

Minutes of the Meeting of the Great Burstead and South Green Village Council, held at
South Green Memorial Hall, Southend Road, Billericay,
on Wednesday 2nd February 2011 at 7.30pm

Present:

Councillor Wakelin (Chair)

Councillor Aly Khan,

Councillor Cundy,

Councillor Chapman,

Councillor John Dear

Councillor Marie Dear,

Councillor Kelly,

Councillor Thomson (minute 11/30).

In Attendance: **Mrs K Hawkes, Clerk to the Council**

4 members of the public – (Co-option candidate, Mr. Thomson, Mr. Carter and Mr Hawkins, Coxes Farm Road representatives, and Mrs Geard)

11/24 Chairman's Welcome

The chair welcomed those present to the meeting.

11/25 Apologies

Received from: Cllrs P Arnold, K Blake, R Moore and K Twitchen

11/26 Declarations of Interest

None.

11/27 Public Participation

| Issue Raised | Outcome |
|---|--|
| NAP meeting – no Councillors present | Councillor M Dear and Aly Khan informed the resident that they were only notified on the day of the meeting and due to commitments were unable to attend. The NAP will be informed that the Coxes Farm Road concerns are still current and these issues cannot be archived as stated in the NAP minutes. |
| Coxes Farm Road | Minute no 11/31 |
| South Green Shopping Area – dangerous steps | Owners of the shops have been contacted expressing the residents and Village Councils concerns. Clerk to write again to shop owners. |

11/28 Minutes

It was resolved that the minutes of 5 January 2011 be corrected as follows:

In Attendance: should read "Coxes Farm Road."

11/4 should read "not received by members within a sufficient time scale."

11/6 (Continuation of 11/4) that "Heated debate ensued" be removed.

11/8 that "the minutes of 8 December 2011 record the budget was approved" is added.

11/10 under Finance and Personnel Working Party should read "(excluding matters concerning clerk vacancy)"

11/12 “to 2 February 2011 meeting” be removed.

11/17 “to 2 February 2011 meeting” be removed.

11/22 b. “and asked litter bins be removed and external hard drives be included” be added.

11/23 that it be added: “Cllr M Dear appointed Acting Clerk and Cllr Cundy appointed Acting Responsible Financial Officer.” The minutes were proposed by Cllr Cundy and seconded by Cllr J Dear.

11/29 Ratification of Clerk Post

It was resolved that Mrs Karen Hawkes be appointed Clerk to the Council. Contract of Employment and Job Description signed by Karen Hawkes and Chair Councillor Wakelin.

Agreed by all Councillors that Great Burstead and South Green share the phone line and broadband with Noak Bridge Parish Council at a cost of £60.78 a quarter.

11/30 Co – option of vacant Councillor Position.

Councillor Wakelin raised that more than one applicant had applied; Minute ref 11/6 states that only one applicant had applied prior to the deadline and that only this applicant would be considered for the vacancy.

Mr. J Thomson was proposed by Councillor Kelly and seconded by Councillor Chapman. 6 votes in favor 1 abstained. Mr. J Thomson signed the Declaration of Acceptance of Office and completed a Register of Interest. Clerk supplied Councillor Thomson with the Good Councillors Guide and Code of Conduct. Councillor Thomson joined the meeting.

COUNCILLOR KELLY LEFT THE MEETING

11/31 Highways

Coxes Farm Road - Councillor M Dear reported that an additional speed survey would be carried out in June. NAP would like the Village Council to help fund traffic calming measures however this cannot be done while sections of the road remain at 60mph. Councillors will state at the next NAP meeting that Coxes Farm Road is an ongoing concern and not an item to be archived as the NAP minutes state.

Noak Hill Road – Network Management Team to add location between Church Lane and Kennel Lane Roundabout to Essex County Council’s Speed Limit Review to assess whether a speed reduction from 50mph to 40mph is necessary.

11/32 Great Burstead Conservation Area Review – Site Survey of Bell Tower, St Mary Magdalene Church

A site visit was made by Whitechapel Bell Foundry who costed to have the bells ringing again; prices range from £20,000 - £150,000. The PCC who would have to agree for the repairs to be made have stated that they will not commission any works to be carried out.

11/33 South Green Shopping Area

Essex County Council has stated that for the works to be carried out there would be a shortfall of £6000 which would have to be funded by the Village Council. Concerns have been raised by the shop owners regarding the raised kerb as the dropped kerb is needed for delivery vehicles to access the shops. Clerk to contact Mike Hicks to obtain a price for the works excluding raising the kerb. Councillor Wakelin, Cundy and Dear request a site visit with Mike Hicks to discuss an increased car parking area. Clerk to arrange. Clerk to contact Highways and find out when the CIF money needs to be allocated by. If the deadline is prior to the next meeting clerk has delegated power to arrange works.

Proposal: Complete works (drawing number B/1011/CIF/018/001 excluding the raising of the kerb outside of the shops. Prioritising the raised kerb and installation of posts along Grange Road.

Proposed: M Dear

Seconded: B Chapman

All Councillors vote in favor.

11/34 Mission Statement

Concerns raised regarding section: 'How we work' more explanation needed differentiating between the monthly Village meeting on a Wednesday and the Annual Village Meeting which is the meeting of the electorate and can be held anytime between 1st March – 1st June. Councillor J Dear to liaise with Councillor Wakelin to finalise wording.

11/35 Langham Hall Update

Councillor M Dear reported that the Steering Group are currently in the process of forming a Charity and have received 4 quotations for the refurbishment of the hall. Langham Hall has applied to the EET for funding, and has £8000 granted from the Village Council. Langham Hall is currently in the process of trying to obtain as long a lease as possible from Basildon Borough Council.

11/36 Training

Councillors received EALC schedule of training courses for 2011. Clerk to book the following :

| | | |
|-----------|----------------------------|---|
| 2/3/2010 | Law and Procedures | Councillor Thomson Councillor Aly Khan |
| 10/3/2010 | Allotments | Councillor Wakelin |
| 16/6/2010 | Roles and Responsibilities | Councillor Chapman |

Proposal: Mileage and expenses of course are covered by Village Council

Proposed: Councillor Cundy

Seconded: Councillor Aly Khan

All Councillors vote in favor.

11/37 Finance

1/ Clerk Karen Hawkes will be paid February salary by cheque at March's meeting and by Standing Order thereafter.

2/ To agree the payments below:

| Cheque date / Cheque number | Payee | Details | Amount |
|-----------------------------|------------------------------|--------------------------------|---------|
| 21/01/2011 000532 | Essex Pension Fund | Superannuation to 21/1/2011 | £122.59 |
| 21/01/2011 000533 | Mrs Kim Barford | Salary 01/01/11 – 21/01/11 | £481.85 |
| 27/01/2011 000535 | Post Office Limited | HMRC Payment | £573.80 |
| 02/02/2011 000536 | Mrs Kim Barford | Expenses | £20.98 |
| 02/02/2011 000537 | South Green Memorial Hall | Hall Hire | £14.50 |
| 02/02/2011 000538 | Councillor M Dear | Stationery, postal expenses | £4.26 |

11/38 Planning Applications

| | | |
|-----------------|--|---|
| 11/00024/TPOBAS | 118 Grange Road, Billericay, Essex CM11 2RR Fell Two Oak Trees (T2 and T3 of TPO/25/06) | Council to object to felling of the trees, trees are part of the street scene, Clerk to enquire whether cropping could be an option. Councillor Wakelin to forward comments to clerk. Clerk to inform Basildon Borough Council. |
|-----------------|--|---|

11/39 Representation and Working Party Updates

- Community Events Working Party – No update
- Finance and Personnel Working Party – Councillors agreed to add the Members Charter as and Appendix to the Standing Orders. Copy attached to the minutes.
- Media Working Party – No update

11/40 Basildon Borough Council Correspondence

To be noted:

- Development Control and Traffic Management Committee Agenda for 11.1.11 and Minutes for 14.12.10.
- Development Control and Traffic Management Committee Agenda for 25.1.11 and Minutes for 11.1.11.
- Development Control and Traffic Management Committee Agenda for 27.1.11.
- Cabinet Agenda for 13.1.11 and Minutes of 13.12.10.
- Overview and Scrutiny Commission Agenda for 12.1.11 and Minutes for 7.12.10.
- Audit and Risk Committee Agenda 20.1.11 and Minutes for 10.11.10.
- Community Safety and Housing Scrutiny Committee Agenda 18.1.11 and Minutes for 14.12.10.
- Licensing Committee Agenda 19.1.11 and Minutes for 21.10.10.

11/41 Other Correspondence

- Cllr K Twitchen - press release and article regarding pavement parking.
- South Essex Area Forum Agenda for meeting of 18.1.11 and Minutes of 15.11.10.
- Royal British Legion request "The Great Poppy Party Weekend" 10-12 January 2011.
- Letter from resident – Chairman has responded.
- Digital TV Switch Over Community Outreach Pack.

11/42 Close of meeting

Meeting closed at 9.40pm