



Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on Tuesday, 5th November 2024, in The Pavilion, Tollesbury Recreation Ground, Elysian Gardens, commencing at 7.30 pm, to which members of the Council are summoned for the transaction of the under-mentioned business.

M. Curtis

Michelle Curtis – Clerk to the Council/RFO

30th October 2024

Councillors: S Plater (Chairman), M Bell, R Clare, P Gilbert, L Inwood, L Goldie, S Hawes, C Page, J Rogers, A St Joseph

Recording of Meetings

The meeting will be recorded to assist the Parish Clerk to compile the minutes. The recording will be deleted afterwards.

A G E N D A

1. Apologies for Absence

To receive apologies for absence.

2. Declarations of Interest

To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable Interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members. (Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting.)

3. Public Forum

Public participation - Residents wishing to raise a matter in the public forum should inform the Parish Clerk of the topic by noon the previous working day.

4. County Councillor and District Councillors

To receive information from the County Councillor and District Councillors

5. Minutes

To confirm the minutes of the Parish Council Meeting held on 15th October 2024

6. Finance

6.1 To receive and approve the Monthly Financial Report as of 30th September 2024

6.2 To receive the schedule of funds transferred within the Council's banking arrangements

6.3 To approve payments

7. Planning Applications

To consider planning applications received from Maldon District Council. Applications are circulated to all Councillors with the agenda for study ahead of the meeting. Planning documents are also available for everyone to view on Maldon District Council's website (www.maldon.gov.uk).

Application No: 24/00810/HOUSE PP-13474599

Proposal: Erection of part first floor rear extension. Alterations to fenestration.

Location: Mount Ash 1 Mell Road Tollesbury

8. Recreation Ground

8.1 To receive the draft minutes of the Recreation Ground Committee held on 23rd October 2024

8.2 To consider the proposal from the Recreation Ground Committee for maintenance works

8.3 To receive the Monthly Inspection Report

9. Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlight, Dog/Litter Bins, Highways, Footpaths)

To receive a verbal report from the Environment & Amenity Committee

10. Woodrolfe Hard

10.1 To receive the draft minutes of the Woodrolfe Hard Committee held on 16th October 2024

10.2 To consider the proposal from the Woodrolfe Hard Committee to rename the Tollesbury Harbour Project Earmarked Reserve and to purchase new speed buoys

11. Woodup Pool

11.1 To receive the draft minutes of the Woodup Pool Committee held on 2nd October 2024

11.2 To agree on the usage programme of Woodup Pool by FACT

12. Finance and Policy

To receive the draft minutes of the Finance and Policy Committee held on 26th September 2024

13. Co-option Policy

To consider the proposed amendments to the Co-option Policy

14. Local Highways Panel

To consider the proposal from Cllr Stephens to apply to the South Essex Parking Partnership for the installation of yellow lines opposite the bakery.

15. Police Reports

To receive the Police Reports (confidential) and discuss policing matters within the village to report back to Essex Police

16. Maldon District Council Community Engagement Team (formerly the Community Protection Officers - CPOs)

To receive the CET Report for September 2024

- 17. Consultation - Enabling remote attendance and proxy voting at local authority meetings**
To consider responding to the consultation
- 18. Casual Vacancy**
To receive an update on the Casual Vacancy
- 19. Administration**
To receive information from the Clerk – update on current and ongoing matters
- 20. Community Matters**
To receive information only or note future agenda items
- 21. Public Bodies (Admission to Meetings) Act 1960**
Given the confidential personnel and contractual nature of the business to be transacted, consider excluding the press and public from the meeting
- 22. Employment Matters**
 - 22.1** To review the remuneration for the Caretaker.
 - 22.2** To review the remuneration for the Clerk.
- 23. Public Bodies (Admission to Meetings) Act 1960**
To consider permitting the press and public to return to the meeting.
- 24. Dates of the Next Meetings**
Full Council Meeting
Tuesday 19th November 2024 – 7.30pm – Pavilion

Committee Meetings

Personnel Committee – 11th November 2024 – 7pm - Pavilion

Environment & Amenity Committee – 12th November 2024 – 7pm - Pavilion

Finance & Policy Committee – 4th December 2024 – 7pm – Pavilion

Recreation Ground Committee – 29th January 2025 – 7.15pm - Pavilion

Woodrolfe Hard Committee – 3rd February 2025 – 7pm - Pavilion

Woodup Pool Committee – 24th February 2025 – 7pm in the Pavilion

If you would like an item on the agenda at any Parish Council or Committee Meeting, please submit your request in writing to the Parish Clerk at least a week before the meeting.

Clerk: Michelle Curtis

Address: PO Box 13205, Maldon, Essex CM9 9FU

Telephone: 01621 869039 **Email:** clerk@tollesburyparishcouncil.gov.uk

**Report for Tollesbury Parish Council meeting
on 5th November 2024** (report written 28th October 2024)

**From Councillor Emma Stephens
Maldon District Councillor for Tollesbury (Independent)**



Cllr.Emma.Stephens@Maldon.gov.uk
01621 869415 / 079 069 44443

**MALDON DISTRICT
COUNCIL**

Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk



1. PLANNING

Next planning meetings: North Western 6Nov24, 4Dec24; District 27Nov24 (provisional).

2. NEWS

Maldon District Council news

- ❖ **2024 resident and business survey:** residents and businesses are invited to take part in the Council's annual survey. Surveys are available online at tinyurl.com/3jp62sd7; from me; or on paper at The Lighthouse, 55 East St, Tollesbury.

Giving your feedback helps the Council plan for the future and lets us know what to focus on, so please do take this chance to have your say. The survey closes on 24th November.

- ❖ **The One Maldon District “Thriving Places” grant programme** is underway. The council has shortlisted five projects, each of which aims to address critical community needs and to promote wellbeing across the district:
 - BoxSmart On The Ropes and Girls Inspired Courses
 - Mental Health Counselling and Toolkit Training for Secondary School Children
 - Walking Football
 - Men's Health Project
 - Maldon Pioneers in the Dengie

This programme is funded by the government through the UK Shared Prosperity Fund.

- ❖ **2024 Saltmarsh Coast Walking Festival:** in September over 500 walkers took part in 34 different guided walks in this growing festival.

- ❖ **Government planning proposals: MDC response**

The Government's proposals to increase the number of new houses would almost double the target for Maldon District each year. North Essex Councils (NEC, which includes Maldon District Council) have responded to the consultation, raising particular concerns about:

- Not having the necessary infrastructure for such a significant rise
- Not having enough land offered by landowners to sustain a 5 year housing land supply

In its response, NEC recommends that the government ensures that “it is not councils and communities that are punished for the development industry's inability to deliver.” For details, please see tinyurl.com/jhf2v6p6.

- ❖ **Food waste caddy liners** will not be supplied by the council when existing supplies run out. Residents can use any thin plastic or biodegradable bag (available in shops). Or food can be wrapped in newspaper, or even just left loose in the caddy. Food waste goes to a local facility and is converted into biogas, which works with any of these solutions.

Other news

- ❖ **Community Speedwatch:** I have received the information pack, which advises that we need at least ten volunteers on our rota to join. So I've placed an advert in the November Parish Magazine for volunteers to attend training and learn how to run this. If anyone is interested, please do contact me.



Recreation Ground

The Recreation Ground Committee met on 23rd October 2024, and it considered a quotation from Bonz to remove the concrete patch in the play area and make the area good and concrete two bollards that were leaning over in the car park.

The cost of the work is £250 + VAT.

The Committee proposes the expenditure to the Full Council. The cost of the work would come from the Recreation Ground.



Clerk: Michelle Curtis

Address: Tollesbury PC, PO Box 13205, Maldon CM9 9FU

Telephone: 01621 869039. **Email:** clerk@tollesburyparishcouncil.gov.uk

TOLLESBURY PARISH COUNCIL
PLAYGROUND CHECKLIST

DATE OF INSPECTION: 29/10/2024

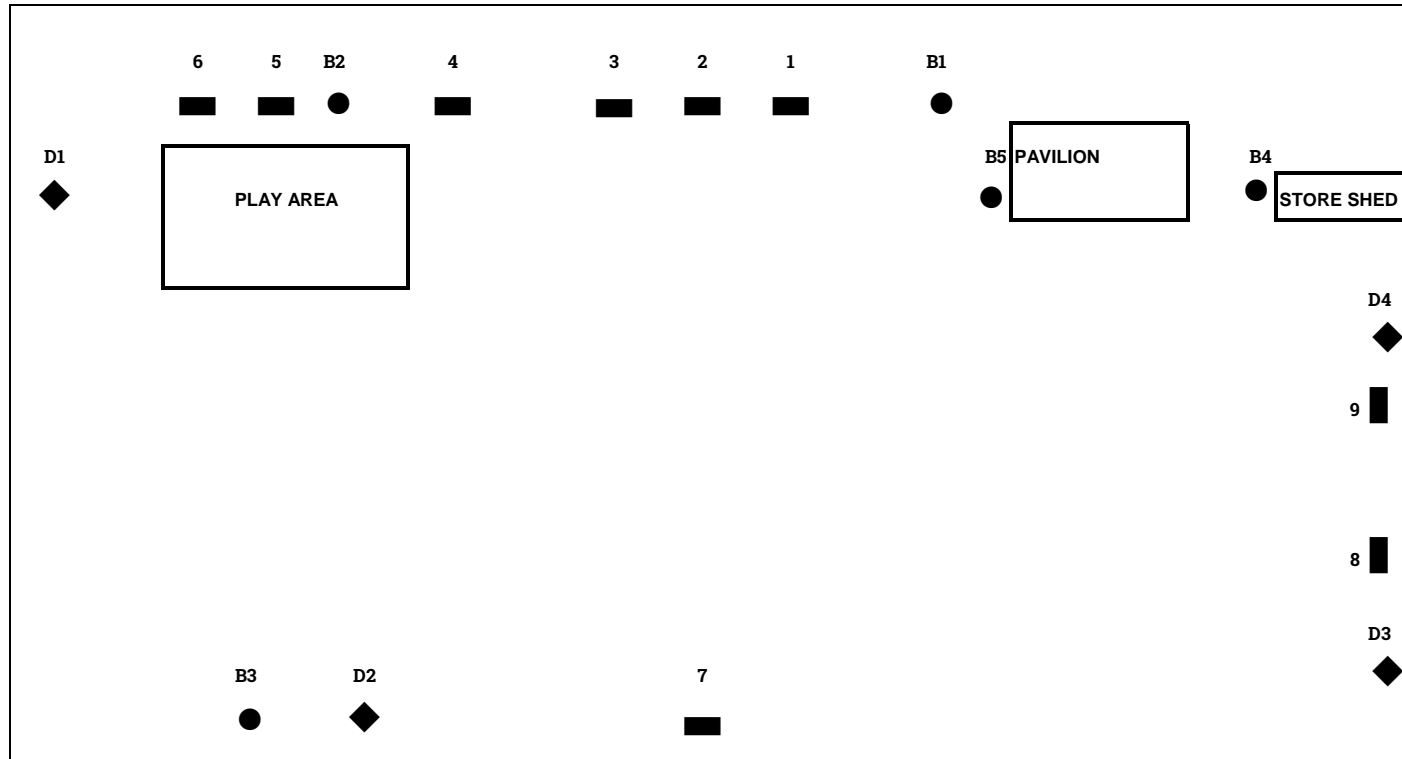
	Checked	Comments
EQUIPMENT	√	
Junior Swing	√	
Toddler Swing	√	
Snake Slide	√	
Tower and Slide	√	
Spinning Seasaw	√	
Igloo Climber	√	Paint coming off in places and some bent bars at the bottom
Roundabout	√	
Zip Wire	√	Zip-wire seat removed. New seat to be installed
Playship	√	
Chicken and Cow Springer	√	
Youth Shelter	√	Graffiti
Skate Park	√	Graffiti.
Surfer Springer	√	
Fire Engine	√	
Fence	√	Two gates do not close properly - previously reported - Gates have been oiled.
Football Goal Posts		These are the responsibility of the football clubs

Signed: [REDACTED]

Amenities Officer

TOLLESBURY PARISH COUNCIL
BENCHES AND BINS

DATE OF INSPECTION: 29/10/24



Benches

- 1 Ok
- 2 Ok
- 3 Ok
- 4 Ok
- 5 Ok
- 6 Ok
- 7 Ok
- 8 Ok
- 9 Ok

Dog Bins (D*)

- 1 Ok
- 2 Ok
- 3 Ok
- 4 Ok

Litter Bins (B*)

- 1 Plastic split at base
- 2 Ok
- 3 Ok
- 4 Ok
- 5 Ok

Signed: [Redacted] Amenities Officer



Woodrolfe Hard

The Woodrolfe Hard Committee met on 16th October 2024, and would like to propose the following to the Full Council.

Proposal 1

To rename the Tollesbury Harbour Project Earmarked Reserve to Harbour Project – R Lankester.

This money was obtained via a donation from the late ex-councillor Roger Lankester.

Proposal 2

To purchase two speed limit buoys to be installed at each end of Woodrolfe Creek. Each buoy will have two 4-knot speed limit signs attached to them.

Two buoys to be purchased from JFC Marina	£199.00
Signage from The Sign Shed	£ 24.37
TOTAL	£223.37

*All costs, include delivery and are exclusive of VAT

Copies of quotations attached.

Tollesbury Marina has generously agreed to donate the chain and clumps and to assist with installing the new buoys in time for the start of the season, March/April 2025.

The Committee proposes the expenditure to the Full Council. The cost of the buoys and signage would come from the Woodrolfe Hard Misc Budget and Woodrolfe Hard Earmarked Reserves.

Clerk: Michelle Curtis

Address: Tollesbury PC, PO Box 13205, Maldon CM9 9FU

Telephone: 01621 869039. **Email:** tollesburypc@btinternet.com



MARINE

JFC MARINE

JFC Manufacturing Co. Ltd.
Weir Road,
Tuam,
Co. Galway,
Ireland

T. +353 93 24066

E. info@jfcmarine.com

Quotation Reference Number:	Q241018-TPC
Date:	18 th October 2024

Contact:	Councillor Roy Clare
Company:	Tollesbury Parish Council
Address:	
Contact Number:	Mob. 07779 947483
E-Mail:	cclr.roy.clare@tollesburyparishcouncil.gov.uk

Product / Codes	Description	Qty.	Unit Price £	Total price £	
BMB40 -EXT	BMB40 Beach marker Float with Extender Tube Colour - Yellow	2	£72.00	£144.00	
Delivery	Tollesbury, Essex. <i>Full delivery address including Post Code to be confirmed at the time of order</i>			£55.00	
Total Delivered Price				£199.00	
				VAT @20%	£39.80
Total Price including delivery and VAT (charged at 20%)				£238.80	





MARINE

Terms and Conditions

Quotation Reference: Q241018-TPC dated 18th March 2024

Please quote reference on all future correspondence

Terms of Delivery: Prices quoted Ex-works, JFC Tuam, Co. Galway, and Ireland,
cost of Delivery will be confirmed and fixed for the duration of the supply at the time of order placement.

Payment Terms: *Payment in Advance*

Currency: Pounds Stirling (£)

VAT: All prices are quoted excluding VAT , *VAT will be added to the Invoice at the Appropriate rate*

Availability: Delivery will be 4-6 weeks from receipt of a confirmed order

Price: Prices are quoted for the supply of goods only, and do not include Assembly and installation
If required. Assembly instructions will be supplied as part of the scope.

Inspection: Equipment will be made available at JFC Manufacturing premises (Tuam, Co. Galway, Ireland) for
customer or 3rd Party Inspection prior to shipment
The client representatives are welcome to attend at any time (at their cost) to be trained on the assembly.
(if required) of the buoys.

Warranty: The equipment is covered for Twelve (12) months from the date of delivery and provides free
replacement cover of all defects in parts and workmanship.

*The Full terms and conditions of the JFC Marine Warranty Policy can be found online,
to register the product please visit www.jfcmarine.com to complete and return the form.*

Validity: Prices are valid until **31st December 2024** All Prices are subject to review thereafter

Regards

Graham Brown

Graham Brown
UK Marine Sales Manager - JFC Group





4no. custom 6 knots sign, 150x200mm, 3mm recyclable plastic, two pre drilled holes centre top and bottom, price: £5.06+vat (each)

DHL: £4.95 inc VAT (excluding Scottish Highlands & Islands, Isle of Man, Channel Islands and Northern Ireland)

Delivery charges quoted are for mainland UK (unless specified). Please advise if the delivery address is outside this postal area.

Supply only. All signs are non-photoluminescent and non-reflective (unless specified).

Artwork remains the copyright of The Sign Shed Ltd. All quotations are good for a period of 1 calendar month. Prices quoted exclude VAT (unless stated). For full terms and conditions visit www.thesignshed.co.uk/terms

your quote



The SIGN Shed Ltd

7 Letchmire Road, Allerton Bywater, Castleford, West Yorkshire, WF10 2DB Tel: 01977 220000
sales@thesignshed.co.uk Company reg no: 09011895 VAT no: 186 3781 67



www.thesignshed.co.uk

safetysheep.blog



Fellowship Afloat Charitable Trust

The Sail Lofts Woodrolfe Road
Tollesbury Essex CM9 8SE

Telephone 01621 868113

Email: info@fact.org.uk

Website: www.fact.org.uk

Outdoor activities centre
RYA training centre

FACT proposed mid-week use of the Tollesbury Salt Pool 2025

Spring Term

February

12-13 Staff Training

March

5 School Group
12 School Group
19 School Group
26 School Group

April

2 School Group

Summer Term

April

23 School Group
30 School Group

May

7 School Group
14 School Group
21 School Group

June

4 School Group
11 School Group
18 School Group
25 School Group

July

2 School Group
9 School Group
16 School Group

Autumn Term

September

3 Staff Training
17 School Group
24 School Group

October

1 School Group
8 School Group
15 School Group
22 School Group

November

5 School Group
12-13 Staff Training

Total 29 days

Parking opposite bakery (my ref 0343)

From Cllr. Emma Stephens <cllr.emma.stephens@maldon.gov.uk>

Date Fri 2024-10-11 1:52 PM

To Tollesbury Parish Council <clerk@tollesburyparishcouncil.gov.uk>

Hello Michelle

As the Local Highways Panel request for a build-out of the pavement at the King's Head has not succeeded so far, I've been considering what else might be done, more cheaply, to alleviate issues there.

The kerbstones are constantly being dislodged by vehicles trying to squeeze past each other, and this is exacerbated by cars parked opposite the bakery. More importantly, vehicles squeezing through this gap are driving very close to pedestrians outside the bakery, on what is a very narrow pavement. (67cm wide from memory but that needs checking.)

Now, preventing such parking might speed traffic up, so I don't know if it's the right answer, so would the PC like to consider this suggestion please? It would be a SEPP application, and I'd be glad to do the necessary paperwork for the PC to submit.

Councillors should be aware that

- If yellow lines were to be painted here then parking restrictions could be enforced by community engagement officers, whereas without them an obstruction can be enforced only by the police
- Most yellow lines do still allow a few minutes' parking / loading / dropping off, so if the issues are being caused by a succession of different bakery customers, lines wouldn't solve anything; but if long-term parking is the issue, then that would be restricted. It might be replaced by short-term shop-parking of course, so this does need considering.

For convenience, [here's the street view of the location](#).

Meanwhile I am pressing for repairs to the latest kerbstone to be dislodged, and am about to write to SEPP again to enquire about the flood barrier parking restriction, for which we have been advised the TRO would be published around now.

Thank you very much.



Cllr. Emma Stephens

Maldon District Council Member

for Tollesbury

✉ cllr.emma.stephens@maldon.gov.uk

🌐 www.maldon.gov.uk

🏠 [Council Offices, Princes Road, Maldon,](#)
[Essex, CM9 5DL](#)



01621 869415 / 07906 944443

Community Engagement Tollesbury

[View in Power BI](#) ↗

Last data refresh:
16/10/2024 04:13:49 UTC

Downloaded at:
16/10/2024 15:30:23 UTC





TOLLESBURY
PARISH
COUNCIL

Other Patrols

Tollesbury Parish Council

Filter Date

01/09/2024



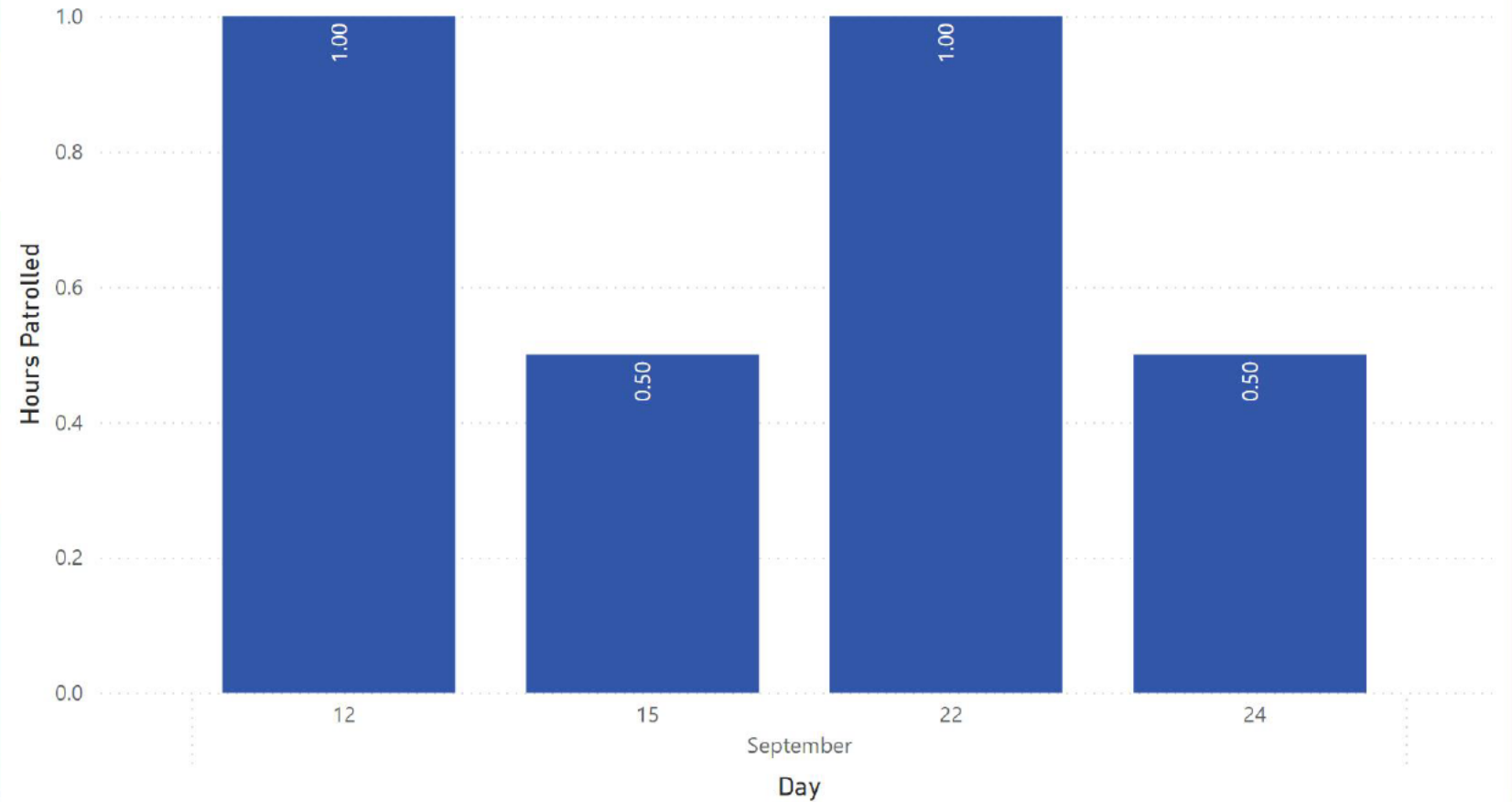
30/09/2024



Sites Visited

Site	Occurence
On-Street	3
Recreation Ground	3
Sea Wall	3
Station Road	1
Woodup Pool	1
Total	11

Patrol Time



Number of Patrols

4

Hours Patrolled

3.00

FPN's Issued

0

VMO's

2

PCN's Issued

0



TOLLESBURY
PARISH
COUNCIL

Officer Notes

Tollesbury Parish Council

Officer Notes

Summary of patrol

Date

Foot patrolled, spoke to parish councillor

12 September 2024

All seems in order

15 September 2024

Foot patrolled Station Road checking for dog fouling, walked recreation ground and checked parking at sea wall.

22 September 2024

School patrol and checked enforcement lines

24 September 2024



Ministry of Housing,
Communities &
Local Government

Open consultation

Enabling remote attendance and proxy voting at local authority meetings

Published 24 October 2024

Applies to England

Contents

Scope of this consultation

Basic information

Ministerial foreword

Who we would like to hear from

The proposal for remote attendance

Proxy voting

About this consultation

Annex A: Personal data



© Crown copyright 2024

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit nationalarchives.gov.uk/doc/open-government-licence/version/3 or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gov.uk.

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

This publication is available at <https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings>

Scope of this consultation

Topic of this consultation

This short consultation seeks views on the detail and practical implications of allowing remote and hybrid attendance and proxy voting at local authority meetings in England.

Scope of this consultation

Government is consulting on introducing powers for local authority members to apply to the relevant authority for a dispensation to attend formal council meetings remotely and vote by proxy in certain circumstances.

If any changes to legislation are made as a result of this consultation would apply to England only local authorities meaning:

- a county council
- a unitary authority
- a London borough council
- a district council
- the Common Council of the City of London
- the Greater London Authority
- the Council of the Isles of Scilly
- a parish council
- a joint board continued in being by virtue of section 263(1) of the 1972 Act
- a parish meeting constituted under section 13 of the Local Government Act 1972
- Transport for London, Para.5 of Schedule 10 of the GLA 1999 allows the GLA to regulate its own procedures and committees
- an authority established under section 10 of the Local Government Act 1985
- a joint authority established under Part 4 of the Local Government Act 1985
- a joint committee constituted to be a local planning authority under section 29 of the Planning and Compulsory Purchase Act 2004
- a combined authority established under section 103 of the Local Democracy, Economic Development and Construction Act 2009

- a combined county authority established under section 9 of the Levelling Up and Regeneration Act 2023
- a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies, or created by an order under section 4A of that Act
- a National Park authority as referenced at section 184 of the LGA 1972 and/or established under section 63 of the Environment Act 1995
- the Broads Authority established by section 1 of the Norfolk and Suffolk Broads Act 1988
- a conservation board established under section 86 of the Countryside and Rights of Way Act 2000
- a police and crime panel established under section 28 of the Police Reform and Social Responsibility Act 2011

Geographical scope

The questions in this consultation apply to all relevant local authorities in England as defined above.

They do **not** apply to authorities in Wales, Scotland or Northern Ireland.

Impact assessment

If any policy changes are made following this consultation they will be subject to appropriate assessment. No impact assessment has been conducted at this time.

Basic information

This is an open consultation. We particularly seek the views of individual members of the public; prospective and current local authority members/representatives; all relevant local authorities defined above; and those bodies that represent the interests of local members/representatives at all levels.

Body/bodies responsible for the consultation

The Local Government Capability and Improvement Division in the Ministry of Housing, Communities and Local Government is responsible for conducting this consultation.

Duration

This consultation will last for 8 weeks from 24 October 2024.

Enquiries

For any enquiries about the consultation please contact:
remoteattendanceconsultation@communities.gov.uk

How to respond

You can only respond to this consultation through our online consultation platform, Citizen Space. [Respond via Citizen Space](https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting) (<https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting>).

Ministerial foreword

The government has set out its intention to reset the relationship between central and local government as partners in delivering better outcomes for the communities we collectively represent. Key to this is supporting the sector to modernise democratic engagement, raise standards and widen the range of candidates standing for council by removing unnecessary barriers.

The attendance of elected members at local authority meetings is a core part of the democratic process at the local level and is integral to members carrying out their functions effectively. In addition to the value of members coming together to debate and discuss the issues which impact the lives of the people they represent; it is also important that local residents have the

opportunity to engage directly with the people they have elected to take key decisions on their behalf.

At the same time, the government recognises that there are circumstances in which it may not always be possible for members to attend council meetings in person. It is with this in mind that the government intends to amend the law to introduce provisions for remote attendance at local authority meetings.

The intent is that this increased flexibility will strike the balance between the principle that significant in-person engagement remains vitally important, and a recognition that there will sometimes be a need to accommodate members' requirements to attend council meetings remotely. We hope it will encourage a wider diversity of people willing and able to stand and actively participate in local democracy by creating improved conditions where meetings are accessible and inclusive.

In addition, we are seeking views on the possible introduction of proxy voting for those occasions when an elected member, due to personal circumstances, may be unable to attend even remotely, for example during maternity, paternity or adoption leave.

In line with the government's commitment to working with local government to establish partnerships built on mutual respect, genuine collaboration, and meaningful engagement, this short consultation seeks your views on the detail and practical implications of this proposition to inform our ongoing policy development.

Who we would like to hear from

Responses are invited from local authority elected members, all types and tiers of authorities, and local authority sector representative organisations. We are also particularly keen to hear from those members of the public who have point of view based on their interest in accessing local democracy in their area or standing as a candidate for local government at any tier to represent their local community at some future point.

Question 1

Please tick all that apply - are you responding to this consultation as:

a) an elected member – if so please indicate which local authority type(s) you serve on

- Town or Parish Council

- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

b) a council body – if so please indicate which local authority type

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

c) a member of the public

d) a local government sector body – please state

The proposal for remote attendance

The government intends to legislate to give local authorities the flexibility to allow elected members to attend formal council meetings remotely. We believe that this modernising measure of providing broad flexibility to enable remote attendance will have the dual positive impacts of diversifying the representation of those willing and able to stand for elected office and enhance the resilience of local authorities in the face of local or national emergencies.

The intent is that this legislative change would give local authorities the flexibility to allow members to attend remotely.

Question 2

Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

Yes/No

If you answered No to the above question please go directly to question 4.

Question 3

If you answered Yes to the above question, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

a) Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance.

b) Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies.

c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.

d) [Free text box]

Question 4

If you are an elected member can you anticipate that you personally may seek to attend some of your council meetings remotely?

- yes
- no
- I am not an elected member

Question 4a

If you answered No please use the free text below

[Free text box]

Question 4b

If you answered Yes, could you indicate below which of the following options best describes your likely pattern of attending meetings remotely

- very occasionally
- from time to time

- regularly but not always
- all the time

Question 5

If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- less than 10%
- more than 10% but less than 50%
- more than 50% but less than 90%
- most of them 90% to 100%

Question 6

The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

a) Councils should be able to allow full remote attendance at up to half of council meetings within a twelve-month calendar period.

b) Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances.

c) Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.

d) [Free text box]

Question 7

Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Please tick all the options that correspond with your view and use the free text box for any other comments.

a) Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance.

b) Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings.

c) Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location.

d) Other [Free text box]

Question 8

Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

Should be considered because

Should not be considered because

It is a positive modernising measure.

Councillors should be physically present at all formal meetings.

It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve.

It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils.

Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance.

It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings.

Free text box – please state any other reasons

Free text box – please state any other reasons

Question 9

In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

- it would benefit members
- it would disadvantage members
- neither

Please use the text box below to make any further comment on this question.

[Free text box]

Proxy voting

Proxy voting is a form of voting whereby a member of a decision-making body may delegate their voting power to another representative to enable a vote in their absence.

It is possible some members may find that, due to their personal circumstances, they are temporarily unable to participate in meetings even if remote attendance provisions are in place. Provisions for proxy voting could provide additional flexibility to those who really need it on a time-limited basis, allowing affected members to indirectly exercise their democratic duty, participate in their local authority's governance, and ensure that their views are taken into consideration. In the context of local authorities, the representative would have to be another elected member of the local authority.

Question 10

In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

- yes
- no
- unsure

Question 11

If yes, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply:

- physical or medical conditions
- caring responsibilities
- parental leave or other responsibilities
- other [Free text box]

Question 12

Are there circumstances in which you feel proxy voting would not be appropriate?

[Free text box]

Question 13

If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?

[Free text box]

About this consultation

This consultation has been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this consultation, including personal data, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA), the UK General Data Protection Regulation, and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, as a public authority, the Department is bound by the Freedom of Information Act and may therefore be obliged to disclose all or some of the information you provide. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic

confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Ministry of Housing, Communities and Local Government will process your personal data in accordance with the law and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. A full privacy notice is included at Annex A.

Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this consultation has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact us via the [complaints procedure](https://www.gov.uk/government/organisations/ministry-of-housing-communities-local-government/about/complaints-procedure) (<https://www.gov.uk/government/organisations/ministry-of-housing-communities-local-government/about/complaints-procedure>).

Annex A: Personal data

The following is to explain your rights and give you the information you are entitled to under the Data Protection Act 2018. Note that this section only refers to your personal data (your name address and anything that could be used to identify you personally) not the content of your response to the consultation.

1. The identity of the data controller and contact details of our Data Protection Officer

The Ministry of Housing, Communities and Local Government (MHCLG) is the data controller. The Data Protection Officer can be contacted at dataprotection@communities.gov.uk

2. Why we are collecting your personal data

Your personal data is being collected as an essential part of the consultation process, so that we can contact you regarding your response and for

statistical purposes. We may also use it to contact you about related matters.

3. Our legal basis for processing your personal data

The Data Protection Act 2018 states that, as a government department, MHCLG may process personal data as necessary for the effective performance of a task carried out in the public interest. i.e. a consultation.

4. With whom we will be sharing your personal data

We use a third-party platform, Citizen Space, to collect consultation responses. In the first instance, your personal data will be stored on their secure UK-based servers.

5. For how long we will keep your personal data, or criteria used to determine the retention period.

Your personal data will be held for 2 years from the closure of the consultation.

6. Your rights, e.g. access, rectification, erasure

The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:

- a) to see what data we have about you
- b) to ask us to stop using your data, but keep it on record
- c) to ask to have all or some of your data deleted or corrected
- d) to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/> (<https://ico.org.uk/>), or telephone 0303 123 1113.

7. Your personal data will not be sent overseas

8. Your personal data will not be used for any automated decision making

9. Your personal data will be stored on a secure government IT system

Your data will be transferred to our secure government IT system as soon as possible after the consultation has closed, and it will be stored there for the standard 2 years of retention before it is deleted.

OGI

All content is available under the [Open Government Licence v3.0](#), except where otherwise stated



[© Crown copyright](#)