

MINUTES of the Meeting of Wivenhoe Town Council held in the Council Chamber on Monday 15 September 2003.

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Present: The Town Mayor, Cllr. G. Primrose (Chairman)  
Cllrs: C. Liddy, P. Kraft, T. Roberts, S. Glozier-Green, C. Thompson  
and K. Rogers.  
Borough Cllr. D. Adams.  
Claire Jeffs of Evening Gazette  
Assistant Town Clerk

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence had been received from Cllrs. J. Richardson, R. Davies, P. Hill and D. Purdey, Borough Cllrs. E. Kraft, B. Newman and County Cllr. J. Young.

**2. MINUTES.** RESOLVED that the Minutes of the Meeting of the Town Council held on 18 August 2003 be confirmed and signed by the Chairman as a correct record, with the exception of paragraph 3 of 5.b) which will be reconsidered at the next Town Council, when a full complement of members will be present.

**3. MATTERS ARISING FROM THE MINUTES.**

**a) ECC Youth Service Summer Project:** The report on the Youth Mobile Unit which visited the King George V Field twice during August was received. Cllr. Rogers said that it had been successful and enjoyed by the youngsters. Members hoped that the Mobile Unit would visit again next year.

**b) Phillip Road Centre:** Members decided to invite Tim Frances to a Town Council meeting to discuss youth facilities at the Phillip Road Centre.

**4. POINTS RAISED BY MEMBERS OF THE PUBLIC.**

Cllr. Primrose read a letter she had received from Mr. Richard Chopping of The Quay where he expressed concern about the Rose and Crown PH using their garden as a 'beer garden' Cllr. Primrose would write back to Mr. Chopping thanking him for raising the matter.

**5. REPORTS FROM MEMBERS OF THE COUNTY AND BOROUGH COUNCILS.**

**a) Essex County Council:** No report had been received.

**b) Borough Council:** Cllr. Adams reported on matters concerning County Electoral arrangements; the condition of some of the rented student accommodation in Wivenhoe in that the landlords were being just as irresponsible as the students and that a meeting had been secured with Estates Officer Andrew Nightingale to discuss this; Concerning Cllr. Adam's suggestion that Wivenhoe should have its own dedicated County seat Cllr. Thompson pointed out that there were too few electors to justify this and questioned the Borough Council's support for arrangements that meant that the Wivenhoe/St Andrew seat was already 7 per cent above the average size of the other 74 proposed seats and would be 10 per cent above the average size by 2005; in response to Cllr. Thompson's enquiry about park and ride schemes Cllr. Adams said that Colchester 2020 was at the moment just a vision with no definite plans; concerning Vine Parade, Cllr. Adams had

asked the Borough Council to improve the state of the pavements; also Cllr. Adams reported that the proprietor of the fish and chip shop at Vine Parade had complied with all the necessary regulations and that 95% of odours had been eliminated. If the Health Centre got the go ahead in that vicinity then the junction and the whole area would be considered again. Following complaints about overgrown hedges along the Colchester Road, Cllr. Adams had reported that and they had now been cut back.

## **6. COMMITTEE REPORTS.**

### **6.1 Planning:**

a) Minutes of the Planning Committee meeting held on 21 August 2003 (signed) were received and noted. At the Planning Committee meeting held on 11 September Cllr. Primrose reported that it had been agreed to include the following “ 5. *The portion of the ditch that falls within the land which the Town Council is leasing will be retained and not piped*” within the second paragraph.

b) **Section 106 Working Party:** Nothing to report.

### **6.2 Personnel:**

Cllr. Kraft tabled the document referring to the Personnel Report of Mrs. Hill, and reported on the Personnel Committee meeting held on 3 September 2003 stating that IT training had successfully been carried out although further sessions would be beneficial to both members of staff, in particular the Town Clerk, as it was considered that the Town Clerk could then become trainer to the Assistant Town Clerk. Members AGREED to a further 15 hours, after which a progress report would be submitted.

**6.3 Best Value Committee:** Nothing to report.

## **7. WORKING PARTY REPORTS.**

### **7.1 William Loveless Hall Working Party:**

a) A report on the meeting held on 27 August 2003 and the completed checklist had been circulated to members and the contents noted.

The next meeting would be on 8 October 2003.

### **7.2 General Amenities Working Party.**

a) No meeting had been held.

### **7.3 Wivenhoe Wood Working Party.**

a) **Colne Local Nature Reserve action plan:** Concerning the meeting with Richard Mash, CBC Team Ranger, members noted that a date had been arranged for Wednesday 1 October at 5.30pm at Rosabelle Avenue. Cllrs. Roberts and Rogers would be attending.

**7.4. Minibus Working Group:** Cllr. Primrose reported on the very successful Harvest Ball held on 6 September which raised £1,650 for the minibus. Thanks were extended to all who gave their time in the cooking and preparation of the evening and especial thanks to Mike Rollo for the entertainment, which was thoroughly enjoyed by all.

### **7.5 Communications Working Group:**

**a) Web site:** Cllr. Thompson suggested that the Town Council's Planning Minutes and other Minutes be put on the Town Council's website. This would be discussed with Cllr. Hill.

**b) Photocards:** Cllr. Primrose reminded members to bring in small passport sized photographs so that Councillor ID cards would be made.

**7. 6 Engine Shed Working Group:** Nothing to report.

**7.7 WRUG:** Nothing to report.

### **7.8 Members' Individual Proposals or Reports:**

**a) Mayoral Activities:** Cllr. Primrose reported on attendances at the Youth Theatre production on 22 August; Crabbing Contest on 31 August; Wivenhoe Society Fun Day and the Harvest Ball on 6 September; Colchester Mayor's Reception on 12 September; the WAGA Show and the Engine Shed day on 13 September.

**b) Police Matters:** Members noted the response from David Stevens, Chief Constable, about the Town Council's concern on policing in Wivenhoe and the email from WPC Tracey Allen stating that she was being relocated to Greenstead and that PC Steve May would be taking over along with Community Safety Sargeant Paul Johnson. AGREED to invite PC May and Sgt. Johnson to a Town Council meeting.

Concerning the response from David Stevens it was AGREED to take the matter of policing in Wivenhoe up further with Bernard Jenkin, MP. Cllr. Thompson would draft a letter.

**c) Post Office:** Cllr. Primrose reported on the Post Office Award given to the High Street Post Office and members also expressed their congratulations.

**d) ECC – Consultation on changes to school transport policy:** Cllr. Liddy had drafted a response to this consultation. Cllr. Thompson offered to email Cllr. Liddy with some more information on the proposals so that the response could be re-drafted.

**e) Broad Lane Ground 7<sup>th</sup> Annual Report:** Members received the report and Cllr. Liddy took the document for study

## **8. TOWN CLERK'S REPORT.**

**8.1** The Town Clerk reported that three Burial Grants had been issued and one memorial had been approved since the last meeting. Four interments had taken place.

**8.2 NALC Direct Information Service.** Issue Nos. 560 to 562 had been circulated.

**8.3 Tenancy Allocations/Changes from Colchester Borough Council.** None.

#### **8.4 Work Management.**

**a) General:** The Town Clerk reported that graffiti and vandalism to fences in the children's play area on the KGV Field had been dealt with.

The hedge around the play area had been cut; the pavilion front door step had been renewed and repainted; top soil had been put around the site of the old tree seat; gutters had been cleared out on the William Loveless Hall, the air vent put in the kitchen, the chair rack resized, and a start made on painting the ladies' toilet. Grass on the riverbank footpath and the path by the railway had been cut; rubbish by the Co-op, Spar and the Post Office had been removed and the job of repointing the cemetery wall had begun.

**b) Training:** IT training had taken place within the office.

The number of customers and visitors to the Council Offices for the month of August totalled 135.

Members noted the Town Clerk's report.

### **9. FINANCE.**

#### **9.1 Current Financial Report.**

**a)** The August Spending and Income Report was received and noted.

**b) Audit of Accounts 2002/2003:** The Statement of Accounts and Annual Return for 2002/2003, prepared by the Town Clerk as the Responsible Finance Officer in accordance with the requirements of the Accounts and Audit Regulations 1996, were approved and signed by the Chairman. It was noted that, as per last year, Lubbock Fine had been appointed as the Town Council's External Auditor.

**c) Appointment of Internal Auditor:** In accordance with the Accounts and Audit Regulations 1996, members approved the appointment of Mr. M.J. Murphy, Finance Officer of Brightlingsea Town Council, as the Town Council's Internal Auditor.

**d) Financial Regulations:** RESOLVED that the Town Council's Financial Regulations, a requirement of the Accounts and Audit Regulations 1996 and previously considered at a Personnel Committee meeting held on 3 September 2003, be formally approved and adopted as the Town Council's Financial Regulations.

#### **9.2/3 List of Cheques.**

The list of cheques numbered 501733 – 501761 drawn since the last meeting of the Town Council was approved and signed. The list of payments from the Imprest Account since the last meeting was received and noted.

**9.4 Motions under Standing Orders Recommending Expenditure:** None.

**9.5 Appeals for Financial Support:** None.

### **10. NEW BUSINESS.**

#### **10.1 Correspondence.**

**a) The Boundary Committee - Periodic Review of Essex County Council - Draft Recommendations:** Cllr. Thompson would look at this, comments of which were due by 6 October 2003.

**b) LEA Governors** – AGREED that the request for an appointment of an LEA governor representing the Town Council at Broomgrove Infant School be deferred until the next meeting.

**10.2 Conferences/Seminars:** Members noted the following:

- a) Annual Public Meeting Colchester Primary Care Trust  
24 September at Turner Road offices; Cllr. Roberts offered to attend.
- b) CBC The Council Debate 17 September Town Hall 6pm; Cllr. Primrose would be attending.
- c) Introduction to the Planning System – Saturday 1 November at Kelvedon Institute Hall, Kelvedon (free to CPRE members) led by David Green; Cllr. Roberts would be attending.
- d) Essex Area Forum, Gt. Bromley, 17 September; Cllr. Rogers would attend this as there were several important agenda items, one of which was policing in Essex.

**10.3 Notices.** Members noted the following:

Mayor's Charity Rock 'n' Roll night ,William Loveless Hall, Saturday 1 November £8.00  
Mayor's Charity Coach trip to France – Saturday 15 November £15.00

**10.4 Licences**

Transfer of Licence for The Flag from A. Day and K. Cross to David Philip Wilson of The Grapes, 87 Mersea Road, Colchester.

Members noted the above and had no observations to make.

**10.5 Highway Matters:**

- a) **Bus Service for Wivenhoe Residents using Stansted Airport:**  
Members noted receipt of a letter from Rev. Angela Robinson about the poor service to Stansted Airport and supported the suggestion of taxi firms negotiating with the University in order to collect Wivenhoe passengers from the Boundary Road bus stop.
  
- b) **Brightlingsea Road:** Cllr. Rogers reported that there had been several accidents near the football ground entrance and that he was liaising with the Borough Council about them.

- c) **Litter bins:** Cllr. Roberts reported that there seemed to be fewer litter bins around the town than usual and that the one by Londis was looking very dilapidated, the Town Clerk would take up with the Borough Council the request for more litter bins and also obtain a price for a replacement for the one at Vine Parade.
  
- d) **Bus Shelter roof:** Cllr. Kraft enquired about the leaking bus shelter roof on the shelter by Cedrics' Garage. The Town Clerk reported that an estimate for a replacement roof had been obtained which was £416. AGREED to ask the groundsmen to carry out a temporary repair for the time being.
  
- e) **Gate by riverpath from Wivenhoe to Alresford.**  
Cllr. Glozier-Green reported that this had still not been repaired. The Town Clerk would investigate.

The meeting closed at 9.00pm

**CHAIRMAN**