



**Minutes of the Great Burstead and South Green Village Council, held at
South Green Memorial Hall, Southend Road, Billericay
on Wednesday 3rd July 2019 at 7.30 p.m.**

Present: -

Councillor M Dear – Chair
Councillor A Boyce
Councillor B Chapman
Councillor L Cowles
Councillor S Crowe
Councillor J Dear
Councillor L Thomas

Also in attendance: -

Mrs Nicki Watkins, Clerk & RFO to the Village Council

19/132. Apologies

There were no apologies received.

19/133. Declarations of Interest & Register of Members Interests

There were no declarations of interest received.

19/134. Minutes

The Minutes of the meeting on 5 June 2019, were received, agreed and duly signed by the Chair as a true record of the meeting.

19/135. Public participation session with respect to items on the agenda and other matters, which are of mutual interest. No decisions to be made.

19/336. Finance

The following payments were unanimously approved:

Payee / Cheque number	Details	Amount
Nicki Watkins (022283)	June 2019 salary	£616.37 £616.37
Nicki Watkins (022284)	July 2019 salary*	£616.37 £616.37
Nicki Watkins (022285)	Home Office Allowance (Q1 2019/20 – Apr, May, June)	£180.00 £180.00
Nicki Watkins (022286)	Expenses July 2019: 1 large 1 st Class Stamp to send AGAR 2018/19 to PKF Littlejohn LLP 1 pack ring-binder dividers	£1.06 £1.00 £2.06
Cllr. A Boyce (022287)	Reimbursement for printer cartridges	£30.00 £30.00

Payee / Cheque number	Details	Amount
EALC (022288)	New Councillor Training Days 1 & 2 for Cllrs. Thomas & Cowles @ £108 per training event, totaling £432.00, less £78.00 credit note for Web Accessibility training.	£354.00 £354.00
Funday Entertainment LTD (022289)	Fun Day 2019 – various activities including: Hook-a-duck, Strong-Man Striker, Ball in a Bucket, 8ft tall children’s striker, Cork Shooting Hire, side stall prizes and stall	£1,080.00 £1,080.00
P A Donovan (022290)	Fun Day 2019 - 1 st 2 Bounce Inflatables	£800.00 £800.00
Kerry Greenaway (022291)	Fun Day 2019 - Professor Rainbows	£455.00 £455.00
Mr J Peck (022292)	Fun Day 2019 – Professor Joe, Punch & Judy Shows	£150.00 £150.00
Grays Town Band (022293)	Fun Day 2019 - Grays Town Band	£60.00 £60.00
Essex Reptile Encounters LTD (022294)	Fun Day 2019 – 4 hour-display*	£250.00 £250.00
Flo Promotions (022295)	Fun Day 2019 – Character appearances	£390.00 £390.00
South Green Memorial Hall (022296)	Fun Day 2019 – Hire of Committee Room (£58.00) and Memorial Hall (£112.00)	£170.00 £170.00
Cllr. M Dear (022297)	1 x ream paper	£5.00 £5.00
Cllr. J Dear (022298)	1 x ream paper	£5.00 £5.00
Canon Roche Pastoral Centre (022299)	Hire of hall on 11/07/19 to undertake interviews for Clerk & RFO	£45.00 £45.00
Essex County Council (022300)	Application for 2019 Christmas Lights	£50.00 £50.00
Billericay Nurseries (022301)	Billericay Nurseries – June planting and watering (Grange Road and Gt. Burstead Village sign)	£708.00 £708.00

*It was noted that a £50 deposit had been paid to Essex Reptile Encounters in November 2018 (**Minute Ref. 18/215**), therefore the balance and cheque was for £250 and not £300 as stated on the July Agenda.

It was recorded that, as at 3 July 2019, the Village Council’s current account and savings account held **£50,755.29** and **£49,428.74** respectively.

19/137. Training

There were no training requests received from Members.

The Clerk recorded that £78.00 had been reimbursed to the Village Council as the Clerk had been unable to attend the Web Accessibility training on 11 June. The credit note would be used to offset against the invoices received for the New Councillor Training Days.

19/138. Planning Applications

Planning App.	Address	Planning Request	Council Comments
19/00852/VAR	118 Grange Road Billericay	Proposed variation of condition 2 of consent refs: 17/00288/FULL and 18/01088/VAR to	No Objection

Planning App.	Address	Planning Request	Council Comments
	Essex CM11 2RR	substitute approved plans with revised plans referenced: 554-101 Rev-01, 554-102 Rev-01 and 554-103.	
19/00890/PACU	Gobians Farm Church Street Billericay Essex	Notification for Prior Approval for a Proposed Change of Use of Agricultural Building to Dwellinghouse (Class C3), and for Associated Operational Development - Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 3, Class Q from agricultural barn to a three dwellinghouse terrace	Objection for a number of reasons: <ul style="list-style-type: none"> - overdevelopment - not in keeping with a conservation area - detrimental to trees and the natural habitat - change in use of land from agricultural to residential - concerns regarding highways given there are plans for six parking spaces, so potentially a high volume of traffic passing through a small opening
19/00866/FULL	9 Lorraine Close Billericay Essex CM11 2 QG	Proposed front dormer	No Objection

The Clerk reported that a planning appeal had been received in relation to 129 Noak Hill Road. Members had previously considered the planning application in April (**Minute Ref. 19/70**), and had objected on the grounds of overdevelopment and it being on green-belt land. Members considered the appeal and unanimously agreed that the Clerk should submit an objection to the Planning Inspectorate citing the previous reasons and agreeing with the report by the Planning Committee.

19/139. Footpaths

Cllr. Thomas reported that she had inspected a number of footpaths using the map provided by the Chair. Whilst many were accessible, they were unnumbered and Cllr. Thomas was concerned that the routes were not easy to follow. She had observed that a number of paths appeared to be overgrown and Essex County Council had not maintained them even though using the footpaths was one of their “health initiatives”. She noted that, on one particular route, she was even required to go around a farmer’s field, which she shouldn’t, have due to the lack of access. The Chair suggested Cllr. Thomas contact the Footpaths Officer at Essex County Council, who would be able to respond to these concerns.

19/140. CCTV

The Clerk reported that, following the last meeting, she had contacted the Asset Management Team at Essex County Council with a view to obtaining their permission to run power from one of their units to the column housing the CCTV. Prior to the meeting, she had received an e-mail from the Asset Management Team declining permission to use the unit. She had e-mailed UKPowernetworks accordingly to advise of the decision who suggested that power could be supplied by installing a separate power column. The Clerk would now explore this option and obtain a quote from UKPowernetwork to install a separate power column.

The Chair and Members were extremely disappointed and frustrated with the response from the Asset Management Team. The Chair suggested she write to Cllr. Richard Moore to seek his assistance and request permission to use the power unit which was already in place.

Members unanimously agreed this proposal.

19/141. Hanging Baskets and floral displays

The Clerk reported that the Asset Management Team had provided the assessment report of the lamp columns at Grange Road, outlining why permission for this year's hanging baskets had been declined. She confirmed that the assessment was a detailed report that concluded the power columns were unfit to accommodate hanging baskets, although were fit for purpose as lighting columns. The Clerk had explored with the Asset Management Team whether any alternative options could be recommended going forward, however they had confirmed that nothing should be hung from the lamp columns.

Again, Members were disappointed with the assessment but accepted that alternative floral arrangements would have to be considered.

The Clerk reported that she had advised Billericay Nurseries of the decision and who had kindly agreed not to charge the Village Council for the flowers that were intended for this year's hanging baskets. They had also confirmed that they had undertaken summer planting both at Grange Road and the Great Burstead village sign. An invoice had been submitted for this work to the value of £708, which required approval and which Members unanimously agreed.

19/142. 400th Anniversary Mayflower Sailing from Plymouth

Cllr. Chapman had spoken with the church council to advise that the Village Council would like to share in the church service to mark the 400th Anniversary of the Mayflower sailing from Plymouth. He was looking at potential dates in July and August for Members to meet with the church and would advise members accordingly.

The Chair reminded Members that, at the last meeting, the Village Council agreed to mark the event separately and had considered various ways in which this could be done including a themed Fun Day, possible procession with wreath laying at the village sign and a special floral arrangement being planted at the sign. She said that there were other groups in the parish who were interested to hear how the Village Council would be marking the event. The plans for the celebrations would be discussed by Members at a later date.

The Clerk advised Members that she had also sought advice from Billericay Nurseries with regard to a potential floral display to mark the event they agreed to provide some guidance and to what could be done once they had attended a trade fair later in the summer and had more information.

19/143. Highways

Both the Chair and the Clerk had written to Cllr. Richard Moore with regard to the junction at Greens Farm Lane and Outwood Common Road following the two accidents that had occurred in May.

Cllr. Moore had replied to confirm that Essex Highways would be conducting a speed survey at the location in order to establish what, if any, traffic calming measures were required.

The Chair went on to note that a further incident had occurred that day whereby a van had hit a telephone pole, and it was hoped the surveys would be done sooner rather than later.

19/144. Christmas Lights 2019

The Clerk reported that Festive Impact Lighting, who had installed the Christmas lights for the Village Council in 2018, had confirmed they would undertake the same installation this year for no increase to the fee. Last year this was £2,160 (inclusive of £360.00 VAT which could be reclaimed by the Village Council). Members were all in agreement that the lights looked extremely festive last year and unanimously approved for Festive Impact Lighting to undertake the installation again this year.

The Clerk would make the application to Essex County Council but required approval for the £50 administration fee which should be submitted with the application. Members unanimously approved the fee.

This item was dismissed.

19/145. Recycling Point at South Green

The Chair reminded Members that prior to the elections the previous Administration had agreed to review and remove the recycling point at South Green. However this was now unlikely to progress with the current Administration in charge given they had previously dismissed the proposal. Cllr. Crowe advised Members that she had sent a tweet to Gavin Callaghan about the issue, however had received no response to date. The Chair suggested this would be added to an agenda at a later date.

This item was dismissed.

19/146. Fun Day

Cllr. Willingham had met with the Chair and they had completed the information sheet, layout plan and the schedule for this year's event. She confirmed there would definitely be no dog show this year. Cllr. Crowe's husband had kindly agreed to assist with the setting up and transporting of items, however it was recorded that, as with previous years, stall holders would be responsible for their own stalls.

Cllr. Willingham requested approval to spend up to £10.00 on sweets in order to distribute to children in attendance on the day. This was unanimously approved by Members.

The Clerk confirmed that both the local police and the fire service had been advised the event was taking place. The fire service had confirmed that, subject to call out, they would be in attendance on the day.

The Chair thanked Cllr. Willingham for her hard work in organising the event and said she was very much looking forward to the day.

19/147. Social Media

Cllr. Crowe reported that the Fun Day had received the most hits since the last meeting. There were currently 12 followers and 36 visits to the page, so momentum was "picking up". She noted that the Village Council was also being tagged in other local Twitter users, for example the Church. She continued to re-tweet information from Basildon Borough Council, Essex County Council and any other information she thought would be relevant and helpful to local residents.

The Chair thanked Cllr. Crowe for all her hard work in managing the account and ensuring that items were tweeted.

19/148. The Council resolves to exclude the press and public under the Public Bodies (Admissions to Meetings) Act 1960, due to Terms of service of an employee. – THIS SECTION WILL BE EXCLUDED FROM THE PUBLISHED MINUTES

The Clerk advised that the closing date had now passed and members of the interview panel had been sent copies of all the application forms. The interview panel had shortlisted the candidates and interviews would be taking place on Thursday 12 July at the Canon Roche Hall.

It was hoped that a decision would be made that day and that a period of handover days could be organised with the new incumbent to enable them to get up to speed. If a suitable candidate could not be appointed the recruitment process would continue. The Clerk's last day would be 31 August.

The Chair wanted to note for the record the Village Council's thanks to the Clerk for all her hard work during her tenure. She noted that Members had been extremely happy with her performance and service to the Village Council and local residents.

The Clerk advised Members that she had been reviewing the files and papers she held and that there were two bound books of signed minutes which could be taken to the Essex Records Office in Chelmsford for retention, as required by law and in line with the Village Council's GDPR Retention Policy. Members unanimously approved for the Clerk to claim mileage in order to take the file to the records office.

19/149. Dates of the next meetings

The next meeting will take place on 4 September 2019, following the summer recess.

Listed below are the remainder of 2019 dates for the monthly Village Council meetings:
2nd October, 6th November & 4th December 2019.

19/150. Close of Meeting

The meeting closed at 8.22 p.m

Minutes agreed and approved:

Signed:

Date: