



## 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 3rd September 2025** starting at **7:00 pm** for the purpose of conducting the following business:

Dated: **27<sup>th</sup> August 2025**

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 2<sup>nd</sup> July 2025, 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
August	Standing Order	Mrs M Linwood	Clerk salary July 2025	<b>£804.44</b>
August	Standing Order	Mrs M Linwood	Clerk reimbursement for EE data connection for CCTV. (July – August 2025)	<b>£18.48</b>
September	Standing Order	Mrs M Linwood	Clerk salary August 2025	<b>£804.44</b>
September	Standing Order	Mrs M Linwood	Clerk reimbursement for EE data connection for CCTV. (August – September 2025)	<b>£18.48</b>
September		Future Street	Replacement Solar Panel – compactor bin	<b>£120.00</b>
September		Future Street	12 months rental of BigBelly compactor bin	<b>£1368.00</b>
September		South Green Memorial Hall	Hall hire – July Village Council meeting	<b>£57.75</b>
September		Billericay Nurseries	Watering – July 2025	<b>£504.00</b>
September		Mrs M Linwood	HRMC – PAYE & NI April, May, June 2025 (Reimbursement to Clerk)	<b>£174.36</b>

September		Mrs M Linwood	Clerk's expenses: Recorded delivery letter (Tesco Headoffice) + printer cartridges multipack	<b>£58.29</b>
September		Mrs M Linwood	Village Council Planning Laptop (Reimbursement to Clerk)	<b>£410.98</b>
September		Vision ICT Ltd	Village Council Email Account Hosting	<b>£240.00</b>
September		Mrs S Crowe	Fun Day 2025: Donation to Explorer Scouts for car park warden services	<b>£100.00</b>
			<b>Total</b>	<b>£4679.22</b>

- b) To discuss the letter received from Santander Bank advising of changes to the Village Council bank account, including a monthly fee of £9.99

**6. Annual Governance and Accountability Audit – 2023/24**

To receive the conclusion of the Village Council annual audit from PKF Littlejohn  
(If received in time for the meeting)

**7. Councillor Vacancy**

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

**8. Planning Applications**

- a) Members are asked to consider the following planning applications:

Planning App. Ref	Address	Planning Request
25/00842/PIP	Land At Church Street Billericay	Permission in principle for infill development of up to 3 residential dwellings. -
25/01065/FULL	19 Froden Brook Billericay Essex CM11 2TW	Single storey rear extension
25/00942/VAR	3 Noak Hill Close Billericay Essex CM12 9UZ	Variation of condition 2 (Approved plans) of planning reference 24/00744/FULL to reduce the proposed building footprint.
25/00923/FULL	Barleylands Farm Barleylands Road Billericay	Change of Use of a Existing Rural Building to Design & Technology Workspace and Offices (Class E gi & gii), with External Alterations including New Building Entrance, New Cladding, External AC Units and Rooftop Solar Panels with Ancillary Landscaping
25/01060/FULL	Magic Mushroom	Single storey rear extension

- b) To consider appointing a new Village Councillor Planning Representative.

**9. Planning Briefing Meeting - Land East of Southend Road (Foots Farm), Billericay**

To note the meeting summary written by Cllr Dear following a Planning Development Briefing held at Basildon Borough Council on 13<sup>th</sup> August 2025.

**10. Planning Application Requirements (Validation List) Consultation**

To discuss the Village Council response to the consultation on 'Planning Application Requirements.'  
Basildon Council are inviting comments and feedback from professionals, residents, and anyone with an interest in the planning process, to help finalise the updated list. The consultation is open until 23<sup>rd</sup> September 2025 can be viewed here: <https://parupdate.commonplace.is>

**11. Planning Development – sewerage and water capacity - Freedom of Information Request**

To share the response from Basildon Borough Council on the FOI request

“Has Basildon Borough Council consulted with Anglian Water and Essex & Suffolk water companies on the following housing developments?

A) Maitland Lodge, Southend Road, CM11 2PT – 47 houses

B) Land at Southend Road – 99 houses

C) Fairview, Coxes Farm Road, CM11 2UB – 76 bed Care Home

D) Land North of Kennel Lane – 200 houses

E) Hygro Farm, Kennel Lane, CM11 2SU – 5 houses

- F) Ganel's Road – 10 houses
- G) Oak Hill Farm – 4 houses
- H) Land at Greens Farm Lane, Billericay – 310 houses
- I) Land East of Southend Road – 1100 houses”

**12. Greater Essex Devolution Consultation**

To note the Village Council responded to the Devolution Public Consultation by the deadline 20<sup>th</sup> July 2025.

**13. Village Council / St Mary Magdalene Church Fete – 5<sup>th</sup> July 2025**

To receive feedback on the event for jointly organised by the Village Council and St Mary Magdalene Church.

**14. Association of Basildon Local Council – AGM – 17<sup>th</sup> July 2025**

To receive feedback from those who attended the meeting.

**15. Village Voice Newsletter**

To discuss ideas for the 2025 Village Voice Newsletter.

**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. New Bench – Hickstars Lane / Grange Road**

To receive an update on the proposal for the Village Council to install a new bench.

**18. CCTV Signage**

To consider adding extra CCTV signage at the South Green shopping parade to deter shop lifters.

**19. PCSO**

To consider a consultation regarding part funding/funding a PCSO for our parish which would be included in the next Village Voice.

**20. Training**

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

**21. 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.

**22. Date of the next meetings**

**1<sup>st</sup> October, 5<sup>th</sup> November, 3<sup>rd</sup> December 2025.**

**23. 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.**

**Terms of service of an employee.**