



RAYLEIGH TOWN COUNCIL
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28th September 2020

Dear Member,

I hereby summons you accordingly to the Town Council Meeting to be held on **Monday 5th October 2020 at 7.30pm.**

The meeting will be conducted remotely and Members will be sent log in details via email.

Members of public wishing to observe this meeting please email clerk@rayleightowncouncil.gov.uk by 1.00pm on the day of meeting in order to receive access details.

The following agenda and attachments are issued for the Council to take decisions as required. You are expected to consider this agenda and any related documents in advance of this meeting and, if you feel that additional information to aid your decision making process is required, you must inform the Clerk in order to allow time for this to be provided before the meeting is scheduled to commence.

Please address any questions to the Deputy Town Clerk by 1.00pm on Friday 2nd October 2020.

Yours sincerely,

Miss K T Gaiger
Deputy Town Clerk

Councillors: J Burton, Mrs C Callis, R Dowell, R Dray, E Dray, J Lawmon, C Lumley, Mrs J Lumley, Mrs D Mercer, R Milne, J Newport, R Oatham, K Podd, Mrs C Pavelin, Mrs C Roe, R Shorter, B Smart, Mrs J Sawford, Mrs M Spencer, D Sperring, C Stanley, I Ward, T Wallis.

AGENDA

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulation 2020 came into force on 4th April 2020. This enables Local Councils to hold remote meeting (including video and telephone conferencing) for a specified period until May 2021. This also remove the requirement to hold an Annual Meeting. The 2020 Regulation applies to Local Council meetings, committee and sub-committee meetings.

1 DECLARATION OF MEMBER'S INTERESTS

Declaration of interests by members for any item on this agenda.

2 APOLOGIES FOR ABSENCE

To be notified to the Town Clerk.

3 CHAIRMANS ANNOUNCEMENTS

The Vice Chairman attended the EALC virtual Annual General Meeting on 24th September 2020.

The Chairman attended Rayleigh Chamber of Trade virtual meeting on 28th September 2020.

Cllr E Dray has been attending Rochford District Council CCTV Working Group Meetings and the next meeting is due to be held on 30th September 2020. Notes attached for meeting held on 26th August 2020 (attached).

Cllr R Milne attended Rochford and Castle Point Community Safety Working Group meeting on 23rd September 2020

Cllr R Shorter to make a public statement.

4 MINUTES OF TOWN COUNCIL MEETING

To receive and approve the minutes of the Town Council meeting that was held on 29th June 2020 (previously approved by the Town Council Chairman and Vice-Chairman).

5 COMMITTEE MEETINGS

Members to note that due to the ongoing situation with the Covid-19 virus the meetings need to be held remotely. With this in mind and due to budgets needing to be agreed for 2021/2022 it is proposed that the following committee meetings will be held as below

Environment – 23rd November 2020 – 7.30pm

King George V Playing Field – 7th December 2020 – 7.30pm

Policy & Finance – 11th January 2021 – 7.30pm

Full Council – 18th January 2021 – 7.30pm

Members to note that Grant Application forms have been sent out and the closing date for submission is 11th November 2020. A meeting will be arranged with the Grant Sub Committee members in due course to review the applications and submitted to the Policy & Finance meeting on 11th January 2021 for approval.

6 MARKET

6.1 WEDNESDAY MARKET

Members to note that the market continues to operate following the advice from Rochford District Council Environmental Health and Government Guidelines. At present the market is work at a limited capacity and all pitches have been allocated to regular traders.

Due to Covid-19 Virus there will be no Saturday markets leading up to Christmas this is following advice from Environment Health and concerns for Social Distancing.

6.2 ROCHFORD DISTRICT COUNCIL STAKEHOLDER MEETINGS

Members to note that the Deputy Town Clerk has been attending remote meetings held by Rochford District Council with other parishes and chamber of trade to discuss the re-opening of High Streets following the Covid-19 virus. These meetings were established to discuss issues that may arise in the high street relating to queuing, social distancing and market.

The Deputy Town Clerk will continue to attend future meetings in a liaison role, reporting back any concerns councillors or members of public have in relation to the safe re-opening of the High Street.

7 EVENTS

7.1 REMEMBRANCE SERVICE 2020

Members to note a meeting was held between the Town Council, Holy Trinity Church and Royal British Legion to discuss the arrangements for Remembrance 2020. Due to Covid-19 virus and following Public Health guidelines, it is not possible for the British Legion to hold the parade as in previous years. There will be a limited capacity church service at Holy Trinity Church on Sunday 8th November 2020 at 10.30am. The Town Council will have one representative at the service only. There will be no wreath laying on Sunday 8th November 2020.

The wreath laying will take place at Rayleigh Royal British Legion between 24th October and 11th November 2020.

The service will be streamed and details of how residents can access this service will be displayed on Town Council, Holy Trinity Church, British Legion noticeboards, websites, social media and the local press.

7.2 CHAIRMAN CHRISTMAS CARD COMPETITION

Members to note that the Chairman's Christmas Card Competition will be held this year and details have been sent to the Primary Schools.

7.3 CHRISTMAS FESTIVE DISPLAY COMPETITION 2020

Members to note that the Festive Display Competition will take place this year and Palmers Solicitors have agreed to sponsor once again. The Christmas Lights Sub Committee members will be contacted to judge the shop windows in December and prizes will be awarded to Best Commercial, Best Charity Shop and Public House. Members to note that this year inside the public houses will not be judged due to restricts relating to Covid-19.

Prizes will be presented to the winners complying with Social Distancing before Christmas

8 FLORAL DISPLAYS

Members to note that a virtual meeting was held on 21st September 2020 between the Town Council and PHS Greenleaf to discuss the poor quality and maintenance of the floral displays. An update will be provided at the meeting.

Members to note that tender is currently out for Floral Contact 2022-2024. The closing date is 16th October 2020. The Rayleigh in Bloom Sub Committee will be contacted to open the tenders once received.

9 NHS TRACK AND TRACE APP

Members to note that a QR Code has been produced for the Town Council Office and is on display in the lobby and meeting room. This is to be used in conjunction with the NHS Track and Trace App. At present Councillors and members of public are not being permitted into the council office.

10 KING GEORGE V PLAYING FIELD – FOOTBALL

Members to note that the football season commenced first weekend of September 2020. Following guidelines issued by the Football Association the use of changing rooms and showers are not permitted. Arrangements have been made for access to toilets during matches. Ground staff are sanitising goalpost and corner flags before and after matches.

11 ROCHFORD DISTRICT COUNCIL

11.1 RDC COMMUNITY SAFETY PARTNERSHIP SURVEY

Members to note that RDC Community Safety Partnership are conducting a survey to establish how safe residents across the District feel, their experiences of crime and anti-social behaviour and their thoughts on what should be the priorities for the CSP. Survey is running from 16th September to 14th October. Survey is available on RDC Website.

11.2 RDC STATEMENT OF LICENSING POLICY, LICENSING ACT 2003 CONSULTATION

Member to note that RDC revised Statement of Licensing Policy Licensing Act 2003 including the removal of a cumulative impact policy, will be available for consultation until 6th November 2020. The policy can be viewed on RDC Website. www.rochford.gov.uk/LicensingConsultation. (attached)

11.3 LOCAL PLAN

Members to note that Daniel Goodman, Rochford District Council has been requested to provide a date and time that he can provide an update to members on the Local Plan. Members will be advised of the details for a zoom meeting once received.

12 ROCHFORD HUNDRED ASSOCIATION OF LOCAL COUNCILS

Rochford Hundred Association of Local Councils are due to hold a virtual meeting on 15th October 2020 at 7.30pm. Full details will be sent to the Chairman and Cllrs J Lawmon and C Stanley once received.