

Minutes of the Meeting of the Great Burstead and South Green Village Council,  
held at South Green Memorial Hall, Southend Road, Billericay,  
on Wednesday, 6 October 2010 at 7.30pm

Present: **Councillor Wakelin (Chair)**

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

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

**Steve Doyle, Community Development Officer, Basildon DC**

**4 members of the public**

#### **10/101 Chairman's Welcome**

The chair welcomed those present to the meeting and introduced Steve Doyle, Community Development Officer – Billericay and Wickford, Basildon DC who said he was keen to engage and support residents within the parish.

#### **10/102 Apologies**

Apologies were received from Cllr. John Dear.

#### **10/103 Declarations of Interest**

There were no declarations of interest.

The meeting was adjourned for public participation.

#### **10/104 Public participation session with respect to items on the agenda and other matters which are of mutual interest**

Neighbourhood Action Panel – The meeting did not take place as the Burstead Police Team representatives were not present.

A member of the public present enquired about the progress of improvements to Grange Parade shops access.

The meeting re-convened.

#### **10/105 Minutes**

Members received the minutes of the Village Council meeting of 1 September 2010. It was proposed the minutes be approved by Cllr. Wakelin, seconded by Cllr. Cundy, all members present were in agreement and they were duly signed by the chair.

#### **10/106 Committee Minutes**

Members received for information the minutes of the Planning Committee meeting of 1 September 2010.

#### **10/107 Highways Matters**

Members were updated by the clerk regarding:

Coxes Farm Road – Members noted Cllr. Twitchen had held a meeting with the resident representatives and a further meeting with the Highways Manager would be taking place later in October. Members agreed that a letter be sent to Highways referring to the recommendations in the Essex Speed Strategy. The chair said the Village Council would also continue to query the lack of speed limit to the unrestricted section of the road.  
Grange Road – Members noted the results of a speed survey undertaken by Highways which had recorded speeds that were not excessive, although comment was made that the speed surveys had been undertaken before the recent re-surfacing.

Members enquired about Noak Hill Road, a crossing point and further speed reduction request. No further correspondence had been received. Members requested an update at the next meeting.

### **10/108 Great Burstead Conservation Area Review – Site survey of Bell Tower, St. Mary Magdalene Church**

Members were updated and received a proposal from Cllr. Wakelin that the Village Council consider payment for a site survey by Whitechapel Bell Foundry at a cost of £80 inc VAT. Debate ensued. Cllr. Chapman proposed that a representative from the church be requested to attend the 3 November meeting. Cllr's Aly Khan and Marie Dear seconded the motion and all members present were in agreement. Cllr. Kelly proposed, seconded by Cllr. Cundy that the Village Council approve payment of the initial survey fee. Cllr's Cundy, Kelly and Wakelin were in agreement. Cllr's Aly Khan, Chapman and Marie Dear were against. The chair had the casting vote and the motion was approved.

The clerk requested member's comments for a Village Council response to the consultation which ends 22 October 2010. Members requested that the clerk convey that the Village Council supports the proposed extension to the conservation area and reference is made to the bell tower survey.

2 members of the public left the meeting

### **10/109 South Green shopping area**

Members were updated on recent correspondence / communications regarding:

a. General improvements and the progress of the scheme to date – The clerk and chair had attended a site survey with a Highway's Officer. A draft of the scheme to be available shortly.

b. Shop access on privately owned forecourts – The clerk advised further correspondence had been sent to Countrywide, the property management company for Andree House relaying safety concerns following the further damage to walls and railing. Countrywide had advised they were aware of the repairs needed but were awaiting client funds to facilitate the necessary work. Members requested the clerk continue to pursue the matter.

c. Bins replacement / installation – Members had been supplied with quotations from three suppliers and some members had attended a site meeting with one, to evaluate the styles available. Cllr. Wakelin spoke of the need to fully assess the local requirements and provide the most appropriate solution. Cllr's Kelly and Cundy were keen that the street scene be aesthetically pleasing and of a certain style to tie in with the improvements being completed by Highways. Recycling bins were of interest for certain locations but members thought the example provided by the district council was not visually pleasing. Cllr's Wakelin and John Dear to continue with the street furniture audit and assessment for members to then consider the most appropriate solutions.

d. Bus shelters – The clerk advised the installation of a new shelter at Memorial Hall stop is planned for November. Reports had been submitted, where repairs are necessary at other locations, but no action taken as yet. The clerk to pursue.

2 members of the public left the meeting.

### **10/110 Allotment Provision**

Cllr. Wakelin updated members concerning the recent newspaper articles, responses are awaited. He asked that members explore possibilities for suitable land sites and requested that the clerk contact Noak Hill Golf Course and write again to Banner Homes, the developer of the former Billericay School farm site.

### **10/111 Finance**

a. Members approved the following payments:

Essex Pension Fund – Superannuation September 2010

Clerk – Salary October 2010

HMRC PAYE 3 months to 5 October 2010 £573.80

Billericay Nurseries – August maintenance of the hanging baskets £397.50

Billericay Nurseries – September maintenance of the hanging baskets £318.00

Piggott's – 50% 1st instalment re Christmas illuminations £705

### 3.

Audit Commission – 2009/2010 External Audit £358.38

Cllr. Wakelin – Mileage expenses re EALC meeting £20

Cllr. Wakelin – Chairman’s Allowance £100

b. Members received a copy of the Assets Register. Comments were made concerning purchases included. The clerk advised items with a purchase price in excess of £100 are included. Debate ensued.

Cllr. Cundy proposed, seconded by Cllr. Kelly that the protocol continue, to which the majority of members present were in agreement.

c. Members noted the accounts for the year to 31 March 2010 had been formally approved by the Audit Commission.

#### **10/112 Accounts and Budget 2011/2012**

Members received and commented upon the accounts for 6 months to 2010 and had initial discussions regarding the budget for 2011/2012. The clerk to prepare a draft budget for consideration at the 3 November 2010 meeting.

Members received a copy of the cash book with bank accounts reconciliation for the 6 months to 30 September 2010. Cllr. Dear noted the cash book did not include VAT analysis, the clerk advised a separate record is kept, for the annual reclaim from HM Revenue & Customs, a procedure suggested by the internal auditor. Cllr. Marie Dear requested that the cash book detail VAT with a separate column to which the majority of members were in agreement.

#### **10/113 Mission Statement**

Members received and considered the initial draft submitted by Cllr. Wakelin. Debate ensued, a further draft to be available at the next meeting.

#### **10/114 Working Parties Update**

Members received updates from representatives of the following working parties:

Community Events – No meeting had taken place. Cllr. Kelly had produced a draft mission statement for consideration by working party members at their next meeting.

Finance & Personnel – Members received a copy of the minutes of 24 September meeting with recommendations. Debate ensued.

Cllr’s Cundy and Marie Dear proposed acceptance of the recommendations. Cllr’s Aly Khan, Cundy and Marie Dear approved the motion; Cllr. Kelly opposed the motion and Cllr’s Chapman and Wakelin abstained from the vote. The vote was approved.

Media – No meeting had taken place. Members were advised a draft copy of ‘The Mole’ would be available for consideration at the November meeting.

A review of memberships and the appointment of members to the Locality Prize working party were deferred to the November meeting.

#### **10/115 Training**

Members considered:

a. The schedule of forthcoming training sessions available at the Essex Association of Local Councils. No interest expressed in 2010 courses although certain members interested in Councillor Training Days in 2011.

b. The annual Rural Community Council of Essex Village Halls & Community Buildings Conference, Saturday 16<sup>th</sup> October 2010 at Cold Norton Village Hall, Maldon, £20 each. Noted by members.

#### **10/116 Correspondence**

##### **a. Audit Review**

On 13 August 2010 the Secretary of State for Local Government announced the intention to disband the Audit Commission. Members noted the document published by the Audit Commission ‘The future of Local Audit – Issues for local consideration’.

## 4.

### **b. Standards Board**

NALC document - Future of the Standards Framework for Members of Local Authorities in England. Members noted the document which referred to the Government's recent announcement, to abolish the Standards Board.

### **10/117 Clerks employment**

In line with the terms of contract the clerk to officially notified members of her additional employment as a part time clerk, by Little Burstead Parish Council, which commenced 1 October 2010. Members considered a suggested financial arrangement for the sharing of office equipment, computer and printer, with the Parish Council, put forward by the clerk. Debate ensued and no decision was made, the item therefore deferred.

The meeting was closed. The following items, also deferred to the 3 November 2010 meeting.

### **18. Clerks Report**

Members to receive a verbal update regarding:

PROW's – The footbridge across the River Crouch

Vacancy

EALC Competition – 3<sup>rd</sup> place in the Working with the Community Award

### **19. Basildon District Council Correspondence**

Appointments Committee Agenda 9 September 2010

Audit & Risk Committee Agenda 29 September 2010

Audit & Risk Committee Minutes 13 July 2010

Cabinet Agenda 23 September 2010

Cabinet Minutes 9 August 2010

Council Agenda 16 September 2010

Council Agenda 23 September 2010

Council Minutes 24 June 2010

Development Control & Traffic Mgt. Committee Agenda 7 September 2010

Development Control & Traffic Mgt. Committee Agenda 21 September 2010

Development Control & Traffic Mgt. Committee Minutes 7 September 2010

Environment & Regeneration Scrutiny Committee Agenda 15 September 2010

Environment & Regeneration Scrutiny Committee Minutes 7 July 2010

Leisure & Health Scrutiny Committee Agenda 8 September 2010

Leisure & Health Scrutiny Committee Minutes 9 June 2010

Licensing Sub Committee Agenda 21 September 2010

Licensing Sub Committee Minutes 8 September 2010

Licensing Sub Committee Agenda 23 September 2010

Overview & Scrutiny Commission Agenda 22 September 2010

Overview & Scrutiny Commission Minutes 29 July 2010

Standards Committee Agenda 14 September 2010

Standards Committee Minutes 1 June 2010

### **20. Other correspondence**

Billericay Community Archive – Press Release

Making the links – October 2010

Bus Passenger news October 2010

County Update – September 2010  
BATPC Minutes 16 September 2010

The meeting closed at 10.30pm.

Signed .....

Dated .....