



**Minutes of the Great Burstead and South Green Village Council, held at  
South Green Memorial Hall, Southend Road, Billericay  
on Wednesday 2<sup>nd</sup> October 2024 at 7:00 p.m.**

**Present:** -

Councillor M Dear – Chair  
Councillor S Crowe  
Councillor D Sarbutt  
Councillor L Thomas

**Also in attendance:** -

Mrs Mylène Linwood, Clerk & RFO to the Village Council

**24/172 Apologies**

Apologies were received from Councillors Boyce, Cowles and Jackson.

**24/173 Declarations of Interest & Register of Members Interests**

No declarations were received.

**24/174 Minutes**

The Minutes of the meeting on 11<sup>th</sup> September 2024, were received, and duly signed by the Chair of the meeting as a true record of the meeting

**24/175 Public participation session with respect to items on the agenda and other matters, which are of mutual interest. No decisions to be made.**

**24/176 Finance**

The following payments were unanimously approved:

<b>Month</b>	<b>Cheque No</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
Oct	Standing Order	Mrs M Linwood	Clerk salary September 2024	<b>£766.22</b>
Oct	Standing Order	Mrs M Linwood	Clerk reimbursement for EE data connection for CCTV. (12 August – 11 September 2024)	<b>£17.38</b>
Oct	022615	Mrs M Linwood	Clerk expenses September 2024	<b>£21.60</b>
Oct	022616	Mrs M Linwood	Clerk Q2 Home Working Allowance (Jul, Aug, Sept)	<b>£200.00</b>
Oct	022617	DPJ Electrical Ltd	CCTV 6 monthly routine maintenance	<b>£115.80</b>
Oct	022618	EALC	Cllr Sarbutt New Cllr Training Sept 2024	<b>£240.00</b>
Oct	022619	PKF Littlejohn LLP	Annual Governance & Accountability Return Review 2023/24	<b>£252.00</b>
Oct	022620	DPJ Electrical Ltd	Supply of 1xCCTV monitor and installation	<b>£1056.00</b>
			<b>Total</b>	<b>£2669.00</b>

Prior to the meeting the Village Council Cash Book had be circulated to Members for review.

The Village Council bank balances on 2<sup>nd</sup> October 2024 were:

Current Account: £81,721.33 Savings Account: £50,487.26

It was noted that the 2<sup>nd</sup> payment of the precept of £15,508.08 had been paid in on 1<sup>st</sup> October 2024.

The following invoice payment was agreed at the meeting to ensure prompt payment.

Month	Cheque No	Payee	Description	Amount
Oct	022621	Mr D Vinten	Village Voice Newsletter Artwork – Oct 2024	£200.00

#### 24/177 Annual Governance and Accountability Audit – 2023/24

PKF Littlejohn found the Village Council’s 2023/24 audit to be in accordance with proper practices and relevant legislation and regulatory requirements. Two matters were reported:

- Section 2, Box 6 for the prior year is incorrect due a transcription error and should read £14,227
- Information received from the smaller authority indicates £300 of cancelled cheque have been included as income in Section 2, Box. These items should have been netted off form the relevant expenditure rather than shown as income. Section 2, Boxes 3 and 6 for the current year should read £1864 and £27,152 respectively.

Thanks were given to the Clerk for all her efforts in completing the audit process.

The audit certificate can be found on the Village Council website.

#### 24/178 Renewal of Village Council Costco Membership

It was agreed that the items required had now been purchased or similar could be found online so the membership was no longer needed and could be cancelled.

#### 24/179 Planning Applications

Planning App. Ref	Address	Planning Request	Comments
24/01024/FULL	41 Passingham Avenue Billericay Essex CM11 2TD	Single storey rear extension	No objection
24/00635/FULL	16 Coopers Drive Billericay Essex CM11 2TN	Erection of single storey rear extension to replace existing conservatory	No objection
24/01089/FULL	248 Noak Hill Road Great Burstead Billericay Essex	Retrospective planning application for erection of a detached outbuilding to rear	No objection

#### 24/180 Street Naming Suggestions - Land North of Kennel Lane, Billericay, CM12 9RR

The theme of the Roman era arose from the archaeological dig.

##### Flat buildings

Amphora House

Senate House

Denarius House

Gladiator

Chariot

Forum

Emperor

Eagle

Colosseum

##### Road/Close

Centurion

Another theme idea derived from the Domesday Book history of the area.

Great Burstead was a settlement in the hundred of Barstable.

The tenant in chief in 1086 was **Bishop of Bayeux**, before this the land was held by **Ingvar**.

#### 24/181 Public Path Diversion Order

The diversion of public footpath 35 Ramsden crays/35 Great Burstead and South Green, and footpath 36 Great Burstead and South Green was noted.

#### 24/182 Remembrance Sunday – 10th November 2024

Cllr Cowes had offered to organise the purchase of the Poppy Wreath and Cllrs Dear and Thomas confirmed they would attend the service at St Mary Magdalene Church, Great Burstead.

**24/183 Essex & Herts Air Ambulance**

Councillors voted unanimously to make a donation of £100 to Essex and Herts Air Ambulance.

**24/184 Councillor Vacancies**

No applications had been received. The vacancy to be filled by co-option will continue to be advertised.

**24/185 Village Voice Newsletter**

A proof copy of the Village Voice was available for Members to see, with printing and delivery scheduled for end of October 2024.

Thanks were given to Cllr Dear for writing the articles for the Village Voice.

When ready for distribution the Village Voice will also be published on the Council website and Facebook page.

**24/186 Defibrillator Government Grant**

The Chair was pleased to report the defibrillator has now been installed at the South Green shopping parade.

Cllr Crowe raised that the defibrillator now needs to be added to the Village Council Asset Register and insurance policy.

a) Training has been arranged for the Clerk and Members of the Council before the next Council meeting.

The Clerk is to visit and discuss with shop owners if they would be interested in a training session.

b) The Clerk will begin formulating a Defibrillator Policy

**24/187 Training**

Cllr Sarbutt attended the New Councillor training course at the EALC in September and Cllrs Thomas and Sarbutt attended the Basildon Council Code of Conduct Training held remotely via Microsoft Teams.

**24/188 Social Media**

The following suggestions were put forward as possible ideas to add to the Village Council's social media pages:

- Remembrance Sunday 10<sup>th</sup> November 2024
- Donation to Essex Air Ambulance
- Defibrillator installation
- Street names suggestions for Kennel Lane Development
- Autumn 2024 edition of Village Voice

**24/189 Date of the next meetings -**

**6<sup>th</sup> November 2024 at 8pm** (Member training session to be held prior to meeting), 4<sup>th</sup> December 2024.

The suggested date for the January meeting is 8<sup>th</sup> January 2025 (subject to venue availability)

**24/190 Motion by the Council that the public and press be excluded from the meeting under Section 100A(4) of the Local Government Act 1972 for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act.**

Meeting and event location arrangements

**24/191 Close of Meeting**

The meeting closed at 8:04pm

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**Minutes agreed and approved:**

**Signed:** .....

**Date:** .....