

Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Jill Healey
Vice Chairman: Cllr Vivien Rosier
Town Clerk: Helen Symmons *PSLCC*

Members are hereby summoned to a full council meeting of the Leigh-on-Sea Town Council on
Tuesday 17th March 2020 at Leigh Community Centre,
71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**
when the following business will take place

Tea and coffee will be available from 7.15 pm and a representative from City Fibre would like to inform Council of the work they will be doing in the Leigh area should any residents raise queries.

AGENDA

1. CHAIRMAN'S ANNOUNCEMENTS INCLUDING HOUSEKEEPING
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING 21ST JANUARY 2020
5. PUBLIC REPRESENTATIONS ([Appendix 1](#)) page 10
 - a) Correspondence from Mr McLaren, a non-resident plot holder on Manchester Drive Allotment site. Sir David Amess MP was copied in on the last piece of correspondence by Mr McLaren and therefore the Town Clerk copied Sir David in on the final reply. The Town Clerk would advise that no member of the public can dictate agenda business hence it is up to Council as to whether they would like this added as an item of business for the next Council agenda.
 - b) Correspondence from Sheila Brazier, a Leigh Town Council resident and plot holder on Manchester Drive Allotment site
6. SOUTHEND BOROUGH COUNCIL

This is an agenda item inviting Southend Borough Councillors representing Leigh Town Council areas to report matters and issues relevant to the Town Council's area either in person or by correspondence to Leigh Town Council.
7. QUESTIONS FROM COUNCILLORS (for which written notice has been received)

From Cllr Forde – Can we arrange a rep from Southend airport to come and speak and answer questions at our annual meeting. Many, many concerns are being raised by residents which should be answered by the airport and not us. How do we approach this?

The Town Clerk advised Cllr Forde that this should be a decision for Council. There are two annual meetings, the annual meeting of Council in May where the Chairman and Committee are appointed but also the annual Town meeting in April. The annual Town/Community meeting is not a meeting of Council but Council are obliged to hold the meeting which is called by the Chairman of Council.
8. TOWN CLERK'S REPORT ([Appendix 2](#)) page 14

COMMITTEES / REPRESENTATIVE REPORTS

9. COMMITTEES

To receive the Minutes of Committees for 2019/20:

- a) Planning, Licensing & Highways Committee – To receive minutes of [28th January](#), [18th February](#) and [10th March 2020](#).

There were no recommendations

- b) Community & Culture Committee – To receive minutes of [11th February 2020](#)

There were no direct recommendations

- c) Staffing Committee – To receive minutes of [4th February 2020](#)

There were no direct recommendations

- d) Finance & Governance Committee – to receive minutes of [3rd March 2020](#)

Minute 43 – Internal Audit Report Recommendation

RECOMMENDED that the recommendation from the internal auditor be adopted:

‘We have previously noted that the Manchester Drive Allotment Society collect all rents from the allotment holders on that side of their site at Manchester Drive allotments and then send the appropriate funds to the Council after deducting a commission. We understand that this commission is currently £900.00 per annum. Although we have not included this in our periodic reports we have been concerned that there has not been an audit trail for us to follow in respect of this income from a Council Asset.

We have further noted that the contracts in respect of this site are between the allotment holders and the Council and are concerned at the lack of control that the Council have in respect of allotments for which they are legally responsible.

We understand that the Council intend to install the Edge Allotment Software which will be integrated with the Edge Accounting System and this being the case we suggest that this is an appropriate time to bring the allotments at this site back under the control of the Council.

Therefore, we strongly recommend that collection of income in respect of the allotment site currently administered by the Manchester Drive Allotment Society revert to the control of the Council as from 1st October 2020.

Conclusions and Recommendations

We recommend that the collection of income in respect of the allotment site currently administered by the Manchester Drive Allotment Society revert to the control of the Council as from 1st October 2020.

R1. The collection of income in respect of the allotment site currently administered by the Manchester Drive Allotment Society revert to the control of the Council as from 1st October 2020.’

Minute 45 – [Investment Strategy](#)

RECOMMENDED the revised strategy be adopted

Minute 46 – [Risk Management Strategy](#)

RECOMMENDED the revised strategy be adopted

Minute 47 – [Review of Risk Register](#)

RECOMMENDED the reviewed register be adopted

Minute 48 – [Governance Statement](#)

RECOMMENDED that each accounting statement and the Governance Statement be approved

Minute 51, 52 and 54 – Movement to Earmarked Reserves from Staffing Committee, Community & Culture Committee and Finance & Governance Committee ([Appendix 3](#)) page 18

RECOMMENDED that Council approve all movements

Minute 51 – Virement with effect 1st April 2020

RECOMMENDED that following an evaluation of the Town Clerk's role using SLCC benchmarking standards, the Scale Point be increased to 44 and that the budget difference in 2020/21 (£5,057) be vired from the Salaries Earmarked Reserve to 2020/21 Salaries budget.

Minute 58 – Approve Expenditure ([Appendix 4](#)) page 19

RECOMMENDED that Council approve expenditure

10. REPRESENTATIVE REPORTS ([Appendix 5](#)) page 22

Cllr Forde has submitted a report regarding the Southend Airport Consultative Committee.

Other verbal reports from Councillor representatives on outside organisations will be made if any meetings have been attended.

DECISION ITEMS

11. COUNCILLOR MOTION – PROPOSED CLLR GILSON, SECONDED CLLR CRACKNELL

The motion is to reverse the decision of Leigh Town Council to provide £15,000 of funds toward the renovation of the Belvedere (viewing platform) and surrounding paths. The fund to be returned to the general funds of Leigh Town Council to be used on other projects.

Cllr Gilson reasons for the motion are that this project is far from certain and appears to lack local support as the site is being used for drug dealing and general anti-social behaviour. The proposed regeneration would actually make it easier for these anti-social youths to operate. The money has been available for over a year and there is no sign of this position improving.

The Town Clerk provides the following information – the decision by Council was to allocate CIL funds for this project. Any funding not used must be returned to the CIL fund and not to Council's general reserves. The Town Clerk has received the following update 9th March from Southend Borough Council:

Belvedere progress (£15k CIL money committed to it) – Geotechnical survey has been completed. Site survey by contractor to undertake works to the structure to allow future use for an art installation undertaken. Cost for the additional works to the structure expected this week.

12. COUNCILLOR MOTION – PROPOSED CLLR GILSON, SECONDED CLLR BROMFIELD

The motion is as follows:

- a) Propose that Leigh Town Council invites a representative of Southend Council who has knowledge of the contract between Southend Borough Council and the Airport to attend a meeting to discuss the noise issues surrounding night flights from Southend Airport
- b) Propose that Leigh Town Council invites a member or representative from Southend Airport to come to a meeting to explain the needs and working practices of Southend Airport. This comes about after the very many complaints we are receiving about the issue of night flights.

The Town Clerk provides the following information – no complaints have been sent direct to Council through official communication methods to her knowledge and therefore presumes complaints have been sent direct to Councillors.

13. SOCIAL ISOLATION PROJECTS

At the Community & Culture meeting 11th February, the Committee resolved the idea of using the bench immediately outside the Community Centre as a 'happy to chat' bench. In this respect, we still await confirmation from Southend Borough Council that it can be adopted in this way. This idea was a small step in looking for solutions to help combat social isolation and tackle loneliness. Since then, Southend YMCA and the Youth Forum have raised the lack of LGBT+ support and would like to put on peer support sessions. In addition, the Town Clerk has read of ideas for a project whereby volunteers could have certain times within the office where they use the Council facilities to make telephone calls to check on those socially isolated and also of setting up a Men's group to help fight loneliness. Any idea if resolved in time would need the assistance of volunteers and as the Volunteer Earmarked Reserve has funds available, it is **RECOMMENDED** that a budget of £5,000 is vired from the Volunteer Earmarked Reserve on 1st April for Social Isolation Projects and that a PDG be held to establish some specific goals that Council may want to achieve.

14. SPATIAL PLAN PDG ([Appendix 6](#)) page

A report is submitted by Cllr Rosier following PDG meetings held.

FOR NOTING / CONSIDERATION

15. TIMETABLE OF MEETINGS 2020/21 ([Appendix 7](#)) page

The final timetable will be approved at the annual meeting of Council in May.

16. GDPR FOR MEMBERS

In accordance with GDPR, members are requested to review all Council correspondence on personal devices and ensure any personal data is deleted. This is an annual action. Any member who will not be a part of Council administration must delete all Council related business from their records.

17. COMMUNITY ENGAGEMENT

- a) LTC News Magazine – the 11th edition is out shortly.
- b) Coffee with Councillors – two sessions were held, one on a Saturday and one mid-week. Extensive advertising was undertaken with posters, flyers and social media. Residents were asked to register their interest in attending prior to the sessions. On the Saturday session, 9 councillors attended with 9 residents. On the Monday session, 3 Councillors attended with 12 residents. Over the course of the sessions quite a few issues were raised which Councillors will deal with and the Town Clerk suggests that Councillors meet to discuss these and inform the office of their actions should any queries be received with regards to similar issues. This was only the first engagement sessions in a considerable number of years and the majority of Councillors felt that it was a worthwhile event and should be repeated. There will be a further opportunity for residents to engage with Councillors at the Annual Community Meeting and summer events so the Town Clerk recommends that if Councillors would like any further sessions this year, that they be held in September.

FINANCIAL

18. COPY OF FINAL COUNCIL BUDGET 2020/21

As per Financial Regulation 3.4, a copy of the resolved budget will be provided at the meeting for members.

CONFIDENTIAL

19. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

RECOMMENDED that in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw – SO 3(d) other special reason

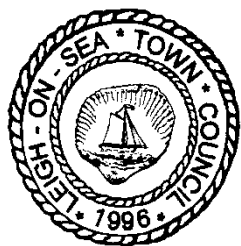
20. VOLUNTEER OF THE YEAR

Helen Symmons

Town Clerk
12th March 2020

Any member who is unable to attend the meeting should send their apologies before the meeting.

DATE OF NEXT MEETING: Tuesday 19th May 2020 – this will be the Annual Meeting of Council.



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MINUTES OF COUNCIL MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL
TUESDAY 21ST JANUARY 2020
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Vinice Cowell (from minute 105), Doug Cracknell, Keith Evans, Anita Forde, Paul Gilson, Jill Healey, Caroline Parker (until minute 112), Vivien Rosier, Emma Smith, Mike Wells and Andy Wilkins

Also in attendance: Helen Symmons (Town Clerk) and 17 members of public with another member of public arriving at minute 108b

MINUTES

The meeting opened at 7.31 pm

100. CHAIRMAN'S OPENING REMARKS INCLUDING HOUSEKEEPING

The Chairman welcomed all to the meeting and made a presentation to the runners-up of the Leigh Lights Parade competition, Princess Gatherings. The competition was sponsored by Stibbards Funeral directors who were present to make the presentation. Southend Gang Show were awarded first prize but were unable to attend the presentation.

4 members of the public then left and the Chairman made the appropriate housekeeping announcements to those remaining. The Chairman felt that Leigh Lights had been a great success with new features and positive feedback. The Carols on Strand Wharf Event sadly was cancelled due to health and safety reasons which always have to be put first. An oversight was provided of the Community Safety partnership day that both herself and other Councillors had attended and finally the Chairman advised Council that she had represented Council at the Southend Mayor's Civic Carol Service at St Margaret's Church.

101. APOLOGIES FOR ABSENCE

Cllrs: Mark Bromfield, Alan Hart, Carole Mulroney, Declan Mulroney and Damian O'Boyle.

102. DECLARATION OF MEMBERS' INTERESTS

There were none.

103. APPROVAL OF THE MINUTES OF THE MEETING 19TH NOVEMBER 2019

The minutes of the meeting 19th November 2019 were agreed to have been an accurate record of the meeting and were signed by the Chairman.

104. PUBLIC REPRESENTATIONS

The Chairman advised those present of the Council's Standing Orders with regard to public representation.

A member of public, an allotment holder introduced himself and informed Council that he had been a plot holder since the late 1970's and gave his personal precis of allotment management since Leigh Town Council took over from the Borough Council as owners of the land since 1997. He felt that the 4% year on year increase to rents was too high, did not understand why Leigh Town Council made a user charge to Manchester Drive Allotment Society for their clubhouse buildings and stated that it was financial apartheid to charge the non-resident allotment levy.

A member of the public, an allotment holder stated he had spoken to the National Allotment Society and asked various questions regarding the implementation of the levy. The Town Clerk made reference to the fact that Town and Parish Councils had different systems with regard to non-residents having allotment plots, some not permitting it, some have different rental prices and others implementing a similar levy system to that which Council had resolved in March 2019. The Town Clerk advised that there was no mention of allotments in the news flash article published that day in the Leigh Times due to limited space. She pointed out that the Allotment Societies are invited every time the full magazine editions are planned to write a piece on their societies and the allotment site. The member of public stated that it was a disproportionate levy in their view.

A member of the public, a Leigh Town Council resident, informed Council that she had an allotment in Castle Point where they received no service unlike the allotment sites in Leigh. She pays £37.25 for a half plot with no concessions for being a pensioner unlike Leigh plot holders. She stated that she did not think it fair that precept payers in Leigh subsidise the allotments.

A member of public, an allotment holder stated it was 'out of order' to charge the non-resident allotment levy when they had been asked to take on a plot in the 1980's.

Cllr Cowell arrived

5 members of the public left the meeting.

105. SOUTHEND BOROUGH COUNCIL

Cllr Evans was invited to speak but stated he had nothing to report.

106. QUESTIONS FROM COUNCILLORS

There were none.

107. TOWN CLERK'S REPORT

The report was **NOTED**.

COMMITTEES

108. COMMITTEES – **Agenda item 9**

- a) Cllr Healey presented the minutes of the Planning, Licensing & Highways Committee as per the Agenda. There were no recommendation.
- b) Cllr C Forde presented the minutes of the Community & Culture Committee as per the Agenda. There were two recommendations:

Minute 92 - Council **RESOLVED** to increase the Refurbishment budget for 2020/21 to £50,000 to ensure that the essential works to the basement and external staircase could be undertaken.

A further member of the public joined the meeting.

Minute 96 – the petition was referred to Council and the Town Clerk read correspondence from an allotment holder residing in Westcliff who felt that 'all Leigh people should pay towards the allotments instead of an unfairly selected few'. The non-resident allotment levy due to apply in September 2020 was discussed by Councillors in great depth. The Town Clerk was requested to confirm the number of allotment holders who had signed the petition and she referred to

Report 2732b. Of the current 150 non-residents who had allotment plots, 66 plots had signed the petition. Of the current 255 residents with allotment plots, 11 had signed the petition. All who had signed the petition were members of Manchester Drive Allotment Society. Nothing had been received from Marshall Close or Leigh Allotment Society. The Town Clerk was requested to confirm the allotment budget deficit for 2020/21 and she referred to Report 2732b. If the non-resident allotment levy was not implemented, then the allotments budget would be £15,850. With the allotment levy the Council would still be subsidising the allotments but for the lesser amount of £12,850. All Leigh Town Council residents through their precept payment contribute already to this subsidy.

Council recognised the efforts that all the Societies put in at the allotments but no motion was put forward to rescind the decision in March 2019 and withdraw the non-resident allotment levy due to be implemented in September 2020. The non-resident allotment levy will therefore be charged to any allotment holder who does not live in the Leigh Town Council area and who therefore does not pay the Leigh Town Council precept. This in addition to the rent and water charge payable.

8 members of the public left the meeting

109. REPRESENTATIVE REPORTS

Cllrs Cowell, Cracknell, Evans and Wilkins attended the Southend Borough Council New Local Plan workshop and gave an overview of the presentation. At the end of Summer 2020 further consultation is expected on the Local Plan.

Cllrs Cracknell, Evans, Healey, Rosier and Smith attended Op Leigh the Community Safety Day and spoke to residents and business owners. There was a sense of community in the town and Cllrs Rosier and Smith will follow up the key issues that arose from the day and keep the community informed. Many were not aware of the local community police meetings. The Town Clerk advised that these are on the Council website and advertised when possible. The next meeting is Monday 3rd February at Belfairs Woodland Centre. Cllr Cracknell advised that he would be unable to attend due to the Community Infrastructure workshop at Southend Borough Council which all Councillors had been invited to.

DECISION ITEMS

110. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE - **Agenda item 11**

Council **NOTED** the transfers and **RESOLVED** the expenditure

111. SPATIAL PLAN PDG – **Agenda item 12**

Background was given to newer Councillors regarding the Spatial Plan and some discussion on the four proposed working groups took place with Cllrs Rosier and Smith expressing an interest in being part of the walking route working group.

Council **RESOLVED** that four groups be formed with 4 councillors in each group. The Town Clerk will email Councillors to obtain their preference for which working group they would like to be involved in.

Cllr Parker left the meeting

112. COUNCIL BUDGET AND PRECEPT 2020/21 – **Agenda item 13**

Council discussed the options in detail and recognised that the Council must ensure that it informs residents continually of the work being undertaken by Council for the Town.

Following a proposal (Cllr Gilson, seconded Cllr Wells) Council **RESOLVED** that the 2020/21 budget be £447,000 with a Band D precept of £50.58, an increase of £2.88 (6%). Based on this precept, Council will receive £447,392.24

113. SALARY BUDGET – **Agenda item 14**

The review of the salary budget was signed by the Town Clerk and Chairman of the Council.

FOR NOTING / CONSIDERATION

114. SOUTHEND 2050 AMBITION

Councillors **NOTED** the report and were keen on the milestone over the next five years that no cars are permitted to park on pavements and verges

115. SOUTHEND STATEMENT OF COMMUNITY INVOLVEMENT

Council **NOTED** the report and had nothing to add

116. COMMUNITY ENGAGEMENT

- a) Council **NOTED** the report.
- b) Cllr Rosier agreed to email Councillors with prospective dates. It was felt an evening would be better rather than a Saturday morning.

117. COUNCIL BUDGET 2019/20

Council **NOTED** the budget

118. COUNCIL BANK ACCOUNT BALANCES

Council **NOTED** the balances

119. INTERNAL AUDIT

Council **NOTED** the report and congratulated the Town Clerk and her team for their hard work.

CONFIDENTIAL

120. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

RESOLVED that in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw – SO3d other special reason and legal

The remaining member of the public left the meeting.

121. ALLOTMENTS RIGHT OF WAY

Council **NOTED** the report.

122. LEIGH LIGHTS SECURITY MATTER

Council **NOTED** the report and accompanying statements. Council was in agreement with the Police view in that the resident should either report it to the police or contact the security firm direct.

123. GOOD FOR LEIGH AWARDS & VOLUNTEER OF THE YEAR

Council **NOTED** that the Volunteer of the Year nomination was being advertised.

Council **RESOLVED** 6 nominations for Good for Leigh Awards which will be presented at the Annual Community Meeting in April.

The meeting closed at 9.46 pm

Subject: NON RESIDENT CHARGE TO ALLOTMENT HOLDERS

Recently LTC wished to introduce a charge of £20 to each allotment holder not living in the LTC area. The rationale for this was "precept payers are subsidising allotment holders not living in the area"

We understand the rationale for this is "in the interests of fair play" as seen by LTC, but what about fair play to the affected allotment holders? The charge of £20 is out of all proportion to the precept payers (in terms of ratio) and again leaves LTC open to being accused of treating allotment holders as cash cows for the purpose of LTC coffers.

It should be noted the notes accompanying the last committee meeting actually stated £1.18 was the amount attributable to precept payers (by which they "subsidise " allotment holders), so where on earth does £20 come into the accounting and how can you justify such a figure? It is pretty obvious someone short of accounting knowhow has placed the decimal point in the wrong place and really it should read £2:00

Consider if you will :-

Example one. - If LTC expenditure for the coming year (on which precept amount is based) is £500,000 and Allotment "deficit" is £25,000, this is but a twentieth of a precept payers annual charge, i. e. thus only £2.50 of their annual payment.

Example two - Expenditure £250,000 and allotment £25,000, this is but a tenth, or £5.00 per household.

These are of course rough figures and reality is somewhere in the middle.

What it does demonstrate though is the charge of £20.00 is excessive and we ask the sum be placed on the agenda for the next committee meeting for further debate. Please forward a copy agenda to my chairman

Similarly, CPI in December was only 1.30%, yet LTC want to increase rents every year by 4.00%, three times the statutory figure. Inflation has not reached 4% in sometime. Therefore a much better yardstick would be to set each increase as per CPI each September with a cap of 4%.

Again, would you be good enough to raise this at the next appropriate council meeting please

Thank you for your time,

Keith McLaren, MDAS.

Subject: RE: NON RESIDENT CHARGE TO ALLOTMENT HOLDERS

Dear Mr McClaren,

I shall include your correspondence in the public representation agenda item at the Council meeting 17th March. However, it will not be an agenda item for debate. Council at the March meeting will be able to request of the Town Clerk that the matter is placed on the following agenda should they wish to debate the matter further.

All agendas and minutes of the Council can be accessed via www.leighonseatowncouncil.gov.uk

Agendas are displayed on Council noticeboards throughout the Town on the Thursday before a Tuesday meeting and also on the Council's website.

Kind Regards

Helena Simmons

Town Clerk
Leigh-on-Sea Town Council

Subject: Re: NON RESIDENT CHARGE TO ALLOTMENT HOLDERS

Thank you for the below, in reply to my previous, also below for ease of reference, but there is no attempt to answer any of the points I did raise.

Yes, I guess you are fed up with Allotment questions and this scenario being brought up , but we must remember the issues we raise are solely because of very questionable actions taken by LTC.

By LTC own literature issued at the meeting of 21/1 it was stated LTC precept payers "subsidised" allotments holders by £1:18 (not quite sure of exact amount) but under £2:00. This is fact in your own documentation - so how do you justify the charge of £20:00 ? The answer is, you cannot. Is this a case of blatant overcharging, the accounts department applies the decimal point in the wrong place or is it because LTC see allotment people as an easy target for budgetary shortfall ? Had the add on been rounded up to £2:00 or even £5:00 there would probably been very little comment, but the obvious over charge of another £15:00 will leave this continuing until common sense prevails.

Similarly, the annual rent increase has been fixed at 4% ad infinitum and yet inflation has not been at this level for some considerable time. In fact it was 1.3% in November, 1.8% in December and the forecast is 1.5% for January, all nowhere near for excessive 4% LTC want. A much fairer way to deal with this would be to use the CPI figure for September each year (as used by the Government for pensions and benefits increases) and fix a ceiling of 4%. Again the question has to be asked why LTC sees fit to use another excessive rate of increase .

In summary, if you yourself are not able to adjust these charges yourself - and advise my chairman and me accordingly, then I ask both subjects be FULLY listed on the minutes of the next meeting together with the full rationale for this inclusion.

I do hope common sense will prevail and this chain of events can be concluded satisfactorily to benefit of both parties.

Thank you again, Keith McLaren

Subject: RE: NON RESIDENT CHARGE TO ALLOTMENT HOLDERS
Attachments: E&L_Minutes_2017-06-20.pdf; Allotment Rent 2016-17.pdf; Allotment Rent 2017-18.pdf; Allotment Rent 2018-19.pdf; Allotment Rent 2019-20.pdf; Allotment Rent 2020-21.pdf

Dear Mr McLaren,

Council made the decision for the non-resident allotment levy. Only Council can review this which they did at the last meeting and no motion was made to change this. The financial figures in the report were there to indicate how much of the precept each individual person in the Leigh Town Council area who pays a precept has to contribute towards the allotments even though they are not able to have an allotment plot. Looking at it another way, based on the coming year, the 255 people who live within the Town Council area and are fortunate to have one of the 375 allotment plots, in effect pay their allotment rent and water charge and approximately a further £47 out of the £50.58 precept they pay towards the allotment costs. Whereas yourself and the other 149 non resident plot holders just pay your allotment rent and water charge. From your correspondence, I take it that it is your wish that Leigh Town Council residents should pay for the £12,000 deficit in this facility next year even though approximately 16,625 can never be able to use the facility. As I confirmed, I will present your correspondence to Council in the Public Representations agenda item. It will be up to Council should they wish to then have an item on the next agenda to discuss this again.

Council made the decision for the 4% annual increase in the allotment rent. Only Council can review this which they do annually at their June meeting along with the water charges to be applied for the following year. Allotment holders are then given a years notice of the rent increase with the annual invoices in September. This decision was made in June 2017 (minutes attached) and came into effect September 2018. I further attach the allotment rent charges for since 2016/17 to 2020/21 as all allotment tenants were advised in September 2019 what the charges would be in 2020/21. The rental charge for a full plot has risen by £7.50 in 5 years and £3.50 in 5 years for a starter plot. If a plot holder is over official retirement age, then a full plot has only risen by £4 in that time, paying £26 for the year and a starter plot by £2, paying £10.50 for the year. The income from allotment rents does not cover the expenditure. The Local Government & Housing Act 1989 s.36 amended the Local Government Act 1972 s.137 with the effect that council must ensure that the direct benefit to its residents is proportionate to the amount of expenditure incurred. Below shows the amount of money spent on the allotments which only benefits at present 375 plot holders, 150 of those not living in the Leigh Town Council area.

Year	Allotments Income	Allotment Expenditure	Deficit (funded by precept payers)
18/19	£15,303.10	£25,636.75	£10,333.65
17/18	£14,771.84	£21,686.22	£6,914.38
16/17	£11,898.31	£20,433.20	£8,534.89
19/20	£15,230.80	£24,737.00	£9,506.20
Forecast			
20/21	£19,000 (with levy)	£31,850.00	£12,850 (tree survey with works budgeted)
Budget			

As I confirmed, I will present your correspondence to Council regarding this further matter in the Public Representations agenda item. It will be up to Council should they wish to then have an item on the next agenda to discuss this before June.

Finally, on checking the tenancy agreements here provided by MDAS, I can find no trace of one for yourself so please could you advise what plot you hold on the site.

Kind Regards

Helena Simmons

Town Clerk
Leigh-on-Sea Town Council

To Cllr. Jill Healey – Chairman of Leigh Town Council,

Re: Full Council Meeting on Tuesday 21st January 2020

Regarding Item 5 on the agenda 104 in the minutes:

The Leigh resident supporting the LEVY misled council when she mentioned they received no services on their allotments from Castle Point Council unlike Leigh plot holders.

According to Castle Point Council, her site has:

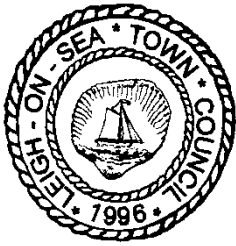
1. Pathways cut by Pinnacle Group contractors
2. Unrestricted use of hoses (Leigh sites are not allowed to use hoses at any time)
3. Storage is permitted

She also stated that she did not think it fair that precept payers in Leigh subsidise the allotments. Ironically she does not pay a LEVY but expects the residents of Castle Point to subsidise her plot. Most leisures are subsidised.

Can you please convey the contents of this letter to your councillors at the next full council meeting on March 17th 2020.

Sheila Brazier
Plot Holder
Manchester Drive Allotment

[Agenda](#)



Leigh-on-Sea Town Council

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REPORT 2743/HS

TOWN CLERK'S REPORT MARCH 2020

TRAINING

Staff

The following training has taken place with staff:
Council induction training
GDPR online training
Allotments IT package administration training
Community Centre administration best practice

Councillor

Councillors have undertaken the following training:
Cllr Cowell Councillor Training Days 1 & 2
Local Plan Workshop
CIL Workshop

TOWN CLERK'S DIARY

EALC Executive Committee

The last meeting was surprisingly inquorate so did not proceed. There was however a useful informal discussion meeting. The next meeting is 19th March which will be the last one for the CEO of EALC who retires 31st March.

Leigh Partnership Group

The group are busy with finalising the artwork for the new wayfinding signage

SLCC (Society of Local Council Clerks)

Plans got underway at the meeting 22nd January for the AGM and Training Conference in June. A meeting was held 17th February with the SLCC National Advisor regarding the Peer Support System. The next Essex branch meeting is 22nd March

SLCC Practitioner's Conference

I attended the annual Practitioner's Conference at the end of February. Over 200 Clerks nationwide supported the event. As always it was a packed conference with a mix of plenary and workshop sessions. Highlights included:

Confidence, Change and Boosting your Wellbeing by Paul McGee, The SUMO Guy. This engaging and entertaining session provided insights and ideas to help get the best from ourselves with great analogies to remind us that often we help others before helping ourselves.

Crucial Conversations – how to have them, tackle them and the art of the 'difficult' conversation.

Lets Talk – Top appraisal techniques to Motivate employees as well as identifying areas for improvement.

Changing the Conversation – This was comment on the new taskforce toolkit due out later in the year. A great interactive session that also gave an update on the new model Code of Conduct being developed. Clerks were able to have great input to help fill in the gaps.

Beyond the Code of Conduct – dealing with Councillors with criminal records and other misdemeanours

Chippenham Town Council's Devolution Journey – a great insight to a complete package taken on from Wiltshire Council

In addition, there were updates on GDPR, General Power of Competence, Accessibility and various products in the marketplace. As always as well as learning new things, it is always reassuring to come away feeling positive that the administration of Leigh Town Council is correct.

Staffing

Annual appraisals were undertaken in January and a report made to the Staffing Committee in February.

TOWN COUNCIL INVITATIONS/ATTENDANCE

The following engagements have been attended by the Chairman and various Councillors:

YMCA Awards Evening
Leigh Lights
Winter Fayre
Community Transport Christmas Lunch
St Clements Folk Carol Service
Age Concern Christmas Lunch (Chairman only)
Southend Mayor's Civic Carol Service

COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2019/20

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
COUNCIL 20-11-18	82 Request to Council	RESOLVED to have a board in recognition of Town Clerks who serve the Council		Board is in progress. Maker has had surgery and recuperating		TC
COUNCIL 19-03-19	113 Pastoral Chaplain	RESOLVED	04-03-20	Contact has been made with Churches Together and consideration is being given with regard to the best implementation of this provision	NFA Since the Mental Health training, staff are aware of many options available to them including speaking to a pastoral chaplain	TC
COUNCIL 17-09-19	76. CIL PDG	RESOLVED 4 fire retardant bins and purchase of new see saw	27-11-19	2 bins installed in skate park. SBC Parks Dept installing Library Gardens ones Exact cost £3,044.12 Purchased order supplied to SBC. See Saw ordered, awaiting installation	NFA NFA	
COUNCIL 17-09-19	77. Defibrillator	RESOLVED to accept offer from Leigh Lions		Defibrillator ordered and arrived. Installation will be prior to Easter with appropriate promotion		TC
COUNCIL 17-09-19	78. Execution of Legal Deed	RESOLVED		Still to be executed. TC chases solicitors frequently		TC
COUNCIL 17-09-19	81. Community Engagement	RESOLVED two Coffee and Cake with Council dates	09-03-20	Events held and report included in agenda	NFA	
COUNCIL 19-11-19	92. Committees	RESOLVED new partnership working proposal with SBC subject to proposal cost terms being agreed		Meeting held with SBC. Site visit awaited and further details from SBC so a business case can be submitted		TC
COUNCIL 19-11-19	94. CIL PDG	RESOLVED in principle subject to research		Nothing further heard despite frequent requests for information		

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
COUNCIL 21-01-20	108. COMMITTEES	RESOLVED to increase Refurbishment budget for 2020/21 to £50,000	21-01-20		NFA	
COUNCIL 21-01-20	110. APPROVE EXPENDITURE	RESOLVED to approve Council expenditure	21-01-20	Payments list added to website	NFA	
COUNCIL 21-01-20	111. SPATIAL PLAN PDG	RESOLVED to form 4 groups with 4 cllrs in each to work on the task	25-02-20	Two meetings held and report is included in agenda	NFA under this minute	
COUNCIL 21-01-20	112. COUNCIL BUDGET & PRECEPT	RESOLVED	21-01-20	SBC advised	NFA	
COUNCIL 21-01-20	123. GOOD FOR LEIGH AWARDS	RESOLVED	21-01-20	Marketing & Profile Office will undertake the administration	NFA	

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EARMARKED RESERVES MOVEMENTS**RECOMMENDED** as follows:

Staffing

EMR	Proposed movement/creation	2019/20 Closing EMR
Salaries (£13,015)	£17,000	£30,015

Community & Culture

EMR	Proposed movement/creation	2019/20 Closing EMR
Allotments Infrastructure (£1,160.28)	£1,000	£2,160.28
Allotments General (£3,620.19)	no change	£3,620.19
General C&C Services (£5,900)	no change	£5,900.00
H&W Events (£6,086.30)	£1,000	£7,086.30
Leigh Lights (£10,159)	-£3,500 (agreed April 19)	
	£1,200	£7,859.00
Community Transport (£800)	no change	£800.00
Skate Park (£5,902.25)	£1,000	£6,902.25
Other Community Facilities (£1,831.03)	no change	£1,831.03
Community Centre (£30,594.88)	-£9,000 (agreed Oct 19)	
	-£4,425 (fire doors)	
	£5,950	£23,119.88
Paddling Pool (£2,659.70)	no change	£2,659.70
Stand Wharf Planters (£3,041.67)	no change	£3,041.67
Special Constables (£5,000)	£2,500	£7,500

Finance & Governance

EMR	Proposed movement/creation	2019/20 Closing EMR
Elections (£19,344.77)	£8,000	£27,344.77
Renewals Fund (£21,086.02)	£3,000	£24,086.02
Grant Aid (£5,471.18)	-	£5,471.18
Furniture & Equipment (£3,500)	-	£3,500.00
Volunteer Programme (£20,504.40)	-£2,500	
	£1,000	£19,004.40
Legal Costs (£4,975.00)	£2,500	£7,475.00
Office Admin (£4,750.00)	£5,000	£9,750.00
I.T. (£10,000)	-£10,000	
	£1,500	£1,500.00
Training (£2,000.00)	£2,500	£4,500.00

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Leigh-on-Sea Town Council

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Chairman: Cllr Jill Healey
 Vice Chairman: Cllr Vivien Rosier
 Town Clerk: Helen Symmons PSLCC

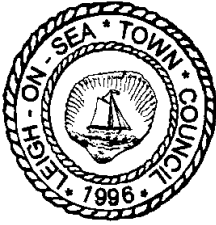
Payments List 11th Jan 2020 – 19th February 2020 Report 2741/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
102988	£59.79	Cancer Research	Distribution of collection at Leigh Lights
102989	£82.49	The Future Fund Charity	Distribution of collection at Leigh Lights
102990	£73.50	Fulton Paper	Stationery
102991	£300.00	Tindle Newspapers Essex & Kent Ltd	LTC 24Newsflash
102992	£108.00	Meyer Fire Protection Co Ltd	Fire alarm callout
102993	£31.86	Viking	Stationery
102994	£252.00	EALC	Councillor training
102995	£1620.00	Southend BC	Grass cutting at Skate Park Hedge cutting at allotments
102996	£339.02	Essex Supplies (UK) Ltd	Cleaning materials and mats
102997		Cancelled	
102998	£5.40	Allen Bros Electrical (Factors) Ltd	Electrical components
102999	£41.15	Mark One Hire	Acrow prop hire
103000	£666.00	Quantum Services	Lift service contract
103001	£82.16	Office Watercoolers Ltd	Paper cups
103002	£404.00	SLCC Enterprises Ltd	Practitioners Conference0702
BK TRS	£22000.00	Payroll	January payroll
BK TRS	£125.00	Marshall Close Allotments	ASA agreement
BK TRS	£400.00	LOSALGA	ASA agreement

BK TRS	£750.00	Manchester Drive Allotment Society	ASA agreement
BK TRS	£1758.00	Event Communications Ltd	Radio hire Leigh Lights
BK TRS	£18.00	Essex Wildlife Trust Ltd	Community Transport trip
BK TRS	£22000.00	Payroll	January payroll
BK TRS	£2745.00	Aylesford Electrical Contractors Ltd	Christmas lighting scheme removal and storage
BK TRS	£228.00	Southend BC	Suspension of parking bays for Leigh Lights
BK TRS	£28.80	Hirer	Refund room hire
BK TRS	£227.15	Staff member	Refund tool hire costs
		Expenditure – Imprest Items	
	£7.07	Mole Valley Farms	Ball valve arm
	£30.36	Safety Signs 4 Less	Community Centre signage
	£32.00	B&Q	Door lock
	£79.14	Johnstone's Centre	Decorating Paint for Community Centre
	£24.70	Solopress	Flyers
	£27.00	Southend BC	Event application fee
	£21.00	Southend BC	Temporary event notice
	£99.96	Amazon	Flasks
	£18.00	Amazon	Toaster
	£9.48	South Essex Fasteners	Nuts and bolts
	£137.66	Crown Decorating Centres	Paint LCC
		Expenditure – Direct Debits	
	£309.07	DOTS	Photocopying and IT support
	£138.53	Wessex Products Leasing	Hand drier lease

	£27.95	Global Payments	Card processing charges
	£17.40	Global Payments	Card processing charges
	£678.00	DOTS	Cabling and removal of equipment
	£25.53	SSE	Strand Wharf electricity
	£755.94	SSE	Community Centre gas
	£200.00	Francotyp Postalia Ltd	Postage
	£674.05	SSE	Community Centre electricity
	£62.77	SSE	Skate Park electricity
	£1016.39	British Telecom	Phones lines and broadband
	£316.80	CF Corporate Finance	Dokoni Software lease
	£442.80	CF Corporate Finance	Photocopier lease
	£100.07	Biffa Environmental	Skate Park waste collection
	£81.08	Biffa Environmental	Community Centre waste collection
	£90.68	Biffa Environmental	Community Centre recycling
	£12.00	Retail Funding Ltd	Card processing fee
	£6.00	Paynetworkx	Virtual Terminal fee
	£17.47	Global Payments	Card processing charges
	£28.16	Global Payments	Card processing charges

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Report 2742/AF

London Southend Airport Consultative Committee meeting. Wednesday 26th February 2020

I attended the meeting yesterday and here is a summary of CEO Report Nov -Jan 2020.

Overview

- S/L Airport awarded best London airport and the London airport with the shortest security queues, 2019
- Half of travellers using the airport come in by train. Target is 60%
- More passengers are coming from London
- Growth due to Ryanair and Wizz Air
- ASL airlines began operations in October 2019 on behalf of the airlines global logistics company. Cargo transported to Madrid and Milan who control transit times. This has been a powerful source of employment for the town. 220 people employed.
- Total number employed at airport now (active passes) is 1600 including ASL staff.
- Private jet night movement has been removed.

New Airline Business

- New airlines- Scandinavian airline Wideroe commences daily operations from Kristiansand in Norway to Southend
 - Virgin Connect brand is due to launch this summer with routes planned to Edinburgh, Belfast, Glasgow, Newcastle, Jersey and Isle of man as well as maintaining routes to Newquay, Rennes, Groningen and Caan. They will operate 5 aircraft.
- Ryanair has planned a new set of routes for 2020 with Marseille, Bergerac and Rodez in France all on sale for the summer. New routes to Greece also planned but this depends on the delivery of Max Aircraft from Boeing to Ryanair.

Operations

- By the summer a full CT x-ray scanning system will operate in the central search which means passengers will not need to remove liquids or technology from their luggage.

Future Projects

- Airport has lodged a planning application for a new hotel adjacent to existing Holiday Inn. This is planned to be a Hilton branded hotel.22

Community Relations- this item and Environment took up over half of the meeting time (1 hour 15 mins) which reflected that it is an important topic across the town.

- High number of complaints largely related to the start of a logistics operation which commenced on 11 October 2019.
- Aircraft used is a B734 which falls within the noise quota for night time operations
- Few complaints of day time flights
- The airport is aware of concerns. The CEO states in his report that “to further reduce the number of flights over Leigh, I am engaged daily, in a dialogue with the cargo airline operator about approach procedures, departure routings, use of reverse thrust, use of taxiways, use of engines on the ground to reduce impact.”
- The wind direction over past quarter has be predominately S/W, meaning that 29% of night time movements have flown over Leigh.
- The airport is not blasé about the issue and comply with dealing with complaints. All complaints are duly logged and processed.
- The Noise Manager stated that people have a right to complain but complaints will not stop flights. She is aware of the issues which are discussed and she is poor active in addressing them.
- The CEO stated that complaints are not going to lead to the stopping of night flights. With that said, note action being taken in Environment section below.
- Complaints system to be improved to solve issues around transparency, managing complaints in a timely manner, having live report data and would provide instant information and confirmation that complaints have been logged.

Environment

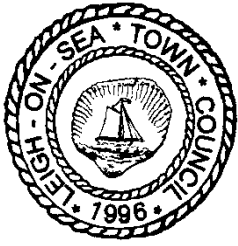
Again, a big issue.

- The airport is now actively engaged with a number of local Borough Councillors to develop an Environmental Action Plan. Stobart Group is also and relatively involved in the production of a wider corporate and social responsibility plan which has already taken input from Councillors, community groups and users of the airport which will report a proposed way forward in Summer 2020.
- NO₂ level is measured at 4 points: Anne Boleyn Way, Airport roundabout, Eastwoodbury Rd and Crescent. Levels are half that of government threshold.
- At present there are no legal requirements to measure other particles.
- After a very thorough debate and discussion the CEO agreed that residents’ concerns of pollution, smells, fumes and particle matters is a serious issue and he will organise talks with Environmental Consultants.
- Members of the committee also requested a better form of communication about what S/L airport is doing.

AOB

- A representative for Sir David Amess attended the meeting to listen to the issue of Night Flights and to understand how the committee is set up.

Agenda



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Report 2743/VR

Spatial Plan Projects

PDG 12.02.20

Present - Cllrs Bromfield, Cracknell, Forde, Gilson, Healey, Parker, Rosier, Smith and Wells

Outcomes from the meeting:

- We completed a force field analysis of all 4 projects (all considered to be worth continuing)
We decided to focus on 2 projects to begin with - walking routes around Leigh and speed and safety in New Road
- Reduction of traffic in the Old Town will be the next one - estimated later in the spring when the action plans for the first two projects are established and moving forward
- The multi-storey car park was seen to be more of an SBC project as completely out of reach in terms of LTC finances BUT we will continue to be proactive in finding out what is being planned/discussed by SBC (if anything) and will seek to be part of any meetings/discussions and continue to research possible design features so that if it does happen, then we have a case to put forward to tell SBC what we want
- We addressed the issues associated with feasibility - although this will need more detailed consideration when the proposals have been agreed in principle by the council

PDG 25.02.20

Present - Cllrs Evans, Forde, C Mulroney, O'Boyle, Rosier and Wilkins

We focused on the two selected projects and discussed the goals we want to achieve to ensure that we are working towards achieving the vision of success.

Both projects have firm links to Leigh-on-Sea Town Council's strategic plan:

1. To be proactive in creating effective partnership working between SBC and LTC to ensure a shared vision for Leigh-on-Sea
2. To identify community facilities that will enhance the quality of life for local residents and to explore ways of securing the necessary resources with minimum impact on the precept
3. To raise awareness of local environmental issues and to create opportunities for residents to engage with LTC in finding and implementing solutions

Walking routes around Leigh-on-Sea

Vision:

A range of clearly sign-posted walking routes to be created in collaboration with SBC and local groups to enhance the experience of being in Leigh-on-Sea for local residents and visitors.
(Links with strategic objectives 1, 2 and 3)

Goals:

- To liaise and engage with local groups to design routes (e.g. the idea of a 'muddy puddle' walk for toddlers in wellies; accessible walks for the less mobile; 'blue plaque' walk; running routes with different levels of challenge, etc etc) and to identify/promote existing routes (e.g. Heritage Society)
- To produce information/directions in a variety of formats (e.g. tear off map, guide book, leaflets, google maps/LTC website)
- To source and provide clear signage for the walking routes (will include LTC logo and/or the logo of the organisation that designed pre-existing routes)

Reduction of traffic speed along New Road

Vision:

LTC to be proactive in preventing possible accidents and for residents and visitors to feel (and be) safe when driving or walking on the road and pavements along New Road (extend to include the bit from the mini roundabout at the top of the hill on Leigh Hill?).

(Links mainly with strategic objective 1)

Goals:

- Existing 20mph signs to be made more visible and additional 'reminder' signs to be provided along the route
- Explore the possibility of changing road colour/markings/surface and creating optical psychological barriers to reduce speed and also to show safe(ish) places for pedestrians to cross
- Establish possibilities with SBC/police - particularly around how we could support the installation of speed cameras
- Identify ways of monitoring speed
- Work with SBC when work begins on Ship Pub to ensure the safety of pedestrians crossing the road at that point (on a double bend - so a possible idea might be to move the pelican crossing further down the hill)

Next steps:

A detailed action plan for each project needs to be designed and an identification of possible risks (in line with Council protocols) - who will do what, how and when. **RECOMMENDED** that a PDG for each vision is established at the next full council meeting.

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Leigh-on-Sea Town Council - Meetings timetable 2020/21															
Meeting	Time	Regular Date	May 2020	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2021	Feb	Mar	April	May
Council	7.30	ideally 3rd Tuesday Month 1	19th		21st		22nd		24th*		19th		23rd		18th
Finance & Governance	7.30	4 meetings a year	5th				1st		3rd				2nd		4th
Planning & Licensing	7.30	Ideally every 3 weeks	12th	2nd 23rd	14th	4th 25th	15th	6th 27th	10th	1st 22nd	12th	2nd 23rd	16th	6th 27th	11th
Community	7.30	ideally 3rd Tuesday Month 2		16th		18th		20th		15th		16th		20th	
Staffing	7.30	At least once a year						13th				9th			
AALG	2.00	1st Tuesday Quarterly			7th			6th			5th			6th	
								Annual Town Electors Meeting		Friday 23rd April 2021					

[Agenda](#)