



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 SUMMOND 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 July 2025 at 7pm** for the purpose of conducting the following business:

Dated: **25th June 2025**

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 4th June 2025.
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
July	Standing Order	Mrs M Linwood	Clerk salary June 2025	£804.44
July	Standing Order	Mrs M Linwood	Clerk reimbursement for EE data connection for CCTV. (11 May – 10 June 2025)	£18.48
July		Heelis & Lodge	Internal Audit for year ended 31 March 2025	£260.00
July		Cllr S Crowe	Cllr expenses: Fun Day 2025 – Sweets and line to hang banner	£7.37
July		South Green Memorial Hall	Hall Hire – meetings April, May, June 2025	£173.25
July		Mrs M Linwood	Home working allowance Q1–April, May, June 2025	£200.00
July		Billericay Nurseries	Flower beds: watering and maintenance	£1150.00
July		Mrs M Linwood	Clerk expenses: Stamps & envelopes	£17.59

			Total	£2631.13
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6. Annual Audit 2024-25 Internal Report

- a) To receive the 2024-25 report from the internal audit carried out by Heelis and Lodge.
- b) To consider appointing Heelis & Lodge as internal auditor for the 2025-26 annual audit.

7. Annual Governance and Accountability Audit – 2024-25

To confirm all the necessary documents have been sent to PKF Littlejohn ahead of the deadline of 1st July 2025 for the final stage of the Village Council annual audit.

8. Planning Applications

Members are asked to consider the following planning applications:

Planning App. Ref	Address	Planning Request
25/00367/ABAS	Bus Shelter Jct Of Gatwick View And Linkdale Billericay Essex	Consent to display illuminated advertisements on a digital real-time passenger information screen located within the bus shelter (In shelter - high on end panel)
25/00784/FULL	147 Noak Hill Road Great Burstead Billericay Essex CM12 9UJ	Existing dropped kerb of 7m to be extended by an additional 2m, taking the maximum length to 9m.
25/00757/FULL	8 The Hoe Billericay Essex CM12 9XB	Part single and part two storey front and rear extensions, increase in roof height, and alterations to elevations
25/00797/SCOPE	Land East Of Southend Road Great Burstead Billericay Essex	EIA Scoping Opinion for residential led development. delivering in the region of 1.100 homes, along with a range of compatible supporting non-residential uses (yet to be defined), infrastructure and landscaping.
25/00830/FULL	2 Mill Cottage Southend Road Great Burstead Billericay	Demolition of single storey extension and construction of a single storey side extension. Replace existing single storey rear extension with single storey infill extension
25/00831/LBBAS	2 Mill Cottage Southend Road Great Burstead Billericay	Demolition of single storey extension and construction of a single storey side extension. Replace existing single storey rear extension with single storey infill extension

9. Purchase of Village Council Laptop

To agree the purchase of a laptop for the purposes of viewing planning applications at meetings.

10. Planning Developments - sewerage and water capacity

To receive an update on investigations on the impact the planning developments within the Parish, will have on water quality and delivery and the waste water infrastructure.

11. Councillor Vacancies

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

12. New Bench

To propose a new bench is installed

13. Compactor Bin – Contract Renewal

To receive an update on the renewal of the contract and confirm the location of the compactor bin at South Green shopping parade.

14. Village Council / St Mary Magdalene Church Fete – Saturday 5th July 2025

To provide an update on the organisation of the event.

15. Training

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

16. 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.

17. Date of the next meetings –

3rd September, 1st October, 5th November 3rd December 2025

Please note there is no meeting scheduled in August due to the summer recess.

18. Close of Meeting