

MINUTES of the Annual Meeting of Wivenhoe Town Council held in the Council Chamber on Monday 15 May 2006.

Present: The Town Mayor, Cllr. T. Roberts (Chairman),
Cllrs: P. Kraft, P.M. Hill, F. Richards, C. Liddy, B. Sinclair, D. Purdey
K. Rogers, S. Gillman and N. Lodge.
Borough Cllr. S. Ford.
Mrs. A Stinson (Town Clerk)
Press

1. APOLOGIES FOR ABSENCE. Apologies for absence had been received from Cllrs. S Glozier-Green; Borough Cllr. E. Kraft and County Cllr. J Young.

2. ELECTION OF TOWN MAYOR.

RESOLVED unanimously that Cllr. Penny Kraft be elected to serve as Town Mayor for the ensuing year. Cllr. Kraft thanked Members for the honour conferred upon her, assumed the Chair for the balance of the meeting, and signed the Declaration of Acceptance of Office.

The Town Mayor (Cllr. Penny Kraft) Chairman

Cllr. Kraft expressed the thanks and appreciation of Members to the retiring Mayor, Cllr. Roberts. Cllr. Roberts said that it had been an honour and privilege to serve Wivenhoe as its Mayor and expressed thanks to fellow members and all who had supported him during his year.

3. ELECTION OF DEPUTY TOWN MAYOR

RESOLVED unanimously that Cllr. Dave Purdey be elected Deputy Town Mayor for the ensuing year.

Cllr. Purdey thanked Members for the honour conferred upon him and signed the Declaration of Acceptance of Office.

4. COMMITTEES

a) Planning Committee:

RESOLVED that the following be appointed to the Planning Committee for 2006/2007:

Cllr. Cyril Liddy (Chairman)

Cllr. T. Roberts

Cllr. F. Richards

Cllr. S. Gillman

Cllr. D. Purdey

Cllr. B. Sinclair

Cllr. N. Lodge

b) Finance and Administration Committee:

RESOLVED that the following be appointed to the Personnel Committee for 2006/2007:

Cllr. D. Purdey (Chairman)

Cllr. P. Hill

Cllr. P. Kraft

Cllr. T. Roberts

Cllr. B. Sinclair
Cllr. C. Liddy

c) **Best Value Committee:** All members with Cllr. D. Purdey as Chairman.

5. WORKING PARTIES

Agreed that the composition of Working Parties be as follows:

- a) **William Loveless Hall Working Party:**
Cllrs: P. Kraft (Chair), F. Richards and N. Lodge.
Co-opted members - John Foster, John Pendle, Dave Sleightholm,
Colin Andrews, Mick Wells and Carol Johnston.
- b) **General Amenities Working Party.**
Cllrs: D. Purdey (Chair), P. Hill, S. Glozier-Green, S. Gillman
F. Richards, B. Sinclair and Cllr. Lodge
- c) **Wivenhoe Wood Working Party:**
Cllrs: F. Richards (Chair), K. Rogers, D. Purdey, B. Sinclair and T. Roberts.
Co-opted members Julia Cleeve, Steph Webster and Aulay McKenzie t.b.c.
- d) **Mini-Bus Working Group:**
Cllrs: P. Kraft (Chair), D. Purdey, B. Sinclair and Town Clerk. Co-opted members -
John Foster, Des McCourt, John Gosling, Mick Collins and Albey Stinson.
- e) **Youth Facilities Working Party:**
Cllrs. D. Purdey (Chair), C. Liddy, K. Rogers, P. Kraft, S. Glozier-Green and
F. Richards.
- f) **Wivenhoe Engine Shed Trust:**
Cllrs. P. Hill (Chair), C. Liddy and D. Purdey.
- g) **Wrug:** Cllrs: P. Hill (Chair), K. Rogers, D. Purdey and B. Sinclair.
- h) **Section 106 Working Group:**
Cllr. P. Hill (Chairman) plus all members of the Town Council Planning Committee.

6. REPRESENTATIVES ON OTHER BODIES.

RESOLVED that the following be appointed as representatives on other bodies:

- a) **Colchester Association of Local Councils** - Cllr. Roberts
- b) **Civil Protection** - Cllr. Rogers
- c) **Public Transport Representative** - Cllr. Roberts with Cllr. Purdey as substitute.
- d) **Crime Prevention Panel** - Cllr. Rogers
- e) **Wivenhoe Society** - Cllr. Richards
- f) **Colne Estuary Advisory Group** - Cllr. Sinclair with Cllr. Hill as substitute.
- g) **Wivenhoe Housing Trust** - Cllr. Hill and Jan Richardson
- h) **Wivenhoe & District Sporting Facilities Trust** - Jan Richardson
- i) **Wivenhoe Police Liaison Group** - Cllr. Rogers (Chair) and D. Purdey.

7. SUBSCRIPTIONS.

RESOLVED that the following subscriptions and dues be approved for the ensuing year:

1. Essex Association of Local Councils - subscription £681.98p.a
(which includes contribution to NALC)
2. National Playing Fields Association - subscription £25.00 p.a.
3. ICCM – Institute of Cemetery and Crematorium Management - subscription £55.00 p.a.
4. Society of Local Council Clerks - subscription £118.00 p.a.
5. Eastern ,Essex & Herts Regional Employers Organisation
for Local Authorities (Resource) NJCouncils - subscription £120.00
p.a.
6. N.A.L.C. Direct Information Service - subscription £87.00 p.a.
7. Community Transport Association - subscription £116.60 p.a.
8. Council for Protection of Rural Essex - subscription £26.00 p.a.
9. Association of Burial Authorities - subscription £82.00 p.a.
10. Rural Community Council of Essex - subscription £30.00 p.a.
11. Colchester Association of Local Councils - awaiting notification of
subscription fees

8. MINUTES.

RESOLVED that the Minutes of the Meeting of the Town Council held on 24th April 2006 be confirmed and signed by the Chairman as a correct record.

9. MATTERS ARISING FROM THE MINUTES. None.

10. DATES OF MEETINGS.

RESOLVED that by virtue of Standing Orders 1 and 4, meetings for the current year will be held at 7.30pm on the third Monday of each month on the following dates:

| 2006 | 2007 |
|--------------|-------------|
| 19 June | 15 January |
| 17 July | 19 February |
| 21 August* | 19 March |
| 18 September | 23 April ** |
| 16 October | 21 May |
| 20 November | |
| 18 December | |

* AGREED that there would be a 'brief' August meeting on 21 August.

** Fourth Monday, to allow for Best Value to be held on 16 April instead of 9 April (Easter Monday)

11. POINTS RAISED BY MEMBERS OF THE PUBLIC: None.

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

a) Essex County Council: No report.

b) Borough Council: Borough Cllr. S. Ford expressed congratulations to Cllr. P. Kraft as Mayor and Cllr. E. Kraft as Mayor's Escort and said he looked forward to working with them. Cllr. Ford then congratulated the outgoing Mayor and Mayoress Cllr. Roberts and Dilly Meyer on a very successful year. He then reported that the Rose and Crown PH application had been withdrawn at the last minute with hours remaining the same as present. He had also attending the Neighbourhood Police Meeting which revealed more officers, less tolerance of anti-social behavior and a general improvement to the current situation.

It was expected that the formal consultation on traffic matters re the Cooks' development would start soon and it was expected that the Town Council offices would receive all the necessary documentation.

Town Clerk advised that the Town Council's request for a 'walk round' had been sent to Geoff Harris and if a response was received Cllrs. Lodge, Roberts, Hill, Sinclair and Kraft, along with Cllr. Ford would attend the site visit.

13. COMMITTEE REPORTS.

13.1 Planning:

a) Minutes of the meeting of the Planning Committee held on 2 May 2006 were received and noted. Cllr. Liddy advised that the Committee were still awaiting a response from Andrew Nightingale concerning the University application.

b) Town Plan: Cllr. Purdey advised that he had been contacted as a result of a young peoples' sub group meeting with an idea for a hot link via the Wivenhoe web site which could be distributed to youth groups via business cards. Agreed that this was a good initiative and Cllr. Hill would look into creating a web-page with ideas.

c) Section 106 Working Party: Cllr. Hill reported that when details were received a three-day exhibition on the S278 off-site highway works would be staged at the Council Offices. He also suggested that the Planning Committee engage local opinion on the traffic matters for lower Wivenhoe. On the subject of road signage Cllr. Richards would obtain more information at the next meeting of the Wivenhoe Society. The Town Council is supportive of the idea of removing some of the traffic signs.

d) Health Centre: Nothing further to report.

13.2 Finance and Administration Committee.

The minutes of the first meeting of the Finance and Administration held on 3 May 2006 were received and noted. Members formally approved the Terms of Reference for the new Committee which would meet quarterly and consist of 6 members with a quorum of 4. However any Councillor could attend if they so wished. The Committee would report monthly the full Town Council.

13.3 Best Value.

The notes of the Best Value meeting held on 8 May 2006 were received.

a) Sign: Concerning the matter of the sign at the end of De Vere Lane in front of the right of way at the north end of the King George V Playing Cllr. Hill reported that two responses

from the residents had already been received. Agreed that Cllrs. Kraft, Purdey and Liddy arrange a meeting with the residents to explain the Town Council's position.

b) Newsletter: Cllr. Kraft reported that the printing costs for the newsletter would be £120 with £50 for delivery to each household in Wivenhoe. AGREED that printing and distribution could go ahead.

14. WORKING PARTY REPORTS.

14.1 William Loveless Hall Working Party:

a) Date of next meeting 24 May 2006.

b) The request for an extension to Hall hire on 20 May 2006 to 12.30am to allow hirer to clear up following a wedding reception was AGREED.

14.2 General Amenities Working Party

a) The report of the meeting held on 4 May 2006 was received and noted.

14.3 Wivenhoe Wood Working Party.

Cllrs. Sinclair, Kraft and Richards would be arranging a tour of the wood shortly. Cllr. Rogers informed members that he was arranging for some community service workers to undertake some rubbish clearance in the wood, as well on the Wivenhoe Trail.

14.4 Mini-bus Working Group. Cllr. P. Kraft said a meeting would be arranged soon.

14.5 Youth Facilities Working Party.

a) The report of meeting held on 4 May 2006 were received and noted.

Cllr. Purdey put forward the recommendations of the Working Party which were that the Town Council proceed as soon as possible, viz:

- GBH be instructed to prepare the installation;
- A date for laying the base be agreed with Taylor Woodrow;
- Town Council Senior Groundsman to act as project manager with Cllr. Lodge as line manager.
- All residents in the vicinity to be notified of receipt of the Certificate of Lawful Use;
- The Police be contacted on how they propose to police the facility;
- Launch date and press release to be prepared.

Proposed by Cllr. Purdey and Seconded by Cllr. Liddy that the recommendations above be put to a vote. There were two abstentions and the vote was CARRIED by majority.

RESOLVED therefore that the Town Council instruct GBH to begin work on the installation.

A press release was AGREED and this was handed to the member of press who was present at the meeting.

14.6 Wivenhoe Engine Shed Trust. Nothing to report.

14.7 Wrug. Nothing to report.

14.8 Members' Individual Proposals or Reports:

a) Cllr. Roberts - Mayoral Activities: Cllr. Hill reported on attendances on the Neighbourhood Police Meeting at the Moot Hall on 30 April; Rotary Youth Speaks presentation; the Mayor's Charity dance on 6 May at the William Loveless Hall which raised over £700 and on 10 May the Annual Town Meeting; Cllr. Roberts thanked all those who had helped him during his year as Mayor and also thanked fellow councillors for their support.

b) Police Matters: Cllr. Rogers reported that he had been working closely with the police. Another police officer had been recruited but only part-time at the moment. WPC Wendy Byrne, who was fully trained with active policing experience, was introduced at the Annual Town Meeting held at the William Loveless Hall on 10 May 2006.

c) Web-site: Cllr. Hill reported that the Wivenhoe web-site was now just over 4 years old and had received 84,500 visitors so far. It was experiencing a temporary disruption at the moment while files were being updated and restored.

15. TOWN CLERK'S REPORT.

15.1 Burial Grants and approval of memorials.

Two Burial Grants had been issued and three memorials had been approved since the last meeting. One interment of ashes and one burial had taken place.

15.2 NALC Direct Information Service. Issues No. 629 and 630 had been received and circulated electronically.

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

15.4 Work Management.

a) General: The Town Clerk reported that grass cutting was being carried out on all areas that were the responsibility of the Town Council. The football pitches were being kept mown and plans to remark the white lines was in hand. Some minor vandalism had occurred and graffiti, which had been removed.

The number of customers and visitors to the Council Offices for the month of April totalled 98.

16. FINANCE.

16.1 Current Financial Report

a) April Spending and Income Report was received and noted.

b) 2005/2006 Audit of Accounts: Members noted that the date of the Audit would be 7 July 2006 and approved the appointment of John Turner as the Internal Auditor, as per last year.

c) Budget Revisions 2006/2007: The Finance and Administration Committee had submitted revisions to the budget for 2006/07. Members AGREED to formally adopt the revisions for the Town Council's 2006-2007 budget.

16.2 List of cheques numbered 502355 – 502366 drawn since the last Town Council Meeting was approved and signed.

16.3 List of Payments made from the Imprest Account since the last Town Council meeting was received and noted.

16.4 Motions Under Standing Orders Recommending Expenditure.

GBH Wheel Play Facility £18,000 + vat
Wicksteed Item of play equipment for Mede Way Play area,
Cost of which was to be met out of the donation
received from the Wivenhoe Carnival Association.

16.5 Appeals for Financial Support. None.

17. NEW BUSINESS

17.1 Correspondence.

- a) **ODPM: Discussion Paper on Local Authority Byelaws**
Consultation period runs until June 2006. Received and noted.
- b) **NPFA: Trustees Report and Accounts.** Received at meeting.
- c) **NALC: Chief Executive's Report for Town and Parish Councils.**
This would be circulated to all members for information and interest.

17.2 Conferences/Seminars. Members noted the following:

One day workshop – CPRE – Local Development Framework
Hinchbrooke Country Park, Huntingdon, 5 October £16.00
Cllr. Roberts said that he might be available to attend.

17.3 Notices. Members noted the following:

ESSEX NHS – Strategic Health Authority Board meeting
Wednesday 31 May at Waterfront Hall, Wharf Road, Chelmsford, 9.30am

17.4 Licences. None.

17.5 Highway Matters.

- a) **ECC St. John's Road (Temporary Prohibition of Traffic) Order 2006**
Members received the public notice that St. John's Road will be temporarily
closed for eight weeks from 22 May 2006 for drainage and carriageway works.

The meeting closed at 8.30pm.

CHAIRMAN

At the close of the meeting an invitation was extended to those present to join the newly-appointed Town Mayor and Mayor's Escort, Cllr. Penny Kraft and Cllr. Eugene Kraft, at their home for a cheese and wine reception.