**ALRESFORD PARISH COUNCIL**

**Parish Council Meeting**

**Minutes of the Parish Council Meeting held on the 1st of February 2023.**

**Held at 7.30pm the Pavilion, Ford Lane, Alresford**

**Cllrs. Present:** Cllr. F. Belgrove (Chairman), Cllr E Osborne (Vice Chairman), Cllr B Swash, Cllr. L. Belgrove, Cllr., Cllr. J Housden, Cllr. A. Wiggins, Cllr S. Clark.

Also present: The Clerk, County Cllr. A. Goggin

Members of the public x5

**Meeting opens:** 19.30hrs transacting the following business:

**Minutes from the Agenda**

**02.23.20 Announcements:** Cllr F Belgrove makes the following announcements:

Weight restriction on the B1027 at Alresford Viaduct, with diversions causing upheaval to the centre of the village. The measures are temporary but with no timescale provided.

Wyvernwood Company has pledged to donate £200 to the council for the planting of bulbs at St Peters church.

On Saturday 11th of March all residents and particularly new residents are invited to the Welcome To Alresford coffee morning event between 10am and 12noon to be held at the Village Hall.

Councillors and residents, will need to ensure that they have valid photographic voter ID to vote in person at the May 4th Elections with new changes due to be enforced. Voter registration for ID can be obtained directly with the electoral office of Tendring District Council.

Encouraged all in attendance to become involved with community volunteering and community work.

Reminded everyone of the coronation of May 6th and the bank holiday of the 8th, and the impact on the May meeting of both the Election and the Bank Holiday, which is likely to be held later in the week beginning the 8th.

**02.23.21 Apologies for Absence.** Cllr G Scott at a TDC committee meeting, Cllr A Broom, Cllr J Claremont-Brown

**02.23.22 Minutes of the last monthly meeting:**

To approve the minutes of the Parish Council meeting of the 4th of January 2023.

Proposed Cllr L Belgrove, Seconded Cllr J Housden Carried. 1 Abstention.

**02.23.23 Declarations of Interest.** Councillors to declare pecuniary and non-pecuniary interests in agenda items. None of councillors present. Clerk noted that Cllr Wiggins would have declared interest in item 02.23.27 if present, but was at another meeting.

**02.23.24 Public Forum** 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 not on the agenda can be carried forward for a response later. Any questions not presented to 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.

Three members of the public wished to raise matters concerning the agenda and the first member of the public raised points on:

1: Disappointment at Essex County Council approving the extension of activities at Lufkins Farm, and the negative impact it would have on Alresford with the traffic of quarry vehicles for processing extractions, particularly on the Wivenhoe Road.

2: Disappointment in Essex County Council and the introduction of new and revised need to book recycling slots, which will lead to greater levels of fly tipping.

3: Tendring council has fixed something that was not broken- their website; making familiar pages and sections such as the weekly planning list difficult to find and comment upon.

4: Positive to see the Government Planning Inspectorate using the neighbourhood plan to frame their rejection of a planning appeal.

5: Positive to see that Essex County Council had swept both Wivenhoe road, and Ford Lane. **Action:** Clerk to minute residents commentary.

A second member of the public thanked both district councillors for their intervention with the post-office and planning officers, especially in light of the post office, seeking to extend its operating hours to include Sundays and bank-holidays.

They also asked if Personal Trainer boot camps could be run on the playing field, and wouldn’t this be better than spending money on Adult Gym Equipment?

Cllr Osborne stated that every Tuesday prior to the pandemic such boot camps did happen. Cllr F Belgrove stated that the hard court could be hired. Cllrs replied that indeed there was nothing preventing people from running such events, but not for profit, and the playing field cannot be hired. (Cllr A Wiggins arrives 19:40 hrs).

The member of the public then questioned why it was necessary to run a coffee morning in March, during an election year, and that the action could fall under the Potential Treating laws (**Section 114 of the Representation of the People Act 1983**). Councillors stated that the decision was made back in September 2022 (**Minute 09.22.2223 from full council meeting held 07.09.2022**)and that this had been the first opportunity to co-ordinate and obtain a booking to do so since the pandemic and the occupation of all the new buildings on the two large estates and various small developments within Alresford. The clerk was called upon, stating that the event falls outside of the Pre-Election Period, which begins on March 13th (**Power to publicise council and local authority functions- Local Government Act 1972 Section 142**). The member of the public still insisted that this could be considered Treating and was a prosecutable offence in seeking to influence voters. Again the clerk stated that this was a corporate collective decision enacted at the earliest opportunity and falling outside of the Pre-Election Period formerly known as Purdah. **Action:** Clerk to seek advice of elections officer re “treating” and review legislation.

A third member of the public spoke about the pothole at the manhole cover close to the round about at the end of Ford lane and Wivenhoe Road, stating that it was increasingly dangerous. Councillors highlighted that this had been reported to Essex County Council Highways, and that it had been raised with the county councillor. The member of the public stated that a lady who volunteers at the lunch club had had a tyre pulled off a wheel rim by this specific pothole. Councillors agreed it should be upgraded to dangerous and the clerk would action this.

The member of the public also mentioned the flooding risk in the same area and the danger of a flooded pothole to motorcyclists especially at Coach Road/Wivenhoe Road junction. **Action:** Clerk to escalate pothole to dangerous.

**02.23.25 Finance Matters.**

January 2023 Finance Report - Council to review. Cllr Belgrove highlights item 12. The RFO asks for additional items to be added. Cllr F Belgrove reads out the items and amounts totaling an additional £1790. No other matters arising. Question from Cllr L Belgrove over finance report now listing salaries for all staff together rather than itemised separately.

The clerk promised to respond via email with information relating to this change on advice from the SLCC. Cllr S Clark asks what SCRIBE accounts is. The Clerk responds.

Proposed Cllr A Wiggins, Seconded Cllr R Swash, Carried. **Action:** Clerk to inform RFO of councils approval.

**02.23.26 Planning** Council to consider the following planning application: Cllr F Belgrove introduces the three items

**APPLICATION NO: 23/00066/FULHH.**

PROPOSAL: proposed single storey rear extension and loft. LOCATION: 16 Coppice Road, Alresford Colchester CO7.

Cllr E Osborne introduces, council discusses the intentions. Council consider two side windows at first floor should be advised to be obscured glass. Cllr S Clark agrees. Proposed with notes: Cllr E Osborne, seconded Cllr S Clark. Carried. **Action:** Clerk to upload council decision

**APPLICATION NO: 23/00020/LUPROP.**

PROPOSAL: Proposed removal of existing detached garage and greenhouse, to be replace with new flat roof garage. LOCATION: 3 Ash Road, Alresford Colchester CO7.

Cllr F Belgrove introduces and seeks advice from the clerk about certificates of lawful development. The clerk explains the national changes in planning law, to include technical design process under FLOS rules across the planning stage and thus these licences will be sought increasingly as we move forwards. Cllr E Osborne comments on the proposal under the permissible development. Cllr F Belgrove proposes a neutral no comment response, seconded Cllr S Clark. Carried. **Action:** Clerk to upload council decision

**APPLICATION NO: 23/00053/TPO.**

PROPOSAL: 1 in number Oak tree - crown reduction to a maximum of 30%. LOCATION: 8 Coach Road, Alresford Colchester CO7. Cllr E Osborne speaks and introduces the item, in favour of the managed reduction. Cllr F Belgrove agrees, Cllr S Clark agrees. Cllr F Belgrove, Proposes a neutral, no objection response. Seconded Cllr J Housden, carried. **Action:** Clerk to upload council decision

* + 1. **District Councillor’s report (Written Report)** and 5 min verbal report.

Cllr. A.Wiggins delivers the district councillors report.

* + 1. **Essex County Councillor Report (Written Report)** and 5 min verbal report.

Cllr A Goggin delivers the county councillors report out of the agenda sync due to being at another meeting. Delayed until after the next item. The clerk apologises for having mis-printed the county councillors notes- printing out last months’ notes in error but did send out the correct notes out to all parish councillors.

* + 1. **Council to consider** Tenders for the supply and fitting of additional play equipment. Council to decide on which company tender to be awarded to. Clerk to recommend based on scoring matrix.

Cllr F Belgrove introduces the item. The Clerk and Proper Officer explained to council the Tender process, introducing the five companies originally approached. One company declined to Tender. The four companies who tendered against the specification sent out were scored against the scoring matrix also sent out as part of the tender process. The clerk explains the process of using and drawing down section 106 money held on account by Tendring District Council from developers of estates and residential housing within the village. The Clerk makes a recommendation to council based on the scores and his analysis. Cllr F Belgrove asks for clarity on equipment to be added. The clerk clarifies that equipment to be added are two differently sized climbing nets, an inclusive basket swing (accessible to able bodied and disabled users) and an optional ground level wheelchair accessible trampoline, should council decide to include this. Other councillors ask questions, seeking to clarify where the money comes from, how it is spent, what restrictions are in place, and who authorises the drawdown of the money. Councillors will decide upon whether a trampoline at ground level is suitable and desirable.

Cllr S Clark asked if all companies priced on the same basis. The clerk explained that all companies bid on the same tender specification, and Cllr S Clark then asked what the scoring process was and how it was applied. The clerk took advice from other clerks and professional bodies on how to devise the scoring matrix and that the matrix was sent to all tendering companies as part of the tender specification. Cllr R Swash sought clarification on our budget. The clerk explains that the section 106 money held is a significant sum, that there are various developments that have contributed to it in total, the covenants on how they can be utilised, how Tendring District Council distributes the money and what it can be used for specifically in each developments case. Cllr L Belgrove asks for council to explain what S106 money is to those present, and how the S106 money if not spent, is reabsorbed into TDC’s overall budget. Cllr S Clark seeks clarification on the process with drawing down the S106 money. Cllr E Osborne, thanked the clerk for the significant amount of work expended in this process, and suggested the clerks recommendation be taken by council.
Cllr F Belgrove asks if council objects to the company recommendation. No one objects.

Cllr F Belgrove asks if councillors object to the ground level trampoline. Cllr F Belgrove and Cllr J Housden voice their concerns. No other objections from councillors present on a trampoline.

Cllr E Osborne proposes that the clerks recommendation for the company and all play equipment to be installed, is accepted. Seconded Cllr R Swash. Carried. One abstention - Cllr A Wiggins. Cllr L Belgrove asks that councils thanks are conveyed to all the companies who tendered for the play equipment installation.

**Action:** Clerk to instruct company, and instigate Section 106 draw down.

* + 1. **Council to consider:** whether the quote received from Colne Contracts is accepted (sum of £3400 plus VAT) to fit new kerbstones and make good footpath to section of Coppice Road. Cllr F Belgrove introduces the item. 17.6m length of kerbstones will require ECC Highways approval on Coppice road.

Cllr S Clark asks if this is one of three quotes.Cllr Belgrove clarifies that as they have to be ECC Highways accredited contractors it is a limited pool from whom we can seek quotes. Cllr E Osborne clarifies that Colne Contracts did an exemplary job elsewhere in the village whilst we were in highways devolution. Cllr Clark seeks clarification on their location. Cllr F Belgrove proposes that subject to Essex County Council Highways approval council accepts the quote as received. Seconded Cllr A Wiggins, carried. **Action:** Clerk to instruct contractor, subject to ECC Highways approval.

* + 1. **Parish Council Coffee Morning.** Council to budget for leaflets relating to the Coffee morning "Welcome to Alresford". Suggested amount to be allocated £350.
		Cllr E Osborne introduces the item and the intentions of the coffee morning, proposing a budget of £350 to print and distribute leaflets. Proposed Cllr S Clark, seconded Cllr J Housden. Carried. Cllr L Belgrove comments positively on the event. **Action**: Clerk to design and print leaflets for distribution.
		2. **Council to discuss:** Following discussion with Clive Dawson, TDC Tree and Landscape Officer, monies remain available until March 2023 for tree planting across the district. It is proposed APC apply for this fund and start delivering the ANP Policy ALRES 5 – Environmental Improvements. We understand £1000 is available from Tendring and that APC will also need to match fund this amount. The areas of land proposed to benefit from this application are:
* Village Hall/Church area
* Land adjacent to the crossroads at Station Road/Wivenhoe Road/Church Road junction
* Green space at junction of Ford Road and Wivenhoe Road

Council to discuss match funding and seek approvals from landowners. Cllr S Clark introduces the project and sets out the application to district council to secure funds. Proposed Cllr S Clark, seconded Cllr E Osborne, Carried unanimously.

* + 1. **Local Highways Panel**. Brief verbal report on relevant matters from January 20th Meeting. Cllr F Belgrove comments on the meeting and thanked the county councillor for his representation on behalf of residents, and how well the meeting was managed. He represented TDALC at the meeting and supported a movement by Cllr C Guglielmi. Suggesting councillors review the minutes of the highways panel online.
		2. **Coronation Decorations.** Street decorations and preparations for the coronation to be discussed and budgets allocated and agreed. Cllr F Belgrove introduces. Cllrs discuss locations, and what council might wish to do. Cllr L Belgrove mentions Elmstead Markets’ presentation for the jubilee and suggests that Alresford follows suit for the coronation. Cllr S Clark comments further, Cllr J Housden agrees, Cllr L Belgrove comments. Cllr F Belgrove suggests a budget of £500. Cllr Swash seeks clarification. Cllr S Clark agrees. Cllr F Belgrove proposes a £500 budget, Cllr L Belgrove seconds. Carried. **Action**: Clerk and Chairman to review and purchase bunting, flags and coronation appropriate items
		3. **Naming of roads:** council to discuss procedure and if necessary, write to Tendring District Council. Cllr E Osborne introduces and sets out the issue. Cllr A Wiggins states the involvement of both district councillors. **Action:** Clerk to write to Tendring Council to request road naming procedure from Nina Underwood, and Alex Porter.
		4. **PCSO/Police Report**. Policing update and PCSO crime report. Cllr L Belgrove introduces and additionally updates Domestic Violence Initiative. 5 crimes reported.
		5. **Updates:**
* Litter Bins x4.
* Flagpole x1.
* Allotment Notice Board x1.
* Playing field- additional seating and picnic facilities.
* Wivenhoe Road VAS.
* Toilet Block.
	+ 1. **Clerks Report.** Clerk delivers his monthly report, including the updates item 02.23.37 above.
		2. **Meeting Ends** 21:11 hrs.

Prepared by the Clerk/Proper Officer: Matt Cooke 24.01.23