

**MINUTES** of the Annual Meeting of Wivenhoe Town Council held in the Council Chamber on Monday 21 May 2007.

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Present: The Town Mayor, Cllr. P. Kraft (Chairman),  
Cllrs: P.M. Hill, F. Richards, C. Liddy, B. Sinclair, D. Purdey  
K. Rogers, A. Vaughan, M. Iacovou and N. Lodge.  
Borough Cllrs. S. Ford, A. Quarrie and E. Kraft  
Mrs. A Stinson (Town Clerk)  
Peter Kay, Len Horner

Prior to the meeting Cllr. Kraft congratulated Members on their re-election and welcomed two of the three new Members, Cllrs. Andrea Vaughan and Maria Iacovou to their first meeting of the Town Council.

Unfortunately the third new member, Cllr. Chris Fox was unable to attend, due to illness and he had tendered his apologies. Members Agreed therefore that he could sign his Declaration of Acceptance of Office at a later date and wished him well. An induction session for the three new members would be arranged later.

**1. APOLOGIES FOR ABSENCE.** Apologies for absence had been received from Cllr. C. Fox; Borough Cllr. M. Cory and County Cllr. J Young.

**2. ELECTION OF TOWN MAYOR.**

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

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**The Town Mayor (Cllr. David Purdey) Chairman**

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Cllr. Kraft 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 her during her year. Cllr. Kraft added that it had been a unique experience which she had enjoyed immensely and had attended almost 100 functions during her year.

Cllr. Hill then presented a bouquet of flowers to the retiring Mayor, Cllr. Kraft, as a gesture of thanks and appreciation from the Town Council, complimenting both Cllr. P. Kraft and Cllr. E. Kraft on a very successful year as Mayor and Mayor's Escort of Wivenhoe in which they had both had been extremely hardworking, undertaking a huge number of things during their year and had set a standard which would be hard to follow.

Cllr. Kraft responded by thanking fellow Members and staff again for all their support during her year of office.

Cllr. Purdey also congratulated Cllr. Kraft on a successful year, stating that it had been a privilege to work with her as Deputy Town Mayor.

**3. ELECTION OF DEPUTY TOWN MAYOR**

RESOLVED unanimously that Cllr. Frances Richards be elected Deputy Town Mayor for the ensuing year.

Cllr. Richards thanked Members for the honour conferred upon her and signed the Declaration of Acceptance of Office.

#### **4. COMMITTEES**

**a) Planning Committee:**

RESOLVED that the following be appointed to the Planning Committee for 2007/2008:

Cllr. Cyril Liddy (Chairman)

Cllr. D. Purdey

Cllr. N. Lodge

Cllr. F. Richards

Cllr. C. Fox

Cllr. A. Vaughan

**b) Personnel, Finance and Administration Committee:**

RESOLVED that the following be appointed to the Personnel Committee for 2007/2008:

Cllr. F. Richards (Chairman)

Cllr. P. Hill

Cllr. P. Kraft

Cllr. D. Purdey

Cllr. B. Sinclair

Cllr. C. Liddy

**c) Best Value Committee:** All members with Cllr. F. Richards 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 Pendle, Colin Andrews, Albey Stinson, Mick Wells and Carol Johnston.

It was noted that Cllr P.Kraft had written to one of the performing groups inviting a volunteer to join the Working Party.

**b) General Amenities Working Party.**

Cllrs: N. Lodge (Chair), P. Hill, D. Purdey, F. Richards,

B. Sinclair and M. Iacovou.

**c) Wivenhoe Wood Working Party:**

Cllrs: F. Richards (Chair), K. Rogers, D. Purdey, B. Sinclair and M. Iacovou.

Co-opted members Julia Cleeve 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, Len Horner, John Gosling, Mick Collins and Albey Stinson.

**e) Youth Facilities Working Party:**

Cllrs. D. Purdey (Chair), C. Liddy, K. Rogers, P. Kraft, F. Richards and A. Vaughan.

**f) Wivenhoe Engine Shed Trust:**

Cllrs. P. Hill (Chair), C. Liddy, D. Purdey and A. Vaughan.

**g) WRUG:** Cllrs: P. Hill (Chair), K. Rogers, D. Purdey and B. Sinclair.

- h) Section 106 (Cook's) 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. Kraft with Tom Roberts as lay member tbc
- b) Civil Protection** - Cllr. Rogers
- c) Public Transport Representative** - Tom Roberts as lay member, tbc.
- d) Crime Prevention Panel** - Cllr. Rogers
- e) Wivenhoe Society** - Cllr. Purdey
- 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** - Stuart Gillman (tbc)
- 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 £648.35 p.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 £65.00 p.a.
- 4. Society of Local Council Clerks - subscription £120.00 p.a.
- 5. Eastern, Essex & Herts Regional Employers Organisation for Local Authorities (Resource) NJCouncils - subscription £130.00 p.a.
- 6. N.A.L.C. Direct Information Service - subscription £90.00 p.a.
- 7. Community Transport Association - subscription £116.60 p.a.
- 8. Council for Protection of Rural Essex - subscription £27.00 p.a.
- 9. Association of Burial Authorities - subscription £86.00 p.a.
- 10. Rural Community Council of Essex - subscription £30.00 p.a.

## **8. MINUTES**

RESOLVED that the Minutes of the Meeting of the Town Council held on 23<sup>rd</sup> April 2007 and of the Town Meeting held on 9 May 2007 be confirmed and signed by the Chairman as a correct record.

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

**4.b) Sid Cox Memorial:** Noted that contact had been made with Mrs. Sally Cox and that her preference was for a bench along the river. Town Clerk would now deal with the matter.

**10.1 a) Post-box:** To note that a response was awaited.

## **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:

<b>2007</b>	<b>2008</b>
18 June	21 January
16 July	18 February
20 August * (brief)	17 March
17 September	21 April
15 October	19 May
19 November	
17 December	

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

## **11. POINTS RAISED BY MEMBERS OF THE PUBLIC:**

### **a) Mr. D. Stockwell from Town Meeting 9/5/07:**

Proposal for reversing the flow of traffic around the William Loveless Hall in order for the mini-bus to drop off passengers easier at the new disabled ramp.

AGREED to the proposal subject to Cllr. Sinclair proving that the mini-bus can safely manouvre the reverse route around the William Loveless Hall.

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

**a) Essex County Council:** No report.

**b) Borough Council:** Borough Cllr. A. Quarrie congratulated Cllr. Purdey on becoming Town Mayor and then complimented Cllr. Kraft for her achievements during her year as Mayor. Cllr. Quarrie then reported that she was on the Borough Council's Planning and Licensing Committees and several other bodies as well.

Borough Cllr. S. Ford also expressed congratulations to Cllr. D. Purdey as Mayor and Mrs. Heather Purdey as Mayoress and said he looked forward to working with them. Cllr. Ford then congratulated the outgoing Mayor and Mayor's Escort Cllr. P. Kraft and Cllr. E. Kraft on their very successful year, adding his personal thanks to Cllr. P. Kraft for being so supportive. Cllr. Ford then congratulated old Cllrs and newly elected Cllrs and also thanked those who were not elected. He then reported that he too was on the Borough Council's Planning Committee. The application for Papa's Fish and Chip shop had been withdrawn and he will keep the Town Council informed on events. He had attended a meeting about 'dog mess' and informed the Town Council that PCSO Louise Neville now had powers to issue on the spot fines for this. On the subject of radio masts Cllr. Ford confirmed that no planning permission was needed for those 15m high and under, which was of concern to members.

Cllr. Iacovou would compose something about this for the Town Council's web-site which Cllr. Hill volunteered to publish.

Cllr. E. Kraft also congratulated Cllr. Purdey on becoming Mayor. Cllr. Kraft reported on the Core Strategy stating that it was important that the Town Council got involved and sent written comments in. Concerning the planning application for the triangle of land at the Co-op corner Cllr. Kraft said he had asked for it to be called in. The application for West St/Quay St had gone to appeal and the outcome should be known in approximately 6 weeks time.

### **13. COMMITTEE REPORTS.**

#### **13.1 Planning:**

a) Minutes of the meeting of the Planning Committee held on 15 May 2007 were received and noted. Cllr. Liddy drew attention to two major applications: radio mast in Ballast Quay Road and block of 3 flats on the triangle of land near the Co-op.

b) **Cook's Working Party:** Cllr. Hill reported that he had sent the Town Council's comments on the leases to Dave Blishen of Taylor Woodrow and was awaiting their reply. He had spoken with Mr Blishen concerning the legal position over the Wet Dock. Mr Blishen had told him his company were presently working towards ensuring there were no legal or financial liabilities in the future.

c) **Health Centre:** Nothing further to report.

#### **13.2 Personnel, Finance and Administration Committee.**

a) Members formally approved the Terms of Reference for the new Committee which would meet quarterly, or as necessary and consist of 6 members with a quorum of 4.

b) Agreed to re-appoint Cllr. Hill as the Town Council's financial overseer for the ensuing year.

#### **13.3 Best Value.**

a) The notes of the Best Value meeting held on 14 May 2007 were received.

b) **Café Pavement Licence, Rose & Crown PH:** Cllr. Sinclair reported that the ECC Highways Department were now awaiting the Town Council's comments on this. Agreed to defer the matter for further discussion to the Planning Committee and then Best Value.

### **14. WORKING PARTY REPORTS.**

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

a) Cllr. Kraft gave a report of the meeting held on 17 May 2007.

Items of note: Agreed that a new noticeboard be made and put outside on the wall of the Hall for forthcoming events, etc. Agreed to the Working Party's proposal that permission be given to the Gilbert and Sullivan Society to remove the heater covers, provided as per this year, that a Corgi Registered gas engineer removed, re-fitted and certified them afterwards. Cllr. Lodge made an observance that this might cause wear and tear on the heater covers and this was noted.

b) **Trees:** The Working Party gave formal notice that estimates had been obtained for the lopping of the Holm Oak in front of the Hall.

c) **Fire Alarm system:** The Working Party gave formal notice that estimates had been obtained for a fire alarm system for the Hall.

#### **14.2 General Amenities Working Party**

a) **Scout and Guide event:** Members considered the application from Wivenhoe Scout and Guides Association to hold a Scouting Event on the KGV Field on 16 June, 2007. All

necessary risk assessments and plans were submitted and the event was covered by £5m public liability insurance cover.

Cllr. Hill declared an interest.

AGREED to grant permission for the event. Members considered also that the application form submitted by the Scout and Guides Association would prove an excellent example for the new members 'induction' session. Cllr. Sinclair commented that it was useful for members to note that the Association had been able to obtain cover of up to £5million.

#### **14.3 Wivenhoe Wood Working Party.**

Cllr. Richards said she would be emailing Richard Moulson shortly about the next meeting.

**14.4 Mini-bus Working Group.** Cllr. P. Kraft reported that the next meeting was on Thursday 24 May at 7.30pm in the Council Chamber.

**14.5 Youth Facilities Working Party.** Nothing to report.

**14.6 Wivenhoe Engine Shed Trust.** Nothing to report.

**14.7 WRUG.** Nothing to report.

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

**a) Cllr. Kraft - Mayoral Activities:** Cllr. Kraft reported on her final attendances which were at the Civic Service for Local Government at Chelmsford Cathedral in 27 April; Trip to France on 28 April, courtesy of Cedrics; attendance at Poll Count on Election Day, 3 May; Opening of Summer Exhibition at the Nottage Institute on 5 May; attendance at Neighbourhood Action Panel (NAP) on 8 May; 9 May the Annual Town Meeting; Colchester Mayor's Ball on May 11; Colne School Craft and Classic Car Fair on 13 May; Colchester Mayor-Making on 16 May and finally on 21 May the Bursary Presentation at Wivenhoe House. Cllr. Kraft thanked all those who had helped her to raise a total of £6,831 during her year as Mayor and also thanked fellow Councillors for their support, she added that she had attended approx 100 engagements over the year.

**b) Police Matters:** Cllr. Rogers reported that research has been undertaken on the footway underpass and recommendations of improvements for safety have been submitted and accepted - i.e. improved vision on entering and leaving the underpass. This will reduce the fear of crime and encourage its usage. The Students Union President thanks the Wivenhoe Town Council for their assistance and support on various issues.

Cllr. Rogers also reported that the Police had requested a key to the King George V Playing Field gate, this was Agreed and the Town Clerk would ensure that they were provided with a key. Cllr. Rogers added that an end of term party was planned somewhere along the riverside this weekend and that the Police were aware.

Cllr. Vaughan left the meeting at this point.

**c) Christmas Lights:** Cllr Hill reported he had been in communication with John Moores who was proposing to approach local businesses for donations towards the cost of installing external electrical sockets on buildings where Christmas lights were to be displayed. In particular he had advised John Moores it would be better for the owners of these buildings to deal directly with the electrical contractor who was offering to do this installation work at cost. Members Agreed this approach was better and avoided complications for the Council.

**d) Cycleway to the University:** Cllr Hill reported he had been in communication with Jo Leyland, Transport Policy Co-ordinator at the University to update her about the Town Council's initiative to get a public footpath / cycleway from Colchester Rd by the fire station to Broomgrove Schools and then to Boundary Road, by Lodge Farm. Jo Leyland was very keen on the idea. He proposed that Cllr. Maria Iacovou join Cllr. Lodge and himself to help promote this idea which was Agreed.

**e) National Bike Week:** Cllr. Hill proposed that the Town Council do what it can to promote Bike Week (16<sup>th</sup> – 24<sup>th</sup> June) and in particular to help Jo Leyland at the University to encourage local participation in the Bike2Work day set for Tuesday 19<sup>th</sup> June. This was Agreed.

**f) Wivenhoe Web:** Cllr. Hill noted that the community web site was launched five years ago on 10<sup>th</sup> May 2002 and since then had had 121,000 visitors. Visitor numbers were up substantially over the last year and were now running at around 1,000 per week.

## **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 would be circulated electronically when received.

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

### **15.4 Work Management.**

a) General: The Town Clerk reported that work on the kitchen at the William Loveless Hall had been completed. Grass cutting was continual. New goal nets had been received for the KGV field and RoSPA were carrying out inspections of all play areas during May. The boats and tubs on the Quay had been planted up and the other tubs would be done shortly. New notices for the KGV field had been received and would be installed soon.

The number of customers and visitors to the Council Offices for the month of April totalled 125.

## **16. FINANCE.**

### **16.1 Current Financial Report**

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

**b) 2006/2007 Audit of Accounts:** Members noted that the date of the Audit would be 13 July 2007 and approved the appointment of John Turner as the Internal Auditor, as per last year.

**c) Annual Review of internal audit process:** Changes in the Audit and Account Regulations (Amendment) Regulations 2006 require that an annual review of the internal audit process be conducted. Agreed to carry out a review which would be remitted to Personnel, Finance and Administration Committee.

**16.2** List of cheques numbered 502598 – 502614 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.**

The William Loveless Hall Working Party would be submitting estimates for:

- a) Reducing Holm Oak in front of William Loveless Hall
- b) Fire Alarm system in William Loveless Hall.

**16.5 Appeals for Financial Support.**

- a) Nottage Institute – Agreed to contribute £75 towards the Blue Plaque in memory of Capt. Albert Turner

**17. NEW BUSINESS**

**17.1 Correspondence.**

- a) **New Model Code of Conduct:** AGREED to adopt the Model Code of Conduct.
- b) **Colne Community School:** Noted that Mr. Nardeep Sharma had been appointed Principal, effective 1 September 2007 and that a letter of congratulations had already been sent from the Town Council.
- c) **Christmas Tree Festival:** Members received the letter from Congregational Church asking if Town Council wished to participate in the event. Cllrs. Kraft and Richards expressed an interest and offered to take this up. This was AGREED provided they submit their proposals and ideas to Best Value.

**17.2 Conferences/Seminars.** Members noted the following:

Chairman's Day Wednesday 4 July, Foakes Hall, Gt. Dunmow £50.00  
Agreed that both Cllrs. Purdey and Richards attend this.

RCCE Village Hall workshop Thursday 21 June, Feering, £5.00

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

**Mayor's Charity Events:**

Annual Cricket Match Wednesday July 11 6.00pm

Summer Ball 23 June 2007

1940's Day – Saturday 6 October 2007

Mayor's Ball Saturday 1 March 2008

**17.4 Licences.** None.

**17.5 Highway Matters.**

- a) **ECC various traffic orders 2007**  
To receive public notices re Brook Street.
- b) **Speed Indicator Sign at Elmstead Market:** Cllr. Lodge would find out which authority had installed the sign and how much it had cost.
- c) **Meredith's Close 'statue':** Members would try to find out more information on this.

The meeting closed at 9.20pm.

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**CHAIRMAN**

At the close of the meeting an invitation was extended to those present to join the newly-appointed Town Mayor and Mayoress, Cllr. and Mrs. David Purdey, at their home for a cheese and wine reception.