



Council Offices, Kiln Road,
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A MEETING OF THE COUNCIL of the Borough of Castle Point will be held in the **Council Chamber, Council Offices, Kiln Road, Thundersley**, on **WEDNESDAY, 5TH OCTOBER, 2022** at **7p.m. NB Time**, and all Members of the Council, listed below, are hereby summoned to attend to transact the undermentioned business.

Councillors, M.A Tucker (The Worshipful the Mayor), Ms L. McCarthy-Calvert,(Deputy Mayor), A. Acott, Ms S.A Ainsley, J. Anderson, Ms H.L Barton-Brown, D. Blackwell, Mrs. J.A Blissett, K. Bowker, B. Campagna, S. Cole, J.M. Cutler, M. Dixon, A.E Edwards, Mrs. B. Egan, E. Egan, M. J Fuller, T.Gibson, W. Gibson, P.C. Greig, S. Hart, N. Harvey, G.I. Isaacs, C.A. MacLean, P. May, S Mountford, C. Mumford, Mrs. S. Mumford, B.A. Palmer, J.A. Payne, Mrs. J Payne, C.R Riley, Mrs. C.J Sach, R. Savage, T.F. Skipp, A. Taylor, D.J. Thomas, A. Thornton, Mrs. J Thornton, Walter and G.St.J. Withers

Angela Hutchings
Chief Executive

AGENDA

PART I

(Business to be taken in public)

1. Apologies for absence

2. Members' Interests

3. Minutes

To receive the following:

- Minutes of the meeting of the Ordinary Council held on 23rd March 2022.
- Annual Meeting held on 18th May 2022
- Minutes of the Special Council meeting held on 15th June 2022

4. Mayor's Announcements

The Mayor will report announcements if any at the meeting.

5. Questions from members of the public of which Notice has been received

There are none.

- 6. Questions from Members of the Council of which Notice has been received**
There are none.
- 7. To deal with any business from the last Council Meeting**
The business scheduled for the Council meeting postponed from 27th July 2022 has been incorporated into this agenda.
- 8. Any explanations for urgent decisions taken by Cabinet**
There are none.
- 9. Consideration of recommendations from Cabinet:**
 - Council is asked to approve the recommendation from Cabinet on 15th June 2022 to ratify the Local Energy Bills Rebate Discretionary Fund Scheme. A report is attached.
- 10. Any References from the Scrutiny/Policy and Scrutiny or Regulatory Committees**
There are none.
- 11. Report from the Leader of the Council/Cabinet Member**
The Leader is to report at the meeting.
- 12. Notices of Motion**
These are attached.
- 13. Petitions submitted by Members of the Council of which Notice has been given.**

PART 2

(Business to be taken in private)

(Item to be considered with the press and public excluded from the meeting)

There was no business to be taken at the time of publication of the agenda.



ORDINARY COUNCIL MINUTES

23RD MARCH 2022

MINUTES of the Ordinary Meeting of the Council of the Borough of Castle Point held in the Council Chamber, Council Offices, Kiln Road, Thundersley, on Wednesday, 23rd March 2022.

PRESENT:

Councillors, Mrs P. Haunts, (The Worshipful the Mayor), Mrs. J.A Blissett, (Deputy Mayor), A. Acott, J. Anderson, D. Blackwell, B. Campagna, S. Cole, J.M. Cutler, Ms. N. Drogman, Mrs. B. Egan, E. Egan, J. Fortt, M.J Fuller, W. Gibson, P.C. Greig, S. Hart, N. Harvey, G.I. Isaacs, W. Johnson, C.A. MacLean, P. May, S Mountford ,C. Mumford, Mrs. S. Mumford, B.A. Palmer, Mrs. J Payne, J.A. Payne, C.R Riley, Mrs. C.J Sach, R. Savage, A.G. Sheldon, T.F. Skipp, D.J. Thomas, A. Thornton, Mrs. J Thornton, M.A Tucker, P.E. Varker, C. Walter and G.St.J. Withers

Apologies for absence were received from Councillors M. Dixon, A. Taylor

52. MEMBERS' INTERESTS

Councillor Sheldon on behalf of the Conservative Group on the Council declared an interest on behalf of the Group as a member of the Friends of the Paddocks Trust was known and associated with the group and trustees were known to the Group with respect to Minute 63 Notice of Motion 3 regarding the Paddocks.

Councillor Mrs. J Thornton, A. Thornton each made a declaration of interest under the Castle Point Councillor Code of Conduct in respect of the Castle Point Local Plan. In making the declaration each Councillor gave a personal explanation. Both Councillors left the Chamber and took no part in the debate or consideration of the Items 7 and 11 Minute 57 and Minute 61 concerned with the Castle Point New Local Plan. Both Councillors left the Chamber and took no part in consideration or vote on these items.

Cllrs Riley declared and restated his interest under the Castle Point Councillor Code of Conduct under items 7 & 11 concerning the Local Plan. Councillor Riley stated he would remain in the Chamber for discussion of the item 7 but would not take part or vote on the item. He left the Chamber for item 11 Minute 61 Castle Point New Local Plan and took no part in consideration or vote on the item.

53. MINUTES

The minutes of the of the Ordinary Council held on 24th November 2021, Special Council held on 8th December 2021, and Special Council held on 23rd February 2022, were agreed and signed as a correct record.

54. MAYOR'S ANNOUNCEMENTS

The Mayor was delighted to meet the community. Like her predecessors the Mayor was impressed with the work of our volunteers.

The Community Carols took place on, Sunday, 5th December continuing the tradition over £1,000 was raised funds for Cancer Research. Thanks were given to all.

The Mayor announced dates of upcoming mayoral events and reported that work was progressing on plans to celebrate HM the Queen's Platinum Jubilee in June on which announcements would be made on another occasion.

55. QUESTIONS FROM MEMBERS OF THE PUBLIC OF WHICH NOTICE HAS BEEN RECEIVED

Council received notice of a question from Mr FA Moeller a resident to be put to the Leader of the Council for consideration at this meeting.

"I would like to ask him (the Leader of the Council) what he intends to do about the false allegations that Cllr Simon Hart made against Cllr Blackwell and myself. The Leader is fully aware of these false allegations and as far as I know nothing has been done."

Councillor Sheldon responded informing the questioner that complaints concerning Councillor Conduct should be referred to the Council's Monitoring Officer.

56. QUESTIONS FROM MEMBERS OF THE COUNCIL OF WHICH NOTICE HAS BEEN RECEIVED.

There were none.

57. TO DEAL WITH ANY BUSINESS FROM THE LAST COUNCIL MEETING

At the last Council Meeting Councillor Mountford had given notice of the Motion set out below:

We call on the Council to stop and assess the recent announcements made by the Conservative Government and the new Secretary of State Michael Gove with regard to changes to the planning system (and take whatever action is necessary) to protect and preserve the precious green belt in our local area and reduce the housing numbers and extended the term of delivery in the emerging new local plan.

The Motion was moved and seconded but as the Motion had budget implications the Motion was deferred without debate to this meeting being the next Ordinary Council meeting for a report to Cabinet Council Procedure Rule 13 applied.

Cabinet considered a report on the Motion at the meeting on 16th March 2022 and referred the report to inform debate on the Motion.

Debate on the Motion took place during which the following amendment was moved and seconded:

We call on the Council to assess the recent announcements made by the Conservative Government and the new Secretary of State Michael Gove, with regard to protecting Green Belt and imminent changes to the planning system and when reforms to the planning system are formally announced to seize opportunities they present to protect and preserve the precious Green Belt valued by residents in our local area and reduce the amount of housing development that our Borough and its residents will be subject to in the future. We further call on the Council to make this a truly open and cross-party effort.

Debate took place. Five Members having requested that voting on the Motion be recorded, Members present voted as follows:

For:

Councillors:

Blissett, Cutler, Drogman, Mrs Egan, E.Egan, Fortt, Hart, Haunts, Isaacs, Johnson, MacLean, C. Mumford, S. Mumford, Sheldon, Skipp, Varker Walter (17)

Against:

Councillors: Anderson, Blackwell, Campagna, Cole, Fuller, Gibson, Greig, Harvey, May, Mountford, Palmer, Mrs.J. Payne, J.A.Payne, Sach, Savage, Thomas ,Tucker, Withers (18)

Abstained

Councillors: Acott (1)

The Amendment was lost

Debate on the Motion took place. Five Members having requested that voting on the Motion be recorded, Members present voted as follows:

For:

Councillors: Anderson, Blackwell, Campagna, Cole, Fuller, Gibson, Greig, Harvey, May, Mountford, Palmer, Mrs.J.Payne, J.A. Payne, Sach, Savage, Thomas, Tucker, Withers (18)

Against:

Councillors: Acott, Blissett, Cutler, Drogman, Mrs. Egan, E. Egan, Fortt, Hart Haunts, Isaacs, Johnson, MacLean, C. Mumford, S. Mumford, Sheldon, Skipp, Varker, Walter (18)

Abstained

None

As there was an equal number of votes the under the Council Procedure Rules the Mayor had a second or casting vote and voted against the Motion which was LOST.

58. ANY EXPLANATIONS FOR URGENT DECISIONS TAKEN BY CABINET

There were none.

59. CONSIDERATION OF RECOMMENDATIONS FROM CABINET

There were none.

60. ANY REFERENCES FROM THE SCRUTINY/POLICY OR REGULATORY COMMITTEES

There were none.

61. NEW CASTLE POINT LOCAL PLAN

Council was presented with a detailed and comprehensive report on the adoption of the New Castle Point Local Plan. In presenting the report the Acting Chief Executive, Mr Grant highlighted that the report described in full the process that had culminated in the Planning Inspector's Final Report of the 3rd March 2022 declaring New Local Plan to meet all legislative requirements and to be sound. The public examination was now concluded.

The decision before the Council was to adopt the plan.

If the Council chose not to adopt the plan, then the Secretary of State could use default powers under the Planning and Compulsory Purchase Act 2004, to approve the plan.

If he chose not to, the Council, at a later date, would need to decide what to do next.

The Local Plan formed a central component of Castle Point Borough Council's Policy Framework. Its significance could not be overstated both in terms of legislative compliance and in the Council's legal duty to ensure the economic, social and environmental wellbeing of the Borough, its residents and businesses.

Planning law required that decisions were made in accordance with an up-to-date local plan. With it, the Council retained maximum control over development. Without it, the Council did not.

Council was reminded that Council must discharge its functions under Article 4 of its Constitution in adopting and approving its Policy Framework including a key decision on the New Local Plan. The Council must now discharge its function in receiving the recommendations listed at 3.1 to 3.8 inclusive and debate and vote on them

For the avoidance of doubt the recommendations were:

1. To consider the content of the Inspector's Final Report into the Examination of new Castle Point Local Plan, as set out in Appendix 1.
2. To adopt the New Castle Point Local Plan 2018-2033 (as set out in Appendix 3), incorporating the Main Modifications as set out in the Inspector's Final Report, and other Additional Modifications (as set out in Appendix 2), and that the New Castle Point Local Plan replaces the Castle Point Local Plan 1998

3. Subject to recommendation 2, that the Council approves Policies Map (see Appendix 4) that it be published alongside the New Castle Point Local Plan 2018-2033.
4. Subject to recommendation 2, to note the content of the Sustainability Appraisal, and Habitats Regulations Assessment (HRA), and that they be published in accordance with Regulation 16 of the Environmental Assessment of Plans and Programmes Regulations 2004.
5. Subject to Recommendation 2, that the Equalities Impact Assessment is approved.
6. Subject to recommendation 2 to give delegated authority to the Head of Place and Policy, in consultation with the Leader of the Council, to make any necessary minor textual, presentational or layout amendments to the new Castle Point Local Plan 2018-2033 (Appendix 3), and the Adoption Statement (Appendix 7), before publication, and to undertake all the necessary legal and procedural adoption processes.
7. Subject to recommendation 3 to give delegated authority to the Head of Place and Policy, in consultation with the Leader of the Council, to make any necessary presentational changes to the Policies Map, including the creation of a web-based version.
8. In the event that recommendation 2 is not agreed, that a report be made to a future meeting of the Council.

The Leader of the Council put forward a motion to agree recommendations 1 to 7 but to

Defer Recommendation 2 until the Council was in receipt of a report from the Head of Place and Policy on potential implications for sites proposed in the Local Plan of the imminent report compiled by Essex County Council under Section 19 of the Flood and Water Management Act (2010) as the Lead Local Flood Authority into the flooding event that saw over fifty properties flooded in Benfleet, Hadleigh and Thundersley in October 2021 once it is published.

The Motion was seconded by Councillor Varker.

Debate took place during which a number of Members expressed the view that this was an attempt to delay a decision.

Five Members having requested that voting on the Motion be recorded, Members present voted as follows:

For:

Councillors:

Cutler, Drogman, Mrs. Egan, E. Egan, Fortt, Hart, Isaacs, Johnson, MacLean, Sheldon, Skip, Varker (12)

Against:

Councillors: Acott, Anderson, Blackwell, Campagna, Cole, Fuller, Gibson, Greig,

Harvey, May, Mountford, Palmer, MrsJ.Payne, J.A.Payne, Sach, Savage, Thomas, Tucker, Withers (19)

Abstained

Councillors: Blissett, Haunts, C.Mumford, S,Mumford, Walter (5)

The Motion to defer was LOST.

Members debated the report and recommendations during which a number of Members spoke to explain why they could not support the Local Plan and their wish to prepare to prepare alternative.

Five Members having requested that voting on the Motion be recorded, Members present voted as follows:

For:

Councillors:

None.

Against:

Councillors:

Acott, Anderson, Blackwell, Blissett, Cutler, Campagna, Cole, Drogman, Mrs. Egan, Fortt, Fuller, Gibson, Greig, Hart, Harvey, Haunts, Isaacs, Johnson, MacLean, May, C. Mumford, S. Mumford, Mountford Palmer, Mrs.J.Payne, J.A.Payne, Sheldon, Sach, Savage, Skipp, Thomas ,Tucker Varker, Walter, Withers (35)

Abstained

Councillor: E.Egan.(1)

Resolved:

As, the New Castle Point Local Plan 2018-2033 was not adopted that a report be made to a future meeting of the Council.

62. ST PETER'S WARD BY-ELECTION BOROUGH – REPORT OF THE RETURNING OFFICER

The Returning Officer submitted the following report on the result of the Borough Council By-Election held on 24th February 2022.

Result

The number of votes for each candidate was as follows: -

St Peter's Ward	
DIXON, Michael	502 Elected
EMBERSON, William, Frederick	178
WOODLEY, John, Charles	439

Turnout 22%

63. AMENDMENT TO TERMS OF REFERENCE TO THE AUDIT COMMITTEE AND APPOINTMENTS COMMITTEE

Council considered a proposal to vary the Terms of Reference of the Audit Committee to approve the audited Statement of Accounts, and to receive a report on changes to membership of Committees following the By-Election on 24th February.

Resolved:

1. To amend the Terms of Reference of the Audit Committee as follows:
To examine and consider the financial outturn results and approve the Council's audited Statement of Accounts
2. To note the change to the membership of the Committees to appoint Councillor Dixon to seats on Committees previously held by the late Councillor Dick (except for Development Management Committee where he would be a substitute member).

64. REPORT FROM STAFF APPOINTMENTS PANEL

Council received a report progress regarding the appointment of a permanent Chief Executive Head of Paid Service. Council was asked to approve an increase in the membership of the Panel to seven members to ensure that there was continuity in dealing with the appointment of a permanent Chief Executive over the forthcoming Elections. Council was asked to agree to the appointment of a nominated substitute where a Political Group had only one member on the Committee.

Resolved:

Two additional members were appointed to the Staff Appointments Panel (one from the Conservative Group and one from the Canvey Island Independent Party) and a nominated substitute member where a political group has only one place on the Panel.

65. REPORT FROM THE LEADER OF THE COUNCIL/CABINET MEMBER

The Leader of the Council referred to the letter was before Council from the Rt Hon Michael Gove MP Secretary of State for Levelling Up, Housing and Communities Minister for Intergovernmental Relation regarding the response to the Humanitarian Crisis in Ukraine, including details of the expansion of the Family Sponsorship Scheme, 'Homes for Ukraine'

The Leader also reported on other matters including the further award of grant funding to assist with insulation of Park Homes; work being undertaken in response to the Levelling Up agenda; the initial meeting of the Life Changes Partnership; installation of new public conveniences at Thorney Bay; arrangements for a meeting of the Canvey West Task Force.

Councillors joined with Leader in pledging support to respond to the Humanitarian Crisis in the Ukraine. Members took the opportunity to acknowledge and thank the Canvey Rotary Club and their volunteers for providing assistance to respond to the humanitarian crisis. Councillor MacLean on behalf of the Canvey Rotary Club thanked the Council for enabling the response.

66. NOTICES OF MOTION

1. Councillor Cole had given notice of the following

'We call upon this Council to unite and pledge our support for the people of the Ukraine. We deplore the continuing aggression from their foreign neighbour. The people of the Ukraine have the right to choose their own path and not be dictated to by a foreign neighbour. Democracy must live.'

The Motion was moved by Councillor Gibson and was seconded by Councillor Savage. An amendment was moved and seconded

'We call upon this Council to unite and pledge our support for the people of the Ukraine. We deplore the continuing aggression from President Putin of Russia. The people of the Ukraine have the right to choose their own path and not be dictated to by a foreign neighbour. Democracy must live.'

Castle Point Borough Council commits to working with national, regional and local partners to support the needs of the Ukrainian refugees. As details of Government schemes develop and are finalised, we will be ready to receive refugees, offering a warm welcome and ensuring that Castle Point becomes a place of sanctuary for them.'

The amendment having been accepted by the proposer at the meeting and seconder it became the substantive Motion. Debate took place at the conclusion a vote was taken which was CARRIED UNANIMOUSLY and RESOLVED accordingly.

2. Councillor Cole had given notice of the following

We call upon this Council to send a message to Her Majesty Queen Elizabeth the Second to congratulate her in celebrating her Platinum Jubilee as our Queen.

The Motion was moved at the meeting by Councillor Gibson and seconded by Councillor Savage.

A vote was taken which was CARRIED UNANIMOUSLY and RESOLVED accordingly.

3. Councillor Blackwell had given notice of the following:

'Canvey Island Independent Party calls upon this Council to resolve to retain the Paddocks Hall and complex on Canvey Island in public ownership and that immediate action be taken to prevent it falling into decline and disrepair'.

The Motion was proposed by Councillor Blackwell and seconded by Councillor Campagna. During debate the following amendment was moved and seconded

All the Political Parties call upon this Council to jointly resolve to maintain a hall and community centre on the Paddocks site for the people of Castle Point through either community ownership by a local charity proposing a forward thinking and financially balanced plan for the Centre, or if no viable plan is brought forward within a reasonable timeframe, kept within public ownership.

Debate took place. Five Members having requested that voting on the Motion be recorded, Members present voted as follows:

For:

Councillors:

Acott, Blissett, Cutler, Drogman, Mrs. Egan, E. Egan, Fortt, Hart, Haunts, Isaacs, Johnson, MacLean, C.Mumford, S.Mumford, Sheldon, Skipp, A.Thornton, J.Thornton, Varker, Walter (20)

Against:

Councillors: Anderson, Blackwell, Campagna, Fuller, Gibson, Greig, Harvey, May, Mountford, Palmer, Mrs.J.Payne, J.A.Payne, Sach, Savage, Thomas, Tucker, Withers (17)

Abstained

None

A vote was CARRIED and RESOLVED accordingly.

4. Councillor Gibson had given notice of the following:

'The Local Plan examination has now been completed and in the event of the Local Plan not being adopted we call on the Council to start work immediately on a new Local Plan that reflects the central government stated aim to protect and preserve the precious green belt in our local area. A priority of this new Local Plan would be to produce a target housing number that genuinely reflects local need. As this housing target will be lower than previous proposals this must be supported by robust evidence. All housing developments should prioritize brownfield development.

We hope that in the interests of our borough this motion is supported on a cross party basis.'

The Motion was moved by Councillor Gibson and seconded by Councillor Mountford. As this Motion had budget implications the Motion was deferred without debate for a report to Cabinet Council Procedure Rule 13 applied.

67. PETITIONS SUBMITTED BY MEMBERS OF THE COUNCIL OF WHICH NOTICE HAS BEEN GIVEN

No notices were received.

As this was the last Council meeting before the Borough Council Elections, the Mayor thanked all Members for their service to the Council and wished good luck to those seeing re-election.

Mayor



ANNUAL COUNCIL MINUTES

18TH MAY 2022

MINUTES of the Annual Meeting of the Council of the Borough of Castle Point held in the Council Chamber, Council Offices, Kiln Road, Thundersley, on Wednesday, 18th May 2022.

PRESENT:

Councillors M.A. Tucker (The Worshipful the Mayor), L. McCarthy-Calvert (Deputy Mayor), A. Acott, S. Ainsley, J. Anderson, H. Barton-Brown, D. Blackwell, J.A. Blissett, K. Bowker, B. Campagna, S. Cole, J.M. Cutler, A. Edwards, B. Egan, E. Egan, M.J Fuller, T. Gibson, W. Gibson, P.C. Greig, S. Hart, N. Harvey, G.I. Isaacs, C.A. MacLean, P. May, S. Mountford, C. Mumford, S. Mumford, B.A. Palmer, J Payne, J.A. Payne, C. Riley, C.J Sach, R. Savage, T.F. Skipp, A. Taylor, D.J. Thomas, A. Thornton, J. Thornton, Walter and G.St.J. Withers

ALSO PRESENT:

Past Mayor, Mrs Patricia Haunts

APOLOGIES: Councillor Dixon.

1. MEMBERS' INTERESTS

There were no disclosures of interest.

2. MAYOR'S ANNOUNCEMENTS

The Mayor was pleased to welcome to the Council six newly elected Councillors, Councillors S. Ainsley, H. Barton-Brown, K. Bowker, L. McCarthy-Calvert, A. Edwards and T. Gibson and congratulated Councillors that had been re-elected.

3. ELECTION OF NEW MAYOR

Moved by Councillor Cole and seconded by Councillor W. Gibson

Resolved – That unless he resigns or becomes disqualified, Councillor Martin Tucker be elected Mayor, to continue in office until his successor becomes entitled to act as Mayor.

Councillor Tucker made his Declaration of Acceptance of Office and assumed the Chain of Office. The Mayor thanked the Council for his appointment. The Mayor announced that his Chaplain would be the Reverend Ruth Cartwright and that he planned to raise funds for local charities during his year of office.

4. VOTE OF THANKS TO RETIRING MAYOR

Moved by Councillor MacLean who paid tribute to Past Mayor, Mrs Haunts. The vote was seconded by Councillor Riley.

Resolved – That a vote of thanks be accorded to Past Mayor, Mrs Haunts on her retirement from the office of Mayor.

Past Mayor, Mrs Haunts responded on her term of office during the last municipal year 2021– 2022.

The Mayor presented Mrs Patricia Haunts with her ‘Past Mayor’s Badge’.

5. ELECTION OF DEPUTY MAYOR

Moved by Councillor Campagna and seconded by Councillor Greig.

Resolved - That unless she resigns or becomes disqualified, Councillor Mrs Lynsey McCarthy-Calvert be elected Deputy Mayor to continue in office until her successor becomes entitled to act as Deputy Mayor.

Councillor Mrs McCarthy-Calvert made her Declaration of Acceptance of Office and thanked the Council for her appointment.

6. ELECTION OF LEADER OF THE COUNCIL

Moved by Councillor Cole and seconded by Councillor W. Gibson.

Resolved - That unless he resigns, is no longer a Councillor, or is removed from office by resolution of the Council or otherwise becomes disqualified, Councillor David Blackwell be appointed Leader of the Council in accordance with the Localism Act 2011 for the Council year.

The Leader of the Council thanked the Council for his appointment and outlined plans as Leader.

7. APPOINTMENT OF DEPUTY LEADER OF THE COUNCIL

Moved by Councillor Blackwell and seconded by Councillor Fuller.

Resolved - That unless he resigns or becomes disqualified, Councillor Steven Cole be appointed Deputy Leader of the Council for the Council year.

8. BOROUGH ELECTIONS – REPORT OF THE RETURNING OFFICER

The Council received the following report from the Returning Officer Miss Ann Horgan on the result of the Borough Council Elections held on 5th May 2022, as follows: -

(a) Results

The number of votes for each candidate was as follows: -

Appleton Ward	
JOHNSON, Wayne	732
MCCARTHY-CALVERT, Lynsey	798
ROCHA, Toni	239
Turnout:	34%

Boyce Ward	
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Annual Council 18.5.2022

BAILEY, Gwyn	196
EDWARDS, Allan	902
FORTT, Jack	783
Turnout	35%

Cedar Hall Ward	
CHASIA, Moreblessing	161
GIBSON, Tom	1056
HAUNTS, Pat	584
Turnout	36%

St George's Ward	
BENSON, Nicola, Lyn	562
DUNHILL, Rosalind	256
MUMFORD, Sue	606
Turnout	32%

St James' Ward	
ISAACS, Godfrey	1030
MEHDI, Dina	618
Turnout	31%

St Mary's Ward	
AINSLEY, Sharon Anne	940
CHAPMAN, Lawrence James	268
DOWNTON, Ben	23
SHELDON, Andrew Graham	737
Turnout	40%

St Peter's Ward	
BARTON-BROWN, Hannah	750
DROGMANN, Nikki Bianca	664
EMBERSON, William, Frederick	198
Turnout	32%

Victoria Ward	
BOWKER, Kieron David	1152
HARRISON, Thomas, Francis	181
VARKER, Paul Edward	515
Turnout	40%

Canvey Island Central	
ARNOLD, Amanda	301
MAY, Peter James	700
MILLER, Terry George	172
Turnout	23%

Canvey Island East	
ACOTT, Alan James	667
CARTEY, Owen Westley	484

Annual Council 18.5.2022

REILLY, Jacqueline Constance	152
Turnout	27%

Canvey Island North	
MCCARTHUR-CURTIS, Margaret Edith	177
HARVEY, Nick	982
ROPER, Adrian	330
Turnout	28%

Canvey Island South	
ANDERSON, Elizabeth	121
DIXON, Eleanor	361
PALMER, Barry Alan	885
Turnout	27%

Canvey Island West	
BLISSETT, Jay	443
COX, Heidi	146
HUNTMAN, Jamie David	431
QUARTERMAINE, Sean Douglas	129
Turnout	28%

Canvey Island Winter Gardens	
CURTIS, Katie Elizabeth	182
GRIEG, Peter Charles	630
STONE, John Andrew Nicol	313
Turnout	23%

Overall turnout 31%

(b) Postal Voting

The number of postal voters on the register was 10,385 and papers to this number were despatched. Up to the close of the poll 7461 had been returned and the number of votes recorded in (a) above included the postal votes which were found to be in order.

(c) Return of Expenses

These returns are required from candidates and election agents within 35 days of the election, Friday 10th June 2022.

(d) Declaration

Declarations of acceptance of office as required by statute had been made.

(e) Commentary on the conduct of the Elections

The poll for the Borough Elections was held in all fourteen Wards.

Official polling cards were delivered to all registered electors between 25th March and 10th April in an A5 format and the content as prescribed in election rules. It was possible to return to the arrangements paused last year by covid with the poll cards

Annual Council 18.5.2022

at this year's election being hand delivered by canvassers to ensure that residents received their cards in a timely fashion and before key deadlines.

In terms of polling stations, changes made last year remained in place for voters who previously used Hadleigh Junior School moving to St Barnabas Church Hall which became a joint station. Voters previously using Leigh Beck Junior school remained at Canvey Football Club. As the Paddocks, Canvey Island continued to be used as a covid vaccination centre, the polling station remained at Cisca House.

Changes made this year; Runnymede Hall was now available for use the polling Station returned to the Foyer. The Polling Station at King John School moved from the Sixth Form Common Room to more suitable accommodation in a meeting room off the school's main Reception. All voters affected by this change of venue detailed on their Poll cards were notified by letter separately before Polling Day.

The elections were delivered under the system of Individual Electoral Registration (IER) introduced in June 2014 once again a reduction in the number of residents not registered to vote was seen.

As stated in section (b) of the report, 10,385 postal votes were issued. The elections team had been proactive in encouraging postal voting. The preparation of the postal ballot paper packs was outsourced to a mailing house and these arrangements were both efficient and effective. The delivery by Royal Mail in respect of the mailing of the postal vote packs went smoothly this year.

The receipting of the postal votes was undertaken in house with a dedicated team recruited for the task. These arrangements worked well with candidate's representatives able to attend to oversee the process if they wished.

The verification and counting of the votes for the Borough Elections took place on Friday 6th May 2022 was carefully planned by the elections team and delivered timely declarations for each of the fourteen Wards. This was achieved by using dedicated count teams of staff and by placing emphasis on accuracy throughout the verification process and the counting of the votes between candidates.

Reflecting on the successful Count arrangements in May 2021 where staff resources was a key factor. In order to deliver the most timely and accurate results, with best access to staff resources, having taken soundings, the Returning Officer had taken the decision to Count the votes for Borough Elections on Friday.

In taking the decision on the timing of the Count on both occasions the Returning Officer followed Electoral Commission guidance 'the period of time specified for the count to take place should be such that can resource and conduct well run count processes within it ensuing accurate results in which voters, candidates and agents can have confidence'.

There was no legal requirement to count votes in the Borough Elections after the close of the poll. (A legal requirement for a Parliamentary Election.) It was what was most practical.

Holding a count on Friday morning was the most practical, ensuring that the count was properly resourced. While covid restrictions had been lifted it remained a factor

to be considered in planning resources for the count. In counting on a Friday morning the Returning Officer was able to call on more staff to assist the process.

All involved in the Elections process – Candidates, Agents, Count and Election staff benefitted from a break between close of poll and the commencement of the count on Friday morning as demonstrated by the accuracy and efficiency and speed of the count. In the event of a close result the merits would be obvious.

In responding to concerns regarding the security of ballot boxes overnight after the close of poll, additional security arrangements were put in place to demonstrate there had been no interference with the ballot boxes between close of poll and the Count at Waterside Farm. Election Agents had also been given the opportunity to witness the delivery of ballot boxes to the Council Offices. No evidence was found of interference with all seals checked, verified, and found to be intact before the Count commenced.

The Returning Officer was pleased to report that the arrangements and measures implemented by the elections team worked successfully and ensured the delivery of timely and robust election results which should have the confidence of the Council, political parties, candidates and the electorate of the Borough.

In conclusion, the Returning Officer took the opportunity on this last occasion to record her thanks to everyone who assisted in the delivery of Elections over the past two years.

Resolved – to note the report

9. POLITICAL PROPORTIONS OF THE COUNCIL AND APPOINTMENTS TO COMMITTEES ETC.

The Council considered a report, which reviewed the allocation of seats to the political groups on the Council. The report also addressed the appointment of Committees and appointment of the Chairmen under the structure approved by Council designed to respond to the obligations and duties placed on the Council by the Localism Act 2011.

Details of the allocations were set out in the report. As a result of the Borough Elections this year the allocation of seats to the political groups had changed.

In making the appointments to Council, the Council needed to consider the political proportions of the Council. The allocation of memberships on the Committees had to be on the basis of the political proportions of the Council.

It should be stressed that political proportions relate to proportions based on the respective memberships of political groups. In law, a group had to contain at least two Members.

Notice had been received that the following Members had joined the People's Independent Party Group:

- Councillor Sharon Ainsley
- Councillor Hannah Barton-Brown
- Councillor Kieron Bowker
- Councillor Lynsey McCarthy-Calvert

Annual Council 18.5.2022

- Councillor Allan Edwards
- Councillor Tom Gibson
- The leader of the Group is Councillor Steve Cole

Throughout the calculations on proportions, the figures had therefore been based on the proportions of the groups to the membership of the Council i.e., 41 shown in the following table.

Party	Seats	Proportions for allocation purposes
Canvey Island Independent	16	39% (39.02%)
Conservative	15	37% (36.58%)
People's Independent Party	10	24% (24.39%)

In the remainder of this item relating to the appointment of Committees etc, the above political proportions had been applied and the allocations rounded to ensure compliance with the political balance requirement.

The Council also had to look at the overall allocation across all Committees etc., to ensure the individual Committee rounding do not distort the overall balance, and there may have to be some overall adjustment to correct any imbalance caused through the rounding.

The table below showed the total number of seats allocated to each Group: -

Party	Actual Allocation
Canvey Island Independent	33 (32.37)
Conservative	31 (31.71)
People's Independent Party	19 (19.92)
Total	83

With regard to membership of the Development Management Committee Members' attention was directed to the statutory guidance that full exchange of information between the Executive and the Committee taking the development control decisions was essential. The statutory guidance advised that the Council should consider including a member of the Executive on the membership of the Committee taking development control decisions although he or she should not be the Chairman of the Committee. The Constitution already stated that the Cabinet Member shall not be eligible to be the Chairman or Vice Chairman of the Committee.

Details of amendment to the Terms of Reference to the Staff Appointments Panel had been circulated to give effect to the legal requirement to protect the Statutory Chief officers of the Council and to give effect to a recent workforce management

Annual Council 18.5.2022

audit to provide a mechanism for review by Councillors of the Council's overall strategic approach to workforce matters.

Details of the Groups' wishes concerning the appointments had been circulated in an informal memorandum.

The recommendations were formally Moved and duly Seconded: –

Resolved:

1. To make the appointments as set out in the following resolutions and confirm the allocations to the political groups as detailed.
2. To appoint the following Committees shown below
3. To approve the revised Terms of Reference to the Staff Appointments and Review Committee (Panel) appended to these Minutes.
4. That the membership and the appointment of the Chairmen on committees shall be as follows

Committee	Councillors
Scrutiny Committee	<p>Canvey Island Independent: Cllrs Acott, Thomas, Harvey</p> <p>Conservative: Cllrs B. Egan, MacLean, Isaacs</p> <p>People's Independent Party: Cllrs Bowker, Edwards</p>
	Chairman: Cllr Isaacs

Environment PSC	<p>Canvey Island Independent: Cllrs Anderson, Campagna, J Payne, Thomas.</p> <p>Conservative: Cllrs Cutler, E Egan, J Thornton, Walter</p> <p>People's Independent Party: Cllrs Ainsley, Edwards</p>
	Chairman: Cllr Thomas

Wellbeing PSC	<p>Canvey Island Independent: Cllrs May, J. Payne, JA Payne, Withers.</p> <p>Conservative Cllrs Blissett, S, Mumford, Riley, A. Thornton</p> <p>People's Independent Party: Cllrs Ainsley, McCarthy-Calvert</p>
	Chairman: Cllr McCarthy-Calvert

Annual Council 18.5.2022

<p>Place & Communities PSC</p>	<p>Canvey Island Independent: Cllrs Acott, Harvey, J Payne, Taylor,</p> <p>Conservative: Cllrs Dixon, Hart, C Mumford, Skipp</p> <p>People’s Independent Party: Cllrs Bowker, T. Gibson</p>
	<p>Chairman: Cllr Acott</p>

<p>Audit</p>	<p>Canvey Island Independent: Cllrs Harvey, May</p> <p>Substitutes 2: Cllrs Acott, Thomas</p> <p>Conservative: Cllrs Riley, A Thornton</p> <p>Substitutes 2: Cllrs Cutler, MacLean</p> <p>People’s Independent Party: Cllr Edwards</p> <p>Substitutes 1: Cllr Barton-Brown</p>
	<p>Chairman: Cllr Harvey</p>

<p>Licensing</p>	<p>Canvey Island Independent: Cllrs Acott, Anderson, Greig, May, Palmer, Taylor</p> <p>Conservative: Cllrs Dixon, E. Egan, C Mumford, S. Mumford, Walter</p> <p>People’s Independent Party: Cllrs Ainsley, Barton – Brown, T. Gibson, Savage</p>
<p>(Any 3 members constitute a Sub Committee)</p>	<p>Chairman: Cllr T. Gibson</p>

Annual Council 18.5.2022

Committee	Councillors
<p>Development Management Committee</p>	<p>Canvey Island Independent: Cllrs: Acott, Anderson, Greig, Taylor Substitutes 2: Cllrs J Payne, Withers</p> <p>Conservative: Cllrs Hart, C Mumford, Skipp J. Thornton, Substitutes 2: Cllr A. Thornton</p> <p>People's Independent Party: Cllrs Barton-Brown, Bowker Substitute TBC</p>
	<p>Chairman: Cllr Greig</p>

<p>Review</p>	<p>Canvey Island Independent: Cllrs Acott, Campagna, Grieg.</p> <p>Conservative: Cllrs B Egan, Isaacs, MacLean</p> <p>People's Independent Party: Cllrs Gibson, Savage</p>
	<p>Chairman: Cllr Gibson</p>

<p>Staff Appointments & Review</p>	<p>Canvey Island Independent: Cllrs Anderson, Blackwell, May</p> <p>Conservative: Isaacs, MacLean</p> <p>People's Independent Party: Cllr Cole, Gibson</p>
	<p>Chairman: Cllr Blackwell</p>

10. REPORT OF THE LEADER OF THE COUNCIL REGARDING APPOINTMENTS TO CABINET

The Leader presented a report to Council which set out details of his appointment of Members to the Cabinet and outlined their responsibilities.

Resolved – to note the report and the following appointments: -

Councillor David Blackwell	Leader
Councillor Steven Cole	Deputy Leader – Special Projects
Councillor Michael Fuller	Resources
Councillor Barry Palmer	Regeneration & Economic Growth
Councillor Russ Savage	People – Community
Councillor Sach	People – Health, Wellbeing & Housing
Councillor Warren Gibson	Place – Infrastructure
Councillor Steven Mountford	Waste & Environment

11. APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES

Details of nominations for these appointments had been circulated separately.

Resolved - That the following Members be appointed representative on outside bodies.

Name of Body	Councillor
Age UK	Cllr P.J May
Air Training Corps (Canvey Squadron)	Cllr J. Anderson
Air Training Corps (Thundersley Squadron)	Cllr S. Mountford
Arts Ministry	Cllr S. Cole
British Red Cross Society (Essex Branch)	Cllr W. Gibson
Castle Point Association of Voluntary Services (2)	Cllr C.G. Riley Cllr R. Savage
Southend Hospital Trust	Cllr J. Anderson
Carers Choice (Castle Point Branch) Management Committee	Cllr L. McCarthy-Calvert Cllr S. Mountford
Jubilee Training and Welfare Centre Trust	Cllr G Isaacs
Local Government Association	Leader of the Council
London Southend Airport Consultative Committee	Cllr M. Fuller (Sub) Cllr S Ainsley
Essex Pension Fund Strategy Board	Cllr C.G Riley
Relate South Essex	Cllr L. McCarthy-Calvert

Royal National Lifeboat Institution (Canvey Island Branch)	Cllr N. Harvey
Opportunities South Essex	Leader of the Council
Royal Voluntary Service	Cllr J.A. Blissett
Wyvern Community Transport	Cllr G Isaacs
Essex Police & Crime Panel	Cllr R. Savage
South Essex Children's Partnership Board	Cllr H. Barton-Brown
Civil Military Partnership Board (Veterans UK)	Cllr S. Cole

12. DAY AND HOUR OF MEETINGS

Resolved:

To approve the Calendar of Meetings for the Municipal Year 2022/2023. circulated separately.

13. APPOINTMENT OF CHIEF EXECUTIVE: HEAD OF PAID SERVICE

Council considered the recommendation from the Staff Appointments Panel held on 3rd May 2022 to appoint Ms Angela Hutchings to the post of Chief Executive, Head of Paid Service.

Council was also requested to endorse the appointment of Mr Robert Tinlin MBE Interim Chief Executive to carry out the duties and responsibilities of the Head of Paid Service approved by the Panel on 7th April 2022.

A report was circulated.

At the meeting of the Staff Appointments Panel on 27th January 2022, the Panel had agreed that formal steps should commence to recruit a permanent Chief Executive. To assist the process the Panel considered a short list of recruitment consultants and Penna were appointed. The recruitment campaign ran through March to April 11th, 2022.

(During this period the Interim Chief Executive Andrew Grant left at the end of his contract with the Council. A meeting of the Staff Appointments Panel took place on 7th April 2022 and approved the appointment of Mr Robert Tinlin MBE Interim Chief Executive to carry out the duties and responsibilities of the Head of Paid Service and to assist the processes to select a new permanent Chief Executive.)

The Staff Appointments Panel considered all applications received for the post of Chief Executive and approved the long list of candidates on 14th April 2022. Following technical and broad ranging assessment interviews of the longlisted candidates by the Interim Chief Executive and the recruitment consultants, a meeting of the Panel took place to short list the applications.

A formal meeting of the Staff Appointments Panel took place on 3rd May 2022 during which interviews took place of those candidates on the short list. The

outcome of the technical interviews and assessments was used together with the final interviews by the Panel to inform the Panel's decision on a preferred candidate.

The preferred candidate Ms Angela Hutchings has extensive local government, public & private sector and leadership experience. Since November 2017, Ms Hutchings currently Strategic Director and Deputy Chief Executive, Rochford District Council and Brentwood Borough Council was Strategic Director of Rochford District Council and was Acting Managing Director of Rochford District Council. Prior to this from October 2012 to November 2017 Ms Hutchings was Assistant /Interim Director for Essex Legal Services (Essex County Council). From March 2011 to March 2012 a senior manager, Commercial Assurance PwC. From March 2006 to March 2011 a freelance Contractor providing legal advice and non-legal commercial assurance. Ms Hutchings began her career as a practising Solicitor between October 1995 to March 2006 holding posts within local government and private law firms.

Arising from the background assessments and interviews the Staff Appointments Panel agreed unanimously to recommend to Council the appointment of Ms Angela Hutchings, as the Council's next Chief Executive and Head of Paid Service.

Resolved Unanimously:

1. To appoint Ms Angela Hutchings to the post of Chief Executive, Head of Paid Service.
2. That on commencement of her appointment as Chief Executive to appoint Ms Angela Hutchings as Returning Officer under the Representation of the People Act 1983 for the conduct of Elections in Castle Point and Local Registration Officer.
3. (To endorse the appointment of Mr Robert Tinlin MBE Interim Chief Executive to carry out the duties and responsibilities of the Head of Paid Service for a period of up to three months pending the commencement of the appointment of the permanent Chief Executive)

Mayor

**TERMS OF REFERENCE - STAFF APPOINTMENTS & REVIEW PANEL
MINUTE 9 APPENDIX**

- a. To make recommendations to Council regarding the appointment of a permanent Chief Executive Head of Paid Service.
 - b. To oversee the recruitment and appointment if required of a permanent Chief Executive Head of Paid Service.
 - c. To make recommendations to Council on the terms and conditions of service dismissal including redundancy, voluntary redundancy, voluntary early retirement and retirement on grounds of ill health of the Chief Executive.
 - d. To approve the appointment of any member of staff whose salary exceeds £100k.
 - e. To review and approve as necessary the Council's overall strategic approach to work force matters including:
 - Organisational pay policy and strategy
 - Human Resources related policies and procedures including:
 - Recruitment and Selection
 - Pay and Reward
 - Performance Management
 - Flexible working and work life balance
 - Equality and Diversity
 - Disciplinary and Grievance
 - Managing Change having regard to changes in terms and conditions or variations to the establishment where these affect a number or group of officers.
 - Human Resources and Organisation Development Strategy
 - f. To review annually objectives set for Senior Officers (Chief Executive, Strategic Directors Heads of Service) and administration of performance related payments.
 - g. To be the committee responsible for Statutory Officer discipline (relating to Head of Paid Service; the Monitoring Officer and the Chief Finance Officer (protected officers) to have powers of the investigation and disciplinary committee in the relevant JNC Handbook and Local Authorities (Standing Orders) (England) Regulations 2001, including capability and grievance;
 - To appoint as required independent investigators and independent advisors as required.
 - To suspend a Statutory Officer, if considered appropriate
 - To agree severance terms for Statutory Officers, including where any severance package exceeds £100,000 and Members consider it would be appropriate for the Committee to decide rather than report to Full Council.
-



SPECIAL COUNCIL MINUTES

15TH JUNE 2022

MINUTES of the Special Meeting of the Council of the Borough of Castle Point held in the Council Chamber, Council Offices, Kiln Road, Thundersley, on Wednesday, 15th June 2022.

PRESENT:

Councillors, M.A Tucker (The Worshipful the Mayor), Ms L. McCarthy-Calvert, (Deputy Mayor), A. Acott, Ms S.A Ainsley, J. Anderson, Ms H.L Barton-Brown, D. Blackwell, Mrs. J.A Blissett, K. Bowker, B. Campagna, S. Cole, J.M. Cutler, M. Dixon, A.E Edwards, M. J Fuller, T.Gibson, W. Gibson, P.C. Greig, S. Hart, N. Harvey, G.I. Isaacs, C.A. MacLean, P. May, S Mountford, C. Mumford, Mrs. S. Mumford, B.A. Palmer, J.A. Payne, Mrs. C.J Sach, R. Savage, A. Taylor, D.J. Thomas, A. Thornton, Mrs. J Thornton, Walter and G.St.J. Withers

Apologies for absence were received from Councillors Mrs. B. Egan, E. Egan, Mrs. J Payne, C.R Riley, T.F. Skipp.

14. MEMBERS' INTERESTS

Councillors Mrs. J Thornton and A. Thornton each made a declaration of a disclosable pecuniary interest and public perception under the Councillor Code of conduct in respect of the Castle Point Local Plan. In making the declaration each Councillor gave a personal explanation. Both Councillors left the Chamber and took no part in the debate or consideration of the following matter Notice of Motion: Castle Point Local Plan.

15. NOTICE OF MOTION: CASTLE POINT LOCAL PLAN

At the meeting of Ordinary Council on 23rd March 2022, the Motion set out below was deferred without debate to the next Ordinary Council for a report to Cabinet as the Motion had budget implications Council Procedure Rule 13 applied.

Cabinet having considered a report at the meeting held earlier this evening, referred the report to inform debate on the Motion which had been brought before the Council at the earliest opportunity for debate, time being of the essence.

'The Local Plan examination has now been completed and in the event of the Local Plan not being adopted we call on the Council to start work immediately on

a new Local Plan that reflects the central government stated aim to protect and preserve the precious green belt in our local area. A priority of this new Local Plan would be to produce a target housing number that genuinely reflects local need. As this housing target will be lower than previous proposals this must be supported by robust evidence. All housing developments should prioritize brownfield development.

We hope that in the interests of our borough this motion is supported on a cross party basis'.

The Motion was moved by Councillor Warren Gibson and was seconded by Councillor Mountford.

With the agreement of Council, Council Procedure Rule 15.7 applied the Motion was altered by the Proposer as follows:

The Local Plan examination has now been completed and the Local Plan has not been adopted. We call on the Council to withdraw the local plan immediately and start work on a new Local Plan that reflects the central government stated aim to protect and preserve the precious green belt in our local area. A priority of this new Local Plan would be to produce a target housing number that genuinely reflects local need. As this housing target will be lower than previous proposals this must be supported by robust evidence. All housing developments should prioritize brownfield development.

We hope that in the interests of our borough this motion is supported on a cross party basis.

Debate took place. Five Members having requested that voting on the Motion be recorded, Members present voted as follows:

For:

Councillors: Acott, Ainsley, Anderson, Barton-Brown, Blackwell, Blissett, Bowker, Campagna, Cole, Cutler, Dixon, Edwards, Fuller, T. Gibson, W. Gibson, Greig, Hart, Harvey, Isaacs, McCarthy-Calvert, MacLean, May, Mountford, C. Mumford, S. Mumford, Palmer, Payne, Sach, Savage, Taylor, Thomas, Tucker, Walter, Withers. (34)

Against:

Councillors: none

Abstained

Councillors: none

The Motion was CARRIED UNANIMOUSLY and RESOLVED accordingly.

Mayor

ORDINARY COUNCIL

5th October 2022

Subject: Energy Bill Rebate.

Cabinet Member: Councillor Fuller – Resources

1. Purpose of Report

Council is requested to ratify the Local Energy Bills Rebate Discretionary Fund Scheme, adopted by the Cabinet to implement swiftly the Discretionary Rebate Scheme which commenced on 17 June 2022.

The report to Cabinet is attached. The key criteria of the Discretionary Fund scheme for Castle Point Borough Council is set out in the report at paragraph 6.3. The key criteria is as follows:

- a) That for the purposes of this scheme, the Council will award a single one-off payment of up to £150 to households where;
 - i. the dwelling has a Council Tax band E to H and the applicant is in receipt of Local Council Tax Support; or
 - ii. the dwelling has a Council Tax band E to H and an exemption under Class U (Severe Mental Impairment) has been awarded; or
 - iii. the dwelling has a Council Tax band E to H and a resident Carers disregard is awarded; or
 - iv. the dwelling has a Council Tax band F to H and a disabled banding reduction has been applied under the Council Tax (Reduction for Disabilities) Regulations 1992; or
 - v. the dwelling has a Council Tax band E to H and the applicant is able to prove exceptional hardship (financial and personal), or
 - vi. the dwelling has a Council Tax band A to D and the applicant has already been awarded a payment under the prescribed Energy Bills Rebate Council Tax Rebate scheme and the applicant is able to prove exceptional circumstances (both financial and personal).
- b) That the Council will determine eligibility based on the Council Tax position at the end of day on 1st April 2022, subject to any proven inaccuracies and retrospective adjustments to Council tax records.
- c) That only one payment per household will be permitted under the scheme.

- d) That residents who wish to apply for the scheme are required to do so via an online application form, with assisted support available via First Contact where required.
- e) That all applications will be determined individually on a case-by-case basis by Officers of the Council with reference to the priorities and award levels itemised in para 6.4 below.
- f) That applications based on exceptional hardship (para 6.4 - Groups E and F) will also be required to complete an income and expenditure form (**Appendix D**) and may be asked to provide further evidence/information, such as;
 - i. Bank statements for a two- or three-month period
 - ii. Utility Bills
 - iii. Any paperwork where debts are being repaid through a “debt management agreement”
 - iv. Any paperwork relating to mortgage, rent or council tax debt
 - v. Evidence that shows how long the debts have been an issue
- g) That award levels for applications based on exceptional hardship will be determined on a case-by-case basis following a thorough financial assessment - akin to the process adopted for Discretionary Housing Payment and Exceptional Hardship Scheme applications – which may include a referral to Peabody, Step Change, or similar such agency for budgeting advice where necessary.
- h) That all payments made will be subject to available funding.
- i) That residents will be notified of the outcome of their application by letter or email.
- j) That, where an applicant disagrees with the decision to award or not award their application, the Council will operate an internal review process via a Senior Officer of the Council.
- k) That no further right to appeal against the Council’s decision will apply beyond the internal review.

Cabinet recommended the scheme for ratification by the Council.

2. Links to Council’s priorities and objectives

This report links to the Council’s Corporate Plan objective, to provide a commercial and democratically accountable Council by ensuring it is fit for purpose by meeting national and local requirements to agreed timescales and to optimum performance levels.

Central Government requires all Councils to support households with the rising cost of energy bills by administering the Council Tax Rebate element of the scheme and by adopting a local Discretionary scheme.

3. Recommendations

That Council notes the content of the report and ratifies the Local Energy Bills Rebate Discretionary Fund Scheme.

CABINET

15th June 2022

Subject: Energy Bill Rebate – Ratify Scheme

Cabinet Member: Councillor Fuller – Resources

1. Purpose of Report

To provide an update to Cabinet in respect of the Energy Bills Rebate Scheme and to seek formal ratification from Cabinet of the local Energy Bills Rebate Discretionary Fund Scheme.

2. Links to Council's priorities and objectives

This report links to the Council's Corporate Plan objective, to provide a commercial and democratically accountable Council by ensuring it is fit for purpose by meeting national and local requirements to agreed timescales and to optimum performance levels.

Central Government requires all Councils to support households with the rising cost of energy bills by administering the Council Tax Rebate element of the scheme and by adopting a local Discretionary scheme.

3. Recommendations

1. That Cabinet note the information summarised in sections 6 and 7 of this report and the information detailed in Appendices A and C.
2. That (to enable swift implementation) Cabinet ratify the adoption of the proposed Discretionary Rebate Scheme to commence 17th June 2022.
3. That Cabinet recommend the Scheme for retrospective Council ratification on 27th July 2022.

4. Background Information

- 4.1 On 3rd February 2022, in response to rising energy bills, Central Government announced a package of support known as the Energy Bills Rebate and issued Guidance accordingly (**Appendix A**).

4.2 This package includes;

- A £200 discount on energy bills this autumn for domestic electricity customers in Great Britain, delivered by energy suppliers and paid back automatically over the next 5 years
- A £150 non-repayable Council Tax Energy Rebate, delivered by billing authorities to households in England in council tax bands A to D
- £144 million of discretionary funding for billing authorities to also support households who are in need but are not eligible for the Council Tax Energy Rebate

4.3 On 26th May 2022, further to this original package of support, the Chancellor of the Exchequer also announced a raft of further measures targeted at those most in need of support with the Cost of Living – bringing the total support provided to £37 billion (**Appendix E**).

4.4 Full details of these new measures and how they will be delivered are yet to be finalised.

4.5 In the meantime, this report focusses on delivery of the £150 non-repayable Council Tax Rebate and the Discretionary schemes from the original support package.

4.6 These schemes are both fully funded by Central Government, with Castle Point Borough Council receiving £4.6M funding for the Rebate scheme, and £178k for the Discretionary scheme.

4.7 Councils are expected to spend their allocated Rebate funding by 30th September 2022 and their Discretionary funding by 30th November, with any unspent funding to be repaid to Government.

4.8 Under both schemes, payment is to be made direct to the tax payers bank account and is only to be credited to the Council Tax account in exceptional circumstances.

4.9 To prevent fraud, prepayment checks are required on all awards under both schemes and, where necessary, further enquiries may be made before payment is released.

4.10 Further details specific to each scheme are set out below.

5. The Council Tax Rebate Scheme

5.1 Under the scheme, which is prescribed by Central Government, households falling under the following criteria on 1st April 2022 are entitled to receive a £150 one-off payment;

- a) liable council tax payers who occupy a property valued in council tax bands A to D which they occupy as their sole or main residence.
- b) Occupants of properties which are solely occupied by students as term time accommodation or as a student hall of residence.
- c) Occupants of properties solely occupied by people under the age of 18.
- d) Occupants of properties solely occupied by people who are severely mentally impaired.
- e) Occupants of annexes occupied by dependant relatives of the occupant of the main property.

5.2 Where the Authority holds bank details for Council Tax direct debit purposes, no application form is required and payments can be made automatically, subject to satisfactory prepayment checks.

5.3 Where the Authority does not hold bank details or bank details have not successfully cleared prepayment checks customers are required to complete an online application form, which includes an automated identity check – required to help prevent fraud.

5.4 Customers can find the online application form, together with full details of the scheme (**Appendix B**), on the website.

5.5 First Contact are available to provide support to those who do not have access to the internet or who require assistance with the application process.

5.6 The Authority launched delivery of this scheme on 22nd April 2022 and has so far awarded over £3.5m to just over 23,500 residents – over 73% of those identified as eligible.

5.7 The scheme has been actively publicised via social media – reaching over 10,000 residents – however a written communication inviting applications and offering assisted support will be sent from June onwards to all residents who have not applied but are known to be eligible, to engage those who do not use the internet or social media.

6. The Energy Bills Rebate Discretionary Fund Scheme

6.1 Central Government have provided billing authorities with discretionary funding in recognition that they may wish to provide support to other energy bill payers who are not eligible under the core Council Tax Rebate scheme, or some form of targeted ‘top-up’ payments to the most vulnerable households in bands A to D.

6.2 Local Authorities can determine how best to make use of this funding and once determined are required to publish their scheme setting out the eligibility criteria.

6.3 The proposed Discretionary scheme for Castle Point Borough Council is set out in full at **Appendix C** and incorporates the following key criteria;

- a) That for the purposes of this scheme, the Council will award a single one-off payment of up to £150 to households where;
 - i. the dwelling has a Council Tax band E to H and the applicant is in receipt of Local Council Tax Support; or
 - ii. the dwelling has a Council Tax band E to H and an exemption under Class U (Severe Mental Impairment) has been awarded; or
 - iii. the dwelling has a Council Tax band E to H and a resident Carers disregard is awarded; or
 - iv. the dwelling has a Council Tax band F to H and a disabled banding reduction has been applied under the Council Tax (Reduction for Disabilities) Regulations 1992; or
 - v. the dwelling has a Council Tax band E to H and the applicant is able to prove exceptional hardship (financial and personal), or
 - vi. the dwelling has a Council Tax band A to D and the applicant has already been awarded a payment under the prescribed Energy Bills Rebate Council Tax Rebate scheme and the applicant is able to prove exceptional circumstances (both financial and personal).
- b) That the Council will determine eligibility based on the Council Tax position at the end of day on 1st April 2022, subject to any proven inaccuracies and retrospective adjustments to Council tax records.
- c) That only one payment per household will be permitted under the scheme.
- d) That residents who wish to apply for the scheme are required to do so via an online application form, with assisted support available via First Contact where required.
- e) That all applications will be determined individually on a case-by-case basis by Officers of the Council with reference to the priorities and award levels itemised in para 6.4 below.
- f) That applications based on exceptional hardship (para 6.4 - Groups E and F) will also be required to complete an income and expenditure form (**Appendix D**) and may be asked to provide further evidence/information, such as;
 - i. Bank statements for a two or three month period
 - ii. Utility Bills
 - iii. Any paperwork where debts are being repaid through a “debt management agreement”
 - iv. Any paperwork relating to mortgage, rent or council tax debt
 - v. Evidence that shows how long the debts have been an issue

- g) That award levels for applications based on exceptional hardship will be determined on a case by case basis following a thorough financial assessment - akin to the process adopted for Discretionary Housing Payment and Exceptional Hardship Scheme applications – which may include a referral to Peabody, StepChange, or similar such agency for budgeting advice where necessary.
- h) That all payments made will be subject to available funding.
- i) That residents will be notified of the outcome of their application by letter or email.
- j) That, where an applicant disagrees with the decision to award or not award their application, the Council will operate an internal review process via a Senior Officer of the Council.
- k) That no further right to appeal against the Council’s decision will apply beyond the internal review.

6.4 To ensure funding reaches those who have not already received support through other means, but also adequately caters for those in exceptional hardship, it is proposed that funding is initially prioritised and allocated as follows;

Priority Order	Description	Estimated Caseload	Award Level	Estimated Allocation
1	Group A Band E to H and in receipt of Local Council Tax Support	194	£150	£29,100
	Group B Band E to H and Class U (Severe Mental Impairment) applies	18	£150	£2,700
	Group C Band E to H and a resident carers disregard applies	14	£150	£2,100
	Group D Band F to H and a disabled band reduction applies	26	£150	£3,900
2	Group E Band E to H and exceptional hardship is proven	unknown	Up to £150	£140,200
3	Group F Band A to D and been paid under the prescribed Council Tax Energy Rebate scheme and has proven exceptional hardship	unknown	Up to £150	
Total Available Funding				£178,000

- 6.5 This ensures all those in the highest priority groups will receive a payment equivalent to the £150 paid under the core Council Tax Energy Rebate scheme, with the remaining funds allocated on a case by case basis and level of up to £150, to those suffering exceptional hardship.
- 6.6 It is impossible to predict or identify the level of exceptional hardship that exists within the borough, so the scheme needs to contain mechanisms that allow it to adapt quickly and easily as these needs emerge.
- 6.7 It is therefore proposed that take up is closely monitored and reported back to the Cabinet Member for Resources and the Section 151 Officer on a monthly basis and that the Section 151 is authorised, under the Scheme of Delegation, to make any changes subsequently deemed necessary to ensure the scheme meets these needs – i.e. changing the maximum award level, priority order, or defined eligible groups.
- 6.8 The scheme will also be publicised widely via a combination of the following mechanisms to maximise awareness and take up;
- i. a Press Release,
 - ii. the Tenants Newsletter
 - iii. a series of Social Media posts,
 - iv. the website and Latest News page,
 - v. targeted SMS, email, letters and OPENPortal messaging
 - vi. proactive signposting by staff, key partners, and advice agencies (i.e. Peabody, Citizens Advice, CAVs etc.)

7. Corporate Implications

a. Financial Implications

- 7.1 Central Government has provided Billing Authorities with a share of a £144million Discretionary Fund to enable support to energy bill payers who are not eligible under the prescribed Council Tax Rebate scheme, meaning the scheme is fully funded.
- 7.2 The proposed scheme incorporates a number of tried and tested financial controls, similar to those adopted during the recent public health crisis – which are expected to mitigate the risk of fraud and ensure the scheme remains within budget.
- 7.3 The scheme is designed to support those in the most financial need, and in doing so is expected to mitigate impacts of the Cost of Living crisis on residents and the local economy – including any impacts to Council Tax collection.

b. Legal Implications

- 7.4 A local policy is required, and the Council's proposed policy is attached at **Appendix C**. The Energy Bill Rebate Discretionary Scheme policy has been drafted taking into consideration the guidance provided by government and the level of funding available.

c. Human resources/equality/human rights

- 7.5 Implementation of the scheme is expected to place an additional burden on the Benefits Service.
- 7.6 No New Burdens funding has yet been provided to support with delivery of the scheme, however Central Government have confirmed that they will undertake an assessment and confirm funding arrangements for reasonable costs in due course.
- 7.7 In the meantime implementation and delivery of the scheme will be prioritised and provided by existing resources within the Benefit Service.

d. Timescale for implementation and risk factors

It is proposed that the scheme is launched with effect from 17th June 2022 and closes on 16th November 2022.

There is a risk that the allocated funding under any individual group may not be fully taken up, causing financial detriment to other groups who may have a high take up rate but who's funding is completely exhausted. To mitigate this risk, take up will be closely monitored and where necessary the funding allocation between the groups may be revised under the scheme of delegation.

Key timescales are as follows:

Milestone	Timeframe	Purpose
Cabinet Report	15.6.22	Discretionary Scheme is adopted
Discretionary Scheme application window opens	17.6.22	Scheme is published and launched to residents
Discretionary Scheme application window closes	16.11.22	To ensure all applications are received, assessed, and paid by the statutory deadline

Discretionary Scheme Payments end	30.11.22	Statutory deadline – no further payments can be made after this date
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8. Background Papers:

Appendix A

[Support for energy bills - the council tax rebate 2022-23: billing authority guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/support-for-energy-bills-the-council-tax-rebate-2022-23-billing-authority-guidance)

Appendix B

[S:\Customer Services\CAG\ENERGY REBATE SCHEME 2022\Castle Point - Council Tax Rebate Mandatory Scheme \(003\) 1.4.22 FINAL.pdf](S:\Customer Services\CAG\ENERGY REBATE SCHEME 2022\Castle Point - Council Tax Rebate Mandatory Scheme (003) 1.4.22 FINAL.pdf)

Appendix C

<S:\Customer Services\CAG\ENERGY REBATE SCHEME 2022\Castle Point Discretionary Rebate Scheme FINAL3.pdf>

Appendix D

<S:\Customer Services\CAG\ENERGY REBATE SCHEME 2022\Discretionary Rebate Scheme - Income & Expenditure Form.pdf>

Appendix E

[Overall government support for the cost of living: factsheet - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/overall-government-support-for-the-cost-of-living-factsheet)

Report Author:

Eddie Mosuro – Head of Customer & Digital Services

ORDINARY COUNCIL

5TH OCTOBER 2022

Subject: Notices of Motion

1. Purpose of Report

To present to Council valid Notices of Motion received for consideration at this meeting.

Motions 1 to 3 were submitted for consideration on 27th July 2022

1. Councillor Mrs Thornton has given notice of the following:

“Following the announcement that the last remaining bank in Hadleigh is to close, we call on this Council to assist residents and explore the possibility of working with Partners to establish a Banking Hub, similar to that recently opened in Rochford, in order to support our local business community and ensure residents unable to utilise online banking for any reason are able to continue to receive a face-to-face banking service.”

The Motion is to be seconded by Councillor Isaacs

2. Councillor Walter has given notice of the following:

In an effort to reduce this Councils carbon footprint and save taxpayers money, we call upon the Council to investigate the possibility of installing photovoltaic panels on all suitable large council owned buildings in the Borough and to also investigate the possibility of installing solar hot water panels on Waterside Farm and Runnymede leisure complexes.

The Motion is to be seconded by Councillor Riley.

3. Councillor Walter has given notice of the following:

We call on the Council to investigate the possibility of replacing the atmospheric pollution instrumentation in Hadleigh Old Fire Station with modern equipment that samples, records and uploads data online. We also ask for the location to be moved to the council offices, historically one of the areas with the highest air pollution in Castle Point. Up to date

evidence on air pollution is an essential part of the decision-making process when considering the future of our Borough.

The Motion is to be seconded by Councillor Cutler.

4. Councillor Dixon has given notice of the following:

Castle Point Council laments The loss of wildlife at Canvey lake over the summer and calls on Canvey Town Council to Take all necessary action to prevent it happening again. Castle Point Council also calls on the Leader of Canvey Town Council to publicly explain the town councils failure to preserve the interests of the wildlife at the lake and why it was left to concerned residents to take action on behalf of the community.

The Motion is to be seconded by Councillor C. Mumford.

5. Councillor Dixon has given notice of the following:

Castle Point Council directs the Environment Health Department to conduct an immediate investigation into the potential harms to the public from toxin and bacterial build up in Canvey Lake over the course of the summer.

The Motion is to be seconded by Councillor C. Mumford
