

Minutes of the Meeting of the Great Burstead and South Green Village Council,
held at South Green Memorial Hall, Southend Road, Billericay,
on Wednesday, 2 June 2010 at 7.30pm

Present: **Councillor Wakelin (Chair)**

Councillors Aly Khan, Cundy, John Dear, Marie Dear, Kelly, Saunderson and Wakelin

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

3 members of the public, which included 2 applicants for the vacancy

10/41 Apologies

No apologies were received.

10/42 Declarations of Interest

Cllr. John Dear declared that one of the applicants present, Robert Chapman was known to him..

10/43 Member vacancy

The clerk advised members of the three original applicants one had since withdrawn their application. The applicants both individually addressed members. A ballot took place. Cllr. John Dear abstained from voting.
1) The ballot was drawn, 3 votes each. The chair gave the casting vote and Robert Chapman was duly co-opted and appointed a member of Great Burstead and South Green Village Council.

Cllr. Robert Chapman joined the meeting.

One member of the public left the meeting.

The meeting was adjourned for the following item.

10/44 Public participation session with respect to items on the agenda and other matters which are of mutual interest

The remaining member of the public present did not wish to speak.

The meeting re-convened.

10/45 Minutes

Members received the minutes of the Village Council meeting of 5 May 2010. Reference was made to item 10/22 – Children’s Centre Advisory Panel Representative. Debate ensued.

The Village Council resolved on 2nd June that the above minute was incorrect and should record that Cllr’s Kelly and Marie Dear were elected equally to be the Children’s Advisory Board representative. The motion was agreed that the minutes of the 5th May be thus corrected and that the matter of electing one sole representative of the VC to be the subject of an agenda item at the meeting of the 7th July.

10/46 Committee Minutes

Members received for information the draft minutes of the Planning Committee meeting of 5 May 2010.

10/47 Highways Matters

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

2.

Pedestrian crossing, Southend Road north of Hickstars Lane, improvement – The clerk advised members that there is currently no scope within the Highways budget to renew the crossing markings and anti skid approach surfaces and other funding options were being explored. Members requested the clerk write to Highways expressing regret on the grounds of health and safety and enquire about the actual cost of completing the necessary works.

Noak Hill Road, north section, pedestrian crossing facility – Members were advised the clerk is to meet with the Highways Manager to discuss.

Coxes Farm Road, speed review – Members were advised that Highways were awaiting a response from County Hall regarding the conveyed request from residents for a further re-sited speed survey.

10/48 Annual Audit Return 2009/2010

a. The clerk advised members the internal audit had been completed, she read aloud the internal auditor's report and updated members on the return being submitted to the Audit Commission. The Annual Audit Return 2009/2010, was then, formally approved, and duly signed by the chair and the clerk.

b. Effectiveness of Annual Audit. - The item was deferred for consideration at the July meeting.

10/49 South Green shopping area, update re CIF (Highways) 2009/2010 grant application and movement of disabled parking bay

The clerk updated members following her attendance at the recent grant panel meeting.

The Village Council had been awarded budget allocation of £12,000 of the £25,000 applied for. The reason given by the panel was that the majority of them felt the application consisted in part of elements which could be considered as maintenance.

As noted at the March meeting the suggestion of movement of the disabled parking bay had been supported by Highways. The cost of the change to the traffic regulation order and associated cost of the move had now been approved by Highways.

Cllr. Marie Dear proposed that the Village Council consider the renovation / repair of bins, some of which were in a poor state of repair. The clerk to investigate ownership and speak with technical services at the District Council. Cllr. Kelly suggested a co-hesive look to the style of bins if replacement was needed and members therefore requested she enquire about the types of bins available for consideration at the next meeting when the subject would be further considered. Cllr. Marie Dear also spoke of the bollards at South Green, some had been stolen and a number were in a precarious state plus further installation was suggested to deter illegal and dangerous parking. The clerk to refer the matter to ECC Highways and update members at the next meeting.

10/50 Review of Financial Regulations

Members considered and formally approved the updated draft document.

10/51 Bus Shelters

Members considered Cllr. Twitchen's note regarding the funding possibility for the installation of new infrastructure bus shelters. Members to advise the clerk of suggested locations.

Members then received Cllr. Marie Dears proposal that certain bus shelters in a poor state of repair be renovated / replaced to take advantage of possible funding streams available. Cllr. Marie Dear to advise the clerk of those in need of attention and the clerk to make enquiries about ownership and further advise members at the next meeting.

10/52 Working Parties / Appointed Officers

a. **Community Events** - Cllr. Kelly proposed, seconded by Cllr. Aly Khan that a working party be formed, whose members would initially formulate ideas, research and suggest potential community events and put them forward to the Village Council. Cllr. Wakelin agreed such events would assist community development. Cllr. Cundy said working parties could also include members of the public. Cllr's Aly Khan,

3.

Chapman, Kelly and Saunderson were duly appointed members of the Community Events working party.

b. Footpaths Officer – The clerk advised members that Roy Jordan did not wish to continue in post. Cllr. Saunderson suggested the post be advertised in the next issue of ‘The Mole’. The clerk to write and thank him for his valuable work.

c. Transport Officer - Members considered the appointment of a Transport Officer. Cllr. Kelly proposed, seconded by Cllr. Saunderson that Cllr. Aly Khan be appointed to which all members were in agreement.

10/53 Circulation of meeting papers

Cllr. Aly Khan proposed, seconded by Cllr. Kelly that the practice revert to the distribution of printed copies to members rather than by email as had been adopted in December 2008 (minute 8/155 refers). Debate ensued and members individually stated their preference. Cllr.’s Aly Khan, Chapman and Kelly to have agenda, minutes and supporting papers sent to them to arrive 3 clear working days before the meetings. Cllr.’s Cundy, John Dear, Marie Dear, Saunderson and Wakelin to continue to receive just by email with printed copies distributed to them on the evening, prior to the meeting.

10/54 Neighbourhood Action Panel meetings

Members considered the approach by PC Nigel Scott, Burstead Team - Essex Police who requested the Village Council consider combining the NAP meetings with monthly meetings of the Village Council. Debate ensued and members agreed to such an arrangement, for a trial period of 3 months. The clerk to convey and if the Burstead Police Team in agreement the start date to be the 7 July meeting, no meeting in August so the trial to then be in place up to and including 6 October 2010 meeting.

10/55 Clerks report

The clerk verbally updated members regarding the following:

E.A.L.C. 2010/2011 membership and including the possible provision of localised training – Members Considered the letter and leaflets received from the Chief Executive following her enquiries on behalf of the Village Council. Cllr. Wakelin had raised the issue of membership at a recent meeting of the BATPC. He then spoke of his concerns regarding the charging basis, which members also thought to be unfair and the fee expensive. The cost of training being provided locally was also thought expensive. The clerk suggested she enquire if other local councils within the district would be interested in sharing a training session and as a way of keeping the cost more reasonable. Members agreed to approve payment of the fee for this year and the clerk to make such enquiries with local clerks.

Town and Parish Council Charter – Deferred to the next meeting.

10/56 Finance

Members approved the following payments:

A Local printer Ltd. – The Mole summer issue £408.63

Rural Community Council of Essex – Community Led Planning course £25

Essex Pension Fund – Superannuation May 2010

Vision ICT Ltd. – Upgrade to version 4 £141.00

Vision ICT Ltd. – Hosting & support annual fee, website domain 2 year fee £209.74

Clerk – Salary June 2010

E.A.L.C. – 2010/2011 Annual Affiliation Fee £707.85

Zurich Insurance Annual Premium £676.32 (Risk assessment completed May 2010)

10/57 Computer purchase

Members noted the computer previously used by the clerk had ceased working on 28 May 2010 with the hard drive failing. An engineer had attended and advised due to the age of the computer system that it could prove to be an uneconomical repair and that it would therefore be advisable that a new computer be purchased. The clerk suggested to members that the new computer be a laptop to provide greater flexibility. It could also then, subject to adequate insurance cover, be available for reference at meetings. The clerk was in the process of making enquiries regarding the best specifications, makes and models available. Members approved a budget of £600 and requested that the clerk make the purchase and arrange for installation of the retrieved data.

10/58 Past proposals

Members received a proposal from Cllr. Kelly that the following projects be re-visited and considered again, when the budget is reviewed later in the year for 2011/2012:

Great Burstead Sign / Notice Board – The clerk advised members when considered in previous years the project had failed to succeed as a site could not be agreed upon. Debate ensued. The project was split, with equal numbers of members for and against a notice board for Great Burstead. With regards to a Village Sign Cllr's Aly Khan, Chapman, Kelly and Saunderson were in favour, with Cllr's Cundy, John Dear and Wakelin against. Cllr. Marie Dear abstained. Members were in agreement that site evaluation must be agreed upon before the matter could be considered for inclusion within the budget for 2011/2012.

Flag Pole – Cllr. Kelly re-iterated her proposal that a flag pole be considered but no further action was agreed upon.

10/59 'Love Where You Live Week' – 7 to 14 June 2010

Members received a copy of the letter from Tracey Chapman, Cabinet member for Environment and Waste and considered the setting up of community led action groups to litter pick within Great Burstead and South Green. Cllr. Wakelin spoke of his support for such a scheme and proposed that members meet up to litter pick and which would then hopefully encourage residents to do so within their neighbourhoods. All members were in agreement Cllr. Wakelin would contact members to arrange.

10/60 Review of Great Burstead Conservation Area

Members were briefly updated regarding a letter received BJ Moody, Managing Trustee, Essex Heritage Trust regarding potential funding for restoration projects. The matter was deferred to be considered at the July meeting.

10/61 Basildon District Council Correspondence

Members noted the following correspondence.

Invitations x 3 to the Annual Civic Service

Appointments Committee Agenda 20 May 2010

Appointments Committee Minutes 1 December 2009

Cabinet Agenda 3 June 2010

Cabinet Minutes 8 April 2010

Council Agenda 27 May 2010

Council Minutes 15 April 2010

Development Control & Traffic Mgt. Committee Agenda 20 May 2010

Development Control & Traffic Mgt. Committee Minutes 23 March 2010

Standards Committee Agenda 1 June 2010

Standards Committee Minutes 2 March 2010

10/62 Other correspondence

Members noted the following correspondence.

Email from resident re grass verge cutting

Essex CC Highways – Consent to erect temporary seasonal floral decorations

Essex CC Cllr. Ray Howard – Re. agenda item ‘London Gateway’ at South Essex Area

Forum meeting 7 June 2010

Making the Links – June 2010

BATPC Minutes 20 May 2010

The meeting closed at 10.10pm.

Signed

Dated.....