

**MINUTES OF THE BOWERS GIFFORD AND NORTH BENFLEET
PARISH COUNCIL MEETING
HELD AT THE BENBOW CLUB BOWERS GIFFORD
ON WEDNESDAY 28 JUNE 2017 AT 7.30 p.m.**

PRESENT:

Councillors: R.Smillie: B. Foster: T. Potter: N.Tyer: Sheelagh Pegg

Parish Council Clerk: Mrs Christine Barlow

Residents present: 13

27/17 Apologies for absence: None all councillors present.

28/17 Declarations of member's interest: To receive any declarations of disclosable pecuniary interests, other pecuniary interests or non-pecuniary interests by members relating to any agenda items.

None received

29/17 Public Forum: To enable residents to raise issues of concern with Parish Councillors (The time allowed for this item is 15 minutes)

It was noted that double yellow lines had been repainted at the junction of many of the major roads including William Road and Canvey Road at long last following repeated requests to South Essex Parking Partnerships.

It was noted that the new Net Swing had been damaged in Westlake Park along with side panel of the slide. Residents were asked to report any kinds of unsocial behaviour.

Residents reported that rubbish was again accumulating in and around the convenience store and the bin beside the adjacent bus stop in Pound Lane was also being filled up with rubbish reportedly from the shop.

The post box on land next to St Helier, London Road had now been removed.

The Parish Clerk advised that despite repeated requests there was no update available in respect of Old Church Road repairs and barriers.

30/17 **Policing update:** To update on policing matters in regard to information received.

No policing update was available.

- 31/17 **Minutes of Parish Council Annual meetings held on Wednesday 31st May 2017:** The Council to approve the accuracy of the Parish Council Annual Meeting minutes.

The minutes of the Parish Council Annual Meeting held on 31st May 2017 were **AGREED** as an accurate record of the meeting and were signed by the Chair, Councillor Robert Smillie.

- 32/17 **Parish Clerks Report:** To report on business undertaken since the last meeting and agree dates for Parish Council future meetings:

The dates of future Parish Council meetings were agreed by all present and would be circulated as appropriate. The dates were confirmed as:

2017: 28th June: 26th July: 30th August : 20th September: 25th October: 29th October: 29th November: 13th December:
2018: 31st January 2018: 28th February 2018: 28th March 2018: 25th April 2018: 30th May 2018:

It was noted that there would be a change in sequence for the meetings in September and December which would be held on the third and second Wednesday in the month respectively. Also the Annual Parish Meeting would be held on 25th April and would be followed by the monthly Parish Council Meeting.

The Parish- in – Bloom Event had been advertised on the noticeboards website and parish newsletter. The closing date was end of July and judging 1st week in August.

- 33/17 **Planning** - Councillors to review and comment on Planning Application/s under the Town and Country Planning Act 1990 (as amended)

- 33/17/1 **TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 17/00697/FULL**

Proposed single storey rear extension with a pitched roof - 1 Westlake Avenue, Bowers Gifford, Basildon, Essex.

Councillors discussed the planning application in respect of 1 Westlake Avenue and concluded that the application was incomplete and therefore a full assessment could not be made. The plans, as presented, were unclear and seemed not to represent the dwelling as it stood and the facts as presented. It was also considered that the dormer, when added to existing alterations, would significantly increase the size of the original dwelling by more than the prescribed 50%. Therefore the Parish Council were unable to provide an informed comment. The Parish Clerk was asked to convey Councillor comments to the respective Planning Officer.

**33/17/2 TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
17/00772/FULL**

Erection of single storey rear extension - 55 Pound Lane, Bowers Gifford, Basildon, Essex.

Councillors considered that although the extension was rather large at over 25 square meters apart from the change of use no other major changes were listed and Councillors raised no objections to the Planning Application as it stood.

**33/17/3 TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
17/00689/FULL**

Loft conversion, together with flat roof dormer and roof lights. - Rookery Farm, Jotmans Lane, South Benfleet, Basildon, Essex

Following discussion Councillors raised no objections to the planning application for Rookery Farm , Jotmans Lane (17/00689/FULL)

The Parish Clerk was asked to forward all comments to Basildon Council Planning Officers for them to be included in the Officers report.

34/17 Planning decisions and comments: To receive updates and comments regarding Planning Applications.

17/00427/FULL Lenco, Victor Avenue – Construct part two storey , part first floor extension to existing dwelling – Refused

17/00695/NMABAS – 8 Eric Road – Change of conditions to Planning Application 17/0087/FULL - Granted

17/00632/COND – Gifford House, London Road – Discharge of conditions (Ref: 15/01425/FULL) – Granted

35/17 Finance Report: The Responsible Finance Officer to report on the Parish Council's current financial position.

The Responsible Finance Officer presented the following summary of the Parish Council finances to the date of the meeting.

	£
Balance at Bank 26 th May 2017	23,502.28
Balance at Bank 27 th June 2017	22,784.70
Expenditure	
Clerks Salary (May)	649.51
HP Laser Print Cartridges x 3	192.78
Clerks Expenses – Nobo Board for Neighbourhood Plan	89.29

Heelis & Lodge – Internal Audit	80.00
RCCE- Membership	<u>66.00</u>
	1077.58
Income:	
Essex Records Office – Sonic Bench contribution	360.00

Chris Barlow, Responsible Finance Officer, advised that as previously reported the Parish Council had received a payment from My Locality of £9,000 in respect of costs for engaging a consultant to assist with requirements in respect of work to be undertaken regarding the Neighbourhood Plan. She confirmed that a cheque had also been received from the Essex Records Office for the concrete bench base installation costs of £360.00 and that the Parish Council had paid the subsequent bench installation costs of £120.00. The cost of the Nobo Board would be set against Neighbourhood Plan expenditure.

Mandate change of signatory: Chris Barlow also advised that despite Barclays Bank in Pitsea sending the Change of Mandate forms off to the Barclays Mandate Team in order to add Councillor Pegg as a signatory the forms had been lost in transit and needed to be completed again. This was in progress but until all had been authorised there were only currently two signatories for signing cheques.

36/17

Financial Regulations: To confirm that all regulations and safe guards are in place in financial management and internal control are in respect of the Parish Council business.

The Financial Regulations were required to be reviewed annually and the current regulations were reviewed and adopted on on 29th June 2017 (Min 25/16), It was **AGREED** by all present that the current Financial Regulations fully covered the requirements of the Parish Council and it was confirmed no changes were required.

Proposed: Councillor Robert Smillie **Seconded:** Councillor Bernard Foster.

37/17

Neighbourhood Planning: To update on the progress of the Neighbourhood Development Plan.

Councillor Smillie advised that residents should have received the Parish newsletter which contained an update in respect of the Neighbourhood Plan and also a questionnaire asking residents to complete and return by 21st July 2017.

A series of three consultation drop-in sessions were planned over the next few weeks either at The Benbow Club or the Pound Lane Mission (Saturday 1st July: Wednesday 5th July and Thursday 13th July) at various times during the day to give residents the opportunity to ask questions and gauge and inform opinion regarding the Parish Council's vision and to enable the Parish Council to put together a Plan that best fits the village. With a Neighbourhood

Plan the Parish Council were a strong force to control where any development goes in the village in future.

The forms could be completed via the Parish Council website, online, email, or scanned and more hard copies were available and would be available at the drop-in sessions. Information on how the questionnaires could be returned was indicated on the form. The meeting was advised that forms could be completed either individually or as a household but the feedback of resident's views was vital to demonstrate the wishes of the village to the Independent Examiner.

Timescales for publication of Basildon Council's Local Plan were currently unknown however Councillors reinforced the importance of the consultation in order for the Parish Council to prove how vital it was for the village to have a Neighbourhood Plan.

38/17 Picnic- in-the Park Event – 3rd September 2017: To discuss the progress of arrangements for Sumer Event.

The Parish Clerk gave an update on arrangements to date for the Picnic-in-the Park event on 3rd September and confirmed that the group, Simply Gorgeous, which had performed in 2016, had been booked again together with 2 marquees and 2 bouncy castles and Public Liability Insurance had been requested for all activities. It was suggested that the Dog Training Team could be invited as Westlake Park was about to have a Dog Agility Course and another resident asked about classic cars. The Parish Clerk stated any help before and on the day would be gratefully appreciated.

39/17 Parish Clerk's telephone expenses: To discuss and agree providing an annual sum to cover the Parish Clerk's costs of using her private telephone landline and broadband service in connection with Parish Council business.

Councillors discussed a request by the Parish Clerk to be paid an annual sum to cover expenses in connection with broadband and telephone usage in relation to the day-to-day business of the Parish Council. The cost of her private telephone & broadband, including her mobile, was, in total, £40.00 per month. The Parish Clerk commented that during employment (September 2010) she had received no remuneration for such usage. Councillor Smillie suggested based on the figures supplied £20.00 per month i.e. £240 per annum. The Parish Clerk considered this was too much and following a discussion it was **AGREED** by all present that the sum of £150.00 per annum, paid monthly, was appropriate. Payment would be backdated to 1st April 2017 and a review undertaken after six months.

All Councillors present confirmed their **AGREEMENT** to this arrangement and for the Parish Clerk's Contract of Employment to be amended as appropriate.

40/17 Date of next meeting – To confirm the date of the next Parish Council meeting.

The date of the next Parish Council meeting was confirmed as 26th July 2017 at the Benbow Club , 77 Pound Lane commencing at 7.30 p.m.