

MINUTES of the Meeting of Wivenhoe Town Council held in the Council Chamber on Monday 17 November 2003.

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Present: The Deputy Town Mayor, Cllr. P.M. Hill (Chairman)  
Cllrs: P. Kraft, T. Roberts, S. Glozier-Green, C. Liddy, R. Davies, and D. Purdey. Cllr. K. Rogers arrived later.  
County Cllr. J. Young.  
Chris Wilkin of Evening Gazette

Prior to commencement of business the Town Council welcomed Beverley Gould from the Borough Council who had attended to discuss the proposed improvements to the junction of the Brightlingsea Road/Elmstead Road.

Ms. Gould explained various aspects of the proposed improvements, informing members that there had been 20 accidents in 2 years at this junction. However members remained unconvinced that the proposals would have an effect on slowing down the traffic at this junction but recognized that a roundabout would be too costly. After discussion it was decided that in principle the Town Council be supportive of the Borough's proposal as it stands but with strong reservations and with the caveat that the situation be reviewed in several years time. Members also stated that they would like to see the accident figures. Ms. Gould said that she would be willing to come again to a Town Council meeting to go through the all the issues of the B1027. Members welcomed this and thanked Ms. Gould for attending.

Members also welcomed Tim Frances and Jackie Farnsworth who had attended to update members on the situation in regard to the Philip Road Centre. Members were pleased to note that the Centre was still operating two nights a week but were concerned to learn that a shortage of qualified youth workers meant that in reality the Centre was struggling. Finance was not a problem and it was hoped that more qualified staff could be recruited to improve the situation. Cllr. Hill asked the press to make a note of this and members would also do all that they could to promote the need for qualified staff at the Philip Road Centre. Members thanked Messrs. Farnsworth and Francis for attending and for the excellent work they did at the Centre.

**1. APOLOGIES FOR ABSENCE.**

Apologies for absence had been received from Cllrs. J. Richardson, C. Thompson and G. Primrose, Borough Cllrs. E. Kraft, D. Adams and B. Newman.

In accordance with Standing Order 6, Cllr. Hill as Deputy Town Mayor took the Chair for the meeting in the absence of the Town Mayor, Cllr. G. Primrose.

**2. MINUTES.** RESOLVED that the Minutes of the Meeting of the Town Council held on 13 October 2003 be confirmed and signed by the Chairman as a correct record subject to the following amendments: 7.3 a) delete 'Richard Mash, CBC Team Ranger', insert 'Richard Moulson, Ranger'; 7.1a) delete 'and that the designated smoking area be the Wyvern Room'; 8.4 a) amend to read 'all allotment rent demands had been issued'.

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

**10.5 b) High Street Car Park and the Residents' Parking Scheme:** Cllr. Roberts reported on the meeting held with CBC Parking Enforcement Officer Steve Brown. Detailed notes of the meeting had been circulated by e-mail to members by Cllr. Roberts and there were several matters which he would chase up with Steve Brown. The meeting had been successful in getting the Parking Enforcement Officers to visit Wivenhoe from 7.45am on occasions. A letter of thanks would be sent to Steve Brown.

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

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

**a) Essex County Council:** Cllr. Young advised that she had sent an e-mail concerning the A133. The Town Clerk would circulate this to members. Concerning faith school transport Cllr. Young reported that it was hoped that Essex would be the pilot for a new transport scheme which would then alleviate the need for the faith school transport proposals.

**b) Borough Council:** Cllr. Davies reported that he was attending meetings with the PCT concerning the new Wivenhoe Health Centre.

### **6. COMMITTEE REPORTS.**

#### **6.1 Planning:**

**a)** Minutes of the Planning Committee meetings held on 23 October and 13 November 2003 were received and noted.

**b) Section 106 Working Party:** Cllr. Davies reported that there had been a visit by Borough Officers to the Folly and it was hoped that apart from a slight alteration only the nature of the surface of the The Folly would be unchanged. Cllr. Hill expressed the concern that should the surface be changed then the Borough would be expected to maintain it. Cllr. Hill also asked Cllr. Davies to obtain a copy of Cllr. Gower's report on his visit to Queens Road.

#### **6.2 Personnel:**

Draft Minutes of the meeting held on 6 November 2003 and the recommendations contained concerning Christmas Bonuses, Performance Bonuses and Caretaker remuneration were all AGREED.

**6.3 Best Value Committee:** A budget meeting would be arranged shortly which would incorporate the Best Value Committee.

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

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

**a)** Report of meeting held on 12 November 2003 was received and noted.

**b)** Structural Engineer's report: Members noted that a visual structural survey had been carried out on 28 October by Richard Jackson plc to inspect cracks in the building. The damage was predominately on the southern face of the hall and was very similar to that

recorded in 1985 when a thorough investigation of the William Loveless Hall was carried out by Richard Jackson Partnership. The report concluded that the damage was mainly thermal cracking and recommended that the damage be repaired by a competent builder and that the building be inspected annually thereafter and only if cracks greater than 2mm in width reoccur would future repairs be required.

A Full report had been circulated to the Working Party.

AGREED that the Town Clerk obtain estimates from three builders to repair the cracks.

**c) Wivenhoe Society** – AGREED to the request for an extension until 1.00am to enable the hall to be cleared up following the Post-Christmas Party on 10 January 2004. Cllr. Roberts declared an interest.

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

**a)** Report of meeting held on 10 November was received. Members noted that it was in the new format, similar to the William Loveless Hall working party.

**b)** Cllr. Davies reported that the path re-surfacing had almost finished. The brick pillar, damaged by a delivery lorry, would be reinstated over the next few weeks and the contractor had accepted full responsibility for the damage. Cllr. Davies would also prepare some estimates for in-house surfacing of the remaining paths for the budget meeting, scheduled for 8 December 2003.

**c) Elmstead Parish Council** – Cllrs. Glozier-Green, Kraft and Davies were available to meet with Elmstead Parish Council and a date would be arranged.

**d) Allotments:** Noted that an inspection had taken place on 16 November 2003.

**7.3 Wivenhoe Wood Working Party.** Nothing to report.

**7.4. Minibus Working Group:** Nothing to report.

**7.5 Communications Working Group:** Nothing to report.

**7. 6 Engine Shed Working Group:** Cllr. Hill reported that the second half of the ‘local-motion’ was being held this weekend, details of which were on the Wivenhoe web-site.

**7.7 WRUG:** Nothing to report.

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

**a) Mayoral Activities:** Cllr. Primrose had submitted a report on attendances at the Quay Quilters Exhibition on 18 October; West Mersea Civic Service on 19 October; Brightlingsea Civic Service on 26 October; Oyster Feast on 31 October; Remembrance Day Parade on 9 November and the Mayor’s Charity Day Trip to France on 15 November, which was very kindly organized by Cedric Coaches.

**b) Cllr. Liddy:** Planning Committee Guidelines: Cllr. Liddy submitted a proposal for the establishment of set Town Council Planning Committee Guidelines, which when compiled could then be put before Borough Planning Officers Mark Russell and Sue Jackson for comment. Members approved the idea of making their planning comments more pithy and policy-driven and were asked by Cllr. Liddy to compile a list of their likes and dislikes to begin with.

**c) Cllr. Liddy:** Establishment of Youth Facilities Working Party: AGREED that a Youth Facilities Working Party be set up to look into facilities such as Skateboard Park, Teenage Shelter, BMX track and coffee bar. Cllrs. Kraft, Glozier-Green, Rogers and Purdey would join Cllr. Liddy on the Working Party.

**d) Police Matters:** Members received and noted the November report from Cllr. Rogers. Cllr. Rogers also reported on his visit earlier on in the evening to Philip Road Youth Centre and was pleased to see that about 40 young people were present at the Centre. Cllr. Rogers also wished to state that he was very satisfied with the new Community Police Officer. Members thanked Cllr. Rogers for his report.

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

**8.1** The Town Clerk reported that three Burial Grants had been issued and four memorials had been approved since the last meeting. Four interments, two of which were ashes, had taken place.

**8.2 NALC Direct Information Service.** Issue Nos. 565 to 566 had been circulated.

Members noted the following items:

566/1 – The government had announced measures to tackle high hedges by proposing an amendment to the Anti-Social Behaviour Bill which could give power to local authorities to issue formal notices instructing the reduction of a hedge's height and its long-term maintenance.

564/1 – Proposals to shake up planning at local, regional and national level were being introduced.

565/1 – Part Three of the Anti-social Behaviour Bill had just finished Committee stage in the House of Lords.

565/7 – New ELV (end of life) regulations came into effect on 3 November for the treatment and scrapping of old cars.

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

### **8.4 Work Management.**

**a) General:** Two benches had been removed from the Co-op area due to constant vandalism. A new roof had been put on the bus stop by Cedrics Garage and the footpath by the allotments had been checked and cleared. The boats in front of the William Loveless Hall had been planted up with pansies. The number of customers and visitors to the Council Offices for the month of September totalled 136.

**b) CBC Street Services Walkabout 6 November:** Town Clerk reported that she had accompanied Cllrs. Newman, Davies and three Borough Officers on a walkabout of Wivenhoe. 18 items were itemized for action and it proved a very useful exercise. Thanks have been conveyed to the Borough for this initiative.

**c) Parish and Town Council Clerks' Forum:** Members noted that the date of the next Forum meeting would be on 15 January 2004 and would email the Town Clerk if they wished anything to be raised.

**d) SLCC Conference at Stratford:** Members noted the Town Clerk's report on this year's SLCC Conference at Stratford. Rt. Hon Alun Michael MP, Minister for Rural Affairs and Local Environmental Quality was promoting Quality Parish Status and the Government's vision for the parish/town councils of the future; Sir Anthony Holland, Chairman of the Standards Board for England speaking on the new Code of Conduct; Sam Weller, Chairman of the Association of Burial Authorities leading a workshop on all aspects of burial ground management including memorial safety and Francis Drake, SLCC Human Resources Officer on Stress Management and Employment Law.

**e) Quality Parish and Town Council Scheme:** The Town Clerk had circulated several articles on the scheme for members to consider. Cllr. Kraft would look into the requirements of the Scheme and report back.

Members noted the Town Clerk's report.

## **9. FINANCE.**

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

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

**b) Audit.** Noted that Completion of Audit for 2002/03 had taken place on 29 October 2003.

**c) Budget 2004/05.** A date for the first budget meeting was set for 8 December at 7.30pm.

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

The list of cheques numbered 501778 – 501798 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) CBC Parish Members' Allowances** – Members received the details from Andrew Weavers, CBC Monitoring Officer on the Local Authorities (Members' Allowances) (England) Regulations 2003 which stated that the Town Council has to have a scheme in place to pay its members an allowance including mileage and subsistence by 31 December 2003 otherwise any monies paid after this date would be unlawful. The suggestion of the Borough Council was that the way forward would be for all parish/town councils to agree a

common scheme which could then be collectively agreed by the Independent Remuneration Panel. A copy of the Borough Council's Mileage and Subsistence Scheme was attached for the Town Council to consider adopting.

AGREED to the suggestion of the Borough Council with the exception that the Chairman's allowance be unaffected by the Scheme and that it be general practice for Councillors not to claim expenses inside of the Parish.

- b) **LCC – Telecommunications installation in Wivenhoe** – Members considered the enquiry from LCC, acting for Hutchison 3G UK Ltd exploring the possibility of leasing land in Wivenhoe for a monopole type tower, or roof mounted antenna to meet demands for national cellular radio telecommunications network and AGREED not to support any of the proposals.
- c) **NEECHC** – The annual Report for 2001/2003 was received and noted.
- d) **Colchester 2020 – Draft Community Strategy** - The consultation document was received and noted.

**10.2 Conferences/Seminars:** None.

**10.3 Notices.** None.

**10.4 Licences.** None.

**10.5 Highway Matters:**

a) **CBC Annual Review of waiting restrictions:** Members received a copy of the proposals. Highways affected in Wivenhoe were Ernest Road, Stanley Road and Rectory Road.

Cllr. Davies reported that there had been objections received by the Borough Council from residents concerning parking restrictions in Ernest Road and Stanley Road.

The meeting closed at 10.45pm

**CHAIRMAN**