



## GREAT BURSTEAD AND SOUTH GREEN VILLAGE COUNCIL

Mrs Mylène Linwood  
Clerk & Responsible Financial Officer

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**NOTICE IS HEREBY GIVEN THAT MEMBERS ARE SUMMONED** 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> June 2026** following the Annual Parish Meeting for the purpose of conducting the following business:

Dated: 27<sup>th</sup> May 2026

Signed,

*M Linwood*

Mrs M Linwood, Clerk & RFO to the Council

### AGENDA

- 1) **Apologies**  
To receive apologies for absence.
- 2) **Declarations of Interests**  
Members to declare any interest with regard to items on the agenda and to comply with the requirements of the legislation.
- 3) **Minutes**  
To receive and consider the Minutes of Wednesday 6<sup>th</sup> May 2026, to be amended if inaccurate and signed by the Chair as true records of the meetings.
- 4) **Public participation session with respect to items on the agenda and other matters, which are of mutual interest. No decisions to be made**
- 5) **Finance**
  - a) To approve payments:

Month	Cheque No	Payee	Description	Amount
June	Bank charge	Santander	Business account bank charge	£9.99
June	Standing Order	Mrs M Linwood	Clerk salary May 2026	£830.53
June	Standing Order	Mrs M Linwood	Clerk reimbursement for EE data connection for CCTV. (May – June 2026)	£18.48
June		ICO	Data Protection Certificate Annual Fee 2026-2027	£52.00
June		AJG Insurance	Annual Insurance Policy	£857.63
June		South Green Memorial Hall	May meeting hall hire	£59.13
June		FutureStreet Smart Waste Ltd	One year rental of compacting bin	£1368.00
			<b>Total:</b>	<b>£3195.76</b>

6) **Notice of Public Rights to View Unaudited Annual Accounts**

To note the period of public rights will be 3rd June – 14th July 2026 and the notice of public rights and publication of unaudited annual governance & accountability return accounts for the year ended 31 March 2026 will be published on the website and notice board.

7) **Data Protection Certificate Renewal**

To confirm the annual renewal of the Village Council's registration with the Information Commissioners Office at a fee of £52. This is legal requirement to comply with data protection law under the Data Protection Act 2018.

8) **Village Council Insurance Renewal 2026**

To confirm the annual renewal of the Village Council's Insurance under a three year agreement with Arthur Gallagher at a cost of £857.63.

9) **Planning**

Members are asked to consider the following planning applications:

Planning App. Ref	Address	Planning Request
26/00271/FULL	Brier Mount Coxes Farm Road Billericay Essex	Retrospective application for the erection of a detached Annexe
26/00491/FULL	16 Windmill Heights Great Burstead Billericay Essex	Proposed loft conversion within existing roof space
26/00487/FULL	205 Noak Hill Road Great Burstead Billericay Essex	Proposed two storey side & rear extension
26/00505/FULL	92 Grange Road Billericay Essex CM11 2RL	Erection of detached outbuilding

10) **Best Kept Garden Competition**

To continue to discuss the arrangements for the new competition.

11) **Historical stones/markers in South Green**

To receive a quote for work to restore the stones.

12) **Improvement the Youth Shelter**

To receive a quote to have the Youth Shelter repainted.

13) **Improvements to Childrens Play Equipment**

- To continue to discuss what improvements can be made at the existing play areas – Passingham Park and Langham Park
- To receive an update if play areas will be installed on the new housing development – Oak View
- To receive an update on the idea of installing play equipment on the Village Green.

14) **Allotment Plots – Oak View Development**

To consider the proposal from BDW of the Village Council taking on management of 6 allotment plots to be sited on the new Oak View housing development

15) **Traffic Order Regulations – Coxes Farm Road**

To consider the new restrictions on Coxes Farm Road as advised by Essex County Council.

16) **Grange Road Shopping Parade**

To receive any further information available on repairs to the car park road surface, and replacement of the damaged pavement safety bollards along this stretch of road.

**17) Flower Beds**

To receive the quote from Billericay Nurseries to continue maintaining three flower beds in the parish – Bell bollards, Village Green notice board and Great Burstead Village Sign.

**18) Training**

To receive any training requests

**19) Social Media**

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

**20) Date of the next meeting**

1<sup>st</sup> July 2026

**21) Close of Meeting**