



**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 6<sup>th</sup> May 2026** starting at **7:00 pm** for the purpose of conducting the following business:

Dated: **29<sup>th</sup> April 2026**

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 is to sign the Declaration of Acceptance of Office.
- 2) **Election of Vice Chair Person**  
To elect a Vice Chair person 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 Wednesday 1<sup>st</sup> April 2026, to be amended if inaccurate and signed by the Chair as true records of the meetings.
- 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**
  - a) To approve payments:

Month	Cheque No	Payee	Description	Amount
May	Bank charge	Santander	Business account bank charge	£9.99
May	Standing Order	Mrs M Linwood	Clerk salary April 2026	£830.53
May	Standing Order	Mrs M Linwood	Clerk reimbursement for EE data connection for CCTV. (March - April 2026)	£18.48
May		South Green Memorial Hall	Hall hire – April meeting	£59.13
May		Vision ICT	gov.uk domain annual renewal	£30.00
May		Vision ICT	Website hosting and support annual fee	£179.40
May		Mrs M Linwood	Clerk reimbursement: HMRC PAYE & NI Month 10,	£205.55

			11 & 12 2025-26	
May		Viking Direct	Office supplies order: paper, printer ink multipack, folders, envelopes, pens	£131.44
May		Mrs M Linwood	Clerk expenses: stamps	£13.60
May		Mrs M Linwood	Home working allowance Q4 (Jan, Feb, March 2026)	£200.00
May		DPJ Electrical Service Ltd	CCTV Maintenance 6 monthly charge	£121.58
			<b>Total:</b>	<b>£1799.70</b>

#### 8) Planning

Members are asked to consider the following planning applications:

Planning App. Ref	Address	Planning Request
26/00280/FULL	3 Foy's Walk Billericay CM11 2NS	Rear single storey, side double storey extension with single storey front extension
26/00295/FULL	14 - 18 Grange Road Billericay CM11 2RE	Detached single storey playroom/office building to the rear
26/00288/FULL	216 Noak Hill Road Great Burstead Billericay	Single storey rear extension
26/00356/FULL	Land West Of Burstead Grange Billericay Essex	Erection of 16 dwellings and associated landscaping and parking
26/00357/FULL	48 Noak Hill Road Great Burstead Billericay	Two storey rear extension
26/00442/FULL	2 Copperfield Billericay CM11 2SB	Retrospective application for a single storey front and rear extensions including a garage conversion, pitched roof to front, and external alterations (Approved application 25/00607/FULL)
26/00431/FULL	3 The Oaks Billericay CM11 2RP	Retrospective change of use from domestic Garage (Class C3) to Commercial Gym (Class E(d)). (i.e. part Class C3 residential/part Class E(d) commercial use of site)
26/00430/FULL	3 The Oaks Billericay CM11 2RP	Retrospective erection of a rear pergola extension

#### 9) EALC/NALC Annual Affiliation Subscription

To discuss the renewal of the Village Council's membership to the Essex Association of Local Councils and the National Association of Local Councils at a cost of £1066.

#### 10) Annual Governance Statement – 2025/26

Members to consider and approve the document – Section 1 Annual Governance Statement 2025/26 before it is signed by the Chair and the Clerk as required by the audit process.

#### 11) Accounting Statements – 2025/26

Members to consider and approve the document – Section 2 Accounting Statements 2024-25 before it is signed by the Chair and the Clerk as required by the audit process.

#### 12) Annual Audit – 2025/26

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.

#### 13) Best Kept Garden Competition

To continue to discuss the arrangements for the new competition.

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

To consider if anything can be done to restore these items of local heritage

**15) Improvement to Play Equipment and the Youth Shelter**

- 1) To receive quotes and consider new play equipment at Langham Park & Passingham Park
- 2) To receive an update on cleaning and repainting the Youth Shelter on the Village Green.

**16) Damage to CCTV Equipment at Langham Hall**

- a) To note that vandalism has severely damaged the CCTV equipment at Langham Hall which was originally funded by the Village Council.
- b) To consider funding repairs, if a request is made subject to costs.

**17) 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.

**18) Litter Bins**

- a) To consider if any additional bins are required in the parish.
- b) To consider the quote to continue the rental of the compacting bin situated outside Tesco.

**19) Billericay Litter Pickers**

- a) To consider thanking the Billericay Litter Pickers who carried out a litter pick in South Green on 19 April and b) Inquiring if they need any equipment that could be funded by the Village Council subject to costs.

**20) Annual Parish Meeting 2026**

To discuss the arrangements for the Annual Parish Meeting 2026

**18) Memorial Bench Plaque Request**

To consider a request from a resident to pay for a memorial plaque to be placed on one of the benches on the Village Green.

**19) Representatives 2026/27**

To confirm the Village Council representatives for the coming year:

	<b>Year 2025/26</b>	<b>Year 2026/27</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 Jackson	
Bus Consultee/Transport Officer	Cllr Thomas	
ABLC Representative	Cllr. M Dear and/or another Councillor (all Councillors welcome).	
Footpaths Officer/P3	Cllr Thomas	
Local Council Liaison Meeting	All Cllrs when available	
Accounting Reviewers	Cllr Cowles	
Local Plan Working Party	All Cllrs when available	
Well-Being Representative	Cllr Crowe	
Lead Planning Councillor	Cllr Cowles	

**20) Training**

To receive any training requests

**21) 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.

**22) Date of the next meeting**

3<sup>rd</sup> June 2026

**23) Close of Meeting**