

Minutes of the Little Burstead Parish Council meeting  
held at Little Burstead Village Hall  
on Wednesday 10<sup>th</sup> July 2019 at 8.15 pm

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

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

**Members of Public:** 2

**21/19 APOLOGIES FOR ABSENCE:** Councillor John Mitchell and Councillor Abi Mohseni

**22/19 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.

None received.

**23/19 MINUTES OF PREVIOUS MEETING:** Council to approve the accuracy of the minutes of the previous meeting held on 8<sup>th</sup> May 2019 and Chair to sign.

Councillors approved the accuracy of the minutes of the previous meeting and Councillor Pauline Bowles, Chair, confirmed their **AGREEMENT** and, as required, signed the minutes of the respective meeting.

**24/19 PLANNING APPLICATIONS:** 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: 19/00764/FULL**

Erection of an agricultural steel portal frame building - Broomhills Farm, Rectory Road, Billericay, Essex.

Councillors were in **AGREEMENT** and raised no objections to the above planning application.

**25/19 PLANNING DECISIONS AND COMMENTS:** To receive updates and comments regarding planning applications discussed at previous meetings.

The following planning updates had been identified from Basildon Council's Planning website:

**Planning Application 19/00721/LDC:** To establish the lawfulness of a proposed outbuilding (10.4m x 7m x 4m high) to be used for seating, growing plants, entertaining guests and playing snooker and an enlarged patio area - Walnut Tree Lodge, Rectory Road, Billericay, Essex CM12 9TR – Granted

**Planning Application 19/00429/FULL:** Construction of a double car port  
The Old Stables, Clock House Road, Little Burstead, Billericay, Essex, CM12 9ST  
- Granted

**Planning Application: 19/00537/TPOBAS:** Oak (T3 on applicant plan) - 2 metre crown reduction with allowance for 2.5 metre reduction of lateral overhanging branches only – Ashleigh, Laindon Common Road, Billericay, Essex CM12 9TD – Application Permitted

### **PUBLIC FORUM:**

At this point, with the permission of the Chair, the meeting was closed to enable members of the public, who were present, to ask questions.

(i) A resident asked if a copy of the Parish newsletter could be emailed to her as she did not always receive a copy. The Parish Clerk advised she was happy to oblige. The resident gave the Parish Council permission to use her email address for this purpose.

(ii) A resident asked if the Parish Council was consulted on all planning applications put forward for Little Burstead. The Parish Clerk advised that not all applications were notified to the Parish Council as some development proposals were decided by Planning Officers under the heading of a Lawful Development Certificate (LDC) and the Parish Council were not consulted on these or similar applications.

(iii) The same resident raised the issue of speeding through the village. Councillor Clark advised that a number of speed notification signs had been erected by the Parish Council in various locations along the village roads in order to raise awareness to drivers regarding the speed limit through the village and this had resulted, to all intents and purposes, some drivers taking notice and slowing down. The Parish Council were unable to do any more than bring excessive speeding to the attention of Essex Highways who had disagreed that there was an issue. The resident was also advised that despite six volunteers undergoing training, the Community Speed Watch Initiative had been suspended due to insufficient numbers of volunteers to ensure the viability of the project.

(iv) A resident suggested installing a speed sign near Noak Hill Road/ Laindon Common Road to identify that further down there was a school and vehicles should slow down when approaching. It was suggested that the Casualty Reduction Unit could be contacted to see if they could make an approach and get a sign installed.

(v) In addition, it was further suggested that the new retirement home being built near Churchills in Laindon Road required a sign informing of elderly residents walking in the vicinity as there was no footpath. This area came under Billericay Town Council and the Clerk advised she would contact the Billericay Town Council Clerk regarding this request.

(vi) Councillor Bowles asked Councillor Watts, as the Parish Council's representative at the Association of Basildon Councils meeting on 18<sup>th</sup> July, to raise the issue of trees overhanging the carriageway, from a private property, along

Kennel Lane. Kennel Lane came under Great Burstead & South Green Parish Council and Councillor Watts confirmed she would raise the matter and request the Parish Council make contact with the owner of the property and to request the owner take steps to prune back the trees.

## 26/19 **PARISH CLERK'S REPORT:**

The Parish Clerk to update Councillors on Parish Council business discussed at previous meetings and progress on projects in regard to:

The Parish Clerk informed the meeting on the following matters:

(i) **Local Council Tax Grant:** A letter had been received from Billericay Town Council regarding the extinguished Local Council Tax Grant and asking Local Council's to lobby their MP and Basildon Borough Council to reinstate the Grant to all Parish/Town and Village Councils. The Clerk advised she had already raised the matter, at the time the decision to cease paying the grant was imposed, with Ward Councillors, Basildon Council and Stephen Metcalfe, Basildon & Thurrock MP.

(ii) **Dunton Boot Sale:** An email had been received from Basildon Council informing that the correct procedure had not been followed by Basildon Council in 2006 and although there had been a breach of planning at the time it was now more than 10 years old and immune from enforcement action. The landowner had submitted a Lawful Development Certificate in respect of change of use at the site but the application was not determined and over the following years the site continued to be used for mixed uses without action being taken. It was also confirmed that two of the barns on the site were lawful.

(iii) The Clerk was asked to write to Christine Lyons and request a meeting on behalf of the Parish Council as per her agreement to meet with Councillors when she first took up her position as Planning Services Manager

(iv) **Highway Gateways:** Response received from Traffic Management Structures Engineers stating permission not required to install highway gateways. A form to complete had been included in the email. Funding needed to be sought and it was suggested that an approach be made Veolia for funding. A number of locations in Laindon Common Road, Rectory Road and Tye Common Road were discussed. It was suggested three pairs of gates at 900 metres per gate would be required and that the Parish Clerk and Councillor Clark to arrange a site meeting. Initially the Parish Council needed to contact (i) Ward Councillors for their approval (ii) identify the locations for the gates (iii) apply for funding for the project and (iv) complete the documentation for a license to install.

(v) **Purchase of a Defibrillator:** The cost of the equipment was in the region of between £900 - £1500 plus any maintenance. Research undertaken and information received from other Clerks regarding access to funding. Grants could be obtained from (i) Hearts of London for £200: (ii) Waitrose Supermarket Community Matters: (iii) John Baron's Fun Walk and obtain sponsorship from the community: (v) Ask the Village Hall Committee to support and it was suggested the Golf Club might and The Dukes Head might also sponsor (to be confirmed) (vi) Local business support.

(vi) **Telephone Box Refurbishment:** Various information received and quotes obtained and the overall cost was in the region of £1,500 - £2,000. It was suggested that the phone box was a listed building and therefore funding might be available via the Heritage Fund. Further information provided to the Parish Council, by one of the residents' present at the meeting, confirmed the telephone box was classed as a listed building.

(i) **Village Noticeboard Replacement:** Deferred

(ii) **War Memorial Base Refurbishment:** The memorial itself is now complete and quotations have been obtained from Bradfords Memorials to carry out the refurbishment of the base. The quotation was for £1,050 plus VAT and contained a description of the work with example pictures. Further consideration would need to be undertaken based on the quote received and it was agreed to discuss further alternative solutions, in view of the costs involved, before making a decision. It was **AGREED** for Councillor Clark to keep the old brass name plate for the time being and to discuss with Roger Savage, Chair of the Village Hall Committee, regarding a new location within the village to re-site it.

**27/19 JOHN BARON'S FUN WALK:** To discuss taking part in this year's sponsored walk at Barleylands Farm on 8<sup>th</sup> September 2019 as a way of fund raising for projects.

Councillors agreed to take part in John Baron's Fun Walk and the Parish Clerk was asked to register the Parish Council and ask for the relevant documentation to be sent. The Parish Clerk confirmed she would put together a newsletter in order to advertise the participation in the Walk and the purpose of taking part and ask Roger Savage for information on Village Hall Committee activities and information to do likewise. Arrangements would then be made for delivery.

**29/19 FINANCE REPORT:** To advise Councillors on the current financial position.

The Responsible Finance Officer provided Councillors with a summary of account to the date of the meeting and advised that all payments had been cashed.

Councillors were advised that in order to reduce printing costs compatible toners were being trialed for the printer which was now over 5 years old.

Research undertaken suggested that the Parish Council does not need to be registered with the Information Commissioners Office as they don't meet the criteria.

	£
Balance at Bank 8 <sup>th</sup> May 2019	10,033.61
Balance at Bank 9 <sup>th</sup> July 2019	8,052.91
Expenditure:	1,980.70
Income:	Nil
<b>Expenditure:</b>	
(729) EALC/NALC Affiliation 2019/20	136.92
(730) Anchor – Speed sign brackets	35.82

(731) C. Black – Pond clearance work	300.00
(732) Anchor – Safety signs	142.98
(733) RBL Poppy Appeal 2018 donation	35.00
(734) Clerks Salary (April) Sub inc.Tel/BB/Office.	333.92
(735) Internal Audit Heelis & Lodge	66.00
(736) Clerks Salary (May) Sub. inc.Tel/BB/Office use Sub.	333.72
(737) Came & Company – PC Insurance Premium 2019/20	218.00
(738) HMRC - Clerks Tax (April/May)	150.20
(739) HP - Printer Toner	78.14
(740) Roger Savage – Estate Expenses	<u>150.00</u>
	1,980.70

**Income:** Nil

**30/19 PUBLIC RIGHT OF WAY MODIFICATIONS:** To update on proposals to make modifications to public footpaths within the Circular Walk Route.

Further maps had been received from Andrew Ritchings, Essex County Council Public Rights of Way Officer, detailing more clearly the proposed changes. There was still some confusion regarding the exact route and it was suggested that a meeting should be arranged to meet with the Officers involved for clarification. The Parish Clerk was asked to arrange.

**31/19 WEBSITE ACCESSIBILITY:** To update Councillors on new legislation in regard to improving website appearance for all users.

Due to new legislation which came in September 2018, the Parish Council website had to be amended in order that, as far as possible, it is clearly understandable by all users regardless of ability. The Parish Clerk was in the process of making the changes and had until 2020 to update the website. The purpose of taking this action was to avoid legal action from a disgruntled user who realises they have a legal right to access information on the Parish Council's website and stating the website was incompatible for their needs. In addition, the Parish Council had been advised that Cambridge University, who managed the website on behalf of Essex County Council and which was used by the majority of Local Councils for free, was looking at opting out of supplying the service leaving Council's to find a new web browser. More information regarding this would be provided in due course.

**32/19 WINTER SALT COLLECTION:** To agree to take part in the 2019 Winter Salt Collection Scheme.

Councillors were in **AGEEMENT** to take part in the 2019 Winter Salt Collection. The Parish Clerk to contact the Little Burstead Farm Shop to ask if they would be happy to be the central point for collection again this year.

**33/19 SUPERFAST BROADBAND UPDATE:** To update Councillors on information regarding improving Broadband connection in some areas of Little Burstead.

Councillors who attended the meeting with County Broadband felt it was no more than a scheme to get residents to sign up to provide an installation service

connection in the same way as SKY and Virgin Media were already set up. As many residents were already receiving a Broadband service it was not reasonable to expect an additional charge on top of existing payments in order to receive faster broadband and Councillors confirmed, as a statutory body, they would not support the project.

**34/19 PARISH CLERKS HOURS:** To discuss increasing the Parish Clerk/RFO's contractual hours of work and any amendment of contract to reflect agreed changes.

Councillors discussed increasing the Parish Clerk/RFO's hours and were provided with details of the options available and overall cost of each option. Following a brief discussion Councillors were in **AGREEMENT** to increase the Parish Clerk's weekly hours of work from seven (7) hours per week to nine (9) hours per week.

**35/19 DATE OF NEXT MEETING:** To confirm the date of the next Parish Council meeting as Wednesday 11<sup>th</sup> September 2019 at 7.30 p.m.

The date of the next meeting was confirmed as 11<sup>th</sup> September at Little Busted Village Hall, Laindon Common Road commencing at 7.30 p.m.

Signed:.....Cllr. Pauline Bowles, Chair.

Date: 11<sup>th</sup> September 2019