

Minutes of the Annual General Meeting of the Great Burstead and South Green Village Council,  
held at  
South Green Memorial Hall, Southend Road, Billericay  
on Wednesday 1<sup>st</sup> June 2016 at 7.30 p.m.

Present:-

Councillor M. Dear  
Councillor Chapman  
Councillor J. Dear  
Councillor Willingham

Also in attendance:-

Martin Ainscough – Clerk to the Council.  
County Councillor Twitchen.  
1 member of the public.

#### **16/100. Election of Chair Person**

The Councillor M. Dear was nominated by Councillor Willingham and seconded by Councillor J. Dear for the position of Chair Person. There being no other nominations Councillor M. Dear having signed the Declaration of Acceptance of Office was duly elected as Chair to serve for the next year.

#### **16/101. Apologies**

Apologies for absence were received from Councillor Cottle who had a prior engagement.

#### **16/102. Acceptance of Nomination Forms.**

The acceptance of Nominations forms were completed duly signed and returned to the Clerk.

#### **16/103. Declarations of Interests & Register of Members Interests.**

Councillor Willingham declared a non-pecuniary interest in Item 13. **Grant Application – South Green Memorial Hall - Roof.** As she was a member of the South Green Memorial Hall Trustees

#### **16/104. Minutes.**

The Minutes of the meeting held on 4<sup>th</sup> May 2016, were received and agreed and signed by the Chair as a true record of the meeting.

#### **16/105. Election of Vice-Chair**

Councillor Willingham was nominated by Councillor J. Dear and seconded by Councillor M. Dear and duly elected to serve as Vice-Chair for the next year.

#### **16/105A. Representatives 2016-17**

|                                  | Year 2015-16          | Year 2016-17          |
|----------------------------------|-----------------------|-----------------------|
| Litter Working Party Chair       | Councillor Knight     | Councillor Chapman    |
| Summer Event Working Party Chair | Councillor Willingham | Councillor Willingham |
| Neighbourhood Action Panel (NAP) | Councillor Cottle     | Councilor Cottle      |

|   |   |   |
|---|---|---|
| Bus Consultee/Transport Officer             | Mr. Javed   | Cllr. M. Dear to ask Mr. Javed if he wishes to continue in this role. |
| ABLC Representative                         | Councillor J. Dear (Cllr Cottle to attend in Cllr J. Dear's absence.) | The role to be shared by Cllrs. J. Dear & Chapman                     |
| Billericay Children's Centre Advisory Panel | Councillor Willingham   | Councillor Willingham   |
| Footpaths Officer/P3                        | Councillor Cottle   | Councillor Cottle   |
| Local Council Liaison Meeting               | As for ABLC rep as above  | As for ABLC rep   |
| Accounting Reviewers                        | Councillor Willingham & Mrs. Dorothy Cundy                            | Councillor Willingham & Mrs. Dorothy Cundy                            |

### **16/106. Public Participation.**

#### County Children Centres – Update.

The meeting received an update on the situation with regard to the situation concerning County Council run Children Centres from County Councillor Twitchen.

It was noted that following a countywide review of the centres that they were predominantly being used by those in the local community that least needed the type of support available. A new re focused approach was therefore required including a change of venues to be used in order to reach more of the families that the service needed to engage with. Some of the existing centres would be closing, but the service provision would not though as a result be reduced.

It was noted that the next meeting of the Advisory Group had been arranged for 18<sup>th</sup> of July 2016.

### **16/107. Notice of Councillor Vacancies – Co-Option.**

It was noted that there were currently three vacancies on the Village Councillor and that a Notice of Co-option would be placed on the Council's website and Noticeboards with any expressions of interest that are subsequently received being considered at the July meeting.

### **16/108. Basildon Borough Council – Code of Conduct training.**

It was noted that Basildon Borough Council would be running a Code of Conduct training Session for Parish Councillors on Tuesday 5<sup>th</sup> July at the St. George's Centre commencing at 7.00 p.m.

### **16/109. Planning Applications.**

At the time the agenda was circulated no planning applications had been received for consultation.

However after the agenda had been circulated the following two applications were subsequently received as follows:-

|               |                                    |  |                |
|---------------|------------------------------------|--|----------------|
| 16/00720/FULL | 38, The Oaks, Billericay, CM11 2RP | Remove timber cladding to part of the 1 <sup>st</sup> floor front elevation of house & clad 1 <sup>st</sup> floor front, side & rear elevations in weatherboard cladding finished in grey. | No objections. |
|---------------|------------------------------------|--|----------------|

|               |   |  |   |
|---------------|---|--|---|
| 16/00678/FULL | 226, Noak Hill Road,<br>Billericay, CM12<br>9UX | Extension & conversion of pair of semi-detached bungalows (No 226 & 228) to two storey houses with additional accommodation in the roof space. | No objections, but concern expressed due to the proposed properties when completed would be completely surrounded by bungalows. |
|---------------|---|--|---|

*When making an objection the following should be considered:*

*1. Contrary to Green Belt Policies, 2. Over-Development of the Site, 3. Objection on Highway Safety Grounds, 4. Lack of Car Parking Facilities, 5. Damage to Residential Amenity, due to: - 6. Over-looking neighbouring properties, 7. Over-dominance, 8. Increase in noise/pollution etc., 9. Damage to Visual Amenity, due to: - 10. Excessive bulk/height, 11. Poor/awkward design, 12. Out of keeping with area or street scene, 13. Unsatisfactory Layout, 14. Contrary to Conservation Area Guidelines, 15. Infrastructure, 16. Pertinent Local Knowledge*

### **16/110. Annual Audit – 2015-16**

It was noted that the Annual Return for 2015-16 had been received back from Heelis & Lodge (Internal Auditors for the Council) as required by the audit process and would now be sent off to the External Auditors (PKF Littlejohn LLP) to meet their deadline of 13<sup>th</sup> of June for the receipt of the completed return and the required supporting information.

### **16/111. Finance.**

#### **Approved payments:**

| <b>Payee / Cheque number</b>     | <b>Details</b>                                       | <b>Amount</b> |
|----------------------------------|--|---------------|
| Martin Ainscough                 | May salary   | £ 499.89(*)   |
| H.M.R.C. 022059                  | Income tax – May                                     | £125.00       |
| Martin Ainscough 022060          | May expenses – postage, stamps                       | £5.44         |
| Basildon B.C. 022061             | Supply & installation of the new South Green Benches | £1,765.00     |
| ABLC 022062                      | Subscription Fee – 2015/16                           | £20.00        |
| South Green Memorial Hall 022063 | Grant towards roof repairs                           | £1,830.00     |

(\*) salary paid directly by bank transfer on 26<sup>th</sup> of each month.

### **16/111. B. Village Council Bank Signatories.**

Both Councillors M. Dear & Willingham confirmed that they were willing to continue as bank signatories. It was further noted that two Councillors must always sign Village Council cheques and if either of the above mentioned Councillors were unavailable then the Council might not be able to meet their financial commitments with only two authorised bank signatories. However, Councillor Chapman being completely new to the Village Council wished to think about whether he wanted to put himself forward as an authorised signatory and as Councillor Cottle was not in attendance it was agreed to defer the item for further consideration at the July meeting.

### **16/112. Grant Application – South Green Memorial Hall - Roof.**

The meeting received and considered a grant application from the Trustees of the South Green Memorial Hall with regard to a contribution of £1,830.00 towards urgent repairs that are required to be carried out to the hall roof. It was noted that following recent bad weather water had leaked into the roof space which on inspection by a roofing contractor it was deemed necessary to carry out the repairs as soon as possible before the problem got any worse. It was hoped that if the necessary funds could be raised the work would be carried out in the summer months when the hall was not being used by its regular hirers.

**Resolved:** - that a sum of £1,830.00 be paid to the Trustees of the South Green Memorial Hall towards the cost of the roof repairs.

### **16/113. Langham Park Burnt Play Equipment – Langham Hall CCTV.**

The meeting received an update on the situation regarding the vandalism at Langham Park and the fire damage to the new play equipment since the May meeting. It was noted that the matter was now in the hands of the Police. Additional information had also been received from Richard Clark, the Chair of the Trustees responsible for the Hall indicating that the cost of an additional CCTV camera and increased image storage facilities at the hall would be in the region of £500.00 plus VAT. This additional camera would give greater coverage and security for the surrounding area. Following a discussion on the information supplied together with the incident of vandalism at Langham Park mentioned above, the Village Council resolved in principle to fund the additional camera and storage facilities, subject to the contribution that might be forthcoming from Basildon B.C. The Clerk was therefore requested to write to the Langham Hall Trustees and inform them accordingly.

### **16/114. Village Council Summer Event – 2016.**

The meeting received an update from Councillor Willingham on the progress made with the arrangements for the 2016 event.

It was noted that Around Town had confirmed that they would advertise the event. Sue Stone who was going to provide a craft stall on the day had now withdrawn. Both James Hendry and Nick grass had been contacted with regard to the collection of rubbish after the event and the cutting of the grass prior to the event taking place. Councillor Willingham also indicated those attractions that would need to be paid and cheques raised at the July meeting as there would be no meeting of the Village Council in August prior to the event taking place. The payments to be made were agreed as follows:-

Funday Ltd - £1,101.00, First2Bounce - £750.00, Professor Rainbow (aka Kerry Greenaway) - £270.00 and Tilbury Brass Band - £250.00.

### **16/115. New Village Sign.**

The meeting received an update since the May meeting. It was disappointing to learn that having sent the approved design together with an itemised list of materials to be used together with the costs involved that the County Council were now asking for an OS map to show the location of the proposed said sign. This it was noted was information that had been requested and supplied to the case officer some time ago. It was therefore very frustrating and felt very much as if the Village Council were going round in circles. In view of the lack of progress on this matter County Councillor Twitchen requested that the Clerk provide her with a brief history of the dealings with County Highways and she undertook to find out why this matter had now been ongoing for nearly two years without the necessary permission being forthcoming to allow the Village Council to move onto the next stage of the project – having the sign made and erected.

### **16/116. Essex Association of Local Councils.**

There was nothing to report. Councillor Cottle had indicated that he would be happy to represent the Village Council at EALC events when required.

### **16/117. Association of Basildon Local Councils News.**

Councillor J. Dear informed the meeting that again due to work commitments he had not been able to attend the meeting on 17<sup>th</sup> May. However he hoped to attend the Liaison meeting scheduled for 21<sup>st</sup> of July.

**16/118. Footpaths**

In the absence of Councillor Cottle there was nothing to report on the subject of footpaths.

**16/119. Future Meeting Dates.**

6<sup>th</sup> July, 7<sup>th</sup> September, 5<sup>th</sup> October, 2<sup>nd</sup> November & 7<sup>th</sup> December.

**16/120. Close of Meeting.**

The meeting closed at 8.34 p.m.