this arrangement.

89/25 Parish Clerk/RFO Contracted hours: Councillors to amend the Parish Clerk/RFO hours of work with effect from 1st April 2026.

Christine Barlow was appointed as Parish Clerk/RFO in September 2025, following the resignation of the previous Clerk in August. Her initial monthly working hours were set at twenty-four hours per month, at her request, a notable reduction from the 39 hours per month worked by the previous Clerk. However following discussions with Parish Councillors, the Clerk agreed to increase her hours to twenty-eight per month starting with effect from 1st April 1st, 2026.

Action: To update the current Clerk's Contract of Employment with effect from 1st April 2026.

Proposed: Councillor Clark. **Seconded:** Councillor Watts.

All councillors present **AGREED** to the changes proposed.

90/25 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 20th January 2026 and those determined by Councillors under delegated authority to the Clerk:**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:**

25/01654/FULL: Extension to the existing stable building to provide additional stabling facilities. - Stead Hall Farm, Laindon Common Road, Billericay, Essex.

It was noted that the Parish Council objected to the above planning application on the grounds of use and irregularities within the planning documents. The objections had been forward to the Planning Officer for inclusion in his report.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:

26/00177/FULL: To construct an agricultural hay storage building - Carvers

Farm, Dunton Road, Little Burstead, Billericay.

The Parish Council raised no objections to the Planning Application on the basis that the storage was, and would continue as, storage for hay.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION 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 work - Land Adjacent to Polka Dot Farm Day Nursery, Tye Common Road, Billericay, Essex.

Councillors voted 3-1 by show of hands to raise no objections to the Planning Application but recommended reviewing the site access due to concerns about a narrow entry and exit causing potential traffic congestion. **Action:** Parish Clerk will submit comments to the respective Basildon Council Planning Officer.

91/25 Planning decisions: To update on planning decisions made since the meeting previous meeting on 20th January 2026.

Planning Application No: 25/01557/PACU: Little Barn Sudburys Farm Road, Little Burstead, Billericay Essex – Notification of prior approval for conversion of existing building to a residential unit - **Approved**

Planning Application No: 25/01545/FULL: Coopers Cottage, Laidon Common Road, Billericay Essex CM12 9TJ - Erection of a pergola - **Refused**

Planning Application No: 25/01444/PIP: Belmont, Broomhills Chase, Billericay Essex CM12 9TG - Permission in Principle for a proposed detached dwelling – **Granted.**

Planning Application No: 25/01153/FULL: Roseleigh Green Lane, Little Burstead, Billericay Essex CM12 9TT- Demolition of existing garage conversion and erection of two storey front/side extension, alterations, and extension to rear dormer, alterations to elevations and insertion of rooflights. Roseleigh-Green Lane, Little Burstead, Billericay Essex CM12 9TT – **Application withdrawn.**

92/25 Date of next meeting: To confirm the date of the Annual Parish Council Meeting.

The next meeting of the Parish Council would be the Annual General Meeting on 19th May 2026 at 7.30 p.m. in the Little Burstead Village Hall.

Signed: Councillor Clark, Chair.

Date: 19th May 2026