



**Minutes of the Great Burstead and South Green Village Council, held at  
South Green Memorial Hall, Southend Road, Billericay  
on Wednesday 6 November 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  
Four members of the public

**19/200 Apologies**

No apologies were received.

**19/201 Declarations of Interest & Register of Members Interests**

There were no declarations of interest received.

**19/202 Minutes**

The Minutes of the meeting on 2 October 2019, were received, agreed and duly signed by the Chair as a true record of the meeting.

**19/203 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.

Two members of the public attended to bring to the attention of the Council that they has concerns over a pot hole in Burstead Drive and also the erosion of a section of pavement in Grange Road. Photos of both the pot hole and the pavement had been emailed to Cllr Hedley at Essex County Council. The Chair advised that both these matters could also be reported by the residents to Essex Highways via their website.

The Chair communicated to members via email prior to the meeting details on three matters which has arisen and covered at the meeting:

**1) South Green Recycling point:** The Chair was informed by a local resident of an incident of flying tipping on 2<sup>nd</sup> November 2019, the items discarded included two large fridge freezers, large lounge chairs, bikes, along with other general rubbish. Basildon Borough Council was informed and the items were all removed. Unfortunately, a second incident of fly tipping was then reported the same evening the items had been removed.

The Chair advised that if Councillors or residents notice an incident of fly tipping please could they take note of any vehicle concerned particularly its registration number. Fly tipping can be reported at:

<https://www5.basildon.gov.uk/report/dumpedrubbish>

## 2) Possible new primary school

Having come across information of the possibility of a new primary school being built within the parish, the Chair attended a meeting regarding this at Billericay School. The proposal would be to build a school in the local vicinity to accommodate children from the planned new housing. No plans were available to view at this stage, other than a Local Plan map of the area with the proposed developments.

## 3) Faded road markings

Cllr Chapman brought it to the attention of the Chair that the disabled parking bay markings outside South Green doctors' surgery had faded away. The Chair reported this on the Essex County Council's website and was given a report number and informed an inspector would visit the site to access the markings.

If Councillors or residents see areas of concern that cover Essex County Council responsibilities could they please report the issue via the website:

<https://www.essexhighways.org/tell-us/report-all-issues.aspx>

## 19/204 Annual Financial Risk Management Review

The meeting received and considered the **Village Council Financial Regulations** and **Internal Controls** for annual review.

It was noted that Public Contracts Regulation 2015 has been inserted as per the recommendation of the internal auditor.

It was unanimously agreed both documents were fit for purpose.

It was unanimously agreed the **Bank Balances** would continue to be made available at Village Council meetings.

## 19/205 Annual Review of Standing Orders

The meeting received and considered the **Village Council Standing Orders** for annual review.

It was noted that Public Contracts Regulation 2015 has been inserted as per the recommendation of the internal auditor.

It was unanimously agreed that the Standing Orders continued to be fit for purpose.

## 19/206 Annual Fixed Asset Register Review

The meeting received and considered the **Village Council Fixed Asset Register** for annual review.

It was unanimously agreed that the Fixed Asset Register continued to be fit for purpose.

## 19/207 Annual Review of Village Council Risk Assessment

The meeting received and considered the **Village Council's Risk Assessment** procedures.

It was noted that the new General Data Protection Regulations of May 2019 are observed by the Village Council.

The Council was informed that the no bank account card is currently held by the Clerk and the Clerk's access to the Village Councils' bank accounts is a view only.

It was unanimously agreed that the Risk Assessment to be fit for purpose.

## 19/208 Finance

The following payments were unanimously approved:

Payee / Cheque number	Details	Amount
Mylène Linwood (022323)	October 2019 Clerk salary	£616.37 <b>£616.37</b>
Mylène Linwood (022324)	Expenses October 2019 Parking to attend EALC New Clerk Briefing Mileage to EALC to attend New Clerk Briefing 22 miles@ .45p per mile x 2 Mileage to collect Village Council Minutes from a previous Clerk 6.8 miles@ 0.45p per mile x 2	£3.50 £19.80 £6.12 <b>£29.42</b>
Billericay Nurseries (022325)	Weed Control: To apply weed control to paved areas at South Green shopping parade & de-weed flower beds. 5 x visits September flower bed watering at South Green & Church Street	£324.00 <b>£324.00</b>
Heelis & Lodge (022326)	Internal Audit for year ended 31 March 2019	£180.00 <b>£180.00</b>
CLlr M Dear (022328)	Expenses: Royal British Legion Remembrance Sunday Poppy Wreath	£17.00 <b>£17.00</b>
Royal British Legion (022329)	Donation to Royal British Legion	£33.00 <b>£33.00</b>
Christmas Illumination Limited (022330)	Install & maintain Christmas lighting in Great Burstead 2019	£2160.00 <b>£2160.00</b>
Essex Reptile Encounters Ltd (022331)	Deposit for booking at Fun Day 2020	£50.00 <b>£50.00</b>
Sunshine Events UK Ltd (022332)	Deposit for booking at Fun Day 2020 (50% of full amount)	£1293.00 <b>£1293.00</b>

It was recorded that, as at 6 November 2019, the Village Council's current account held **£53,939.15**. The savings account held **£49,487.07**.

## 19/209 Training

There were no training requests received.

## 19/210 Planning Applications

Planning App. Ref	Address	Planning Request	Council Comment
19/01419/ABAS	Kings Head Southend Road Great Burstead Billericay	1 double sided timer post pictorial (illuminated by LED trough lights), 1 illuminated sign (illuminated by LED trough light), 2 timber directional signs, 1 timber directional sign (illuminated by LED trough lights), 1 sign written letter illuminated by LED flood lights above, 2 Walker lanterns signs, 1 signed sided aluminium garden disclaimer sign, 1 single sided aluminium car park disclaimer sign and 1 sign written display	No objection
19/01464/FULL	9 Windmill Heights Billericay Essex CM12 9QY	Demolition of existing garage and erection of two storey side extension.	No objection

**19/211 Footpaths on The Green, South Green**

The Chair was pleased to advise the Council and members of the public in attendance that Basildon Borough Council had approved the funding for the footpath to be repaired, and work will commence as soon as the contractor is available. Basildon Borough Council has asked that the Village Council fund the purchase and installation of the distance markers.

**19/212 CCTV – South Green Parade of Shops**

The Clerk is awaiting further communication from UK Power Networks on the next stage of the process and as such has no new information to share with the Council. The Clerk will continue to liaise with UK Power Networks to make progress with the project.

**19/213 400<sup>th</sup> Anniversary Mayflower Sailing from Plymouth**

Cllr M Dear circulated to Cllrs before the meeting a draft of the 400<sup>th</sup> Anniversary Decal design. Some small alterations were suggested, and the final overall size was debated. Examples will be prepared for the next meeting.

**19/214 Highways**

The Clerk informed members that the junction of Greens Farm Lane & Outwood Common Road appears on the report of the last Highways Panel meeting as awaiting speed survey data. The next Highways Panel meeting is due to take place on 27<sup>th</sup> January 2020.

**19/215 Website Accessibility**

Members shared their views on the website design examples that the Clerk had circulated before the meeting. Cllr Crowe agreed to the Chair's suggestion of getting involved with the website upgrade. The Clerk will liaise with Cllr Crowe when a first design draft has been put together.

**19/216 Fun Day**

The Council discussed the model designs of the Pop-up banners which Cllr M Dear had researched. It was proposed by the Chair that a budget of £600 be set for the production of two banners, this proposal was unanimously agreed. Research will continue into the design, suppliers, costs, and production lead time.

**19/217 Basildon Liaison Meeting**

Following the reschedule of the meeting from 22 October 2019 to the 12 November, both Cllr M Dear and Cllr Boyce confirmed they are able to attend this meeting.

**19/218 Social Media**

Cllr Crowe shared with Members that the Village Council Twitter account is now being followed by a Parish Council in Scotland. The latest impression number has risen to 1293 and the Fun Day tweet continues to be the most retweeted post.

**19/219 Village Voice Winter Edition**

Cllr J Dear thanked members who had written articles for this edition. Distribution of the winter edition is due to take place the 1<sup>st</sup> week of December 2019.

**19/220 Minute Book 2003-2008 and 2011-2017 Being Bound**

The Clerk had collected the Minute Book of 2003 – 2008 from a previous Clerk and the Chair explained to the Council that the cost of storing Minutes in this way was very expensive. It was agreed that the Clerk would ask Crystal Print to quote for binding the 2011 – 2017 Minutes and update the Council with the cost at the next meeting.

**19/221 Planning Training 23 October 2019**

Cllr M Dear informed the Council that the training session she attended was very informative and has circulated the training slides to the members.

**19/222 Well-Being**

The Chair suggested appointing a Village Council Well-Being Representative and proposed Cllr Chapman take on the role due to his interest in this topic and the work he already undertakes with the food bank and litter picks.

Cllr Chapman appointed as: Village Council Well-Being Representative

Proposed: Cllr M Dear, seconded: Cllr Willingham.

**19/223 Dates of next meetings**

Listed below are dates of the monthly Village Council meetings for the remainder of 2019 and the beginning of 2020: 4<sup>th</sup> December 2019, 8<sup>th</sup> January, 5<sup>th</sup> February, 4<sup>th</sup> March, 1<sup>st</sup> April, 6<sup>th</sup> May, 3<sup>rd</sup> June, 1<sup>st</sup> July 2020.

It was noted that the meeting date of 8<sup>th</sup> January is an amendment from the usual 1<sup>st</sup> Wednesday of each month due to the first Wednesday in January 2020 being a Public Holiday. Thanks were given to the Bowls Club for rearranging their monthly meeting to allow availability of the Committee room on the 8<sup>th</sup> January for the Village Council.

**19/224 Close of Meeting**

The meeting closed at 8:15 pm

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**Minutes agreed and approved:**

**Signed:** .....

**Date:** .....