

**Minutes of the Town Council meeting  
held in the Council Chamber, Chantry Centre, Chantry Way, CM11 2AP  
on Thursday 12<sup>th</sup> June 2025 at 7pm**

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

**Councillors:** A Adshead, C Butler, R Clark, E Davies, M Dear, J Henshaw, K Herlock, M Moore, K Mordecai, H Stuart, G Talbot, A Talboys, J Tutton

**Also in attendance:** the Town Clerk

**26. Apologies for Absence**

Cllrs P Bunyan, J Devlin, B Lammin, C May, G St.Pierre, I Scott

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

The following members all declared registerable interests in respect of Agenda Item 9 - Car Parking Charges

Cllr Thomas – is a Park Run volunteer

Cllr Tutton – is a Park Run volunteer, and has also lobbied Basildon Council on behalf of community groups using Lake Meadows park

Cllr Adshead – has lobbied Basildon Borough Council on behalf of various community groups whose volunteers use both Lake Meadows and the High Street car parks. As the Chairman of Billericay Community Cinema he has lobbied Borough Cllr McGurran.

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

None.

**29. Town Council Minutes**

Members **(a)** received and considered the minutes of the Annual Town Council meeting held on 1<sup>st</sup> May 2025, and **(b)** approved the signing of the minutes as a true record.

**RESOLVED:** that the minutes of the annual meeting held on 1<sup>st</sup> May 2025 be approved and adopted.

**30. Chairman's Report**

Cllr Thomas advised that both he and Cllr Devlin had attended the Dementia Awareness event in the Chantry Centre on 23<sup>rd</sup> May.

**RESOLVED:** information noted.

**31. Committee Meetings**

**(a) Planning Committee** - Cllr J Tutton, Vice-Chair of the Committee, presented the minutes of the meetings held on 13<sup>th</sup> May, 27<sup>th</sup> May, and 10<sup>th</sup> June. He advised that a total of 29 applications had been considered, with 4 of those objected to. Also, a letter has been submitted to Basildon Borough Council in reply to their FOI response about member's training on the new National Planning Policy Framework.

**(b) Health, Well-being and Environment Committee** - Cllr M Moore, Chair of the Committee, presented the minutes of the meeting held on 20<sup>th</sup> May 2025. She advised those present that the Festival Gardens tidy and uplift work was approved

and a date is awaited from the contractor. Residents of Chantry Way have been written to about the installation of a solar compacting bin outside the Centre. Cllr Moore presented two recommendations, and it was:

**RESOLVED:** to approve the War Memorial repair work quotation from Bakers of Danbury in the amount of £5,570.

**RESOLVED:** that the **Recreation Working Party** is reinstated and the following councillors are members: Bunyan, Butler, Clark, Henshaw, May, Talbot, Thomas

**(c) Finance & General Purposes Committee** - Cllr A Adshead, Chair of the Committee presented the minutes of the meeting held on 5<sup>th</sup> June 2025 and advised members that due to an IT issue the nomination for Young Citizen of the Year was not received by the office, but this has now been resolved. The Chantry Centre out of hours cover is being outsourced to an external supplier for an initial three-month trial period. He also presented a recommendation, and it was:

**RESOLVED:** that Staffing Sub-Committee considers increasing the working hours of both part-time administrative staff members to 25 per week to better accommodate the requirements of the Chantry Centre and its hirers.

Cllr Dear proposed a vote of thanks to Cllr Clark for having previously provided the out of hours call out service, and Cllr Adshead added that the Town Clerk should also be thanked for regular provision of out of hours cover.

**RESOLVED:** that a vote of thanks is extended to both Cllr Richard Clark and the Town Clerk.

**RESOLVED:** that in all other respects the minutes of all the above meetings are approved.

## **32. Courses and Conferences**

Members received and considered the following:

**(a)** a list of forthcoming training courses from the Essex Association of Local Councils (EALC).

**(b)** to approve the Town Clerk's attendance at the Society of Local Council Clerks (SLCC) AGM and Clerk's training day being held on 17<sup>th</sup> June at a cost of £27.

**(c)** to approve Cllr Butler's attendance at the Rural Community Council of Essex (RCCE) Empowering Communities to lead Local Climate Action event on 2<sup>nd</sup> July at a cost of £25.00.

**(d)** to note that there are four spaces remaining on the Child Safeguarding Course being held on Wednesday 24<sup>th</sup> September from 9.30am to 1.30pm.

**RESOLVED:** **(a)** that Cllr Butler attends the EALC Code of Conduct training on 15<sup>th</sup> October 2025 and all expenses are met under LGA 1972 s.175, **(b)** that the Town Clerk's attendance is approved and all expenses are met under LGA 1972 s.11, **(c)** that Cllr Butler's attendance at the RCCE Empowering Communities Climate Action event is approved and all expenses are met under LGA 1972 s.175, and; **(d)** information noted.

Cllr Dear requested a recorded vote on the following two Agenda items.

**33. Obtaining Specialist Planning Legal Advice**

Members received the response from NALC regarding further investigating a legal challenge to the approval of development on “Grey Belt” land, and considered whether advice should be sought from Essex Legal Services. Cllr Adshead advised those present that the Billericay District Resident’s Association ((BDRA) had commissioned specialist planning barristers, and their view was that Basildon Council’s planning decision was lawful. Following discussion, it was proposed that no further action be taken.

All members voted **FOR** the proposal.

**RESOLVED:** that no further action be taken.

**34. Car Parking Charges**

Members received and considered a proposal from Cllr Thomas that the Town Council funds 4 hours free parking at Lake Meadows on Saturday and Sunday from 8am to 12pm at a cost of £17,000 for the 2025/26 financial year. Cllr Thomas had previously met with the BID manager, Billericay Area Committee members and Basildon officers and advised that BID will consider the High Street car park only, the area committee are reluctant to contribute as they say their funds for this financial year are already allocated, however they would consider contributing if the Town Council and BID do. Members expressed concerns about the accuracy of the figures provided by Basildon Council and the Town Council being asked to sign off on a policy that is flawed and lacking transparency. There has been no formal request from Basildon for the Town Council’s involvement and disregard has been shown for the budgetary cycle by announcing the increase in car parking charges well after all local Councils have already submitted their budgets and precept requests.

Cllr Dear proposed that the Town Council waits for the outcome of all discussions and receives all figures in writing from Basildon Council before further discussion and analysis takes place. Seconded by Cllr Henshaw.

Cllr Adshead proposed an amendment to the above that the following requests are added to the proposal; (i) a detailed breakdown of all figures from Basildon Council; (ii) a service level agreement is provided which details how future charge increases will be managed, and; (iii) assurance that notice of future charge increases are given to the Town Council in advance of our budget setting process. Seconded by Cllr Clark.

**FOR:** Cllrs Adshead, Butler, Clark, Davies, Dear, Henshaw, Herlock, Moore, Mordecai, Talbot, Talboys, Tutton.

**ABSTENTIONS:** Cllrs Stuart and Thomas

The amendment having been carried, members voted on the original proposal (as now amended);

**FOR:** Cllrs Adshead, Butler, Clark, Davies, Dear, Henshaw, Herlock, Moore, Mordecai, Talbot, Talboys, Tutton.

**ABSTENTIONS:** Cllrs Stuart and Thomas

**RESOLVED:** that the Town Council waits for the outcome of all discussions and requests the following from Basildon Council before further discussion and analysis takes place: (i) a detailed breakdown of all figures; (ii) provision of a service level

agreement which details how future charge increases will be managed, and (iii) an assurance that future charge increases are notified to the Town Council in advance of our budget setting process.

**Cllr Moore left the meeting**

**35. Vacancies on Planning Committee**

**RESOLVED:** that Cllr Eric Davies is a member of Planning Committee

**36. Community Open Day 2026**

Following receipt of feedback from both staff and attendees it was proposed that the next Community Open Day is deferred until 2027.

Cllr Herlock proposed an amendment to the proposal that a Community Open day is held in 2026 and reverts to taking place on a Friday. Seconded by Cllr Adshead

**RESOLVED:** that the next community open day is held in March 2027.

**37. Items for Information**

Members received the following information:

- (a) Local Government Reorganisation Options Progress
- (b) EALC Statement to the membership about changes to the organisation
- (c) Local Council Liaison Group minutes from a meeting held on 5<sup>th</sup> March 2025.

**RESOLVED:** that the above information is noted.

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

Citizen and Young Citizen of the Year

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

None

The Vice-Chairman closed the meeting at 8.19pm

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