



**Minutes of the Great Burstead and South Green Village Council, held at
South Green Memorial Hall, Southend Road, Billericay
on Wednesday 5th November 2025 at 7:30pm**

Present: -

Councillor M Dear – Chair
Councillor A Boyce
Councillor L Cowles
Councillor S Crowe
Councillor R Jackson
Councillor D Sarbutt

Also in attendance: -

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

25/182 Apologies

Apologies had been received from Cllr Thomas.

25/183 Declarations of Interests

Cllr Boyce declared a non-pecuniary interest in the planning applications at Oak Hill Farm and The Lodge, Coxes Farm Road.

25/184 Minutes

The Minutes of the meeting on 1st October 2025, were received, and duly signed by the Chair of the meeting as a true record of the meeting

25/185 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 shared with the meeting that they had attended the public open session held by the leader of Basildon Council Cllr Callaghan on 26th September 2025 at Maggio Lounge, Billericay. He had wanted to ask Cllr Callaghan about the many proposed housing developments in the Parish and particularly the one in Coxes Farm Road. He had not been able to speak to the Cllr on the day and has been trying to contact him since with no success.

25/187 Finance

a) The following payments were unanimously approved:

Month	Cheque No	Payee	Description	Amount
November	Standing Order	Mrs M Linwood	Clerk salary October 2025	£830.56
November	Standing Order	Mrs M Linwood	Clerk reimbursement for EE data connection for CCTV. (Oct – Nov 2025)	£18.48
November		Mrs M Linwood	HMRC PAYE & NI payment months 4 – 6	£178.27
November		Mrs M Linwood	Clerk expenses: Book first class stamps	£13.60
November		Mrs L Cowles	Cllr expenses: Purchase of Remembrance Day wreath and poppies	

November		South Green Memorial Hall	Hall hire – meeting October 2025	£57.75
November		DPJ Electrical	6 monthly system service and clean	£115.80
			Total	£1214.46

The Chair explained a problem continues with the payment of two cheques to Future Street Ltd. The business has moved premises and so has not received the two cheques sent in the post for invoice payments. It was agreed that the Clerk is request that Future Street check their mail at the address the second set of cheques were sent to. If they are not there then we will cancel the cheques and start all over again. If new cheques need to be issued they will need to come and collect them in person so ensure no further delivery problems occur.

The Village Council accounts balances at 5th November 2025 were:

Current Account: £78,426.44

Saving Account: £51,047.09

25/188 Councillor Vacancy

Two applications were presented to the Village Council from Mr Paul Stevens and Mr Graham Carey.

Members agreed that both applicants had excellent merits. During the course of the discussion Mr Paul Stevens decided to withdraw his application in favour of Mr Graham Carey.

The Village Council invited Mr Paul Stevens to become a Planning Consultant to aid in reviewing planning applications which Mr Paul Stevens accepted.

It was agreed to co-opt Mr Graham Carey to the Village Council. Cllr Carey was given the Declaration of acceptance of office to sign, and a Declaration of Interests Form to complete and return to the Clerk.

25/189 Planning Applications

Members reviewed the following applications:

Planning App. Ref	Address	Planning Request	Comment
25/01215/FULL	205 Noak Hill Road Great Burstead	Two storey, single storey and first floor extensions and alterations to elevations	No objection
25/01194/FULL	35 The Oaks Billericay Essex CM11 2RP	Two storey side extension and single storey rear extension	No objection
25/01177/VAR	Oak Hill Farm Coxes Farm Road	Variation of condition 2 (Approved drawings) of approved planning reference 22/00811/FULL to allow for changes to the drainage scheme	No objection
25/01323/FULL	The Lodge Coxes Farm Road	Erection of a New Dwelling	<p>The Village Council object to this application. It is Village Council policy to object to building on Green Belt land.</p> <p>In addition, there would be concerns that the loss of soak away land by building on this site would add to the flooding problems that already occur in this area.</p> <p>Water sewage and drainage is at capacity in this area so adding an additional property will exacerbate the problem.</p>

Planning App. Ref	Address	Planning Request	Comment
			It was also noted that the site plan submitted with this application is not an accurate illustration. There are multiple outbuildings in situ at this property that are not shown on the site plan.
25/01378/FULL	Iona Southend Rd, Great Burstead	Proposed single storey rear extension -	No objection
25/01423/VAR	Maitland Lodge Southend Road Great Burstead Billericay	Variation of condition 1 (approved drawings) and condition 10 (arboricultural matters) to substitute the previously approved tree protection plan, arboricultural impact assessment and method statement and associated soft and hard landscape proposals - for the removal of two Category C trees (T2 (Hawthorn) and T3 (Weeping Willow)) from the northern site boundary, of planning approval 23/01506/VAR.	The Village Council object to this application as it is against the felling of trees unless for illness or exceptional reason. It is a failure on the part of the developers that they have not properly acknowledged the location of these trees when submitting their original plans.

25/190 Remembrance Sunday – 9th November 2025

Members were reminded that the Remembrance Day service at St Mary Magdalene Church is on 9th November at 10am. Cllr Cowles and Cllr Dear will attend the service to lay the Poppy Wreath on behalf of the Village Council. Thanks were given to Cllr Crowe and the Rt Hon Mr Richard Holden, MP for putting up Poppies around the Village Green and to Cllr Cowles for ordering the wreath and poppies.

25/191 Christmas Community Contribution

Cllr Crowe and the Clerk to make arrangements for the contributions to be ready for the beginning of December.

25/192 Local Government Reorganisation Proposal by Basildon Borough Council

No further information has been made available on this.

25/193 Annual Review of Standing Orders

The meeting received and considered the Village Council **Standing Orders** for annual review.

It was unanimously agreed that the Standing Orders continued to be fit for purpose.

25/194 Annual Review of Financial Risk Management

The meeting received and considered the Village Council **Financial Regulations** and **Internal Controls** for annual review. **It was unanimously agreed both documents were fit for purpose.**

25/195 Annual Review of Fixed Asset Register

The meeting received and considered the Village Council Fixed Asset Register for annual review. Cllr Crowe raised that the newly purchased Remembrance Poppies could be reused and so should be attended to the register. Clerk to add 20 Remembrance Poppies to the register.

It was unanimously agreed that the Fixed Asset Register was fit for purpose

25/196 Annual Review of Village Council Risk Assessment

The meeting received and considered the Village Council's Risk Assessment procedures.

It was unanimously agreed that the Risk Assessment to be fit for purpose.

25/197 Reserves Policy

The meeting received and considered the new Village Council Reserves Policy.

It was unanimously agreed to adopt the new Reserves Policy and review this annually.

25/198 Website Accessibility Compliance and IT Policy

The meeting received and considered the new Village Council IT Policy

It was unanimously agreed to adopt the new IT Policy and review this annually.

Members discussed the quote to have a website MOT to ensure the website is up to date with the latest compliance regulations. It was agreed to go ahead with the MOT.

25/199 Grange Road Shopping Parade

The Chair shared with those present that the Rt Hon Mr Richard Holden, MP has written to her to advise that he had made enquiries with Essex Highways on the footpath repairs to the Grange Road shopping parade and also the bollards that have been damaged but not replaced. A footway patching job is due to be carried out but at present no time scale is available. The bollards are due to be reviewed.

The Clerk had received an update from Cllr Moore on the petition that had been put forward by a resident. Essex Highways confirmed that the pavement are with orange markings in front of the florist and nearby shops is due to be repaired, but no time scale is available.

In their response Essex Highways state that the pavement outside the shops at the other end of the shopping parade (The butchers, greengrocers etc...) is privately owned and is not the responsibility of Essex Highways.

Members felt that this is not correct as although the forecourts of the shops are privately owned the pavement would still be the responsibility of Essex Highways. The Clerk is request to respond to Cllr Moore and the resident who put forward the petition.

25/200 New Bench

The Clerk has been advised by Basildon Council that permission for a new bench at this location is required by Essex Highways and is therefore in the process of liaising with them.

25/201 Training

Cllr Carey requested information on Councillor training and Mr Paul Stevens is interested in attending a Planning training session.

25/202 Social Media

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

- Meeting with Developers - Beaufort
- Remembrance Sunday
- New Councillor
- New Planning Consultee

25/202 Date of the next meetings –

3rd December 2025, 7th January 2026

25/203 Close of Meeting

The meeting closed at 8:55pm

Minutes agreed and approved:

Signed:

Date: