



**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> May 2023 at 7:00 p.m.**

**Present: -**

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

**Also in attendance: -**

Mrs Mylène Linwood, Clerk & RFO to the Village Council  
Residents from Tyrrells Road

**22/93 Election of a Chair Person**

Councillor M Dear was nominated for the position of Chair Person by Councillor Jackson and seconded by Councillor Chapman. There were no other nominations, Councillor M Dear signed the Declaration of Acceptance of Office and was duly elected as Chair to serve for the next year.

**22/94 Election of Vice Chair**

Councillor Thomas was nominated for the position of Vice Chair Person by Councillor M Dear and seconded by Councillor Cowles. There were no other nominations, Councillor Thomas signed the Declaration of Acceptance of Office for the role of Vice Chair

**23/95 Apologies**

Apologies had been received from Cllr A Boyce

**23/96 Declarations of Interest & Register of Members Interests**

No declarations were submitted.

**23/97 Minutes**

The Minutes of the meeting on 5<sup>th</sup> April 2023, were received, and duly signed by the Chair of the meeting as a true record of the meeting

**23/98 Public participation session with respect to items on the agenda and other matters, which are of mutual interest. No decisions to be made.**

Several residents from homes in Tyrrells Road attended the meeting regarding the floods works carried out by Essex Highways. The Clerk shared with all the communications she had had with Essex County Council and Borough Cllrs. The residents explained they are unhappy at the loss of a communal space where they could gather as a community and where their children could safely play off of the road. The change from lawn to wood chip and plants has brought about problems that were not there before such as the surface level difference now being a trip hazard, litter being caught between the plants making the area look untidy and the wood chippings are being used by foxes to dig and foul. Residents expressed that if the area could be laid to lawn again they would be happy to cut the grass themselves as they have often done so in the past. Cllrs asked the Clerk to continue communications with Essex County Council and Cllr Moore on behalf of the residents.

Cllr Crowe entered the meeting at 7:13pm

In his absence Cllr Boyce asked the Clerk to bring to the attention of the Council concerns he had about Barleylands Recycling Centre following visiting on a few occasions recently. He explained that he found it was not a pleasant experience as it is necessary to climb steep metal steps that move quite considerably. Once at the top you must tip your waste into a container that is at shoulder height. Some of the stairs had branches that were loose and therefore dangerous. Whilst Cllr Boyce was at the site, he helped several members of the public dispose of their waste as they struggled or could not manage it. There was a Council operative present in the hut but they did not come out to help members of the public. Residents told Cllr Boyce they were now having to visit the site regularly due to the change to a fortnightly collection schedule as their bins are full.

Members agreed with Cllr Boyce's concerns and requested the Clerk contact Basildon Borough Council to ask for these problems to be addressed.

### 23/99 Finance

The following payments were unanimously approved:

Month	Cheque No	Payee	Description	Amount
May	Standing Order	Mrs M Linwood	Clerk salary April 2023	<b>£705.55</b>
May	022525	EALC	EALC/NALC Affiliation fees 2023/24	<b>£994.67</b>
May	022526	Vision ICT Ltd	Website hosting & support June 2023–May 2024	<b>£156.00</b>
May	022527	At Last Events	50% deposit for Christmas Lighting 2023	<b>£2310.00</b>
May	022528	Mrs S Crowe	Cllr expenses: Fun Day 2023 – Craft stall items	<b>£43.13</b>
May	022529	Mrs M Linwood	Clerk April Expenses. Stamps + Stationery supplies	<b>£41.44</b>
May	022530	Love Dance Academy	Fun Day 2023: Donation to dance group performance	<b>£100.00</b>
			<b>Total</b>	<b>£4350.79</b>

The following payments were agreed at the meeting:

Month	Cheque No	Payee	Description	Amount
May	022531	Joe Peaks	Fun Day 2023: Punch & Judy entertainer Correction to previous invoice (cheque 022523 stopped)	<b>£200.00</b>
May	022532	AJ Gallagher	Village Council Invoice 1 year renewal	<b>£784.14</b>

The Village Council bank balances on 3<sup>rd</sup> May 2023 were:

Current account: £81,577.94 and Savings account: £49772.79

It was noted the HMRC VAT Return payment of £1402.44 had been received on 20<sup>th</sup> April 2023.

### 23/100 Annual Governance Statement – 2022/23

Members reviewed and approved Section 1 - Annual Governance Statement and the document was signed at the meeting by the Chair and the Clerk as required by the audit process.

### 23/101 Accounting Statements – 2022/23

Members reviewed and approved Section 2 - Annual Accounting Statement 2022/23 and the document was signed at the meeting by the Chair and the Clerk as required by the audit process.

### 23/102 Annual Audit - 2022/23

All members acknowledged the preparation of the documents required for the Annual Audit and noted they would now be reviewed by the Village Council's appointed internal auditor Heelis & Lodge. Thanks were given to Cllr Cowles for reviewing the accounts and to the Clerk for preparing the audit material.

**23/103 Representatives 2023/24**

To confirm the Village Council representatives for the coming year:

	<b>Year 2022/23</b>	<b>Year 2023/24</b>
Litter Working Party Chair	Cllr Crowe	Cllr Crowe
Summer Event Working Party Chair	Cllr Crowe to co-ordinate and other members to share tasks.	TBC
Community Police Meetings (previously Neighborhood Action Panel - NAP)	Cllr J Dear	Cllr Jackson
Bus Consultee/Transport Officer	Cllr Thomas	Cllr Thomas
ABLC Representative	Cllr. M Dear and/or another Councillor (all Councillors welcome). Clerk to circulate minutes	Cllr. M Dear and/or another Councillor (all Councillors welcome). Clerk to circulate minutes
Footpaths Officer/P3	Cllr. Thomas	Cllr Thomas
Local Council Liaison Meeting	Councillors to share this responsibility and attend when available. Clerk to circulate minutes.	All Cllrs when available
Accounting Reviewers	Cllr Cowles	Cllr Cowles
Local Plan Working Party	All Councillors to share this responsibility and attend when available.	All Cllrs when available
Well-Being Representative	Cllr Chapman	Cllr Crowe
Lead Planning Councillor	Cllr Cowles	Cllr Cowles

**23/104 Planning Applications**

<b>Planning App. Ref</b>	<b>Address</b>	<b>Planning Request</b>	<b>Comments</b>
23/00371/FULL	Oak Hill Farm Coxes Farm Road Billericay Essex	Demolition of existing dwelling, and erection of a new dwelling with the addition of off-street parking provision -	Objection due to the Village Council Policy to object to further development on Green Belt Land. It was noted that the previously application in 2022 was denied and that the only change seemed to be the lowering of the roof by 1/2 metre.
23/00433/FULL	Coopers Lodge 4 Noak Hill Road Great Burstead Billericay	Conversion of existing detached garage into annexe including insertion of rooflights and new detached garage -	Objection due to Village Council policy to object to further development on Green Belt Land.
23/00479/FULL	Hygro Farm Kennel Lane Billericay Essex	Proposed redevelopment of a site currently occupied by commercial barns to create 5 dwellings with associated parking and landscaping -	Object - on the grounds that site is on green-belt land and is in a flood zone. There are also concerns regarding the road safety at the access point of the site and that the proposed dwellings could overlook neighbouring properties.
23/00435/FULL	50 Highfield Road Billericay Essex CM11 2PE	Replace existing conservatory with new single storey rear extension. -	No objection

Planning App. Ref	Address	Planning Request	Comments
23/00535/FULL	85 Passingham Avenue Billericay Essex CM11 2TB	Single storey rear extension	No objection
23/00522/FULL	14 The Redinge Billericay Essex CM11 2QJ	Single story rear extension	No objection

### **23/105 Fun Day 2023 – The King’s Coronation - 8<sup>th</sup> May 2023**

Cllr Crowe advised that stalls holders would be arriving from 9:30am to begin setting up and so asked members to also arrive from that time to be there to assist.

More raffle ticket books were still needed to be purchased, cable ties and more bin liners as well as more float money were also final items discussed

The Clerk has been contacted by Basildon Borough Council to ask permission to have a photographer taking photographs, this was approved by all as notices will be put up making members of the public aware photos will be taken at the event.

Thanks were given to Cllr Jackson and Cllr Dear for liaising with local business regarding raffle prize contributions and then collecting them.

The following businesses gave 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.

### **23/106 Village Council Insurance Renewal**

The quote received to renew the Village Council insurance for 1 year was £784.14, this is an increase of £52.10 from last year. All agreed to renew the policy.

### **23/107 Annual Parish Meeting 2022**

It was decided to hold the Annual Parish Meeting on 7<sup>th</sup> June 2023 at 7pm and amended the June Village Council meeting start time to 7:30pm.

Cllr Dear suggested inviting John Smart from the Billericay Tree Wardens to give a short informative talk on the work Billericay Tree Wardens carry out.

### **23/108 Councillor Vacancy**

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

### **23/109 Billericay Nurseries – Flower Beds**

The Clerk shared the quote received for the removal of weeds, planting and watering at the usual South Green and Church Street flower bed sites and the addition of a new flower bed below the Village Council notice board on the Green in South Green. Cllrs queried the costs related to the removal of roots at the Church Street Village sign, Cllr Chapman agreed to go to the site to look if this was deemed necessary. The Clerk was to investigate these costs before proceeding.

### **23/110 St Mary Magdalene Church Summer Fete**

The Church summer fete will take place on Saturday 8<sup>th</sup> July 2023.

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

Cllr Crowe would arrange a ‘guess the sweets jar’ to raise money for the St Luke’s Hospice.

### **23/111 Tyrrells Road – Flood Protection Works**

Item discussed during public participation.

### **23/112 Placement of Bollards around the Parking Bay at South Green Parade of Shops - Tesco's to Tylers Estates**

No further update on this project currently.

### **23/113 South Green Recycling Point Removal**

No further update from Basildon Council on the results of the consultation have yet been received.

**23/114 Replacement bench – Passingham Park**

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.

**23/115 Village Voice**

Cllr Dear had made enquiries on the cost of the delivery agency used by Billericay Town Council to deliver the Town Crier. Although the exact cost for the number of households was not yet known this seemed like a more reasonable cost than the Royal Mail quotes. Members discussed preparing a newsletter for distribution in September and the Chair asked if all Members would prepare articles.

**23/116 Pedestrian Safety Railing – South Green School, Hickstars Lane**

It was noted that the safety railing outside South Green School requested by the Village Council has now been installed by Essex Highways.

**23/117 Training**

Cllr Thomas - RCCE Funding & Applications Workshop - Monday 22<sup>nd</sup> May 2023

Cllr Cowles – Enforcement and Illegal Development Training – Monday 22<sup>nd</sup> May 2023

**23/118 Social Media**

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

- Cllr vacancy
- Annual Parish Meeting 2023
- King's Coronation Fun Day 2023
- St Mary Magdalen Church Summer Fete
- Flower display to be replanted
- Tyrells Road Essex Highways work

**23/119 Date of the next meetings -**

**3<sup>rd</sup> May 2023**, 7<sup>th</sup> June 2023, 5<sup>th</sup> July 2023

The Annual Parish Meeting will take place on 3<sup>rd</sup> May 2023 at 7pm, followed by the June Village Council Meeting at 7:30pm.

**23/120 Close of Meeting**

The meeting closed at 8:13pm

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**Minutes agreed and approved:**

**Signed:** .....

**Date:** .....