

**Minutes of the Town Council meeting
held in the Council Chamber, Chantry Centre, Chantry Way, CM11 2AP
on Thursday 25th January 2024 at 7pm**

Present: Chairman: Cllr M Thomas
Vice-Chairman: Cllr J Devlin

Councillors: A Adshead, J Clark, R Clark, M Dear, K Herlock, J Leung, C May, M Moore, K Mordecai, M Mordecai, D Spencer, G Talbot, J Tutton

Also present: the Committee Clerk

101. Apologies for Absence

Cllr L Clark, Cllr J Henshaw, Cllr M Roessler and Cllr E Sainsbury

102. Members Declarations of Interest with regard to items on the Agenda

None.

103. Public Participation Session with respect to items on the Agenda and other matters that are of mutual interest

None.

104. Town Council Minutes

Members **(a)** received and considered the minutes of the Town Council meeting held on 14th December 2023, and **(b)** approved the signing of the minutes as a true record.

RESOLVED: that the minutes of the meeting held on 14th December 2023 be approved and adopted.

105. Chairman's Report

A report from Cllr Thomas had been circulated prior to the meeting detailing events he had attended on behalf of the Town Council.

RESOLVED: information noted.

106. Committee Meetings

(a) Planning Committee

Cllr Tutton presented the minutes of the meetings held on 3rd and 16th January 2024. He advised members that the committee had considered 12 applications and had objected to three of these. The committee considered an application for 138 High Street for a 2 storey house. This was originally part of a larger application to develop the site but had been resubmitted as a stand-alone application. Although the committee had objected to the previous application they had to consider this application on its own merits and could see no reason to object. Cllr Tutton also gave an update on the recent decision by the planning inspectorate for the land adjacent to Potash Road. Cllr Tutton was pleased to report that the planning appeal had been dismissed.

(b) Health, Well-being and Environment Committee

Cllr Moore presented the minutes of the Health Well-Being and Environment Committee meeting held on 9th January 2024. She informed members that a representative from the Billericay Cycling campaign had attended to speak about the aims of the campaign.

(c) Finance & General Purposes Committee

Cllr M Mordecai presented the minutes of the F&GP Committee meeting held on 18th January 2024. He informed members three quotes had been received for the provision of cleaning services and that the contract had been awarded to Fullfield Facilities Management.

(d) Staffing Sub-Committee

Cllr K Mordecai presented the minutes of the Staffing Sub-Committee meeting held on 16th January 2024. Cllr Mordecai said that the Town Clerk's appraisal was better undertaken by the Chair of the Council as they work closely together.

RECOMMENDATION: to amend Section 5 of the Terms of Reference to read: "The Town Clerk's annual appraisal to be conducted on a one-to-one basis by the Chair of the Town Council. Any issues/appeals will be dealt with in accordance with the Complaints Procedure."

RESOLVED: (i) that the amendment to Staffing Sub-Committee Terms of Reference is approved; and (ii) that in all other respects the minutes of all the above Committees are approved and adopted.

107. Appointed Substitutes for Committees

Cllr J Leung had asked to be an appointed substitute for both the planning committee and health, wellbeing and environment.

RESOLVED: that Cllr J Leung is appointed as a substitute to both Planning and Health, Well-Being and Environment Committee.

108. Members of Working Parties/Project Groups

Cllr J Leung and Cllr C May had asked if they could join the Youth Town Council working party and Cllr A Adshead had asked to join the communications working party.

RESOLVED: (i) that Cllrs J Leung and C May are appointed as members of the Youth Town Council Working Party, and (ii) Cllr A Adshead is appointed as a member of the Communications Working Party

109. Town Council representation on External Bodies

Cllr Thomas asked if any members were interested in representing the Council at meetings of the Billericay Cycling Campaign but felt it would be better to find out the frequency and location of their meetings before any members commit to going along.

RESOLVED: (i) to ascertain the frequency and location of the Billericay cycling campaign meetings.

110. Courses and Conferences

(a) Members received and considered the list of forthcoming courses in 2024 from the EALC.

(b) an election briefing from BBC will take place on Thursday 22nd February at 6pm via Teams

RESOLVED: information noted

111. Exclusion of the Press and Public

RESOLVED: In accordance with s.1 of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of business to be discussed under Item 12 it is in the opinion of the Council advisable in the public interest that the public and press be temporarily excluded and are instructed to withdraw.

112. High Street Post Office

Members received a verbal report from Cllr Devlin on a meeting he recently attended regarding the Post Office. It was

RESOLVED: (i) That should the need arise, the Town Council will make an application to Basildon Council to nominate the High Street Post Office as an asset of Community Value and (ii) the Town Council authorises the Chairman of the council to sign any letters of support for the post office on behalf of the Town Council.

113. Items for Information

Members received the following information:

(a) Local Council Award Scheme – following the moving of the Annual Town Meeting to March 4th a new application for Quality Gold will be submitted in May.

(b) Portrait of King Charles III – the free portrait scheme will be rolled out to Town and Parish Councils later in the year.

RESOLVED: information noted.

114. Items for Press Release/Social Media

Cllr Dear said she would draft articles for the Town Crier about the new free portrait scheme for King Charles III and the ongoing discussions the Town Council are having with Basildon Council, the local MP and the Post Office about the future of Billericay Post Office.

115. Questions from the Press and Public

None

The Chairman closed the meeting at 8.06pm

Cllr ThomasDate
Chairman