

Minutes of the Meeting of the Great Burstead and South Green Village Council, held at  
South Green Memorial Hall, Southend Road, Billericay  
on Wednesday 4<sup>th</sup> May 2016 at 7.30 p.m.

Present:-

Councillor M. Dear  
Councillor Cottle  
Councillor J. Dear  
Councillor Willingham

Also in attendance:-

Martin Ainscough – Clerk to the Council.  
Richard Clark – Chairman - Langham Hall Trustees.

### **16/82. Apologies**

Apologies for absence were received from County Councillor Twitchen who was unable to attend due to a prior commitment.

### **16/83. Declarations of Interests & Register of Members Interests.**

There were no declarations of interest.

### **16/84. Minutes.**

The Minutes of the meeting on 6<sup>th</sup> April 2016 were received and duly signed by the Chair as a true record of the meeting subject to the following amendments: - **Minute 16/68** add the word “its” in line 1. **Minute 16/72 – Summer Event -2016** delete “would also now be attending” and replace with “had expressed interest in attending.”

### **16/85. Public Participation Session.**

#### **1. Village Council – Insurance Cover Renewal:-**

The meeting received and noted the quotes for the Council’s insurance policy renewal with effect from 1<sup>st</sup> of June. Following the recommendation from Came & Company, the Village Council’s Insurance Brokers, it was agreed to go with the quote from Ecclesiastical for the next 3 years at a cost of £508.92 for the period 1<sup>st</sup> of June 2106 – 31<sup>st</sup> of May 2017.

#### **2. Vandalism - Langham Park – Langham Hall:-**

The meeting received an update from Richard Clark, the chairman of the Langham hall Trustees re;- the recent vandalism/fire damage to the new play equipment at the Langham Park. It was noted that the Fire Service attended the scene and that subsequently all the necessary agencies had been informed. It was hoped that using the Hall’s CCTV footage that the culprits would be identified.

#### **3. South Green Memorial Hall – AGM:-**

Councillor Willingham informed the meeting that the memorial hall AGM would be held on 26<sup>th</sup> May at 8.00 p.m.

#### **4. Fees for the Hire of South Green Memorial Hall:-**

The Clerk informed the meeting that prior to the meeting he had received the invoice from the memorial hall trustees for the hire of the hall by the Village Council for the next year. The total costs were £745.75 which included both the bookings for the hall and the committee room and the extra bookings to accommodate meetings of the summer event WP over and above the regular monthly meeting bookings. With this in mind Richard Clark offered the meeting room at Langham hall free of charge to the Council for meetings of the Summer Event Working Party and it was agreed to try it out with a view to perhaps using Langham Hall for monthly Council meetings in the future.

### **16/86. BDRA Time capsule 90<sup>th</sup> Anniversary Celebrations.**

The meeting considered ways in which the Village Council could mark /participate and contribute to the BDRA 90<sup>th</sup> Anniversary celebrations. It was agreed that the best way to participate in this initiative would be to send the BDRA a copy of the latest edition of the Village Voice which highlighted the number of successful initiatives and projects that the Council had brought to fruition over recent months. The Clerk was therefore requested to send a copy of the newsletter together with a covering letter to the BDRA stating that the Village Council hoped that it would be as successful in 10 years' time as it was now.

### **16/87. Planning Applications.**

16/00465/FULL	The Forge, Gt. Burstead Grange, Church Street, Billericay	Rear Conservatory	No Objections
16/00433/FULL	82 Passingham Avenue, Billericay, CM11 2TB	Erect part single & part two storey rear extension	No Objections
16/00570/FULL	154 Noak Hill Road, Billericay	proposed removal of existing front wall & the construction of new piers & an additional driveway & vehicle crossover	Possible objection depending on the composition and colour of the single to be used in respect of the proposed vehicle crossover
16/00551/FULL	73 Mill Road Billericay.	Construction of dormer to front elevation of an existing semi - detached chalet style dwelling	No Objections

*When making an objection the following should be considered:*

- 1. Contrary to Green Belt Policies, 2. Over-Development of the Site, 3. Objection on Highway Safety Grounds, 4. Lack of Car Parking Facilities,*
- 5. Damage to Residential Amenity, due to: - 6. Over-looking neighbouring properties, 7. Over-dominance, 8. Increase in noise/pollution etc., 9. Damage to Visual Amenity, due to: - 10. Excessive bulk/height, 11. Poor/awkward design, 12. Out of keeping with area or street scene, 13. Unsatisfactory Layout,*
- 14. Contrary to Conservation Area Guidelines, 15. Infrastructure, 16. Pertinent Local Knowledge*

### **16/88. Annual Audit – 2015-16**

The meeting noted the requirements and timetable for the Annual Audit for 2015-16 prior to the Annual Return and supporting information being sent to the Internal Auditor as required by the audit process.

### **16/88A. Annual Governance Statement – 2015/16**

The meeting agreed and approved the Annual Governance Statement for 2015/16 before it was signed by both the Chair and Clerk as required by the audit process.

## **16/88B. Approval of Accounting Statements – 2015/16**

The meeting agreed and approved the Accounting Statements for 2015/16 before it was signed by both the Chair and Clerk as required by the audit process.

## **16/89. Review of Financial Regulations.**

It was noted that in accordance with the recommendations of the internal auditor the annual review of the Council's Financial Regulations & Internal Control Systems had been carried out & the systems being used were fit for purpose.

## **16/90. Finance.**

### **Approved payments:**

<b>Payee / Cheque number</b>	<b>Details</b>	<b>Amount</b>
Martin Ainscough	April salary	£ 499.89(*)
H.M.R.C. 022054	Income tax – April	£125.00
Martin Ainscough 022055	April expenses – postage, stamps	£9.43
EALC 022056	Subscription Fees 2016-17	£846.16
Came & Company 022057	Annual Insurance Policy Premium 1/06/16 – 31/05/17	£508.92
Sth Green Memorial Hall 0022058	Fees for the Hire of the hall – March 2016 – April 2017	£745.75

(\*) salary paid directly by bank transfer on 26<sup>th</sup> of each month.

## **16/91. Village Council Summer Event – 2016.**

Councillor Willingham brought the meeting up to date with the progress made with the arrangements for this year's summer event on 28<sup>th</sup> of August. It was noted that since the last meeting the following attractions had confirmed their attendance:-

Candy Floss Stall, Wood Burning demonstrations, FC Redwing and a local Cat Charity. The meeting also noted that the railwayman was still a possibility, but Councillor Willingham would leave it now for him to contact her rather than continually chasing him to confirm his attendance. Councillor M. Dear had contacted the St. John Ambulance Brigade with a view to them providing First Aid cover on the day again and the Pipers would also be in attendance together with the Ice Cream van.

Heart FM had been emailed and asked to publicise the event on air and other media outlets would be contacted nearer the date to provide further publicity coverage. Crystal Print had once again been asked to provide a quote for the printing of flyers, posters & banners. Last but not least it was noted that Cara, the organiser of the Dog Show, didn't want to be contacted prior to the event preferring instead to receive entries to the various classes on the day itself.

## **16/92. New Village Sign.**

It was noted that following the approval of the final design of the new sign, at the April meeting, an image together with the materials to be used and costings had been sent off to the County Highways Dept. for their approval prior to the sign being manufactured and installed. However nothing had been forthcoming to date from Essex County Council and the Clerk was therefore requested to chase them for a response.

## **16/93. Hire of the Green @ South Green – Family Fun Fair**

The meeting noted that an application to hire the Green at South Green had been recently received by Basildon Borough Council from a small family owned Fun Fair to hold an event in

July of this year. The Borough Council had asked the Village Council for its comments prior to considering this application as the Village Council planned to hold its own similar event in August.

Following discussions on the pros and cons of such an event taking place before the Village Council's own event in August it was agreed that Basildon B.C. should be informed that while there was no objection to the Fun Fair holding an event on the Green in July in principle, it would be preferable if this could take place if possible earlier than July to give the grass and ground as much time as possible to recover from the footfall and heavy vehicles that would be parked on the Green for a number of days throughout the event.

In addition the Village Council would also like the Basildon B.C. to ensure that the Fun Fair was responsible for the removal of all posters advertising their event to avoid any confusion with the VC's own event and that they left the Green and surrounding area in the condition in which they found it.

Furthermore, the Fun Fair should be instructed that vehicular access to and from the Green should only be gained from Grange Road and not at any other point.

#### **16/94. Essex Association of Local Councils.**

As noted at Minute 16/90 – Finance – Approved Payments the 2016/17 Subscription Fees to the Essex Association of Local Councils have been paid.

#### **16/95 Association of Basildon Local Councils News.**

Councillor J. Dear informed the meeting that due to work commitments he had not been able to attend the last ABLC meeting. He had requested copy of the minutes for that meeting and as soon as they were received he would circulate them to his fellow Councillors.

#### **16/96. Neighbourhood Action Panel.**

It was noted that these meetings seem to have stopped. Therefore with that in mind this item would for the time being be removed from future agendas. If at some time in the future meetings of the NAP started up again then the item would be reinstated and Councillor Cottle would attend as the Village Council's representative.

#### **16/97. Footpaths.**

It was noted that there was nothing to report at this time. However Councillor Cottle indicated that as soon as the weather improved he would resume his review of the footpaths within the Village Council boundaries.

#### **16/98. Future Meeting Dates.**

1<sup>st</sup> June, 6<sup>th</sup> July, 7<sup>th</sup> September, 5<sup>th</sup> October, 2<sup>nd</sup> November & 7<sup>th</sup> December.

#### **16/99. Close of Meeting.**

The meeting closed at 8.35 p.m.