



**Minutes of the Great Burstead and South Green Village Council, held at
South Green Memorial Hall, Southend Road, Billericay
on Wednesday 2nd October 2019 at 7.30 p.m.**

Present: -

Councillor M Dear – Chair
Councillor A Boyce
Councillor B Chapman
Councillor L Cowles
Councillor S Crowe
Councillor L Thomas
Councillor L Willingham (Vice Chair)

Also in attendance: -

Mrs Mylène Linwood, Clerk & RFO to the Village Council
Mitchell Kitts, Interim Development Team Manager, Basildon Borough Council
Two members of the public

19/176. Apologies

Apologies were received from Cllr J Dear, who was unable to attend the meeting due to work commitments.

19/177. Declarations of Interest & Register of Members Interests

There were no declarations of interest received.

19/178. Minutes

The Minutes of the meeting on 3 September 2019, were received, agreed and duly signed by the Chair as a true record of the meeting.

19/179. Public participation session with respect to items on the agenda and other matters, which are of mutual interest. No decisions to be made.

Two members of the public attended the meeting to enquire about an update on the request to have the pathways around the green repaired.

19/180. Planning Consultation Process

Mitchell Kitts attended the meeting to answer queries the Council had as on a few occasions building works had already commenced before the Village Council had the opportunity to comment on the planning application. M Kitts apologised for this and explained that improvements to the current system are in the process of being implemented and may be operational by the end of November, the overall aim being to improve transparency. He suggested checking the Planning section of Basildon Borough Council's website where weekly lists of planning applications are published.

7:35pm – Cllr B Chapman entered the meeting.

M Kitts explained proposed changes to the way in which applications are referred for review by Basildon Borough Council Planning Committee. He also advised that in addition to the Village Council making comments on applications they could contact Borough Councillors to request that planning applications go before the Planning Committee. Comments by the Village Council need not only relate to material planning matters, local information can

also be included, Planning Officers will then have a fuller picture. Enforcement would also improve with a quicker procedure for Officers to deliver notices to cease works. Cllrs will be given the opportunity to attend a training session. Cllr A Boyce suggested that a flow chart of the decision making process for Planning Applications would be helpful and M Kitts offered to supply this. The Chair expressed that these proposals sounded like good changes and that the Council would like to be kept up to date via the Clerk.

7:48pm Mitchell Kitts left the meeting.

19/181. Finance

The following payments were unanimously approved:

Payee / Cheque number	Details	Amount
Mylène Linwood (022316)	September 2019 Clerk salary	£616.37 £616.37
Mylène Linwood (022317)	Home Office Allowance (Q2 2019/20 – Sept)	£50.00 £50.00
Mylène Linwood (022318)	Expenses September 2019 1 book of six first class stamps 1 ream of printer paper	£4.20 £5.00 £9.20
PKF Littlejohn LLP (022319)	Review of Annual Governance & Accountability Return for year ended 31 March 2019	£240.00 £240.00
Cllr L Thomas (022320)	Expenses: Travel to attend two day Councillor training course at EALC. (50 miles each way @ 0.45p per mile) x 2 days. Parking fee £3.50 per day x 2 days	£45.00 £7.00 £52.00
UK Power Networks (022321)	New UMC service. Includes excavation of joint hole and laying service duct in trench including reinstatement of unmade verge up to and including 3mtrs of trench. Includes form mains/service joint, service cable, wiring cut out and furze and includes terminating the customer's tails into cut-out of effect a connection of the customer's electrical installation.	£2553.60 £2553.60
Essex Association of Local Councils (022322)	New Clerks Introduction Training Day – 3 rd October 2019	£78.00 £78.00

It was recorded that, as at 2 October 2019, the Village Council's current account held **£57, 538.32**, the chair noted the significant increase due to the instalment of the precept. The savings account held **£49,472.36**.

19/182. Training

There were no training requests received.

19/183. Planning Applications

Planning App. Ref	Address	Planning Request	Council Comment
19/01305/FULL	Kendra Southend Road Great Burstead Billericay	Demolition of existing dwelling and construction of a new 4 bed dwelling with off street parking	No objection

19/01242/FULL	81 Langham Crescent Billericay Essex CM12 9RF	Single storey rear extension	No objection
19/01335/FULL	8 Fieldfare Billericay Essex CM11 2PA	Proposed single storey side/rear extension	Objection on the grounds of over development of the site, especially with regards to the proposed side extension.

19/184. Footpaths on The Green, South Green

The Clerk informed the Council that Basildon Borough Council had responded to our request and inspected the footpaths. Repair costs were now being compiled. Enquiries were being made by Basildon Borough Council as to the ownership of the footpath which runs parallel with Southend Road as this may be the responsibility of Essex County Council.

19/185. CCTV – South Green Parade of Shops

It was noted by the Council that the cheque of £2553.60 has been raised and will be posted to UK Power Networks for the installation of the new UMC service needed for the CCTV power supply. The Clerk to request that UK Power Networks carry out the works as soon as possible.

19/186. 400th Anniversary Mayflower Sailing from Plymouth

Cllr L Willingham suggested a budget be set for the celebrations. The Chair proposed a budget of £3,000 which was agreed by all. The Chair informed the meeting that after she contacted Messrs FE Farrer Funeral Directors they kindly offered to clean the Mayflower commemorative plaque in the church grounds, as a gift to St Mary Magdalene and a contribution to the celebrations.

19/187. Highways

Members were updated by the Clerk that the junction at Greens Farm Lane and Outwood Common Road had been referred to the Local Highways Panel for review. A speed survey was carried out and we are currently awaiting the results of this. The Clerk is to enquire when the Local Highways Panel next have a meeting.

19/188. Christmas Lights

The date agreed to switch on the Christmas lights is Friday 22nd November 2019. The Clerk will liaise with the lighting supplier Festival Lighting to arrange this.

19/189. Recruitment of Community Specials

The Council will continue to use Twitter and the Village Voice as ways of advertising for applicants.

19/190. Website Accessibility

Members discussed the current Village Council website and compared it with other Councils and groups websites. It was agreed to go ahead with the proposal by Vision ICT to make the website more user friendly and become compliant with the Public Sector Bodies Accessibility Regulations 2018. The Chair proposed that although the layout may change all information currently available must remain, in particular all Village Council Meeting Minutes, as storing these on the website serves as an additional backup. This was unanimously agreed.

19/191. Fun Day

Cllr Willingham shared with the Members her research on event companies and it was unanimously agreed to book Sunshine Events and a 50% deposit will be paid at the next Village Council meeting in November. At present, it has not been possible to engage anyone to organise a dog show for the event. The Chair has made enquiries to have free standing pop up banners made for the event and will provide costs and example of styles available at the next meeting. A unanimous decision was made to increase the Fun Day Budget from £6,000 to £7,000.

Cllr L Cowles confirmed she had arranged stalls for: jewellery, hand-made cards and gift tags and Lego display sets.

19/192. Basildon Liaison Meeting – 22 October 2019

Cllr M Dear and Cllr A Boyce will be attending the meeting on behalf of the Village Council. The Clerk will also attend if available.

19/193. Royal British Legion - Remembrance Sunday 10th November 2019 – Wreath Nomination

Since it is the tradition of this council that a new member lays the Remembrance Day wreath, it was unanimously agreed that Cllrs L Cowles lay the wreath at St Mary Magdalene Church, Great Burstead on 10th November 2019. Cllrs Chapman, M Dear, Thomas and Willingham indicated they may attend. The wreath is to be ordered online by the Chair from the Royal British Legion.

19/194. ABLC Meeting – 19 September 2019

Cllr J Dear attended the meeting and his meeting report was noted by the Council.

19/195. Social Media

Cllr Crowe updated Members that again numbers had increased on views and profile visits of the Village Council's Twitter account, and noted that the Church had retweeted Village Council Posts.

19/196. Village Voice Winter Edition

The next edition of the Village Voice is due to be distributed in early December. Information on the Church Christmas Festivities will be included, along with a mention of the Christmas Lights which would already has been switched on, on 22nd November. Cllr A Boyce had drafted an article on road users speeding in the area, and will send to Cllr J Dear to be reviewed and included in the publication.

19/197. Standards in Public Life – Court Case – Harvey V Ledbury Town Council

The court case report was reviewed and noted by the Council.

19/198. Dates of next meetings

Listed below are the remainder of 2019 dates for the monthly Village Council meetings:
6th November & 4th December 2019.

19/199. Close of Meeting

The meeting closed at 8:43 pm

Minutes agreed and approved:

Signed:

Date: