



**Minutes of the Great Burstead and South Green Village Council, held at  
South Green Memorial Hall, Southend Road, Billericay  
on Wednesday 3<sup>rd</sup> July 2024 at 7:00 p.m.**

**Present: -**

Councillor M Dear – Chair  
Councillor A Boyce  
Councillor S Crowe  
Councillor L Cowles  
Councillor R Jackson  
Councillor L Thomas

**Also in attendance: -**

Mrs Mylène Linwood, Clerk & RFO to the Village Council  
1 resident

**24/132 Apologies**

No apologies had been received.

**24/133 Declarations of Interest & Register of Members Interests**

No declarations were received.

**24/134 Minutes**

The Minutes of the meeting on 5<sup>th</sup> June 2024, were received, and duly signed by the Chair of the meeting as a true record of the meeting

**24/135 Public participation session with respect to items on the agenda and other matters, which are of mutual interest. No decisions to be made.**

**24/136 Finance**

The following payments were unanimously approved:

<b>Month</b>	<b>Cheque No</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
<b>Month</b>	<b>Cheque No</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
July	Standing Order	Mrs M Linwood	Clerk salary June 2024	<b>£766.22</b>
July	Cheque	Mrs M Linwood	Clerk Home Working Allowance Q1	<b>£200.00</b>
July	Standing Order	Mrs M Linwood	Clerk reimbursement for EE data connection for CCTV. (10 June – 11 July 2024)	<b>£16.10</b>
July		EALC/NALC	Affiliation Fees 2024/25	<b>£1025.52</b>
July		Heelis & Lodge	Internal Audit 2023-24	<b>£260.00</b>

The following payments were agreed by all at the meeting:

Month	Cheque No	Payee	Description	Amount
July		Billericay Nurseries	Summer planting, weeding and watering	<b>£1448.80</b>
July		At Last Events	Christmas Lights 2024 – 50% deposit	<b>£2310.00</b>
July		Crystal Print	Event Banners	<b>£392.40</b>
			<b>Total</b>	<b>£6419.04</b>

The Village Council bank balances are: current account: £78,402.77 and savings account: £50, 354.87.

Cllr Jackson raised a query on the rate received by the Village Council on the savings accounts. The Clerk is to confirm what the current rate being received is and enquire if any improvement can be made on this with a different savings account.

#### 24/137 Annual Audit 2023-24 Internal Report

- a) The 2023-24 report had been received from Heelis & Lodge and distributed to Members  
All accounts and Council practices were found to be in good order, with the following recommendation:
  - To adopt a Reserves Policy
- b) All agreed that Heelis & Lodge provide an excellent audit service and approved they should be appointed again as the Village Councils internal auditor for 2023/24.

#### 24/138 Annual Governance and Accountability Audit – 2023/24

The Clerk confirmed that all the necessary documents have been sent to PKF Littlejohn ahead of the deadline of 1st July 2024 for the final stage of the Village Council annual audit.

Thanks were given to the Clerk for all the work that goes into preparing the Annual Audit.

#### 24/139 Planning Applications

Planning App. Ref	Address	Planning Request	Comments
24/00592/VAR	1 The Hoe Billericay Essex CM12 9XB	Variation of Condition 2 (Approved Plans) and Condition 3 (materials) of planning permission 22/01755/FULL for part two storey, part single storey front extension, two storey rear extension, single storey rear extension, new storm porch and external alterations. -	No objection
24/00630/FULL	132 Church Street Billericay Essex	Install solar panels to front roof and alterations to front porch - Pump House	Objection due to concerns of that the solar panels will be visible from the road, and that consideration should be made for the location of the property within a conservation area and opposite a medieval church.

#### 24/140 Councillor Vacancies

Mr David Sarbutt's application was received by Members and the proposal to co-opt Mr Sarbutt into the Village Council was unanimously agreed. Cllr Sarbutt signed his Declaration of acceptance of office, and was given a Declaration of Interests Form to complete and return to the Clerk.

#### **24/141 The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill**

No further action is currently possible with the Bill due to the General Elections on 4<sup>th</sup> July 2024, it was therefore decided to defer this item to the next meeting.

#### **24/142 Family Fun Day 2024 – Saturday 6<sup>th</sup> July 2024 – 12 – 4pm**

Cllr Crowe had previously shared with Members the time schedule of the performances on the day and would distribute after the meeting a floor plan of the stalls and entertainment set up.

The Clerk was requested to contact Basildon Council regarding the awaited event license.

Cllr Jackson confirmed he had received 7 prizes from the following local business:

Tyler’s Estate Agents,  
Tops Hair Salon,  
JB’s Florist,  
South Grill,

Fresh & Tasty – Café & Bakers,  
Day Lewis Chemists,  
David’s Quality Meats Butchers,  
Jennings & Curtis Green Grocers.

Thanks were given to all the local businesses and to Councillors who also donated prizes. All proceeds from the raffle will be going to the Mid-Essex Hospital Charity and go towards a purchase to help patients at Basildon hospital.

Cllr Cowles confirmed there would be 9 stalls.

Two new event banners designed by Cllr Dear had been printed and collected from Crystal Print. All Members were very happy with the new banners which can be reused in future years.

The Chair wished to thank Basildon Council for ensuring the grass on the Village Green had been cut before the event, and asked the Clerk to communicate this to James Hendry and his team at Basildon Council.

Thanks were given to Cllr Crowe’s son and friend who were due to litter pick the ground before the event.

#### **24/143 Purchase and installation of plaques- Passingham Park**

It was agreed by all to purchase a plaque for the bench in Passingham Park with the words:

“Football Goal Post and bench funded by Great Burstead and South Green Village Council – December 2023”

#### **24/144 Placement of Bollards around the Parking Bay at South Green Parade of Shops - Tescos to Tylers Estates**

No further update has been received from Essex Highways.

#### **24/145 Defibrillator Government Grant**

DPJ Electrical to survey new suggested location and we await to hear the outcome.

It was noted that once the defibrillator has been installed the following things need to be arranged:

Electricity costs, maintenance, training and plaque to commemorate the installation by the Village Council.

#### **24/148 Association of Basildon Local Council – AGM – Thursday 18<sup>th</sup> July 2024**

The Chair advised that all Councillors are welcome to attend the ABLC AGM meeting. The Clerk is to inform the ABLC Secretary, Cllrs Cowles, Jackson and Thomas wish to attend.

The Chair also informed Members that the Basildon Liaison Meeting is taking place on 25<sup>th</sup> July 2024 at 7pm via Microsoft Teams. Cllr Crowe will try to attend if possible.

#### **24/147 Training**

The Chair advise Cllr Sarbutt of the new councillor training course available at the EALC.

The Clerk to send all Members the updated EALC training calendar.

#### **24/148 Social Media**

The following suggestions were put forward as possible ideas to add to the Village Council Twitter page:

- Fun Day
- Defibrillator to be installed in South Green
- New Councillor – David Sarbutt.

The Clerk is to proceed with the Village Council’s new Facebook page during the summer recess and report back to Members in September.

**24/149 Date of the next meetings -**

**4<sup>th</sup> September 2024, 2<sup>nd</sup> October 2024, 6<sup>th</sup> November 2024, 4<sup>th</sup> December 2024.**

**24/131 Close of Meeting**

The meeting closed at 8:01pm



**Minutes agreed and approved:**

**Signed:** .....

**Date:** .....