Minutes of the Town Council meeting
held in the Council Chamber, Chantry Centre, Chantry Way, CM11 2AP
on Thursday 15th October 2026 at 7pm

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

Councillors: A Adshead, P Bunyan, R Clark, E Davies, M Dear, K Herlock, C May, K Mordecai, G St. Pierre, J Sanders, I Scott, H Stuart, G Talbot, S Tomlin, J Tutton

Also present: the Town Clerk and three members of the public.

52. Apologies for Absence

Cllr M Moore

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

Cllr Devlin declared a non-pecuniary interest as a member of the BID Board.

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

Members received a presentation from Amanda Watkins, Key Lime PR & Marketing, about the first Business Improvement District (BID) National Billericay Day which was held on Sunday 13th September 2026. Amamda explained what a BID is and what it does for businesses by providing activities and events to keep High Streets alive. The Billericay BID will be applying for sponsorship from the Town Council for the 2027 event.

Councillors thanked Amanda for an interesting and informative presentation.

55. Town Council Minutes

Members **(a)** received and considered the minutes of the Town Council meeting held on 30th July 2026, and **(b)** approved the signing of the minutes as a true record.

RESOLVED: that the minutes of the annual meeting held on 30th July 2026 be approved and adopted.

56. Chairman's Report

Cllr Devlin's report informed members of the events he had attended on behalf of the Town Council since the previous meeting.

RESOLVED: information noted.

57. Committee Meetings

(a) Planning Committee
Cllr May, Chair of the Committee, presented the minutes of the three meetings held on 4th August, 1st and 29th September 2026. In total 59 applications were considered with 10 of those objected to. The main activity of the Committee was providing a response to the Local Plan Regulation 19 consultation. A 44-page document was

produced which has been submitted online and via hard copy, and is also available to view on the Town Council's website. Cllr May thanked all Committee members and the Office Administrator for their hard work, and this was also seconded by Cllr Thomas who proposed a vote of thanks to all those involved with the Regulation 19 response.

RESOLVED: that a vote of thanks is formally recorded to all members of Planning Committee and the Office Administrator for their work on the Local Plan Regulation 19 Response

(b) Health, Well-being and Environment Committee

Cllr K Mordecai, Vice-Chair of the Committee, presented the minutes of the Health, Well-Being and Environment Committee meeting held on 8th September 2026. The annual play equipment inspections have taken place with no issues raised and a meeting is awaited with Borough Cllr Jeffreys to discuss collaborating on play area improvements in Billericay. Two more benches are being placed on Sun Corner, and the High Street planting and Festival Gardens maintenance contracts have been extended with current suppliers for a further year. The following was presented:

RECOMMENDATION: that further to the information contained in the BBC On-Street Memorials Policy stating there is no legal bar to the replacement of memorial benches, that all memorial benches in the High Street are replaced with benches made from durable composite recycled materials with a life span of 20+ years at a cost of £9,880 plus £1,885 for installation/fixing.

Cllr Devlin proposed an **amendment** that the recommendation included existing benches being reused in other green spaces and the contractor re-selling remaining benches, if possible.

RESOLVED: that the above recommendation including the amendment is approved.

Cllr H Stuart left the meeting at 8.05pm.

(c) Finance & General Purposes Committee

Cllr Adshead, Chair of the Committee, presented the minutes of the F&GP Committee meeting held on 24th September 2026. The East of England Ambulance Service was awarded a £250 donation, the Communications working party has produced the Autumn Town Crier which is currently at the printers, and the Bar'N'Bus youth work outreach programme has got off to a good start.

RESOLVED: that in all other respects the minutes of the above Committees are approved and adopted.

Cllr J Sanders left the meeting at 8.10pm.

58. Committee/Working Party Vacancies

Members considered the following:

(a) Finance & General Purposes Committee - one vacancy
(b) Planning Committee – two vacancies
(c) Broadcasting Project Group – three members
(d) Christmas Lights Working Party – three members
(e) Youth Town Council Working Party – two members

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RESOLVED: (i) that Cllr S Tomlin joins the Christmas Lights Working Party, and: **(ii)** all remaining vacancies will be re-considered at the next full Council meeting.

59. Buckingham Palace Garden Party 2027

RESOLVED: that the Town Council nominates Cllr Adshead to enter the EALC ballot for tickets.

60. Courses and Conferences

Members received and considered details of training opportunities from both CouncilWise and the EALC.

RESOLVED: (a) and **(b)** details of forthcoming courses from CouncilWise and the EALC are noted; **(c)** that the Office Administrator is retrospectively approved to attend the CouncilWise Minutes and Agendas course on 14th October at a cost of £72 and that all expenses are met by the Town Council under LGA 1972 s.11

61. Notice of Conclusion of Audit 2025/26

Members received and considered the comments from PKF Littlejohn in Section 3 of the Annual Governance and Accountability Return (AGAR) 2025/26 and details of the measures implemented to address the issue.

RESOLVED: information noted

62. Consideration of Items for Press Release/Social Media

63. Questions from the Press and Public

None

The Chairman closed the meeting at 8.25pm

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

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