



**Minutes of the Great Burstead and South Green Village Council,
held as a virtual meeting via Zoom
on Tuesday 4 May 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

21/80 Election of Chair Person

Councillor M Dear was nominated for the position of Chair Person by Councillor J Dear and seconded by Councillor Thomas. There were no other nominations, Councillor M Dear is to sign the Declaration of Acceptance of Office and was duly elected as Chair to serve for the next year.

21/81 Election of Vice Chair

Councillor Chapman was nominated for the position of Vice Chair Person by Councillor Crowe and seconded by Councillor J Dear. There were no other nominations, Councillor Chapman is to signed the Declaration of Acceptance of Office for the role of Vice Chair

21/82 Apologies

No apologies had been received.

21/83 Declarations of Interest & Register of Members Interests

There were no declarations of interest received.

21/84 Minutes

The Minutes of the meeting on 6 April 2021, were received, agreed as a true record of the meeting. The Chair is to sign the Minutes after the meeting.

21/85 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.

21/86 Representatives 2021-22

	Year 2019-20	Year 2021-22
Litter Working Party Chair	Cllr. Chapman	Cllr Chapman
Summer Event Working Party Chair	Cllr. Crowe	Cllr Crowe to co-ordinate and other members to share tasks.
Community Police Meetings (previously Neighborhood Action Panel - NAP)	Cllr. J Dear	Cllr J Dear

Bus Consultee/Transport Officer	Mr. Mohamed Javed .	Cllr Thomas
ABLC Representative	Cllr. M Dear and/or another Councillor (all Councillors welcome). Clerk to circulate minutes	Cllr. M Dear and/or another Councillor (all Councillors welcome). Clerk to circulate minutes
Footpaths Officer/P3	Cllr. Thomas	Cllr. Thomas
Local Council Liaison Meeting	Councillors to share this responsibility and attend when available. Clerk to circulate minutes.	Councillors to share this responsibility and attend when available. Clerk to circulate minutes.
Accounting Reviewers	Cllr. Willingham	Cllr Cowles
Local Plan Working Party	All Councillors to share this responsibility and attend when available.	All Councillors to share this responsibility and attend when available.
Well-Being Representative	Cllr Chapman	Cllr Chapman
Lead Planning Councillor	Cllr Cowles	Cllr Cowles

21/87 Finance

The following payments were unanimously approved:

Month	Cheque	Payee	Description	Amount
May	Standing Order	Mrs M Linwood	Clerk Salary April 2021	£633.36
May		Mrs M Linwood	Clerk Expenses April 2021	£16.90
May		Vision ICT	Website hosting and support for June 2021 to May 2022	£156.00
May		EALC	EALC & NALC Affiliation fee 2021/22	£962.12
			Total	£1,768.38

Approval for the following payment was agreed during item 21/97 in order to meet the payment deadline.

May		Came & Company Ltd	Village Council Insurance 2021/22	£616.33
			New Total	£1,768.38

The 2021/22 Cash Book had been circulated to Councillors before the meeting for 3 monthly review.

21/88 Annual Audit 2020/21

The meeting received and noted the requirements for the Annual Audit for 2020/21 prior to the Annual Return and supporting information being sent to the Internal Auditor as required by the audit process.

21/89 Annual Governance Statement – 2020/21

All members approved the Governance Statement and it will be signed by the Chair and Clerk as required by the audit process. Confirmation of the signatures being done is to be noted at the next meeting.

21/90 Accounting Statements - 2020/21

All members agreed and approved the accounting statements for 2020/21 and they will be signed by the Chair and Clerk as required by the audit process. Confirmation of the signatures being done is to be noted at the next meeting

21/91 Planning Applications

Planning App. Ref	Address	Planning Request	Comments
21/00544/FULL	4 The Hoe	Increase in ridge height of main roof together with rear dormers to enable loft conversion. First floor side extension above existing	Objection as it was considered that the proposed changes to the property would be an overbuild of the site and make it out of keeping with the street scene; particularly the height. It is also unclear if this location is greenbelt land.

Planning App. Ref	Address	Planning Request	Comments
		garage and ground floor rear extensions.	
21/00489/FULL	6 Margeth Road	Proposed single storey rear extension with pitch roof over, a loft conversion including box dormers to side elevations and raising the existing roof line	No objection
21/00596/FULL	23 The Redinge	Single storey rear extension	No objection
21/00577/FULL	251A Noak Hill Road	Proposed rear gable to existing loft room plus bay window to front elevation	No objection
21/00448/FULL	18 Highfield Road	Erection of single-storey extension incorporating the rear and side walls	No objection
21/00629/FULL	6 The Rowans	Two storey rear extension	No objection

The Chair thanked Cllr Cowles for the latest summary and report of the recent planning applications in the area. In particular members were interested to compare the Village Councils comments with those of the Planning officers final decisions.

21/92 Notice of Uncontested Election – 6th May 2021

It was noted that the Notice of Uncontested Election has been received by the Clerk from Basildon Borough Council and that this had been published on the Village Council website and notice boards.

21/93 CCTV – South Green Parade of Shops

The Clerk confirmed that Essex Highways had granted a works permit for ClearView to begin the installation of the CCTV on Tuesday 11th May 2021. The work is expected to take a few days.

21/94 Bench replacement

A quote is awaited for the cost of the replacement composite bench.

21/95 Parking around South Green Junior School

Following a resident contacting the Clerk to ask for advice on how to address safety concerns with the parking around South Green Junior School, those present discussed the matter. It was felt the first point of contact should be with the school as they are best placed to contact Essex County Council to ask for assistance with the situation. The clerk is to communicate this to the resident.

21/96 Parish Councils Remote Meetings

The Chair confirmed to the meeting that the High Court has refused to declare that councils can continue to hold meetings remotely on or after 7 May. The Clerk has been in communication with South Green Memorial Hall to organise returning to face-to-face meetings from June 2021. It was noted that members do have concerns but will proceed providing the large hall instead of the committee room will be used to accommodate social distancing and windows /doors will be left open to allow ventilation.

21/97 Village Council Insurance Renewal

The meeting received and noted the renewal quote for the Village Council's annual insurance policy, which was due to expire at the end of May 2021. The renewal premium from Came & Company is £616.33. The policy is a continuation of a three-year long-term agreement. It was unanimously agreed that this quote should be accepted and the cheque be raised to adhere to the payment deadline of 1st June 2021.

21/98 Proposed Care Home in Coxes Farm Road

Feedback of the video meeting attended by Cllrs M Dear, Chapman and Cowles with Frontier Estates on 22nd April 2021, regarding the building of a Care Home at the junction of Southend Road and Coxes Farm Road was shared with members. It was agreed that when the formal planning application is received a working party should be formed to discuss and formulate a response.

21/99 Social Media

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

- Meeting with Frontier Estates regarding the proposed Care Home
- CCTV installation works beginning 11th May 2021

21/100 Training

No requests for training were received.

21/101 Next Meeting

Wednesday 2nd June 2021 at 7:30pm at South Green Memorial Hall (TBC following risk assessment)

21/102 Close of Meeting

The meeting closed at 7:49pm



Minutes agreed and approved:

Signed:

Date: