

Minutes of the Little Burstead Parish Council meeting
held at Little Burstead Village Hall
on Wednesday 9th January 2019 at 7.30 pm

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

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

Members of Public: 1

61/18 Apologies for absence: All Councillors were present.

62/18 Declarations of member's interest – To receive any declarations of disclosable pecuniary interests, other pecuniary interests or non-pecuniary interests from members relating to any agenda items.

None were received

63/18 Minutes of Parish Council meeting held on Wednesday 14TH November 2018: Council to approve the accuracy of the minutes of the meeting held on 14th November and Chair to sign.

The minutes of 14th November were confirmed as an accurate account of the meeting and were signed by the Chair, Councillor Pauline Bowles.

64/18 Public Forum: To open-up the meeting to give members of the public an opportunity to ask questions and raise matters of concern.

i) The resident in attendance raised a complaint regarding large container lorries driving through Laindon Common Road and his concern that the culvert, adjacent end of the end of Laindon Common Road, might collapse. The Parish Clerk informed the meeting that Essex County Council had carried out an inspection and survey of the culvert in November 2018 and confirmed that remedial work was required but the cost of such work would need to be capially funded and programmed into the budget.

ii) The resident raised concerns regarding the impaired site line on the bend of the road adjacent to Three Bears Cottage. The resident considered that a hedge on the perimeter of the property was causing the problem and the fact that the footpath adjacent had been eroded over the years. The resident had contacted Essex County Council Highways and had received a letter of reply which he felt was unhelpful. The resident asked the Parish Council to intercede on his behalf. However, the Parish Council felt that at the present time it was unable to intercede in the matter. However, they did conclude that if the resident wrote to them and included the relevant letter from Essex County Council regarding any obstruction, they would discuss the matter further. Councillors suggested that in the meantime the complainant or the owner of the property affected by the impaired sight line

should raise the matter directly with the owner of the property concerned as the owner might not be aware of the problem being caused. **Action:** The Parish Clerk was asked to advise Councillors of any correspondence received in connection with the issue raised.

65/18 Parish Clerks Report: The Parish Clerk to update on business and the progress of matters raised at previous meetings.

The Parish Clerk reported on the following matters:

(a) Telephone Box: Councillor Mohseni had agreed to undertake the initial work of refurbishing the telephone box and Councillor Bowles was researching the paint. Councillors considered that a free book exchange library could be one option for the kiosks use and it could also house a copy of the Circular Walk Map and associated leaflets. As people still stopped at the box in order to use the phone it was agreed that a sign should be displayed informing that the Box was no longer in use. **Action:** The Parish Clerk confirmed she would undertake this task.

It had also been suggested that the Telephone Box could house a Defibrillator and the Parish Clerk had made enquiries regarding the cost which was considered to be around £1,800.00. Councillors discussed the installation of the appliance in the Kiosk but felt, after due consideration, a more appropriate location would be outside the Village Hall as the location was more readily recognisable. Funding for a Defibrillator was also discussed and it was considered that the matter should be discussed with the Village Hall Chairman together with the funding of a project.

(b) Laindon Common Road – Culvert: As reported in Public Forum no update was available at the time of the meeting.

(c) Highway Gateways: The Parish Clerk had contacted Essex County Council Inspectors and requested a meeting and was waiting for a reply. Councillor Mitchell suggested that the matter of installing Gateways had been discussed some years previously by the then Parish Council and the Parish Clerk was asked to contact the previous Parish Council Chair/Parish Clerk for more information.

(d) Chase Farm: Matters previously raised in connection with Chase Farm had been discussed with Basildon Council's Planning Enforcement Officers. The Parish Council had been advised that Basildon Council was in discussion with the landowner and the Parish Council would be advised of progress as appropriate.

Neil Costen, Basildon Councils Planning Enforcement Manager had recently retired and the new Head of Planning Services, Christine Lyons, had provided the Parish Clerk with an updated list of existing Planning Enforcement Officers for information. The Head of Planning had agreed to meet with Councillors but would not have any ability to meet with Councillors until April. A date to meet has yet to be confirmed.

(f) Basildon's 70th Anniversary Celebration invite: An invitation inviting Councillors to attend Basildon's 70th Anniversary Celebrations on 31st January 2019 had been received. Councillors to confirm their attendance.

(g) Dog Bins: A request had been received for dog bins to be placed along parts of the Circular Walk. The Parish Clerk advised that Basildon Council would not normally empty the bins on Public Rights of Way (PROW). The cost of purchase was estimated at around £250 plus installation. Councillors requested more information regarding the siting and collection of the equipment. **Action:** The Parish Clerk was asked to contact Basildon Council Officers and discuss further.

(h) Essex County Council Prohibition Order: A Public Notice regarding a Temporary Prohibition of U-Turn Order 2019 on Noak Hill Road, Noak Bridge which extended a previous S14(2) Notice which had commenced on the 20 December 2018 had been received. The new Notice will take effect on 10 January 2019 and the restriction will remain in place for 18 months or for the duration of the experimental order on Wash Road whichever is the earlier.

(i) RCCE Essex Village of the Year: An invitation and entry form had been received from the Rural Community of Essex (RCCE) regarding entering the Essex Village of the Year Competition. The Parish Council declined the invitation to take part on this occasion and the Parish Clerk would advise the RCCE of the decision.

66/18 Community Initiative Funding (CIF) Application update: To advise on the outcome of the Parish Council's application for funding to renovate Little Burstead War Memorial.

A letter from Essex County Council has been received confirming the success of the Parish Council's application to fund refurbishment of the War Memorial. A grant of £2,500, via the ECC Community Initiative Fund, was confirmed. The full cost of the work was £3,300 (£2750 + £550.00 VAT) and the cost to the Parish Precept would be £250.00. The initial outlay of the £550 VAT would be reclaimed from HMRC. **Action:** Councillors to consider the designs and information provided by the stonemason for the Memorial.

67/18 Ellis Field Security: To update on the installation of new locks to Ellis Field gates.

New locks had now been installed to both gates of Ellis Field and a set of keys have been distributed to individual responsible key holders. The Parish Clerk advised that she will invoice the Petre Trust for their 50% share of the cost of the new locks, installation and new keys.

68/18 Planning: Councillors to review and comment on Planning Application/s under the Town and Country Planning Act 1990 (as amended)

There had been no Planning Applications notified since the last meeting on 14th November 2018. However, the Parish Council had been notified of an Appeal to the Planning Inspector lodged by the owners of Stockwell Hall, Clock House

Road, against Basildon Council's refusal to grant Planning Application (17/01702/FULL) for a Pool house addition to enclose an existing swimming pool with a corridor to the listed building. The case had yet to be heard by the Planning Inspector.

- 69/18 Planning decisions and comments:** To receive updates and comments on decisions in respect of planning applications since the last meeting.

18/01599/COND Chase End, Broomhills Chase, Billericay, Essex: Discharge condition 3 (materials) of planning permission (18/00152/FULL) for the construction of a replacement 4-bedroom detached chalet – Granted subject to conditions set out in the application.

18/01371/FULL Little Burstead Farm Shop, Tye Common Road, Little Burstead: Proposed Farm Shop extension to facilitate a new kitchen and enlarged sales area - Granted

18/01265/LDC Casa Primaria, Laindon Common Road, Billericay, Essex CM12 9TD: To establish the lawfulness of a proposed log cabin and shed – Granted.

- 70/18 Finance Report:** To receive a summary report in regard to the Parish Council's current financial position.

Christine Barlow, Responsible Finance Officer, provided Councillors with a Finance Report in respect of Income and Expenditure since the last meeting and attached the Bank Statement for the relevant period to the report.

	£
Balance at Bank 14 th November 2018	7,552.47
Balance at Bank 9 th January 2019	6,230.33
Expenditure:	1,322.14
Income:	Nil
Expenditure:	
(718) Clerks Salary (Nov & Dec) Plus Sub: Office/Tel/BB	649.78
(719) HMRC Clerks Tax (Nov & Dec)	145.60
(720) Farm & Country Supplies Ellis Field Locks (Deposit)	229.20
(721) Farm & Country Supplies Ellis Field Locks (Balance)	229.56
(724) PDS Digital Printing - Drop-in Consultation	<u>68.00</u>
	1,322.14

The Responsible Finance Officer advised Councillors that she had submitted details of the Precept as discussed and **AGREED** at the previous Parish Council meeting on 14th November and based on the figures provided by Basildon Council.

The Parish Council Precept for 2019/2020 was confirmed as £6,610.95 and the cost per household based on the figures for a Band D property was £33.03 per annum. Although properties which were in a higher Band (i.e. Band E - H) would pay slightly more and properties below a Band D (i.e. C - A) would pay slightly less. The overall percentage increase from 2018/2019 was 4.56%

In addition, the Responsible Finance Officer advised that the cost for the financial year, to date based on receipts received, for Estate Services was £357.07 with a balance remaining from the original £400 set aside being £42.93.

- 71/18 Essex County Council Future Library Services Strategy consultation:** Councillors to consider Essex County Council's proposals for the future of Library Services across the County.

Councillors considered that Little Burstead and Billericay were not affected by the proposals in the plan. However, it was generally felt that if any of the services proved uneconomical to run the decision to close had to be made in order for the survival of other well used services.

- 72/18 Essex County Council Fire and Rescue Plan 2019-2024:** Councillors to consider the proposals within the Plan.

An email had been received regarding a survey being undertaken by Roger Hirst, Police and Fire Crime Commissioner, asking for the community's views on the priorities for the Fire and Rescue service to be included in the county's first Fire and Rescue Plan which would run for a five-year period from 2019 - 2024. Due to the short time span since receiving the information Parish Councillors had not had time to read the documents. It was **AGREED** to forward any comments to the Parish Clerk before the closing date on 15th January 2019.

- 73/18 Basildon Borough Council Consultations:** (i) Revised Publication Local Plan (Regulation 19) (ii) Community Governance Review Consultation

(i) Basildon Council Revised Publication Local Plan (Regulation 19) Response: The drop-in held on 8th December 2018 was well attended with upwards of 40 residents on the Saturday morning and the Parish Council's Response to the Publication Local Plan 2018 was submitted on 17th December 2018 along with 60 signatures of support for the Parish Council's comments. The Parish Clerk confirmed she would include the response on the Parish Council website for public information.

(ii) Community Governance Review: The Parish Council's response to the proposals was sent to Basildon Council on 24th December 2018. The Parish Council concluded that there should be no change in current arrangements for all Parish/Town/Village Councils. The Policy Oversight and Strategy Committee will discuss the proposals in the review on 7th February 2019.

74/18 Meetings attended by Councillors:

- (i) To briefly update on any meetings to outside bodies attended by Councillors.

Parish Councillors had not attended any external meetings since the last Parish Council meeting on 14th November 2018.

- (ii) To confirm the date and venue for the next Association of Basildon Local Council (ABLC) Meeting.

The next Association of Basildon Local Council (ABLC) Meeting would be held on Thursday 17th January 2019 at Billericay Town Council Offices at 7.30 p.m. Councillor Watts, as the Parish Councils Representative on the Committee, would be attending.

- (iii) To discuss proposed dates the next Basildon Liaison Meeting and Parish Council attendance.

Councillor representatives to the Basildon Liaison Committee discussed their availability to attend the meeting in February and suggested the most appropriate date would be Wednesday 13th February. The date would be put forward for discussion at the next Association of Basildon Local Council (ABLC) Meeting which was to be held on 17th January 2019. If confirmed Councillor Bowles and Councillor Watts would attend on behalf of Parish Council. The Parish Clerk would also be attending in her capacity as one of the Local Council Clerks.

75/18 Date of Next Meeting: To confirm the date of the next Parish Council Meeting

The date of the next Parish Council meeting was confirmed as Wednesday 13th March 2019 at Little Burstead Village Hall, Laindon Common Road.