

Minutes of the Town Council Meeting
held in The Coach House, Crown Yard
on Thursday 19th March at 7pm

Present: Chairman: Cllr J Devlin
Vice-Chairman: Cllr J Clark

Councillors: R Clark, K Herlock, L Mitchelmore, M Moore,
K Mordecai, M Roessler, G Talbot

Also in attendance: the Town Clerk

100. Apologies for absence

Cllrs A Adshead, R Chapman, M Dear, C Dyer, J Henshaw, C Roberts,
D Spencer, A Talboys, M Thomas, J Tutton

101. Declaration of interest with regard to item(s) on the Agenda

None.

102. Public participation session with respect to items on the Agenda and other matters that are of mutual interest

None.

103. Minutes of the Town Council meeting held on 6th February 2020

Members received the minutes of the Town Council meeting held on 6th February 2020.

RESOLVED: that the minutes of the meeting be approved and adopted.

104. Chairman's Report

Members received a report from Cllr Devlin regarding details of events he had attended on behalf of the Council since the last meeting.

RESOLVED: Information noted.

105. Committee Meetings

(a) Planning Committee

The Chairman of the Committee Cllr Mitchelmore presented the minutes of the meetings held on 11th and 25th February and 10th March. She informed members that apart from the usual applications the following had also been considered. BT are consulting on the removal of a telephone box in Morris Avenue, and notices have been placed on the box asking for comments about

the removal to be made to Basildon Borough Council. The developer Redrow which has an option on the Mountnessing Road site (as identified in the Local Plan) has requested a meeting with councillors to put forward their proposals.

(b) Health, Well-Being and Environment Committee

Cllr Moore, Chairman of the Committee presented the minutes of the meeting held on 3rd March 2020. She said that the contracts for Festival Gardens and Jim Shields maintenance plus the hanging baskets and High Street planting went out to tender and have now been awarded to Skippers and Greenscapes respectively. She also informed members that due to the coronavirus outbreak Billericay in Bloom has been cancelled for this year. Cllr Moore would no longer be attending the meeting at Essex County Council on 20th March regarding the bus shelter estate but said County Cllr R Moore has kindly offered to give a briefing to the Council on this instead.

(c) Finance & General Purposes Committee

Cllr Roessler, Vice-Chairman of the Committee presented the minutes of the meeting held on 12th March 2020. He told those present that the new building is now watertight and the internal walls are up. It has also been decided that the office will be open plan. The main contractor has some concerns about workforce during the coronavirus outbreak but reckons they are still on schedule for a mid-July finish. He informed members that as soon as the site manager deems it is safe then tours will be offered to members. He also wanted to propose a vote of thanks to Cllr Adshead for all his hard work on the project, which was agreed by all those present.

There was a recommendation from Committee to approve the following documents:

- (a)** Risk Assessment incorporating internal controls
- (b)** Asset Register
- (c)** Terms of Reference for Finance & General Purposes Committee

RESOLVED: **(i)** that all of the above documents are approved and adopted, and; **(ii)** that in all other respects the minutes of all the above Committee meetings be approved and adopted.

106. Training Courses

Members received and considered the following:

- (i) listing of all courses being offered by the EALC throughout 2020
- (ii) a member training session on the Code of Conduct and Standards is being offered by Basildon Council on Wednesday 3rd June 2020

(iii) details of a free domestic violence training scheme offered by the Police, Fire and Crime Commissioner.

Cllr Devlin informed members that the EALC has suspended all training for the next three months – and this will probably be extended to six months. The online training will continue and that is expected to expand. The BBC training was post election for new members, but with the postponement of the local elections the training is now unlikely to take place. Members felt that the domestic violence training was a good initiative but asked the Town Clerk to check it is still being offered.

RESOLVED: that all of the above information is noted.

107. Coronavirus Pandemic Management

Members received the Emergency Policy document and Cllr Devlin stated this sets out what will happen if meetings are unable to take place, and will give devolved powers to the Clerks to make decisions on behalf of the Council. The Clerks will consult with councillors via email for a response within a specified time frame then take a decision based on the majority view. If Planning Committee meetings do not take place face to face then the decisions will be determined via email consultation with members and the collation of responses. Cllr Devlin also said that there is no timescale on this situation and that the Town Council will be guided by the Government as to when it is over.

Cllr Devlin therefore proposed that **(i)** the Emergency Policy is approved and adopted, and; **(ii)** that the Council delegate decisions to the Clerks

RESOLVED: **(i)** the Emergency Policy is approved and adopted, and; **(ii)** that Council decisions are delegated to the Clerks during any period of restricted activity declared by the Government in respect of the Covid-19 virus outbreak

108. Community Special Constables

Members received the latest update on applications from Essex Police.

RESOLVED: information noted.

109. Code of Conduct

Members received and considered the revised Code of Conduct as provided by Basildon Council, and which was approved by BBC members on 16th January 2020.

RESOLVED: that the Town Council approves and adopts the revised Code of Conduct.

110. VE Day 75

Members considered a proposal from Cllr Devlin that during the weekend of 8-10 May the War Memorial lights are changed to red, white and blue.

RESOLVED: that this action is approved.

111. Distribution of Collection taken at Civic Service

Resolved: that the collection amount of £321.75 is donated to the Brentwood Catholic Children’s Society (BCCS) which works across Essex and East London with both Catholics and non-Catholics supporting families and children in schools who are experiencing difficulties in their lives.

112. Twinning Memorabilia in Coach House

Cllr Devlin explained that due to health and safety in the new building and the way that the rooms are designed, there would no longer be the ability to house the Twinning Associations cabinet, photographs and pictures after the Council’s relocation. Following discussion by members it was;

RESOLVED: that the Council formally writes to the Twinning Association asking for them to relocate their memorabilia by the summer.

113. Consideration of Items for Social Media/Press Release

The Council will keep residents up to date with the Covid-19 situation by directing them to the official websites for information.

114. Questions from the Press and Public

None.

Cllr Devlin closed the meeting at 8.03pm

Cllr Devlin.....Date.....
Chairman