



**Minutes of the Great Burstead and South Green Village Council, held at
South Green Memorial Hall, Southend Road, Billericay
on Wednesday 6th May 2026 at 7:00pm**

Present: -

Councillor M Dear – Chair
Councillor A Boyce
Councillor G Carey
Councillor S Crowe
Councillor R Jackson
Councillor D Sarbutt
Councillor L Thomas

26/64 Election of Chair Person

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

26/65 Election of Vice Chair

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

26/66 Apologies

Apologies from Cllrs Cowles

26/67 Declarations of Interest

No declarations were made.

26/68 Minutes

The Minutes of the meeting on 1st April 2026, were received, and duly signed by the Chair of the meeting as a true record of the meeting.

26/69 Public participation session with respect to items on the agenda and other matters, which are of mutual interest. No decisions to be made.

There were three members of the public present who wish to express their views on the planning application – Land West of Burstead Grange. The Chair thanked them for providing the information they shared and recommended that they and their neighbours all submitted their comments to the Basildon Planning authority.

26/70 Finance

The following payments were unanimously approved:

Month	Cheque No	Payee	Description	Amount
May	Bank charge	Santander	Business account bank charge	£9.99
May	Standing Order	Mrs M Linwood	Clerk salary April 2026	£830.53
May	Standing Order	Mrs M Linwood	Clerk reimbursement for EE data connection for CCTV. (March - April 2026)	£18.48
May		South Green Memorial Hall	Hall hire – April meeting	£59.13

May		Vision ICT	gov.uk domain annual renewal	£30.00
May		Vision ICT	Website hosting and support annual fee	£179.40
May		Mrs M Linwood	Clerk reimbursement: HMRC PAYE & NI Month 10, 11 & 12 2025-26	£205.55
May		Viking Direct	Office supplies order: paper, printer ink multipack, folders, envelopes, pens	£131.44
May		Mrs M Linwood	Clerk expenses: stamps	£13.60
May		Mrs M Linwood	Home working allowance Q4 (Jan, Feb, March 2026)	£200.00
May		DPJ Electrical Service Ltd	CCTV Maintenance 6 monthly charge	£121.58
			Total:	£1799.70

The Village Council accounts balances on 6th May 2026 were:

Current account: £65803.85 Savings account: £71306.96

The Clerk confirmed the Precept payment of £17098.62 had been paid in on 1st April 2026 and the VAT refund of £2744.75 had been paid in on 16th April 2026.

26/71 Planning Applications

Members reviewed the following applications:

Planning App. Ref	Address	Planning Request	
			No objection
26/00280/FULL	3 Foys Walk Billericay CM11 2NS	Rear single storey, side double storey extension with single storey front extension	No objection
26/00295/FULL	14 - 18 Grange Road Billericay CM11 2RE	Detached single storey playroom/office building to the rear	No objection
26/00288/FULL	216 Noak Hill Road Great Burstead Billericay	Single storey rear extension	No objection
26/00356/FULL	Land West Of Burstead Grange Billericay Essex	Erection of 16 dwellings and associated landscaping and parking	Please see attached addendum.
26/00357/FULL	48 Noak Hill Road Great Burstead Billericay	Two storey rear extension	No objection
26/00442/FULL	2 Copperfield Billericay CM11 2SB	Retrospective application for a single storey front and rear extensions including a garage conversion, pitched roof to front, and external alterations (Approved application 25/00607/FULL)	No objection
26/00431/FULL	3 The Oaks Billericay CM11 2RP	Retrospective change of use from domestic Garage (Class C3) to Commercial Gym (Class E(d)). (i.e. part Class C3 residential/part Class E(d) commercial use of site)	No objection
26/00430/FULL	3 The Oaks Billericay CM11 2RP	Retrospective erection of a rear pergola extension	No objection

26/72 EALC/NALC Annual Affiliation Subscription

Members agreed to continue the affiliation to the EALC and NALC.

26/73 Annual Governance Statement – 2025/26

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.

26/74 Accounting Statements – 2025/26

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.

26/75 Annual Audit – 2025/26

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.

26/76 Best Kept Garden Competition

No further updates on the arrangements for this. Will continue to discuss at the next meeting.

26/77 Historical stones/markers in South Green

The Clerk has contacted a stone mason to enquire if the stones could be cleaned. Members discussed that the stones have sunk into the ground so think it needs to be explored if the stones can also be restored in height. Clerk to contact English Heritage for advice.

26/78 Improvement to Play Equipment and the Youth Shelter

Play Equipment:

Cllr Jackson shared his review of the children's play equipment available at Langham Park and Passingham Park, and especially noted that there is no inclusive swing – suitable for all ages and abilities.

Members also discussed the idea of installing a play area on the Village Green, which raised the question of whether David Wilson Homes would be installing a play area in the new housing development.

Actions: Clerk to contact:

- David Wilson Home to enquire about a play area
- Basildon Borough Council to set up a meeting with Clerk and Cllr Jackson to explore the idea of play area on the Village Green

Youth Shelter:

The Clerk met with Basildon Borough Council and it was agreed the youth shelter would be cleaned by the street scene team and then details would be provided for the Village Council to arrange for a quote to have the youth shelter repainted.

26/79 Damage to CCTV Equipment at Langham Hall

a) It was noted that the CCTV equipment at Langham Hall, which was originally funded by the Village Council, had recently been severely damaged due to vandalism. Members agreed that correct course of action was for this to be reported to the Police by the hall committee.

b) With regards to repairs it was agreed that the Village Council CCTV contractors could be contacted to assess the damage.

26/80 Grange Road Shopping Parade

Members are especially concerned that the large hole in one of the parking spaces is now dangerously large and will cause an accident.

Clerk to make enquiries on the repair and to continue to try to resolve the problem of the uneven surface outside the bakery.

26/81 Litter Bins

The Clerk noted that during the site visit on the Village Green, Basildon Council said they would replace the bin next to the youth shelter as it was rusting away.

The renewal quote to continue to hire the compacting bin for 1 year at a cost of £1140+VAT. All agreed to continue with the service as it helps prevent having overflowing bins in the shopping area.

26/82 Billericay Litter Pickers

Members asked the Clerk to contact the Billericay Litter Pickers group to thank them for carrying out a litter pick in South Green on 19th April and to ask if the Village Council could fund the purchase of equipment.

26/83 Annual Parish Meeting 2026

The meeting will be held on 3rd June 2026 prior to the Village Council meeting.

Suggestions for guest speakers were: Representative from Essex Police, First Aider, Borough Cllrs.

26/84 Memorial Bench Plaque Request

Members approved the request for a bench plaque to be installed on one of the benches on the Village Green in memory of resident of the parish. The plaque is to be uniform with the current plaques to as to be in keeping.

Clerk to liaise with the family to order the plaque.

26/85 Representatives 2026/27

The Village Council representatives for the coming year were agreed:

	Year 2026/27
Litter Working Party Chair	Cllr Sarbutt
Garden Competition	Cllr Crowe
Community Police Meetings	Cllr Jackson
Bus Consultee/Transport Officer	Cllr Thomas
ABLC Representative	Cllr Dear (all Cllrs welcome)
Footpaths Officer/P3	Cllr Thomas
Local Council Liaison Meeting	All Councillors
Accounting Reviewers	Cllr Carey
Local Plan Working Party	All Councillors
Lead Planning Councillor	Cllr Jackson

26/86 Training

No new training requests received.

26/87 Social Media

The following ideas were put forward to put on the Village Council’s Facebook page:

- Thank the Billericay Litter Pickers
- Future Litter Pick events to be organised – look out for information
- Youth Shelter maintenance
- Play equipment improvements
- Pictures of historical stones
- Report of CCTV vandalism at Langham Hall
- Land West of Burstead Grange planning application objections.

26/89 Date of the next meetings

3rd June 2026

26/90 Close of Meeting: 8.36pm

Minutes agreed and approved:

Signed:

Date:

Planning Application: 26/00356/FULL
Land West of Burstead Grange, Billericay, Essex

Erection of 16 dwellings and associated landscaping and parking

The Village Council object to this application due to the following:

Greenbelt: It is Village Council policy to preserve Greenbelt land and is against building on it.

Overdevelopment – the scale of this proposal is not suitable for the site.

Access: The Village Council is concerned that no traffic survey has been carried out. The Council deem the access of this single-track lane to be too narrow to accommodate the additional traffic that 16 new houses would generate, and would put pedestrians at significant risk. There is insufficient space for parking and new residents or visitors parking in the lane would block access for emergency vehicles and the weekly refuse lorries.

Out of keeping: The proposed houses will be taller than the current street scene and so therefore out of keeping.

Drainage/sewage: sewage pumping point is of concern as it will be positioned in the lane.

Road surface on the lane: Currently the lane is maintained by the seven properties. It is unclear who will maintain the lane in the future.

Heritage: There is Grade 2 listed building in this lane. This is an area of historical value. Building a large scale of properties next to it will be detrimental to the heritage of the area and negative impact on the visual amenity.