



## GREAT BURSTEAD AND SOUTH GREEN VILLAGE COUNCIL

Mrs Mylène Linwood  
 Clerk & Responsible Financial Officer  
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**NOTICE IS HEREBY GIVEN THAT YOU ARE INVITED** to attend the Meeting of the Village Council of Great Burstead and South Green, which is to be held at South Green Memorial Hall, Southend Road, Billericay, on **Wednesday 3<sup>rd</sup> May 2023** starting at **7:00 pm** for the purpose of conducting the following business:

Dated: **26th April 2023**

Signed,

*M Linwood*

Mrs M Linwood, Clerk & RFO to the Council

### AGENDA

**1. Election of Chair Person**

To elect a Chair Person to serve for the next year. The Chair to sign Declaration of Acceptance of Office.

**2. Election of Vice Chair**

To elect a Vice Chair to serve for the next year.

**3. Apologies**

To receive apologies for absence.

**4. Declarations of Interests & Register of Members Interests**

Members to declare any interest with regard to items on the agenda and to comply with the requirements of the legislation.

**5. Minutes**

To receive and consider the Minutes of 5<sup>th</sup> April 2023, to be amended if inaccurate and signed by the Chair as a true record of the meeting.

**6. Public participation session with respect to items on the agenda and other matters, which are of mutual interest. No decisions to be made.**

**7. Finance**

To approve payments:

Month	Cheque No	Payee	Description	Amount
May	Standing Order	Mrs M Linwood	Clerk salary April 2023	<b>£705.55</b>
May	022525	EALC	EALC/NALC Affiliation fees 2023/24	<b>£994.67</b>
May	022526	Vision ICT Ltd	Website hosting & support June 2023–May 2024	<b>£156.00</b>
May	022527	At Last Events	50% deposit for Christmas Lighting 2023	<b>£2310.00</b>

May	022528	Mrs S Crowe	Cllr expenses: Fun Day 2023 – Craft stall items	<b>£43.13</b>
May	022529	Mrs M Linwood	Clerk April Expenses. Stamps + Stationery supplies	<b>£41.44</b>
May	022530		Fun Day 2023: Donation to dance group performance	<b>£100.00</b>
			<b>Total</b>	<b>£4350.79</b>

**8. Annual Governance Statement – 2022/23**

Members to approve the document – Section 1 Annual Governance Statement 2022/23 before it is signed by the Chair and the Clerk as required by the audit process.

**9. Accounting Statements – 2022/23**

Members to approve the document – Section 2 Accounting Statements 2022/23 before it is signed by the Chair and the Clerk as required by the audit process.

**10. Annual Audit - 2022/23**

To note the necessary documentation will now be sent to the Village Council’s appointed internal auditor Heelis & Lodge for review as required by the annual audit process.

**11. Representatives 2023/24**

To confirm the Village Council representatives for the coming year:

	<b>Year 2022/23</b>	<b>Year 2023/24</b>
Litter Working Party Chair	Cllr Crowe	
Summer Event Working Party Chair	Cllr Crowe to co-ordinate and other members to share tasks.	
Community Police Meetings (previously Neighborhood Action Panel - NAP)	Cllr J Dear	
Bus Consultee/Transport Officer	Cllr Thomas	
ABLRC Representative	Cllr. M Dear and/or another Councillor (all Councillors welcome). Clerk to circulate minutes	
Footpaths Officer/P3	Cllr. Thomas	
Local Council Liaison Meeting	Councillors to share this responsibility and attend when available. Clerk to circulate minutes.	
Accounting Reviewers	Cllr Cowles	
Local Plan Working Party	All Councillors to share this responsibility and attend when available.	
Well-Being Representative	Cllr Chapman	
Lead Planning Councillor	Cllr Cowles	

## 12. Planning Applications

Members are asked to consider the following planning applications:

Planning App. Ref	Address	Planning Request
23/00371/FULL	Oak Hill Farm Coxes Farm Road Billericay Essex	Demolition of existing dwelling, and erection of a new dwelling with the addition of off-street parking provision -
23/00433/FULL	Coopers Lodge 4 Noak Hill Road Great Burstead Billericay	Conversion of existing detached garage into annexe including insertion of rooflights and new detached garage -
23/00479/FULL	Hygro Farm Kennel Lane Billericay Essex	Proposed redevelopment of a site currently occupied by commercial barns to create 5 dwellings with associated parking and landscaping -
23/00435/FULL	50 Highfield Road Billericay Essex CM11 2PE	Replace existing conservatory with new single storey rear extension. -
23/00535/FULL	85 Passingham Avenue Billericay Essex CM11 2TB	Single storey rear extension
23/00522/FULL	14 The Redinge Billericay Essex CM11 2QJ	Single story rear extension

## 13. Fun Day 2023 – The King’s Coronation

To receive an update from the Fun Day Working Party on the arrangements for a family fun day to be held on Bank holiday Monday 8th May 2023.

## 14. Village Council Insurance Renewal

To receive the quote for the council's insurance (if received in time for the meeting.)

## 15. Annual Parish Meeting 2022

To discuss arrangements for the Annual Parish Meeting 2023.

## 16. Councillor Vacancy

To consider any applications received for the casual vacancy of Councillor to be filled by co-option, or continue to advertise the vacancy.

## 17. Billericay Nurseries – Flower Beds

To receive a quote to add a raised the flower bed under the notice board on the Green, South Green and an update on planting for 2023.

## 18. St Mary Magdalene Church Summer Fete

To discuss the invitation for the Village Council to have a stall at the Church summer fete on Saturday 8<sup>th</sup> July 2023.

## 19. Tyrrells Road – Flood Protection Works

To receive an any update if available on the works carried out by Essex Highways in Tyrrells Road.

## 20. Placement of Bollards around the Parking Bay at South Green Parade of Shops - Tescos to Tylers Estates

To receive an update on the project of installing bollards on the pavement to stop vehicles mounting the kerb and obstructing the pavement.

## 21. South Green Recycling Point Removal

To receive an update on the Village Council’s request to Basildon Borough Council for the removal of the recycling point which causes disturbance and nuisance to residents.

**22. Passingham Park – bench replacement and football goal**

To received the quote for the bench replacement and discuss how to make improvements to the football goal.

**23. Village Voice**

To continue to discuss the future of the Village Councils newsletter the Village Voice.

**24. Pedestrian Safety Railing – South Green School, Hickstars Lane**

To note the safety railings outside South Green School requested by the Village Council have now been installed by Essex Highways.

**25. Training**

To receive any training requests from the latest training calendar from the EALC.

**26. Social Media**

To receive an update from Cllr. Crowe on the Village Council's social media accounts on Twitter and Instagram and consider future posts.

**27. Date of the next meetings –**

**7<sup>th</sup> June, 5<sup>th</sup> July, 6<sup>th</sup> September 2023**

Note: Meetings will now start at 7pm (Minute ref: 22/42)

**28. Close of Meeting**