



**Minutes of the Great Burstead and South Green Village Council, held at
South Green Memorial Hall, Southend Road, Billericay
on Wednesday 7th June 2023 at 7:00 p.m.**

Present: -

Councillor M Dear – Chair
Councillor A Boyce
Councillor B Chapman
Councillor S Crowe
Councillor L Cowles
Councillor L Thomas

Also in attendance: -

Mrs Mylène Linwood, Clerk & RFO to the Village Council
Residents from Tyrrells Road
One other member of the public

23/121 Apologies

Apologies had been received from Cllr R Jackson

23/122 Declarations of Interest & Register of Members Interests

No declarations were submitted.

23/123 Minutes

The Minutes of the meeting on 3rd May 2023, were received, and duly signed by the Chair of the meeting as a true record of the meeting

23/124 Public participation session with respect to items on the agenda and other matters, which are of mutual interest. No decisions to be made.

Residents from homes in Tyrrells Road attended the meeting to discuss further the floods works carried out by Essex Highways. The Clerk had invited a representative from the Flood Essex department and Cllr R Moore from Essex County Council to attend and the residents were disappointed that neither were present.

The Chair read out an email response the Clerk had received from Flood Essex. Residents had prepared a document detailing the flooding problems they have experienced and their concerns that the works carried out may not successfully deal with the flooding issues to some homes in Tyrrells Road. Some residents had contacted the Essex Council to apply for grants and the Council had suggested for these homes to install a flood door. The works began sometime after this and it is not clear if the works that then commenced were in response to these communications or not.

The Village Council support the residents in their aim to have the greensward levelled and restore to lawn and will continue to investigate the reasons for the works being carried out such as they have.

Residents plan to continue to contact Essex County Cllrs and in addition the local press to share their plight.

Another member of public attended to enquire if the Village Council could report the faded pedestrian crossing markings, which are in need of repainting and currently a danger as they are no longer visible to motorists. She also wanted to inform the Council that there is a loose branch on one of the trees on the Village Green.

23/125 Finance

The following payments were unanimously approved:

Month	Cheque No	Payee	Description	Amount
June	Standing Order	Mrs M Linwood	Clerk salary May 2023	£705.55
June		South Green Memorial Hall	Monthly meeting hall hire April 2023 – March 2024	£738.00
June		Mrs S Crowe	Fun Day 2023: Sweets/ Refuse bags/Coconut shy balls	£35.70
June		Mrs M Dear	Fun Day 2023: Raffle tickets/cable ties	£3.00
June		Heelis & Lodge	Internal Audit 2022/23	£250.00
June		St John Ambulance	Fun Day 2023: First Aid cover	£338.40
June		Information Commissioners Office	Data protection annual fee	£40.00
			Total	£2110.65

The Village Council bank balances on 7th June were:

Current account: £76,542.68 and Savings account: £49,802.38

23/126 Notice of Public Rights to View Unaudited Annual Accounts

It was noted that the period of public rights will be 7th June – 10th July 2023 and the Notice of public rights and publication of unaudited annual governance & accountability return accounts for the year ended 31 March 2023 will be published on the website and notice boards

23/127 Annual Audit 2022/23 Internal Report

a) Members received the 2022/23 internal audit report carried out by Heelis & Lodge.

All was found to be in order with the following recommendations:

- To identify LGAs137 expenditure in the cashbook and minutes.
- To include any earmarked reserves in the year end accounts.

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.

23/128 Data Protection Certificate Renewal

The renewal of the Village Council Data Protection Certificate from July 2023 to July 2024 at a fee of £40.00 was noted. This is required for the CCTV system as per the Data Protection Act 2018.

23/129 Code of Conduct Training – 14th June 2023

Members were advised that Basildon Borough Council will be holding a Code of Conduct training session on Wednesday 14th June 2023 at 7pm. Code of Conduct training is a Councillor requirement and Cllrs are asked to attend if possible.

23/130 Planning Applications

Planning App. Ref	Address	Planning Request	Comments
23/00560/FULL	248 Noak Hill Road Great Burstead Billericay Essex	Extend and convert chalet-bungalow into house through construction of two storey front, side and rear extensions and increase in roof height -	No objection
23/00581/FULL	147 Noak Hill Road Great Burstead Billericay Essex	Raise ridge height, loft conversion with rear aspect rooflights, two storey part single storey side extension, single storey	No objection

Planning App. Ref	Address	Planning Request	Comments
		rear extension. Installation of mock Tudor cladding -	
23/00593/FULL	46A Noak Hill Road Great Burstead Billericay CM12 9UG	First floor front extension over garage -	No objection
23/00616/FULL	3A Gatwick View Billericay Essex CM12 9QU	Proposed first floor side extension and porch to front -	No objection
23/00594/FULL	3 Maple Mead Billericay Essex CM12 9QS	Single storey side/front extension -	The Village Council object to this planning application as it is considered out of keeping with the rest of the street, over development of the site and would be building in front of current building line.
23/00628/FULL	2 Noak Hill Road Great Burstead Billericay Essex	Conversion of an agricultural building into 1 residential dwelling.	Objection due to Village Council policy to object to further building on greenbelt land and in particular object to the addition of a residential dwelling at this site.
23/00130/FULL	177 Noak Hill Road Great Burstead Billericay Essex	Construction of detached 'granny annexe' outbuilding. -	Objection due to it being overdevelopment of the site.

23/131 Fun Day 2023 – The King’s Coronation - 8th May 2023

Cllr Crowe updated Members on the latest figures relating to the event:

Costs: £4597.45. Amount raised for St Luke’s Hospice: £954.39

The event aimed at providing a fun family day for residents was a success and very well attended.

Great thanks were given to Cllr Crowe for her time and efforts in organising a fantastic event.

Thanks also go to the following businesses who kindly donated raffle prizes for the St Luke’s Hospice raffle:

BM Vehicle Maintenance, Cunis Packaging, Curtis & Jennings, David's Quality Meats, Duke of York, JB's Florist, Day Lewis Pharmacy, Outlaw Fishing Tackle, Tesco, Tops Hair Fashions, Tylers Estate Agents.

23/132 Councillor Vacancy

No applications had yet been received. The advertising of the casual vacancy of Councillor to be filled by co-option. will continue.

23/133 Billericay Nurseries – Flower Beds

Members were updated on communications the Clerk had had with Billericay Nurseries regarding the new quote, and it was decided the Clerk is to seek another quote and a decision on how to proceed will be made at the next meeting.

23/134 St Mary Magdalene Church Summer Fete

The Church summer fete will take place on Saturday 8th July 2023.

Cllrs Dear, Crowe, Cowles and Thomas all agreed to attend the event and man a stall for the Village Council.

Cllr Crowe is preparing a ‘guess the sweets jar’ to raise money for the St Luke’s Hospice and will bring the Village Council gazebo on the day.

23/135 Tyrrells Road – Flood Protection Works

Item discussed during public participation.

23/136 Placement of Bollards around the Parking Bay at South Green Parade of Shops - Tesco to Tylers Estates

No further update on this project currently.

23/137 South Green Recycling Point Removal

The Clerk had contacted Basildon Council for an update on the results of the survey and was informed the results will be ready to share soon.

23/138 Passingham Park – bench replacement and football goal

Quotes are awaited from Basildon Council for the cost of the replacement of the bench and for work to enable for the football goal to be moved periodically for the grass in the goal mouth to have time to regrow.

23/139 Barleylands Recycling Centre

The Clerk has been informed that new steps have been ordered for the Barleylands Recycling Centre and should be installed soon.

23/140 Grange Road shopping parade bins

- a) Following a complaint from a resident that the bins outside the Grange Road shops are frequently overflowing on Monday mornings, the Clerk reported the issue to Basildon Council and was advised these bins were emptied daily Monday – Friday and would now be checked on the weekends in addition.
- b) The Chair raised the suggestion to request Basildon Council install a compactable bin as these new style of bin are currently being trialled. All agreed with the proposal and the Clerk is to contact Basildon Council.

23/141 Village Voice

The Clerk had received a quote of £425.00 to have the Village Voice delivered to all households in the parish. It was agreed the quote was acceptable and therefore to proceed with the publication of a paper edition of the Village Voice. The Chair asked Members to begin working on articles and ideas for content of a September 2023 edition of the Village Voice.

23/142 Training

Cllr Thomas expressed an interest in attending the Vice-Chair training course but would prefer to do so via Zoom, the Clerk will make enquiries if this is possible.

23/143 Social Media

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

- Cllr vacancy
- Money raised for St Luke's Hospice
- St Mary Magdalen Church Summer Fete
- Village Voice coming soon
- Tyrells Road Essex Highways work

23/144 Date of the next meetings -**5th July 2023**

No meeting in August due to recess.

Meetings will recommence on 6th September 2023

23/145 Close of Meeting

The meeting closed at 8:20pm

Minutes agreed and approved:

Signed:

Date: