



Leigh-on-Sea Town Council

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Chairman: Cllr Paul Gilson | **Vice Chairman:** Cllr Andrew Wilkins

Town Clerk: Helen Symmons PSLCC



MINUTES OF COUNCIL MEETING HELD REMOTELY TUESDAY 10th NOVEMBER 2020

Present: Cllrs: David Bowry, Vinice Cowell, Doug Cracknell, Keith Evans, Anita Forde, Paul Gilson, Alan Hart, Jill Healey, Carole Mulroney, Damian O'Boyle, Vivien Rosier, Emma Smith, Mike Wells and Andy Wilkins

Also in attendance: Helen Symmons (Town Clerk) and one member of the public

Prior to the meeting prayers were said by Fr. Clive Hillman, the Chairman's Chaplain. He left the meeting at 7.32 p.m.

MINUTES

The meeting opened at 7.30 pm

29. CHAIRMAN'S VIRTUAL MEETING PROTOCOL ANNOUNCEMENT

The Chairman read the protocol and then Council held a minute silence for past Councillor and Chairman Mike Dolby.

30. APOLOGIES FOR ABSENCE

Cllr Bromfield

31. DECLARATION OF MEMBERS' INTERESTS

Cllrs Evans and Mulroney declared non-pecuniary interests as Southend Borough Councillors.

32. APPROVAL OF THE MINUTES OF THE MEETING 18TH AUGUST 2020

The minutes of the meeting 18th August 2020 were agreed and will be signed by the Chairman at the next possible physical meeting of Council.

33. PUBLIC REPRESENTATIONS

The Chairman advised that a letter had been received from Sir David Amess MP in connection with Cliff Parade and the Belvedere. He informed the meeting that with regards to Cliff Parade things had moved on which Sir David was aware of. The Town Clerk read the final paragraph of the letter to Council in which Sir David was asking for the Town Council's views on the Belvedere.

Since the project was brought to Council in late 2018 by the Borough Council, it has been fully reported in the public realm via the Council's agendas and minutes which are all on the Council's website. The structure belongs to Southend Borough Council and matters are reported to them as they arise. A street art project is planned for the mural with the aim to co-ordinate it with the building of the street art wall at Leigh Marshes Skate Park. Graffiti artists will be encouraged to migrate to this area. The Council recognise that the Borough Council are trying to reclaim the area from the unsavoury elements that burdened it and will support Southend Borough Council as best as we can.

34. SOUTHEND BOROUGH COUNCIL

Cllr Mulroney in her capacity as a Borough Councillor advised that Borough Council services are functioning in this new lockdown. A PSPO consultation has just been published with regards to dogs and Council are making preparations for the 2021/22 budget. She was pleased that Leigh Town Council signpost Borough Council information to residents.

35. QUESTIONS FROM COUNCILLORS

There were none.

36. TOWN CLERK'S REPORT

The Town Clerk was thanked for highlighting the governance and democracy issues at EALC which were of concern to all. The Town Clerk confirmed that this had only been highlighted in detail to Councillors but not the public as it would not have been appropriate. A precis of the EALC AGM was given highlighting that the reason given by EALC for no online training during the COVID period was that they did not have the technology in place. Leigh Town Council voted against the price rise proposed as it was felt that Council had not received a service this year. It was noted that the Town Clerk could remain as the Southend Representative as the constitutional change that the EALC Executive Committee had recommended to members was defeated.

COMMITTEES / PDGS AND REPRESENTATIVE REPORTS

37. COMMITTEES – Agenda Item 9

a) **Planning, Highways & Licensing Committee**

The Chairman presented the minutes as per the Agenda which were **NOTED**.

b) **Community & Culture Committee**

The Chairman presented the minutes as per the Agenda which were **NOTED**

c) **Staffing Committee**

The Chairman presented the minutes as per the Agenda which were **NOTED**

d) **Finance & Governance Committee**

The Chairman presented the minutes as per the Agenda and the recommendations therein:

Minute 7 – Staff Handbook

RESOLVED to adopt the reviewed Staff Handbook

Minute 8 – Vexatious Complaints Procedure

RESOLVED to adopt the new procedure

Minute 9 – Health & Safety Policy

RESOLVED to adopt the reviewed policy

Minute 10 – Training & Development Policy

RESOLVED to adopt the reviewed policy

Minute 11 – Safeguarding Policy

RESOLVED to adopt the reviewed policy

Minute 17 – Annual Budgeting Process

There was discussion with regard to the recommendation which would result in no provision for membership to EALC and NALC for the year. Cllr Wilkins highlighted that at the virtual training he had attended that day, the message was that post COVID, EALC training would revert to attendance at Great Dunmow. The Town Clerk confirmed that she would be able to access guidance and advice elsewhere for Council through the Society of Local Council Clerks and a networking of Councils. Council **RESOLVED** the draft budget as presented.

Minute 20 – Approve Expenditure
RESOLVED to approve the expenditure

38. SPATIAL PLAN PROJECTS PDG – **Agenda Item 10**

It was highlighted that zebra crossings had been requested for New Road but declined for technical reasons, signage had been implemented instead. New Road does have a speed limit of 20 mph but this is not enforceable. Following discussion, the Town Clerk confirmed that average speed cameras were one of the list priorities for the group. Council **APPROVED** the course of action that the PDG were taking with regard to reduction of traffic speed along New Road.

39. AIPOINT PDG – **Agenda Item 11**

There was discussion as to whether the proposed letter was worded strongly enough. The consensus was to see what response the proposed letter evoked and then maybe a stronger response would be required thereafter. Council **RESOLVED** to send the letter as per Appendix 4 of the Agenda.

40. SOCIAL ISOLATION PROJECTS – **Agenda item 12**

Following a proposal (Cllr Forde, seconded Cllr Evans) Council **RESOLVED** to hold a Well Being Day with an employment focus when safe to do so.

41. COVID EMERGENCY FUND – **Agenda item 13**

Following a proposal (Cllr Forde, seconded Cllr Gilson) Cllrs Cracknell and Wells were **RESOLVED** as the Councillors to sit on the Panel with the Chairman and Vice Chairman of Council and Chairman of the Finance & Governance (F&G) Committee. The Vice Chairman of the F&G Committee becomes a substitute for any Panel member.

42. REPRESENTATIVE REPORTS

Cllr O'Boyle confirmed to Cllr Forde that he was now receiving the Airport Consultative Committee information.

DECISION ITEMS

43. MOTION FROM CLLR GILSON, SECONDED CLLR WILKINS – **Agenda item 15**

Cllr Gilson spoke further on this and there was much discussion. It was pointed out that the Council should always consider the best value for money. The consensus was the motion as it stood did not present a strong enough case. Following a proposal (Cllr Rosier, seconded Cllr Hart) Council **RESOLVED** to defer the motion but would consider the matter again if presented with a full business case by the original proposers.

44. MOTION FROM CLLR SMITH, SECONDED CLLR WILKINS – **Agenda item 16**

Council **RESOLVED** to hold a PDG meeting to reassess the whole area of community engagement.

45. PROPOSAL FROM CLLR O'BOYLE – **Agenda item 17**

Whilst Council were open to the idea, it was felt that the business case was not sufficient and the effect on the precept would require consultation with the community. Cllr O'Boyle agreed to ask SECH to produce a business plan offering minimal disruption and showing how others can engage with them. Once a business case is presented, Council will hold a PDG to discuss further.

46. CHRISTMAS TREE DONATION - **Agenda Item 18**

Cllr Gilson advised the Committee that given the cost, he has spoken to Sir David and said that it would be better if he made all the arrangements with the Borough Council to donate the tree direct to the Town, erecting it himself. An alternative suggestion was made that he could donate a tree to the Community Centre for display as it could be accommodated here without the additional cost to Leigh Town Council as it could be erected and decorated using existing infrastructure.

47. COMMUNITY CENTRE DOORS - **Agenda Item 19**

The Town Clerk highlighted that there had been issues with the doors in the past week, first unable to close them and then unable to open them. They had been working in the last two days though.

Council **REQUESTED** that the Town Clerk seek further quotes to fully replace the doors as this seemed the most cost-effective option. An extraordinary meeting would be held to make a decision once the quotes were received. The Town Clerk asked Council to bear in mind that if the doors stopped working and presented a security issue, the repair option would be necessary as a matter of urgency.

Council **RESOLVED** that the cost of repairs or replacement would be taken from the Community Centre Earmarked Reserve.

FOR NOTING / CONSIDERATION

Cllr Rosier left the meeting

48. EMERGENCY ROOF REPAIRS

Council **NOTED** the item.

49. COUNCIL INCOME & EXPENDITURE BUDGET UPDATE AS AT 31ST OCTOBER 2020

Council **NOTED** the budget.

50. REVIEW OF ACTION PLAN THAT SUPPORTS THE STRATEGIC PLAN

Council **NOTED** the updates.

51. CASUAL VACANCY – ELMS WARD

Council **NOTED** the by-election.

52. NALC QUALITY COUNCIL STATUS

Council **NOTED** receipt of the Gold Award and thanked staff for all the work in achieving this.

53. COMMUNITY ENGAGEMENT

Council **NOTED** all the items and Cllr Healey asked that it be **minuted** that the Keeping in Touch news sheet was a great addition by staff. The Town Clerk advised that it was being wonderfully received by Community Transport members with lots of engagement by them into future editions.

The meeting closed at 9.46 pm