

Minutes of the Little Burstead Annual Parish Council meeting  
held at Little Burstead Village Hall  
on Wednesday 8<sup>th</sup> May 2019 at 8.15 pm

**Present:** Councillor Pauline Bowles: Councillor John Mitchell:  
Councillor Abi Mohseni: Councillor Katrina Watts:

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

**Members of Public:** 5

- 1/19 WELCOME:** Councillor Pauline Bowles welcomed all to the Parish Council Annual Meeting and thanked all present who had attended the earlier Annual Parish Meeting at which areas of concern were discussed and shared with Parish Councillors.
- 2/19 ELECTION OF CHAIR:** To elect a Chair for the 2019/20 Parish Council year.  
Councillor Pauline Bowles was elected as Chair.  
**Proposed:** Councillor Katrina Watts: **Seconded:** Councillor John Mitchell
- 3/19 DECLARATION OF ACCEPTANCE:** Chair to sign Declaration of Acceptance of Office by elected Chair.  
Councillor Bowles signed the Declaration of Acceptance of the Office of Chair.
- 4/19 ELECTION OF VICE-CHAIR:**  
Councillor Katrina Watts was elected as Vice – Chair.  
**Proposed:** Councillor Pauline Bowles: **Seconded:** Councillor David Clark.
- 5/19 APOLOGIES FOR ABSENCE:** Councillor David Clark
- 6/19 DECLARATIONS 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
- 7/19 MINUTES OF PREVIOUS MEETING:** Council to approve the accuracy of the minutes of the previous meeting held 13<sup>th</sup> March 2019 and Chair to sign.  
The minutes of the previous meeting held on 13<sup>th</sup> March were **AGREED** as an accurate record of the meeting and signed to confirm by Councillor Bowles, Chair.

**9/19 PARISH CLERK'S REPORT:**

The Parish Clerk to update Councillors on Parish Council business since the last meeting on 13<sup>th</sup> March 2019.

The Parish Clerk updated Parish Councillors on the following matters:

**(i) Item 80/18 Chase Farm Public Right of Way (PROW):** Notification had been received from Essex County Council regarding modifications to the existing Footpaths across Chase Farm. The affected routes were: FP 52,53,54,55,57 - Little Burstead and FP 57 – Basildon. Councillors discussed the proposals but asked the Parish Clerk to request an extension of time from ECC to enable further consideration the modifications and also the implications on the modifications on Circular Walk including the cost to amend and reprint the Walk leaflets and maps.

**(ii) Item 80/18 (iii) War Memorial Refurbishment:** Bradford Memorials had been asked to provide a quotation to replace the concrete base around the Memorial. The name plaque colour of honed grey had now been agreed and it was anticipated that the plaque and remedial work still to outstanding would be completed by the end of June.

**(iii) Item 80/18 (vi) Telephone Box:** Quotations were being obtained to completely refurbish the telephone box as the condition of it was worse than anticipated on closer inspection. Further discussion regarding materials and cost would be required together with more research to fund the project.

**(iv) Item 80/18 (viii) Village Pond:** The Village pond had been dredged and cleared and algae removed.

**(v) Highway Gateways:** A site meeting had been requested with Essex County Council Highways Officers but a reply had yet to be received. However, in the meantime, Councillors had identified a number of locations to be confirmed and research undertaken regarding funding the project.

**(vi)** The Clerk advised she had now commenced the Certificate in Local Council Administration (CILCA) Course in respect of gaining her Foundation Qualification. To date she had attended two training sessions and was in the process of submitting course work to the examination board to contribute to the qualification.

**(vii)** Notification of Code of Conduct Training on 4<sup>th</sup> June 2019 - Councillor Bowles and Councillor Watts to attend.

**(viii)** Item 83/18 Planning Application 18/01568/FULL: The Clerk having received a reply to their inquiry in regard to a failure to notify the Parish Council of the above application to enable comment had been advised that it had been an oversight on the part of Basildon Borough Council Officers.

**(ix) Item 86/18 Traffic calming signs:** Two further speed reduction signs had been purchased by the Parish Council and are now displayed in Laindon Common Road.

- 10/19 PLANNING:** 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:  
19/00429/FULL:**

The Construction of a 3-bay car port - The Old Stables, Clock House Road, Little Burstead, Billericay, CM12 9ST

Councillors discussed the application but raised no objections

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:  
19/00626/FULL**

Construction of stable building including change of use of site from agricultural to equestrian use. - Stead Hall Farm, Laindon Common Road, Billericay, Essex

Councillors having discussed the application considered that they needed more information regarding the difference between agricultural and equestrian use before they could make informed comment in respect of the impact of proposed changes on the village and surrounding area. The Parish Clerk advised she would contact Planning Officers to obtain this clarification.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:  
19/00627/FULL**

Construction of greenhouse – Stead Hall Farm, Laindon Common Road, Billericay CM12 9TD

Councillors raised no objections to the application as presented.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:  
19/00698/FULL:**

Proposed works and extension to Raybourne Cottage and construction of detached dwelling (resubmission of application no.15/01024/FULL – Raybourne Cottage

Rectory Road, Billericay Essex CM12 9UA

Councillors were unable to make any informed comment regarding the application as all documentation was not on the Basildon Council website prior to the meeting.

- 11/19 PLANNING DECISIONS AND COMMENTS:** To receive updates and comments regarding planning applications:

**(i) Planning Application 19/00181/FULL:** First Floor rear extension with accommodation in roof space - The Rectory, Rectory Road, Billericay, Essex CM12 9TP – Refused.

(ii) As a point of information, the Clerk advised that the owner of Lyndel, Green Lane, Billericay, Essex CM12 9TT had submitted a planning application to predetermine if permission to build an extension and increase the size of an existing property was required. Basildon Council had responded and confirmed that the build came under the heading of Permitted Development and permission was not necessary as the scale, bulk, depth and height would not have any detrimental impact on adjoining premises. (No objections to the extension had been received from neighbouring properties)

## 12/19 FINANCE REPORT:

(i) To confirm the Parish Council's current financial position.

The Responsible Finance Officer provided Councillors with a summary account of income and expenditure since the previous meeting on 13<sup>th</sup> March 2019 as follows:

	£
Balance at Bank 13 <sup>th</sup> March 2019	7,363.67
Balance at Bank 8 <sup>th</sup> May 2019	10,033.61
Expenditure:	849.40
Income:	3,519.34
<b>Expenditure:</b>	
(725) Timpson (Ellis Field extra gate keys)	20.00
(726) HMRC Clerks Tax (Feb & Mar)	145.80
(727) Clerks Salary & Sub. Office Use/BB/Tel (Feb & Mar)	649.58
(728) Fast keys (Ellis Field gate keys)	<u>34.02</u>
	849.40
<b>Income:</b>	
Petre Trust	213.86
BBC ½ year Precept	<u>3,305.48</u>
	3,519.34

NB: No bank transactions between 8<sup>th</sup> April & 8<sup>th</sup> May 2019

(ii) To confirm the Parish Council's bank account signatories for 2019/2020:

The bank signatories were again confirmed as: Councillor David Clark, Councillor Katrina Watts and Christine Barlow, Responsible Finance Officer (Emergency cover)

(iii) To agree and confirm the budget for small estate maintenance works for Parish Council year 2019/20.

It was **AGREED** that the budget for Estate Maintenance works would remain at £400. Although Councillor Clark was not present he had offered via email to obtain any plants required at a lower cost through the trade. If a list of requirements was provided by Roger Savage, Councillor Clark would purchase the plants requested and hand them over to Roger Savage to plant. It was further **AGREED** in order to

cover sundry expenses £150 would initially be provided to Roger, from the budget, to cover any other additional maintenance costs.

### 13/19 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2019/2020:

(i) To approve the Annual Governance Statement ensuring a sound system of internal control is in place for Parish Council finances.

Councillors reviewed the Annual Governance Statement and **AGREED** and confirmed that a sound system of internal controls, including arrangements for the preparation of accounting statements and the mitigation of risks, were in place and all was in order. Councillor Bowles signed the statement on the Parish Council's behalf.

(ii) To approve the Annual Accounting Statement: The Annual Accountancy Statement was approved by Councillors and signed to confirm by Councillor Bowles, Chair.

The Accounting Statements which had been prepared on an income and expenditure basis and certified as correct by the Parish Clerk were approved as correct by the Parish Council. Councillor Bowles, Chair, signed to confirm this approval, on behalf of the authority, by Councillor Bowles, Chair.

As the Parish Council's gross income and gross expenditure was below £25,000 in the year of account as of 31<sup>st</sup> March 2019 under Section 9 of the Local Audit (Smaller Authorities) Regulation 2015 there was no requirement to have a limited assurance review or submit an Annual Return to the Government's appointed external Auditor PKF LittleJohn providing the Parish Council certified themselves as exempt at the meeting. **Action:** Councillors confirmed they were exempt and the RFO would subsequently prepare the Certificate of Exemption and forward it to the external Auditors PKF LittleJohn before the 1<sup>st</sup> July.

A Notice of Electors Rights giving electors the opportunity to view the Parish Council accounts by appointment, was to be displayed on the Parish Council website and Village Hall noticeboard.

(iii) To confirm the completion of the Parish Council's Internal Audit and discuss any recommendations within the report.

The Annual Internal Audit was undertaken on 26<sup>th</sup> April by Heather Heelis of Heelis and Lodge and a satisfactory statement of completion was received. In her report the Internal Auditor had made a recommendation that the Parish Council should increase its Fidelity Cover, which currently stood at £5,000, due to the fact the cover was just below the recommended guidelines of year-end balances and cover should be plus 50% of the annual Precept (2019/2020 - £6,610.95) **Action:** The Parish Council's Insurers, Came & Company, had been contacted for clarification. Permission was requested that if the Insurers confirmed the Fidelity Cover was insufficient, as reflected by the Internal Auditor's comment, the RFO could increase the cover without further consultation. Councillors confirmed their **AGREEMENT** to increase cover proportionately if required.

- 14/19 PARISH COUNCIL INSURANCE RENEWAL:** To discuss and confirm the renewal of the Parish Council's Insurance and Public Liability for 2019/20 with effect from 1<sup>st</sup> June 2019

The Parish Council's Insurance was due for renewal on 1<sup>st</sup> June 2019 and a renewal quotation had been received in the sum of £168 from the Parish Council's Insurers Came and Company.

The Responsible Finance Officer recommended that the Council renew the insurance with Came & Company as they provided a good service, were experienced in the field of Parish Council Insurance and the renewal fee was of a comparable amount.

Councillors **AGREED** to accept the quotation from Came and Company (Part of the Stackhouse Poland Group) and renew the Parish Council's Insurance as quoted.

- 15/19 PUBLIC RIGHT OF WAY MODIFICATIONS:** To receive comments from Councillors on proposals by Essex County Council to divert public footpaths within Little Burstead.

The Parish Council had been notified by Essex County Council's Definitive Map Officer of an application by the owner of Chase Farm to redirect a number of public footpaths across his land and asked for the Parish Council's views on the matter. The public footpaths affected, by the modifications, were 52,53,54,55,57,79 Little Burstead and 57 Basildon. The Councillors and residents raised concerns regarding the proposals, the impact on walkers, the applicant keeping to his responsibilities which it was viewed he was currently in breach of, access and any reprinting costs which would be incurred by the Parish Council for re-designing the maps and leaflets if the application was granted. It was considered that this cost should be borne by the landowner as public money had been used to fund the Circular Walk Project.

Councillors **AGREED** to consider the modifications but the Parish Clerk was asked to raise their initial concerns with the Definitive Map Officer in the first instance.

- 16/19 BROADBAND IMPROVEMENTS:** Councillors to discuss approaches by County Broadband to improve broadband connections to Little Burstead.

Essex County Council had advised that they were currently aware of 86 properties which were previously claimed to be covered by County Broadband but which were now recognised as being unable to access Superfast Broadband and were not in any plans. These properties would be eligible for broadband, but all existing funding, available to Superfast Essex, had already been allocated to existing plans with no guarantees if and when they would be able to assist these properties to access superfast services. County Broadband had approached the Parish Council with a view to holding a meeting to discuss their proposals to provide superfast broadband to properties who were not in the programme and had asked the Parish Council to arrange this. Councillors considered that any arrangements and publicity for a meeting should be undertaken directly by County Broadband and the Parish Clerk was asked to advise County Broadband of the Parish Council's view point.

- 17/19 VILLAGE DEFIBRILLATOR:** To further discuss the purchase and funding of defibrillator for the village.

Following on from the previous Parish Council Meeting and receiving confirmation from the Village Hall Committee that they were in agreement to locating the defibrillator outside the Village Hall. Councillor Clark had approached the Golf Club regarding a donation and received positive feedback. It was **AGREED** to undertake further research regarding ways of raising the funds to purchase the appliance and to obtain further quotations and update and discuss the findings at the July meeting.

- 18/19 VILLAGE HALL NOTICEBOARD:** To discuss a request by the Village Hall Committee to joint fund a new Village Hall Noticeboard.

An email had been received from Roger Savage, Chair of the Village Hall Committee, asking the Parish Council to assist with the funding of a new noticeboard outside Little Burstead Village Hall. Councillor Mitchell advised he would be happy to design the noticeboard and provide a quotation to make the body of the noticeboard in discussion with the Village Hall Committee. It was **AGREED** for all parties to further discuss.

- 19/19 PARISH COUNCIL MEETING DATES FOR 2019/2020:** To agree the dates of Parish Council meetings for 2019/2020.

The Parish Council's meeting dates were confirmed as:

2019: 10<sup>th</sup> July: 11<sup>th</sup> September: 13<sup>th</sup> November:  
2020: 8<sup>th</sup> January: 11<sup>th</sup> March: 13<sup>th</sup> May:

- 20/19 DATE OF NEXT MEETING:** To confirm the date of the next Parish Council meeting as Wednesday 10<sup>th</sup> July 2019 at 7.30 p.m.

The date of the next meeting was confirmed as 10<sup>th</sup> July 2019 at 7.30 p.m. at Little Busted Village Hall, Laidon Common Road.