

**Minutes of the Town Council meeting  
held in the Council Chamber, Chantry Centre, Chantry Way, CM11 2AP  
on Thursday 13<sup>th</sup> June 2024 at 7pm**

**Present:** Chairman: Cllr M Thomas  
Vice-Chairman: Absent

**Councillors:** A Adshead, P Bunyan, R Clark, E Davies, M Dear, S Dickson, K Herlock, C May, M Moore, K Mordecai, G St Pierre, I Scott, H Stuart, G Talbot, A Talboys

**Also present:** the Town Clerk and six members of the public

**28. Apologies for Absence**

Cllrs J Devlin, J Henshaw, J Tutton

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

None.

**30. Co-Option**

Members received and considered details of candidates for the following vacancies: EAST WARD – 2 seats and WEST WARD – 3 seats. A vote took place and it was:

**RESOLVED:** that Stuart Dickson and Gary St Pierre are elected to East Ward, and Erika Poole, Ian Scott and Heather Stuart are elected to West Ward.

The new members signed a Declaration of Acceptance of Office and took their places at the Council meeting.

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

None.

**32. Town Council Minutes**

Members **(a)** received and considered the minutes of the Annual Town Council meeting held on 9<sup>th</sup> May 2024, and **(b)** approved the signing of the minutes as a true record.

**RESOLVED:** that the minutes of the annual meeting held on 9<sup>th</sup> May 2024 be approved and adopted.

**33. Chairman's Report**

Cllr Thomas informed members of the events he had attended on behalf of the Town Council since the previous meeting.

**RESOLVED:** information noted.

**34. Committee Meetings**

**(a) Planning Committee**

Cllr May, Vice-Chair of the Committee, presented the minutes of the meetings held on 14<sup>th</sup> May, 28<sup>th</sup> May and 11<sup>th</sup> June. In total 31 applications were considered with 12 of those objected to. Cllr May said that members of the public are now in attendance at every meeting and a small working group is being convened to provide the Council's response to the National Grid Norwich to Tilbury consultation.

**(b) Health, Well-being and Environment Committee**

Cllr M Moore, Chair of the Committee, presented the minutes of the Health Well-Being and Environment Committee meeting held on 21<sup>st</sup> May 2024. She informed members that a representative of the mental health group, Essex Community Tree Network, had attended and given a short presentation about their aims and objectives. The Committee is also looking at replacement litter bins and refurbishment of the Lake Meadows teen area in partnership with Basildon Borough Council, and a meeting has been arranged to discuss maintenance of the United Reform Church Burial Ground.

**(c) Finance & General Purposes Committee**

Cllr Adshead, Chair of the Committee, presented the minutes of the F&GP Committee meeting held on 30<sup>th</sup> May 2024. He advised that the Town Crier/Annual Report has been distributed to residents, options for increasing storage in the Chnatry Centre are being investigated and the marketing of the building is to be improved. Familiarisation with the building sessions will be arranged for any members interested in getting an overview of how the Chantry Centre systems operate.

**RECOMMENDATION:** that expenditure of £7,181.89 to SES is formally approved for replacement of the outdoor compressor unit.

**RESOLVED:** that the expenditure to SES is approved.

**(d) Staffing Sub-Committee**

Cllr Mordecai firstly expressed her thanks as Chair of the Events Committee to the staff, councillors and other groups that had been involved with the successful D-Day 80 beacon lighting event on 6<sup>th</sup> June. She then presented the minutes of the Staffing Sub-Committee meeting held on 5<sup>th</sup> June 2024 and said that following the appraisals a first aid training course for staff is to be sourced and this will be open to councillors if there are spare places. The Bookings Clerk will be utilising online resources for CANVA training. The security of the building has been passed back to F&GP Committee for further investigation and a rota system for councillors to answer the call-out phone will be set up once the building familiarisation training has taken place. All staff moved up one Spinal Column Point on their pay scales following satisfactory appraisals, and it was:

**RECOMMENDATION:** that due to the Committee Clerk regularly deputising for the Town Clerk her salary is increased to SCP24 to reflect the level of responsibility her role now has.

**RESOLVED:** that the Committee Clerk's pay is increased to SCP24 with effect from May 2024.

**RESOLVED:** (i) that the expenditure to SES is approved, and; (ii) that in all other respects the minutes of the above Committees are approved and adopted.

**35. Police, Fire and Crime**

Members considered the following:

**(a)** a response from Essex County Fire and Rescue Service regarding the lack of retained firefighters in Billericay. As the letter said they would look into the two recent fires if more information was provided it was:

**RESOLVED:** to submit a further letter with details of the recent fires at Reids and the Community Hub, and to also request a report of the number of call outs over the last twelve months.

(b) details of the online workshops being held in June and July to inform the priorities of the Essex Police and Essex County Fire and Rescue over the next four years.

**RESOLVED:** information noted.

**36. Community Open Day**

Cllr Dear proposed that the Community Open Day is a regular annual event including a separate event for young people's groups and organisations. Seconded by Cllr Clark. Following discussion it was

**RESOLVED: (a)** that the Town Council holds a Community Open Day on a Saturday in March 2025, and; **(b)** a young person's community open day is held on a Saturday in September 2025

**37. Campaign to Improve Safety of Lithium Batteries**

**RESOLVED: (i)** that due to being in the pre-election period consideration of this item is deferred to a later date; and **(ii)** a safety information article regarding these batteries is in the next Town Crier.

**38. Items for Information**

Members received the following information:

**(a) Business Improvement District** – the ballot has been postponed until October due to the General Election

**(b) SLCC Advice Note for the Pre-Election Period**

**(c) Community Pastors Launch Event – Saturday 15<sup>th</sup> June – all welcome**

**RESOLVED:** information noted.

**39. Consideration of Items for Press Release/Social Media**

- New town councillors

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

None

The Chairman closed the meeting at 8.08pm

Cllr Thomas .....Date .....  
Chairman