

Minutes of the Little Burstead Parish Council meeting
held at Little Burstead Village Hall
on Wednesday 14TH November 2018 at 7.30 pm

Present: Councillor Pauline Bowles: Councillor Katrina Watts:
Councillor John Mitchell: Councillor David Clark:

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

Members of Public: 2

44/18 Apologies for absence: Councillor Abi Mohseni

45/18 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

46/18 Election of Chair: Parish Council to elect a new Chair.

Councillor John Mitchell had notified Councillors that he no longer wished to take on the role of Chair. Councillor Pauline Bowles had agreed to accept the role and all Councillors were in **AGREEMENT**.

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

Councillor Pauline Bowles was duly elected as Chair and signed the Chair's Declaration of Acceptance.

47/18 Public Forum: The meeting will be opened to the public to give residents an opportunity to raise issues and ask questions of Councillors.

(i) The erection of several units on Chase Farm without planning permission was raised. Residents reported that one grain store had been given planning permission some years previously but now three large containers and several storage units had been erected on the site near the property in Botney Hill Chase. The containers appeared to house goods other than those of an agricultural nature and several large container lorries from high street organisations had been identified delivering goods and unloading on the site.

The number of days when the Boot Sale was being operated was also causing concern as these appeared to be over and above planning consent and complaints were made regarding the congestion caused to traffic on the days the Boot Sale was being operated. Councillors informed the meeting that they had raised these issues Basildon Council Enforcement Officers, but recent correspondence had gone unanswered.

The Parish Clerk advised she had written several emails in connection with the Boot Sale activities and spoken to Basildon Council Officers on several occasions and had now requested a meeting with the Enforcement Manager and was waiting to be advised of some meeting dates. In addition, the Clerk was also

asked to make enquires of Basildon Council regarding any trading licenses that had been issued in connection with the business activities on the site.

(ii) Councillors were asked if information was available regarding the overgrown Footpath No: 56 which went across Chase Farm. The meeting was advised that Essex County Council's Public Rights of Way (PROW) Officer had been contacted and the Officer informed that discussions were ongoing with the landowner to divert some of the footpaths on the site. The Officer was in the process of preparing a Change of Public Right of Way (PROW) Order for consultation.

(iii) Councillors were asked if any notification had been given to residents, regarding the planning application for the development of Wheatsheaf Cottage. It was considered that insufficient notification had been given to surrounding properties. Councillors advised they had raised issues in connection with the grant of the planning application with both Basildon Council and the Planning inspectorate but as a statutory authority their only redress was a judicial review and this process was very costly and not within the ability of the Parish Council to take forward.

48/18 Minutes of Parish Council meeting held on Wednesday 12th September 2018: Council to approve the accuracy of the minutes of the previous meeting and Chair to sign.

The minutes of the previous meeting were approved as an accurate record of the meeting and signed as such by Councillor Bowles, Chair

49/18 Parish Clerks Report: The Parish Clerk to update on matters raised at previous meetings.

(i) The Parish Clerk would be attending a Superfast Essex Broadband update meeting on 29th November 2018 at Ramsden Heath Village Hall.

(iii) The BT telephone box had now been decommissioned by British Telecom and residents had been asked via the Bugle newsletter for ideas for its future use. Consideration was being given to the suggestion of (i) a free book exchange library (ii) a Defibrillator station and (iii) displaying a copy of the Circular Walk Map within the box. However, before the box could be used for any project it would need to be refurbished inside and out. Councillor Mohseni had suggested he would be willing to take on this task but as he was not present to confirm the Parish Clerk was asked to contact him and discuss. The Clerk was also asked to make enquires regarding the purchase of and cost of installing a Defibrillator.

The Parish Clerk provided Councillors with a chart identifying the progress of matters which were outstanding from previous meetings and which the Parish Council were able to influence.

(iv) The Clerk advised she had sent another email to Essex County Council requesting information about repairs to the culvert beside Forge House which was in a dangerous condition but to date had received no further reply.

(v) A Bugle newsletter had been compiled in combination with the Village Hall and had been distributed to residents.

(vi) Notification of Essex Association of Local Councils (EALC) Strategic Plan and Vision Consultation to run until 7th December 2018. Following receipt of comments, a draft Plan and Vision will be circulated in January 2019 for a six-week consultation period for further comments.

50/18 Policy and Procedures: To review and consider any changes to the Parish Council's Standing Orders and Risk Assessment Policy.

Councillors had reviewed the changes to the Parish Council's Standing Orders and Risk Assessment Policy regarding the changes within the General Data Protection Regulations Act of 25th May 2018 and **AGREED** to accept the amendments as presented and added to the relevant policies and published on the Parish Council website.

51/18 Planning: Councillors to review and comment on Planning Application/s under the Town and Country Planning Act 1990 (as amended)

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 18/01137/FULL

Proposed farm shop extension to facilitate a new kitchen and enlarged sales area - Little Burstead Farm Shop, Tye Common Road, Little Burstead, Billericay,

No objections were raised to the planning application. The Parish Council considered that the Farm Shop provided a much-needed service to the community and the expansion would only seek to further enhance the benefits for residents.

52/18 Planning decisions and comments: To receive updates and comments on decisions in respect of planning applications since the last meeting.

18/00198/FULL Land at Stead Hall Farm, Laindon Common Road, Little Burstead – Construction of basement extension and lower basement garden – Permission Granted

18/01089/FULL Roseneath, New Road, Little Burstead – Demolition of current structurally unsafe building and the erection of a proposed wooden outbuilding for a domestic gym and other recreational purposes – Permission granted

53/18 Responsible Finance Officer's Finance Report:

To receive a statement regarding the Parish Council's financial position since the last meeting on 12th September 2018.

The Responsible Finance Officer provided the following report in respect of income and expenditure since the previous meeting. There were no matters arising.

	£
Balance at Bank 12 th September 2018	5,467.94
Balance at Bank 14 th November 2018	7,552.47

Expenditure:	1,054.41
Income:	3,138.94

Expenditure:

(711) ABLC Annual Subscription 2018/2019	20.00
(712) Clerks Salary (Sept & Oct) Plus Sub: Office/Tel/BB	649.58
(713) Councillor Training – Short course	55.00
(714) Councillor Training Part 2	90.00
(717) Clerks Expenses (Toner/Stamps/Stationary)	94.03
(716) HMRC Clerks Tax	<u>145.80</u>
	1,054.41

Income:

2 nd ½ Year Precept	3,138.94
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54/18 Precept and Budget Forecast 2019/20: To provide Councillors with a budget forecast for 2019/2020 and receive Precept calculations for 2019/2020

Councillors had received documentation in respect of the Parish Councils’ budget calculations to 31st March 2019 and estimated costs for 2019/2020 together with a copy of the Bank Ledger detailing income and expenditure for the current year to date. In addition, a copy of the comparative Precept amounts, provided by Basildon Borough Council, for each property Band for 2019/20 had also been provided. In setting the Precept the Parish Council was asked to consider the following budget implications for 2019/20:

- (i) Increases in revenue income and expenditure
- (ii) Keeping a balance of financial reserves to cover unexpected costs.
- (iii) Any increases in staff salaries and related costs.
- (iv) Any future staff pensions and related costs (Not at present paid)
- (v) Any expenditure on parish projects, hitherto unfunded.
- (vi) The Parish Council no longer received a proportion of the Local Council Tax Scheme (LCTS) Grant paid to District/Borough Councils and which had previously been passed on to Local Councils and this reduced any future income.

The RFO suggested an increase in the Precept to cover future costs and costs which may be as a result of contested elections in 2020. Councillors discussed the implications of **not** increasing the precept and considered that increasing would not have any serious hardship on household budgets.

Following a discussion Councillors **AGREED** to increase the Annual Precept amount, based on the calculations provided, as follows:

Band	2018/2019	2019/2020
D	31.59	33.03
E	38.61	40.37
F	45.63	47.71
G	52.65	55.05
H	63.18	66.06

The increase would provide the Parish Council with an overall annual increase in income for 2019/2020 of £333.07 (i.e.) The overall Precept would increase from £6,277.88 (2018/2019) to £6, 610.95 (2019/2020) which equated between £2.00 - £3.90 per annum per household or an overall increase of 4.56% on the 2018/19 Precept.

All Councillors, present, agreed with the proposal to increase the annual Precept for 2019/20.

- 55/18 Clerks Training:** To confirm the Parish Council's agreement for the Clerk to undertake the Certificate in Local Council Administration (CiLCA) qualification and attend the training course associated with this accreditation.

Councillors **AGREED** to enable the Parish Clerk to undertake the Essex Association of Local Councils (EALC) CILCA training course in order to attain the Certificate in Local Council Administration (CILCA) qualification as part of her personal development.

- 56/18 Meetings attended by Councillors:** To briefly update on any meetings, to outside bodies, attended by Councillors since the last Parish Council meeting on 12th September 2018.

Councillors Bowles and Councillor Watts had attended an event held by Councillor Andrew Baggott, the Leader of Basildon Council, on 8th November and although very poorly attended found it informative.

Councillor Watts and the Parish Clerk had both attended a Basildon Liaison Meeting on 30th October at which Enforcement, the Local Plan and Community Governance Consultation were discussed. At the meeting Neil Costen, Planning Enforcement Manager had agreed to meet with any Local Council Councillors face-to-face who would like to discuss issues with him.

- 57/18 Local Plan update:** To update on the Regulation 19 consultation being undertaken by Basildon Borough Council in regard to the Publication of the Local Plan.

Councillor Watts had arranged an interview with Basildon Council Officers regarding the completion of the Revised Publication Local Plan Response document and the correct way of making any objections to the soundness and justification of the Plan and to gain information regarding proposals for an infill policy for the village plotland areas. It was considered that the Parish Council should raise objections to certain elements in relation to the Local Plan either individually or collectively with residents and the Parish Council **AGREED** to prepare a leaflet to consult with residents regarding the Parish Council's views and arrange a drop - in session to discuss with residents the implication that the proposals in the Local Plan would have on the village.

- 58/18 Ellis Field security:** To update on progress in relation to obtaining additional security locks for Ellis Field gates.

(i) A final quote had been agreed with the preferred contractor in the sum of £458.78 including VAT and following discussions it had been agreed it was more cost effective to fit a new lock to each of the gates. The Parish Council

would share the cost of the work with the Petre Trust and return the original padlock to the Village Hall Committee.

- 59/18 Community Governance Review:** To discuss the Parish Council's response to Basildon Council's Governance Review consultation document.

Councillors had already stated their position in a previous document sent to each of the Parish/Town/Village Council's and saw no reason to change their view that the current system was fit for purpose. The Parish Clerk was asked to complete the consultation document restating the Parish Council's position.

- 60/18 Parish Projects:** To update on the progress of matters in relation to Parish projects and the relevant funding applications.

The Parish Council had applied for funding from Essex County Council's Community Infrastructure Levy to renovate the War Memorial, which included the cleaning of the stone work and making a new granite name plaque. The allocation of funds for all projects would be discussed at a funding meeting at the end of November.

Information had been obtained regarding Village Gateways and a quote obtained but further enquires would need to be undertaken with Essex County Council Highways regarding the location of the gates and permissions which needed to be obtained for installations. The Clerk to contact Essex County Council and discuss.

- 61/18 Date of next meeting:** To confirm date of the next meeting

The date of the next meeting was confirmed as Wednesday 9th January 2019 at Little Burstead Village Hall, Laindon Common Road.