



# Leigh-on-Sea Town Council

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**Chairman:** Cllr Douglas Cracknell | **Vice Chairman:** Cllr Keith Evans

**Town Clerk:** Helen Symmons PSLCC



MINUTES OF COUNCIL MEETING  
HELD AT LEIGH COMMUNITY CENTRE  
TUESDAY 22<sup>ND</sup> MARCH 2022

Present: Cllrs: David Bowry, Katie Cohen, Vinice Cowell, Doug Cracknell, Keith Evans (from minute 130), Paul Gilson, Alan Hart, Jill Healey, Emma Mills, James Preston, Emma Smith and Andy Wilkins

Also in attendance: Helen Symmons (Town Clerk) and two members of public

Absent: Cllrs: **Anita Forde**, Carole Mulroney, Damian O'Boyle and Mike Wells

MINUTES

***The meeting opened at 7.32 pm***

116. CHAIRMAN'S ANNOUNCEMENT AND HOUSEKEEPING

The Chairman welcomed all to the meeting. There was a minutes silence as a mark of respect for the first Chairman of Leigh Town Council, Mike King.

117. APOLOGIES FOR ABSENCE

Cllrs **Forde** and Mulroney

The Town Clerk then read out two letters of resignation addressed to the Chairman from Cllrs Damian O'Boyle and Mike Wells. It was confirmed that notice of the casual vacancies would be posted the following day.

118. DECLARATION OF MEMBERS' INTERESTS

The Town Clerk read out a letter from Cllrs Wilkins and Gilson (Appendix 1 to the minutes).

During the meeting Cllr Wilkins declared a non-pecuniary interest in Agenda item 24 living in an area that was proposed to be moved in to the Castle Point constituency under the Boundary Commission proposals.

119. APPROVAL OF THE MINUTES OF THE MEETING 18<sup>TH</sup> JANUARY 2022

The minutes of the meeting 18<sup>th</sup> January 2022 were agreed as an accurate record and signed.

120. PUBLIC REPRESENTATIONS

There were none.

121. QUESTIONS FROM COUNCILLORS

There were none.

122. SOUTHEND BOROUGH COUNCIL

Nothing reported at the time, although later in the meeting the Town Clerk received notice from Cllr Evans in his capacity as a City Councillor that the traffic calming measure proposed in Leigh ward will go out to consultation with residents after the local City elections and that PSPO dispersal orders are being reviewed which are in place in parts of Leigh including the Old Town.

123. TOWN CLERK'S REPORT

The report was **NOTED** with the Town Clerk also advising that Chief Inspector Ian Hughes would be leaving Southend Police in June/July. Council expressed their thanks for all that he has done in Leigh and Southend for so long.

<b>COMMITTEES / PDGS AND REPRESENTATIVE REPORTS</b>
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124. COMMITTEES - **Agenda item 9**

- a) The minutes of the Planning, Licensing and Highways Committee were **NOTED**
- b) The minutes of the Community & Culture Committee were **NOTED**
- c) The minutes of the Staffing Committee were **NOTED**
- d) The minutes of the Finance & Governance Committee were **NOTED** except minutes 24, 25, 31-34 and minute 38 (to be considered under Agenda item 25)

Minute 24 – Statement of Community Engagement  
Council **RESOLVED** the reviewed policy

Minute 25 – Annual Governance Review  
Council **RESOLVED** the reviewed Risk Management Strategy and Risk Register.  
Council **RESOLVED** the following:

- That Council have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements with the specific control measures as outlined in the report;
- That Council has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness with the specific control measure outlined in the report;
- That Council took all reasonable steps to assure itself that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or on its finances;
- That Council has provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations;
- That Council has carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance where required;
- That Council maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems;
- That Council took appropriate action on all matters raised in reports from internal and external audit;
- That Council has considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end have a financial impact on the council and where appropriate have included them in the accounting statements.

Minute 31-34 – Earmarked Reserves

Council **RESOLVED** the movements as per the report and **RESOLVED** to replace all noticeboards in addition to the one being replaced through the insurance claim. The additional four noticeboards will be at a cost of £7,775 + VAT including installation.

125. REPORT FROM PDG 11<sup>TH</sup> JANUARY 2022

The report was **NOTED** and Council requested that the Town Clerk contact Lady Julia with regards to the two internal ideas that Council would like to implement.

126. REPRESENTATIVE REPORTS

Cllr Evans in his capacity as a City Councillor had attended the Southend Airport Consultative Committee meeting in March and provided a written report that Easy Jet will not have a base at the airport but will fly in/out and drop off and back to a base elsewhere at night. Regular night flights are generally now just one flight at approximately 3 am. The airport is recruiting but passenger expectations are currently predicted way below pre covid. Cllr Evans further reported that he had attended the High Sheriff's awards on 2<sup>nd</sup> March on behalf of Leigh Town Council as the Chairman had been unable to attend. 18 grant awards were given to voluntary and community organisations with 4 to Southend groups. These ranged from £1500 to £3521. Groups are encouraged to apply for grants up to £5000 by 1<sup>st</sup> December 2022.

<b>OTHER DECISION ITEMS</b>
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127. OLD MESS ROOM

Council **NOTED** the report.

128. TO APPROVE EXPENDITURE – **Agenda item 13**

Council **RESOLVED** the expenditure

129. MOTION FROM CLLR COWELL, SECONDED CLLR MILLS

Council **RESOLVED** to hold a community event hosted and organised by Cllrs to make ribbons in support of the Ukraine Crisis.

***Cllr Evans joined the meeting***

130. MOTION FROM CLLR MULRONEY, SECONDED CLLR HEALEY

Following discussion, an amendment was proposed by Cllr Cowell, seconded by Cllr Hart and **RESOLVED**

Council **RESOLVED** the substantive motion that the Council will extend its already established support for refugees to ensure that those resident in Leigh are able to socialise as a group, by offering a room at the Community Centre *subject to availability and demand on a rolling weekly basis*. The cost to be taken from the Emergency Community Fund.

<b>FOR NOTING/CONSIDERATION</b>
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131. COUNCIL INCOME AND EXPENDITURE BUDGET UPDATE

Councillors **NOTED** the report.

132. COUNCIL BANK ACCOUNT BALANCES

Council **NOTED** the balances.

133. COMMUNITY ENGAGEMENT

The report was **NOTED** and a reminder given of the Councillor Litter pick on Saturday 26<sup>th</sup> March. This will be advertised as part of the Big Clear Up campaign.

134. DRAFT TIMETABLE OF MEETINGS

Councillor **NOTED** the timetable

135. ANNUAL TOWN MEETING

Council **NOTED** the report and several councillors gave apologies that they would be unable to attend.

136. GDPR FOR MEMBERS

Councillors **NOTED** the report.

137. REVIEW OF MEMBERS' INTERESTS

Councillors **NOTED** the report

138. COPY OF FINAL COUNCIL BUDGET 2022/23

Councillors **NOTED** the link on the agenda.

CONSULTATIONS
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139. BOUNDARY COMMISSION 2<sup>ND</sup> STAGE

Council **RESOLVED** to reiterate to the Boundary Commission the objection against West Leigh being incorporated in to the Castlepoint Constituency but to advise that it supported the proposal submitted to keep West Leigh as part of Southend West.

CONFIDENTIAL
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140. 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 – SO 3(d)

***Members of the public present left the meeting***

141. RECOMMENDATION FROM F&G COMMITTEE – MINUTE 38 CHRISTMAS LIGHTING CONTRACT

Council **RESOLVED** the recommendation that Festive Lighting be the new installation contractors and to opt for a 3-year hire contract replacing the existing street displays with new individual schemes for Broadway, Leigh Road, 'The Triangle' and London Road. In addition, a new tree lighting scheme will be installed in Library Gardens with a 24ft real Christmas tree behind the library. An electric pillar box in the gardens will be installed using CIL funding.

The costs will be as follows:

Year 1	Installation charge £13,000	Street Displays £12,929.32	Library £6,615
Years 2&3	Installation charge £13,000	Street Displays £11,452.57	Library £4,791.75

The cost of the electric box is estimated at £2,000

The Town Clerk will contact Project Southchurch and Hamlet Court Road community groups to see whether they would like the Council's existing motifs at a heavily discounted rate.

***End of confidential business***

***The meeting closed at 8.47 pm***

Tuesday March 22nd, 2022

Dear Clerk,

We wish it to be known from the date of this letter that we Cllr Andrew Wilkins (Thames Ward) and Cllr Paul Gilson (Leigh Road Ward) from this date will be Conservative members of Leigh on Sea Town Council.

We have hereby formed a Conservative Group for Leigh Town Council with immediate effect and request that our wishes for us to be seen as Conservative councillors from now are respected.

We also request that we are seated together in meetings whilst we continue to be part of the Town Council we represent.

We have made this decision after careful consideration . We feel it only correct in the interest of transparency that our residents should know our views and values. We recognise that we are not the only political grouping on this council.

Yours Sincerely,

Cllr Andrew Wilkins and Cllr Paul Gilson

