



**Minutes of the Great Burstead and South Green Village Council, held at  
South Green Memorial Hall, Southend Road, Billericay  
on Wednesday 2 June 2021 at 7.30 p.m.**

**Present:** -

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

**Also in attendance:** -

Mrs Mylène Linwood, Clerk & RFO to the Village Council

**21/103 Apologies**

Apologies had been received from Cllr J Dear and Cllr Thomas.

**21/104 Declarations of Interest & Register of Members Interests**

There were no declarations of interest received.

**21/105 Minutes**

The Minutes of the meeting on 4 May 2021, were received, agreed and duly signed by the Chair as a true record of the meeting.

**21/106 Public participation session with respect to items on the agenda and other matters, which are of mutual interest. No decisions to be made.**

No members of the public attended.

**21/107 Finance**

The following payments were unanimously approved:

Month	Cheque	Payee	Description	Amount
June	Standing Order	Mrs M Linwood	Clerk Salary May 2021	£633.36
June	022418	ClearView	Final invoice - works completed	£4623.77
June	022419	Heelis & Lodge	Invoice for internal audit year ending 31 March 2021	£225.00
June	022420	Mrs M Linwood	Clerk Expenses May 2021	£13.98
			<b>Total</b>	<b>£5496.11</b>

It was recorded that, as at 2<sup>nd</sup> June 2021, the Village Council's current account held £61,645.24 and the savings account held £49,609.60.

**21/108 Register of Member Interests**

The Clerk received signed and updated Register of Interest forms from all Cllrs.

### 21/109 Annual Audit 2020/21

The Chair confirmed Heelis and Lodge currently undertook the role of internal auditor and proposed that, given the thorough and prompt service they had previously provided, along with their experience in auditing accounts for other local councils, they should be appointed for the coming year. This proposal to appoint Heelis and Lodge for the 2021/22 Annual Return was unanimously agreed by Members.

It was also confirmed that due to the May meeting being held as a Zoom meeting the Annual Governance and Accounting Statements has been duly signed by the Chair and Clerk after the May meeting.

The internal audit report along with the Annual Governance and Accounting Statements will now be sent to external auditor PKF Littlejohn LLP as required by the audit process, to meet their submission deadline of 1 July 2021.

### 21/110 Annual Audit 2020/21 Internal Report

The Clerk informed the meeting that the internal audit report for 2021-21 had been received from Heelis & Lodge.

The following recommendations were made in the internal audit report:

- 1) Two cheques dated April 2021 to be removed from the 2020-21 cash book and entered into the 2021-22 cashbook instead. 2020-21

Action: Accounting Statement to be amended accordingly and amendments initialled by the Chair and Clerk before being sent for external audit.

- 2) To register with the ICO for Data Protection in light of the GDPR legislation.

Action: To be researched and discussed

- 3) The council should review whether further earmarked reserves need to be established.

Action: To be reviewed at November 2021 meeting

- 4) When applicable, the council's response to the internal audit recommendations should be contained in the minutes of the meeting.

Action: Noted and the Clerk will ensure this is carried out going forward.

- 5) It is a requirement to review the effectiveness of the internal audit during the year of the accounts.

Action: Noted and the Clerk will ensure this is carried out going forward.

- 6) It is a requirement to appoint the Internal Auditor and record the decision in the minutes of the meeting.

Action: Noted and the clerk will ensure this is carried out going forward.

### 21/111 Notice of Public Rights

It was noted that the Notice of Public Rights will be published on the Village Council's web page, enabling the public to view the unaudited accounts 7<sup>th</sup> June to 16<sup>th</sup> July 2021. This is a legal requirement. To note that the Cllr M Dear and Cllr. Chapman will post paper copies of the Notice in the parish notice boards

### 21/112 Planning Applications

Planning App. Ref	Address	Planning Request	Comments
21/00692/FULL	93 Grange Road	Part single and part two-storey rear extension. Two-storey front extension.	No objection
21/00679/FULL	1 Tyrone Close	Two storey side extension with loft conversion incorporating front and rear dormers and single storey rear extension.	No objection
21/00650/FULL	11 Nuthatch Close	Proposed garage conversion and pitched roof to front.	No objection
21/00709/FULL	3 Church Street	Single storey rear extension, extend rear dormer and alter materials on existing front dormer.	No objection

21/00744/FULL	Fairview Coxes Farm Road Billericay Essex	Demolition of existing dwelling and redevelopment to provide a new care home (Use Class C2) together with associated access, car and cycle parking, structural landscaping and amenity space provision.	Objection The full response composed by the Village Council to this planning application is available as an attachment to these minutes.
21/00731/FULL	10 Trinity Road Billericay Essex CM11 2RT	Proposed single storey side extension, new open canopy porch and installation of a bow window to front elevation -	No objection
21/00657/VAR	Land at Outwood Farm Road Billericay Essex	Variation of Condition 2 of planning permission 14/00948/FULL (approved plans) and pursuant to application 18/01239/NMABAS to allow for alterations to the approved access road, substation and modules, increase in the number of solar photovoltaic (PV) panels, alterations to fencing, installation of pole mounted CCTV cameras, relocation of container	The Village Council object to any increase of size and change to the entrance of the site, and as per previous application comments, any extension in length of time of use as the site is on green belt land. The Village Council also felt that the plans submitted should have provided more detail to allow better comprehension of the changes requested.
21/00760/FULL	104 Noak Hill Road Great Burstead Billericay Essex	Erection of stable building with associated ancillary facilities and storage for hay and feed on land adjacent to 104 Noak Hill Road.	No objection
21/00743/FULL	59 Mill Road Billericay Essex CM11 2SD	Proposed single storey rear extension and front porch	Objection due to concerns of lack of parking if the property is extended.
21/00749/FULL	30A Church Street Billericay Essex CM11 2SY	Demolish existing conservatory and replace with single storey extension and convert garage into study	No objection
21/00838/FULL	The Barn Burstead Grange Church Street	Proposed garage extension and games room to rear of existing double garage -	The Village Council object to any further development to the site due to it being on green belt land.
21/00687/FULL	21 Fieldfare Billericay CM11 2PA	Garage and side extension -	The Village Council object due to the proposed extension as it was considered over development of the site.

### 21/113 CCTV – South Green Parade of Shops

It was noted that the CCTV was installed on 11 May 2021 and has been added to the Village Council Insurance. Members reviewed the council's CCTV policy document and user protocol document. The CCTV policy document was signed by Village Councillors and the user protocol document was signed by the agreed users which are the Clerk, Cllr M Dear, Cllr Chapman, Cllr Cowles.

Cllr Cowles had researched and shared some CCTV signage examples. A preferred design was decided upon - Cllr Cowles is to enquire about a quote to have two signs produced.

The Clerk is to contact ClearView for further information about the viewing system and training for users.

**21/114 Fixed Assets Register**

The Village Council's Fixed Asset Register was updated to reflect the addition of the CCTV.

**21/115 Amendment to Village Council Insurance**

It was noted that the newly installed CCTV system had now been included in the Village Council's insurance policy. The Clerk also informed members that she had noticed an error in the policy information during the annual renewal process and due to this the Village Council was due a refund of £4.63 from Came & Company.

**21/116 Bench replacement**

No further update at this time. A quote is still awaited for the cost of the replacement composite bench.

**21/117 Billericay Nurseries**

All members expressed how they have been very pleased with the flower displayed created by Billericay Nurseries and they would like the Clerk to send a thank you letter to Billericay Nurseries.

**21/118 Memorial plaque for Linda Willingham**

The plaque made in memory of Linda Willingham will be secured on a bench on the village green before the start of the next Village Council meeting on 7<sup>th</sup> July 2021 (subject to weather conditions.)

**21/119 Fun Day 2022**

Ideas and dates were discussed for a Fun Day in 2022.

It was decided to theme the Fun Day in conjunction with the Queen's Platinum Jubilee and hold the Fun Day on Friday 3<sup>rd</sup> June 2022.

Cllr Crowe will lead the organising of the event with all other Cllrs support to share the tasks involved. The item will now remain on forthcoming agendas.

**21/120 South Green Recycling Point Removal**

The Chair reminded members of the previous approval by the Conservative led Basildon Borough Council to remove the South Green recycling point which is a frequent cause of disruption and concern for local residents. Following the recent elections and Conservative members regaining power, the chair proposed the request should be put forward to have the recycling point removed. All members agreed and the Clerk is to contact Basildon Council.

**21/121 Missing Bollard South Green Parade of Shops**

The Clerk is to submit the request to Essex County Highways to have the missing bollard at South Green Parade of shops replaced. It was agreed the Village Council would cover the cost of this replacement.

**21/122 Vacancy – Village Councillor**

It was agreed by all present to begin to advertise the Village Councillor vacancy.

The vacancy notice will be displayed on the notice boards, the Village Council website and twitter account.

Anyone interested in finding out more or applying can contact the Clerk via email at [clerk@greatbursteadsouthgreen-vc.gov.uk](mailto:clerk@greatbursteadsouthgreen-vc.gov.uk)

**21/123 Training**

No requests for training were received.

**21/124 Social Media**

The following suggestions were put forward as possible ideas to add to the Village Council Twitter page:

- Notice of public rights to view unaudited accounts
- Replacement of bollard at South Green parade of shops
- Village Council vacancy
- Memorial plaque for Linda Willingham

**21/125 Next Meeting**

Wednesday 7<sup>th</sup> July at 7:30pm at South Green Memorial Hall

**21/126 Close of Meeting**

The meeting closed at 9:04pm



**Minutes agreed and approved:**

**Signed:** .....

**Date:** .....