**ALRESFORD PARISH COUNCIL**

**Parish Council Meeting**

**AGENDA**

**Notice of meeting**

Meeting to be held in the Pavilion (main room), Ford Lane, Alresford at 7.30pm on Wednesday 7th June 2023.

**Face coverings may be worn should attendees wish to do so. Hand sanitiser will be available.**

In accordance with the Local Government Act (LGA) 1972, Schedule 12, paragraphs 10 (2) (b) Councillors are hereby summoned to attend the **Parish Council** **Meeting** of Alresford Parish Council, by the clerk and proper officer for the purpose of transacting the following business:

**Agenda Items**

**Agenda**

**06.23. 112 Announcements.** Chairman to make announcements.

**06.23.113 Apologies for Absence.**

**06.23.114 Minutes of the last monthly meeting:** To approve the minutes of the meeting of the 11th of May 2023.

**06.23.115 Declarations of Interest.** Councillors present to declare pecuniary and non-pecuniary interest in agenda items.

**06.23.116 Public Forum** under the Public Bodies (Admission to Meetings) Act 1960, Section 1 (1) This council is committed to community engagement and welcomes members of the public to contribute in this part of the meeting. Time limit 3 mins per person. Item limited to 10 minutes.

**During the public forum:** Members of the public and guests can address the Council on matters presented on the publicised agenda. Council can only take decisions on agenda items. Matters raised and not on the agenda can be carried forward for a response later. Any questions not presented to the council far enough in advance may be noted and responded to at another time.

**After the public forum:** Members of the public are asked to respect that this is a meeting to conduct council business and interruptions during the remainder of the meeting are not permitted.

**06.23.117 Internal Audit.** Clerk to deliver the findings of the internal audit performed by Jan Stobbart on 18th May 2023 to the Parish Council.

**06.23.118 Annual Governance and Accountability Return for 2022-2023.**

1. Year-end figures to review & approve.
2. To Approve Annual Governance Statement (section 1).
3. To approve Accounting Statement (section 2).

**06.23.119 Finance Matters.** April Finance Report - Council to review and approve.

**06.23.120 Planning Matters:**

**Application number:** [23/00658/FULHH](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RUFVMBQB0OT00)

PROPOSAL: Proposed solar panel installation in the ground of the property.

Location: Alresford Lodge Ford Lane Alresford Colchester Essex

[23/00658/FULHH | Proposed solar panel installation in the ground of the property. | Alresford Lodge Ford Lane Alresford Colchester Essex CO7 8BE (tendringdc.gov.uk)](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RUFVMBQB0OT00)

**Application number:** [23/00688/FULHH](https://idox.tendringdc.gov.uk/online-applications/simpleSearchResults.do?action=firstPage)

PROPOSAL: Proposed single storey front extension and single storey rear extension following demolition of existing conservatory.

Location: 194 Wivenhoe Road, Alresford, Colchester, Essex CO7 8AH

[23/00688/FULHH | Proposed single storey front extension and single storey rear extension following demolition of existing conservatory. | 194 Wivenhoe Road Alresford Colchester Essex CO7 8AH (tendringdc.gov.uk)](https://idox.tendringdc.gov.uk/online-applications/simpleSearchResults.do?action=firstPage)

**Application number:** [23/00636/LUPROP](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RU1FTAQB0OT00)

This was sent as a “for information only” notification.

PROPOSAL: Proposed demolition of existing conservatory and construction of new habitable room with brick/block walls and tiled roof etc.

Location: 2 Cockaynes Lane, Alresford, Colchester, Essex, CO7 8BZ

[23/00636/LUPROP | Proposed demolition of existing conservatory and construction of new habitable room with brick/block walls and tiled roof etc. | 2 Cockaynes Lane Alresford Colchester Essex CO7 8BZ (tendringdc.gov.uk)](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RU1FTAQB0OT00)

**06.23.121 Temporary Toilets x2:** It is resolved that Alresford Parish Council will rent two temporary disabled access toilets for the summer months over a 6-week duration of the summer holidays @ a cost of £75 per week. Council to discuss, consider and decide.

**06.23.122 Four Year Plan**. It is resolved that Projects for a four-year plan will be presented at the September meeting. All previous and outstanding projects to be included and reviewed. Councillors to send succinct ideas for projects to the Clerk by e-mail.

**06.23.123 Communication Policy**. It is resolved that a communications policy is drafted by the clerk and personnel committee, the policy to include revisions to the social media policy and to also include a general community engagement policy.Draft Policies to be presented in the September Meeting.

* + 1. **District Councillor’s report (Written Report)** and 5 min verbal report
    2. **Essex County Councillor Report (Written Report)** and 5 min verbal report
    3. **Committees**: Council to appoint /re-appoint members of the three standing committees, and also to elect a Tree Warden and Transport Representative.

1: Finance Committee

2: Planning Committee

3: Personnel Committee

4: Council to elect local Tree Warden (Councillor or resident) to be the reporting link on tree issues.

5: Council to elect a Transport representative (buses and bus stops) to attend meetings with ECC and bus companies and report to Council).

* + 1. **Meeting** it is proposed that this year (2023) there is no Full Council Meeting held in August to allow for training and policy development.
    2. **Payments for Supplies and Services.** In the event of a Full Council Meeting being cancelled or postponed, it I resolved that approval for payments appearing on the finance report for payroll, goods and/or services, be delegated to the Clerk in combination with the Chairman and one other member of the finance committee. The reconciliation and payments list will still be presented at the next full council meeting.
    3. **Alresford Primary School Swimming Pool** council to discuss the upgrade of the swimming pool to meet current health and safety and water quality regulations. It is resolved that Alresford Parish Council support the school Parent Teacher Association in their fund raising. Council to consider a grant at the next finance committee meeting.
    4. **Policing:**

(i) Special Community Constable: Update on procurement of a Special Constable to support our PCSO.

(ii) Update on the deployment of PCSO Julia Brandon.

* + 1. **Womens Institute, Coronation Tree Location:** Public Realm Improvement team recommends to council the location for planting, at the corner of Church Road and Ford Lane, council to resolve to approve this location subject to Essex County Council Highways approval.
    2. **Alresford “Viaduct”:** B1027 Railway bridge weight restriction. It is resolved that Alresford Parish Council contacts Essex County Council Highways & Network rail to ascertain the period of time that the weight restriction will be in place. Currently diverted traffic is using Wivenhoe Road, and Coach or Station Road to avoid the bridge and causing amenity harm to residents.
    3. **PCSO/Police Report**.
    4. **Clerks Report**.
    5. **Meeting Ends**

Prepared by the Clerk/Proper Officer**: *Matt Cooke* 30.05.23 *Published:* 01.06.2023**