



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 Jane Ward
Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

You are hereby summoned to an Extra Ordinary meeting of the Leigh-on-Sea Town Council, which will take place on **Tuesday 19th December 2017** in Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.00pm when it is hoped to transact the following business.

AGENDA

1. THE CHAIRMAN'S OPENING REMARKS INCLUDING HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING OF 21ST NOVEMBER 2017

DECISION ITEM

5. CO-OPTION OF COUNCILLOR FOR HIGHLANDS WARD (Appendix 1)

Applications have been received from 4 candidates (Confidential Appendix 1) and the co-option procedure will be followed as per the policy resolved June 2016. The successful candidate will then sign a Declaration of Acceptance of Office.

Helen Symmons
Town Clerk
14th December 2017

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

DATE OF NEXT MEETING: Tuesday 16th January 2018



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MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.00PM ON TUESDAY 21ST NOVEMBER 2017 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Jane Ward (Chairman), Mark Bromfield, Anita Forde, Patrick Fox, Donald Fraser, Jill Healey, Richard Herbert, Fr. Clive Hillman, Valerie Morgan, Carole Mulroney, Declan Mulroney, Ron Owen and Vivien Rosier

Also in attendance: Helen Symmons (Town Clerk)

MINUTES

The meeting opened at 7.30 pm

71. CHAIRMAN'S OPENING REMARKS

The Chairman announced that a Strategic Plan workshop would take place on Saturday 20th January 2018 with the intention of this being the only workshop to create the Council's four year Plan and hopefully the accompanying Action Plans too. She hoped as many Councillors as possible would be able to attend. The Town Clerk will send out details. The Remembrance Services in Southend and Leigh were attended by many Leigh Councillors. Sir David Amess had sent belated congratulations to both the Chairman and Vice Chairman on their positions. A reply had now been received from Southend Borough Council with regard to the request of a representative visit at the official consultation stage of the SBC catchment school issue. The Borough hoped we would respond but no visit would be forthcoming. Finally several Councillors had attended the N-Act performance of 'Keep Yourself Safe Online'. This project was a recipient of a Grant Aid Award and the Chairman reported that it was a very good performance and is currently touring senior schools.

72. APOLOGIES FOR ABSENCE

Cllr Caroline Parker.

73. DECLARATION OF MEMBERS' INTERESTS

There were none.

74. APPROVAL OF THE MINUTES OF THE MEETING OF 19TH SEPTEMBER 2017

The minutes of the meeting 19th September 2017 were agreed and signed by the Chairman as a true and accurate record.

75. PUBLIC REPRESENTATIONS

There were none.

76. SOUTHEND BOROUGH COUNCIL

Cllr Carole Mulroney as a Borough Councillor reported that the refurbishment of Belton Hill steps would be commencing in the first quarter of 2018.

77. QUESTIONS FROM COUNCILLORS (for which written notice has been received)

There were none

COMMITTEES

78. COMMITTEES

To receive Minutes of Committees and Report 2665/Payments List

- a) Planning, Highways & Licensing Committee – Cllr Healey presented the minutes of 26th September, 10th October, 23rd October and 14th November 2017.

There were no recommendations to Council from the minutes.
In relation to minute 153 it was clarified that planning breaches are not illegal.

- b) Community Facilities Committee – Cllr C Mulroney presented the minutes of 3rd October 2017

There were no recommendations to Council from the minutes.

Cllr Mulroney reported on the recent PDG meeting and explained how the next one after CF meeting 5th December would proceed. Councillors were reminded to submit any further Community Centre ideas to the Town Clerk so they could be reviewed by all prior to the meeting. The most potentially interesting proposals would then be submitted to Johnson Gillies following the meeting to establish viability and costs.

- c) Environment & Leisure Committee – Cllr Morgan presented the minutes of 17th October 2017.

There were no recommendations to Council.

- d) Policy & Resources Committee – Cllr Herbert presented the minutes of 7th November 2017 excluding minute 46, 47 and 58.

Councillors were reminded of the PDG meeting 14th December to discuss the LTC magazine review and Community Infrastructure Levy ideas.

A question was raised in relation to minute 49 regarding the Neighbourhood Plan and whether it was pertinent following the LTC news article and recent Leigh Times magazine article mentioning the NHP to send a letter to the Leigh Times to update residents with the fact that progress could not be made until the Borough's Local Plan emerged. The Town Clerk advised that a letter was being written to Cllr Flewitt at Southend Borough Council being the Executive Councillor for Housing, Planning and Sustainability asking whether Leigh Town Council can have early involvement in the Local Plan. The Chairman of Council and Chairman of P&R felt a letter was not necessary to the Leigh Times as the NHP had not been abandoned.

RECOMMENDATIONS TO COUNCIL:

- Minute 46 – Statement of Intent Community Engagement – See Minute 72
- Minute 47 – Lone Worker Policy – See Minute 73
- Minute 58 – Approve Expenditure (Report 2665/Payments list)

Council **RESOLVED** the expenditure as per the payments list which was signed by the Chairman.

DECISION ITEMS

79. STATEMENT OF INTENT COMMUNITY ENGAGEMENT – **Agenda item 9**

The Council **RESOLVED** to adopt the Statement with the next review date of November 2021

80. LONE WORKER POLICY – **Agenda item 10**

The Council **RESOLVED** to adopt the policy with the next review date of November 2020.

CONSULTATIONS

81. AIR QUALITY AREA ACTION PLAN – **Agenda item 11**

Following various discussion, Council **RESPONDED** to the consultation which the Town Clerk will submit.

82. AMBITION SOUTHEND, A SKILLS AND LABOUR MARKET STRATEGY – **Agenda item 12**

Following various discussion Council **RESOLVED** that the consultation response will be undertaken by those members attending the P&R PDG meeting 14th December.

83. ADMISSION AND CATCHMENT ARRANGEMENT FROM SEPTEMBER 2019 – **Agenda item 13**

It was noted that the proposal was based on the worst case scenario that might happen with regard to school places. The Council felt the style of the consultation response as individual questionnaires per school was a difficult one and did not permit a response to the complete picture. Leigh Town Council has a duty to respond on behalf of the whole town where many community boundaries corresponding with the existing catchment areas have been in existence and linked historically to ecclesiastical boundaries within the town. It was recognised that cross boundary negotiations need to be considered as there still remains uncertainty once places in all the schools are filled. The Council is very aware that funding is not available to build a new school or remodel the older schools but this would be ideal and would avoid future issues that will surely arise with ongoing residential development in the affected areas.

Council will **RESPOND** to the consultation in letter format which will be drafted by the Chairman and two other Councillors but will be sent to remaining Councillors for comments prior to submission.

Members were reminded that they are able to complete the consultation as individuals and to encourage others to do so to even if they do not have school age children.

84. FORMAL CONSULTATION ON ADMISSION ARRANGEMENTS FOR SEPTEMBER 2019 – BELFAIRS ACADEMY – **Agenda item 14**

No comments or observations from Council were forthcoming and therefore the arrangements were **NOTED** including the admission criteria of pupils of staff.

FOR NOTING

85. TOWN CLERK'S REPORT

The Council **NOTED** the report and made comment on code changes being very important to handle bullying nationwide and across the board by Councillors. The Chairman expressed that the potential for anyone in a position of power or perceived power to bully colleagues, be they Councillors or staff is not unique to Councillors alone. Abuse can be found in all situations where people are vulnerable. Councillors are as vulnerable as staff. To state this issue as one sided, avoids addressing a culture where it is allowed to thrive.

The consultation process with regard to access to funds was also of interest.

86. COUNCIL VACANCY

The Town Clerk was able to inform Councillors that to date, 3 candidates had express an interest in being considered with another enquiry made that day. An Extra Ordinary Council meeting will

be held Tuesday 19th December at 7 pm to follow the Council's Co-option procedure. The Town Clerk will advise candidates.

87. INTERNAL AUDIT REPORT 2017-18 (INTERIM)

The Council **NOTED** the report and congratulated the Town Clerk and staff.

88. LOCAL COUNCIL AWARDS

The Town Clerk advised Council that a response had been received from the Borough. As Council wished the award to be recognised to a wider circle, the Town Clerk will liaise with EALC and SBC to attend one of their Council meetings.

The meeting closed at 8.52 pm



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Vice Chairman: Cllr Helen Robertson
Town Clerk: Paul Beckerson

CO-OPTION PROCEDURES AT A COUNCIL MEETING

Created June 2016
For review 2018

Introduction

If no request for an election is received by Southend Borough Council by the date on the Notice of Vacancy, the Town Council will be advised that it may co-opt to the vacancy. Co-option is the process by which the Town Council selects a new Councillor and it is done as an agenda item within a Council meeting. Co-opted members are subject to the same eligibility process as elected Councillors.

The Town Council manages the process of co-option by itself and strives to demonstrate that it is fair and equitable by following the procedure set out below.

Procedure

1. Leigh-on-Sea Town Council invites/advertises interested candidates to write to the Clerk by a specified date, including a CV if so desired. The correspondence once received is then circulated to all Councillors with the Agenda ahead of the meeting at which a Town Councillor is to be co-opted.
2. At the meeting, candidates are invited to speak about themselves for a maximum of 3 minutes and Councillors have the opportunity to ask questions of them.
3. The Chairman will request the Councillors present to nominate any of the candidates. This may be done 'en bloc'. Candidates will require a proposer and seconder to progress to the voting stage. If there is only one vacancy, a Councillor may only nominate or second one candidate. One candidate needs to receive an absolute majority of votes.
4. The Chairman will then place the names of those nominated into alphabetical order and proceed to vote. Councillors will have one vote per vacancy to be filled.
5. A successful candidate must receive an absolute majority of those present and voting. At this stage, the successful candidate will be declared co-opted, asked to sign a Declaration of Acceptance of Office and to join the meeting.
6. If there are more than two candidates for one vacancy, members will be invited to vote using a 'supplementary voting system'. This means that on the ballot paper, members will be able to vote for a first and second choice candidate. All the first choices are then counted and if a candidate has an absolute majority, they are elected. If no candidate receives an absolute majority, the top two candidates continue to a second round and all other candidates are eliminated. The second-choice votes of everyone whose first choice has been eliminated are then counted. Any votes for the remaining candidates are then added to their first-round totals. Whichever candidate has the most votes after these second-preferences have been allocated is declared elected.

7. If the situation occurs where there are three candidates, none with a majority after the first vote count and the other two both have the least number of votes, the second-preference votes of the top candidate will be used to determine which of the other candidates goes through to become the other top candidate.
8. The successful candidate is a Councillor in their own right and is no different to any other member; co-option is a legitimate form of election as part of the election process.