

Present: The Deputy Town Mayor, Cllr. F. Richards (Chairman),
Cllrs: P. Hill, C. Liddy, N. Lodge, K. Rogers and A. Vaughan.
Borough Cllrs. A. Quarrie, M. Cory, E. Kraft and S. Ford.
County Cllr. J. Young.
Peter Kay, Public Transport representative
Mrs. A. Stinson (Town Clerk)

1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllrs. D. Purdey, B. Sinclair, M. Iacovou, C. Fox and P. Kraft.

2. MINUTES. RESOLVED that the Minutes of the Meeting of the Town Council held on 16 July 2007 be confirmed and signed as a correct record.

3. MATTERS ARISING FROM THE MINUTES.

6.3 Land opposite Millfields School: Cllr. Hill reported that Cllr. Linda Cobbold of Elmstead Parish Council had told him they had agreed to go back to a regular grass cutting regime. He had proposed an informal meeting with them regarding the long-term management of the area. Cllr. Cobbold would pass on this proposal to her colleagues. Agreed with Cllr. Hill's proposal that Cllr. Purdey and himself represent WTC.

4. POINTS RAISED BY MEMBERS OF THE PUBLIC.

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

a) Essex County Council: Cllr. Young reported on the successful outcome re the service 78 – Colchester to Brightlingsea following an increase in the subsidy from ECC to the bus operators; Cllr. Young also brought a copy of the Essex Strategy which was under consultation; re Cory Environmental Trust bids were to be in by 4 September.

b) Borough Council: Cllr. Cory reported on a new traffic sign at Field Way to advise motorists it a 'no through road' and also about getting re-cycling services at the University. Cllr. Ford reported on the refusal of planning permission for 75 High Street and that he had been dealing with residents in East Street who were suffering from having their houses hit by vehicles, a bollard had been put outside one house. Cllr. E. Kraft reported on the triangle of land outside the co-op, which had gone to appeal. He had attended a meeting of Brightlingsea Town Council re the bus service which had been saved due to the increased subsidy from County Council, but warned that a review of the bus service was being held in October this year; concerning the LDF it was important that a highways officer be present at the Town Council's meeting with the Core Strategy Policy Team in September. Cllr. Quarrie reported that she had attended planning seminars and training on licensing laws, she had also been involved in getting the pavement resurfaced in Queens Road. Regarding the latter, it was agreed a letter of thanks from the Town Council should be sent to Geoff Harris.

c) Public Transport Representative: Peter Kay had sent in a written report which had been circulated to all members. With the agreement of the Chairman, he addressed the

meeting on matters concerning the increased Sunday night service from Colchester into Wivenhoe and about the bus stop at Alresford Road. He would in future email a monthly report and attend meetings when there was a matter of importance to report on. Members thanked him for such a very useful and detailed report.

6. COMMITTEE REPORTS.

6.1 Planning

a) Minutes of the meeting of the Planning Committee held on 17 July and draft minutes of the meeting held on 7 August 2007 were received and noted. Noted that the application for a bungalow in the rear garden of 56 The Avenue was going before the CBC Planning Committee on 23 August and Cllr. Ford had agreed to speak on the application.

b) **Section 106 Working Party (Cook's):** Cllr. Hill was awaiting details on the information boards and a response from Sue Jackson and Dave Blishen about the changes required to the leases.

c) **Health Centre:** Cllr. Hill reported that he had recently spoken with the Practice Manager at the Wivenhoe Surgery and the project was inching forward.

6.2 Personnel, Finance and Administration Committee.

a) Draft Minutes of meeting held on 30 July 2007 were received and noted. The second 'team meeting' had been held on 13 August, and was now scheduled to be held each morning of the Best Value meeting dates.

b) **Annual Review of the internal audit process:** Noted that the Personnel, Finance and Administration Committee had carried out the annual review of the internal audit process and Town Council Financial Regulations in accordance with the requirement of the Audit and Account Regulations (Amendment) Regulations 2006.

c) **Budget:** Chairs of Working Parties were reminded that they needed to start thinking about next year's project in time for the budget meeting, to which all members are invited. The date for the budget meeting would be set during November/December.

d) **Report of Internal Auditor:** Members received the report of the internal auditor which drew attention to the quality of the work carried out by the Town Clerk, which the auditor was very pleased with. Members congratulated the Town Clerk for a good audit report.

6.3 Best Value Committee

a) Draft notes of meeting held on Monday 13 August 2007 were received and noted. Cllr. Richards reported on the setting up of an 'Away Day' - a special day set aside to develop a strategy for the next 3 years, but the results of the Town Plan would be needed first. A date would be set at the next Best Value meeting

b) **May Fair:** Town Clerk had written to Celia Hirst again requesting dates for a meeting but no dates had been received yet.

7. WORKING PARTY REPORTS.

7.1 William Loveless Hall Working Party:

Nothing to report.

7.2 General Amenities & Landscaping Working Party.

a) Notes of the meeting held on 6 August 2007 were circulated.

Cllr. Lodge reported on the recommendations put forward for repairs as highlighted within the Rospa report, namely relay safagrass around roundabout £425; repairs to climber and re-set and repair wet-pour £642; repair hole in wet-pour around 3 stage climber £125; install new scramble net £875 and mini-access net £396. The total of the repairs amounted

to £2463 plus VAT. AGREED that the repairs be carried out.

7.3 Wivenhoe Wood Working Party: Cllr. Richards reported that there was to be a working party day on 26 August to remove sycamore saplings.

7.4. Minibus Working Group.

Members noted that the minibus was now back after having the side panel completely replaced.

7.5 Youth Facilities Working Party. Cllr. Vaughan reported that the posters were nearly ready. Cllr. Rogers reported that he was liaising with Cllr. Purdey on a job description for volunteers re the Youth Club. Agreed that the Youth Club should be set up with its own Constitution and independent of the Town Council. Cllr. Hill offered to help with drafting the Constitution.

7.6 Wivenhoe Engine Shed Trust.

With reference to Minute 7.6 of the meeting of the Town Council on 16 October 2006 where the following proposal was AGREED:

“That the Wivenhoe Town Council support the endeavours of the Wivenhoe Engine Shed Trust to save the building known locally as the 'Engine Shed' and to turn it into a Cultural Heritage Centre for the benefit of the residents of Wivenhoe and the area. That the Town Council supports the proposal to appoint an architect to help in the preparation of a bid to the Heritage Lottery Fund, and in aspects relating to building design, structural engineering, costing and planning. It will contribute a third share in this cost, matching contributions from the Engine Shed Trust and Colchester Borough Council. The Council will conclude a lease with Network Rail for the building which has been offered for 999 years when development funds are secured, and is willing to enter into an agreement with the Engine Shed Trust as soon as a document can be drawn up that confirms the position of the Trust as managers of the building for a minimum of 30 years as required to support the Heritage Lottery bid.”

Cllr. Hill reported that an invoice had now been received from Architects, Plaiter Claiborne amounting to £6589 plus VAT. This was to be shared three ways and the Town Council would seek reimbursement from the Engine Shed Trust and Colchester Borough Council. AGREED to that the invoice be paid by the Town Council and reimbursement sought for two-thirds of the amount.

7.7 WRUG. Nothing to report.

7.8 Members' Individual Proposals or Reports:

a) Mayoral Activities: As Cllr. Purdey was away on holiday a report would be given at the next meeting.

b) Community Safety and Police Matters: Cllr. Rogers reported a couple of incidents at the fun-fair, which were being dealt with; on the increase in alcohol consumption on the KGV playing field where youths regularly congregated around the skatepark and smashed

bottles. Local police were aware of this and Cllr. Rogers was liaising with them. Noted that the police would be attending the next Best Value meeting at 7.00pm. Posters about the next NAP meeting on 11 September had been circulated to all members and would be more widely publicized.

c) Scouts ‘woodland trust’ project: Referring to the recommendations of the Best Value Committee Cllr. Hill reported that Cllr. Sinclair had been mandated to represent the Scouts on their project of clearing and planting up areas of scrub elm behind and opposite the Scout Hall with young trees from the Woodland Trust. The north side of the skate park would also be planted up with young trees.

d) Christmas Lights: Cllr. Hill reported that since the meeting of the Christmas Lights group in March, attended by Cllrs. Sinclair, Lodge and Hill, the amount raised to date was almost £3,500 including the £2,000 contribution from the Town Council. He was encouraging the lighting group to get new permanent electrical sockets in place in business premises as soon as possible, and also get the existing lights PAT tested as soon as possible.

e) Cycle Route: A meeting of the Colchester Cycling Campaign was being held on Tuesday 4 September and the University Cycling route was on the agenda. Cllrs. Hill and Lodge had been invited to attend the meeting.

8. TOWN CLERK'S REPORT.

8.1 Burial Grants and approval of memorials.

Two Burial Grants had been issued and one memorial had been approved since the last meeting. Two burials and one interment of ashes had been carried out.

8.2 NALC Direct Information Service. None received this month.

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

8.4 Work Management.

a) General: The Town Clerk reported that grass cutting was still continuing and footpaths had been cut back. The new junior goal posts and pitch had been set out on the KGV and two letters of thanks had already been received from youngsters. The replacement cross-bar for the full size pitch had also arrived and been put back on. The re-cycled plastic bench had been re-installed back onto the KGV. Since the start of school holidays the amount of litter, bottles and debris left on the KGV field each evening had increased and the litter bins were continually being set on fire. The Fire Brigade had been called out to one fire near the youth shelter. The Police Community Support Officer was aware of the situation.

The number of visitors to the Council Offices for the month of July totalled 152.

9. FINANCE.

9.1 Current Financial Report

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

b) Statement of Accounts Annual Return 2006/07: RESOLVED that the Statement of Audit and the Annual Return for the year ended 31 March 2007 be approved and signed.

9.2 List of cheques numbered 502651–502671 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 approved.

9.4 Motions Under Standing Orders Recommending Expenditure.

a) From Rospa report

Relay safagrass around roundabout £425

Repairs to climber, re-set and repair wet-pour £642

Repair hole in wet-pour around 3 stage climber £125

Install new scramble net £875 and mini-access net £396.

The total of the repairs amounted to £2463 plus vat

b) Engine Shed - Plaiter Claiborne Architects' invoice £6589 plus vat
(of which two thirds will be reimbursed to the Town Council)

9.5 Appeals for Financial Support.

a) A letter had been received from John Stewart re reimbursement of his costs for a newspaper advertisement for the Wivenhoe Memories Exhibition in the William Loveless Hall, the cost of advertisement amounted to £199.66

AGREED that this be covered from the takings of the Wivenhoe Memories exhibition, the proceeds of which went to the Mayor's Charity.

10. NEW BUSINESS.

10.1 Correspondence.

- a) **CBC Consultation on Dog Control Orders:** Members all received a copy of the consultation document, comments of which were needed by 30 September. Initial response was that the Town Council agreed with the proposals for the fenced in play areas on the King George V Playing, Mede Way play area and Lower Lodge Play area to be covered by the 'No Dogs' ban. To be considered further at the next Town Council meeting.
- b) **Wivenhoe Fairtrade Steering Group:** The letter from the Fairtrade Steering Group was considered and members noted that the Town Council practices this wherever possible and uses fair-trade coffee and tea for drinks in the office. Cllr. Hill said he would be willing to put an article about it on the web-site.
- c) **Letter from Wivenhoe Society:** Members noted the letter from the Wivenhoe Society. Cllr. Richards would speak to Richard Moulson, Ranger, about wood chippings again and the Town Clerk reported that Royal Mail were waiting for a response from Statutory Undertakers before installing the replacement post box at Rosabelle Avenue.
- d) **Wivenhoe May Festival:** Members noted that two donations had been received from the Wivenhoe May Festival, £112 towards Christmas Lights and £97 towards the Mini-bus. An acknowledgement and thanks from the Town Council had been sent to Jon Chamberlain.
- e) **Essex Tidal Flood Sirens System:** Members noted receipt of the letter from CBC Environmental Protection Service Manager on two issues: a) the annual test which will take place on Wednesday 19 September at 11.00am and b) consideration of ending their operation in July 2008, with alternative systems of advising the public of imminent flood dangers under development.

When the posters on the Flood Siring Test arrived they would be widely circulated, especially in shops.

- f) Professor Sir Ivor Crewe:** Members noted that Prof. Sir Ivor Crewe would be retiring on 29 August and it was Agreed that a letter expressing the Town Council's appreciation and thanks for his success as Vice-Chancellor be sent. It was also agreed to continue to invite him and Mrs. Jill Crewe to the Town Council's Annual Civic Service in his role as High Steward of Colchester.

10.2 Conferences/Seminars. Members noted the following:

East Essex Area Forum – Thursday 13 September, Venture Centre, Lawford, 10.00am. A copy of the agenda and previous minutes would be circulated to all members.

10.3 Notices. Members noted the following:

Wivenhoe Memories – Bank Holiday weekend of 25/26/27 August in William Loveless Hall.

1940's Day – afternoon tea dance and evening event , William Loveless Hall, Saturday 6 October – in aid of Mayor's Charity Fund.

10.4 Licences.

a) Premises Licence Variation Application for the Wivenhoe Bowls Club.

Cllr. Quarrie reported that the Licensing Committee had approved the Licence Variation for the Bowls Club with several conditions, one of which was that no drinks were to be taken outside and that it be limited to no more than 12 occasions each year.

10.5 Highway Matters.

a) Speed Indicator Sign. Cllr. Cory reported that Wivenhoe would be getting the Speed Indicator Sign as soon as its exact position had been confirmed with the Highways Authority.

b) Highway Repairs: Cllr. Lodge reported that a better system of dealing with highway was now in operation at the council offices, with faults being reported to Paul Maplestone via email as well as a record kept.

c) Registering Public Footpaths: Peter Kay reported that he would be re-sending his letter concerning the registering of public footpaths to the Town Council.

CHAIRMAN

The meeting closed at 9.05pm.