



Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
leighcouncil@btconnect.com www.essexinfo.net/leigh-on-sea

Chairman: Cllr Pat Holden
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson



MINUTES OF THE MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.30PM ON WEDNESDAY 8th SEPTEMBER 2010 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Pat Holden (Chairman), Bill Abbot, Reta Cocks, Hilary Davison, Mike Dolby, Peter Dolby, Donald Fraser, Jerry Holden, Carole Mulroney and Jean Rowswell.

Also in attendance: Paul Beckerson (Town Clerk), Paul Lawrence

The meeting opened at 7.30pm

Prayers were read by the Chaplain, Major John Carmichael.

33. CHAIRMAN'S OPENING REMARKS

Chairman's opening remarks were noted.

34. DECLARATION OF MEMBERS INTERESTS

There were none.

35. APOLOGIES FOR ABSENCE

Cllrs: Margaret Cotgrove, Elaine Crystall, Caroline Parker, Patsy Ryan, David Vaughan and John Wren.

36. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the 14th July 2010 were agreed and signed by the Chairman

37. COMMITTEES

a) Planning Committee – The minutes of the meetings held on the 13th July were noted. To a query, the Chairman replied that the application in 19(a) had been approved. The minutes of the meeting of the 27th July were noted. The minutes of the meeting of the 10th August were noted, with a member speaking in support of minute 28(f). The minutes of the 24th August were noted with the Chairman clarifying that minute 33(a) referred to an additional Take-Away element.

b) Transport & Highways – The minutes of the meeting held on the 19th July 2010 were noted. With the following **RECOMMENDATIONS:**

a) Leigh-on-Sea Boundary Sign

It was RESOLVED: that the crest should remain in black and white.

b) Provision of Litter Bins in the High Street

It was **RESOLVED: to fund one bin to be placed outside Sarah's Tea Garden at a cost of £450 with SBC taking over the maintenance and emptying once installed.**

c) Leisure, Foreshore & Environment Committee – The minutes of the meeting held on the 15th July 2010 were noted. With the following **RECOMMENDATIONS:**

a. Event Dates 2011

It was **RESOLVED: that both the Easter and May Events should go ahead as usual.**

d) Allotments Committee – The minutes of the meeting held on the 28th July 2010 were noted. A member questioned how long the container on the Manchester Drive allotments would remain on site. It was suggested this could be put on the agenda of a future meeting.

e) Finance & General Purposes Committee – The minutes of the meeting held on the 31st August 2010 were noted.

The committee had **RESOLVED** to set up a Councillor Recruitment Working Party and that membership should be determined by the full Council.

The Council **RESOLVED to appoint: Cllrs Hilary Davison, Donald Fraser and Carole Mulroney.** A meeting would be arranged as soon as practical.

38. FINANCIAL REPORT

It was **RESOLVED: that the Income & Expenditure Report 1774/I&E be approved,** (Appendix 1).

39. ALLOTMENT TENANCY AGREEMENT

The agreement was **AGREED** as amended, (Appendix 2).

The meeting closed at 8.31pm



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Report 1774/I&E

Income and Expenditure 30th June 2010 to 24th August 2010

Cheque	Expenditure	Payee	Purpose	Statute
100,205	£22.79	Acumen Wages Services	Payroll Processing - June	(In all cases, LGA means Local Government Act and s is for section) LGA 1972 s111
100,206	£111.15	Southend Adult Community College	Farmers Market	LGA 1972 s144
100,207	£748.00	SBC	Rates for June and July	LGA 1972 s111
100,208	£145.70	A&K Building & Civil Engineering	Repair of gate hinge Manchester Drive Allotments	Small holdings and Allotments Act 1908 s26
100,209	£2,625.00	SBC	Elm Road Quarterly Rent	LGA 1972 s111
100,210	£376.94	SBC	Annual Buildings Insurance	LGA 1972 s111
100,211	£1,094.91	HMRC	Tax & NI June	LGA 1972 s111
100,212	£74.03	Sign Factory	Fishing Festival Banners Amended	LGA 1972 s144
100,213	£32.40	B Allan-Smith	Allotments - Petrol (£19.50) Minor items (£12.90)	Small holdings and Allotments Act 1908 s26
100,214	£49.00	The Jacks Centre Latchingdon	Community Transport – Refreshments - Mystery Tour	Transport Act 1985 s19
100,215	£490.00	Mr B Main Bradwell Village Hall	Community Transport – Refreshments - Mystery Tour	Transport Act 1985 s19
100,216	£200.00	Neopost	Postage	LGA 1972 s111
100,217	£30.20	P Beckerson	Travel Expenses Dunmow & Southend	LGA 1972 s111
100,218	£1,648.75	Essex Pension Fund	Pension Contributions - June	LGA 1972 s111
100,219	£4,151.16	Essex Pension Fund	Back-dated Pension Contribution for V Choppen	LGA 1972 s111
100,220	£50.00	Belfairs School	Annual Prize	LGA 1972 s137
100,221	£101.00	P Beckerson	Summer Seminar Expenses	LGA 1972 s111
100,222	£265.04	BT	Telephone Calls and Line Rental	LGA 1972 s111
100,223	£711.58	Mayfield Cleaning Ltd	Bus Shelters deep clean and repair (£564.00) and Office Cleaning (£147.58)	Local Govt Misc Provs Act 1953 s4 & LGA 1972 s111
100,224	£22.60	Electronic Office Automation Ltd	Photocopying	LGA 1972 s111
100,225	£192.62	Cory Environmental	Skate Park Bin Rental & Collection	LGA 1972 s111
100,226	£170.00	Salvation Army	Community Transport – Use of Minibus	Transport Act 1985 s19
100,227	£166.08	Callidus Computer Centre Ltd	Toner (£99.99) & Computer Support (£22.03)	LGA 1972 s111
100,228	£139.50	P Holden	Welcome Reception Costs	LGA 1972 s 111

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100,229	£180.00	Taxi Drivers Charity Fund	Community Transport – Use of Minibus	Transport Act 1985 s19
100,230	£50.00	St John Ambulance	Community Transport – Use of Minibus	Transport Act 1985 s19
100,231	£80.00	West Leigh Baptist Church	Community Transport – Use of Minibus	Transport Act 1985 s19
100,232	£3,992.45	Zurich Insurance	Insurance	LGA 1972 s111
100,233	£61.28	Viking	Stationery	LGA 1972 s111
100,234	£225.00	Maurice Howard	Acting RFO costs	LGA 1972 s111
100,235	£150.27	E.on	Office Electricity	LGA 1972 s111
100,236	£200.00	Cash	Petty Cash	LGA 1972 s111
100,237	£1,104.50	Ray Linge Market Stall & Marquees	Fishing Festival Marquees	LGA 1972 s144
100,238	£250.00	Footrope Knots	Fishing Festival - Demonstration	LGA 1972 s144
100,239-243	£5,353.19	Employees	Salaries for July 2010	LGA 1972 s111
100,244	£57.58	Soundtrack	Fishing Festival – Sound System	LGA 1972 s144
100,245	£122.72	British Gas	Gas	LGA 1972 s111
100,246	£183.11	Public Collection	Fishermans Mission Donation	LGA 1972 s145
100,247	£561.00	Ingatestone Hall	Community Transport – Admission & Refreshments	Transport Act 1985 s19
100,248	£4,025.12	SBC	Hanging Baskets	LGA 1972 s144
100,249	£22.79	Acumen Wages Services	Payroll Processing - July	LGA 1972 s111
100,250	£111.15	Southend Adult Community College	Farmers Market	LGA 1972 s144
100,251	£579.68	TMS LTD	Fishing Festival – Signage cost balance	LGA 1972 s144
100,252	£1,158.75	Essex & Suffolk Water	Manchester Drive allotments	Small holdings and Allotments Act 1908 s26
100,253	£374.00	SBC	Rates for August	LGA 1972 s111
100,254	£1,451.13	EDF Energy	Skate Park Lighting	Parish Councils Act 1957 s3
100,255	£62.28	Essex Mobile Welding Ltd	Allotment Gate Padlock	Small holdings and Allotments Act 1908 s26
100,256	£47.50	Miss B Wratishlaw	Pay	LGA 1972 s111
100,257	£2,049.52	HMRC	Tax & NI July	LGA 1972 s111
100,258	£1,754.55	Essex Pension Fund	Pension Contributions - July	LGA 1972 s111
100,259	£16.47	Electronic Office Automation Ltd	Photocopying	LGA 1972 s111
100,260	£9.40	Salvation Army	Community Transport - Driver Verification	Transport Act 1985 s19
100,261	£25.00	Vivien Choppen	Community Transport – Diesel for WLBC minibus	Transport Act 1985 s19
100,262	£5,505.00	McDonald Highways	Leigh Lights - Columns	LGA 1972 s144
100,263	£200.00	Neopost	Postage	LGA 1972 s111
100,264	£30.00	Ms J Lee	Community Transport – Driver costs	Transport Act 1985 s19
100,265	£240.88	Callidus Computer Centre Ltd	Antivirus Software and Annual Installation of new engine Software	LGA 1972 s111
100,266	£147.58	Mayfield Cleaning	Office Cleaning	LGA 1972 s111
100,267	£56.70	P Beckerson	Travel Expenses (£48.20)	LGA 1972 s111

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100,268	£35.00	Information Commissioner	Notice Board Lock (£8.50) Data Protection Renewal of Registration	LGA 1972 s111
100,269-274	£5,125.30	Employees	Salaries for August 2010	LGA 1972 s111

Income

£623.75	Community Transport	Bookings
£192.00	Farmers' Market	Stall Holders
£183.11	Fishing Festival	Public Collection
£1860.00	Vernon Manfield	Hire of Conference Room
£50.00	Punch Taverns	Donation to cover cost of 2009 Xmas Tree
£40.00	Allotments	Keys
£20.00	Body's Opticians	Xmas lights contribution for June & July
£3.00	FHCCP	Use of room



Leigh-on-Sea Town Council

67, Elm Road, Leigh-on-Sea, Essex SS9 1SP
Tel: 01702 716288



Allotment Tenancy Agreement

Full Name of Tenant..... Site.....

Address..... Plot Number.....

..... Size of Plot.....

.....

Telephone Number.....

Date of Birth (if under 18 or over 60)

e-Mail Address.....

Leigh-on-Sea Town Council (the Council) let and the above-named Tenant (the Tenant) takes as yearly tenant from the day of 20..... the allotment garden (the Plot) described above at the yearly rent currently fixed by the Council in respect of allotment gardens, together with the appropriate water rate, payable yearly in advance on the 29th September in each year.

The tenant shall not be entitled to repayment of any part of the rent paid in advance on the determination of the tenancy.

The tenancy is subject to and the Tenant agrees to observe

- a) the provisions of the Allotment Acts 1908 to 1950 including compensation
- b) the conditions attached to this Agreement
- c) any regulations made by the Council in respect of allotment gardens

The tenancy shall expire

- a) one month after the death of the Tenant
- b) when the Council determines the tenancy

The tenancy may be determined

- a) by either party giving to the other twelve months' notice in writing expiring on or before 6th April or on or after 29th September in any year
- b) by re-entry by the Council under any of the powers contained in Section 1 of the Allotments Act, 1922
- c) by re-entry by the Council after one month's notice to the Tenant if any part of the rent remains unpaid for 28 days or if the Tenant has broken any of the conditions of the tenancy.

I have read and undertake to comply with the agreement and conditions, and to heed the information and advice given.

Signature of Tenant..... Town Clerk.....

Leigh-on-Sea Town Council Allotment Tenancy Agreement

Conditions

The Tenant shall

- a) maintain the Plot in a good state of cultivation
- b) keep adjoining paths maintained and free from rubbish
- c) shut and lock the gates on arrival and when leaving the Site
- d) inform the Council and the Manchester Drive Allotment Society Secretary, as appropriate, immediately in writing of a change of address or termination of tenancy
- e) provide a minimum width of 9 inches from the edge of the Plot to the centre of the adjacent division paths between the Plot and the adjoining plots on all sides
- f) permit authorised Officers of the Council and the Chairman and Vice Chairman of the Allotments Committee to enter on and inspect the Plot
- g) provide and maintain a plot identification number

The Tenant must not

- a) obstruct, encroach upon or cultivate any path on the Site
- b) use barbed wire or glass on the plot
- c) erect any building or structure other than those permitted* without the previous written consent of the Council
- d) take any dogs on to the Site unless on a lead and kept on the Plot and must ensure that dog faeces are removed from the Site in a hygienic manner
- e) have a bonfire without the prior written consent of the Council
- g) grow any crop for commercial purposes or conduct a trade or business
- h) keep livestock on the Plot without prior written consent
- i) assign, sub-let or part with possession of the Plot without the prior written consent of the Council
- j) cause nuisance or annoyance
- k) deposit rubbish on the Site (paths, hedgerows, uncultivated areas, etc)
- l) exceed the 5 MPH speed limit when bringing a vehicle onto the Site and must not obstruct paths
- m) use a hose
- n) use the water tanks for cleaning tools and equipment and must ensure that containers used for obtaining water from the tanks are not contaminated by any chemicals, mud or plants

* see Allotment Tenancy Agreement – Information and Advice

Leigh-on-Sea Town Council

Allotment Tenancy Agreement

INFORMATION AND ADVICE

1. **Applications for plots and inquiries** can be made:

- in person at the Council office 67 Elm Road, Leigh-on-Sea. Enquiries should be made Monday to Friday between 10am and 4pm. For telephone inquiries phone 01702 716288.

- in writing to the following address:

Town Clerk
Leigh-on-Sea Town Council
67 Elm Road
Leigh-on-Sea
Essex SS9 1SP

- for the Manchester Drive Allotments site, at the Manchester Drive Allotment Society (MDAS) shop on Saturday and Sunday mornings between 10am and 12 noon (except January)

2. **Rents**

These become due on the 29th September each year. There is a 50% reduction for persons over the age of 60 years or under the age of 18 and for the registered unemployed.

3. **Cultivation**

At least two checks on the state of cultivation will be made each year in May and September. Failure to keep a plot adequately will result in termination of the tenancy after due warning. A period of six weeks will be allowed for cultivation following a warning and the improvement must be sustained.

4. **Representation**

Tenants are represented through the Council's Allotments Committee. If a tenant feels that he/she has a matter for consideration by the Committee, they should write to the Town Clerk at the address above. If required, the Town Council operates a complaints procedure. Any complaints should be sent in writing to the Town Clerk and will be considered in strict confidence under that procedure.

5. **Buildings and other structures**

The Council permits the erection of huts, sheds or tool lockers up to 6ft by 4ft in size and of a non-permanent construction. For larger structures permission must first be sought in writing from the Town Clerk at the address above. The positioning of a shed should ensure that it does not interfere unreasonably with adjacent plots (e.g. by shading), it should not be within 1ft of the boundary and should have guttering collecting the rainwater.

6. **Compost Heaps**

All suitable waste should be composted. A compost heap, if made of suitable material free from weed seeds and under the right conditions, is a valuable acquisition to an allotment. However, this should be properly constructed and well sited on the plot, at least 1ft from the plot boundaries to avoid possible obstruction of the paths. Rubbish which is unsuitable for composting should be removed from the Site.

7. **Paths**

The Council will maintain the main paths which have a width of at least 8ft. No material (including vegetation) shall be deposited on main paths other than suitable stones and hardcore where needed to improve the condition of the path; if in doubt, ask either the Council or MDAS.

The current width of paths between plots is 18 inches split equally between the adjacent plots. This width will increase to 24 inches as plots are re-let.

8. **Cars**

Car travel on the site should be kept to a minimum and a 5 MPH speed limit applies across the Site. Cars should not obstruct paths and should preferably be left in recognised parking areas. Main paths may be closed during adverse weather conditions to reduce damage.

9. Allotment Gates and Keys

The Allotment Site gates must be kept shut and locked at all times. If you have deliveries, make sure you are there and you are responsible for ensuring no damage is done. Keys may not be given to deliverers. A refundable deposit is required for a key when the Plot is let; lost keys may be replaced for an additional charge.

10. Personal Equipment

The Town Council is not liable for any personal equipment left on the Allotment Site. Tenants are reminded that they should look after their tools in a responsible way to avoid injury and misuse. Tools should be labelled with the plot number.

11. Vandalism, Theft or Damage

Any incidents of vandalism, theft or damage must be reported to the Police and the Town Council as soon as possible.

12. Infrastructure Flora

All hedge lines adjacent to plots must be preserved. These may be maintained by the tenant or by the Council if required. No trees on common ground may be cut or pruned without prior written consent from the Council on each occasion.

13. Trees

Fruit trees only may be grown on plots and should not excessively overshadow and thereby harm the use of an adjacent plot. Fruit trees should be grown from dwarfing root stock.

14. Insurance

The Town Council has public liability insurance, but this does not cover injury caused by ploholders or property and crops owned by ploholders.