

MINUTES of the Meeting of Wivenhoe Town Council held in the Council Chamber on Monday 20th September 2004.

Present: The Town Mayor, Cllr. P Hill (Chairman),
Cllrs: P Kraft, C Thompson, T Roberts, F Richards, C Liddy, D Purdey,
M Davies,
Borough Cllrs: S Ford and A Quarrie
County Cllr. J Young
Mrs. A Stinson (Town Clerk)
Mrs. M Goodchild (Admin.)

2 members of the public: Mr R Polom and Mr D Watkins

1. APOLOGIES FOR ABSENCE.

Apologies for absence had been received from Cllrs. G Primrose, K Rogers, S Glozier-Green, Borough Cllrs. D. Adams, and E Kraft.

2. MINUTES. RESOLVED that the Minutes of the Meeting of the Town Council held on 16 August 2004 be confirmed and signed as a correct record.

3. MATTERS ARISING FROM THE MINUTES.

- a) Flood Siren Tests – Members noted that the monitoring of the siren tests had been carried out successfully by Town Council staff and a letter of thanks had been received from R. Needham, CBC Operational Services manager.
- b) The Gate House, The Avenue. Photographs taken and sent to CBC with a request that the building be considered for Listed status.
- c) Cllr. Hill reported that he had written to Joan Gifford of the Wivenhoe Folk Club following her retirement as organiser of the Wivenhoe Folk Club .
- d) Stair Lift: Cllr. Kraft reported that copies of brochures had been forwarded to Mr. K. Durrant of CBC. Cllr. Kraft would follow the matter up with Mr. Durrant.

4. POINTS RAISED BY MEMBERS OF THE PUBLIC. None.

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

a) **Essex County Council:** Cllr. Young gave an update on the matter of the SIDs. She had been told that permanent signs quickly lose their effectiveness. Cllr. Hill suggested pursuing permanent SIDs for Colchester Road and Rectory Hill and temporary signs for The Avenue and High Street and members agreed with this suggestion. Cllr. Young would follow up on this. With regard to potholes, no further information since Cllr. Young asked on 16th August, but she will be chasing up. No further update on Health Centre. Cllr. Young would try to further the scheme of a proper access to the Wivenhoe Trail at Lower Lodge and also pursue the matter of the fencing wires being cut at the

railway crossing. Cllr. Thompson asked if the Record Office at Stanwell Street, Colchester is going to remain open as the Town Council wished to store some of their records there. Cllr. Young will find out.

b) Borough Council. Cllr. Quarrie had not much to report as she is a relatively new Councillor, but gave a list of the Committees which she would be serving on. Cllr. Quarrie thanked Cllr. Roberts for helping her with a couple planning enquiries.

c) Borough Council: Cllr. Ford, on the subject of railways, read out a letter from Anglia Railways with reference to the gap between the platform and the train at Wivenhoe Station. Anglia Rail stated they will look into the matter. The Public Conveniences in the KGV car park have been recommended to stay and there are no plans to close them. Cllr. Roberts said Ward Councillors should keep an eye on the future of the public conveniences. Cllr. Hill asked if they could look into the cost of the re-tiling them because of their poor internal condition. Concerning footpaths Cllr. Ford said that the alleyway footpath in Valley Road is owned by CBC and it is their responsibility to keep it maintained. Cllr. Kraft asked Cllr. Ford to look at the footpath behind The Nook whilst looking at the other footpaths in question. Cllr. Liddy raised the question of refuse collection. Cllr. Ford replied that many questions had been asked at the last CBC meeting. Cllr. Quarrie said a special meeting is going to be convened to discuss this matter and improve it. Cllr. Liddy said it was important to be proactive about refuse collection problems, particularly in the run-up to Christmas.

6. COMMITTEE REPORTS.

6.1 Planning

a) The minutes of the Planning Committee meeting held on 24 August (signed) and 14 September 2004 (unsigned) were received and noted.

b) Section 106 Working Party: Cllr. Hill reported he had spoken with the developer. CBC had raised a new issue which was being negotiated.

c) Health Centre: Cllr. Hill reported he had spoken with both the Surgery Practice Manager and Dr. Sue O'Connell of the PCT. Cllr. Hill said he felt there is a risk of slipping off the priority list if progress is not made soon. Highway issues were currently being investigated. The PCT were thinking about the possibility of a public meeting to be held in a couple of month's time to discuss the process of selecting a suitable site.

6.2 Personnel:

Cllr. Purdey reported that the Committee was pressing on with a body of work including documents on Child Protection Policy and Health and Safety Policy. An Appraisal system was underway. New computers had been installed. Concerning filing and archiving, some material may have to be put with the Essex Records Office. A formal policy will be presented later.

6.3 Best Value Committee

Cllr. Hill circulated a strategy plan for the management of the Town Council in which the role of Best Value would be elevated. The Annual Report would also be the responsibility of the Best Value Committee, which would meet monthly. All members would have the right of attendance plus right to vote. Meetings will be on the second Monday of the month and the Chairman would make a report to the full Town Council. The Chairman to be the Deputy Mayor. This proposal was AGREED.

7. WORKING PARTY REPORTS.

7.1 William Loveless Hall Working Party:

- a) Report of meeting held on 1 September had been previously circulated to all members of the Working Party.
- b) The letter was noted from the Wivenhoe Badminton Club advising that, after 40 years of using the William Loveless Hall, they were unable to continue using the Hall this season due to the increase in the hall charges.
- c) **Notice-board:** Cllr. Hill suggested the WLH Working Party should look at the notice board in the corridor of the Hall with a view to a more attractive presentation.

7.2 General Amenities Working Party.

- a) Report of meeting held 13 September was received and noted.
- b) Ownership of a piece of wasteland next to the footpath from the Spar to Tower Road would be investigated by Cllr. Liddy.

7.3 Wivenhoe Wood Working Party. Cllr. Roberts reported that he had met with two CBC Rangers which proved useful. Coppicing had been discussed and Cllr. Roberts had asked CBC for a large scale map of Wivenhoe Woods.

7.4. Minibus Working Group:

Reporting on the progress of the purchase of a new mini-bus, Cllr. Kraft said that the opportunity to look at the Brightlingsea mini-bus, although useful, did not provide a good comparison of sizes. On 6th October three drivers, plus Cllrs. Davies, Purdey and Kraft would be visiting Pickerells of Billericay to look at buses. It had been pointed out to the Working Group that if the purchase were delayed until after 1st January the Council would be getting a 2005 bus. It was suggested that the Town Council's current bus be advertised for sale and the proceeds be put into the Mini Bus Account. AGREED that Cllrs. Kraft and Purdey be mandated to place an order for a new mini bus, once the Town Council were assured that the grant of £14,500 from the Borough Council had been confirmed.

7.5. Youth Facilities Working Party:

Cllr. Purdey reported that the grant for the youth shelter had been approved and an order placed. This would be delivered early in the New Year. A press release will be issued by the funding body.

Cllr. Hill reported that a letter had been received from a resident with reference to the location of the skateboard park. She is concerned about the safety of youngsters. Cllr.

Liddy has spoken to her and she has agreed she would be interested in joining a Working Party. Cllr. Hill suggested a day in the WLH for residents and potential users to look at the possible locations for a skateboard park and talk to Councillors face to face about pros and cons of each location. AGREED that a consultation exercise be carried out on 6 November, venue to be decided.

7.6 Communications Working Group:

The idea for a newsletter was looked at and concern was expressed about the method and costs involved in distribution. It was decided that the Best Value Committee consider the proposal.

7.7 Engine Shed Working Group

Cllr. Hill reported on progress. The Planning Committee of the CBC had met on 26th August and the application was approved with 15 conditions. 147 people had written letters or e-mailed in support whilst 57 people had signed a petition expressing concerns. The CBC Planning Committee had described the project as exciting. The Project Group was now working on detailed plans for the building together with finalizing the business plan.

7.8 WRUG:

Nothing to report.

7.9 Members' Individual Proposals or Reports:

a) Mayoral Activities

Cllr. Hill reported on attendances at a Garden Party at Toad Hall on 22 August which raised over £250 for the Mayor's Charity Fund; 28 August - Mayor's Charity Tea Dance; 28 August - Youth Theatre's excellent production of Blood Wedding; 5 Sept - Wiv Youth FCs 5 a side competition, presented prizes in the morning and then again in the afternoon; 10 Sept - Nottage Art exhibition; 11 / 12 Sept attended Wivenhoe Weekend events and activities - British Legion, Colne Calligraphy, Wivenhoe Bowls Club, Wivenhoe Society, Wivenhoe Library, Watercolour Challenge, WAGA's Wivenhoe Show, Rose and Crown Art Exhibition, and finally the Wivenhoe Town Council Civic Service held on 12 September. He had received many complimentary comments and letters about the occasion and he thanked members for their support.

b) Community Safety and Police Matters

In his absence, Cllr. Rogers' report was circulated. The Town Clerk was asked to invite Inspector Dale and PC Steve May to the next WTC Meeting.

c) Lobby Project: Cllr. Kraft reported that the mural now needed to re-positioned on the wall to the left of the staircase due to the fact that the light switch was in the way on the entrance wall. Research was also underway concerning leaflet racks.

At this point Cllrs. Quarrie and Ford left the meeting.

8. TOWN CLERK'S REPORT.

8.1 The Town Clerk reported that no Burial Grants had been issued and one memorial had been approved since the last meeting. Two interments of ashes and one burial had taken place.

8.2 NALC Direct Information Service. Issue Nos. 586 had been circulated.

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

8.4 Work Management.

a) General: The Town Clerk reported that footpath clearance was still continuing and hedges trimmed; interior work was continuing on the redesigning of the Council Office lobby; fencing at Mede Way had been broken again; tree surgery on the Holm Oak on the King George V Field had been carried out by a contractor, with thanks expressed to the May Fair Committee who offered to fund the work. A letter of thanks had been sent by the Town Clerk.

The number of visitors to the Council Offices for the month of August totalled 65 – it was noted that the offices were open to the public on mornings only during August.

Normal opening hours of 9 – 4pm had now been resumed.

b) Dog Exercise Area: Cllr. Kraft raised the matter of the long grass on the dog exercise area. Town Clerk advised that some areas had been left to grow naturally to enable wildflowers and meadow grasses to flourish but that paths had been maintained around the perimeter and through the middle. A complete cut of the area would take place before the winter. Agreed that the matter be referred to GAWP.

9. FINANCE.

9.1 Current Financial Report.

a) The August spending and income Report was received and noted.

b) Closure of Audit 03/04: Members noted that the Town Council's Appointed External Auditors, Lubbock Fine, had certified the Annual Return of the Town Council for the year ended 31 March 2004 in accordance with the Accounts and Audit Regulations.

9.2 The list of cheques numbered 501953 – 501970 drawn since the last Town Council Meeting was received and noted. **AGREED** to use funds within the Landscaping Legacy for the cost of the replacement of roses in the New Cemetery, which had suffered recent storm damage.

9.3 The list of Payments made from the Imprest Account since the last Town Council Meeting was received and noted. Town Clerk was asked to provide members with estimated costs from the payroll budget to the year end.

9.4. Motions Under Standing Orders Recommending Expenditure.

- a) Post and rail fence, top of KGV Playing Field - £770

AGREED to a virement of £400 from budget code 41/1 to 40/1 reducing the Pavilion Improvement budget to £1850

Expenditure to be shown as follows:

£770 from KGV Improvements 40/1

9.5 Appeals for Financial Support. None.

10. NEW BUSINESS.

10.1 Correspondence.

- a) **CBC Draft St Botolph's Quarter Masterplan – Amendments:** Deferred from previous meeting: Copy of revised draft masterplan for comments – final decision due early December. Cllr. Richards and Davies would look through the document.
- b) **ODPM – Consultations on (1) Draft Code of Conduct for Local Government Employees and (2) Review of Restrictions on the Political activities of Local Authority Employees :** Deadline for comments 19 November 2004. Members noted that both NALC and the Essex Association of Local Councils would be responding on behalf of Town and Parish Councils. Cllr. Thompson took the documents to look over.

10.2 Conferences/Seminars. Noted the following:

Councillors' Information Day – Wednesday 13 October
Foakes Hall, Gt. Dunmow - £41.00

Plan for the future of your Community – Tuesday 19 October
Foakes Hall, Gt. Dunmow - £25

No members were available to attend either of the above.

10.3 Notices.

Cllr. Hill asked everyone to make the effort to attend the Service of Remembrance on Sunday 14th November at the Congregational Church Service 2.30 p.m.

Members also noted the following Mayor's Charity events:

Saturday 20th November, coach trip to France/Belgium.
Saturday 27th November, Tramps' Supper - dance and hot meal
New Year's Eve Celebration Dance – tickets £8 each. Live band and nibbles included.

10.4 Licences. None applied for.

10.5 Highway Matters:

a) Cllr. Hill reported on Colchester Road between Wivenhoe and University being dangerous for pedestrians and drivers. A letter from a resident was considered concerning a 'near miss' on this road. AGREED to send the letter to CBC adding the Town Council's concerns for safety on this road.

The poor state of some of the litter bins was raised and the Town Clerk would produce a list before the CBC walkabout on 11 November so that they can look at them. Cllr. Thompson reported that in Vine Drive the road is in poor condition due to potholes. Cllr. Thompson agreed to draft a letter to the CBC for the Town Clerk to send.

10.6 Any Other Business.

It was noted that the date of the next Town Council meeting would be on 11 October with Monday 18 October being the date of the first meeting of the Best Value Committee.

The meeting closed at 9.30 pm.

CHAIRMAN