



Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Caroline Parker
Town Clerk: Paul Beckerson



MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.30PM ON WEDNESDAY 9th JANUARY 2013 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Mark Bromfield, Margaret Cotgrove, Syrie Cox, Geoff Crawford, Donald Fraser, Richard Herbert, Jerry Holden, Pat Holden, Paul Lawrence, Caroline Parker, Cliff Passmore, Patsy Ryan (from Min 91) and David Stanley

Also in attendance: Paul Beckerson (Town Clerk), Vivien Choppen (Senior Administrator) and 2 members of the public. Prior to the meeting prayers were read by former Cllr Hilary Davison.

The meeting opened at 7.30pm

85. OPENING REMARKS

The Chairman welcomed members to the first Council meeting of the year and commented on the success of the Carols on Strand Wharf and that it had raised £307.58 for the Chairman's charity.

86. DECLARATION OF MEMBERS' INTERESTS

There were none

87. APOLOGIES FOR ABSENCE

Cllrs: Alex Coulson and John Wren. The Council resolved to grant Cllr Alex Coulson a further 6 months leave of absence on the grounds of continued ill health.

88. PUBLIC QUESTIONS

There were none

89. QUESTIONS FROM COUNCILLORS

Question from Cllr Mark Bromfield

"Would the Chairman agree that the IWF hours as agreed to be used on the allotments adheres in principle to the original IWF plan that Council agreed in 2012? And that Leigh Town Council when reviewing service provision in terms of costs of a service, needs to move past the simplistic blunt tool of a per head service user cost? And that Leigh Town Council provides services that will not always be covered in cost terms by any charge made to service users?"

The Chairman answered as follows:

1. The IWF hours are not totally made up of Allotment time, an element of them is for events' assistance, in the region of 25%. The hours were recently placed under the F & GPC to enable Committee's to use these on an application basis although deliberations continue as to their use at Allotments. The Allotments Committee next week will be considering these issues and I would suggest that the use of the IWF hours and the scope of that use is better discussed at that meeting.

2. I would expect that this Council will weigh all issues in the balance when deliberating on the provision and scope of services we provide to the community. However, the social benefits of a service will weigh heavily in the balance during these deliberations. This may mean that in the provision of certain services to the community the Council will not always be able to provide these at a neutral cost because the social benefits outweigh the monetary considerations.

90. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the 12th December 2012 were agreed and signed by the Chairman with two amendments with a change to the date in Minute 81(f) to 6th November 2012.

91. COMMITTEES

- a) Planning Committee – The minutes of the meetings held on the 11th December 2012 and 3rd January 2013 were **noted**.
- b) Leisure, Foreshore & Environment Committee – The minutes of the meeting held on the 20th December 2012 were **noted**.

Cllr Fraser reported that the December Farmers' Market was the busiest he had attended, although he expressed disappointment at the lack of Councillors present.

Cllr Patsy Ryan joined the meeting

Min 48(f) Cllrs Pat Holden and Patsy Ryan agreed to join the Marine Event Working Party. Cllrs Richard Herbert, Geoff Crawford, Carole Mulroney and David Stanley having been appointed at the LF&EC meeting.

- d) Transport and Highways Committee – The minutes of the 19th December 2012 were **noted**.
- e) Allotments Committee – The minutes of the meeting held on the 19th December 2012 were **noted**.
- f) Cllr Richard Herbert represented his lost motion to the Council for reconsideration. Only the last clause was represented:

“That future rents are adjusted to fully reflect any under or overspend on the allotment budget.”

The mover proposed an amendment to the motion as follows:

“That rents are reviewed and revised annually as part of the budget consideration” This was seconded by Cllr Carole Mulroney.

A point of order was raised with regard to the fact that mover was not presenting the original lost motion.

Cllr Donald Fraser proposed a further amendment, remove the words ‘and revised’ seconded by Cllr Caroline Parker.

On being put to the vote the amendment was **carried**. The substantive motion (‘that rents are reviewed annually as part of the budget consideration’) as amended was then put to the vote and **carried**.

- g) Leigh Community Centre Committee – The minutes of the meeting held on 18th December 2012 were **noted** with the exception of Minute 22. It was **RECOMMENDED** to Council that:

‘LTC will positively seek to retain and improve the Community Services currently provided in Leigh, which may include provision on the Elm Road Site to which the Council has a long term commitment.’

Council **RESOLVED** to approve the recommendation.

- h) The meeting agreed to move item 9 on the agenda forward as it affected the budget.

- i) PERSONNEL SUB-COMMITTEE MEETING – The Chairman advised that in agreement with the Chairman of F&GPC and because of budget implications these minutes be referred directly to Council. The minutes of the meeting held on 8th January 2013 were **noted**. On a point of explanation the Chairman pointed out that the Sub-Committee had delegated power to appoint staff and that the financial implications of doing so had to be reflected in the budget.
- j) Finance & General Purposes Committee – The minutes of the meeting held on the 2nd January 2013 were **noted** with the exception of Minute 143.

92. COUNCIL BUDGET FOR 2013/14 – Revised draft budget pack 4 circulated prior to the meeting. (Attached as Appendix 1)

The Chairman apologised to the members for the late circulation of the revised budget. This was due to the following:

- a. Awaiting the tax base figures from SBC, received this morning.
- b. Changes as a result of Personnel Sub-Committee.
- c. Request from Cllr Pat Holden to redistribute the staff time allocations.

SBC were also pressing for LTC's figures and it was right and proper that members should be considering the up to date figures.

The revised Budget Report took into account the staff adjustments agreed by Personnel Sub-Committee on 8th January 2013 and the reduced Council Tax Base figure of 8340.8 notified by SBC.

To enable all members to express their views the Chairman requested that members keep their comments to a 5 minute speaking time.

The Council debated the proposed budget. A view was expressed that the proposed increase was not necessary as it was not essential to replace the deficit in reserves and that a low reserve figure could be carried forward into future financial years. However, the majority view was that the proposed budget was correct and that it would enable the Council to deliver real benefits and protect services for the residents of Leigh.

The Council **RESOLVED** to agree the Budget as set out in the report in the sum of £357,841 and to set a precept of £325,041 with a Local Council Tax Support Scheme Grant of £33,000.

93. CONSIDERATION OF ISSUES & QUESTIONS TO RAISE AT THE SBC RATEPAYERS FORUM (Chairman and Vice Chairman attend on the Council's behalf)

Members **AGREED** the proposed questions attached as Appendix 2.

94. FINANCIAL REPORT

RESOLVED that the Income and Expenditure Report 2138/I&E be approved – (Appendix 1 to the agenda)

95. COMMEMORATION OF EAST COAST FLOODS

After discussion with the Vice Chairman, the Chairman was writing to the Chairman of Canvey Island Town Council expressing the empathy of Leigh-on-Sea Town Council during this commemorative period.

The meeting closed at 9.05pm

Leigh-on-Sea Town Council

Budget Pack 2013/14

Council

09-01-13

Final Agreed Budget

Final Council budget 09/01/13

	£	£
Anticipated reserves at 31 March 2013		
General Reserves	12,689	From attached sheet 1
Capital Reserves	74,408	
Add		87,097
draft budget income from committees		
Planning	0	From attached sheet 2
Transport & Highways	0	From attached sheet 3
Allotments	12,960	From attached sheet 4
Leisure Foreshore and Environment	9,990	From attached sheet 5
Finance & G.P.	0	From attached sheet 6
Office	0	From attached sheet 7
Staff	0	From attached sheet 8
Leigh Community Centre Hire Income	70,500	From attached sheet 9
Committee Total		93,450
Deduct		
draft budget expenditure from committees		
Planning	8,731	From attached sheet 2
Transport & Highways	14,876	From attached sheet 3
Allotments	19,444	From attached sheet 4
Leisure Foreshore and Environment	69,423	From attached sheet 5
Strand Wharf	74,408	From Capital reserves
Finance & G.P.	61,710	From attached sheet 6
Office	44,760	From attached sheet 7
Staff	60,082	From attached sheet 8
Leigh Community Centre	134,954	From attached sheet 9
Committee and overhead Total		488,388
Deduct		
Planned reserve at 31 March 2013*		50,000
Nett shortfall = Precept required		-357,841
Less LCTSS Grant		-33,000
Net Precept Requirement		-324,841 (-325,041) Divisible by 9

*£50,000 is the Town Clerk's recommended reserve level

The Paddling Pool, being a donation for this purpose, is ring fenced and will have no impact on the precept

Proposed increase/decrease in precept	73.72	%	
Proposed Band D equivalent at Tax base	38.95	Allows for recouping all the 2012/13 LCC deficit	
	£38.97	Divisible by 9	
An increase of	£15.78	68.05%	Band D 2011/12 £23.19

Tax Base 2013/14 8340.8

Sheet 1

Anticipated underspends by Committees	£	
Planning		0
Transport & Highways		0
Allotments		0
Leisure Foreshore and Environment		0
Finance & G.P.		0
Office		0
Staff		0
Total		0
Anticipated general reserve from Budget report		12,689
General Reserves carried forward		12,689

Sheet 2

3rd Draft Planning budget 09-01-13

Heading	Income	Expenditure
Staff costs	0	6,231
Planning	0	500
Neighbourhood Plan	0	2,000
Other items (specify)	0	0
Total	0	8,731

Sheet 3

T & H Budget Committee Recommendations 2013/14

Heading	Income	Expenditure
School Crossing Patrols	0	4,500
Bus Shelter	0	3,000
New Bus shelters	0	1,000
Highways Infrastructure	0	3,900
Bollards	0	250
Phone Box	0	300
Staff Costs	0	1,926
Total		14,876

Sheet 4

4th draft of allotments budget 2013/14 09-01-13

Heading	B/F 2012/13	Income	Expenditure			
Rents						
Manchester Drive		8,340				
Leigh		4,180				
Marshall Close		440				
MDAS Commission			690			
Plot clearance			200			
Rubbish clearance			650			
Equipment			200			
Water Rates			4,300			
Staff Costs*			6,129	TC	2,197.42	3.50%
Maintenance			1,000	JA	1671.33	20%
Miscellaneous			375	IWF	2260.15	200hrs
Training			400		6,128.90	
Vehicle			1,000			
Hedge Cutting			950			
Capital improvements			2,500			
Grass Cutting			750			
Keys			0			
Plot Letting MC			100			
Plot Letting LA			200			
Totals		£12,960	£19,444			
Nett cost (exp - inc)		£6,484				

Sheet 5

LFE Budget 2nd Draft (Committee Recommendations) - 18-10-12

Heading	Income	Expenditure
Community Transport*	4500	11,437
Skate Park*		6,538
Flower baskets	0	5,500
First Aid Provision	0	1,000
Farmers Market*	2040	2,264
Strand Wharf	0	0
Leigh Lights*	3250	19,510
Paddling Pool	0	0
Grants to outside organisations	0	1,000
Fishing Festival	0	1,500
May Day	0	500
Carols on Strand Wharf	0	200
Easter Event	200	1,050
Good for Leigh		500
Events Equipment		200
Town Guide		400
Community initiatives and recreational facilities		500
Staff costs		17,324
Totals	9990	69,423
Nett cost		59,433

* see separate budgets below

Community Transport	Income	Expenditure
Staff costs		5,127
Ticket sales	4500	
Trip costs		3,900
Minibus hire		1,300
CRB checks		200
Petrol		150
Refreshments		150
CTA membership		270
Midas Training		150
Misc		130
Driver Licence Verification		60
Totals	4500	11,437
Nett cost		6,937

Farmers Market	Income	Expenditure
Stall hire	2040	
Hall Hire		1,884
Leaflet		380
Banners		0
Totals	2040	2,264
Nett cost		224

Skate Park	Income	Expenditure
Rent		50
Cleaning		850
Electricity		450
Miscellaneous		110
Grass Cutting		760
Staff costs		3,318
Skate Park Maintenance Prog		1,000
Totals		6,538

Leigh Lights	Income	Expenditure
Column testing		800
Installation and removal		6,500
Storage		2,000
Power		300
Replacement bulbs / renewal		1,100
Traders contributions	2000	
Switch-on security		2,000
Entertainers		1,000
Road closures, licences etc.		2,460
Donations	700	700
First Aid		150
Capital Renewals		1,000
Charges to stalls, fairs	550	
Support columns - erect and remove plus storage		1,500
Totals	3250	19,510
Nett cost		16,260

Sheet 6

General Purposes - 4th draft budget F & G.P. 04-12-12

Heading	Income	Expenditure
Community Affairs*	0	0
Bursary Fund LCC		1,000
Premises	0	0
Elections	0	5,000
Legal Costs	0	500
Annual Town Meeting	0	100
Publicity	0	250
Civic	0	100
Renewals Fund**	0	2,500
Strategy & Town Plan SC	0	0
Capital Project Fund***		50,000
GP (Janitorial)		2,260
Totals	0	61,710
Nett cost	0	61,710

* Grant Aid Budget subject to advertising and application

**Rolling Renewals Programme

***To fund future Leigh Infrastructure Projects

Sheet 7

Second Provisional Office Budget for 2013-14

For information
Office budget and expenditure

Budget	Heading	2013/14
2012/13		
	Premises	
13,000	Rent	0
5,600	General Rates	0
300	Water Rates	0
1,250	Gas	0
750	Electricity	0
2,300	Cleaning	0
0	Repairs & Services	0
150	Tools	0
300	Contingencies	0
0	LCC Premises Use Grant	23,500
23,650		23,500
	Administration	
800	Stationery	900
4,500	Insurance	4,200
50	Library	100
1,750	Communication	1,800
2,400	Photocopying	2,400
1,600	Subscriptions	2,040
1,700	Postage	1,700
50	Entertaining	50
100	Licences	120
400	Expenses/Travel Costs - Cllrs*	400
500	Miscellaneous	500
2,000	Audit	2,500
1,000	IT**	2,000
1,000	Training - Staff	1,200
1,000	Training - Cllrs	500
450	Mileage & Expenses - Staff	550
0	Green & Food Waste Sacks	300
19,300		21,260
42,950	Total	44,760

	Budget	Expenditure	% spent
1997/8	14,515	13,122	90
1998/9	17,260	14,401	83
1999/2000	14,075	10,850	77
2000/1	12,505	11,467	92
2001/2	12,865	11,130	87
2002/3	14,690	12,229	83
2003/4	13,925	15,560	112
2004/5	16,000	15,418	96
2005/6	21,000	20,766	99
2006/7	29,110	29,003	100
2007/8	28,360	29,164	103
2008/9	32,060	31,867	99
2009/10	33,570	32,998	98
2010/11	36,460	36,606	100
2011/12	40,020	44,807	112
2012/13	42,950		

* Now including LTC area

**Renewals element included in Renewals Fund GP Budget

Sheet 8

4th Provisional salaries budget 2013/14

Heading	Budget 2013/14				
		66.5% Admin	15.0% LFE	3.5% Allot	15.0% LCC
HOS	41,751.02	41,751.02	9,417.52	2,197.42	9,417.52
	41,751.02				
Other staff (proportionate)*					
Pay	16,615.84				
	58,366.86				
VC Pension (Arrears)	1,315.00				
Payroll Costs	400.00				
Total	60,081.86				

* some elements of other staff pay are allocated to committee budgets

Sheet 9 LCC Budget 2013/14

Budget 2013/14	Income Budget	Expenditure Budget
Hiring Income	£46,000.00	
LTC Building Contribution	£23,500.00	
Bursary Fund	£1,000.00	
Rates		£7,800.00
Gas		£3,000.00
Electric		£3,500.00
Water		£1,000.00
Catering		£200.00
Communications		£2,000.00
Cleaning Materials Etc.		£4,000.00
Waste Removal / Washroom Serv.		£2,800.00
Insurance		£3,000.00
Advertising		£1,000.00
Security / Alarms		£1,000.00
Internal Maintenance		£8,500.00
External Maintenance		£7,500.00
Miscellaneous		£2,000.00
Licences		£650.00
IT		£1,000.00
Contingencies		£9,500.00
Salaries / Payroll		£60,303.99
Existing Admin Salaries Apportioned		£15,600.00
Admin Services		£600.00
Totals	£70,500.00	£134,953.99

Net Deficit	£64,453.99
Less Existing Salaries	£15,600.00
LCC Deficit	£48,853.99

Based on bills to date x12
Includes Sani-bins Contract

Includes 33% of 3 Year Wedding Licence

Band D Equivalent £5.32

Question 1: - Improvements to Community Services and Employment in Leigh

Last year Leigh on Sea Town Council (LTC) secured the future of a major community asset, the Leigh Community Centre, providing both valuable services which have a positive impact on all sectors of the community and six permanent jobs, all at a cost of only £37,000. Additionally by its action it has saved Southend Borough Council (SBC) the cost of “mothballing” the building.

This year LTC will be refurbishing Strand Wharf in the Old Town to provide a public area with funds that have been prudently saved over a number of years. LTC will use local contractors as far as possible which will boost the local economy and provide a valuable asset for the Town.

What similar schemes will SBC be carrying out in the next financial year to boost employment and community services in Leigh and how much has SBC set aside for these purposes?.

Question 2/3: - Essential Services

LTC supports the provision of youth services, particularly for disabled children, in Leigh. It also joined the campaign to preserve the Royal Mail Parcel delivery service in Leigh, the loss of which will mean that residents may have to travel 7 or 8 miles into central Southend to collect parcels. LTC has also responded to SBC’s Library service consultation.

LTC is determined that public services such as Libraries, Police Stations, children’s play areas, parks and gardens are maintained and enhanced in Leigh and similarly will seek to preserve other services which it feels are vital to the wellbeing of its residents.

Does SBC share the LTC view that the provision of these services is very important and that there should be no reduction in the level or quality of services provided?.

Will SBC confirm that if they are considering any reduction in services that LTC will be notified at the very earliest opportunity and involved in any such issues which affect Leigh?

Question 4:

The government is changing the way that council tax is calculated and providing SBC with a grant to compensate LTC for the subsequent loss of income.

Will SBC guarantee to pass on this grant in full to LTC in this and future years?

Question 5 - Roadworks

On many occasions the roads in Leigh are opened up for statutory undertakers’ works and SBC’s own highway maintenance. LTC is rarely directly aware of this in advance although it appreciates that notices are posted by SBC (although not necessarily by the SUs) this is proving inadequate especially when such works affect traffic flows.

Will SBC put in place a mechanism for notifying LTC of such schemes at the earliest opportunity and advise SUs to do likewise) so that LTC may keep residents and businesses fully advised?

Question 6 – Neighbourhood Planning

It may be in the coming year that LTC will consider the preparation of a Neighbourhood Plan.

In accordance with the Localism Act will SBC confirm that LTC will have available to it the assistance and advice of SBC Planning Officers?

Question 7

Over the course of the last year LTC has brought to the attention of SBC the poor state of repair of some properties in Leigh, one in particular which has been empty for years and is degenerating into a wreck and is in a conservation area and adjoined by well-maintained properties. Whilst the condition of a property may be a subjective decision, LTC continues to be pressed by residents for action to seek improvements. Thus far SBC has declined.

Will SBC confirm that it is prepared to use Section 215 of the Planning Act in these cases and will take into account not only the condition of the property but the effect its condition has on neighbouring properties, in particular in conservation areas?

Question 8

It is clear that the limitation on parking in the shopping streets of Leigh to a limit of one hour is hindering trade and frustrating shoppers. With the changes to these streets in terms of their content and the cafe feel of Leigh, one hour is simply not long enough for the modern shopping and eating experience.

Will the Council confirm that it will actively pursue the relevant order to effect a change to 2 hour parking limit in the relevant shopping streets to boost the economy and trading in Leigh