

Minutes of the Little Burstead Annual Parish Council meeting
held at Little Burstead Village Hall,
on Wednesday 11th July 2018 at 5.30 pm

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

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

Members of Public: 4

16/18 Apologies for absence: Councillor John Mitchell, Chair

Councillor Katrina Watts took the Chair as Councillor Mitchell was unable to attend due to work commitments.

The time of the meeting had been brought forward to enable the public and residents alike to view the England football team World Cup match.

17/18 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.

No declarations were received in respect of items on the agenda

18/18 Public Forum: The meeting will be opened to the public to give residents an opportunity to ask questions.

(i) A resident raised the issue of slow broadband internet connection in some parts of the village especially those properties furthest away from the BT junction boxes and they had been unable to find out any information from the internet regarding action being taken to improve broadband in the village. The Parish Clerk informed that Superfast Essex, managed the County's broadband improvement programme on behalf of Essex County Council and that this project was part of the Government's national Superfast Britain Programme and since the programme started in 2014 100,000 plus properties had been upgraded and current information advised that the project was to continue until 2019. Three phases had now been completed and phase 4 was in progress. The Clerk stated that she had attended two Superfast Essex meetings during 2018 and had made the organisers aware of the slow speeds in Little Burstead but in order for there to be evidence of a need in the village for improved broadband speeds residents need to register their interest as individual households by logging on the Superfast Essex website www.supfastessex.org/contact-us to raise the village profile. Basildon Council was also contributing financially to the project to ensure that there was a level playing field across the district. **Action:** The Clerk to email residents attending the meeting the details of the Superfast Essex website and put some information regarding the programme on the Parish Council website again.

(ii) Councillor Watts advised residents had contacted her and raised the issue of Bridle footpath 45 which had become very rutted and dangerous as a result of

track bikes miss-using the footpath. The area affected ran from Avalon Cottage, Wiggins Lane through to Second Avenue. Councillor Watts advised she would take some photos as evidence and email them to the Clerk. **Action:** The Clerk to report the problem to Essex County Council Public Rights of Way (PROW) Officer, Robin Richardson and request the matter be investigated.

- 19/18 Minutes of Parish Council Annual Meeting held on Wednesday 9th May 2018:** Council to approve the accuracy of the minutes of the previous meeting held 9th May 2018 and Chair to sign.

The minutes of the Parish Council Annual Meeting on 9th May 2018 were confirmed as true account of the meeting and signed as such by Councillor Katrina Watts, Chair for the meeting.

- 20/18 Parish Clerks Report:** The Parish Clerk to update on relevant matters since the previous meeting on 9th May 2018.

Christine Barlow, Parish Council Clerk, updated Councillors and the meeting on the following matters.

(i) **Basildon Council's Local Plan:** The meeting was advised that Basildon Council's new Conservative administration had delayed the Publication of the Local Plan (Regulation 19) and at Basildon Council's Annual Meeting on 24th May had agreed to reconsider seven areas of the proposed Plan including 300 homes south-west of Billericay, development in Ramsden Bellhouse and also Bowers Gifford and North Benfleet and Gypsy and Traveller sites in favour of a Hub model for locating these sites. The newly named Strategic, Planning and Infrastructure Committee would be deciding on any changing to the Plan. All information relating to discussions could be found on Basildon Council's website and there was a link to this website on the Parish Council's own website.

(ii) **Broken Culvert, Laindon Common Road:** An email had been sent to the ECC Officers dealing with the matter and he had informed that the matter had been passed to Highways for investigation. An email had been sent on 2nd July but no further update had been received. Councillor Clark stated the culvert would eventually collapse and in doing so would escalate the problem. **Action:** The Clerk to email Highways for an update.

(iii) **Dunton Boot Sale:** The issues of unauthorised development at the Boot Sale site had been raised once again with Basildon Council. A newly appointed Officer was investigating the reports and the confirmed he would update the Parish Council as soon as possible. Councillors advised that they had witnessed several articulated lorries on the site the previous day and also raised concerns regarding the continued increasing size of the Boot Sale causing massive road safety and parking issues. Councillors were asked to email the Clerk with information regarding activity. Councillors summarised the factors regarding the site as (i) unauthorised development (ii) the management of the Boot Sale and (iii) the running of the business from the site.

(iv) **Footpath (FP) 56:** Once again the Parish Clerk had sent an email to Essex County Council regarding the public right of way across land owned by Mr Cullen of Chase Farm and the fact that the right of way was overgrown. Photographs

had been sent to support the complaint together with a request for action to be taken to clear the right of way across his land as letters sent by the Parish Council had been ignored.

(v) **Village Telephone Kiosk:** The old telephone kiosk, which the Parish Council had agreed to adopt, had still not been decommissioned because the expertise was not available to carry out the work.

(vi) **Road access adjacent The Dukes Head, Public House:** It would appear, from the yellow markings around the potholes on the slip road adjacent to the Public House and it appeared that Essex County Council were taking action to repair the potholes. The Parish Council had raised the issue of the condition of this thoroughfare in 2017 and had also discussed the issue with Dukes Head management.

(vii) **Notification:** An email notification had been received Essex County Council that UK Networks would be carrying out cabling works on land north of the Common near to Hatchetts Farm Road.

(viii) **Land adjacent Hatchetts Farm Road:** An email had been received requesting information regarding the ownership of land adjacent to Hatchetts Farm Road. Information pointed to the fact that the land might belong to the Petre Trust but a Trustees attending the meeting confirmed this was not the case. **Action:** The Parish Clerk to respond to the enquiry accordingly.

(ix) **Speed reduction signs:** Councillor Clark advised he had distributed the 30mph signs throughout the village but felt more were needed. It was **AGREED** to ask Councillor Mitchell to arrange for more signs to be made.

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

21/18 Planning: Councillors to review and comment on Planning Application/s under the Town and Country Planning Act 1990 (as amended)

No planning applications had been received or notified during the month.

22/18 Planning decisions and comments: To receive updates and comments on decisions in respect of planning applications since the last meeting.

(i) Planning Application No: 18/00102/FULL Wheatsheaf Cottage Laindon Common Road: Conversion of existing house with two-storey rear extensions to create 4 no. 3-bedroom dwellings with car parking to rear of site - Granted

Councillors raised concerns that the Wheatsheaf Cottage planning application had been granted despite the Parish Council making strong objections on several grounds, including parking, insufficient space, safety issues in connection with the road infrastructure in the location of the development, to refuse and the fact that there had been insufficient resident consultation undertaken regarding the application. In addition, it was felt that in granting the application, the conditions within the grant of permission did not go far enough and would not be strictly complied with by the developers. Councillor Watts advised that the residents of

Broomhills Chase, immediately opposite the development, were intending to hold a meeting to implement parking restrictions in the Chase.

Action: The Parish Clerk to write to the Planning Inspectorate to enquire regarding the process of making a complaint regarding Basildon Council's decision to grant the application.

(ii) Planning application 18/00498/LDC Roseneath, New Road, Little Burstead, Billericay Essex CM12 9TS: To establish the lawfulness of a proposed outbuilding – application refused.

23/18 Finance Report: To receive a statement from the Parish Council's Responsible Finance Officer regarding the Council's current financial position and to acknowledge the Internal Audit Report carried out on 11th May 2018 and note any recommendations within the report for consideration and action.

Chris Barlow, Responsible Finance Officer, provided Councillors with a summary of income and expenditure since the last meeting on 11th May 2018 (detailed below).

- (i) The payment for the Circular Walk lecterns and maps had now been presented. The cost of £3,339.60 included VAT which would be reclaimed.
- (ii) The Parish Council Insurance for 2018/2019 had been renewed. However, there was a further £50 to be paid to cover a one-off administration as this had been overlooked when the cheque had been drawn.
- (iii) A cheque in the sum of £400 set aside to cover the cost of the annual estate maintenance budget 2018/2019 had been drawn on the Parish Council's bank account and receipts to cover expenditure incurred were being provided.

	£
Balance at Bank as date of meeting – 9 th May 2018	11,375.87
Balance at Bank as of date of meeting – 10 th July 2018	6,540.23
Expenditure	- 4,835.64
Income	Nil

Breakdown – Expenditure

(698) Rowhill - Circular Walk Lecterns & Maps (inc. VAT)	-3,339.60
(700) EALC/NALC Affiliation 2018/2019	-132.55
(701) Came & Company Insurance Renewal	-168.00
(702) HMRC Clerks Tax	-145.60
(703) Clerk Salary (NET) Apr & May (inc. Office use & Broad/Tel)	-649.89
(704) Estate Maintenance Services (Annual)	<u>-400.00</u>
	4,835.64

Audit Report:

Chris Barlow, Responsible Finance Officer, advised that the Internal Audit had been carried out by Heather Heelis of Heelis and Lodge. A copy of the report was provided to Members for comment and information and all was found to be satisfactory and in order. However, there had been an error on the form completed by the Auditor (Page 4) and Mrs Heelis had incorrectly registered a NO against Item C on the AGAR Annual Internal Audit Report when the correct

information should have been YES (Ref: Minutes 10th May 2017 Item: 13/17) which took time to rectify. An extension of time to provide the information to the External Auditor was requested was granted to enable the issue to be resolved, which it was on 5th July 2018.

Advice was given in the report of 10th May to the Parish Council that as General Data Protection Regulations (GDPR) were changing and new Regulations would come into force on 25 May 2018 that this would affect the way in which the Parish Council handles its data and the Parish Council is advised that the new Data Protection Regulations should form part of the Parish Council's Risk Assessment and the Council may need to consider registering with the Information Commissioner's Office (ICO). The cost of this registration is £40.00

A Certificate of Exemption only had to be provided to the External Auditor PKF LittleJohn due to the fact that the Parish Council's income for the year ending 31st March 2018 did not exceed £25,000 and as such the Parish Council only had to sign they were exempt from a limited assurance review.

All relevant documentation had been emailed to the External Auditor and a Notice of Public Rights had been displayed on the Village Hall noticeboard both inside and outside from and on the Parish Council website from 5th June until 16th July giving residents the opportunity to view the Parish Council accounts. The AGAR Report and Accounting Statements had also been available on the Parish Council website to view from the same date.

- 24/18 Risk Assessment:** To review the Parish Council's Risk Assessment Policy and include new General Data Protection Regulations (GDPR) which came into force on 25th May 2018 as part of the policy.

It was **AGREED** to defer this item until the September meeting.

- 25/18 Ellis Field security:** To discuss the outcome of research undertaken to improve the security of Ellis Field.

Following a meeting with the Village Hall Committee, Parish Councillors and the Petre Trust on 26th June. It was felt as part of the discussion, a height-barrier was not appropriate in this location. It was concluded that security should be improved and those present were asked to undertake some research on the type of security they felt would be suitable. Councillor Mitchell had undertaken this research and obtained some quotations for a couple of locking devices and these findings had shared been shared with the Petre Trust as Trustees of the field. Peter Strong, Chair of the Petre Trust, who was present, advised he had also undertaken to review suitable locking devices.

It was suggested and **AGREED** to consider the information received and a meeting suggested with all parties to look at the options available. Peter Strong advised that there was also a need to look at the bigger picture of the gate security and felt that the existing heavy locks were not very practical or user friendly and functionally the locks which were being looked at were a better option and still as robust.

Mr. Strong advised that if the field is occupied illegally at any it would be the responsibility of the Village Hall Committee, as the tenants, would have to take responsibility to act to remove any trespassers.

It was proposed and **AGREED** by the Parish Council that if the outcome of the discussions between all parties was to purchase the locks the Parish Council would contribute 50% of the cost Proposed: Councillor Clark Seconded: Councillor Watts.

26/18 Winter Crocus Bulbs: To discuss the purchase of an additional 5,000 crocus bulbs to compliment those already planted on the village green in support of the Eradication of Polio Worldwide Project.

The Clerk advised that in 2016 the Parish Council purchased 5,000 Crocus Bulbs from the Basildon Rotary Club as part of their project to raise awareness of Worldwide Polio. The bulbs were planted on the green adjacent to the War Memorial. Roger Savage, a resident, who volunteered to carry out the estate maintenance had made a request, via the Parish Clerk, to purchase the bulbs again this year at a cost of £150.

Councillor considered that although the bulbs did flower, many were obscured by the long grass on the green and their display appeal could not be appreciated.

However, Councillors **AGREED** that it was a very worthwhile project and Councillors did not oppose taking part in it 2018/2019. The cost of £150 would be deducted from the estate maintenance budget of £400. Councillors were advised that monies collected goes directly to the project. It was suggested that the bulbs might be better suited to being planted in a different location and the footpath leading to the A176 might be a better location.

Action: It was **AGREED** by all present to purchase the Crocus Bulbs and to discuss the location of the planting of the bulbs with Roger Savage and liaise with Councillor Clark regarding the outcome.

A question was asked regarding the frequency of the cutting of the Green and who was responsible for the cut. The meeting was informed it was Basildon Council's contractors ID Verde who carried out the work but it was not clear from the information available on the Basildon Council website what the schedule for cutting was. **Action:** The Parish Clerk to contact ID Verdi Customer Services for the information. Also, Councillors asked for enquiries to be made regarding cutting Ellis Field hedges. The meeting was advised that the responsibility for carrying out this work was the Village Hall Committee as tenants.

27/18 Community Governance Review: In reference to the Community Governance Review that is being undertaken by Basildon Council in accordance with the provisions of the Local Government and Public Involvement in Health Act 2007. The Parish Council has been asked to consider the electoral arrangements of existing Local (town, parish and village) Councils in the Basildon Borough and whether these arrangements remain appropriate and fit for purpose within the provisions of the Act.

Councillors had notified the Parish Clerk of their comments regarding the Review and felt that the current arrangements were appropriate and should not be changed. **Action:** The Parish Clerk was asked to notify Basildon Borough Council of Members views as required in the documentation received.

28/18 Date of next meeting: To confirm date of the next meeting as 12th September 2018

The date of the next meeting was confirmed as 12th September 2018 at Little Burstead Village Hall, Laindon Common Road.