

**Minutes of the Meeting of the Great Burstead and South Green Village Council,  
held at South Green Memorial Hall, Southend Road, Billericay,  
on Tuesday, 7 April 2009, starting at 8pm.**

**Present:** Councillor Aly Khan (Chair)

Councillors Kelly, Cundy, John Dear, Marie Dear, Saunderson and Wakelin.

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

2 members of Local Access Forum

One member of the public

**9/1 Chairman's welcome**

The Chair welcomed those present to the meeting and thanked them for their patience. The start of the meeting was delayed from 7.30pm as the previous club was still in attendance and had booked until 8pm, the clerk to advise the bookings secretary of the Memorial Hall.

**The meeting was adjourned for public participation.**

**9/2 Public participation session with respect to items on the agenda and other matters that are of mutual interest.**

Members received a presentation by Dr. John Victory and Mr. Ed Dixon, members of the Local Access Forum. Mr. Roy Jordan, a member of the public expressed interest in being a possible volunteer for the Parish Paths Partnership working party and introduced himself to members.

**The meeting re-convened.**

**9/3 Apologies**

Apologies were received from Cllr. McConnell

**9/4 Declarations of Interest**

There were no declarations of interest.

**9/5 Minutes**

Members considered the minutes of the Village Council 4 March 2009 meeting. Cllr. Cundy proposed acceptance of the minutes, they were approved by all members present and duly signed by the Chair.

**9/6 Committee Minutes**

Members received the minutes of the 4 March Planning Committee meeting. Cllr. Wakelin stated the minutes had been approved at the Planning Committee meeting earlier that evening and updated members on the applications considered at that meeting.

**9/7 Footpath Great Burstead to Barleylands and cycleway Billericay to Basildon**

Members referred to the earlier presentation by Dr. Victory and Mr. Dixon. Discussion ensued regarding their proposal that a joint approach with the Village Council be made to the owners of Barleylands concerning the possibility of an improved footpath along the south side of the Southend Road, to improve access, for those not travelling by road. Cllr. Wakelin proposed and Cllr. Kelly seconded a motion to which all members in attendance were in agreement with, that a letter be sent to Barleylands outlining the Local Access Forum and the Village Councils proposal. The clerk to liaise, and arrange with Dr. Victory.

**9/8 Development of Billericay School Farm Site**

Cllr. Marie Dear proposed that the Village Council explore and discuss ways in which it may possible to influence the proposed Billericay School former farm site development to enhance the Village for local residents and seek the best outcomes in terms of planning. Discussion ensued, members commented that

the loss of important green belt was of great concern. However, they felt that a development which included a community facility / building, that could be seen to be actually addressing the needs of not only existing but also new residents, would be of great benefit.

Cllr. Marie Dear proposed, and Cllr. John Dear seconded a motion that the clerk, send a letter to the Head Teacher of The Billericay School outlining the Village Councils suggestions and to request a meeting to discuss the matter further.

### **9/9 Clerk and members report**

South Green Shopping Area - The clerk updated members on her enquiries regarding the names and contact details for the shop owners. Land registry searches are available at a cost of £20 per address with a 30% discount, for 6 or more searches. Members suggested some information may be available from earlier enquiries by Cllr. Turner, the clerk to contact him and enquire. Members agreed that the clerk search for ownership with Land Registry for one shop address for now and report back to members.

Hedge planting, South Green - Quotes from suppliers were still awaited, Cllr. Wakelin suggested the planting now be delayed to Autumn.

Zebra crossing, Southend Road, north of the junction with Hickstars Lane - Members received a copy of the letter from the Highways Manager. Discussion ensued and members requested the clerk re-iterate the request for a puffin crossing or a crossing patrol.

Community Initiatives Fund (Highways) - Members received a copy of the letter from the Highways Manager, regarding the planned installation of the village gateway signs and the vehicle activated speed signs. Discussion ensued and members requested the clerk raise a question with the Highways Department regarding the siting of Billericay signs, installed by the County Council which fall within the area of the Village Council.

Website - Members considered the quotations provided and further discussion ensued. The matter to be an agenda item at a future meeting following further evaluation.

### **9/10 Standing Orders**

An electronic template from the National Association of Local Councils had been ordered and just received, by the clerk. A draft will be compiled with the assistance of Cllr. Cundy, for consideration by members, at a future meeting.

### **9/11 Cycle Stands, South Green Shopping Area**

Members received a proposal from Cllr. Marie Dear regarding the purchase and installation of a cycle stand at the shopping area. The site identified, was on the small area of greensward, to the north of the car parking area, which is heavily rutted. The clerk to refer to the Highways manager at Essex County Council and report back to members at a future meeting.

### **9/12 Grass cutting, Great Burstead Church Yard**

Cllr. Cundy requested that members review the ongoing arrangement whereby the Village Council pays for 2 additional cuts of the grass each year at the Church Yard. The clerk had queried the arrangement with the District Council, at present the District Council carry out at least 2 cuts. The manager responsible said the grass cutting was currently being reviewed and it may be that in the future the District Council would take responsibility for the cost of all grass cutting at the Church Yard. Cllr. Wakelin said he thought Village Council funding could be better utilised, however certain members felt it necessary as the grass needed regular cutting to keep tidy. The Village Council will publicise the fact and invite comment from residents, in a future newsletter and review the arrangement again later in the year.

### **9/13 Consultations**

#### **a. Basildon District Council - Draft order under section 55 of the Clean Neighbourhoods and Environment Act 2005**

Members considered the draft order under the above act which would make it an offence for a person in charge of a dog to fail to remove dog faeces from the land, in which the order would apply. All members

present were in agreement with the order and requested the clerk enquire about the enforcement measures which would be in place.

**b. Essex CC - Parking Standards, Design and Good Practice**

Members to consider the consultation documents which are downloadable at:  
[www.essex.gov.uk/parkingstandardsconsultation](http://www.essex.gov.uk/parkingstandardsconsultation) and reply direct.

**Personnel Issues**

Members of the public to be temporarily excluded for item 3, in accordance with s.1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve that “in view of the confidential nature of the business to be discussed it is in the opinion of the Council advisable in the public interest that the public and press be temporarily excluded and they be instructed to withdraw.”

**9/14 Personnel**

**a. Clerk - Annual Review.** It was proposed by Cllr. Cundy that as there were to soon be two employees of the Council, that it would be advantageous for a personnel committee to be formed. The clerks annual review to therefore be deferred until after the next meeting when such a committee may be formed.

**b. Community Worker -** The clerk advised members that a CRB contract is now in place at Essex CC for the Village Council. CRB checks have been submitted for herself and the Community Worker, with a response expected within 4 weeks time according to current timescale advised.

Members were in agreement that Miss Hutchinson could be appointed on 5 May subject to a positive CRB check being in place. The clerk to advise her, accordingly.

**9/15 Financial Report**

**a. Members approved the following payments:**

Cllr. Aly Khan - Mileage expenses £16.40

Essex Association of Local Councils course fee - Essex Equals Ten (CILCA) £350 (75% of cost reimbursable from bursary which has been applied for)

South Green memorial Hall - March meeting hall and committee room rental - £36.63

Clerk - Expenses - Postage, mileage and stationery £42.12

Crystal Print - Christmas & Spring Newsletter £1035

Cllr. Aly Khan - Mileage expenses £12

PAYE 3 Months to 5 April 2009 £671.92

Viking - Stationery £100.48

Essex Association of Local Councils - Electronic standing orders £14.98

Essex CC - Superannuation March 2009 £152.26

Clerks march salary

**b. A copy of the cash book and Bank accounts reconciliation, for the 12 months to 31 March 2009 was circulated to members.**

**c. A financial report detailing the progress against budget for the year to 31 March 2009, to be available to members at the Annual Meeting of the Village Council on 6 May 2009.**

**9/16 Training**

**a. Members noted the upcoming training sessions.** Cllr. Cundy proposed and Cllr. Kelly seconded the motion which all members were in agreement with that Cllr's Aly Khan and Kelly attend the conference 'Parish Councils Alive and Well in Essex' on 22 April 2009. Members also agreed that a place be reserved on the Health & Safety course being held on 22 May 2009, which either the Community Worker, or the clerk to attend.

**b. Power of Well Being training -** The clerk advised members she had asked Paul Burkinshaw, Democratic Services Manager at the District Council if training could be available at the District Council offices for Village Council.

**9/17 Basildon District Council Correspondence**

Members noted the following correspondence.

Appeals & General Purposes Committee Agenda 18 March 2009

Appeals & General Purposes Committee Agenda 25 March 2009

Appeals & General Purposes Committee Minutes 10 February 2009

Cabinet Agenda 19 March 2009

- Cabinet Minutes 12 February 2009
- Development Control and Traffic Management Agenda 10 March 2009
- Development Control and Traffic Management Minutes 24 February 2009
- Development Control and Traffic Management Agenda 24 March 2009
- Development Control and Traffic Management Minutes 10 March 2009
- Housing & Community Overview & Scrutiny Committee Agenda 25 March 2009
- Housing & Community Overview & Scrutiny Committee Minutes 25 February 2009
- Licensing Committee Agenda 11 March 2009
- Licensing Committee Minutes 22 January 2009
- Overview & Scrutiny Commission Agenda 3 March 2009
- Overview & Scrutiny Commission Minutes 18 February 2009
- Overview & Scrutiny Commission Agenda 18 March 2009
- Overview & Scrutiny Commission Minutes 3 March 2009
- Standards Committee Agenda 17 March 2009
- Standards Committee Minutes 2 December 2008

**9/18 Other correspondence**

- Essex Association of Local Councils - March 2009 County update
- Making the Links - March 2009

The meeting closed at 10.30pm.

Signed.....

Date.....