



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 2nd October 2024** starting at **7:00 pm** for the purpose of conducting the following business:

Dated: **4th September 2024**

Signed,

M Linwood

Mrs M Linwood, Clerk & RFO to the Council

AGENDA

1. Apologies

To receive apologies for absence.

2. 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.

3. Minutes

To receive and consider the Minutes of Wednesday 11th September 2024, 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

To approve payments:

Month	Cheque No	Payee	Description	Amount
Oct	Standing Order	Mrs M Linwood	Clerk salary September 2024	£766.22
Oct	Standing Order	Mrs M Linwood	Clerk reimbursement for EE data connection for CCTV. (12 August – 11 September 2024)	£17.38
Oct		Mrs M Linwood	Clerk expenses September 2024	£21.60
Oct		Mrs M Linwood	Clerk Q2 Home Working Allowance (Jul, Aug, Sept)	£200.00
Oct		DPJ Electrical Ltd	CCTV 6 monthly routine maintenance	£115.80
Oct		EALC	Cllr Sarbutt New Cllr Training Sept 2024	£240.00
Oct		PKF Littlejohn LLP	Annual Governance & Accountability Return Review 2023/24	£252.00
Oct		DPJ Electrical Ltd	Supply of 1xCCTV monitor and installation	£1056.00
			Total	£2669.00

6. Annual Governance and Accountability Audit – 2023/24

To receive the conclusion of the Village Council annual audit from PKF Littlejohn.

7. Renewal of Village Council Costco Membership

To approve renewal of the Costco Annual Membership at a cost of £26.40 to purchase items for Village Council events at trade prices.

8. Planning Applications

Members are asked to consider the following planning applications:

Planning App. Ref	Address	Planning Request
24/01024/FULL	41 Passingham Avenue Billericay Essex CM11 2TD	Single storey rear extension
24/00635/FULL	16 Coopers Drive Billericay Essex CM11 2TN	Erection of single storey rear extension to replace existing conservatory
24/01089/FULL	248 Noak Hill Road Great Burstead Billericay Essex	Retrospective planning application for erection of a detached outbuilding to rear

9. Street Naming Suggestions - Land North of Kennel Lane, Billericay, CM12 9RR

To discuss name suggestions for 5 x roads and 3 x flat blocks.

10. Public Path Diversion Order

To note the diversion of public footpath 35 Ramsden crays/35 Great Burstead and South Green, and footpath 36 Great Burstead and South Green

11. Remembrance Sunday – 10th November 2024

To arrange the purchase of a poppy wreath by the Village Council from the Royal British Legion and discuss the arrangements for the laying of the wreath at the war memorial in St Mary Magdalene Church.

12. Essex & Herts Air Ambulance

To consider the letter sent to the Village Council requesting a donation.

13. Councillor Vacancies

To consider any applications received for the Councillor vacancy to be filled by co-option.

14. Village Voice Newsletter

To discuss ideas for the 2024 Village Voice Newsletter.

15. Defibrillator Government Grant

To receive an update on the arrangements to install a defibrillator at the South Green shopping parade.

- a) Defibrillator Training – consider Councillors receiving training
- b) A defibrillator policy/procedure document to be formulated after training takes place.

16. Training

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

17. Social Media

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

18. Date of the next meetings

6th November 2024, 4th December 2024.

To rearrange the date of the January 2025 meeting as it falls on Bank Holiday 1st January 2025.

19. **Motion by the Council that the public and press be excluded from the meeting under Section 100A(4) of the Local Government Act 1972 for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act.**
20. **Close of Meeting**