

Minutes of the Little Burstead Annual Parish Council meeting
held at Little Burstead Village Hall,
on Wednesday 9th May 2018 at 7.30pm

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

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

Members of Public: 26

1/18 All were welcomed to the meeting. Councillor Mitchell advised he was unavoidably delayed for the start of the meeting.

2/18 **Apologies for absence:** Councillor David Clark

3/18 **Confirmation of Chair:**

Councillor John Mitchell was re-elected as Chair – unopposed. However, as Councillor Mitchell was delayed Councillor Katrina Watts took on this role for the meeting.

4/18 **Declaration of Acceptance:** Documentation signed by all parties as appropriate.

5/18 **Confirmation of Vice-Chair:**

No vice - Chair was appointed.

6/18 **Councillor Vacancy:** To confirm and co-opt a new Parish Councillor

In pursuant to S.79 of the 1972 Act Pauline Bowles was co-opted onto the Parish Council as a Councillor to fill the existing Councillor vacancy having fulfilled the criteria for eligibility as prescribed within the Act. Councillor Bowles signed the co-option Declaration of Acceptance.

7/18 **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 of interest to matters on the agenda were received.

8/18 **Basildon Borough Council's Local Plan update:**

Guest Speakers: Mike Andrews and Peter Sharp (Billericay Action Group): To inform and discuss with residents the implications of Basildon Borough Council's

Local Plan on future development in and around Little Burstead and Billericay.

Councillor Watts invited Mike Andrews and Peter Sharp to provide an update in regard to the Local Plan and their work with the Billericay Action Group.

Mike Andrews and Peter Sharp gave a brief overview of the passage of the Local Plan in its original form and the changes made during its passage by the coalition administration and who now, although having lost the election on 3rd May to the Conservatives, were still in control until Full Council meeting on 25th May. Reference was made to the Basildon Council's Infrastructure, Growth and Development Committee meeting on 22nd March when the decision was taken to ratify the Local Plan in its present form thus building 19,000 homes district wide and 2,000 in Billericay. The previous administration was intending to trigger a public consultation (Regulation 19) on 14th May for a six-week consultation unless the new administration could prevent this happening. If the Regulation 19 consultation went ahead residents were urged to challenge the soundness of the Plan and it was stressed by the speakers the impact that residents "en masse" could achieve by responding.

Peter Sharp advised that the Billericay Action Group / Residents Association were intending to leaflet the whole of Billericay including Little Burstead to urge residents to respond. He advised that at end of the consultation period all comments would be collated and sent unabridged to the Independent Planning Inspector, who would judge the Plan on its soundness using set criteria, the essence of which Mike explained was to decide if the Plan:

- ii) Had been positively prepared for sustainability.
- iii) Was justified (i.e. has the Plan got a credible evidence base)
- iiii) Was Effective (i.e. does the Plan deliver what it sets out to do)
- ivi) Was consistent with the National Planning Policy Framework (NPPF)

As a point of information, no new employment areas had been identified for Billericay and as such all who lived in the proposed new housing would need to commute and this would have an impact on already heavily congested roads and transport links. Billericay Action Group had contacted Essex County Council in regard to the proposed so called "relief road" and been advised that no traffic surveys had been undertaken to support the soundness of the argument to construct a relief road in the Plan.

Residents were invited to ask questions and raised the following points:

Q: Would the incoming administration be able to have more influence?

A: Full authority was given to the previous administration on 22nd March to proceed with the Local Plan and as the new administration would not take control until 24th May, the consultation might be triggered by the outgoing coalition administration on 14th May and the process may not be able to be prevented.

Q: What numbers would be a happy medium?

A: It would be preferable to address this via the route of sustainability. The housing numbers in the previous Plan (1700) would be more acceptable and sustainable.

Q: How does the allocation of a traveler site work?

A: The way the previous Conservative Plan addressed this was through a Hub Model which meant that the pitches were added to the existing sites. The combined Labour/UKIP administration decided to change this to a Distributer Model which meant that sites would be distributed around the Borough. The details are not in the proposed plan but is in the minutes of one of the Growth, Infrastructure and Development Committee meeting minutes in 2017. There is no evidence to suggest that the “distributor model” is better than the “hub model” despite a statement made by the coalition.

Q: Will we get a new Police Station?

A: There is nothing in the Plan to suggest this.

Q: Doesn't Green Belt mean anything anymore?

A: The only time Green Belt can be declassified is by Basildon Council as part of the Local Plan. The NPPF states that there must be “exceptional circumstances” for a Local Plan to do this.

Q: Is there any detail in the Plan regarding the distribution of houses on each site?

A: There is no detail in the Plan at this stage. This will be agreed at the planning stage.

Q: Do you know what was happening about the road through Frithwood?

A: No but the map displayed showed the route as it was in 2017. At the Basildon Council Infrastructure, Growth and Development meeting on 19th March the road was removed but the new houses were left in.

There being no further questions Mike Andrews and Peter Sharp were thanked for attending the meeting.

Councillor Mitchell having joined the meeting during the presentation took his place on the Parish Council.

The meeting was adjourned for five minutes to enable residents to view the maps which were displayed and which had been produced by the Action Group from those in the Plan for information purposes.

Following the adjournment, the meeting continued and it was agreed, by all Members present, that Councillor Watts should remain as Chair for the duration of the meeting.

9/18

Public Forum: The meeting was opened up to the public to give residents an opportunity to ask questions of their Councillors.

(i) A resident asked if any information was available regarding a planning application in respect of Wheatsheaf Cottage, Laindon Common Road, as the resident was very concerned regarding the lack of parking on the plans and which could potentially increase parking in Laindon Common Road. Councillor Mitchell advised that as far as the Parish Council were aware no decision had been made by Basildon Council to grant or refuse the application. The Parish Council had raised their objections to the planning application in their response to Basildon Council.

These objections, which included parking, had been recorded in the minutes of the previous Parish Council meeting of 14th March 2018. Councillor Mitchell advised that it was now up to Basildon Council Planning Committee and Planning Officers to decide on the application. Councillors suggested that if residents had any objection they should write directly to Basildon Council's Planning Officers to air their views and objections.

(ii) A resident asked if there had always been an entrance to The Willows, Tye Common and did the owners have permission to widen it. Councillor Mitchell stated there had always been an entrance but the owners had made it wider and into a proper entrance. He was unable to answer the question regarding planning permission, although there was an assumption that planning permission was not needed.

(iii) The Parish Clerk was asked if a schedule could be obtained in regard to grass cutting from Basildon Council so that the cutting of the grass around the war memorial could be factored in between cuts. Councillors were also asked if they could obtain information regarding the timeframe for cutting the verges. Councillors discussed contacting a local farmer to help cut the verges during the grass growing season. **Action:** The Parish Clerk to contact Basildon Council's grass cutting contractors ID Verde for a schedule of works.

(iv) Councillors were asked regarding the status of taking over the telephone kiosk. The Parish Clerk advised that this would be included in her report, but currently the Parish Council was still waiting for BT Payphones to confirm the removal of the telephony apparatus.

(v) A resident asked about the broken culvert adjacent to Brook Cottage. The Parish Clerk advised that to date although the culvert had been inspected by ECC Officers and deemed in need of repair no further information or further feedback had been received and she would continue to raise the matter with them.

Circular Walk: Roger Savage (a resident) advised that the lecterns and maps which were to be installed in two further locations were nearly ready for delivery. The Parish Clerk advised she had already made arrangements for the installation of the lecterns with Farndons, a local contractor.

A resident asked if the path at the top of Laidon Common Road near the post box could be extended onto Noak Hill Road to make it easier and safer to walk along this stretch of road. **Action:** The request was noted.

10/18 Minutes of Parish Council meeting held on Wednesday 14th March 2018: Council to approve the accuracy of the minutes of the previous meeting held 14th March 2018 and Chair to sign.

The minutes of the previous meeting on 14th March 2018 were accepted as a true reflection of the meeting and signed as such by Katrina Watts, Chair.

11/18 Parish Clerk's Report: The Parish Clerk to update Councillors on Parish Council business.

Chris Barlow advised on the following outstanding matters in her report

- a) **Culvert adjacent to Brook Cottage:** This item had already been discussed in the Public Forum (Item 9/18)
- b) **Circular Walk:** Item already been discussed under Public Forum (9/18)
- c) **Telephone Kiosk:** The meeting had briefly discussed the telephone kiosk in the public forum and the Clerk advised that the last communication she had received from BT Payphones regarding the removal of the telephony in the kiosk was on 1st May when she was advised that the apparatus could not currently be removed as it was connected to a power transformer and only a certificated engineer could remove the equipment and as no trained engineers was available this was what was holding up progress. Once removed the Clerk advise she had researched a company who could supply the proper paint to renovate the kiosk.
- d) **Ellis Field Meeting:** A meeting was being arranged between Parish Council, Village Hall Committee and Petre Trust to discuss the security of Ellis Field.
- e) **Dunton Boot Sale and the Willows:** No response to the Parish Council's emails has been received from Basildon Council. Council Mitchell stated he had ventured out the previous weekend and the roads around the Boot Sale were completely grid locked. There was no directing of traffic or any police presence. The Parish Clerk stated she had recently received an email from a local resident making the same complaint regarding the traffic. The matter was being pursued but as yet no tangible reply had been received.
- f) **Tye Common Road traffic calming:** The work to install traffic safety measures adjacent The Croft were in hand and the work by Essex County Council had been ear-marked in the Essex County Council Local Highways Budget for 2018/2019. The resident of The Croft has been kept updated on progress.
- g) **Village Pond:** A contractor had been engaged by the Parish Council to clear the pond of weed and it has been relatively successful but the weed would need to be cleared again during the year. A request would be made in the newsletter for water lilies to help keep the pond clear. A suggestion was made that an industrial sola pump could be installed in the pond to help clear the water. **Action:** To consider this suggestion.
- h) **Parish newsletter:** The Parish Clerk was in the process of compiling a Parish newsletter in partnership with the Village Hall Committee.

12/18 Finance Report: To confirm and receive comment on the following matters:

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

Councillors were provided with a copy of the Parish Council accounts and bank statements to update on the position since the last meeting on 14th March as follows:

	£
Bank balance as of date of meeting – 14 th March 2018	6,618.71
Bank balance as at date of meeting – 9 th May 2018	11,375.87
Expenditure	-1,164.78
Income	5,921.94

Breakdown - Expenditure

(694) Clerk Salary Feb & Mar (inc.Office use & Telephone)	-620.58
(695) HMRC Clerks Tax	-138.60
(696) Stationary – Toner/Stamps/Paper	-105.60
(699) CB Landscapes (Village Pond clearance)	-300.00
Income:	
Parish Precept	3,138.94
Grant Funding – ECC Community Initiative Fund	2,783.00

Councillors were advised that the cheque for the lecterns and maps in the sum of £ 3,339.60 including VAT has not as yet been presented to date.

(ii)To confirm Annual Audit arrangements for the 2017/18 Parish Council Accounts and approve the Annual Governance and Accountability Return (AGAR) 2017/18

It had been agreed that the internal audit of the Accounts would be carried out by Heather Heelis, Heelis & Heelis. The date for this had originally been arranged for 17th April but due to unforeseen circumstances the auditor had had to change the date and it would now take place on 11th May. The Annual Return had now been renamed the Annual Governance and Accountability Return (AGAR) and under the new rules where a smaller authority’s income was less than £25, 000 there was no need to carry out a Limited Assurance Review providing the authority certified they were exempt under Section 9 of the Local Audit (Smaller Authority) Regulation 2015. The Certificate of Exemption was duly signed by the Chair. Councillors confirmed the Annual Governance Statement 2017/18 (Section 1) and confirmed that the Parish Council had a sound system of internal control and met all the requirements in respect of the Annual Governance Statement.

Councillors also approved the Accounting Statements 2017/18 (Section2) provided by the Responsible Finance Officer who had certified that the figures were accurate as of 31st March 2018. The Chairman, Councillor John Mitchell, countersigned signed the statement to confirm as the elected Chair.

The Parish Clerk advised that the cost of the internal Audit was estimated to be between £60 - £80.

(iii)To confirm the Parish Council’s bank account signatories for 2018/19:

The bank signatories were confirmed as Councillor Katrina Watts and Councillor David Clark.

(iv) To discuss and confirm the renewal of the Parish Council's Insurance and Public Liability for 2018/19 with effect from 1st June 2018

The Parish Council had been advised of the renewal of the Parish Council Insurance and Public Liability Cover for 2018/2019 with effect from the 1st June. The Insurance was administered by Came and Company on behalf of Ecclesiastical. The cost of the cover was £168.00 plus an administration fee of £50. This was due to the increasing costs of administration. Councillor Mitchell queried this additional administration cost. The Clerk advised it was to cover administration costs by the company and any unknown costs that might be incurred if a claim was made during the course of the policy. Councillors **AGREED** to review the policy at renewal in 2018/2019

iv) To agree and confirm the budget for small external maintenance works for 2018/19.

A copy of estate maintenance cost for 21017/21018 was provided to Councillors. The amount spent to date was £389.49 with still an underspend of £19.27 and it was **AGREED** by all present to set the float again at £400 per annum.

Proposed: Councillor Mitchell: **Seconded:** Councillor Watts.

(vi) Update on new Data Protection Regulations with effect from 25th May 2018

New Data Protection laws were to come into effect on 25th May 2018 but an amendment going through parliament, if passed, would mean that Parish Council's would not need to employ a separate Data Protection Officer.

In addition, the Parish Council must affiliate to the ICO (Information Commissioners Office) to conform to the Act and for this there was an administration of £40. (The ICO is the UK's independent body set up to uphold information rights)

(v) To confirm the Parish Clerk's pay scale increase for 2018/19:

The NJC (National Joint Committee) had published the new statutory increases for local government employees from April 2018. Councillors were provided with the salary information relevant to the Parish Clerk. The increase would equate to an overall salary increase of £18.10 per month. All Councillors were in **AGREEMENT** to confirm the increase to the Parish Clerk/RFO.

Proposed: Councillor Mitchell: **Seconded:** Councillor Watts

12/18 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.

No planning applications had been received in the previous months

13/18 Planning decisions and comments: To receive updates and comments regarding planning applications within the Parish

Planning Application: 18/00242/FULL: Walnut Tree Lodge, Rectory Road, Little Burstead CM12 9TR – Application Refused

Planning Application: 18/00212/FULL: Casa Primeria, Laindon Common Road, Little Burstead CM12 9TD – Application granted

14/18 Member Representation: To appoint representatives to the following areas of interest:

- Association of Basildon Local Councils (ABLC) – Councillor Katrina Watts
Proposed Councillor Mohseni: Seconded: Councillor Mitchell:
- Basildon Borough Council Liaison Group – Councillor Katrina Watts
Proposed: Councillor Mohseni: Seconded: Councillor Mitchell:
- Footpaths - Councillor Pauline Bowles
Proposed: Councillor Watts: Seconded: Councillor Mohseni.
- Planting – Roger Savage (Volunteer – Estate Services) Approved by all.

15/18 Parish Council meeting dates for 2018/2019: To confirm the dates for Parish Council Meetings and the Annual Parish Meeting 2018/2019

The dates of 2018/2019 Council Meetings were advised as:

2018: Wednesday 11th July 2018: Wednesday 12th September 2018: Wednesday 14th November

2019: Wednesday 9th January 2019: Wednesday 13th March 2019: Wednesday 10th April 2019

All meetings would be held on the second Wednesday in the month bi-monthly at Little Burstead Village Hall, Laindon Common Road at 7.30 p.m. unless otherwise stated

In addition, the Parish Council would support the Annual Remembrance Day Service on Sunday 11th November 2018

There being no other business the meeting closed.

Signed: Chair

Date: 11th July 2108