



**Minutes of the Great Burstead and South Green Village Council, held at
South Green Memorial Hall, Southend Road, Billericay
on Wednesday 4th June 2025 following the Annual Parish Meeting.**

Present: -

Councillor M Dear – Chair
Councillor A Boyce
Councillor S Crowe
Councillor L Cowles
Councillor D Sarbutt
Councillor L Thomas

Also in attendance: -

Mrs Mylène Linwood, Clerk & RFO to the Village Council

25/100 Apologies

Apologies had been received from Cllrs Jackson.

25/101 Declarations of Interests

No declarations with regards to items on the agenda were submitted.

25/102 Minutes

The Minutes of the meeting on 7th May 2025, were received, and duly signed by the Chair of the meeting as a true record of the meeting

25/103 Public participation session with respect to items on the agenda and other matters, which are of mutual interest. No decisions to be made.

No members of the public present.

25/104 Finance

a) The following payments were unanimously approved:

Month	Cheque No	Payee	Description	Amount
June	Standing Order	Mrs M Linwood	Clerk salary May 2025	£804.44
June	Standing Order	Mrs M Linwood	Clerk reimbursement for EE data connection for CCTV. (11 May – 10 June 2025)	£17.38
June		AJ Gallagher	Village Council Insurance Annual Policy	£857.63
June		Information Commissioner's Office	Data Protection Certificate Annual Fee	£52.00
June		EDF Energy	Electricity – Festive lights 2024	£79.29
June		DPJ Electrical	Purchase and fitting of new 4g Router in CCTV system	£637.80
June		The Tilbury Band	Fun Day 2025 – Tilbury Band performance	£350.00
June		Crystal Print	Fun Day 2025 – Advertising material printing	£198.40

June		Imperial Bird of Prey Academy	Fun Day 2025 – Bird of prey display	£560.00
June		Edge Entertainment Consultants Ltd	Fun Day 2025 – 5 x Funfair stalls	£2520.00
June		Punch & Judy	Fun Day 2025 – Punch & Judy	£325.00
June		CB Bouncy Castles	Fun Day 2025 – Bouncy Castles	£440.00
June		Jolly Jitterbugs (Emily Rose)	Fun Day 2025 – Face painters	£540.00
June		Mayflower Morris Men	Fun Day 2025 – Entertainment	£100.00
			Total	£7481.94

b) The mandate letter to update the standing order for the CCTV Data Connection monthly fee from £17.38 to £18.48 following an increase from EE, was signed by two signatories and will now be sent by the Clerk to Santander Bank.

25/105 Notice of Public Rights to View Unaudited Annual Accounts

It was noted that the period of public rights will be 3rd June – 14th July 2025 and the Notice of public rights and publication of unaudited annual governance & accountability return accounts for the year ended 31 March 2025 will be published on the website and notice board.

25/106 Annual Audit 2024-25 Internal Report

The internal audit report had not yet been received so this item will be deferred to the next meeting.

25/107 Accounting Statements – 2024-25

Members reviewed and approved Section 2 - Annual Accounting Statement and the document was signed at the meeting by the Chair and the Clerk as required by the audit process.

25/108 Data Protection Certificate Renewal

All agreed with the payment to renew the Village Council Data Protection Certificate from July 2025 to July 2026 at a fee of £52. This is required for the CCTV system as per the Data Protection Act 2018.

25/109 Planning Applications

Planning App. Ref	Address	Planning Request	Comments
25/00548/FULL	16 Windmill Heights Great Burstead Billericay Essex	Proposed rear dormer and alterations to fenestration	The Village Council noted that previous application documents state that Permitted developments rights for enlargements have been removed for this dwelling. The Village Council therefore object and feel that further information would be required on the permission to apply for planning.
25/00569/FULL	49 Grange Road Billericay Essex CM11 2RG	Part single and part two storey rear extension, single storey front extension and alterations to elevations (Additional windows to first floor - revision to planning permission ref. 24/01337/FULL)	No objection
25/00607/FULL	2 Copperfield Billericay Essex CM11 2SB	Single storey front and rear extensions including a garage conversion and	No objection

Planning App. Ref	Address	Planning Request	Comments
		additional windows to the ground-floor side elevation	
25/00729/FULL	48 Bell Hill Close Great Burstead Billericay Essex	Proposed part single storey, part two storey rear extension	No objection
25/00588/FULL	Grimshill Farm House Southend Road Great Burstead Billericay	Proposed self-build detached single storey dwellinghouse	Objection due to this being building on Greenbelt land and it would also detract from the character of the listed building that is in close proximity. It was considered that this building would be out of keeping with the street scene.

25/110 Planning Developments - sewerage and water capacity

Prior to the meeting Cllr Cowles had distributed research she had compiled on this matter.

Members discussed that whilst information is included in planning documents on the nearest source of water to the site and the development plans to get new channels to that source, it is not possible to see if research has been done on whether the existing infrastructure can cope with the additional usage. It raised questions such as: Will the water pressure remain the same? Will there be adequate water for sewage flow? Does the planning inspectorate check this with water companies?

Members requested the Clerk contact the relevant water companies for the Parish to inquire about such questions and put a FOI request to Basildon Council and the developers of the new development sites.

Thanks were given to Cllr Cowles for all the research she carried out.

25/111 Councillor Vacancy

No applications had been received by the Clerk. The position will continue to be advertised.

25/112 New Bench

Item deferred to next meeting to allow more time to consider a good location.

25/113 Compactor Bin – Contractor Renewal

Members reviewed the quotes for a 1,2- or 3-year contract and discussed the effectiveness of the bin. All agreed the bin had improved the previous problem of overflowing bins, however were disappointed that following the bin being hit by a delivery lorry it did not seem to have been properly repaired.

It was approved to enter into another 1-year contract with the company at a cost of £95 per month. The Clerk is to request a meeting with the contractors to agree a better location for the bin where it does not hinder the passing of buggies or mobility scooters, it does not interfere with the local business and it is not a risk of being hit by a vehicle. Also to add a cigarette attachment to deter users from putting cigarettes out on the solar panel.

25/114 Village Council / St Mary Magdalene Church Fete – Saturday 5th July 2025

The event working party had met again on 14th May 2025 to continuing organising the Fete.

Cllr Crowe confirmed the advertisement banners were now in place. Cllr Dear confirmed she had delivered posters to all of the shops in the shopping parade and that the event was being advertised in the Church Newsletter each week.

It was agreed that a donation on £100 would be given to the Explorer Scouts Group as a thank you for helping in the car park.

Cllr Dear confirmed that at the working party meeting it had been agreed that the proceeds of the ‘Guest of the amount of sweets’ game would be donated to Basildon Hospital Cardio Unit.

The Fete working party will be meeting again on 10th June 2025.

25/115 Training

No training requests were received.

25/116 Social Media

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

- Cllr Vacancy

- Village Council / Church Summer Fete

25/117 Date of the next meetings -

2nd July, 3rd September, 1st October, 5th November, 3rd December 2025.

25/118 Close of Meeting

The meeting closed at 8:24pm

Minutes agreed and approved:

Signed:

Date: