



**Minutes of the Great Burstead and South Green Village Council, held at  
South Green Memorial Hall, Southend Road, Billericay  
on Wednesday 8<sup>th</sup> May 2024 at 7:00 p.m.**

**Present:** -

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

**Also in attendance:** -

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

**24/85 Election of a Chair Person**

Councillor M Dear was nominated for the position of Chair Person by Cllr Boyce and seconded by Cllr Cowles. Councillor M Dear signed the Declaration of Acceptance of Office and was duly elected as Chair to serve for the next year.

**24/86 Election of Vice Chair**

Councillor Thomas was nominated for the position of Vice Chair Person by Cllr Dear and seconded by Cllr Crowe.

**24/87 Apologies**

Apologies had been received from Cllr R Jackson

**24/88 Declarations of Interest & Register of Members Interests**

- a) Members returned to the Clerk their updated Register of Members Interest as required following the Local Council Elections on Thursday 2<sup>nd</sup> May 2024.
- b) No declarations with regards to items on the agenda were submitted.

**24/89 Minutes**

The Minutes of the meeting on 3<sup>rd</sup> April 2024, were received, and duly signed by the Chair of the meeting as a true record of the meeting

Cllr Thomas entered the meeting at 7:05pm

**24/90 Public participation session with respect to items on the agenda and other matters, which are of mutual interest. No decisions to be made.**

A resident from The Redinge was present at the meeting to update the Council that since he last attended a Village Council meeting he had completed an application with Essex Highways requesting having yellow lines added to the road to mitigate the issue of parking in the road during by parents during school drop off and collection time.

**24/91 Finance**

The following payments were unanimously approved:

Month	Cheque No	Payee	Description	Amount
May	Standing Order	Mrs M Linwood	Clerk salary April 2024	<b>£766.22</b>

May	Standing Order	Mrs M Linwood	Clerk reimbursement for EE data connection for CCTV. (11 April – 12 May 2024)	<b>£16.10</b>
May		Vision ICT	Website hosting & support June 2024 – May 2025	<b>£156.00</b>
May		Vision ICT	Biennial fee for.gov.uk domain renewal June2024-May 2025	<b>£78.00</b>
May		DPJ Electrical Ltd	Call out to investigate CCTV camera outage & fix problem	<b>£234.00</b>
May		Mrs M Linwood	Clerk May Expenses: stamps	<b>£10.80</b>
May		Viking Office	Stationery order: Folders, A4 printer paper, printer ink	<b>£76.84</b>

The following payments was agreed by all at the meeting:

Month	Cheque No	Payee	Description	Amount
May		Mrs L Cowles	Purchase of Table Top for events	<b>£165.40</b>
			<b>Total</b>	<b>£1503.36</b>

#### **24/92 Annual Governance Statement – 2023/24**

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.

#### **24/93 Accounting Statements – 2023/24**

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.

#### **24/94 Annual Audit – 2023/24**

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 Clerk for preparing the audit material and to Cllr Cowles for reviewing the cash book record.

#### **24/95 Annual Parish Meeting 2024**

It was decided to hold the Annual Parish Meeting on 5<sup>th</sup> June 2024 at 7pm and hold the June Village Council meeting directly after.

#### **24/96 Representatives 2024/25**

To confirm the Village Council representatives for the coming year:

	<b>Year 2023/24</b>	<b>Year 2024/25</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.	Cllr Crowe to co-ordinate and other members to share tasks.
Community Police Meetings	Cllr Jackson	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	All Cllrs when available	All Cllrs when available
Accounting Reviewers	Cllr Cowles	Cllr Cowles

Local Plan Working Party	All Cllrs when available	All Cllrs when available
Well-Being Representative	Cllr Crowe	Cllr Crowe
Lead Planning Councillor	Cllr Cowles	Cllr Cowles

Cllr Dear advised Members that the next ABLC meeting was taking place on 26<sup>th</sup> May 2024 and all were welcome to attend.

#### 24/97 Planning Applications

Planning App. Ref	Address	Planning Request	Comments
24/00357/FULL	Limni Lodge 259A Noak Hill Road Great Burstead Billericay	Replacement of existing vacant former fisheries buildings with 1no. new self-build four bed dwelling (Class C3), parking, landscaping, and associated development, including the provision of private amenity space for an adjoining residential property -	Objection due to this application being considered as over development of the site. Concerns were raised of the land owners blocking a public footpath on this site. The land is greenbelt land and the Village Council object to further building on greenbelt land
24/00356/FULL	4 Well Mead Billericay Essex CM12 9RG	Demolish garage and construct proposed end terrace extension to form a two-bedroom house and alterations to the existing property including new porch. New crossover with parking within site to front -	Object to the planning application for the following reasons: -Overdevelopment of the site - it was noted the footprint of the new proposal is bigger than the previously refused application for this property. - Highway safety concerns - the build would reduce motorists' visibility on the bend of the road and therefore become dangerous. The vehicles exiting the parking area of the property would also be pulling out onto a bend. - The build would create a terracing effect on the road.
23/00842/FULL	175 Noak Hill Road Great Burstead Billericay Essex	Alterations and extensions to existing chalet dwellinghouse to form two / three storey dwellinghouse with front and rear balconies, proposed double garage at the rear and swimming pool / pump house at the rear -	The Village Council object to this planning application due to concerns the increased height of the property would be out of keeping with the rest of the street scene and could cause overlooking neighbouring properties. It was also considered to overdevelopment of the site.
24/00438/FULL	20 The Rowans Billericay Essex CM11 2PB	Detached garage	No objection
24/00381/FULL	Thatched Cottage Southend Road Great Burstead Billericay	Single storey side/rear extension	The Village Council have a policy to object to all additional building on greenbelt land. Should the application be approved the Village Council would like to ensure it does not exceed the permitted building percentage and that all materials will be in keeping with the style of the property.

#### **24/98 Councillor Vacancies**

Following the end of the election period the Councillor Vacancies will be advertised to residents again. The vacancies are to be filled by co-option.

#### **24/99 King Charles' III Official Portrait**

The Clerk confirmed the portrait had now been received and arrangements now need to be made to have it hung in the Hall. The Clerk is to liaise with the Memorial Hall committee, Cllr Jackson and Cllr Crowe who had both offered to help

#### **24/100 Family Fun Day 2024 – Saturday 6<sup>th</sup> July 2024 – 12 – 4pm**

Cllr Crowe gave an update on the budget spent so far and the Clerk confirmed the invoices received ready to be processed at the June meeting.

Regarding the chosen charity for the event Cllr Dear put forward the suggestion of raising funds for the Mid & South Essex Hospitals Charity and provided members information on how the charity supports local hospitals such as Basildon hospital. All members agreed to this being the nominated charity for the event and if possible, the funds should go towards providing nebulizers for Basildon Hospital.

The quotes from the first aid providers were discussed and a company selected.

Cllr Jackson had previously updated members via email that he was working on securing prizes for the raffle. Cllr Thomas offered to run the raffle on the day as Cllr Jackson will be occupied with the car display.

#### **24/101 Village Council Insurance Renewal**

The quote received to renew the Village Council insurance for 1 year was £851.30, this is an increase of £67.16 from last year. All agreed to renew the policy.

#### **24/102 Housing Developments within and surrounding the parish of Great Burstead and South Green.**

A reply to MP John Baron's letter was written and a response is awaited. The Clerk is to distribute the letter to Cllrs and Cllr Crowe to share on the Village Council's social media channels.

Cllr Boyce raised that Basildon Council will be receiving a large sum of money from the section 106 funds from all the new housing developments they have approved, and that they should be asked to provide information on where this money will go. Section 106 funds should be spent on community infrastructure so it was agreed by Members that residents have a right to know what this money will be spent on and Basildon Council should provide transparency on this. The Clerk is to raise this with Basildon Council Planning Department.

#### **24/103 Placement of Bollards around the Parking Bay at South Green Parade of Shops - Tescos to Tylers Estates**

No further update on this project currently.

In the same area as the bollards are to be place the new compactor bin has now been installed.

#### **24/104 South Green Recycling Point Removal**

The Clerk shared with those present the response from Basildon Council that the results of the public consultation that took place in February 2023 were not ready yet and that due to pre-election period no formal meeting were taking place.

#### **24/105 Defibrillator Government Grant**

The Clerk updated that she continues to try to contact the Doctor's Surgery in South Green as this being the preferred location on the defibrillator. Other possible locations where discussed and all agreed that if the doctor's surgery did not respond to the request, then arrangements should proceed to have the defibrillator installed by the wall of Tyler's Estates.

#### **24/106 Training**

No training requests were received.

#### **24/107 Social Media**

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

- Cllr vacancy
- Annual Parish Meeting 2024 – 5<sup>th</sup> June 2024 – 7pm
- Fun Day chosen charity Mid & South Essex Hospitals Charity
- Letter to MP John Baron
- New compactor bin outside the Tesco store in South Green.

Cllr Dear raised the suggestion on the Village Council having a Facebook page. Members agreed it would be a good way to get information to a wider audience. Cllr Crowe and the Clerk to liaise to set up a page and begin posting the latest Village Council news.

**24/108 Date of the next meetings -**

**5<sup>th</sup> June 2024**, 3<sup>rd</sup> July 2024, 4<sup>th</sup> September 2024, 2<sup>nd</sup> October 2024, 6<sup>th</sup> November 2024, 4<sup>th</sup> December 2024.

The Annual Parish Meeting will take place on 5<sup>th</sup> June 2024 at 7pm, followed by the June Village Council Meeting.

**24/109 Close of Meeting**

The meeting closed at 8:18pm



**Minutes agreed and approved:**

**Signed:** .....

**Date:** .....