

Minutes of the Meeting of the Great Burstead and South Green Village Council,  
held at South Green Memorial Hall, Southend Road, Billericay,  
on Wednesday, 7 July 2010 at 7.30pm

Present: **Councillor Wakelin (Chair)**

**Councillors Aly Khan, Chapman, Cundy, John Dear, Marie Dear, Kelly and Saunderson.**

In Attendance: **Mrs. Kim Barford, Clerk to the Council**

**2 members of the public**

**10/63 Apologies**

There were no apologies.

**10/64 Declarations of Interest**

There were no declarations of interest.

The meeting was adjourned for public participation.

**10/65 Public participation session with respect to items on the agenda and other matters which are of mutual interest**

Members of the public present commented on pedestrian access at South Green Shopping Area and Coxes Farm Road.

The meeting re-convened.

**10/66 Minutes**

Members received the minutes of the Village Council meeting of 2 June 2010. An amendment was requested by Cllr M. Dear, a replacement printed version of minute 10/45 was passed to the chair. Debate ensued. With the inclusion of the amendment, it was then proposed the minutes be approved by Cllr. Marie Dear, seconded by Cllr. Kelly to which all members were in agreement.

**10/67 Committee Minutes**

Members received for information the minutes of the Planning Committee meeting of 2 June 2010.

**10/68 Computer, IT, Procedures, Safety and Security.**

Members received the clerks report following the recent failure of the hard drive to the previous computer. Debate ensued regarding back up and hard drive storage. Members agreed that weekly data backups continue to the external hard drives. Debate continued regarding contingency plans to support transition if a computer breakdown occurred again. The previous computer to be reviewed and a repair costed as to whether viable, for the computer to then be available should a system failure occur in the future. Cllr. Saunderson agreed, in response to members requests, to check the computer.

**10/69 Highways Matters**

Members were updated on recent correspondence and communications concerning the following matters:

Noak Hill Road, north section – pedestrian crossing facility

The clerk updated members following her site meeting with Peter Wright, Highways Manager. Essex CC Highways will consider the Village Council's request for a crossing, at a site south of the junction with Church Street, just after where the slip road lane joins. Their budget for the current year has however been drastically cut so he was not hopeful in the current climate.

Junction of Mill Road and Southend Road – Cllr. Chapman spoke of his sightline concerns regarding the overgrowth of the hedge surrounding the Kings Head car park. The clerk to report to Essex CC.

Kennel Lane – Cllr. Chapman spoke of his concerns regarding hedge overgrowth in the rural section of the road. The clerk updated members on the copy correspondence (circulated to members) received from a resident who had expressed concern regarding the same matter plus a request that the road be widened. Debate ensued. Members noted Highways response that the maintenance team have trimmed back the vegetation and will monitor the situation. The request for road widening not possible at the current time due to budget constraints but the request kept on file by them should an opportunity arise in the future when a physical improvement could be considered. Cllr. Wakelin proposed, which was seconded by Cllr. Aly Khan accident statistics for the road be obtained from the Police to further endorse the request to Highways for road widening.

Coxes Farm Road – The clerk advised no further update received from Highways. The clerk had received that day details of the community speed watch scheme, a copy of which was passed to the local resident present for information.

One member of the public left the meeting.

### **10/70 South Green shopping area**

Cllr. Saunderson and the clerk updated members on their site meeting earlier that day with the Addie Thomas, Assistant Property Manager, Day Lewis plc regarding the condition of the front access area steps and paths to the pharmacy and neighbouring shops. Day Lewis will endeavour to facilitate the repairs and improvements needed recovering associated costs from the freeholder.

The clerk updated members regarding her communications with the District Council concerning renovation / replacement of certain bins. It was suggested an audit of street furniture, to include bins, bus shelters and other street furniture take place to enable the Village Council to address the situation. Cllr's Wakelin and John Dear agreed to undertake the project to encompass the entire parish and advise members at the next meeting.

Members' spoke of a number of commercial vehicles seen driving onto South Green, by the youth shelter. Concern was expressed for the safety of pedestrians and it was requested that the clerk again convey a request to Highways for the installation of bollards or railings to prevent access for vehicles.

The clerk had spoken with Peter Wright, Highways who had indicated that the County Council were not generally in favour of railing except where vital, e.g. by crossings. The clerk to write to the officer concerned who is handling the South Green improvement project, with a request and giving details of the suggested locations for bollards / railings.

The remaining member of the public left the meeting.

### **10/71 Training**

Further to the earlier request by members for localised training, the clerk updated members following her communications with clerks at neighbouring local councils to share the cost of such training. Members to inform the clerk should they wish to attend such a session.

Members received a copy of the letter from the EALC regarding the availability and cost of localised training.

### **10/72 Effectiveness of Internal Audit**

Members considered the document. Formal approval was proposed by Cllr. Cundy, seconded by Cllr. Kelly to which all members were in agreement.

### **10/73 Footpath signs**

Cllr. Chapman spoke of the wooden sign which has recently been installed, depicting the footpath but with no further reference, as on the previous signs it would have replaced which stated the destination and reference number. Cllr. Wakelin suggested the Village Council express regret about the lack of information to the relevant officer at Essex CC Highways.

### 3.

#### **10/74 Bus shelters**

The clerk advised that following the reports made to Essex CC about the poor state of certain bus stops in the vicinity of South Green a new shelter is to be installed on South Green at the Memorial Hall bus stop. Members were keen to stress that the repairs need to be completed to all the bus shelters reported for repair. The clerk advised that the District and County Council are aware of the situation and in the case of the shelter outside Southwood Lodge, ClearChannel who maintain the shelter have been advised of the repairs needed.

#### **10/75 Appointed Officers**

a. Children's Centre Advisory Panel - It was proposed by Cllr. Aly Khan, seconded by Cllr. Saunderson that Cllr. Marie Dear be appointed representative with Cllr. Kelly taking on the role next year. All members were in agreement.

b. Cllr. Aly Khan proposed the appointment of a bus consultee. Cllr Kelly proposed, Cllr. Chapman seconded that Mohamed Javed be appointed to the new post, to which all members were in agreement.

#### **10/76 Working parties update**

The clerk advised an update request had been sent to members prior to production of the agenda.

Media - The clerk spoke of recent progress. The new website is ready to go live. Cllr. Wakelin spoke of his hopes for more interactiveness within the parish. Cllr. Cundy spoke of her concerns.

Cllr. John Dear spoke and members noted the next of the 3 issues of The Mole in the year to 31 March 2010 will be the Christmas issue. Cllr. Kelly stated as a member of the media working party that she had not been advised of a meeting attended by the clerk and Cllr. John Dear. The clerk apologised for the omission.

Finance and Personnel – No information provided.

Community events – No information had been submitted for agenda inclusion but Cllr. Kelly spoke of a meeting recently held, Cllr. Chapman stated he was unhappy that had not been consulted with sufficient time to attend that meeting.

Cllr. Kelly stated the working party was hoping to establish an annual community event and proposed an 'Inflatable's Event' to take place on the 14 August 2010. Various verbal quotations were then relayed by Cllr. Kelly to members.

Members questioned the fact that no detailed proposal had been produced and submitted, to ensure circulation with the meeting papers as legally required, 3 days prior to the meeting. Cllr. Cundy thanked Cllr. Kelly for the work she had done preparing the details and proposed that consideration be given to planning an event in 2011, not 2010, to ensure there would be sufficient time to assess viability, draw up detailed proposals including full risk assessment, to obtain the necessary authority and to fully publicise. The proposal was seconded by Cllr. John Dear, to which the majority of members were in agreement.

Debate ensued. The calling of an EGM was proposed by Cllr's Aly Khan, Kelly and Saunderson, but it was opposed by the majority of members.

Cllr's Aly Khan, Kelly and Saunderson left the meeting.

#### **10/77 Neighbourhood Action Panel meetings combined with Village Council meetings**

Members noted the Burstead Police Team is in agreement to a 3 month trial commencing 1 September 2010. The clerk to liaise.

#### **10/78 Clerks report**

Members received a verbal update regarding:

Allotments – Members noted three requests received to date.

P3 – Members noted that no volunteer had as yet come forward to take on the role of footpath officer. However, two volunteers were still keen to involved in future projects.

#### 4.

Hedge and verge maintenance - Members noted a new contractor had been appointed this year. The District Council had been experiencing problems but it was hoped that the service would improve in the near future.

Town and Parish Council charter – No further comment.

Reparation – The clerk to invite John Lambert, Reparation Officer, South Essex Youth Offending Team, to attend a future meeting.

#### **10/79 Finance**

a. Members approved the following payments:

Clerk- re-imburement re. purchase of new computer at Comet £503.49

Essex Pension Fund – Superannuation June 2010

Essex pension Fund – Superannuation July 2010

Clerk – Salary July 2010

Clerk – Salary August 2010

HMRC –PAYE 3 months to 5 July 2010

Clerk expenses – Mileage, print cartridges, postage (May) £53.46

Clerk re-imburement re installation costs and expenses (June) £95.88

Basildon DC - 50% contribution to youth shelter repair (minute 10/8 refers) £346

Billericay Nurseries – Installation and June maintenance of the hanging baskets £522.48

Rural Community Council of Essex Annual Fee 2010/11 £80

b. Accounts to 30 June 2010 / Cash book and reconciliation – Members received the accounts and noted the documented under spend of the previous year. Cllr. Marie Dear requested and it was seconded by Cllr. Cundy that the accounts be amended to detail the cost of the computer purchased being shown as from the equipment budget (£500) and not as from equipment reserves (£1000). Members present were in agreement.

c. Annual return 2010 – Members noted and approved an amendment to classification of income within the figures reported, as detailed on the copy provided of the return and accompanying letter.

#### **10/80 Review of Great Burstead Conservation Area (deferred from June meeting)**

Members noted the letter from BJ Moody, Managing Trustee, Essex Heritage Trust regarding potential funding for restoration projects.

Members considered a proposal from Cllr. Wakelin, seconded by Cllr. Cundy that enquiries are made regarding the possible restoration of the bells at Great Burstead Church and requested the clerk write to the Bell Foundry to obtain an indication of cost.

#### **10/81 Essex Association of Local Councils**

Members noted this year's AGM / Making the Links networking event will be held on 29 September 2010, with motions to be submitted by 27 August 2010.

Members also noted the Buckingham Palace Garden Party Award nominations for this year are to be submitted to the EALC by 8 September 2010 and judges are required for 14 and 15 September to join the judging panel for the County Awards.

#### **10/82 Basildon District Council Correspondence**

Members noted the following correspondence.

Appeals & General Purposes Committee Agenda 10 June 2010

Appeals and General Purposes Committee Minutes 2 March 2010

Audit & Risk Committee Agenda 22 June 2010

Audit & Risk Committee Minutes 13 April 2010

Audit & Risk Committee Agenda 29 June 2010

Cabinet Agenda 24 June 2010

Cabinet Minutes 3 June 2010

Cabinet Agenda 8 July 2010

Cabinet Minutes 24 June 2010

Council Agenda 24 June 2010  
Development Control & Traffic Mgt. Committee Agenda 8 June 2010  
Development Control & Traffic Mgt. Committee Minutes 20 May 2010  
Development Control & Traffic Mgt. Committee Agenda 22 June 2010  
Development Control & Traffic Mgt. Committee Minutes 8 June 2010  
Environment & regeneration Scrutiny Committee Agenda 7 July 2010  
Environment & regeneration Scrutiny Committee Minutes 10 March 2010  
Leisure & Health Scrutiny Committee Agenda 9 June 2010  
Leisure & Health Scrutiny Committee Minutes 3 March 2010  
Licensing Committee Agenda 30 June 2010  
Licensing Committee Minutes 24 March 2010  
Licensing Sub Committee Minutes 19 May 2010

**10/83 Other correspondence**

Members noted the following correspondence.

- Emails from residents re: Greening campaign
  - Billericay in Bloom
- Letter from resident re South Green shops access and general concerns
- EALC County Update June 2010
- Making the Links – July 2010
- BATPC AGM Minutes 17 June 2010
- Donation request letter from Vitalise, an Essex based charity which provides breaks for disabled people and carers
- Essex CC Bus passenger news June/July 2010
- Essex CC Disclosure Unit - Amendments to CRB scheme following ISA cancellation
- RCCE Annual Report 2010

The meeting closed at 10.25pm.

Signed .....

Dated .....