

**Minutes of the Town Council Meeting  
held in the Council Chamber, Chantry Centre, CM11 2AP  
on Thursday 16<sup>th</sup> June 2022 at 7.00 pm**

**Present:** Chairman: Cllr J Clark  
Vice-Chairman: Cllr M Mordecai

**Councillors:** A Adshead, R Clark, M Dear, J Devlin, M Moore, C May, K Mordecai,  
M Roessler, E Sainsbury, C Smith, D Spencer, G Talbot, A Talboys,  
M Thomas, J Tutton

**Also in attendance:** the Town Clerk

**25. Apologies for absence**

Cllrs L Clark, D Wakefield

**26. Declaration of Interest with regard to items on the Agenda**

None.

**27. Public Participation Session with respect to items on the agenda and other matters that are of mutual interest**

None.

**28. Minutes of the Annual Town Council Meeting held on 5<sup>th</sup> May 2022**

Members **(a)** received and considered the minutes of the Annual Town Council meeting held on 5<sup>th</sup> May 2022 and **(b)** approved the signing of the minutes as a true record.

**RESOLVED:** that the minutes of the Annual meeting held on 5<sup>th</sup> May 2022 be approved and adopted.

**29. Chairman's Report**

Cllr Clark gave a verbal report to members. She had attended the Town Council's Beacon lighting event on 2<sup>nd</sup> June which started the Jubilee weekend celebrations in Billericay, and had also attended an assembly at Quilter's School on 10<sup>th</sup> June when the pupils highlighted the work they had been doing with the Dementia Alliance.

**RESOLVED:** information noted.

**30. Committee Meeting**

Members received and considered the minutes of:

**(a) Planning Committee** – Cllr Tutton, Chairman of the Committee presented the minutes of the meetings held on 17<sup>th</sup> and 31<sup>st</sup> May and 14<sup>th</sup> June. A total of 40 applications had been considered, 14 of which were objected to. Cllr Tutton said he will monitor the Council's responses against Basildon's decisions to see how we compare. There has also been a number of changes of use to buildings in the High Street and these are being monitored to ensure they fall within the Conservation Area's policies. The non-statutory consultation for the National Grid proposals to

reinforce the electricity network in East Anglia closed on 16<sup>th</sup> June. A statutory consultation is set for April/June 2023 to which the Town Council will submit an official response. Cllr Tutton thanked Cllr Devlin for attending a webinar on this matter.

**(b) Health, Well-being and Environment Committee** meeting held on 24<sup>th</sup> May 2022. Cllr Moore, Chairman of the Committee, presented the minutes and informed those present that members had recommended the skatepark is removed by Peter Thomas at a cost of £11,000. Cllr Thomas proposed that the Council accepts this quotation. Seconded by Cllr M Mordecai.

**RESOLVED:** that the quotation from Peter Thomas to remove the skatepark is approved.

Cllr Moore also said that before a reprint of the Countryside Walks leaflets is approved Cllr Thomas had kindly offered to undertake all the walks to see whether any amendments are required. Also Cllr Devlin will be leading the Town Trail walks in August and September this year and is waiting to find out when he is available.

**(c) Finance & General Purposes Committee** meeting held on 9<sup>th</sup> June 2022. Cllr M Mordecai, Chairman of the Committee, presented the minutes and started by thanking Cllr Adshead for the support and help he had given him in understanding the Council's financial and budget processes. He also welcomed Cllr Richard Clark as the new Vice-Chairman. One action point from the meeting was that the Town Clerk will obtain a third quotation for the lift maintenance contract and the decision on supplier will be made by the Town Clerk and Chairman of Finance & General Purposes.

**RESOLVED:** that the minutes of all the above Committee meetings are approved and adopted.

### **31. Decision made at full Council on 5<sup>th</sup> May re BTC Grant Application Policy**

Cllr Dear made the following statement which she requested be minuted: "This is the first time I have seen this procedure used in my sixteen years of being a parish councillor. Normally this procedure is reserved for when important decisions need to be reversed. This was not a particularly important decision which could have waited 6 months to be revisited and changed. Reversals like this could destabilise the Council and make it look indecisive and inconsistent."

Cllr Devlin said that members have requested the decision is reversed because they want to bring the item back to Council for further discussion. Rather than a reversal they are asking that the Council be permitted to receive a motion on this subject within a 6 month period. Cllr Adshead said he was unable to attend the previous Council meeting to present the original motion and realised that when he spoke to members afterwards they were confused about what exactly they had been voting for. This is why he felt a further opportunity to debate the proposal was required. Cllr Adshead's proposal was seconded by Cllr Moore. Following discussion it was:

**RESOLVED:** that Cllr Adshead will re-present the proposal at the next meeting of full Council on 28<sup>th</sup> July.

**32. Courses and Conferences**

Members received and considered the following:

- (a) details of forthcoming EALC courses
- (b) approval of the attendance of Cllr M Mordecai on the Financial Regulations course on 29<sup>th</sup> September 2022 at a cost of £70
- (c) that SafeCic undertakes in house child safeguarding training for staff and members of the Youth Town Council working party (up to 10 attendees). This course would also be opened up to other councillors.

**RESOLVED:** (a) information noted, (b) that Cllr M Mordecai attends the EALC Financial Regulations course on 29<sup>th</sup> September and that all costs are met by the Town Council (LGA1972 s112), and; (c) that SAfetic provides an in house training course on Child Safeguarding at a cost of £299 plus trainer travel expenses

**33. Civic Service 2022**

**RESOLVED:** that Churches Together are approached about holding the service at the Chantry Centre on Sunday 4<sup>th</sup> September 2022 at 3pm.

**34. Exclusion of the Press and Public**

No resolution to exclude required as none present.

**35. Staffing Sub-Committee meeting held on 31<sup>st</sup> May 2022**

Members received and considered a recommendation to approve and adopt revised pay scales for both members of staff. Cllr Moore asked for a recorded vote. 17 members voted FOR, with one abstention from Cllr Dear. Therefore it was:

**RESOLVED:** that the new increased pay scales are approved and adopted, effective 1<sup>st</sup> July.

**RESOLVED:** information noted that the Committee Clerk will be returning to her original contracted hours of 20 per week as soon as practicable.

**36. Staffing Sub-Committee meeting held on 15<sup>th</sup> June 2022**

Members received and considered a recommendation to approve Staffing Sub-Committee starting the process of seeking an additional member of staff for the office. Cllr K Mordecai, Chairman of the Sub-Committee, informed those present that with the Committee Clerk wishing to revert back to 20 hours per week there is now an urgent requirement for an additional member of staff and the sub-committee wishes to get on with this as soon as possible. Also, as there have been no applications for the post of caretaker they will look at alternative solutions. 17 members voted FOR, with one abstention from Cllr Dear.

**RESOLVED:** that the Staffing Sub-Committee will start the process of hiring an additional member of staff for the office.

**37. Community Hub in the Chantry Centre**

Members discussed the request from a large organisation about hiring an upstairs room each week so they can continue to serve their customers. Following discussion Cllr J Clark proposed that the Council enters into negotiations about a long-term agreement for the hire of an upstairs room. Cllr Devlin proposed that this be amended to read that the Council agrees in principle to the hire providing the Council's requirements are met. Members voted on Cllr Devlin's proposed amendment and it was:

**RESOLVED:** that the Council agrees in principle to the hire providing the Council's requirements are met.

**38. Items for Consideration for Press Release/Social Media**

Nothing at this time

**39. Questions from the Press and Public**

None

The Chairman closed the meeting at 8.03pm

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