**ALRESFORD PARISH COUNCIL**

**Parish Council Meeting**

**Minutes of the Parish Council Meeting held on 6th April 2022**

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

**Cllrs. present:**

Cllr. F Belgrove (Chairman),

Cllr. E. Osborne (Vice Chairman),

Cllr. A. Broom,

Cllr. J. Claremont-Brown,

Cllr. S. Clark,

Cllr. J. Housden,

Cllr. L. Belgrove

Cllr. G. Scott,

Cllr. A. Wiggins,

**Also present:**

County. Cllr. A. Goggin

Members of the public x3

**Meeting opens: 19.31hrs**

**Announcements:**

Ukrainian refugee coffee morning raised £1326 for the British red cross

North Falls Wind Farm consultation document received by this council,

Cable routes will affect Tendring District.

Council seeking legal advice over removal of ancient hedgerow against planning conditions.

Cllr Simon Clark will present on consultation of the CTBGC, Agenda item **2093**

**04.22.2087 Apologies for Absence.**

Cllr. R. Swash,

Cllr. S. Hammick,

The Clerk.

**04.22.2088 Declarations of Interest.**

Cllr G Scott (on arrival) and Cllr A Wiggins declared interest in District councillors report

**04.22.2089 Minutes of the last monthly meeting:** To approve the minutes of the meeting of the 2nd of March 2022.

Proposed: Cllr J Claremont Brown

Seconded: Cllr A Wiggins

Carried with 1 Abstention (Cllr L Belgrove not at previous meeting).

Action: Clerk to upload to website chairman to sign

**04.22.2090 Public Forum** (members of the public and guests can address the Council) Time limit 3 mins per person. Item limited to 10 minutes.

A member of the public asked if there was an update with ECC and Brett. Chairman clarifies that it was indefinitely postponed. Clerk to re-broker meeting.

Cllr S Clark sought clarification on additional meeting with Mr T Sycamore County Planning officer.

MOP Asked for response to special constable advert. Cllr F Belgrove notes not a single response and that the PCSO should be back in the village soon.

Cllr G Scott arrives 7.38pm.

The owner of Wyvernwood expressed the companies’ satisfaction with the calibre of candidates from the local community (from within a 10mile radius) that have interviewed and from which the bulk of employees are likely to be hired. He also wished it to be noted that Essex County Council have been very supportive in working with Wyvernwood over the development of a suitable entrance from the B1027, which is essential to the business viability and intention to open for the summer.

Another member of the public mentioned speeding issues, seeking clarification on the lack of speeders caught. Cllr F Belgrove responded and mentioned that the last community speed watch resulted in no speeding motorists.

Cllr Clark sought to clarify the issues with Brett and the site, seeking clarification of an action for the clerk to arrange a meeting between Tom Sycamore and council. Chairman noted this request.

The Public forum was closed.

Cllr F Belgrove goes on to announce dates for:

The Annual Parish Council Meeting on Wednesday 4th of May in the Pavilion at 7.30pm.

The Annual Parish Meeting will be on Wednesday May 11th at 7.30pm in the Pavilion.

**04.22.2092 Finance Matters.**

1. March Finance Report - Council to review and approve. **See Appendix A**

Cllr L Belgrove sought a comparison between rates to be paid with the increase in electric charges. Asked for notes to be made on the readings at prior and increased rates. Cllr Housden made a comment. Cllr E Osbourne asked to submit a bill for parking in addition to the mileage claimed and included on the financial statement.

Proposed: Cllr A Broom

Seconded: Cllr J Housden

Carried.

1. Update from Finance Committee meeting.

Cllr F Belgrove announced that we carried out our third quarter Summary and decided not to make early repayment of our public works loans.

Cllr F Belgrove announced the awarding of grants:

Alresford Advertiser £300

Alresford 1st Beavers £300

St Andrews Church repair Café £700

Alresford Fete Organisation Ins £190

Autumn Centre £2500

Cllr G Scott declared an interest in the award of a grant to the autumn centre as a trustee and as chairman.

Alresford Pre-school £1000

Cllr F Belgrove requested that Autumn Centre in future submit the current accounts. Cllr Scott agreed this would be the case moving forward.

Award of rate of pay to cleaning contractor was increased to £13 PH.

Terms of reference were reviewed and there is a recommendation in a moment on that.

Cllr Broom caried out the quarterly bank reconciliation.

Due to a technicality we could not donate to Ukrainian refugees, but an amount was set aside to support refugees coming to Alresford in the future; and that the Clerk could clarify in writing why this could not happen to councillors who were concerned.

1. Council to vote on changes to Finance Committee terms of reference.

Cllr G Scott reads out the tracked changes of the terms of reference. Asked questions to seek clarification.

Cllr S Clark sought clarification on the changes, as normal to finance committee functioning. Parish councils changing terms of reference are made under advice from the RFO.

Proposed: Cllr F Belgrove

Seconded: Cllr L Belgrove

Carried.

 Review finance regulations at May Meeting. Note to add to agenda. Clerk to action.

**04.22.2093 Planning Matters:**

Chairman introduces an additional item of the Garden community as per announcements.

Cllr S Clark discusses the opportunity of the council to make representations on the Garden Community development of 8000 homes on the boundary between Colchester and Tendring.

Decision to be made by April 25th.

Cllr Clark and Cllr Osborne to compile submission, to share with councillors and for Clerk to upload once approved.

**Review of applications (presented on screen)**

1. 22/00248/FUL Location: Alresford Hall Alresford Lane, Alresford, Essex

**Proposal:** Proposed application for temporary planning permission (3 years) for siting of temporary buildings to serve approved outdoor children’s adventure play facility (REF: 19/01856/FUL).

No objection.

Proposed: Cllr E Osborne Seconded: Cllr S Clark

Carried:

1. 22/00447/FULHH Location: 166 Wivenhoe Road, Alresford, Essex.

**Proposal:** Proposed design amendment to an existing consent ref: 20/01511/FUL (which was for a side extension above existing garage, two storey side extension and chimney reconstruction).

No objection.

Proposed: Cllr A Broom Seconded: Cllr G Scott

Carried:

1. 22/00460/TELLIC Location: EDF Energy, Cockaynes Lane, Alresford, Essex.

**Proposal:** Proposed installation of 5G electronic communications equipment.

**FOR Information only** under statutory consultation. No commentary invited by Planning Authority.

**04.22.2094 Appointment of Internal auditors:**  council to approve appointment of Heather Heelis, of Heelis and Lodge, as in previous years based on clerks’ & RFO recommendation @ £185. Cllrs comment on exploring new auditors in the future. Chairman remarks that with new Clerk a change of auditor would not be appropriate for their first audit.

Proposed: Cllr L Belgrove

Seconded: Cllr J Claremont Brown

Carried

**04.22.2095 Public realm improvements:** Cllr Clark to report on quotations received and on tree planting project. The purpose of appointing a landscape designer is to deliver the objective of Policy ALRES 7 within the Alresford Neighbourhood Plan. Tenders were invited from three design companies with relevant experience, and we issued a brief specification with extracts from the ANP. Subsequently, priced offers were received as follows:

JBA Consulting Services                 £8573 plus expenses and vat

The Landscape Partnership          £2563 with some expenses included and plus vat

Paul Wood                                      £2250 plus expenses and not vat registered

Council to resolve to proceed, and with which contractor/scheme based on Cllr S Clarks recommendation. *Carried forward from the March Agenda.*

Cllr S Clark introduces the project as laid out above.

Cllr S Clark proposes to accept the proposal from the Landscape Partnership, and then we should be able to tap into additional grants and funding. Cllr J Housden questions where the centre of the village is. Cllr S Clark answers where the proposal would cover within the village. Cllr G Scott acknowledges the projects importance, mentions a further community fund potentially accessible through TDC.

Proposer: Cllr S Clark

Seconded Cllr A Wiggins

Carried.

**04.22.2096 Playing Field Memorial Bench**. Mr Stuart Lee of Station Road has asked the Council to consider permitting the installation of a memorial bench in memory of his late wife Jane. The bench would be fitted on the playing field in the same position as existing bench (that requires replacement). All costs to be met by Mr Lee. Cllr G Scott speaks in support of it.

Cllr Scott speaks about siting the bench at the skate park. Cllr E Osborne supports but suggests that this is for the future, and the bench should be in Janes memory. Cllr L Belgrove speaks on how Jane touched everyone’s memory. Agrees that siting of the bench needs to be sensitive to her memory.

Proposed: Cllr J Housden

Seconded: Cllr S Clark

Carried.

Action: Clerk to write to Mr S Lee.

**04.22.2097 Council to consider** Entering a scheme with Colchester Community Energy that could result in a grant to the community of £20,000 for home insulation for residents. Scheme is backed by Essex County Council and Alresford PC has been invited to apply.

Cllr F Belgrove Proposes

Cllr J Claremont Brown seconded

Carried.

**04.22.2098 Acoustic Survey, Haul road.** Council to consider quotation of £1078 ex Vat for an acoustic survey of traffic movements Bretts Haul Road. Quote supplied by Climate Acoustics.

Cllr L Belgrove supports it and suggests that the proposal picks up additional noise.

Cllr S Clark asks how it might fit into Essex County Council and Bretts dialogue.

Planning authority to pursue. Cllr J Claremont Brown expands on the need for an independent survey. Cllr S Clark agrees that this is a coordinated use of the data. Cllr G Scott asks what would the data do? Cllr F belgrove mentions the whole site is due to be reviewed soon. Cllr E Osborne recognises the potential impact of the survey on the Brett operations and their local sites.

Proposer: Cllr A Broom

Seconded: Cllr L Belgrove

Carried unanimously.

**04.22.2099 Bus Shelter Lighting:** The Pointer Bus stop requires solar lighting for public safety. We have received a quote for a standalone pole mounted lighting system at a cost of circa £1300 +VAT. Council to discuss and approve. Cllr G Scott agrees. Cllr L Belgrove comments about solar systems and the charging systems being stolen when pole mounted. Cllr E Osborne recalls that Taylor Wimpey agreed in planning conditions, to refurbish the lighting system at the bus stop and even build a new bus stop. Cllr G Scott comments on this in agreement, that this one of two planning agreement conditions. Cllr L Belgrove comments that the bus shelter has village history and should be retained and enhanced.

Proposed; Cllr G Scott

Seconded: Cllr A Wiggins

Carried

Action: Clerk to instruct contractor.

**04.22.2100 Council to review risk assessment documents** Council to review and approve or amend risk assessment documents.

Cllr L Belgrove- raises Banking Arrangements and that the £85,000 limit of recompense should form part of the risk assessment. Cllr F Belgrove suggests that this is for the finance regs too.
Cllr L Belgrove Proposes the addition of this as a Risk. Cllr E Osborne Seconds this. Risk assessment to be amended to include Banking risk. After amendments to proposal, proposal is put to council.

Proposer Cllr F Belgrove

Seconder Cllr A Broom

Carried.

**04.22.2101 Disabled Mobility in Alresford.** Two dropped kerb issues have been brought to the attention of the Council for further discussion.

1 Ford Lane (near school) barriers blocking a dropped kerb.

Cllr F Belgrove introduces discussion on a change to the vehicular barriers, the pedestrian barrier and access. Cllr S Clark seeks further clarification, Cllr G Scott recalls that the issues may require highways intervention, and the rules covering the fixed barrier. Cllr S Clark comments that removal of barriers and reinstallation of a single bollard to prevent vehicular access, in consultation with the residents of the old schoolhouse. Cllr L Belgrove comments that the area requires improvement. Council to engage in consultation with residents and disabled residents.

2 The Pointer Bus stop pavement lacks disability access from the direction of The Pointer Public House. Cllr Belgrove speaks on the lack of dropped kerbs at the Pointer Bus stop. Cllr S Clark proposes that the area should be included in landscape planning public realm improvements.

**04.22.2102 Playing Equipment improvements.** Playquip have quoted for repainting of play equipment. Council to review and consider costs.

Clerk and Chairman have authorised one piece of equipment to be repainted by a local resident as a test piece to reduce and manage costs. Other items to be prioritised by council.

Clerk has suggested that we are selective over what equipment is repainted by Playquip, that we approve a budget and that the clerk manages the costs keeping costs down. Cllr G Scott agrees.

Budget proposed of £3000.

Proposed Cllr G Scott,

Seconded Cllr E Osborne.

Carried.
Clerk will manage the budget and allocation of painting and repairs.

**04.22.2103 Queens Platinum Jubilee Celebration.** Council has been approached for a donation towards the over 75s Celebratory Jubilee Tea. Suggested donation of £300.

Proposed Cllr J Housden

Seconded Cllr L Belgrove

Carried.

Interest declared by Cllr E Osborne.

**04.22.2104 Council to consider** Subsidy of the Alresford Advertiser.

Cllr F Belgrove introduces item. Clarifies that Council does issue a Grant.

Currently the cost of the production of the Advertiser is £750, Advertising revenue of approx. £300, grant of £300, shortfall of £150. Distributed by volunteers. Cllr S Clark seeks clarification.

Cllr A Wiggins suggests that council sets a figure and begins this year. Cllr L belgrove agrees.

Cllr E Osborne suggestsed to include the additional 250 new homes, to facilitate the rising cost.

Cllr S Clark comments on council support and the need for a disclaimer that these are not the views of the council.

Cllr G Scott supports the idea and agrees that it will be more cost effective.

Cllr L Belgrove supports Cllr A Wiggins proposal.

Cllr F Belgrove proposes to refer back to Alresford Advertiser for a sum and to return to council.

**04.22.2105 Council to discuss** implementation of an on-line booking system for the Pavilion (supported by the VH management committee).

Cllr F Belgrove introduces item. Cllr A Wiggins agrees that in agreement with the Village Hall.

Cllr L Belgrove discusses costing and ease of use.

Proposed Cllr A Wiggins

Seconded Cllr L Belgrove

Carried.

Action: Clerk and Councillors to research effective systems.

**04.22.2106 Councillors to raise** matters they would like brought to the attention of the Council (Please note: Decisions cannot be made on matters unless they are on a meeting agenda).

Next agenda or other matters.

Cllr L Belgrove suggests that the lack of access to public toilet facilities on the playing field and for users of the playing equipment is a conundrum in 21st century. Cllr G Scott agrees with Cllr L Belgrove.

Agenda item for a future meeting and research costs.

Cllr G Scott asks for an item on the siting of a Bench near the skate park.

**04.22.2107 Personnel Committee Announcement.**

Cllr F Belgrove announces that the Handyman has left his post due to health reasons.
Cllr F Belgrove announces that the Clerk has served his six-month probationary period and passed his appraisal.

**04.22.2108 Phase 2 of the borehole project.** Council to consider approval of £1500 contribution towards water storage facilities relating to the playing field borehole (ACRFC to donate an equal amount to the project). To provide 20,000 litres of water storage for maintenance and grey water usage. Cllr S Clark seeks clarification on what the 20,000 litres would be used for. Future use of ‘grey water’ to flush lavatories and field irrigation.

Proposed: Cllr L Belgrove

Seconded: Cllr G Scott
Carried.

**04.22.2109 PCSO/Police Report**.

March report. **See Appendix B.**
Cllr F Belgrove mentions the graffiti in the church, and the PCSO swiftly getting TDC out to clean. Cllr G Scott suggests an article in the Advertiser.

Cllr L Belgrove encourages people to be responsible dog owners Re PCSO report on dogs.

**04.22.2110 Clerks Report**.

In the Clerks absence due to COVID, report delivered in print and circulated to councillors.

**See** **Appendix C**.

**04.22.2111 District Councillor’s report (Written Report) and 3 min verbal report**

Cllr G Scott gives verbal report.

**See Appendix D**.

Questions: Cllr S Clark asks about the sale of the Fishing Lakes. Cllr G Scott responds that the vendor has approached AAA (Alresford Angling Association) over the sale of the lakes to AAA. TDC have been approached by AAA to support the purchase.

Cllr S Clark adds that the lakes are a local asset and have a positive environmental impact for biodiversity. Cllr E Osborne expresses a personal opinion about the sale. Cllr F Belgrove clarifies that this opinion is not the view of the Parish Council, and Cllr E Osborne reiterates that it is a personal view.

**04.22.2112 Essex County Councillor Report (Written Report) and 3 min verbal report**

Cllr A Goggin gives verbal report.

**See Appendix E.**

Questions: Cllr E Osborne observes figure quoted is that those with over £22,300 in savings will have to pay for social care.

Cllr Osborne also noted, that in regard to section 106 money, the District Council didn’t have a plan in place and so as a consequence Alresford lost out in section 106 and 278 payments.

Cllr A Goggin is complementary of Alresford being ahead of the curve in having a neighbourhood plan in place and being ahead of other parishes and Local Town councils.

Cllr G Scott comments on section 106 money, and that TDC allows for up to two weeks remaining on section 106 for payment, and in cases where it isn’t spent the S106 money has to be handed back to the developer.

Cllr G Scott has asked for a breakdown of all wards of section 106 monies available through TDC.

Cllr E Osborne mentions that if you have property and savings, the cost for elderly social care is a minimum of £1200 per week.

Cllr S Clark asks about the economic renewal investment fund, asking if it is open to public and private sector.

Cllr A Goggin clarifies that where private developers are involved that the building works incorporate benefit to the community and that social housing stock forms a part to the benefit of all.

**04.22.2113 Meeting Ends** 21.34hrs

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairman

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minutes prepared from the recording of the meeting and Cllr J Claremont Browns’ notes by the Clerk/Proper Officer: Matt Cooke 21. 04. 22.