

Minutes of the Meeting of the Great Burstead and South Green Village Council, held at
South Green Memorial Hall, Southend Road, Billericay,
on Wednesday 1st June 2011 at 7.30pm

Present:

Councillor M Dear - Chair
Councillor Wakelin
Councillor Aly-Khan
Councillor Cundy
Councillor John Dear
Councillor Kelly
Councillor Thomson

Clerk of the Council: Karen Hawkes

3 members of the public

11/108 Chairman's Welcome

The chair welcomed those present to the meeting and stated that meetings are recorded.

11/109 Apologies

No apologies received.

11/110 Declarations of Interest

Councillor Kelly declared a personal interest on Agenda item 14 Disabled access to the Memorial Hall.

11/111 Minutes

It was resolved that the minutes of the 4th May 2011 were a true record of the meeting, minutes signed by Councillor M Dear.

Proposal: to accept and sign the minutes of 4th May 2011

Proposed: Councillor Aly-Khan

Seconded: Councillor Cundy

Vote: 4 in favour/ 1 against

2 Councillors abstained as not present at the May meeting.

11/112 Public Participation

Issue Raised	Outcome
Speedwatch article	Mr Carter stated that he had been contacted by Sam Smith at the Gazette and that an article would go into the Gazette regarding speedwatch. Mr Carter asked how many residents had contacted the Clerk in the roads that are to be selected for speedwatch. Clerk explained that the Council can have 6 roads risk assessed as part of the £200 paid and that Mr Carter would not be expected to carry out speedwatch in all of these roads. The Clerk will advertise for more volunteers.
Resident raises concerns that the 'internal auditors' for the Village Council are also cheque signatories.	Councillor Cundy and Dear inform the resident that they are not internal auditors, they are a stage of the internal control procedures in place and check that the

	accounts reconcile. All Councillors and residents can request to view the accounts by contacting the Clerk for an appointment. The Council has an internal auditor Heelis and Lodge and on completion the accounts are sent away to the external auditor. Future agenda item to consider changing the name given to the Councils 'internal auditors' to avoid any confusion.
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11/113 Community Speedwatch

Proposal: To agree the following roads to be risk assessed by Essex Police
Coxes Farm Road, Grange Road and Outwood Common Road – South Green
Noak Hill Road, Church Street and Kennel Lane – Great Burstead

All Councillors agree.

Clerk to obtain price of speed gun.

11/114 Planning

11/00451/FULL	50 Stonechat Road, Billericay Essex CM11 2NZ	Proposed front porch – Clerk to ask what the regulations are regarding off street parking. No objections
11/00472/FULL	187 Church Street Billericay Essex CM11 2TP	Proposed single storey side extension – no objections
11/00436/FULL	94 Passingham Avenue Billericay Essex CM11 2TA	Single storey rear extension – no objections
11/00421/FULL	92 Grange Road Billericay Essex CM11 2RL	Conversion of bungalow to chalet and single storey side and rear extension – no objections to be made to Basildon Council, Councillor Kelly states that it is noted she objects with reference to the Billericay Design Statement which is part of the material considerations over the loss of another bungalow within the area. Councillor M Dear abstains
11/00430/LDC	14 Coopers Drive Billericay Essex CM11 2TN	To establish the lawfulness of a proposed single storey rear extension – Cannot comment as LDC
11/00408/FULL	11 Kevin Close Billericay Essex CM11 2QW	Single storey rear extension – no objections

11/115 Scope of Internal Audit / Audit Plan

Clerk explains that the scope of internal audit is a detailed list of the checks carried out by Heelis and Lodge. Council confirms that this is acceptable. Clerk and Councillors complete the audit plan within the meeting; this is dated and attached as an appendix to the minutes.

Concerns raised by Councillor Wakelin that the questionnaire does not ask whether the Council is spending money effectively. Clerk states that when the return is sent to the external auditor if there is a difference of 15% up or down on last years totals then an explanation has to be given with the annual return, if there were any concerns the external auditor would contact the Village Council
All Councillors agree the scope of interal audit and audit plan.

11/116 Finance

Proposal: a/ to adopt the Receipts and Payments Account for the year end 31st March 2011
b/ to agree the fixed assets register – Councillors agree to remove the filing cabinet from the fixed asset register as this was buckled in transit and remove litter bins as these have been removed. £8829.00 as total of fixed assets.
c/ to approve the Statement of Accounts on the Annual Return: signed by the RFO and Chair

Proposed: Councillor M Dear
Seconded: Councillor Cundy
All votes in favour

Noted that the External Auditor has appointed between the dates of 20/5/11 to 17/6/11 as the dates that interested parties can view the accounts.
Heelis and Lodge internal auditor will complete the internal audit on 6th June 2011

Payments approved

Cheques to be signed at a future date as cheque book not available:

Payee / Cheque number	Details	Amount
Karen Hawkes 000557	Expenses – postage	£8.28
Karen Hawkes 000558	May Salary	£446.06
HM Revenue and Customs 000559	NI and Tax	£106.40

Payments approved

Proposed: Councillor Cundy
Seconded: Councillor Aly-Khan
All votes in favour

11/117 Appointed duties and roles to Councillors:

Role	Councillor	Proposed by	Vote
Footpaths Officer P3	Councillor John Thomson	Councillor M Dear	All Councillors in favour
Profile Awareness Raising Officers*	Councillor Aly-Khan Councillor Thomson	Councillor M Dear Councillor Cundy -seconded	5 in favour 2 abstain
Living Landscapes Meeting	Councillor Wakelin	Councillor Cundy Councillor J Thomson – seconded	All Councillors in favour

*Profile awareness officers are not part of a working party or a committee and can meet in private, if they feel it is necessary Councillor Aly-Khan and Thomson are authorised to hire the committee room of the South Green Memorial Hall.

11/118 Improvements to South Green shopping area

- Proposal: to gain permission from Basildon Council to paint the bollards black to be consistent with the new bollards,
clear the undergrowth from the shrubbery area
Clerk to contact the Youth Offending Team and arrange a meeting to discuss the clearing of the area with Councillor Wakelin and Councillor Cundy.
- Proposed: Councillor Cundy
- Vote: all Councillors in favour.

8:45pm Meeting adjourned

8.55pm Meeting opened

11/119 Publication of the Mole

Council agree the following for production of future newsletters:

- Next newsletter 6th September 2011
- Agree articles in Julys meeting
- Clerk to read and edit any articles
- Clerk to forward to Aisha McConell for typesetting and formatting
- Councillor Cundy to proof read
- Clerk has editorial control and can remove or add documents if required

Proposed: M Dear

Vote: 5 in favour / 2 against

11/120 Vacancy for co – option

Clerk states that the vacancy can be filled by co – option and that the vacancy is advertised on the web site and notice board. Completed applications must be returned to the clerk by 29th June, any applications received after this date will not be considered. If more than one applicant applies Councillors agree that the candidates will be invited for an interview prior to the meeting. Co-option will be an agenda item of the 6th July meeting.

11/121 Disabled access to the Memorial Hall

Correspondence received from Councillor Kelly on Saturday 21st May regarding accessibility to the hall for Village Council meetings. Clerk informed Councillors that the EALC had recommended Disability Essex, the clerk contacted Stuart Kirk from Disability Essex who will carry out an access audit of the hall with Mary Long Chairman of the South Green Memorial Hall and the clerk within the week. Clerk informed Councillor Kelly that the letter had been received and that a written response could not be given within the 14 days. It was not possible to arrange the access audit within this time frame as the Village Council do not own or manage the hall and that it had to be arranged with the South Green Memorial Hall, as there is a pre-school running in the hall this had to be done during the half term. As the clerk also works part time 14 days to respond is not possible. Clerk will update Councillors of the findings of the access audit. Clerk informed Councillor Kelly that while the investigations were taking place she could research other halls in the area which may be more accessible. Clerk stated that Village Council meetings should not be held in a Church Hall as members and residents from other faiths may not feel comfortable attending the meeting and would be discriminated against.

The Council resolves to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960, due to discussions regarding terms of tenders, and proposals and counter-proposals in negotiations for contracts.

11/122 Provision of allotments within the Parish:

Councillors expressed their thanks to Councillor Wakelin for his continued efforts to seek land for allotments. Councillor Wakelin has begun correspondence with the land owner regarding land availability, Councillors state that further correspondence must be sent from the clerk by letter not email.

Proposal: Clerk to contact land owner to enquire whether the land is available for allotments, how much land is available and what the cost of this land would be and how long the lease would be for.

Vote: 5 in favour / 2 against

Councillor Wakelin to provide contact details to clerk.

Councillors agree for clerk to contact Mr Philpot.

Councillor M Dear expressed concerns that several people on the waiting list did not live in the Parish and whether some of these residents were also on Billericay Town Council waiting list.

Clerk has spoken to Matthew Winslow at Basildon Borough Council regarding land at the Church overflow car park which has been identified by the Borough Council as possible allotment land. Councillor M Dear has contacted Father Swift who will speak to the PCC with the approach from the Village Council.

RCCE Expression of Interest Form

Clerk has been sent a copy of an Expression of Interest Form from Councillor Wakelin which has already been sent to the RCCE. Clerk explained that any correspondence on behalf of the Village Council must be sent from the clerk and that this form stated views of the Village Council which had not been discussed or agreed upon. Clerk stated that Councillors cannot complete forms on behalf of the Village Council making statements that had not been agreed, a Councillor has no delegated power, if in the future a form needs to be completed it must be agreed by the Village Council and in communication with the Clerk. Clerk to contact the RCCE to reseed the form.

11/123 Future meeting dates

6th July 2011

7th September 2011 - 6 month budget review

5th October 2011

2nd November 2011 - Council to agree projects to be funded in next years
Precept

7th December 2011 - Council to agree Precept figure

4th January 2012

1st February 2012

7th March 2012

4th April 2012

11/124 Meeting closed 10:05pm