

Minutes of the Meeting of the Great Burstead and South Green Village Council, held at
South Green Memorial Hall, Southend Road, Billericay
on Wednesday 5th June, 2013 at 7.30 p.m.

Present:-

Councillor M. Dear - Chair

Councillor J. Dear

Councillor A. Henderson

Councillor S. Hooker

Councillor Knight

Councillor Willingham

Also in attendance:-

County Councillor K.Twitchen

PCSO Chris Higginson,

PCSO Mark Webster

Martin Ainscough – Clerk to the Council

1 Local Resident

13/69 Apologies

Apologies for absence were received from Councillor Cottle.

13/70 Declarations of Interest.

There were no declarations of Interest.

13/71 Minutes.

The Minutes of the Meeting of 1st May 2013 were recorded as a true record and signed by the Chair subject to the amendment of Minute 13/52 Apologies to read 13/52 A.

All in favour

13/72 Public Participation.

CIF Grant – repairs & refurbishment of the roads in and around the Grange Road shops.	It was noted that no invoice had yet been received from ECC in order that the Council could settle their contribution to the highways works to the Grange Road refurbishment. Councillor Twitchen would pursue this matter with the relevant officers at ECC.
Coxes Farm Road Speed Limit Order.	Councillor Twitchen updated the meeting on the progress made in introducing the new speed restrictions to the stretch of Coxes Farm Road as previously identified. The restriction to reduce the speed limit to 40 miles an hour would in due course be introduced, but that there was a set legal procedure to be followed which required a number of legal notices to be served and advertised before this could formally take effect.

Parking problems Billericay School	PCSO's Higginson & Webster reported back on the site visit undertaken by themselves and Councillors Knight & Willingham to see the problems with parked cars at first hand. It was reiterated that as long as any vehicle was not obstructing the highway the police were powerless to take any actions. (see Min. 13/83 below)
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13/73 Training.

The meeting noted that Councillors Hooker and Henderson were due to attend a Councillor training day on 6th of June together with a second follow up day towards the end of month. Their attendance at these two training days and the reimbursement of related travelling expenses was duly approved by the Council.

Councillor Knight had previously mentioned his intention to attend the EALC Annual General meeting in September and his attendance was also approved. Councillor Knight also suggested that the Village Council should give consideration at the next meeting as to what EALC Annual Awards the Council should enter for and it was agreed that an item on this matter should be included on the agenda for the next meeting.

13/74 The Martin Wakelin Environmental Fund.

The meeting noted the approval by the Martin Wakelin Environmental Trust Fund Working Party to award the outstanding balance for 2013 of £200.00 to the South Green Junior School to enable them to refurbish their School Pond.

The Clerk also informed the meeting that he had received a note from the Grenfell Play Group based at the South Green Memorial Hall thanking the Village Council for their donation towards the children's gardening resources. It was hoped that all the groups and projects that had received funding in this inaugural year of the fund would stay in contact and provide updates on their progress from time to time.

13/75 Village Council Litter Working Party Report.

A. Village Council Petition -

It was noted that some 350 signatures had been received following the placement of the petition agreed at the last meeting in the Grange Road shops. The question of what to do next was discussed and it was agreed that it should be delivered in person to the offices of Gateway Properties. Councillor Knight as Chair of the Litter Working Party agreed to take on this responsibility and Councillor Willingham offered to accompany him. However, as Councillor Willingham was due to be away on holiday shortly a decision on what date to deliver the petition was deferred until such time as she was available to accompany Councillor Knight to Southend.

B. Christmas Lights – 2013

The Clerk informed the meeting of the up to date situation with regard to the quote for the Christmas Lights for 2013.

It was noted that as previously agreed the quote for 2013 included an additional motif on the lamp post located outside the GP's surgery at a cost of £491.23, together with the work required to include that lamp post in the scheme for 2013 and the costs of having engineers on hand for the

switch on event on 7th December totalling £647.26, resulting when added to the quote for the two existing motifs, a grand total of £2,538.49 for 2013.

However, following a review of all their current Christmas light installations, Piggott's had informed the Council that the tree lights in the current scheme were beyond repair and should be replaced for this year. They therefore had included in their quote the cost of replacing the existing lights with new LED lights at a cost of £2,406.30. It was noted however that this would put the scheme over budget as only £3,000.00 had been allowed in the budget for 2013/14. As a result a revised quote had been subsequently received that reduced the cost of the LED tree lights to £1,747.40, making grand total for 2013 of £4,285.89 which was still over the Council's agreed budget.

The point was made that the biggest beneficiaries of the lights were the Grange Road shop keepers and that now might be the time to ask them for a contribution to the costs involved to try and ensure that the tree lights were replaced and retained in the scheme for this year.

It was therefore agreed that the quote for the additional motif and the works involved with installing it on to the lamp post outside the GP's surgery together with the costs associated with the switch on event should be accepted and that a deadline be ascertained from Piggott's as to when a final decision needed to be made about replacing the tree lights.

In the meantime, the Clerk was requested to write to the shop keepers asking if they would be willing to make a contribution towards the scheme for this year. In the event that no or insufficient offers of help were forthcoming it was agreed that the tree lights would not form part of the contract for the lights for 2013 and that Piggott's be informed accordingly.

13/76 Village Council Summer Event – South Green Village Green.

It was noted that unfortunately it had not been possible for the Working Party approved at the last meeting to get together to start to plan the above mentioned event. Councillor Willingham made the point that given all the possible checks and legislation that might have to be adhered to it not to mention the number of organisations that might have to be involved or liaised with it was probably too late to try and organise any event for this year and the Working Party's focus should therefore be for 2014. This suggestion was agreed with Friday 21st of June at 2.30 p.m. being set for the first meeting to start to plan for 2014.

13/77 Great Burstead & South Green Village Sign.

Councillor Hooker circulated a draft poster/ circular as a starting point for the work involved in making a new Village Sign for Gt. Burstead & South Green a reality. It was noted that it was important to involve the local residents in the discussions and input into any finished design. Therefore with this in mind the meeting requested the Clerk to write to the shop keepers at Grange Road to ask for their assistance in displaying a poster outlining the Council's plans and asking for ideas of what should be included on any new village sign. It was agreed that a similar request would also be sent to the 3 schools within the Village with a response to be forthcoming before the autumn half-term break if possible to confirm whether they wished to be involved or not.

In the meantime in order to take this project forward a small working party was approved to include Councillors Hooker, M.Dear, Knight & Willingham.

13/78 Planning Applications

13/00408/FULL	157 Noak Hill Road Billericay Essex CM12 9UJ	New front boundary wall and revised driveway layout
13/00453/FULL	140 Kennel Lane Billericay Essex CM11 2SU	Loft conversion with new dormer to rear roof elevation incorporating external doors, Juliet balcony and new Velux roof windows to front elevation.
13/00428/LBBAS	Oak Hill Barn Coxes Farm Road Billericay Essex	Erection of single storey oak garden room addition
13/00426/FULL	117 Kennel Lane, Billericay, Essex, CM11 2ST	Extension to front dormer
13/00427/FULL	Oak Hill Barn Coxes Farm Road Billericay Essex	Erection of single storey oak garden room addition.

Following consideration of the above mentioned applications no objections were raised in respect of applications 1, 2, 3 & 5. It was noted that with regard to application No 4 the plans and details were so small on the Basildon BC planning portal website that it was impossible to comment on this application.

13/79 Finance.

Approved payments:

Payee / Cheque number	Details	Amount
Martin Ainscough	May salary	£478.78 (*)
H.M.R.C. 000691	Income Tax – May	£119.60
Martin Ainscough 000692	May Expenses – stamps, postage, ink cartridge, packing box for audit correspondence plus contribution towards broadband/telephone and office expenses (April, May & June 2013)	£ 29.40 £89.97 £62.49 £181.86
Cllr Willingham 000693	Reimbursement of expenses incurred for the Litter Pick – 13 th April 2013	£10.36
Cllr M. Dear 000694	Reimbursement of expenses incurred for the Litter Pick – 13 th April 2013	£5.00
South Green Junior school 000695	Martin Wakelin Environmental Trust Fund - 2013	£200.00
ABLC 000696	Subscription – 2013/14	£20.00
South Green Memorial Hall 000697	Hire Charges for 2013/14	£544.50

(*) salary now paid directly by bank transfer on 26th of each month.

13/80 Annual Audit – 2013

The meeting duly noted that the internal part of the process had been completed successfully for 2013. The Council was now required to sign off Part 2 of the Annual Statement for 2013 prior to it being sent together with the necessary supporting evidence to the External Auditor appointed by the Audit Commission in order to meet the deadline of 10th of June. The relevant part of the Annual statement for 2013 was duly signed by the Chair and the Clerk.

13/81 Village Council Newsletter.

The meeting noted & agreed the list of articles for the next issue of the Village Council Newsletter as listed below.

Article	Contributor
Litter Pick 5th October (Front Page) Advertising Details and report on Litter Pick of 13th April	Councillor Knight
Martin Wakelin Environmental Trust Fund Update	Councillors Willingham & Hooker
Salt Bag Scheme Report	Councillor M. Dear
Christmas Event Report to include date of next event	Councillor J. Dear
Front page short write up about Cllr Henderson joining the Council with photo (Front Page) (50 words)	Councillor Henderson
Front page short write up about Cllr Hooker joining the Council with photo (Front Page) (50 words)	Councillor Hooker
Chair's Annual Report	Councillor M. Dear
Litter Working Party Update – to include information about Grange Road shops petition	Councillor Knight
Summer Event Report or information about next year's event	Councillors Hooker & Willingham
Usual notices about the crunch, mobile library, ECC and police contact details.	Councillor J. Dear
Village Sign Proposal (if approved at VC)	Martin Ainscough

There was also a discussion as to whether to change the name of the newsletter to something that was associated more with the Village that residents could relate to. It was therefore agreed that with effect from the next issue The MOLE should be renamed as the Village Voice.

13/82 Use of one of the Church Notice Boards & its Refurbishment.

Councillor Hooker reported that since the last meeting he had contacted the carpenter whose details had been supplied by Councillor Cottle, but had not actually been able to speak to him as yet about the possible repairs needed to the Church Notice Board. However, he had now reviewed the current state of the Notice Board and thought that possibly 4 new hinges might be required together with some work to the lock and tongue mechanism i.e. chiselling out and then fixing back together again. Councillor Hooker undertook to investigate this further with the assistance of Councillor Henderson.

13/83 Billericay School – On-going Issues re: - Parking in a Conservation Area.

Following on from the information given and the feedback from the site visit by Councillors Knight & Willingham together with the Police under the Public Participation Part of the meeting it was agreed that there was very little that the Village Council could do to resolve this issue. However, as the piece of land in question was in the ownership of Basildon Borough Council it was decided to write to both Basildon and Essex County Council Highways Dept. to make them aware of the problems being experienced in this location.

13/84 Annual Parish Meeting – 2013.

It was noted that the Annual Parish meeting would take place between 7.00 – 8.00 p.m. on Wednesday 3rd of July 2013. An agenda would be produced by the Chair and displayed on the Village Council Notice Boards and the website in due course.

13/85 Future Meeting Dates.

4th September, 2nd October, 6th November, 4th December 2013

13/86 Close of Meeting – The Meeting closed at 9.15 p.m.