

Present: The Town Mayor, Cllr. P Hill (Chairman),
Cllrs: P Kraft, C Thompson, T Roberts, F Richards, C Liddy, D Purdey,
M Davies, S Glozier-Green.
County Cllrs: J. Young
Mrs. A Stinson (Town Clerk)
Mrs. M Goodchild (Notes)
Evening Gazette

PRIOR TO THE MEETING PETER COOK AND FIONA MASON FROM THE ENGINE SHED PROJECT PRESENTED THEIR BUSINESS PLAN AT 7 PM. (Borough Councillor A Quarrie was in attendance at this presentation).

1. APOLOGIES FOR ABSENCE.

Apologies for absence had been received from Cllrs. G. Primrose and K. Rogers; Borough Cllrs. D. Adams, A. Quarrie, E. Kraft and S. Ford.

2. MINUTES. RESOLVED that the Minutes of the Meeting of the Town Council held on 20th December 2004 be confirmed and signed as a correct record.

3. MATTERS ARISING FROM THE MINUTES.

a) Cllr. Hill mentioned that a presentation of port wine had been made to David Sleightholm on 20th December to thank him for his work on the Christmas lights in Wivenhoe. He also acknowledged the considerable work carried out by former Councillor Mary Hignell as team-leader for the Wivenhoe Christmas Lighting team over many years and advised he would write a letter of thanks on behalf of the Council.

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

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

a) Essex County Council:

Cllr. Julie Young raised a query on the last minutes where it referred to a question from Cllr. Thompson over the junction of A133 with B1028. This was this to do with a comment from Cllr. Steve Ford on which she had reported in his absence. She had e-mailed Beverley Gould and Norman Hicks on the matter. Regarding monies for IT improvement, Cllr. Thompson replied that if there is any support from money available it was hoped that Wivenhoe Town Council would benefit from this. He gave Cllr. Young some relevant notes. Cllr. Young circulated a report from Tony Ciaburro which detailed responses to all the questions on highway matters. Nothing in particular further to update since the last meeting. She would be attending an East Essex Forum on 18th January.

6. COMMITTEE REPORTS.

6.1 Planning

- a) Minutes of the Planning Committee Meeting on 4th January 2005 had been circulated. Nothing further to report. Cllr. Hill mentioned that at the meeting on 8th March the Head of Planning and Protection, Nicola George, would be in attendance to discuss implications and possibilities of the Town Council acquiring some delegated planning powers. All members of the Town Council and the Planning Committee were requested to attend if possible.
- b) **Section 106 Working Party** Cllr. Hill told members that the meeting with Nicola George and Jonathan Frank about the untitled land at the rear of the old fire station had been postponed again. He would report back after a meeting had taken place.
- c) **Health Centre.** Cllr. Hill reported that subsequent to the meeting at the surgery on 2nd December, he had sent an e-mail to Jane Ringland setting out Councillors' ideas for facilities to be incorporated in the proposed Health Centre e.g. kitchen, toilet, rest room etc.

6.2 Personnel:

This item was deferred to the end of the meeting when members of the public could be excluded.

6.3 Best Value Committee

- a) Draft notes of meeting held on 10 January 2005 were received.
- b) WTC has been awarded 50% of the total amount (just under £5,000) of a grant applied for in consequence of becoming a Quality Council. Cllr. Purdey recommended that the first priority would be the bus shelter at the Millfields bus stop, which was agreed. It was further agreed that a stair lift in the Council Offices and a toilet in William Loveless Hall for people with disabilities would also be considered with remaining money.
- c) Cllr. Hill reported that he had been approached by Hilda Taylor regarding Wivenhoe becoming a Fair Trade town. He had all the documentation on this subject which he passed to Cllr. Roberts to read through with a possibility of it being adopted as a Best Value principle. Cllr. Hill would liaise with Hilda Taylor.

7. WORKING PARTY REPORTS.

7.1 William Loveless Hall Working Party:

- a) Extension for Wivenhoe Pantomime Group to hold an after-show party on 29th January 2005 was approved.
- b) Cllr. P. Kraft reported that she had several responses to her letter to key hall users about the possibility of constructing a new toilet extending into part of the lobby area for people with disabilities. A general concern had been expressed about the loss of lobby space, as it would erode what is a 'reception area' for theatre groups, dances etc. She has telephoned a local builder to arrange a meeting with him in a few weeks' time to discuss the viability and costs of extending the front of the building in order to create extra lobby space. As the Council would be unlikely to be able to afford this extension and toilet out of its own resources, it would require grant funding, and without which the project could prove to be impossible.
- c) Cllr. Kraft was also going to meet with Richard Jones (a Wivenhoe-based party/event co-ordinator) to discuss the possibility of the use of a marquee lining (similar to that used

- for the 21st Birthday Party at the Hall on 18th December 2004) to increase the attractiveness of the Hall for weddings etc. and as a means to increase hiring revenue.
- d) Brian O'Dell wanted to talk to Cllr. Kraft regarding Invoice No. 4689 and she would report back on this.
 - e) Cllr. Kraft will discuss with Reception staff the question of adding an hour to evening hall bookings to take account of the difference between the time the function ends and the time the hall is vacated and to compose appropriate wording to be incorporated into the Conditions of Hire.
 - f) An invoice had been received from Colin Andrews Decorators for the lining paper on the back wall of the stage in the sum of £350.00. It was AGREED this would be settled. The walls to be re-painted by Town Council groundsmen.

7.2 General Amenities Working Party.

- a) A report of the meeting held on 6th January had been circulated. Remaining items deferred until the end of the meeting.

7.3 Wivenhoe Wood Working Party: Nothing to report.

7.4. Minibus Working Group: Cllr. Kraft reported that the new bus was being well used.

7.5. Youth Facilities Working Party:

- a) Cllr. Purdey reported on behalf of Cllr. Rogers that the new Youth Shelter had been installed on Thursday 13th January 2005. Everything was fine so far. Thanks to Cllr. Rogers. The opening ceremony was well attended by several councillors, the police, Evening Gazette and members of the public.
- b) Skateboard Facility. Cllr. Purdey referred members to the Best Value notes on this subject. The Tribe report was satisfactory and would be available to members of the public at the Council Offices during normal office hours. AGREED that the location site would not be on the dog exercise area but somewhere closer to the KGV play area. It would not be bigger than that seen at the demonstration on 6th November 2004. It was intended that young people be involved in its design and that users would form a club to demonstrate their commitment to the project and that they are willing to raise some money towards the funds needed. The next step would be for the working party to meet within the next few weeks to get a better idea of the costings etc. The facility, now to be known as the Wheeled Play Facility, would be available this time next year, provided the money can be raised in time. A draft press release was discussed and with one change the Town Clerk was authorised to release this. A copy was passed to the member of the press present.

7. 6 Communications Working Group: Nothing to report.

7.7 Engine Shed Working Group

A summary of the business plan was distributed.

7.8 WRUG: Nothing to report.

7.9 Members' Individual Proposals or Reports:

a) **Mayoral Activities:** Attended Carols on the Quay and social meeting of Royal British Legion - Tuesday 21st December; Christmas Eve Midnight Service; Mayor's Charity Fund New Year's Eve Party.

b) **Tsunami Disaster:** Cllr. Hill expressed his appreciation to the whole community who were doing all they could to respond to the Disaster Appeal. An overall sum of £3,348 had been collected at various events, including the Mayor's New Year's Eve Dance £1,168, Bring & Buy Sale on 8th January, £1,580 and some £600 donated during the Clothing Appeal event on 15th January. All were held in the William Loveless Hall and other events were still being arranged.

c) **Community Safety and Police Matters:** Overall crime level was relatively low. Members noted that there was a possibility that Wivenhoe might get a share in a Community Safety Officer. A further report would be made next month.

8. TOWN CLERK'S REPORT.

8.1 Burial Grants and approval of memorials. The Town Clerk reported that two Burial Grants had been issued and no memorials had been approved since the last meeting.

8.2 NALC Direct Information Service. None have been received.

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

8.4 Work Management.

a) General: The Town Clerk reported that repairs to the shed roof had been carried out and a repair to the Land Rover garage door completed; Ladder covers had also been made for the William Loveless Hall ladders; Christmas lights had been taken down and work had started on renovating the Council's crib, now 20 years old. Bark chippings had been put on some footpaths and an area of scrub cleared in preparation for the installation of the Youth Shelter on the King George V Field. The number of visitors to the Council Offices for the month of December totalled 97.

9. FINANCE.

9.1 Current Financial Report

a) December spending and income Report.

b) **Budget 2005/2006:** Further to the meeting held on 15 December 2004 and notification from the Borough Council's Finance Officer that the divisor figure would be 2673.4 and the Parish Grant £32,039 members agreed a final precept figure of £41.86 per band D property, against £39.98 last year, reflecting an increase 4.7%.

Members AGREED that the revised budget figures be adopted.

RESOLVED therefore that the Town Council precept on the Colchester Borough Council for the sum of £111,908 to meet its estimated expenditure for the financial year 1 April 2005 to 31 March 2006.

Calculation of indicative Council Tax on the above divided by the equivalent number of Band D properties in Wivenhoe, now 2673.4 equalled a levy of £41.86 per Council Tax payer, representing an increase of 4.7% on last year's figures.

9.2 List of cheques numbered 502029 – 502038 drawn since the last Town Council meeting was approved and signed.

9.3 List of Payments made from the Imprest Account since the last Town Council meeting was circulated.

9.4 Motions Under Standing Orders Recommending Expenditure. Members noted the contents of the letter from Mrs. S. Bradley setting out terms for the commission of a mural. It was AGREED that the original sum of £300 should be paid that would allow the Council to display and use the picture as it wished but not to sell copies of it without the express permission of Mrs Bradley and agreement in respect to royalties.

9.5 Appeals for Financial Support. None.

10. NEW BUSINESS.

10.1 Correspondence.

a) Tendring Hundred Water Services Corporate Responsibility Report 03/04:

Document circulated.

b) **EALC: County and Parish Working together for the future of Essex:** Document had been circulated to members – Town Clerk to respond by 28th February.

c) **ECC Draft East of England Plan:** A short summary was tabled. Cllr. Thompson volunteered to write an executive summary.

10.2 Conferences/Seminars. Members noted the following:

East Essex Forum – Tuesday 18th January 2005
Columbine Centre, Walton-on-Naze, 10.00 a.m. Cllr. Roberts would attend.

10.3 Notices. Cllr. Hill reported that the Old Rope String Band tickets for Sunday 23rd January were sold out and that Mayor's Ball tickets were selling fast.

10.4 Licences. None.

10.5 Highway Matters

a) and b) **CBC: Remedial and Removal of Signs in Wivenhoe:** A letter received from Paul Simpson, Street Care Officer, was tabled. Cllr. Hill had e-mailed Adrian Pritchard, Chief Executive of Colchester Borough Council to ask if he could do something about the number of poles and highway signs in Wivenhoe. This had been passed onto the Highways Department but they had not yet responded.

Cllr. Roberts agreed to go around with the Street Care Officer to review the posts and signs in question. Cllr. Roberts asked why telephone and electricity wires cannot be put underground in the Conservation Area. The Town Clerk was asked to raise this with the utility companies.

c) **Footpath 10:** Temporary closure of footpath 10. Cllr. Hill tabled a notice on this subject. Cllr. Roberts reported that part of the Wivenhoe Trail at the Hythe end had been closed and the Town Council had not been advised. Members expressed their dissatisfaction that the Highways Authority had not informed the Town Council. Cllr. Hill will look into this

d) **CBC Parking Charges:** A Notice of Variation for Charges in car parks and Permit Parking areas for 2005 had been received. Noted that the increase in Residents' Parking fee was from £43 to £50.

Public Bodies (Admission to Meetings) Act 1960

RESOLVED THAT by virtue of the provisions of Section 1 (2) of the Public Bodies Admission to Meetings) Act 1960, the public be excluded during discussion of the next items on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

7.2 General Amenities Working Party

b) Proposal re lease of Pavilion. Cllr. Glozier-Green reported on a proposed new agreement with Joanne Cousins of the Montessori School that had been discussed by GAWP members and subsequently by Best Value Committee. Agreement was given for Cllr. Glozier-Green to discuss with Mrs Cousins a proposal for a 10-year full repairing lease with certain conditions, the full terms of which to be agreed at a later Town Council meeting. Agreed that professional advice be sought to establish an equitable rent.

c) Cllr. Glozier-Green had received a letter from a Mr. Allen about the Cemetery wall. It was recommended that the a surveyor be engaged, on a fee basis, to offer advice on this and other structural matters such as the churchyard pillars and cemetery chapel. The Town Clerk was asked to research the name of a suitable Building Surveyor.

d) Cllr. Glozier-Green reported that a full safety audit had been carried out by Playsafe Construction Ltd on the play areas in KGV and Mede Way and members noted the remedial action taken. The interim report had been faxed to the Council Offices detailing emergency action which had been taken by the company on certain pieces of equipment deemed by them to be unsafe. Some swings had been removed from both areas and the roundabout in KGV fenced off. Agreed necessary to post notice at both playgrounds as soon as possible to advise public of reason. Town Clerk to arrange. Due to health & safety issues, replacement parts would be required, costing approx. £740 plus VAT just for the swings. According to Playsafe, three of the four litter bins on KGV need to be re-concreted in at a cost of £105 plus VAT. A full report would be received from Playsafe later in the week. The Town Clerk would circulate the report and research other companies who can provide estimates for the replacement equipment. GAWP will meet next week to look at the report, due to the serious nature of the problem and the potentially hazardous situation involved.

e) New Licensing Act: Cllr. Kraft reported that a short informal meeting had been held that afternoon with Borough Cllr. E. Kraft and Cllrs. Purdey and Roberts and the Town Clerk. It was agreed to draw up appropriate procedures in order to obtain a full Premises Licence with the Town Clerk as the Premises License Holder and Cllr. P.Kraft and the Hall caretaker both as the Designated Premises Supervisors. The Town Clerk would ring the Borough Council to obtain the necessary application forms.

f) Personnel.

The following recommendations of the Personnel Committee meeting held on 11 January 2005 were AGREED.

a) Town Clerk: AGREED to accept the recommendations of the Personnel Committee meeting that the Clerk's payscale be increased by two Spinal Column Points to SCP29 and be reviewed annually in accordance with the new National Agreement on Terms and Conditions of Employment for Clerks which came into force on 1 January 2005.

b) It was also AGREED to accept the recommendations of the Personnel Committee that
i) the Manual Workers' six-month 13% Performance Bonus to December 04 be approved,
ii) that the bonus system be consolidated from April 05 into a rate of pay which was agreed to be SPC 19 and 17 respectively, iii) that a last Performance Bonus for the months January to April 05 be arranged as last payment in the financial year 04/05 and
iv) that End of Year Bonuses for remaining staff, which were the same as for 2001 and 2003 be approved.

The meeting closed at 9.30 p.m. followed by an unveiling of Mrs Bradley's mural in the lobby and the Town Clerk's chart of chairmen of WUDC and past mayors of WTC.

CHAIRMAN