



Agenda

Ordinary Council

Wednesday, 2 November 2022 at 7.00 pm

Council Chamber, Town Hall, Ingrave Road, Brentwood, Essex CM15
8AY

Membership (Quorum – 10)

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

Agenda

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Live broadcast

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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
18.10.2022

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.

 **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, 27th July, 2022

Attendance

Cllr Mrs Francois (Mayor)	Cllr Kendall
Cllr Aspinell	Cllr Laplain
Cllr Barber	Cllr Mrs Murphy
Cllr Bridge	Cllr Mynott
Cllr S Cloke	Cllr Naylor
Cllr Cuthbert	Cllr Parker
Cllr Cuthbert	Cllr Poppy
Cllr Mrs Davies	Cllr Reed
Cllr Haigh	Cllr Russell
Cllr Heard	Cllr Sankey
Cllr Hirst	Cllr Slade
Cllr Mrs Hones	Cllr Tanner
Cllr Hossack	Cllr Wagland
Cllr Jakobsson	Cllr White

Apologies

Cllr Barrett (Deputy Mayor)	Cllr Gelderbloem
Cllr Dr Barrett	Cllr Lewis
Cllr Mrs Fulcher	Cllr McLaren
Cllr Fryd	Cllr Mrs Pearson

Substitute Present

Also Present

Officers Present

Greg Campbell	- Corporate Director (Environment & Communities)
Zoey Foakes	- Governance & Member Support Officer
Marcus Hotten	- Assistant Director, Rochford District Council
Angela Hutchings	- Strategic Director
Tracey Lilley	- Corporate Director (Housing & Community Safety)
Nichola Mann	- Corporate Manager - Human Resources

Steve Summers - Strategic Director
Jacqueline Van - Corporate Director (Finance & Resources)
Mellaerts

LIVE BROADCAST

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

126. Apologies for Absence

Apologies were received from Cllrs Barrett, Dr Barrett, Fryd, Fulcher, Gelderbloem, Lewis, McLaren and Pearson.

127. Declarations of Interest

There were no declarations of interest at this stage.

128. Mayors Announcements

The Mayor payed tribute to long serving Council officer Darren Laver who sadly passed away. Deepest condolences went out to Bradley (Darren's son), Dean (Darren's Brother), both of whom worked with Darren at the Depot, and to his family, friends and colleagues at the council that have worked with him for over 35 years.

A minutes silence was observed by all.

Since the last Ordinary Council meeting just 5 weeks ago, I have undertaken a further 17 engagements. I enjoyed attending Brentwood school Annual Speech Day and Prizegiving, especially being able to return as Mayor instead of student.

It was great to be invited to the Rotary of Brentwood Presidents Handover Dinner where Rose Bolton became the First Lady President in 90 years of the clubs history.

I was also able to meet a number of fellow Mayors and Chairmans across the County at the high Sheriffs Garden party and the Essex County Council Chairman's Annual Reception.

My upcoming Civic Service at Brentwood Cathedral takes place on 6th September where I hope you will join me to welcome fellow Mayors and Chairman across Essex, representatives of local organisations and residents of Brentwood.

129. Minutes of the previous meeting

The Ordinary Council meeting held on 22nd June 2022 were **APPROVED** as a true record. The minutes contain a summary of the meeting, to view the full meeting, please visit https://youtu.be/vhcRpH_NK4A

130. Public Questions

No public questions were received.

131. Memorials or Petitions

No memorials or petitions were received.

132. Committee Chairs Reports and Members Questions

Cllr Aspinall informed Members and Officers that former Councillor Karen Chilvers had recently suffered a stroke. The Mayor wished her well on behalf of the Members and Officers of Brentwood Borough Council.

Members can ask up to two questions to two different Chairs.

Any Member may ask a Chair a written or oral question on 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 written and oral questions and answers will not exceed 60 minutes without leave of the Mayor.

There is no PRED Chairs report this evening, however the minutes of the PRED Committee meeting on 13th July have been published.

One written question was received from Cllr Mynott. The question and response were tabled on the night and is appended to the minutes. Cllr Mynott asked a follow up question on this:

Approved Document O in the UK building regulations which came into effect on 15th June covers overheating in residential building and applies to all residential institutional dwellings. Further to this any future development requires planning consent - does approved document O only apply to those applications that require planning consent or does it apply to all residential dwellings including those which have been created without planning consent by permitted development process.

The Chair of Planning & Licensing would need to refer to officers and come back to Cllr Mynott.

Cllr Laplain put a question to the Chair of Community, Enforcement & Environment Committee:

At a recent Committee meeting, I asked about tree planting and the success rate of that. I just want to reiterate that question – in previous reports you have reported upon the tree planting schemes we have got going on across the Borough, my concern is how successful that tree planting scheme has been. From my own views, walking through St Faiths, I have seen a number of those trees have failed to grow to fruition so how successful have those programmes been? Also, how does this match to the attrition rate of trees going for the Borough. The programme plans for the planting of 20,000 trees and how that matches with the trees taken down for plantations, development etc. Although the information may not be available now, if this can be incorporated into future reports.

Cllr Russell, Chair of Community, Enforcement & Environment Committee responded:

100,000 trees are going to be planted in Hutton and the success rate of those is yet to be determined. I can get the rest of the figures back to you in due course.

Cllr Kendall put a question to the Chair of Housing Committee:

At the recent Housing Committee meeting, the Lib Dem members asked for the decision to turn Ingleton House into affordable housing on hold whilst discussions could take place with NHS service providers whether they would build a new medical centre on the site. I was told at that meeting as it was an Information only item that we would need to put in a motion at a future meeting which we tried to get on this agenda. We were refused for this agenda because officers had to come up with financial information and it wouldn't be ready in time. So, for now, the motion has been moved to the October meeting. I understand now that a meeting is taking place tomorrow in Ingatstone about health options and I wondered if the Chair of Housing can ensure that members of the Housing Committee are given information on what is discussed at that meeting so we can take a view on that in regards to the motion we have in October. Our concern is that we wait to October we may run out of time and it won't be relevant.

Cllr White, Chair of Housing Committee responded:

During the discussion, members of the Committee recall that the matter would need to come back to a future committee before it could proceed so there would be an opportunity at a future committee for the progress of the site to be discussed. The delivery team are aware of the desire to find an alternative site in the area for health provision and working to identify this and the need to help health providers. Once completed, NHS providers will be approached but direct communication will only take place once a site has been identified. If there are meetings taking place organised by NHS providers, and if there are opportunities to feedback by Council representatives that may attend we can ask them to do that but I can't give commitment to feedback from meetings we have not organised.

Cllr Kendall put a question to the Leader of the Council:

This in relation to the Brentwood Gateway proposal in South Weald. During the recent election, I knocked on many doors in South Weald and the Brentwood Gateway proposal came up regularly. I am pleased to see in his literature, the Conservative member for South Weald has now come out against this proposal and wants to protect the greenbelt. I would like the Leaders assurance that if this proposal does come forward in the form of a planning application, that no member of the Conservative Group will benefit in any way financially from any decision if it were to be an application before Members.

Cllr Hossack, Leader of the Council responded:

Why does Cllr Kendall feel the need to ask the question, what is it that he has got wind of that he feels it necessary to ask such a question? The obvious answer to the question is "no". If there was any pecuniary interest in such an application, then under the constitution the Member would declare it and leave the Chamber if they are a member of the committee. I would like to ask Cllr Kendall why he feels it necessary to ask such a question?

Cllr Kendall responded:

The reason I asked the question is because the residents of South Weald cannot understand why a developer has spent hundreds of thousands, possibly millions on a pre planning application if this Council is going to protect the greenbelt it would seem a waste of money. So from the residents' perspective, they cannot understand why it has got this far. This is why I am asking the question.

Cllr Hossack gave a point of clarification:

What you are insinuating or the resident you spoke to are insinuating because an applicant or developer is investing a significant amount of money to bring an application forward, they may believe that someone else would benefit if it got approval. If this is the case, what I would ask you to do is go back to the resident and say it doesn't work that way, this administration does not work this way. If they want to talk to me personally, I am happy to tell them it doesn't work this way. Nobody has suggested that to me and I have not heard anything of this.

Cllr Aspinall put a question to the Chair of Audit & Scrutiny Committee:

From the Audit & Scrutiny meeting that this Council or maybe County are holding in their bank accounts over £2 million of unspent S106 money and some of that money will have to be returned to the developer if unspent by March. Forgive me to the Chair of Audit & Scrutiny if I've got that wrong but that is alarming news, it's

happened before in the past not necessarily under your administration, but it has happened in the past and we need to get a move on to allocate those funds otherwise we just have wasted our time over those planning applications, our officers have wasted their time negotiating those deals, and we'll lose that money so the benefit to the residents, that's why we ask for the S106, will be lost. So if the Leader could answer.

Cllr Hossack, Leader of the Council responded:

In fact I wasn't at the meeting where that was discussed and the Chair of Audit & Scrutiny is sitting to my right and he will have more detail. I'm not aware of a deadline where there's any clawback of the amount that you were told but if something was said like that at the Committee then I'd like to hear from it now from the Chair of the Audit & Scrutiny Committee. One thing I will say, I am continually pushing officers to get a handle on the S106 we've got in the bank and how we're going to allocate it. I was passionate like you are Cllr Aspinall that we allocate that for the benefit of this community so if there's any risk to that money we need to get in order but I wasn't at the committee when that was discussed. I'll let Cllr Tanner clarify what was discussed and what was said.

Cllr Tanner, Chair of Audit & Scrutiny Committee responded:

The discussion at the Audit & Scrutiny Committee, it was a result of an internal audit report that were completed at the request of officers because they realised that there were some issues here that they wanted to look at and see how we could improve our practice. There is S106 money that is waiting to be allocated, the report didn't find that there was any that has had to be returned at this point but there are the management response to that under the Strategic Director Mr Winslet is that a new structure were put in place with appropriate ownership and responsibilities to ensure that the money can be allocated in the appropriate way. At a further meeting later this year we're going to have a briefing and discussion with Mr Winslet about the progress towards that to ensure that money can be invested in the Borough in the appropriate way.

Councillor Aspinall added further:

Do we know where that money is? Is it in our bank account or in County's because that can cause complications. Have the regulations changed? Before you had 6 years to allocate that money to S106 monies on Highways issues - I don't know if that's changed? Some of that is time limited coming up very soon.

Jacqueline Van Mellaerts, Corporate Director, Finance & Resources responded:

I believe the S106 you're referring to has been allocated on our balance sheet over in the region of £100 000 to a particular surgery site. In terms of when that's allocated the S106 are individual depending on the negotiations that take place with the developers so it will depend on that specific S106 agreement as to when that money is due to be repaid. As Cllr Tanner has already advised that the officer panel is to be sought following the report that went to Audit & Scrutiny Committee on Monday 25th July. Senior officers will be in discussion as to how that money will be allocated by

the appropriate date which is March 2023. In terms of our accounts, I would be happy to confirm with you offline but that amount is sitting on our balance sheet currently.

Cllr Mynott put a question to the Chair Planning & Licensing Committee:

Does the Chair of Planning think that Brentwood Local Plans strategic policy MGO2 green belt was designed in order to provide very special circumstances for approving planning applications on greenbelt sites when they're not in the local plan. I personally don't believe that it is, and I think an officer response to a question that was asked at the June meeting would suggest that officers don't think it is, I'm just wondering whether the Chair of Planning thinks that it is?

Cllr Bridge, Chair of Planning & Licensing Committee responded:

I think MGO2 sets out for the Brentwood Local Plan and the existing National Policy Planning Framework says that the plan is a reflection of what's in there. I think it does lay out the situations and circumstances in which development should be done in the green belt and I think it is always at the discretion of any Council anywhere in the country for their Planning Committee to determine when they think very special circumstances. We may not always agree with them but it is an understood part of the democratic process that is usually at the discretion of the local Planning Committee. I don't think that's been changed by us incorporating that into our policy.

Cllr Naylor put a question to the Chair Community, Environment & Enforcement Committee:

It was actually a question I would have preferred to have asked in the Committee but I wasn't afforded the opportunity, there's a heading in the Chairs report here on Carbon Literacy training if you could give more detail of what that is about? And it says the significance of having the senior leadership trained in carbon literacy. It's not overly clear whether this training will be extended to elected members. This could be a benefit and if so whether it could be available for an all member briefing on Microsoft Teams and also considering some of our Councillors are unable to do meetings physically in the Chamber.

Cllr Russell, Chair of Community, Environment & Enforcement Committee responded:

The eagle eyed will notice that this update is a carbon copy of the last full meeting. The carbon literacy training you can do online and I believe we're having an in-house face-to-face in September so if you wish to attend one of those then put your name forward.

Cllr Naylor put a question to the Chair Policy, Resources and Economic Development Committee:

At the last PRED Committee, we discussed the UK Shared Prosperity Fund. We are meant to be submitting our investment plan or proposal to Central Government on the

1st August 2022. I was wondering whether you had any further details about that plan considering this is a few days away.

Cllr Hossack, Chair of Policy, Resources and Economic Development Committee responded:

I've had several conversations this week with officers particularly Laurie Edmonds and Steve Summers as they're putting together the proposal ready for submission. We have homed in on four key areas of where we would allocate the £1m that we have got allocated from UKSPF. The proposal will be submitted. As we are not going to meet again until September, I would like a copy or appraisee of what we have submitted to be distributed to members on or if not by 2nd August. We have really thought it through and we're going to spend that money in what we believe in the right areas but you'll see a copy of that shortly after submission.

133. Notice of Motion

Two Notices of Motion have been submitted in accordance with Rule 3 in Part 4.1 of the Constitution - Council Procedure Rules and are listed in order of the date received.

Motion 1 – Received on 6th July 2022 @ 19:10

Mover: Cllr Russell

Seconder: Cllr Hossack

This council acknowledges the efforts of the Highway Authority to promote active travel, in particular the proposals for schools streets in the Shenfield Road area.

We note the findings of the active travel consultation published Sept 21 that reported; traffic congestion, air pollution, and road safety as being the top of residents' concerns.

However, we note also the potential for conflict in the proposals being brought forward in ATF2, whereby efforts to reduce pollution through the introduction of cycle lanes, are expected to increase town centre congestion, particularly at Wilsons corner.

Whilst we welcome ambition to promote healthier travel alternatives, we look to the Highway Authority to do so in a way that does not cause increased town centre congestion which will have an adverse effect not only on health but also is potentially damaging to our economy and environment.

We call upon this council to arrange a meeting with key stakeholders in order to explore other options at the earliest opportunity.

Following a full discussion, a vote on the motion was taken by a show of hands and the motion was **RESOLVED UNANIMOUSLY**.

Motion 2 – Received on 6th July 2022 @ 19:10

Mover: Cllr White

Seconder: Cllr Poppy

This council recognises the impact of the cost of living crisis on many residents and groups in Brentwood. Whilst we acknowledge that we already have community funds in place, we believe there could be further opportunities to enhance these.

Therefore, we request that officers explore a mechanism whereby those who wish to, may contribute to a community fund designed to support community initiatives and groups, with proposals to be brought back to CEE Cttee later this year.

Following a full discussion, a vote on the motion was taken by a show of hands and the motion was **CARRIED**.

134. Code of Conduct

The Committee in Public Life published a report into standards in public life in 2019. The Local Government Association revised and produced a Model Code of Conduct along with Guidance.

Article 12 of the Constitution details how the changes to the Constitution can be adopted by Ordinary Council, reports must be approved by Full Council after changes have been considered by an appropriate member body detailed in Article 12 paragraph 12.1(a).

The Report and its appendices annexed at appendix A to this report were taken to Audit and Scrutiny on the 5 July 2022, where it was unanimously voted to adopt the Model Code of Conduct.

Cllr Hossack **MOVED** and Cllr Tanner **SECONDED** that the recommendations within the report. A vote was taken by a show of hands and was **RESOLVED UNANIMOUSLY**.

Members are asked to:

Adopt the recommendations of Audit and Scrutiny of the 5 July 2022 to adopt the Model Code of Conduct from the 5 July 2022 and to give delegated authority to the Monitoring Officer to make the necessary changes to Part 5 of the Constitution.

Reasons for Recommendation

To ensure consistency in application of standards.

135. Appointment of Director to SAIL

The Council incorporated a wholly owned Company Seven Arches Investment Limited (SAIL) in 2019 and appointed two officers as Directors.

Due to the forthcoming resignation of one Director the appointment of a replacement will need to be ratified by the shareholders as set out in the shareholders agreement.

Cllr Hossack **MOVED** and Cllr Poppy **SECONDED** that the recommendations within the report. A vote was taken by a show of hands and was **RESOLVED UNANIMOUSLY**.

Members are asked to:

R1. To agree to the appointment of the Director of Policy and Delivery, Greg Campbell, as a Director of Seven Arches Investment Limited from 1st August 2022.

R2. Remove Phoebe Barnes as Director of Seven Arches Investment Limited following receipt of her resignation.

Reasons for Recommendation

To comply with the provisions of the shareholders agreement between SAIL and the Council.

136. Appointment of Statutory Officer

The Council must appoint a Monitoring Officer under s5 Local Government and Housing Act 1989. Ms Amanda Julian, who currently undertakes the role is retiring from the Council on the 31 July 2022. Therefore, the Council needs to appoint one of its officers as the Monitoring Officer in the interim while the process to recruit a replacement is undertaken.

Subject to the appointment of a permanent Monitoring Officer it is recommended that Steve Summers acts as the statutory position of Interim Monitoring Officer.

Cllr Hossack and Cllr Aspinall thanked Amanda Julian for the hard work undertaken for the Council. They thanked her for her pivotal role on major projects and wished her well for her upcoming retirement.

Cllr Hossack **MOVED** and Cllr Poppy **SECONDED** that the recommendations within the report. A vote was taken by a show of hands and was **RESOLVED UNANIMOUSLY**.

Members are asked to:

Confirm the appointment of Steve Summers as Interim Monitoring Officer with effect from the 1 August 2022 until the appointment of a permanent Monitoring Officer.

Reasons for Recommendation

The Council is required by Section 5 of the Local Government and Housing Act 1989 to designate one of its officers as its Monitoring Officer, to discharge statutory responsibilities relating to the Council's Constitution and

arrangements for effective governance. The appointment must be approved by full Council.

137. Appointment of Joint Strategic Directors

To confirm the appointment of joint Strategic Directors for the Council and Rochford District Council.

At an Extraordinary meeting on 26 January 2022 (the “January Meeting”) the Council resolved to agree the Strategic Partnership between the Council and Rochford District Council (RDC) and appointed Jonathan Stephenson as the Joint Chief Executive for both Councils and the Council’s Head of Paid Service with effect from 1 February 2022.

In addition, Council delegated authority to the Joint Chief Executive to undertake a restructure of Tier 2 of the councils in consultation with the Leader of each Council.

The Mayor confirmed the correct wording for the R1 should read:

To appoint the Strategic Directors for the Council and Rochford District Council as set out in the Confidential Appendix A.

Cllr Hossack **MOVED** and Cllr Poppy **SECONDED** that the recommendations within the report. A vote was taken by a show of hands and was **RESOLVED UNANIMOUSLY**.

Members are asked to:

R1 To appoint the Strategic Directors for the Council and Rochford District Council as set out in the Confidential Appendix A.

R2 That the Monitoring Officer be given delegated authority in consultation with the Constitution Working Group, to make any required changes to the Constitution to give effect to the recommendations in this report.

Reasons for Recommendation

The Partnership will identify further opportunities for beneficial shared service arrangements with other local authorities. In addition, the Partnership’s strategic priorities of:

- Deliver financially sustainable, high-quality services that are valued by our community;
- Lead the way to improve our environment by acting locally, contributing globally;
- Provide high quality, sustainable housing to meet the needs of our community;
- Improve the quality of life, health and wellbeing of our residents; and
- Create opportunities for economic growth and improved connectivity in which businesses can flourish;

broadly reflect the Council's priorities of :

- Growing the economy;
- Protecting the environment;
- Developing communities;
- Improving housing; and
- Delivering an effective and efficient council.

138. Urgent Business

There were no items of urgent business.

The meeting concluded at 20:40

Agenda Item 7

Committee: Ordinary Council	Date: 2 nd November 2022
Subject: Chairs' reports and Members' Written Questions	Wards Affected: All
Report of: Claire Mayhew – Corporate Manager (Democratic Services)	Public
Report Author/s: Name: Claire Mayhew - Corporate Manager (Director Services) 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.

Due to that no meetings have taken place before the publication of this agenda. No Chair reports have been included within the agenda.

However, Members are allowed for written and oral questions this will not exceed 60 minutes without leave of the Mayor.

Appendices to this report

Chairs Reports for:

- Appendix A: Audit and Scrutiny Committee - to follow
- Appendix B: Community, Environment and Enforcement Committee – to follow
- Appendix C: Housing Committee - to follow
- Appendix D: Planning & Licensing Committee - to follow
- Appendix E: Policy, Resources & Economic Development – to follow

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Agenda Item 12

Committee: Ordinary Council	Date: 2 nd November 2022
Subject: Notices of Motion	Wards Affected: All
Report of: Claire Mayhew – Corporate Manager (Democratic Services) & Deputy Monitoring Officer	Public
Report Author/s: Name: Claire Mayhew – Corporate Manager (Democratic Services) & Deputy Monitoring Officer Telephone: 01277 312741 E-mail: claire.mayhew@brentwood.gov.uk	For Decision

Summary

Nine Notices of Motion have been submitted in accordance with Rule 3 in Part 4.1 of the Constitution - Council Procedure Rules and are listed in order of the date received.

Motion 1 – Received on 13th October 2022 @ 18:07

Mover: Cllr Cloke Seconder: Cllr Laplain

Members call for the Borough Council to produce a comprehensive Cost of Living Crisis leaflet to be distributed to every home in Brentwood, signposting what support is available to Brentwood residents from the Council and various organisations offering help and advice.

Motion 2 – Received on 13th October 2022 @ 18:07

Mover: Cllr Naylor Seconder: Cllr Kendall

The members of Brentwood Borough Council, call upon the Government to uprate Universal Credit and Social Security schemes, in line with inflation.

This Council will write to the Secretary of State for Work & Pensions "Chloe Smith MP" and the Parliamentary Under- Secretary of State for Welfare Delivery "David Rutley MP", the Prime Minister Liz Truss and the Chancellor of the Exchequer "Jeremy Hunt". With a call from the elected representatives of Brentwood Borough Council to uplift Universal Credit and Social Security schemes, in line with the consumer price index (CPI) rate of inflation.

Motion 3 – Received on 13th October 2022 @ 18:07

Mover: Cllr Kendall Seconder: Cllr N Cuthbert

The Liberal Democrat Group calls upon the Council Officers in the Economic Development Department to organise a Brentwood Job Fair event in 2023 to support local businesses and help local residents find work within the Borough. This could be a standalone event or one held alongside the Business Showcase.

Motion 4 – Received on 13th October 2022 @ 18:07

Mover: Cllr Mynott Second: Cllr Aspinell

The Borough Council will hold a public meeting at a suitable venue to present its Cost of Living Action Plan to local residents and will have officers and representatives from support agencies on hand to answer residents questions and listen to their concerns.

Motion 5 – Received on 14th October 2022 @ 14:43

Mover: Cllr Aspinell Second: Cllr Haigh

This Council resolves to investigate all avenues of available funding in order to supply and fix solar panels to our council properties, with a view to lowering energy costs borne by the Council and those Council tenants that would benefit from such an installation programme.

Additionally, the Council will investigate the installation of batteries for the storage of solar panel energy to enable continual electrical use.

The Liberal Democrat Group believe such a programme would make a positive contribution in addressing spiralling energy costs during this current cost of living crisis, but in future years as well.

Motion 6 – Received on 14th October 2022 @ 14:43

Mover: Cllr Aspinell Second: Cllr Cloke

This Council resolves to investigate the possibility of twinning with a town of comparable size in Ukraine.

The aim would be to undertake cultural and economic exchanges, explore business opportunities and demonstrate a general desire to help the people of that district/town to rebuild structurally and economically for their future.

Motion 7 – Received on 14th October 2022 @ 15:39

Mover: Cllr Hossack Second: Cllr Poppy

This council recognises the growing importance of social prescribing and asks officers to see how we can as a council develop this further with our partners and 3rd sector organisations.

Motion 8 – Received on 14th October 2022 @ 15:53

Mover: Cllr Lewis Seconder: Cllr Kendall

Members call upon the officers to undertake a review on the opportunities that exist to recycle more of Brentwood resident's useful household materials that currently go to scrap. These materials would include furniture, warm clothes, cooking utensils etc and possibly heaters. All items that local people facing financial hardship might appreciate.

This review would also consider what extra financial and material support might be given to community organisations like the Lighthouse Furniture project, Moses Basket and others to perhaps expand and develop the services they currently offer.

Officers would also review the legal, financial and health and safety implications of any changes that would involve the Borough Council.

Motion 9 – Received on 16th October 2022 @ 23:10

Mover: Cllr Naylor Seconder: Cllr Laplain

Brentwood Borough Council urges the Government to go further on the £100 off-grid fuel support, and to urgently step-up investment, and subsidy, to alternatives to off-grid fossil-fuel dependency.

Brentwood Borough Council will write to the Secretary of State for Business, Energy and Industrial Strategy, to urge the UK government to offer stronger support to Brentwood residents who are not connected to the mains gas grid.

To demand urgent action for Brentwood households, and businesses, including an uplift to the payment to bring it in line with the support that has been put in place for on-grid customers.

To urgently step-up investment, promotion, reducing required skills gap, and subsidy, for alternatives to off-grid fossil-fuel dependency. For example, air-source heat pumps, and insulation.

And to write to the Department for Levelling Up, Housing and Communities to ensure new standards for housing and commercial developments built in areas that are off-grid, are built to a sustainable standard that ensures no dependency on off-grid fossil-fuel energy.

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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