

**Minutes of the Town Council meeting
held in the Council Chamber, Chantry Centre, Chantry Way, CM11 2AP
on Thursday 25th September 2025 at 7pm**

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

Councillors: A Adshead, C Butler, R Clark, E Davies, M Dear, B Lammin, C May,
M Moore, K Mordecai, I Scott, A Talboys, J Tutton

Also in attendance: the Town Clerk

56. Apologies for Absence

Cllrs J Henshaw, K Herlock, G St. Pierre, H Stuart, G Talbot

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

None.

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

None.

59. Town Council Minutes

Members **(a)** received and considered the minutes of the Town Council meeting held on 31st July 2025, and **(b)** approved the signing of the minutes as a true record.

RESOLVED: that the minutes of the Town Council meeting held on 31st July 2025 be approved and adopted.

60. Chairman's Report

Members received a report from Cllr Devlin about events he had attended on behalf of the Town Council.

RESOLVED: information noted.

61. Committee Meetings

(a) Planning Committee - Cllr C May, Chair of the Committee, presented the minutes of the meetings held on 5th and 19th August, 2nd and 16th September 2025. He advised that a total of 29 applications had been considered, only 1 of which had been objected to. This was a re-submission for apartments in Radford Way which the Committee had previously objected to. Essex County Council had approved a footpath extension from Heath Close to Tye Common Road. A licensing application for Cristi's Bar in the old One Stop premises was objected to due to timings. The Committee also responded to the BBC Planning Application Requirements Consultation.

(b) Health, Well-being and Environment Committee - Cllr M Moore, Chair of the Committee, presented the minutes of the meeting held on 9th September 2025. She advised those present that details of the litter bins budget is still awaited from

Basildon Borough Council as they are prioritising replacement of dangerous bins over new installations, the play area annual inspections had been undertaken and Basildon Council are now responsible for the equipment in Lake Meadows so the inspection findings have been sent to them. No issues were identified in the Outwood Common play area. Skippers have resumed monthly maintenance of Festival Gardens and Cllr Davies contacted Writtle Agricultural College during the summer and their students will be submitting their designs for the site. The Committee is also working with the British Heart Foundation charity to site a bench in the town for their 65th anniversary next year.

(c) Finance & General Purposes Committee - Cllr A Adshead, Chair of the Committee presented the minutes of the meeting held on 18th September 2025 and advised members that a grant had been awarded to The Rotary Club of Billericay Town for a Gavin and Stacey themed cookbook. The Town Council awarded £425 towards printing and £75 to submit a recipe. The Town Council insurance has been renewed until September 2026 and it was agreed to continue with the out of hours cover with Hazel and Bow on a month to month basis. The Terms and Conditions of hire for Chantry users are being reviewed and it is planned to introduce a penalty for hirers that do not leave the building secure.

RESOLVED: that the minutes of all the above meetings are approved.

62. Vacancies on Committees

RESOLVED: (i) that Cllr Butler moves from Planning to Finance & General Purposes, and; (ii) to note there are now 2 vacancies on Planning Committee.

63. Courses and Conferences

Members received and considered the following:

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

RESOLVED: information noted.

64. Notice of Conclusion of Audit

Members received the report from PKF Littlejohn upon their completion of the Annual Review. No except for matters were identified.

RESOLVED: information noted.

65. Town Council Policies

(a) Members reviewed the following policies:

- (i) Staff and Councillors Privacy Notice
- (ii) Anti-Harassment and Anti- Bullying Policy
- (iii) Equality and Diversity Policy

RESOLVED: that following the amendments to the Staff and Councillors Privacy Notice the above policies are approved and adopted.

(b) Members received and considered the IT Policy which is now a requirement of the AGAR from 2026.

RESOLVED: that the IT policy is approved and adopted.

66. Letter from Basildon Council Leader re parking charges

Members considered a letter which was originally sent to Cllr Devlin as Chairman of the Town Council in March 2025 but had gone astray.

RESOLVED: that Cllr Devlin responds appropriately on behalf of the Town Council in accordance with the previous resolution.

67. Community Safety Street Wardens

Further to full Council 31.7.25 min.50, members considered and discussed the response from the PFCC's office about the scheme and it was:

RESOLVED: (i) that the Town Council asks the PFCC to have an initial conversation with Basildon Council about participating in the scheme, and; (ii) that details of the street warden's responsibilities and a breakdown of costs is also requested.

68. Items for Information

Members received the following:

(a) Association of Basildon Local Councils – minutes from a meeting held on 15th May 2025

(b) Local Councils Liaison Group – minutes from a meeting held on 22nd July 2025

(c) Update on Local Government Reorganisation in Greater Essex – BBC document regarding their devolution preference.

RESOLVED: information noted.

69. Consideration for Press Release/Social Media

None.

70. Questions from the Press and Public

None.

The Chairman closed the meeting at 7.55pm

Cllr DevlinDate
Chairman