



Agenda

Ordinary Council

Wednesday, 23 June 2021 at 7.00 pm
Council Chamber, Town Hall, Ingrave Road, Brentwood,
Essex CM15 8AY

Membership (Quorum – 10)

Cllrs Ms Sanders (Mayor), Reed (Deputy Mayor), Aspinell, Barber, Barrett, Dr Barrett, Bridge, J Cloke, S Cloke, Cuthbert, Mrs Davies, Mrs Fulcher, Fryd, Gelderbloem, Haigh, Heard, Hirst, Mrs Hones, Hossack, Jakobsson, Kendall, Laplain, Lewis, McLaren, Mynott, Naylor, Nolan, Parker, Mrs Pearson, Poppy, Mrs Pound, Russell, Tanner, Tierney, Wagland, White and Wiles

Agenda

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| 10. | Outside organisations - Appointment of Council Representatives
To follow. | All Wards |
| 11. | Notice of Motion
To follow. | All Wards |
| 12. | Urgent Business
An item of business may only be considered where the Chair is of the opinion that, by reason of special circumstances, which shall be specified in the Minutes, the item should be considered as a matter of urgency. | |



Jonathan Stephenson
Chief Executive

Town Hall
Brentwood, Essex
08.06.2021

Information for Members

Please note the changes in blue apply to remote meetings

Introduction

The Government has enacted The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 no 392 (the Regulations) which came into force on the 4 April 2020 and will remain in force until the 7 May 2021.

The Council will hold Committee meetings remotely and enable the public to participate by streaming those meetings that are open to the public.

Only those Committee meetings where the public have a right to speak will the facility be available to enable them to participate where the technology is not available for them to exercise this right then their participation will be by written communication read out at the remote meeting.

Substitutes

The names of substitutes shall be announced at the start of the meeting by the Chair and the substitution shall cease at the end of the meeting.

Where substitution is permitted, substitutes for quasi judicial/regulatory committees must be drawn from Members who have received training in quasi- judicial/regulatory decision making. If a casual vacancy occurs on a quasi judicial/regulatory committee it will not be filled until the nominated member has been trained.

Rights to Attend and Speak

Any member may remotely attend any Committee to which these rules apply.

Any Members may attend any Committee to which these procedure rules apply.

A Member who is not a member of the Committee may speak at the meeting. The Member may speak at the Chair's discretion, it being the expectation that a Member will be allowed to speak on a ward matter.

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting.

Point of Order/ Personal explanation/ Point of Information

Point of Order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Procedure Rules or the law. The Member must indicate the rule or law and the way in which they consider it has been broken. The ruling of the Mayor on the point of order will be final.

Personal Explanation

A member may make a personal explanation at any time. A personal explanation must relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate, or outside of the meeting. The ruling of the Mayor on the admissibility of a personal explanation will be final.

Point of Information or clarification

A point of information or clarification must relate to the matter being debated. If a Member wishes to raise a point of information, he/she must first seek the permission of the Mayor. The Member must specify the nature of the information he/she wishes to provide and its importance to the current debate, If the Mayor gives his/her permission, the Member will give the additional information succinctly. Points of Information or clarification should be used in exceptional circumstances and should not be used to interrupt other speakers or to make a further speech when he/she has already spoken during the debate. The ruling of the Mayor on the admissibility of a point of information or clarification will be final.

Information for Members of the Public

Access to Information and Meetings

You have the right to **remotely** attend all meetings of the Council and Committees. You also have the right to see the agenda, which will be published no later than 5 working days before the meeting, and minutes once they are published. Dates of the meetings are available at www.brentwood.gov.uk.

Guidelines on filming, photography, recording and use of social media at council and committee meetings

The Council will be holding remote Committee meetings and will make these accessible to the public remotely by being recorded and streamed. Whilst the Regulations apply the following paragraphs will not apply to the meetings of the Council.

The council welcomes the filming, photography, recording and use of social media at council and committee meetings as a means of reporting on its proceedings because it helps to make the council more transparent and accountable to its local communities.

Where members of the public use a laptop, tablet device, smart phone or similar devices to make recordings, these devices must be set to 'silent' mode to avoid interrupting proceedings of the council or committee.

If you wish to record the proceedings of a meeting and have any special requirements or are intending to bring in large equipment then please contact the Communications Team before the meeting.

The use of flash photography or additional lighting may be allowed provided it has been discussed prior to the meeting and agreement reached to ensure that it will not disrupt proceedings.

The Chair of the meeting may terminate or suspend filming, photography, recording and use of social media if any of these activities, in their opinion, are disrupting proceedings at the meeting.

Private Session

Occasionally meetings will need to discuss some of its business in private. This can only happen on a limited range of issues, which are set by law. When a Committee does so, you will be asked to leave the meeting.

The Chair or Clerk to the Committee will disconnect all persons who should leave the meeting prior to continuing there will be a short break to ensure that this has happened.

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Access

The Council will provide remote access for public participation by the meeting be accessible.

There is wheelchair access to the meeting venue from the Main Entrance. If you do wish to attend this meeting, please contact the clerk should you have specific accessibility needs. There is an induction loop in the meeting room.

Evacuation Procedures

This procedure does not apply whilst using remote meetings

Evacuate the building using the nearest available exit and congregate at the assembly point in the Car Park.



Minutes

Ordinary Council Wednesday, 24th February, 2021

Attendance

Cllr Ms Sanders (Deputy Mayor)	Cllr Kendall
Cllr Aspinell	Cllr Laplain
Cllr Barrett	Cllr Lewis
Cllr Dr Barrett	Cllr McCheyne
Cllr Bridge	Cllr McLaren
Cllr Chilvers	Cllr Mrs McKinlay
Cllr Clarke	Cllr Morrissey
Cllr J Cloke	Cllr Mynott
Cllr S Cloke	Cllr Naylor
Cllr Mrs Davies	Cllr Nolan
Cllr Mrs Fulcher	Cllr Parker
Cllr Fryd	Cllr Mrs Pearson
Cllr Haigh	Cllr Poppy
Cllr Hirst	Cllr Mrs Pound
Cllr Mrs Hones	Cllr Reed
Cllr Hossack	Cllr Tanner
Cllr Jakobsson	Cllr Tierney
Cllr Keeble	

Apologies

Cllr Tumbridge

Officers Present

Phoebe Barnes	-	Corporate Finance Manager
Greg Campbell	-	Corporate Director (Environment & Communities)
Philip Drane	-	Director of Planning and Economy
Amanda Julian	-	Corporate Director (Law and Governance) and Monitoring Officer
Claire Mayhew	-	Corporate and Democratic Services Manager
Jonathan Stephenson	-	Chief Executive
Steve Summers	-	Strategic Director (Deputy Chief Executive)
Jacqueline Van Mellaerts	-	Corporate Director (Finance & Resources)

LIVE BROADCAST

[Live broadcast to start at 7pm and available for repeat viewing](#)

693. To appoint a Member to preside at the meeting if the Mayor nor the Deputy Mayor are present and able to preside

In accordance with Procedure Rule 4, 16.2, the Deputy Mayor - Cllr Miss Sanders - **MOVED**, Cllr Hossack **SECONDED** and it was **RESOLVED** that Cllr Reed should act as Vice-chair for the duration of the meeting.

694. Apologies for Absence

Apologies were received from Cllrs Tumbridge.

695. Declarations of Interest

There were no declarations of interest at this stage.

696. Budget 2021/22 and Council Tax 2021/22

This report sets out all the relevant information needed by the Council to set the budget for the Borough.

The budget was considered by the Policy, Resources & Economic Development Committee on 3rd February 2021 and has been recommended to Ordinary Council for consideration and approval.

The fundamental principles of the Council's MTFS are to:

- (i) Maintain a sustainable financial position against a background of unprecedented financial uncertainty and reduced government funding, including the delivery of efficiency targets.
- (ii) Support the vision of our Borough through appropriate identification of resources required to deliver the key priorities outlined in the Corporate Strategy.
- (iii) Maximise opportunities and mitigate risks associated with the fundamental change to the way in which local government is financed.

This report considers:

- (i) The General Fund budget proposals for 2021/22 to 2023/24.
- (ii) The Council Tax Requirement for 2021/22

- (iii) The Housing Revenue Account (HRA) budget proposals for 2021/22 onwards.
- (iv) The Capital and Investment Strategy for 2021/22 including the Councils capital Programme 2021/22 to 2023/24
- (v) Fees & Charges
- (vi) Pay Policy Statement
- (vii) Section 151 Officers Assurance Statement.
- (viii) Council Tax Resolution 2021-22

The figures presented summarise the detailed service budgets, together with known adjustments including the impact of the central government grant funding.

The key elements of the proposed budget are:

General Fund

- 1) To reduce the previously forecasted General Fund budget gap of £1m to 2022/23 and increase working balances to sustainable levels above the minimum level of reserves.
- 2) 0% increase in Council Tax for 2021/22 for Brentwood Council services.
- 3) Increasing Earmarked Reserves to set aside appropriate balances to mitigate future financial risk.
- 4) Future uncertainty of Local Government Financing.

Housing Revenue Account

- 1) For 2021/22 a budget that delivers a small surplus of £434k.
- 2) Increase in rents of CPI plus 1% per annum; equating to 1.5%.
- 3) Continued investment in the delivery of Decent Homes and Development of Housing within the Borough.
- 4) Significant investment in the Strategic Housing Delivery Program ensuring the 30 year business plan is sustainable.

Capital

- 1) Total capital investment of £8.5 million in 2021/22
- 2) Subsequent investment of £2.4 million pa from 2022 to 2024.

Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendations in the report.

Cllr Gareth Barrett had submitted and **MOVED** and Cllr Tim Barrett **SECONDED** the following **AMENDMENT**:

Research into the options for parking solutions within all in-Borough strategic property acquisitions that are designed to remove the negative impacts on resident parking and improve the delivery of said acquisitions, with funding from In-Borough Regeneration Reserve and/or Asset Development Capital Project depending if works are Capital or Revenue Expenditure.

Cllr Hossack **ACCEPTED** the **AMENDMENT**.

Cllr Gareth Barrett had submitted and **MOVED** and Cllr Tim Barrett **SECONDED** a second **AMENDMENT**:

An investment into Pepperell House, a long term Council owned asset that is effectively a gateway to our town centre image alongside the St Thomas a Becket ruins. For external refurbishment, redecoration and re-instatement. To be funded from Asset Management Capital Project and/or Asset Management Earmarked Reserve depending if works are Capital or Revenue Expenditure.

(The meeting was adjourned for 15 minutes)

Cllr Gareth Barrett had submitted and **MOVED** and Cllr Tim Barrett **SECONDED** a third **AMENDMENT**:

That the Council Reviews optional discounts including but not limited to Second Home Discount and Empty Homes Discount, reviewing whether targeted schemes (such as for example discounts for properties empty due to catastrophic incidents, rather than in general empty homes allowance) would be more efficient and brings forward suggested approaches to a meeting of the Policy, Resources and Economic Development Committee. Any decided to have merit then to be consulted on, in line with standard process, and any opportunities identified put to Councillors an Ordinary Council.

Cllr Hossack **ACCEPTED** the **AMENDMENT**.

(Cllrs Mynott declared a non-pecuniary interest by virtue of an Independent Trustee for Brentwood Community Transport and did not taken part in the debate and was therefore unable vote on this item and Cllr Parker declared a non-pecuniary interest by virtue of the Council's Outside Representative Outside Representative on Brentwood Community Transport did not taken part in the debate and was therefore unable vote)

Returning to the **SUBSTANTIVE MOTION**, following a full discussion a recorded vote was taken in accordance with Local Authorities (Standing Orders) (England)(Amendment) Regulations 2014).

Members voted as follows:

FOR: Cllrs Bridge, J Cloke, Hirst, Mrs Hones, Hossack, Jakobsson, McCheyne, Mrs McKinlay, McLaren, Nolan, Mrs Pearson, Poppy, Mrs Pound, Reed, Ms Sanders, Tanner and Mrs Tierney (17)

AGAINST: (0)

ABSTAIN: Cllrs Aspinell, Barrett, Dr T Barrett, Chilvers, S Cloke, Mrs Davies, Fryd, Ms Fulcher, Haigh, Keeble, Kendall, Laplain, Lewis and Naylor (15)

(Cllr Morrissey was not able to take part in the vote, this was due to her absence at the beginning of the debate).

The Motion was **CARRIED** and it was **RESOLVED** to:

- R1. Approve the General Fund Budget and Medium-Term Financial Strategy as set out in Appendix A.**
- R2. Approve that there is no increase to Council Tax for 2021/22 and that the charge for Band D property remains at £193.63. The complete Council Tax Bandings (Brentwood Council Only) are included in Appendix A (Table 9), Page 24 of the Appendix.**
- R3. Approve the HRA budget 2021/22 including the 30-year HRA Business Plan within Appendix B (Table 6 and Table 11), Page 14 and Page 23 of Appendix B.**
- R4. Approve an increase to rents for 2021/22 by CPI plus 1%, a total of 1.5%.**
- R5. Approve the Capital and Investment Strategy in Appendix C including the Capital Programme (Table 4 & 5) pages, 16&17 of Appendix C.**
- R6. Approve the Fees & Charges Schedule in Appendix D.**
- R7. Approve the Pay Policy Statement in Appendix E.**
- R8. To note and approve the Section 151 Officers Assurance Statement in Appendix F.**
- R9. The formal resolutions to set the Council Tax level for 2021/22 be made as set out in Appendix H (page 4 to 8) are approved.**
- R10. Delegated authority is given to the Section 151 Officer to set the overall Council tax level for 2021/22 should there be any changes**

that effect Table 2, 3, 6 & Table 7 in Appendix H, once all formal precept demands have been received from all authorities.

Reasons for Recommendations

1. Effective financial management underpins all of the priorities for the Council and will enable the Council to operate within a sustainable budget environment.
2. The Council is required to approve the Budget as part of the Budget and Policy Framework

697. Urgent Business

There were no items of urgent business.

The meeting ended at 9.22pm



Minutes

Ordinary Council Wednesday, 10th March, 2021

Attendance

Cllr Ms Sanders (Deputy Mayor)	Cllr Kendall
Cllr Aspinell	Cllr Laplain
Cllr Barrett	Cllr Lewis
Cllr Dr Barrett	Cllr McCheyne
Cllr Bridge	Cllr McLaren
Cllr Chilvers	Cllr Mrs McKinlay
Cllr Clarke	Cllr Mynott
Cllr J Cloke	Cllr Naylor
Cllr S Cloke	Cllr Nolan
Cllr Mrs Davies	Cllr Parker
Cllr Mrs Fulcher	Cllr Mrs Pearson
Cllr Fryd	Cllr Poppy
Cllr Haigh	Cllr Mrs Pound
Cllr Mrs Hones	Cllr Reed
Cllr Hossack	Cllr Tanner
Cllr Jakobsson	Cllr Tierney
Cllr Keeble	

Apologies

Cllr Hirst	Cllr Tumbridge
Cllr Morrissey	

Officers Present

Greg Campbell	-	Corporate Director (Environment & Communities)
Philip Drane	-	Director of Planning and Economy
Amanda Julian	-	Corporate Director (Law and Governance) and Monitoring Officer
Claire Mayhew	-	Corporate and Democratic Services Manager
Jonathan Stephenson	-	Chief Executive
Steve Summers	-	Strategic Director (Deputy Chief Executive)
Jacqueline Van Mellaerts	-	Corporate Director (Finance & Resources)

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715. To appoint a Member to preside at the meeting if the Mayor nor the Deputy Mayor are present and able to preside

A minute silence was observed by the Officers and Members for Richard Day an employee of Brentwood Borough Council for over 40 years, who passed away recently.

In accordance with Procedure Rule 4, 16.2, the Deputy Mayor - Cllr Miss Sanders - **MOVED**, Cllr Hossack **SECONDED** and it was **RESOLVED** that Cllr Reed should act as Vice-chair for the duration of the meeting.

716. Apologies for Absence

Apologies for absence were received from Cllrs Tumbridge, Morrissey and Hirst.

717. Variation in the Order of the Agenda

The Deputy Mayor informed members that Item 12 has been withdrawn and a report will be brought to a future meeting of the Council, therefore item 11 will not apply.

Following the last Ordinary Council meeting on the 20th January 2021, there has not been a full range of committee meetings for all of the executive committees.

It is determined that any questions for Chairs can be considered as part of Item No.8 – Corporate Strategy 2020-2025 Annual Review. There have been no written questions submitted by Members.

Motion 5 from Cllr Hossack has been withdrawn, this matter will be addressed under Item No 8, Chair's Questions

718. Declarations of Interest

No declarations of interest were made at this stage.

719. Mayors Announcements

Since the last Mayors Announcements, in January the Deputy Mayor raised the flag here at the Town Hall for Holocaust Memorial Day. This was an important day to take time to remember those who lost their lives during the Second World War.

The Deputy Mayor had the opportunity to volunteer at the Vaccination Hub at the Brentwood Centre which has had such well deserved praise in how successful the vaccine roll out has been in Brentwood. 21,400 for vaccination have been administered since the 28th Feb. She thanked all the volunteers within the Borough

who are making a big difference to fight the battle with Coronavirus. This included all the residents and businesses who are taking the advice to stay safe and look forward to better times ahead.

Just this week, she raised the flag to celebrate Commonwealth Day where the theme this year is: 'Delivering A Common Future: Connecting, Innovating, Transforming'. On Commonwealth Day we come together to acknowledge publicly and collectively the continuing aspiration of the Commonwealth to build on common traditions and uphold our shared values of democracy, inclusive development and respect for diversity.

Lastly, the Deputy Mayor reminded everyone that the Civic Awards nominations are open until the end of April so please do nominate those people or organisations within the Borough who you believe have had a great impact in Brentwood.

720. Minutes of the previous Ordinary Council meeting held on 20 Jan 2021 & Extra Ordinary Council meeting held on 16th February 2021

The minutes of the Ordinary Council meeting held on 20th January 2021 and the Extra Ordinary Council on 16th February 2021 were **APPROVED** as true record.

721. Public Questions

In accordance with the Council's Constitution, a member of the public resident within the Borough may ask a maximum of two questions relating to the business of the Council providing notice has been received by 10.00am two working days before the relevant meeting.

Four Public Questions had been received and these were put to and responded to by the Leader of the Council, Cllr Hossack, as follows:

Mr Gary MacDonnell submitted two questions as follows:

1. Following the recent case of Ella Kissi Debrah which found, for the first time, that air pollution was a cause of death, what plans does the Council have to deal with air pollution in the Borough? Are there any plans to start providing real time information on air quality in Brentwood?

Cllr Hossack responded as follows:

Brentwood Council are already making strides to tackle environmental pollution and decarbonise the borough. The Council are working to ensure the environment that people work, reside in and travel through in Brentwood is as environmentally friendly as possible.

In order to achieve this the Council have begun to implement projects that decarbonise or reduce the carbon in our environment, these include:-

- *the provision of a pilot scheme to introduce Electric Vehicle Charging points completed earlier this year.*

- *further the Council are presently going out to procurement for more Electric Vehicle Charging Points which will see a roll out programme in the next two years (2021/22) creating over 20 more Electric Vehicle Charging Points in Council owned car parks*
- *the Council are also working with Essex County Council to introduce on-street EV Charges in the future*
- *the Council are also working with Essex Forestry Commission and Thames Chase with our Arboriculturist to deliver tree planting on five different schemes. This will deliver over 20,000 high carbon capture tree species*
- *the Council are reviewing its vehicle fleet and developing a long term plan to manage these over to a decarbonised provision*
 - *The Council have already committed to decarbonising its fleet and are in the process of leasing two electric vehicles for use rather than the traditional petrol vehicles usually purchased.*
 - *These two new EV's will add to the two EV's the Council are presently utilising.*
- *the Council have also amended its procurement processes so that those projects or services that are more environmentally friendly, reduce the use of carbon output and or identify environmental improvements are considered more favourably*
- *the next phase of work will be the investment in an officer who will bring together an Environmental Plan that will identify decarbonisation and sustainability schemes and projects. We will set targets and enable the Council to monitor its success not just visually but in terms of CO2 reduction*

With regards air quality I can confirm that at present with our partners in Essex we provide data to the Essex Air website which has an active air quality forecast for three days.

Currently in Brentwood we monitor over 30 sites continuously for air quality by diffusion tubes which are analysed monthly, at present there are no recent recorded exceedances of the air quality objectives in the Borough.

2. There appears to be a major discrepancy in how Brentwood has done nothing to improve the surrounds of stations and welcome the arrival of Crossrail in the Borough when contrasted with the developments happening to stations in the west - particularly Maidenhead. Does the Council have any plans to make improvements and to try and use Crossrail as a driver for growth in ways that others have done?

Cllr Hossack responded as follows:

The comparison with Windsor and Maidenhead could not be drawn so simply as their public realm comes under their exclusive control as a unitary authority. Brentwood does not control public realm outside of the train stations and it is part of a two tier local government system

The issue of public realm improvement outside stations welcoming the Elizabeth Line has been considered. The land outside Brentwood and Shenfield stations, where not controlled by Transport for London, is under the responsibility of Essex County Council as local highways authority. However, together Essex County Council and Brentwood Borough Council have looked at the need to improve the public realm and accessibility. Feasibility studies have been prepared with a range of options depending on the level of funding possible.

The key issue restraining progress is funding. The Council has included within its Infrastructure Delivery Plan the costs for public realm improvement at Brentwood and Shenfield stations according to the feasibility studies. This is to identify the funding gap and require relevant future development to contribute towards the improvements. In addition, contributions may be required from key partners.

There has been internal station improvement works at Brentwood and Shenfield stations to accommodate the new Elizabeth Line service. This of course differs outside of the borough according to the needs of individual stations, such as major works to stations west of London as part of the need to electrify the line - not something that was required east of London. However, we are disappointed by the lack of investment outside our stations by Transport for London and we will continue to work in partnership with Essex County Council to resolve this.

We have arranged for an update presentation from those delivering the Elizabeth Line to the Council at an upcoming public meeting. This will allow for information to be shared and questions answered on the wider project and issues specific to Brentwood Borough.

The Council's Corporate Strategy identifies an objective to capitalise on the economic opportunities that come with the opening of the Elizabeth Line. Of course, this includes more than improving the public realm, and so we are working to deliver new inward investment and support existing businesses so that they can grow. Infrastructure investment of this significance will result in long-term growth and this Council is committed to capitalising on that step by step.

Mrs Pat Smith submitted two questions as follows:

1. What are the criteria for an internal council investigation or inquiry to be triggered please? How bad do things have to get in a council department in the way it treats vulnerable or disabled Brentwood residents trying to access a service before an inquiry is triggered?

Cllr Hossack responded as follows:

We as a Council investigate all complaints in accordance with the complaints policy, once exhausted if not satisfied the complainant may go to the appropriate Ombudsman.

2. Is it correct that some sheltered bungalow residents are being moved to flats, so their homes and gardens can be bulldozed for a new development?

(The residents are old, ill or disabled, very stressed by this & don't feel listened to. Some residents with lung conditions fear the pollution at the new location.)

Have the following been considered: Their legal rights regarding their bungalows; the risks of moving them; their current needs – have they been assessed by an Occupational Therapist?

Are the flats designated "sheltered housing", and will this happen to other sheltered housing residents?

Cllr Hossack responded as follows:

When the Council undertakes any regeneration or redevelopment work it always carries out all consultation that is required, and continues to work with those affected to ensure that they are informed and included throughout the process.

A comprehensive Statement of Community Involvement was published as part of the Council's planning application. All residents at Brookfield Close and Courage Court have been offered conversations individually since there are older and also vulnerable residents across all tenures, not just in sheltered homes.

One to one conversations have taken place to establish what residents' individual needs are. Some sheltered residents have indicated that, having seen the outline plans, that they would like to take up the offer of a new home at Courage Court this being the part of the regeneration set aside for sheltered residents.

Others have indicated that they would prefer to move to other sheltered homes within the Council's stock and some were already on the Council's waiting list for just such a move.

The Council is happy to facilitate either of these as part of its 'offer to residents' which will be published later in the year subject to the planning application being approved.

722. Memorials or Petitions

No notices of Memorials or Petitions have been received.

723. Corporate Strategy 2020-2025 Annual Review

The report updated members on progress of the Corporate Strategy 2020–2025 and presents an annual review document for approval. The report summarises 2020/21 achievements and seeks the approval of the Corporate Strategy 2021/22 key objectives.

No written questions had been received from Members and the questions that were put to the Chairs at the meeting were responded to accordingly.

Cllr Hossack responded to a question put by Cllr Pearson and asked for the clerk to minute his response. He informed Members that Basildon have gone to press saying they would like to progress a project to form a unitary with Thurrock. He confirmed for absolute clarity, that Brentwood will not be entering in a unitary authority with Basildon and Thurrock now or at any point in the future.

Brentwood is bordered by 5 local authorities one of which is Havering, a London Borough. Chelmsford, Epping, Basildon and Thurrock are all neighbouring Essex based authorities and we will continue to have good working relationships with them.

Cllr Hossack **MOVED** and Cllr Parker **SECONDED** that the recommendation within the report.

A vote was taken, it was **RESOLVED**.

- 1. To note the Corporate Strategy 2020/21 Annual Review and agree the Corporate Strategy 2021/22 objectives as set out in Appendix A attached.**

Reason for Recommendation

The Council is required to have and publish a Corporate Strategy.
The Council requires sound strategic direction to deliver its objectives.

724. Committee Chairs Reports and Members Questions

This item was not required and was covered during the previous item, Corporate Strategy 2020-2025 Annual Review.

725. Notice of Motion

Five Notices of Motion had been received, as detailed in the report. Four motions were deferred from Ordinary Council on 20th January 2021. Motion 5 was withdrawn by Cllr Hossack as this had been dealt with by way of a question.

Motion 1: Deferred from 20th January Ordinary Council meeting.

Proposer Cllr Laplain

Seconder Cllr S Cloke

This council resolves to immediately suspend, pending removal at the next update, item 8.3.11(c) of the constitution allowing members to call for agenda items, motions and amendments to be immediately put to a vote, requiring a vote upon that motion, and then completion of the subsequent substantive vote. This

practice inhibits proper democratic debate whilst being counter productive and actually slowing proceedings.

Following a debate this motion was withdrawn by the mover and will be brought to a future Constitution Working Group for discussion via the Lib Dem CWG representative.

Motion 2: Deferred from 20th January Ordinary Council meeting.

Proposer Cllr Naylor

Seconder Cllr S Cloke

Brentwood Borough Council recognises that the EU-UK Trade and Cooperation Agreement, although better than No-Deal, puts Brentwood's People and its Businesses at a disadvantage compared to the arrangements we had under the Transition Agreement, and with European Union membership immediately prior.

Following a debate a vote was taken and the **MOTION** was **LOST**

Motion 3: Deferred from 20th January Ordinary Council meeting.

Proposer Cllr Naylor

Seconder Cllr S Cloke

Brentwood Borough Council received from the Ministry of Housing, Communities and Local Government (Central Government) two payments of approximately £53,000 of EU Exit funding, which is included in an earmarked reserve of the Council's accounts that totals £153,000. This council resolves to specifically apply the grant funding to address local issues arising from the EU-UK Trade and Cooperation Agreement by March 2021, and to bring a report to PRED for agreement of where these funds will be spent.

Following a debate, a vote was taken and the **MOTION** was **LOST**

In accordance with the Constitution Paragraph 8.3.11 the Deputy Mayor proposed to extent to meeting for a further 15mins.

Motion 4: Deferred from 20th January Ordinary Council meeting.

Proposer Cllr Aspinell

Seconder Cllr Mynott

The LGA's recent briefing on the Government's Provisional Finance Settlement states 'It is vital that the Government guarantees the financial challenge facing councils as a result of COVID-19 will be met in full, including funding for cost pressures and full compensation for lost income and local tax losses.'

This council resolves to send an official letter to Government requesting that Brentwood Borough Council receives full reimbursement for all costs over and above normal expenditure incurred due to the Covid crisis.

Following a debate a vote was taken and the **MOTION** was **LOST**.

726. Income Proposal - Exempt

This item was not required at this time.

727. Urgent Business

There were no items of urgent business.

Cllr Sanders wished all the Members well in the upcoming Borough Elections and thanked the Members that are not re-standing for all the hard work they had undertaken for the Borough during their time in office.

The meeting ended at 22:40hrs

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Minutes

Annual Council
Wednesday, 19th May, 2021

Attendance

Cllr Ms Sanders (Mayor)	Cllr Hossack
Cllr Reed (Deputy Mayor)	Cllr Mynott
Cllr Aspinell	Cllr Naylor
Cllr Barber	Cllr Nolan
Cllr Barrett	Cllr Parker
Cllr Cuthbert	Cllr Mrs Pearson
Cllr Mrs Davies	Cllr Poppy
Cllr Gelderbloem	Cllr Wagland
Cllr Heard	Cllr White

Officers Present

Jonathan Stephenson	- Chief Executive
Steve Summers	- Strategic Director (Deputy Chief Executive)
Zoey Foakes	- Governance & Member Support Officer

1. To appoint a Member to preside at the meeting if the Mayor nor the Deputy Mayor are present and able to preside

Immediate past Mayor Cllr Keith Parker requested to preside as Chair for the start of the meeting to keep in with traditional civic protocol.

Cllr Hossack **MOVED** and Cllr Pearson **SECONDED** this.

By show of hands this was carried.

2. Apologies for Absence

No apologies were received.

3. Mayor's Announcements

Past Mayor Cllr Keith Parker congratulated all newly and re-elected councillors at the recent election.

Cllr Parker thanked all those that had supported his Mayoral year including colleagues, the Civic Office and his wife Mrs Frances Parker.

During his mayoral year of 2019/20, Cllr Parker had raised £10,500 for his charities, Prostate Cancer UK and St Francis Hospice.

4. Designate a Mayor for the ensuing municipal year

The Council was required to elect a Mayor from amongst its membership to serve for the Municipal Year 2019/20 and until their successor was entitled to act in that office in accordance with the procedure as set out in Appendix B of the Constitution.

Cllr Hossack **MOVED** and Cllr Mrs Pearson **SECONDED** that Cllr Olivia Sanders should be designated Mayor and it was

RESOLVED UNANIMOUSLY that Cllr Olivia Sanders be installed as Mayor for the Municipal Year 2021/22.

Reason for Recommendation

It is a statutory duty.

5. Designate a Deputy Mayor for the ensuing municipal year

The Council was required to appoint a Deputy Mayor from amongst its membership to serve for the Municipal Year 2021/22.

The Deputy Mayor was appointed by the Council to continue in office for one Municipal Year and hold office until immediately after the election of the Mayor at the next Annual Meeting.

Cllr Mrs Pearson **MOVED** and Cllr Nolan **SECONDED** that Cllr Mark Reed be appointed Deputy Mayor and it was

RESOLVED UNANIMOUSLY that Cllr Mark Reed be appointed as Deputy Mayor for the Municipal Year 2021/22.

Reason for Recommendation

It is a statutory duty.

6. Receive any declaration of interest from Members and Officers

There were no declarations of interest from Members or Officers.

7. Brentwood Borough Council Elections

The results of the elections were included within the agenda pack.

Cllr Aspinell thanked all the officers for the hard work throughout the election period.

8. Political Groups on the Council

The Constitution provided that the Chief Executive Officer would report receipt of Notices served on him by Members under the provisions of the Local Government (Committees and Political Groups) Regulations 1990 to the Annual Meeting of the Council.

The CEO, Mr Stephenson advised that he had received Notices from the Conservative, Liberal Democrat and Labour Groups indicating that they wished to be treated as political groups on the Council and listing membership of their Group.

Cllr Ms Sanders **MOVED** and Cllr Reed **SECONDED** the recommendation in the report and it was

RESOLVED UNANIMOUSLY that Annual Council notes the Notices of Political Groups served on the Chief Executive.

Reason for Recommendation

To comply with The Local Government (Committees and Political Groups) Regulations 1990 as amended.

9. Designate a Leader and Deputy Leader of the Council

The Constitution under Council Procedure Rule 2.1 (i) provided that the Annual Meeting of Council would consider the election from its Members a Leader and Deputy Leader of the Council.

The Mayor invited nominations for the election of Leader and Deputy Leader for the Municipal Year 2021/22.

Cllr Parker **MOVED** and Cllr Mrs Pearson **SECONDED** that Cllr Hossack be designated as Leader of the Council and it was

RESOLVED UNANIMOUSLY that Cllr Hossack be designated Leader of the Council.

Cllr Hossack **MOVED** and Cllr Poppy **SECONDED** that Cllr Parker be designated as Deputy Leader of the Council and it was

RESOLVED UNANIMOUSLY that Cllr Parker be designated Deputy Leader of the Council.

Reason for Recommendation

To comply with Article 4 of the Constitution.

10. Leader's Statement

During his statement Cllr Hossack highlighted his intention to concentrate and build on the core priorities of the Council.

Leader of the Labour group, Cllr Barrett responded to the Leader's statement.

11. Committees and their Terms of Reference

The Council operated a committee system form of governance and there were a number of statutory provisions relating to committees.

The Constitution provided that the Annual Meeting of Council considered the establishment of committees, their size and terms of reference. Certain matters were laid down by law and the Council had no discretion in its considerations.

Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendations in the report and following a discussion a vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY

- 1. That the Committees listed in Appendix A be appointed for the Municipal Year 2021/22.**
- 2. That the size of the Committees listed in Appendix A be agreed.**
- 3. That the Terms of Reference of the Committees listed in Appendix A be agreed.**
- 4. That the Council's Monitoring Officer be authorised to make the necessary changes to the Constitution.**

Reasons for Recommendation

The Council operates a committee system form of governance and is required by law to establish certain committees and has discretion to appoint other committees to facilitate the effective conduct of business under that committee system.

12. Political Balance, Allocation of Committee Seats and Committee Appointments

The Council was required to:

- a) Approve the allocation of seats on Committees;
- b) Receive the nominations from political groups to Committees and make appointments to committees as shown in the nomination sheets and
- c) Appoint Chairs and Vice-Chairs of Committees.

Cllr Aspinell made an amendment that Cllr Naylor would be a substitute on Environment, Enforcement & Housing Committee replacing Cllr Mrs Davies.

Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendations in the report including the minor amendment from Cllr Aspinell. By show of hands this was

RESOLVED UNANIMOUSLY

- 1. That the allocation of seats as set out in Appendix A be approved.**
- 2. That the nominations from the political groups to Committees as set out in Appendix B be approved subject to Cllr Naylor replacing Cllr Mrs Davies as a nominated substitute on Environment, Enforcement & Housing Committee.**
- 3. That the Chairs and Vice-Chairs of Committees as set out in Appendix B be appointed.**

For clarity, Appendix B is appended to these minutes.

Reasons for Recommendation

The Council is required to make appointments to those Committees that have been established by Agenda Item 10 for the effective discharge of its functions.

13. Committee Calendar for 2021-2022

The Constitution provided that the Annual Meeting of Council would consider an item of business to agree the date, time and place of Ordinary meetings of Council and its Committees for the coming Municipal Year.

Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendation in the report.

A small amendment to the calendar would now mean that Policy, Resources and Economic Development committee would move from 29th to 30th September 2021 to allow for the extended Labour Party Conference.

A vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY

That the Calendar of Meetings attached as Appendix A for 2021/202 be approved including moving Policy, Resources and Economic Development committee from 29th to 30th September 2021.

For clarity the Calendar of meetings is appended to these minutes.

Reason for Recommendation

The Calendar of Meetings enables effective and efficient decision making throughout the Municipal Year.

14. Appointment of Independent Persons

The Localism Act 2011 requires all principal authorities to have arrangements in place to consider allegations of breaches of the Councillors Code of Conduct for that authority and the Code of Conduct for its associated parish councils and to make decisions on those allegations. In doing so, an authority must take account of the views of an Independent Person appointed by the authority under the Localism Act. This report relates to a proposal that Brentwood Borough Council confirms the appointment of three Independent Persons to comply with the statutory requirements of the Localism Act 2011.

Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendations in the report and by a show of hands it was **UNANIMOUSLY RESOLVED** that:

- 1. The report proposed the confirmation of appointment of Mr John Boylin, Mr Mike Hawkins and Mr Steve Marsh as the three Independent Persons to comply with the statutory requirements of Section 28(7) of the Localism Act 2011 for a period terminating post the first Council after municipal elections 2023 and**
- 2. Brentwood Borough Council Independent Person be paid an annual allowance of £500 calculated on a pro-rata 12 monthly basis.**

Reasons for Recommendation

The key reasons are set out in the body of the report in summary. It is a statutory requirement on Brentwood Borough Council as a principal Council to appoint Independent persons for the purpose of the Localism Act.

15. Members Allowances 2021-2022

The Council operates a Members' Allowances Scheme which is reviewed annually by the Independent Remuneration Panel (IRP). The Members' Allowance Scheme is Chapter 6 of the Council's Constitution, the IRP have reviewed the current scheme and have made recommendations for the 2021/22 Municipal Year and is attached in Appendix A.

Following the IRP meeting held on 17th December 2020, the IRP report has recommended to round down current member allowances to the nearest £50. The report also recommends to utilise the savings to introduce a new special responsibility allowance to the Mayor and Deputy Mayor for their roles of Charing Ordinary Council.

After a full discussion, Cllr Hossack **MOVED** and Cllr Parker **SECONDED** the recommendations in the report and by a show of hands, this was **MOVED**:

- 1. That the report of the Independent Remuneration Panel at Appendix A be noted.**
- 2. That the Members Allowances at Appendix B be agreed and delegated authority is given to the Monitoring Officer to amend the constitution.**

Reasons for Recommendation

The Local Authorities (members Allowances) (England) Regulations 2003 require that before Council can determine its Members Allowances for the forthcoming Municipal Year, it must consider a report from the Independent Remuneration Panel.

16. Urgent Business

There were no items of urgent business and the Mayor closed the meeting.

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NOMINATIONS TO SEAT ALLOCATIONS & APPOINTMENTS

(Council must give effect to the wishes of the political groups as regards the nominations for the seats allocated to those political groups).

Audit & Scrutiny Committee (9)	Conservative (6)	Liberal Democrat (3)	Labour (0)
Chair*:	Cllr Nolan	[REDACTED]	[REDACTED]
Vice-Chair**:	Cllr Tanner	[REDACTED]	[REDACTED]
[REDACTED]	Cllr Russell	Cllr Haigh	[REDACTED]
[REDACTED]	Cllr Hirst	Cllr Naylor	[REDACTED]
[REDACTED]	Cllr Pound	Cllr Fulcher	[REDACTED]
[REDACTED]	Cllr Jakobsson	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Approved Substitute	Cllr White	Cllr Laplain	[REDACTED]
Approved Substitute	Cllr Barber	Cllr Cuthbert	[REDACTED]
Approved Substitute	Cllr Hones	[REDACTED]	[REDACTED]

Community & Health Committee (9)	Conservative (6)	Liberal Democrat (3)	Labour (0)
Chair*:	Cllr Poppy		
Vice-Chair**	Cllr Tierney		
	Cllr Hones	Cllr Davies	
	Cllr White	Cllr Aspinell	
	Cllr Reed	Cllr Laplain	
	Cllr Gelderbloem		
Approved Substitute:	Cllr Russell	Cllr Cuthbert	
Approved Substitute:	Cllr Parker	Cllr Haigh	
Approved Substitute	Cllr Cloke		

Dismissals Appeal Committee (9)	Conservative (6)	Liberal Democrat (3)	Labour (0)
Chair*:	Cllr Hossack		
Vice-Chair**:	Cllr Parker		
	Cllr Nolan	Cllr Aspinell	
	Cllr Jakobsson	Cllr Naylor	
	Cllr Hones	Cllr Laplain	
	Cllr Wagland		
Approved Substitute:	Cllr White	Cllr Haigh	
Approved Substitute:	Cllr Pound	Cllr S Cloke	
Approved Substitute:	Cllr Bridge		

Environment, Enforcement & Housing Committee (9)	Conservative (5)	Liberal Democrat (3)	Labour (1)
Chair:	Cllr Pearson		
Vice-Chair:	Cllr McLaren		
	Cllr Bridge	Cllr Kendall	Cllr T Barrett
	Cllr Heard	Cllr Fryd	
	Cllr Barber	Cllr Haigh	
Approved Substitute:	Cllr Tierney	Cllr Naylor	Cllr G Barrett
Approved Substitute:	Cllr Wiles	Cllr Cuthbert	
Approved Substitute:	Cllr Pound		

Planning & Licensing Committee (12)	Conservative (7)	Liberal Democrat (4)	Labour (1)
Chair*:	Cllr Cloke		
Vice-Chair**:	Cllr Bridge		
	Cllr Wiles	Cllr Mynott	Cllr T Barrett
	Cllr Tanner	Cllr Fryd	
	Cllr Gelderbloem	Cllr Cuthbert	
	Cllr Barber	Cllr Laplain	
	Cllr Heard		
Approved Substitute:	Cllr Jakobsson	Cllr Davies	Cllr G Barrett
Approved Substitute:	Cllr Reed	Cllr Haigh	
Approved Substitute:	Cllr Hirst		

Policy, Resources and Economic Development Committee (9)	Conservative (5)	Liberal Democrat (3)	Labour (1)
Chair*:	Cllr Hossack		
Vice-Chair**:	Cllr Parker		
	Cllr Poppy	Cllr Mynott	Cllr G Barrett
	Cllr Pearson	Cllr Lewis	
	Cllr Wagland	Cllr S Cloke	
Approved Substitute:	Cllr Hones	Cllr Aspinell	Cllr T Barrett
Approved Substitute:	Cllr Russell	Cllr Kendall	
Approved Substitute:	Cllr McLaren		

Staff Appointments Committee (9)	Conservative (6)	Liberal Democrat (2)	Labour (1)
Chair*:	Cllr Hossack	[REDACTED]	[REDACTED]
Vice-Chair**:	Cllr McLaren	[REDACTED]	[REDACTED]
[REDACTED]	Cllr Poppy	Cllr Aspinell	Cllr G Barrett
[REDACTED]	Cllr Pearson	Cllr S Cloke	[REDACTED]
[REDACTED]	Cllr Nolan	[REDACTED]	[REDACTED]
[REDACTED]	Cllr Barber	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Approved Substitute:	Cllr Parker	Cllr Fryd	Cllr T Barrett
Approved Substitute:	Cllr Wagland	Cllr Naylor	[REDACTED]
Approved Substitute:	Cllr Heard	[REDACTED]	[REDACTED]

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Notice of Meetings 2021/2022

LOCAL GOVERNMENT ACT 1972 (AS AMENDED)

NOTICE IS HEREBY GIVEN that the following meetings, open to the Public and Press, will be held at the Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY

	Day	Time	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2021	April 2022	May 2022
Annual Council	Wednesday	19:00	19th												18th
Ordinary Council	Wednesday	19:00		23rd				13th		8th		23rd (Budget)	16th (if required)		
Audit and Scrutiny Committee	Tuesday	19:00			6th		28th (20/21 Accounts)			7th	25th		8th		
Community and Health Committee	Monday	19:00		28th			13th			6th			14th		
Environment, Enforcement and Housing Committee	Monday	19:00			5th		20th			13th			7th		
Planning and Licensing Committee	Tuesday	19:00		29th	13th/27th (If needed)		21st	19th	23rd	14th	18th	22nd	1st/15th (If needed)		
Policy, Resources and Economic Development Committee	Wednesday	19:00		30th			30th (Thurs)		24th			2nd (Budget)			

Dated this 19th May 2021

J. Stephenson
HEAD OF PAID SERVICES

(Proper Officer for the purposes of Part VA of the Act)

Holiday Calendar 2021/2022



	2021 May	June	July	August	September	October	November	December	2022 January	February	March	April	May
1		School holidays					School holidays						
2		School holidays		School holidays									Bank holiday
3	Bank holiday	School holidays		School holidays		Conservative Party Conference			Bank holiday				
4		School holidays		School holidays		Conservative Party Conference			School holidays			School holidays	
5				School holidays		Conservative Party Conference						School holidays	Elections
6	Elections			School holidays		Conservative Party Conference						School holidays	
7												School holidays	
8												School holidays	
9				School holidays									
10				School holidays									
11				School holidays								School holidays	
12				School holidays								School holidays	
13				School holidays								School holidays	
14										School holidays		School holidays	
15										School holidays		Bank holiday	
16				School holidays						School holidays			
17				School holidays	Liberal Democrats Conference					School holidays			
18				School holidays	Liberal Democrats Conference					School holidays		Bank Holiday	
19				School holidays	Liberal Democrats Conference								
20				School holidays	Liberal Democrats Conference			School holidays					
21								School holidays					
22			School holidays					School holidays					
23			School holidays	School holidays				School holidays					
24				School holidays				School holidays					
25				School holidays	Labour Party Conference	School holidays							
26			School holidays	School holidays	Labour Party Conference	School holidays							
27			School holidays	School holidays	Labour Party Conference	School holidays		Bank holiday					
28			School holidays		Labour Party Conference	School holidays		Bank holiday					
29			School holidays		Labour Party Conference	School holidays		School holidays					
30			School holidays	Bank Holiday				School holidays					Bank holiday
31	Bank Holiday			School holidays				School holidays					School holidays

Agenda Item 7

Committee: Ordinary Council	Date: 23 rd June 2021
Subject: Public Questions	Wards Affected: All
Report of: Claire Mayhew – Corporate & Democratic Services Manager	Public
Report Author/s: Name: Claire Mayhew – Corporate & Democratic Services Manager Telephone: 01277 312741 E-mail: claire.mayhew@brentwood.gov.uk	For Information

In accordance with the Council's Constitution, a member of the public resident within the Borough may ask a maximum of two questions relating to the business of the Council providing notice has been received by 10.00am two working days before the relevant meeting.

In light of the current restrictions due to the pandemic, members of the public are not allowed to enter the Town Hall therefore may attend Council meetings and put their questions remotely. Alternatively, they may request that their questions are put to the relevant Member by the Deputy Mayor at an Ordinary Council meeting.

Every question asked pursuant to rule 11.1 of the Constitution shall be put and answered without discussion but the Member to whom the question has been put may decline to answer. An answer may take the form of a direct oral answer at the Council meeting or where there has been insufficient time to research an answer, a written answer will be sent to the questioner. Time for all questions from members of the public shall be restricted to 15 minutes in total. At the expiration of that period of time, any questions which have not been asked shall be answered in writing and the answer placed with the minutes.

Kathryn Coffin has submitted two questions:

Question 1

Many Brentwood residents who have spent more time at home than normal during the last year will have realised how much waste they generate and made an effort to recycle more. What is the council doing to increase the types of items that can be included in the kerbside recycling collections, e.g. Tetrapaks, tissue paper and carrier bags?

While Tetrapaks can currently be taken to a recycling centre, this is not an option for residents without cars. Has the council given any thought to providing recycling bins for other lightweight items in a town centre location, or at supermarkets, if a kerbside collection is not possible?

Question 2

Please could the council explain why it is not maintaining the green at the junction of Wharf Road and Rollason Way, given that the council adopted this land a couple of years ago? The grass has not been cut this year and is now waist height.

The green is an important resource for flat residents on Rollason Way, who are currently unable to make use of it due to its poorly-maintained state. In addition, the overgrown state of the green presents a fire risk and is preventing residents from being able to properly clean up their dog mess. I understand that councillors have been requesting action from the council on this for two years now. I have tried contacting the council online and been told it is 'already reported/in progress', but the grass has still not been cut.

Agenda Item 9

Committee: Ordinary Council	Date: 23 June 2021
Subject: Chairs' reports and Members' Questions	Wards Affected: All
Report of: Claire Mayhew – Corporate & Democratic Services Manager	Public
Report Author/s: Name: Claire Mayhew - Corporate & Democratic Services Manager Telephone: 01277 312741 E-mail: claire.mayhew@brentwood.gov.uk	For Information

In accordance with the Council's Constitution a brief written report by each committee Chair covering their area of responsibility is provided for Members' information at each Ordinary Council meeting.

Any Member may ask a Chair a written or oral question on

- (a) any matter included in a Chair's written report; or
- (b) any matter in relation to which the Council has powers or duties or which affects the Council's area and which falls within the area of responsibility of the Chair's committee.

The period allowed for Chairs' reports, written and oral questions and answers will not exceed 60 minutes without leave of the Mayor.

One written question has been received from Cllr Dr Barrett, as follows:

"Has the council had any engagement with highways England about the proposed community woodland at Hole Farm Warley - what are the plans for Brentwood Borough Council involvement and input?"

Two written question has been received from Cllr S Cloke as follows:

Question 1

"Residents of Brentwood that use communal waste facilities. e.g. those living in blocks of flats, do not all have access to locally positioned glass recycling bins. The expectation of Brentwood Council is that these residents, who are more likely not to have access to cars to transport bulk waste, must take their glass to a Recycling Centre or a supermarket or simply send it to landfill in black sacks. This results in wasted opportunities for recycling of glass as well as contamination of other recycling bins when residents dispose of their glass in bags or bins that are not designed for this type of recycling. When will the council provide glass recycling facilities equally to all residents by supplying communal glass recycling bins to all of those who live in accommodation with communal waste collection?"

Question 2

“Since the rollout of the new recycling scheme in Brentwood around a year ago the council has transformed its residential recycling scheme from a cost to an income. This has been achieved by limiting the collected items, re-educating residents on what can be collected and, most importantly, by providing a real time feedback loop to residents who put contaminated recycling out for collection as their bags are not collected. Unfortunately there is still a large minority of Brentwood residents who do not have equal access to the recycling scheme, which is any resident using communal bins. These residents continue to fill orange sacks, which I understand are generally sent to landfill due to contamination. Many residents are unaware their orange sacks are being sent to landfill and many do not understand fully what should and should not be included in the recycling as they do not have the same real time feedback loop that individual recycling bag users have. The council has offered to trial communal recycling bins in these areas on request but this option is not being properly publicised and such trials will fail without the associated education of residents. When will the council proactively provide communal recycling bins along with proper education and feedback on the appropriate contents for these to all relevant residents across the borough?”

Appendices to this report

Chairs Reports for:

Appendix A: Audit and Scrutiny Committee

Appendix B: Community and Health Committee

Appendix C: Environment, Enforcement and Housing Committee

Appendix D: Planning & Licensing Committee

Appendix E: Policy, Resources and Economic Development Committee

Members Interests

Members of the Council must declare any pecuniary or non-pecuniary interests and the nature of the interest at the beginning of an agenda item and that, on declaring a pecuniary interest, they are required to leave the Chamber.

- **What are pecuniary interests?**

A person's pecuniary interests are their business interests (for example their employment trade, profession, contracts, or any company with which they are associated) and wider financial interests they might have (for example trust funds, investments, and asset including land and property).

- **Do I have any disclosable pecuniary interests?**

You have a disclosable pecuniary interest if you, your spouse or civil partner, or a person you are living with as a spouse or civil partner have a disclosable pecuniary interest set out in the Council's Members' Code of Conduct.

- **What does having a disclosable pecuniary interest stop me doing?**

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not :

- participate in any discussion of the business at the meeting, of if you become aware of your disclosable pecuniary interest during the meeting participate further in any discussion of the business or,
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

- **Other Pecuniary Interests**

Other Pecuniary Interests are also set out in the Members' Code of Conduct and apply only to you as a Member.

If you have an Other Pecuniary Interest in an item of business on the agenda then you must disclose that interest and withdraw from the room while that business is being considered

- **Non-Pecuniary Interests**

Non –pecuniary interests are set out in the Council's Code of Conduct and apply to you as a Member and also to relevant persons where the decision might reasonably be regarded as affecting their wellbeing.

A 'relevant person' is your spouse or civil partner, or a person you are living with as a spouse or civil partner

If you have a non-pecuniary interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

Ordinary Council Terms of Reference

General Powers of Council

The Council is the ultimate decision making body of Brentwood Borough Council and the principal forum for major political debate. All 37 Councillors who have been elected to represent the borough attend the Council meeting.

The Council decides the overall objectives, major policies and financial strategies of the Council. It also considers recommendations from the Scrutiny and Regulatory Committees on issues of significance.

Through the Constitution, it delegates responsibility for carrying out many of the Borough Council's functions and policies to its committees. It also agrees the membership of the committees/sub-committees.

Only the Council will exercise the following functions:-

- (a) adopting and approving changes to the Constitution;
- (b) adopting and amending Contract Standing Orders and Financial Regulations;
- (c) agreeing and/or amending the terms of reference for committees and any joint committees, deciding on their composition chairmanship and making initial appointments to them;
- (d) appointing representatives to outside bodies and consultative groups unless the appointment has been delegated by the Council;
- (e) adopting and amending a members' allowances scheme under Chapter 6;
- (f) to elect the Leader and Deputy Leader of the Council;
- (g) to designate the Chairs and Vice Chairs of the Council;
- (h) adoption of the Code of Conduct for Members;
- (i) electoral and ceremonial matters relevant to the Council
- (j) changing the name of the area, conferring the title of honorary alderman or freedom of the borough;
- (k) setting the Council's Budget and Council Tax;
- (l) approving the making of a virement or payment from the Council's reserves for values exceeding £200,000;

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