



**Minutes of the Great Burstead and South Green Village Council,
held as a virtual meeting via Zoom
on Tuesday 2 February 2021 at 7:00 p.m.**

Present: -

Councillor M Dear – Chair
Councillor B Chapman
Councillor L Cowles
Councillor S Crowe
Councillor J Dear
Councillor L Thomas

Also in attendance: -

Mrs Mylène Linwood, Clerk & RFO to the Village Council
PC Newman, Community Safety & Engagement Officer

21/21 Apologies

No apologies were received.

21/22 Declarations of Interest & Register of Members Interests

There were no declarations of interest received.

21/23 Minutes

The Minutes of the meeting on 5 January 2021, were received, agreed as a true record of the meeting. The Chair is to sign the Minutes after the meeting.

21/24 Public participation session with respect to items on the agenda and other matters, which are of mutual interest. No decisions to be made.

21/25 Community Safety & Engagement Officer – PC Rachel Newman

Cllrs welcomed PC Newman to the meeting and were interested to hear of her new role to try to reach all members of the community. A lot of local information is shared by PC Newman and her colleagues via the Essex Police Facebook page 'Essex Police – Basildon District' and the Twitter page 'Essex Police – Billericay & Wickford'. Essex Police also have a 'Live chat' facility available via their website between 7am – 11pm where members of the public can discuss concerns directly with a PC. PC Newman explained the most challenging area of the role is being able to share information to those without internet access at a time when meeting in groups face to face is not possible.

Cllr M Dear and Cllr Chapman offered to put posters of the key messages on the notice boards used by the Village Council and also asking the local retailers if they will display some posters in their windows.

Every effort will also be made to share via the Village Council newsletters, website and twitter page key messages such as the recent scam duping people into believing they had been contacted about receiving the COVID-19 Vaccine and being told they must provide bank details. The COVID-19 Vaccine is free and bank details will never be requested by the NHS.

21/26 Passing of Former Village Council Chairman Mohamed Javed

Cllr M Dear shared with Members the news of the sad passing of former Village Council Chairman Mohamed Javed. Mohamed served as Chairman of the Village Council for 10 years being one of its founding members. Mohamed also served as our external Transport Representative for a further 10 years after retiring from the Village Council. A card and letter will be sent to Mr Javed's family on behalf of the Village Council offering condolences.

21/27 Tree Warden Role

Members were grateful for all the information supplied by John Smart regarding forming a volunteer Tree Warden Group for the Village, and were keen to begin advertising for volunteers via the forthcoming newsletter and the website. Volunteers should contact the Village Council Clerk Mel Linwood to register their interest in taking part.

21/28 SLCC Annual Renewal

All Cllrs were in agreement to renew the membership to The Society of Local Council Clerks at a fee of £130.

21/29 Finance

The following payment were unanimously approved:

Month	Cheque	Payee	Description	Amount
February	Standing Order	Mrs M Linwood	Clerk Salary January 2021	£633.36
February	022408	Mrs M Linwood	Clerk Expenses January 2021	£36.17
February	022409	Mrs M Linwood	Salary discrepancy amount (December 2020 payment) due to delay in standing order amendment	£16.99
February	022410	SLCC	Annual Membership renewal	£130.00
			Total	£816.52

The cash book had been sent to Cllrs prior to the meeting for 3 monthly review.

21/30 Annual Audit – 2019/20

It was reported that the 2019/20 Annual Audit had been completed and passed by the external auditors, PKF Littlejohn. PKF Littlejohn had noted that *'The AGAR does not contain the minute reference of the approval by the smaller authority (Section 1 and 2), so it is not possible to determine whether Section 1 was approved prior to Section 2 in accordance with the Accounts and Audit Regulations 2015'*

The Chair explained that it was not possible to sign the AGAR document during a meeting due to the COVID-19 restrictions.

The Clerk noted that all financials were in order and that the Notice of Conclusion had been published, along with the other related documents, in accordance with the legal requirements of the Annual Audit.

21/31 Planning Applications

Planning App. Ref	Address	Planning Request	Comments
20/01652/FULL	157 Noak Hill Road	Part single, part two-storey rear extensions, raised platform and create first floor over existing detached triple garage	No objection
20/01661/FULL	104 Noak Hill Road	Erection of stable building with associated ancillary facilities and storage for hay and feed on land adjacent to 104 Noak Hill Road	No objection provided it is confirmed that this building is not on greenbelt land.
21/00033/FULL	4 Well Mead	Demolition of existing detached garage & the construction of a two-storey side extension & alterations to extend and convert the semi-detached property into 4 No. one bedroom flats with on site parking and amenity area	Objection on the following grounds: <ul style="list-style-type: none"> • Over development of site • Does not fit in with surrounding street style • Highway safety concerns entering/exiting the properties and the additional congestion caused with more road users living in the road.

Planning App. Ref	Address	Planning Request	Comments
			<ul style="list-style-type: none"> It is felt the on-site parking provision is not sufficient this will add to more on-street parking, which is already at capacity.
21/00036/FULL	12 Longrise, Billericay	Garage conversion	No objection
21/01534/FULL	5 Highfield Approach, Billericay	Proposed ground floor front, rear and side extensions	No objection
20/01614/OUT	Land North Of Kennel Lane, Billericay, Essex	Outline planning application with all matters reserved, except means of access, for the erection of up to 200 homes; new vehicular access comprising a new arm off the Laindon Road, A176 and Noak Hill Road roundabout; realignment of Kennel Lane to join the new access and associated closure of the Kennel Lane spur; together with car parking, landscaping, surface water drainage basins and associated works.	<p>Objection</p> <p>The working party formed at the January Village Council meeting put together a response compiling of following points and a full explanation for each point. All Cllrs were in agreement with the response.</p> <ul style="list-style-type: none"> Objection to development on green belt land. Objection to untimeliness of application and difficulty reading documents due to redaction Objection to transport/road alterations Conclusion: the outline planning application should be refused as it is premature, on green belt land and transport poses significant problems.

The following planning application was received after the distribution of the February agenda, however to meet the comment deadline Cllrs agreed to add it to the February agenda as an emergency item.

21/00091/FULL	67 Church Street	Demolition of existing outbuildings and construction of a 1-bedroom bungalow and single cart lodge	<p>Objection on the following grounds:</p> <ul style="list-style-type: none"> Overdevelopment Inappropriate development Out of keeping
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21/32 Newsletter – Village Voice

Cllr J Dear put forward the idea of producing another online edition of the Village Voice to be made available in March. All Cllrs were in agreement and ideas were put forward to be included in the newsletter, in particular the information provided by PC Newman from Essex Police.

21/33 Billericay Food Bank

The Clerk read to those present the response from Billericay Food Bank explaining how the monetary donation of £250 made by the Village Council in April 2020 was put to use. Some concerns were expressed that the Village Council needs to adhere to regulations on how the precept is spent. All Cllrs decided that future donations to the Billericay Food Bank are to be given as food donations rather than monetary.

21/34 CCTV – South Green Parade of Shops

Prior to the meeting the Clerk provided the Cllrs with a more detailed update explaining the main cause of the delay to the installation is a staff issue with ClearView, the CCTV contractors. At the time of the meeting this continues to be the case and we await ClearView finding an NRSWA certificated supervisor to oversee the work.

21/35 Oak Tree felled in Mill Road

As previously stated, it has been confirmed the tree was illegally felled.

The Village Council would like to go forward with advertising for Tree Warden volunteers as a step to avoiding and deterring this happening again in the future.

21/36 Trees on the Green, South Green

Two trees have now been purchased from Summerhill Garden Centre and will be planted in due course. The Village Council is very grateful to the Billericay Tree Wardens for all their help and advice on this and in particular to Mr Nathan Hume who will be kindly planting the trees.

21/37 Social Media

Cllr Crowe updated members that the Village Council Twitter account now has 54 followers. Cllr Crowe will follow the Essex Police accounts given by PC Newman and re-tweet their messages.

21/38 Training

Cllr Crowe expressed an interest in a free course offered by the EALC on Learning disability Workshop on 3rd March 2021. The Clerk will make enquiries for Cllr Crowe to participate.

21/39 Next Meeting

Tuesday 2 March 2021

21/40 Exclusion of the Press and Public

In accordance with section 1 of the Public Bodies (admission to Meetings) Act 1960, to resolve that in view of the confidential nature of the business to be discussed it is in the opinion of the Council advisable in the public interest that the public and press be temporarily excluded and they be instructed to withdraw.

21/41 Extended Leave of Absence

Cllr Boyce has been unable to attend Village Council meetings due to sadly suffering several family bereavements. All members agreed to give Cllr Boyce a 6 month leave of absence

21/42 Close of Meeting

The meeting closed at 7:47 pm



Minutes agreed and approved:

Signed:

Date: