



**Minutes of the Great Burstead and South Green Village Council, held at  
South Green Memorial Hall, Southend Road, Billericay  
on Wednesday 4th September 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  
Councillor L Willingham (Vice Chair)

**Also in attendance:** -

Mrs Mylène Linwood, Clerk & RFO to the Village Council  
Two members of the public

**19/151. Apologies**

There were no apologies received.

**19/152. Declarations of Interest & Register of Members Interests**

There were no declarations of interest received.

**19/153. Minutes**

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

**19/154. Annual Parish Meeting**

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

**19/155. 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.

**19/156. Appointment of New Clerk & Responsible Financial Officer**

The members ratified the appointment of the new Clerk.

The Clerk's Contract of Employment was signed by the Chair, along with the banking form to remove the previous Clerk as a signatory and approve the new Clerk as a signatory.

Cllrs L Willingham and M Dear as existing signatories, where also required to sign the form.

It was noted that the banking card in the name of the previous Clerk has been destroyed.

A letter to Santander confirming the new Clerk as signatory and change of address for the receipt of bank statements and correspondence was signed by the current banking signatories Cllrs Chapman, M Dear and Willingham.

## 19/157. Finance

The following payments were unanimously approved:

Payee / Cheque number	Details	Amount
Nicki Watkins (022302)	August 2019 salary	£616.37 <b>£616.37</b>
Nicki Watkins (022303)	Home Office Allowance (Q2 2019/20 – July, Aug)	£120.00 <b>£120.00</b>
Nicki Watkins (022304)	Expenses August 2019: 1 book of six first class stamps* Travel to and From Essex Records Office for delivery old Village Council Minutes. 13 miles each way @ 45p per mile	£4.20 £11.70 <b>£15.90</b>
Mel Linwood (022305)	July Salary (two weeks x 14 hours for hand over with outgoing Clerk & RFO Nicki Watkins 15 – 26 July)	£308.19 <b>£308.19</b>
Mel Linwood (022306)	August (two weeks x 14 hours for holiday cover for outgoing Clerk & RFO Nicki Watkins 19 – 30 August)	£308.19 <b>£308.19</b>
Crystal Print (022307)	Fun Day 2019 - Printing of posters, banners and flyers for Village Fun Day to be held 25/08/18	£34.92 <b>£34.92</b>
Billericay Nurseries (022308)	Summer watering, weeding & planting at Grange Road and Church Street	£442.01 <b>£442.01</b>
Association of Basildon Local Councils (022309)	Annual Subscriptions for 1 April 2019 to 1 April 2020	£20.00 <b>£20.00</b>
VisionICT (022310)	Annual subscription to host seven** .gov.uk Village Council e-mails	£151.20 <b>£151.20</b>
Cllr. L Willingham (022312)	Expenses: Sweets for the Village Council Fun Day	£9.00 <b>£9.00</b>
Cllr. L Willingham (022313)	Expenses: Payment to CB Bouncy Castles for Fun Day	£685.00 <b>£685.00</b>
Cllr S Crowe (022314)	Expenses: Usage & Fuel of truck used to transport equipment for the Fun Day	£15.00 <b>£15.00</b>
	Cheque Cancellation	
P A Donovan (022290)	Fun Day 2019 - 1st 2 Bounce Inflatables - To note this cheque was cancelled due to the unavailability of the supplier. The cheque is retained in the relevant cheque book.	£800.00 <b>£800.00</b>

It was noted, that since the publication of the September agenda the Billericay Nurseries August Invoice (022223) was received. In order to meet the required payment period, approval was sought for immediate payment. This proposal was unanimously agreed.

Payment:

Payee / Cheque number	Details	Amount
Billericay Nurseries (022315)	August plant watering – Church Street (9 visits @ £15.00 per visit) two beds at South Green (9 visits @ £15.00 per visit).	<b>£324.00</b>

It was recorded that, as at 4<sup>th</sup> September 2019, the Village Council's current account and savings account held **£45,650.49** and **£49,458.13** respectively.

**19/158. Training**

There were no training requests received from Members.

Approval was given for the Clerk to attend the New Clerk's Briefing on 3 October 2019 at a cost of £65 plus VAT and Members were reminded that the Clerk will be able to reclaim up to 75% of the cost of training, up to a limit of £500 as part of the Essex Clerk's Bursary Scheme.

**19/159. Planning Applications**

<b>Planning App.</b>	<b>Address</b>	<b>Planning Request</b>	<b>Council Comments</b>
19/01099/FULL	38 The Redinge Billericay Essex CM11 2QH	Side and rear extension, enlargement of existing loft rooms and front porch	No objection
19/01115/OUT	11 Church Street Billericay Essex CM11 2SY	Outline application for 5 new build chalet houses on land to the rear of Nos. 1-11 Church Street (access and layout only)	Objection on the grounds of over development of the site, and possible Highway problems due to the narrow entrance.
19/01229/FULL	42 Beams Way Billericay Essex CM11 2NN	Single storey front extension	No objection

**19/160. Annual Audit 2018/19**

It was reported to the Council that the Audit report had been received from the External Auditors PKF Littlejohn LLP. The report stated that all proper procedures were in place.

Thanks were given to the previous Clerk for all the work involved in preparing the Audit.

**19/161. Fun Day**

The Council received a report from Cllr Willingham regarding the Village Council Fun Day held on Sunday 25th August 2019. Cllr Willingham outlined the schedule of events for the day. Cllrs J and M Dear, Willingham and Crowe assisted with setting up on the green. Cllrs Cowles and Thomas assisted later in the morning. Thanks were given to Keith Willingham, Ron Thomas and Dennis Dear for their assistance on the day and to Cllr Crowe for the use of her flatbed truck. Residents enjoyed the entertainment provided which included amongst others bouncy castles, Punch and Judy, Essex Reptiles, face painting, and the WI provided refreshments. In addition Elsa and Spiderman characters handed out sweets to children. It was the hottest August Bank Holiday Sunday ever recorded. The Chair thanked Cllr Willingham for organising another successful Fun Day.

It was decided that a working party would be created to organise the 2020 Fun Day. Members for the Fun Day Working Party will be: Cllr Willingham, Cllr M Dear, Cllr Cowles, Cllr Crowe, and Cllr Thomas.

**19/162. Billericay Tree Warden**

Members agreed to accept the offer by the Billericay Tree Wardens to remove the dead trees on the green and replace with trees that match the existing trees. The Council would also like to request that the two fir trees which are out of character with the other trees be removed and replaced. The Clerk to write to Basildon Borough Council to enquire if these works meet with their approval.

**19/163. Bell Bollard Flower Beds South Green**

It was discussed that the bell bollard flower beds are being damaged by vehicles driving over the beds. Members considered various suggestions to protect the flowers, but came to the conclusion there was nothing that could be done. The Clerk was asked to contact Billericay Nurseries to confirm damaged flowers would not be replaced and also to ensure that attention is paid to the weeding around the shops which is in need of work.

**19/164. Youth Village Councillors**

Members discussed the idea of getting teenagers, who live within the Parish involved with the Village Council. The proposal was to invite two or three Youth Village Councillors to meet periodically with Cllrs to put forward ideas and share concerns regarding the local area.

The Chair reminded the Council that Cllrs wishing to be involved would need to have the correct DBS checks in place. It was decided that adverts to find young volunteers could be displayed via: The Village Voice, Twitter, the Village Council website, the notice Boards and in addition letters could be written to the local groups and the Head teacher of Billericay School the Senior School.

**19/165. Promotion of the Great Burstead & South Green Village Council**

Cllr Cowles explained her proposal to promote the Great Burstead & South Green Village Council by attending local groups and associations during one of their meetings in an informal way as a representative and give residents the opportunity to approach her to share any ideas, requests or concerns.

The Chair thanked Cllr Cowles for her suggestion and requested that the Council be kept updated with her efforts to contact the various groups.

**19/166. 400<sup>th</sup> Anniversary Mayflower Sailing from Plymouth**

Cllrs M Dear and Chapman shared with Members the ideas for the forthcoming anniversary, discussed at a meeting they attended with the secretary and Rev Michael Hall of the Parochial Church Council.

A service is to take place on Sunday 6<sup>th</sup> September 2010 at 9:45am involving a procession from the Village Sign to the Church. The Village Council has agreed to fund a cake decorated with the Mayflower emblem, and reasonable costs of a buffet, to complement food prepared and donated by the congregation. The Village Council has also agreed to fund decals for retailers' windows at Grange Parade.

In addition, as discussed in the July Village Council meeting arrangements are being made with Billericay Nurseries to have an appropriate floral display around the sign in Church Street.

It was decided that this topic should be a regular agenda item in the run up to the occasion.

**19/167. Fencing at Maple Mead / Linkdale**

The Clerk updated the Council with the following response from Basildon Borough Council:

*The wall is currently being monitored by Essex County Council. Arrangements have been made to have the wall assessed by a structural engineer to decide if the wall can either be stabilised or rebuilt.*

**19/168. Footpaths on The Green, South Green**

The Clerk informed the Council and the members of public who attended the meeting to enquire about an update on this matter, that we are still awaiting a response from Basildon Borough Council.

The Chair requested that this item should remain on the agenda for the October Village Council meeting.

**19/169. CCTV-South Green Parade of Shops**

Following the receipt of the quote from UK Power Networks to install a separate power feed to supply the CCTV Column, the Council unanimously agreed to go ahead with the proposed work.

**19/170. Local Plan – Statement of Community Involvement**

The Chair asked Members to review the Statement of Community Involvement, the following comments were submitted:

*That as early as possible community engagement regarding any planning applications takes place.*

*That the community is kept involved and up to date with information regarding developments be they outline, full applications or appeals.*

*That any changes to planning applications are brought to the community's attention.*

*That the community is given ample time to respond and engage with the planning process.*

**19/171. Basildon Council Litter Campaign**

The Council received feedback from Cllr Chapman from the Litter Campaign meeting he attended at Basildon Borough Council at the end of August. Cllr Chapman explained the new initiative will employ five new local litter enforcement officers to collect litter in the worse affected areas. These officers will cover the Basildon Borough area. Extra equipment could be provided if requested.

Cllr Chapman shared his opinion that this would not be a sufficient amount of officers. He discussed while at the meeting the recycling point on the Village Green and was informed that while the recycling point was still being used by the public it will not be taken away.

The Chair thanked Cllr Chapman for attending the meeting, and also expressed that the latest decision regarding the recycling point was disappointing. The recycling point was installed before the existence of kerb side collections of glass, clothes etc and it is therefore redundant for residents although passing motorists leave very large items e.g. mattresses there, which is a health hazard. Additionally, residents have raised petitions for its removal as has the Village Council due the excessive noise of smashing bottles deposited at the bottle bank at all hours of the day and night. Also, South Green parade of shops traders have requested its removal as the recycling point area, once cleared, would provide extra parking spaces for hard pressed retailers who are finding it difficult to attract enough customers.

**19/172. Code of Conduct Consultation and Amendments**

A brief summary of the amendments was given by the Chair and it was decided that the amendments were acceptable.

**19/173. Social Media**

Cllr Crowe gave an update on the Village Council's Twitter account. The Fun Day had generated some more traffic to the page, retweets and more followers.

The Chair thanked Cllr Crowe for her continued work on the Twitter account and suggested that some of the topics discussed this evening would make good material to add to the account.

**19/174. Dates of next meetings**

Listed below are the remainder of 2019 dates for the monthly Village Council meetings:

2<sup>nd</sup> October, 6<sup>th</sup> November & 4<sup>th</sup> December 2019.

**19/175. Close of Meeting**

The meeting closed at 8:25 pm

**Minutes agreed and approved:**

**Signed:** .....

**Date:** .....