

Minutes of the Meeting of the Great Burstead and South Green Village Council, held at  
South Green Memorial Hall, Southend Road, Billericay,  
on Wednesday 2nd March 2011 at 7.30pm

Present:

**Councillor Wakelin (Chair to agenda item 11/56)**

**Councillor Aly Khan**

**Councillor Cundy**

**Councillor John Dear**

**Councillor Marie Dear – (Chair from 11/56)**

**Councillor Thomson**

**Clerk of the Council: Karen Hawkes**

**County Councillor Twitchen**

**2 members of the public – Mr. Carter and Mr Hawkins – residents of Coxes Farm Road**

**11/43 Chairman's Welcome**

The chair welcomed those present to the meeting.

**11/44 Apologies**

Apologies from Councillor Chapman – work commitments and Councillor Kelly – holiday.

**11/45 Declarations of Interest**

None.

**11/46 Minutes**

It was resolved that the minutes of the 2<sup>nd</sup> February 2011 to have the following insertion after minute no 11/30:

Councillor Kelly left the meeting.

Proposed: Councillor Cundy

Seconded: Councillor J Dear

Proposal: Draft minutes not to be displayed on the website until approved at the next Council meeting.

Proposed: Councillor Cundy

Seconded: Councillor M Dear

All votes in favour

**11/47 Public Participation**

Issue Raised	Outcome
Coxes Farm Road – advice from Councillor Twitchen that if the Village Council wishes to introduce traffic calming measures that there is a public consultation with residents.	
Bus shelters in Church Street – update from Councillor Twitchen.	Councillor Twitchen advised that there was funding available in the 2009 / 2010 bus shelter budget. Great Burstead and South Green applied in June 2010 after the funding was available and it was thought that this application would not be accepted. Councillor Twitchen did pass on the information to County.

	<p>When the bus shelter was being reviewed by County there was a massive restructure of Highways and the application was dealt with by several different people. The first person thought that the application was reasonable and that it should be proceeded with, there was then a design sent to the manufacturer, the manufacturer assumed that the instruction was to manufacture and install not just manufacture and at no time during the design process did County refer to the conservation status of the area.</p> <p>There are now the following options available to the council:</p> <ul style="list-style-type: none"> <li>• replace the current shelters with wooden shelters</li> <li>• move them – K Twitchen believes there could be a problem with this on safety grounds as it could move the bus stop too close to the brow of the hill.</li> <li>• remove them altogether</li> <li>• keep the existing shelters there</li> </ul> <p><b>Future agenda item in April's meeting to decide which of the above options would best suit the needs of the nearby residents and bus users. Clerk to contact County for costings for the above.</b></p> <p>K Twitchen reported that two bus users stated that they were extremely happy with having a shelter.</p>
<p>Bus Shelter – resident of Church Street</p>	<p>Resident stated that wooden bus shelters would be an improvement. Concerns regarding the shelter are:</p> <ul style="list-style-type: none"> <li>• the current shelter is over someone's water stopcock</li> <li>• the bus shelter appears to have moved closer to the brow of the hill</li> <li>• lights reflect on the plastic sides of the bus shelter, if you are driving up the hill at night it can appear that a car is driving towards you on the wrong side of the road</li> <li>• bus shelter is not in keeping with the conservation area.</li> <li>• resident has vision blocked when trying to leave driveway.</li> </ul> <p>Councillor Twitchen stated that a Highways engineer would look at the concerns raised.</p> <p>Councillor Wakelin reported that no planning needs to be sought for bus shelters that are not used for advertising. Resident reported that she has removed posters from the shelters.</p>

	Councillor Khan – reported that the Village Council had been trying to get new shelters for over two years, to meet the requests of the residents.
Community Speed Watch	Raised in a previous meeting the possibility of residents joining the community speed watch team. Clerk to readdress.
Coxes Farm Road	Residents expressed that they would be supportive of any funding used towards the cost of traffic calming measures. Residents stated that they have contacted the NAP and stated that they shall be attending the meeting and that the problems have not been resolved and the matter should not be archived as stated in the previous NAP minutes.

### 11/48 Planning

Application Ref.	Address	Proposal / Council Decision
11/00099/FULL	10 Lorraine Close Billericay Essex CM11 2QG	Extend existing gable roof and rear dormer add new dormer to front and new porch - <b>no objections</b>
11/00164/FULL	5 Noak Hill Close Billericay Essex CM12 9UZ	Part single and part two storey rear extension – <b>no objections</b>
10/01312/FULL	24 Tyrone Close Billericay Essex CM11 2RX	Loft conversion with front and rear dormers – <b>no objections</b>
11/00088/FULL	52 Church Street Billericay Essex CM11 2SX	Convert garage to habitable accommodation and add rear dormer – <b>no objections</b>
10/01052/FULL	31 Stonechat Road Billericay Essex CM11 2NZ	Rear conservatory – <b>no objections</b>

Proposal: No objections to the above planning applications  
Proposed: Councillor Cundy  
Seconded: Councillor M Dear  
Vote: All vote in favour

### 11/49 How planning applications are dealt with.

Proposal: 6 month trial: all planning applications shall not be dealt with by the planning committee but brought to the main council meeting, if an application is received with a deadline prior to this Clerk shall contact Basildon Council for an extension, if there is an urgent application and no extension can be granted the Clerk has a delegated power to deal with the application.

Proposed: Councillor Aly Khan  
Seconded: Councillor Cundy  
Vote: all votes in favour

### **11/50 Highways update – Coxes Farm Road**

Councillor M Dear reported that there needs to be a reduction in the speed limit to 40mph before any traffic calming measures can be introduced.

Proposal: Clerk to contact Essex County Council Highways noting that the speed limit in Coxes Farm Road is due to be reviewed in June 2011 and the Village Council would be very supportive of a speed limit of no more than 40mph in derestricted sections of the road. The Village Council would consider contributing to traffic calming measures if this was introduced.

Proposed: Councillor M Dear

Vote: All votes in favor

### **11/51 South Green Shopping Area / CIF Grant**

Clerk awaiting response from Mike Hicks, regarding correspondence received from Councillor Dear regarding when the bollards will be installed, when the disabled bay will be moved and that vehicles are still mounting the kerb, kerb height is not deterring inconsiderate parking. Councillor Cundy will re check the height of the kerb to see if it confirms with the drawings.

### **11/52 Mission Statement**

To be deferred to a future meeting.

### **11/53 Councillor communication between meetings**

Councillor Thomson reported that a large amount of emails are being sent and that the volume is too much to be dealt with effectively and that the subject needs to be correct when an email is sent.

Clerk reported that:

- debate must take place within the meeting
- decisions must be made in the meeting not by email
- Clerk will only act on decisions made in a meeting not on any instruction by email

Councillor J Dear requests that emails are only sent if really necessary sometimes it is too easy to press send.

All instructions sent to the clerk must be cc'd to other councillors.

Councillor Thomson to work on email etiquette suitable for the Village Council.

### **11/54 Councillors update clerk of current projects and activities**

Subject	Status
Hanging basket	Once a year, a company located in London Road supply hanging baskets and also waters them regularly. Councillor Aly Khan requests that other estimates are received if possible.
Christmas Lights	Last payment to be made to Piggots this year. Regulations need to be checked each year regarding electrical supply.
Maintenance of youth shelter	Youth Shelter is owned and insured by Basildon Borough Council. Village Council are responsible for maintenance
Maintenance of village sign	Base of sign needs to be maintained
Newsletter	Produced approximately 4 times a year
Churchyard maintenance	Steve Davies from Basildon Borough Council has reported that under the contract with English Landscapes the grass must be between 20 - 200mm. Councillors need to be vigilant and if the grass exceeds this to inform the clerk. Last year an extra cut was provided by Swift Landscapes.
Langham Hall	Contribution to Langham Hall of £8000

Traffic Island	Clerk to enquire about traffic island in Noak Hill Road
Bollards	Improvement to the area if all bollards were the same colour
Beds outside South Green Shops	Councillor Cundy reported that these are looking untidy.
Tree outside South Green shops	Future agenda item to discuss type of tree and confirmation of location

### 11/55 Village Council Newsletter

Proposal: Defer the mole until the clerk is up to date and after the audit, all articles will be approved in the Village Council meeting and then passed to the Clerk for formatting within the mole.

Proposed: Councillor Aly Khan

Seconded: Councillor J Dear

Vote: 4 vote in favour for deferring  
2 against

### 11/56 Update on Langham Hall

Councillor Wakelin raised concerns regarding how the Village Council could monitor the £8000 pledged to Langham Hall, fellow Councillors advised Councillor Wakelin that when the pledge was made that no restrictions were put in place. Clerk to investigate correspondence sent.

The minutes from the Langham Hall steering group were received. Extract from Langham Hall minutes of 12<sup>th</sup> January 2011:

#### Agreement to form a Charitable Trust

‘It was unanimously agreed to formally form Langham Hall Charitable Trust and that the area of benefit should be South Green and Great Burstead and the surrounding areas. It was also proposed and agreed that South Green and Great Burstead Village Council should not be directly involved with the Charity in order to avoid a conflict of interest, but would be able to continue to support the Trust in many ways, including possibly further financial support if necessary.’

9.50pm: Councillor Wakelin leaves the meeting

### 11/57 Finance

Receipts: £100.00 was paid into the Great Burstead and South Green Reserve Account on 31<sup>st</sup> December 2010 from Little Burstead Parish Council to cover the share of office equipment.

Payee / Cheque number	Details	Amount
EDF Energy 000539	Christmas Lights	£82.49
HM Revenue and Customs 000540	NI and Tax February	£119.44
Karen Hawkes 000541	Salary February	£440.14
Karen Hawkes 000542	Expenses – Postage	£5.44

Councillor Aly – Khan owed 55.8miles expenses for Law and Procedures course at Great Dunmow on 2<sup>nd</sup> March.

### **11/58 Allotments**

Deferred to future meeting as Councillor Wakelin not available for comment.

### **11/59 Annual Parish Meeting**

Preferred meeting date for the Annual Parish Meeting 13<sup>th</sup> April, to be held in Great Burstead Church Hall if available if not South Green Memorial Hall at 7.30pm.

Proposal: Clerk to produce A5 flyer advertng the meeting, clerk has editorial control of the flyer. Flyer to be distributed by the Church.

Proposed: Councillor Aly Khan

Seconded: Councillor M Dear

All votes in favour.

### **11/60 Website**

Following amendments to be made to the web site:

Clerk to have separate tab in index and be removed from the Councillors page

Budget details and precept information to be added

Future ideas to be considered:

Mobile library dates

Report a pothole

Local Amenities

### **11/61 Wood share project / adopted flower beds.**

Deferred as Councillor Wakelin is not available for comment.

### **11/62 Councillor / Clerk update from training courses / external meetings**

Deferred

### **11/63 Correspondence received:**

#### **Correspondence received from Basildon Borough Council**

##### **To be noted:**

- Development Control and Traffic Management Committee – Agenda 22/2/11
- Leisure and Health Scrutiny Committee – Agenda 24/2/11
- Cabinet – Agenda 10/2/11
- Development Control and Traffic Management Committee – Agenda 9/2/11
- Overview and Scrutiny Commission – Agenda 8/2/11
- Cabinet – Agenda 10/2/11

#### **Other Correspondence**

- Bus Passenger News February 2011 / March 2011
- RCCE Best Kept Churchyard Competition 2011
- RCCE Essex Village of the Year and Best Kept Village
- Highways and Transportation Update
- St Luke's Hospice – Charity Draw Tickets

### **11/64 Close of meeting**

Meeting closed at 10.25pm