



**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> September 2025 at 7pm**

**Present:** -

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

**Also in attendance:** -

Mrs Mylène Linwood, Clerk & RFO to the Village Council  
Three members of the public

**25/137 Apologies**

Apologies had been received from Cllrs Jackson and Cllr Sarbutt.

**25/138 Declarations of Interests**

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

**25/139 Minutes**

The Minutes of the meeting on 2<sup>nd</sup> July 2025, were received, and duly signed by the Chair of the meeting as a true record of the meeting

**25/140 Public participation session with respect to items on the agenda and other matters, which are of mutual interest. No decisions to be made.**

Three members of the public were present.

They wished to ask for clarification on the latest planning development brochure they had received in the post.

They also wanted to complain about the many broken bollards along the shopping parade and the poor parking outside the Tesco Metro.

**25/141 Finance**

a) The following payments were unanimously approved:

Month	Cheque No	Payee	Description	Amount
August	Standing Order	Mrs M Linwood	Clerk salary July 2025	<b>£804.44</b>
August	Standing Order	Mrs M Linwood	Clerk reimbursement for EE data connection for CCTV. (July – August 2025)	<b>£18.48</b>
September	Standing Order	Mrs M Linwood	Clerk salary August 2025	<b>£804.44</b>
September	Standing Order	Mrs M Linwood	Clerk reimbursement for EE data connection for CCTV. (August – September 2025)	<b>£18.48</b>
September		Future Street	Replacement Solar Panel – compactor bin	<b>£120.00</b>
September		Future Street	12 months rental of BigBelly compactor bin	<b>£1368.00</b>

September		South Green Memorial Hall	Hall hire – July Village Council meeting	<b>£57.75</b>
September		Billericay Nurseries	Watering – July 2025	<b>£504.00</b>
September		Mrs M Linwood	HRMC – PAYE & NI April, May, June 2025 (Reimbursement to Clerk)	<b>£174.36</b>
September		Mrs M Linwood	Clerk's expenses: Recorded delivery letter (Tesco Headoffice) + printer cartridges multipack	<b>£58.29</b>
September		Mrs M Linwood	Village Council Planning Laptop (Reimbursement to Clerk)	<b>£410.98</b>
September		Vision ICT Ltd	Village Council Email Account Hosting	<b>£240.00</b>
September		Mrs S Crowe	Fun Day 2025: Donation to Explorer Scouts for car park warden services	<b>£100.00</b>
September		Billericay Nurseries	Flower bed watering x 8 visits	<b>£672.00</b>
September		At Last Events	50% deposit for 2025 Christmas Light Display	<b>£2310.00</b>
September		Mrs M Linwood	Clerk salary: Backdated NJC pay increase April-August 2025	<b>£130.45</b>
			<b>Total</b>	

b) Members discussed the letter received from Santander Bank regarding a new fee of £9.99 per month to hold a business banking account. Due to other banks charging similar fees for business bank accounts it was unanimously agreed to continue to hold the Village Council account with Santander Bank.

#### **25/142 Annual Governance and Accountability Audit – 2024/25**

The audit report had not yet been received from PKF Littlejohn.

#### **25/143 Councillor Vacancy**

The Clerk had not received any applications. The vacancy to be filled by co-option will continue to be advertised.

#### **25/144 Planning Applications**

a) Members reviewed the following applications:

<b>Planning App. Ref</b>	<b>Address</b>	<b>Planning Request</b>	<b>Comments</b>
25/00842/PIP	Land At Church Street Billericay	Permission in principle for infill development of up to 3 residential dwellings. -	Decision already made by Basildon Planning prior to meeting. Application Refused 4 <sup>th</sup> July 2025
25/01065/FULL	19 Froden Brook Billericay Essex CM11 2TW	Single storey rear extension	No objection
25/00942/VAR	3 Noak Hill Close Billericay Essex CM12 9UZ	Variation of condition 2 (Approved plans) of planning reference 24/00744/FULL to reduce the proposed building footprint.	Decision already made by Basildon Planning prior to meeting. Application granted 11 <sup>th</sup> July 2025
25/00923/FULL	Barleylands Farm Barleylands Road Billericay	Change of Use of a Existing Rural Building to Design & Technology Workspace and Offices (Class E gi & gii), with External Alterations including New Building Entrance, New Cladding,	Great Burstead and South Green Village Council object to this planning application due to the Village Council Policy to object to any further building on Green Belt land.

Planning App. Ref	Address	Planning Request	Comments
		External AC Units and Rooftop Solar Panels with Ancillary Landscaping	
25/01060/FULL	Magic Mushroom Restaurant	Single storey rear extension	Great Burstead and South Green Village Council object to this planning application due to the Village Council Policy to object to any further building on Green Belt land.
25/01112/FULL	Noak Hill Golf Course, 187 Noak Hill Road	Proposed new padel court with external lighting	The Village Council object to this application due to the Village Council policy to object to further building on Green Belt land. There are also concerns that the external lighting could cause glare or light pollution to the neighbouring properties. The building of this in a nature setting could also cause disturbance to the wildlife in the area.

- b) Cllr Cowles explained that she would be stepping down as the Village Council Planning Representative due to health reasons. All members thanked Cllr Cowles for all the time and effort she had put into the role.  
Cllr Jackson prior to the meeting had agreed to become the new representative from November 2025.

#### **25/145 Planning Briefing Meeting – Land East of Southend Road (Foots Farm), Billericay**

Cllrs Boyce, Cowles, Dear, Jackson and Thomas attended a meeting on 13<sup>th</sup> August 2025 with representative from Basildon Planning Department and developers. Cllr Dear had written and distributed to Members notes from the meeting. Cllrs expressed their concerns that a site this size could add 3,000 people to the parish, yet no addition provision had been made for healthcare and education. There are no plans to improvement on the road system. Cllrs felt very frustrated by the lack of planning by the developers, the NHS, Essex Highways and overall feel that Basildon Borough Council is not protecting the village from extensive, unsustainable over development.

#### **25/146 Planning Application Requirements (Validation List) Consultation**

Basildon Council are inviting comments and feedback from professionals, residents, and anyone with an interest in the planning process, to help finalise the updated list. The consultation is open until 23rd September 2025. The Clerk is to complete the survey on behalf of the Council.

#### **25/147 Planning Developments - sewerage and water capacity**

The clerk shared with Members the response from Basildon Borough Council on the freedom of information request to ask: ‘Has Basildon Borough Council consulted with Anglian Water and Essex and Suffolk Water companies on the following housing developments?’

- A) Maitland Lodge, Southend Road, CM11 2PT – 47 houses
- B) Land at Southend Road – 99 houses
- C) Fairview, Coxes Farm Road, CM11 2UB – 76 bed Care Home
- D) Land North of Kennel Lane – 200 houses
- E) Hygro Farm, Kennel Lane, CM11 2SU – 5 houses
- F) Ganel Road – 10 houses
- G) Oak Hill Farm – 4 houses
- H) Land at Greens Farm Lane, Billericay – 310 houses
- I) Land East of Southend Road – 1100 houses

Thanks were given to the Clerk for the work involved. The documents sent in the response seemed to all be a standard template for each application, so unfortunately did not provide much insight into whether proper due-diligence is being carried out, to ensure the water and sewage infrastructure in the area is not impacted by the extensive building.

#### **25/148 Greater Essex Devolution Consultation**

It was noted that the Village Council responded to the Devolution Public Consultation.

#### **25/149 Village Council / St Mary Magdalene Church Fete – 5th July 2025**

The event jointly organised by the Village Council and St Mary Magdalene Church was held in the Church grounds on Saturday 5<sup>th</sup> July 2025. A total of £2207 was raised which will help fund much needed maintenance for the Church building.

Thanks were given to Cllrs Marie Dear, Alan Boyce, Lesley Cowles, Ray Jackson, David Sarbutt and Linda Thomas for their hard work and commitment to the fete. Special thanks were given to Cllr Crowe, our lead councillor on events, for her efforts and organisation

Cllr Crowe informed the meeting that she was stepping back from her role as events organiser for the Village Council due to her increased work commitments.

Cllr Dear offered to write a letter to Rev Michael on behalf of the Village Council.

#### **25/150 Association of Basildon Local Council – AGM – 17th July 2025**

The Clerk, Cllrs Cowles, Jackson, Sarbutt and Thomas attended the meeting, along with Cllr Dear as Chair of the ABLC. All found the meeting very informative, especially hearing from the guest speakers Chief Inspector Paul Hogben from Essex Police and Rt. Hon Richard Holden MP.

#### **25/151 Village Voice Newsletter**

The following ideas were put forward for inclusion in the 2025 edition:

Planning Developments, Church summer fete, Devolution, Compacting Bin, Tyrells Road greensward, CCTV.

Cllr Dear asked that any other ideas or articles be emailed to her.

#### **25/152 Grange Road Shopping Parade**

The Clerk gave those present an update on the many areas of repair reported on the Essex Highways website.

Repair works to the pot holes in the parking bays are being scheduled but no date is available yet.

The Clerk is to investigate if one of the wooden bollards along the Village Green is in need to repair.

The Chair concluded that both Cllrs and residents are increasingly frustrated with the poor state of the area, particularly the newly installed safety bollards that have lasted less than a year, and asked the Clerk contact Cllr Moore again.

#### **25/153 New Bench**

The Clerk has submitted a request to Basildon Borough Council for a quote to purchase and install the bench.

#### **25/154 CCTV Signage**

There are currently two signs situated on poles along the shopping parade advising of CCTV in the area.

It was agreed to have more signs produced and ask shop owners along the parade if the signs can be put on the walls outside the shops. A printed sign could also be put on the VC notice board.

#### **25/155 PCSO**

The Clerk contacted Essex Police to enquire about the idea of part funding a PCSO for the parish. Essex Police advised that advertising the Community Special Constable Scheme would be a better course of action.

#### **25/156 Training**

No training requests were received.

#### **25/157 Social Media**

The following suggestions were put forward as possible ideas to add to the Village Councils Facebook page:

- Planning Developments
- Continue efforts to repair bollards

Cllr Crowe suggested closing the Village Council's Twitter account as it was not longer used. The Facebook page is gaining more followers each week and a good way to communicate news with residents.

#### **25/158 Date of the next meetings –**

**1<sup>st</sup> October 2025** – potentially hold a public meeting to inform residents how they can object to the planning developments.

5<sup>th</sup> November, 3<sup>rd</sup> December 2025.

**25/159** Motion resolved 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.

Terms of service of an employee.

- a) It was noted that the National Joint Council for Local Government Services (NJC) has reached an agreement on Council staff rates of pay applicable from 1 April 2025 to 31 March 2026

The Clerk's pay increase of £0.43 per hour is to be backdated from April 2025.

Mrs M Linwood Clerk salary: Back payment from April 2025 – August 2025 £130.45

- b) The Santander Bank standing order alteration letter for the pay increase was signed by two bank signatories.

**25/160 Close of Meeting**

The meeting closed at 8:42pm

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**Minutes agreed and approved:**

**Signed:** .....

**Date:** .....