**ALRESFORD PARISH COUNCIL**

**Parish Council Meeting**

**Minutes of the Parish Council Meeting held on the 7th of June 2023.**

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

**Cllrs. Present:** Cllr. F. Belgrove (Chairman), Cllr E. Osborne (Vice Chairman), Cllr L Belgrove, Cllr G Scott, Cllr J Housden, Cllr. A. Wiggins, Cllr A Broom, Cllr S Clark, Cllr V Dalzell.

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

Members of the public x4

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

**Minutes from the Published Agenda**

**06.23. 112 Announcements.** Chairman made the following announcements.

* Congratulated Cllr G Scott on his appointment to chairman of Tendring District Council, announcing the appointment of Cllr M Stephenson as leader of TDC.
* Confirmed a meeting had been held by the chairman and vice chairman with the head of Tendring District Councils Planning Department in relation to Planning applications, processes, and consultation with the reference to Local and Neighbourhood Plans.
* A reminder of the Picnic in The Park organised by the Alresford Fete Organising Group for June 10th. Thanking the Fete organising group for their hard work in arranging the fete.
* Chairman reminded councillors present of the importance of the declarations of pecuniary and personal interests in agenda items.

**06.23.113 Apologies for Absence.** Cllr A Wiggins, Cllr R Swash, Cllr J Claremont Brown.

**06.23.114 Minutes of the last monthly meeting:** To approve the minutes of the meeting of the 11th of May 2023. Proposed Cllr J Housden, Seconded Cllr L Belgrove, Carried with 2 abstentions for councillors not present.

**06.23.115 Declarations of Interest.** Councillors present to declare pecuniary and non-pecuniary interest in agenda items. Cllr G Scott declares interest in agenda item 124.

**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.

A member of the public asked about the return of the PCSO to duty and payroll. Chairman states that an item is in the agenda.

The same person then asks if the S106 money was spent in full, asking if the money could be put towards the public toilets. Suggesting also that the S106 money could be used towards the reinstatement of the schools swimming pool. The chairman mentions that there is also an agenda item on this later. The member of public finally raises the matter of a loose manhole cover between the Hall and the roundabout.  
  
A second member of the public mentions about the Picnic in the Park, and thanks councilors for their work with a special mention to Cllr E Osborne.

Asking all present to come to the event and enjoy the efforts of the community for the community. The chairman thanked the member of the public for their efforts as chair of the Alresford Fete Organising Group and for all the groups hard work in making the event happen.

A third member of the public also spoke, expressing their gratitude for the councils efforts in improving the play facilities, and the increased seating capacity for parents to supervise their children at the play park.

**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. The clerk discussed the internal Auditors report and read out their letter to council.

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

1. Year-end figures to review & approve.

Chairman introduces the item. Asking if councillors have the figures in front of them. The clerk had not printed the figures out. However, both Cllr L Belgrove and Cllr F Belgrove had their own printouts with them. Chairman addresses the discrepancy of £7000 because we have not yet received our VAT repayment. Chairman asks for approval from Council. Cllr G Scott asks about when the VAT will be repaid. The Clerk clarifies the process of VAT reclamation and the disruption of the election and deadlines.

Cllr E Osborne asks that they see the documentation. Chairman then calls an extraordinary meeting to approve the AGAR and the chairman suspends the remaining items.

1. To Approve Annual Governance Statement (section 1).
2. To approve Accounting Statement (section 2).

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

Chairman introduces and draws councils attention to PCSO Payments and the Barclaycard.

Cllr Clark asks the chair about the PCSO and the service, and the chair clarifies the matter.

Cllr G Scott asks for clarification on Defibrillator pads. One for the village hall and one for the Shops defibrillator. Cllr L Belgrove clarifies why the replacements are needed in relation to the deployment of the defibrillator.

Proposed Cllr G Scott, seconded Cllr A Broom, Carried.

**06.23.120 Planning Matters:** Chairman introduces planning items drawing councils attention to the suffix FUL HH meaning a householder applications, and that this cannot be called into planning committees and thus is an officer decision. Cllr S Clark seeks clarification. Cllr G scott explains further the change in processes. Cllr E Osborne also states that the planning authority are taking decisions that do not take into account the Local Plan, Neighbourhood plan, or planning policy in general. Cllr L Belgrove asks if the Parish Council has written to the District Council? How the changes in policy have not been communicated well, and that Parish Councils are suffering as the changes are impacting the councils negatively from the flack from residents not understanding the process.

**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)

The plans are presented on the screen. Cllrs discuss and comment. Cllr E Osborne introduces.

Cllr S Cark asks if it is screened from the public walkway in one direction, but cannot determine if it is screened on the application, and is it adequate. Cllr Scott asks how many there are and how big are they? The scale is on the plans. The clerk mentions what the documents supplied were.

It was proposed to object on the grounds of inadequate detail to take an informed decision. Cllr S Clark, seconded Cllr G Scott, Carried unanimously.

**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

[0](https://idox.tendringdc.gov.uk/online-applications/simpleSearchResults.do?action=firstPage)

The plans are presented on the screen. Cllrs discuss and comment. Cllr E Osborne introduces.

Council robustly discussed the proposal.

Proposed a neutral response, by Cllr E Osborne, Seconded Cllr L Belgrove, Carried. One vote against.

**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)

No vote to be taken. Cllr E Osborne explains that this matter falls under Permissible Development.

**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.

Cllr J Housden reminds council of the need for disabled accessibility, Cllr L Belgrove also comments that this is a necessary addition in the period whist a new toilet block is costed and decided upon. Cllr J Housden asks where they will be sited. Cllr G Scott asks that the siting of the toilets be put to consultation with residents living close to the playing field. Cllr L Belgrove asks that consultation can only be taken once the council has approved the principle of providing them.

Proposed Cllr L Belgrove, Seconded Cllr G Scott. Carried.

**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.

Cllr V Dalzell asks if a previous 4 yr plan could be circulated to all Cllrs. If the previous plan is out of date, could the outstanding projects also be collated and distributed to Cllrs, and can councillors then go to the public for consultation?

Cllr L Belgrove explains the process. Councillors initially brainstorm the ideas, and then cost their agreed ideas, before then putting this to the public through the advertiser and door to door mailings so that all households are included. Cllr G Scott also suggests that we can include social media to consult. He also agrees that S106 money being used with fewer covenants associated. Cllr F Belgrove agrees and that the S106 can only be altered currently with a deed of variation.

Cllr F Belgrove asks for councillors to put their ideas forward.

Proposed Cllr J Housden, Seconded Cllr V Dalzell, Carried

* + 1. **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.

Cllr F Belgrove introduces, and the clerk clarified that this came from the internal auditors recommendations. Cllr V Dalzell also discusses that community engagement and moving with the times is something he is passionate about. He states that social media can be a powerful tool to promote the message across the particular issues and target and engage younger people to ensure the future viability of the parish council.

Chair clarifies that the time involved in managing social media falls frequently to the clerk, and this is of concern to the Personnel Committee.

Proposed Cllr V Dalzell, Seconded Cllr J Housden, carried.

Cllr L Belgrove, leaves the meeting. 19.45hrs

* + 1. **District Councillor’s report (Written Report)** and 5 min verbal report . Cllr G Scott delivers the District Councillors report.
    2. **Essex County Councillor Report (Written Report)** and 5 min verbal report.

County Cllr A Goggin delivers the county councillors report, drawing attention to items 1, 3, 6A and item 9.

* + 1. **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- Proposed to retain the committee as it exists. comprising of Cllr F Belgrove, Cllr E Osborne, Cllr L Belgrove, Cllr R Swash, Cllr A Broom, Cllr A Wiggins.

2: Planning Committee- As it exists it is short a councillor, comprising currently of Cllr E Osborne, Cllr J Housden, Cllr S Clark, Cllr A Wiggins, Cllr A Broom. Cllr V dalzell agrees to join the planning committee.

3: Personnel Committee- As it exists it comprises Cllr F Belgrove, Cllr L Belgrove, Cllr J Housden, Cllr J Claremont-Brown, Cllr A Wiggins.

4: Council to elect local Tree Warden (Councillor or resident) to be the reporting link on tree issues. Previously this was Cllr S Hammick but who is no longer a councillor or resident. Cllr G scott accepts the role as a temporary measure.

5: Council to elect a Transport representative (buses and bus stops) to attend meetings with ECC and bus companies and report to Council). Previously a role undertaken by Cllr F Belgrove. Cllr G Scott proposes Cllr V Dalzell, who graciously accepts the role given his extensive transport experience through his work.

* + 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.

Cllr G Scott proposes, Cllr J Housden seconds, Carried.

* + 1. **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.

Proposed Cllr S Clark, Seconded Cllr E Osborne. Carried.

* + 1. **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.

The clerk presents a video to council. The council 100% supports the venture. Cllr E Osborne supports the project wholeheartedly having been involved in its original build. Cllr G scott also supports fully and promises to bring the project to the attention of District Councillor M Barry.

Need is discussed with a figure of £42,000 to £50, 00 for phase one recommissioning. And £82,000 to £90,000 to come up to Government spec and to be heated. Council discussed seeking a deed of variation in relation to S106 money.

Proposed by Cllr E Osborne for the Parish Council to fully support the reinstatement of the schools swimming pool. Seconded Cllr A Broom. Carried

* + 1. **Policing:**

(i) Community Special Constable: Update on procurement of a Special Constable to support our PCSO. Cllr F Belgrove states that we have received an application, and it is up to Essex Police to determine an appointment. Still some way to go but it is progressing.

(ii) Update on the deployment of PCSO Julia Brandon. Chairman Cllr F Belgrove introduces, stating that the PCSO is scheduled to return to work circa 21st June 2023. Clerk explains the discussion with Essex Police and invoicing for her services, reading an email exchange with Essex Police regarding invoicing and payment.

Cllr V Dalzell comments: As taxpayers we all pay for policing in any case, and that the savings of thousands that the PCSO provides is subjective against what the Parish Council pays out, of circa £18,000 per annum, representing approximately 20% of the precept, and which at best could be considered cost neutral. Cllr Dalzell questions the evidence of the PCSO’s value to the council tax base.

* + 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.

Cllr F Belgrove introduces the item and mentions a potential location, subject to Essex County Council Highways approval and then subject to residents consultation.

Cllr G Scott makes another suggestion to replace the 1953 Queen Elizabeth Coronation Tree at the Pointer (which was felled in a storm). Cllr F Belgrove suggests that overhead cables are a concern as is the distance from the centre of the highway.  
  
Cllr F Belgrove asks for councils approval to attempt the application with Essex Highways.  
  
Cllr E Osborne Proposes, Cllr S Clark seconds, carried.

* + 1. **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.

Cllr G Scott raised the matter at a previous meeting. Cllr F Belgrove seeks full council approval for the above resolution. Cllr G Scott proposes, seconded Cllr E Osborne. Carried.

* + 1. **PCSO/Police Report**. Covered by item 130.
    2. **Clerks Report**. The clerk delivers a comprehensive verbal report to council of actions taken on behalf of council during May.
    3. **Meeting Ends** 21:33 hrs

Prepared by the Clerk/Proper Officer: *Matt Cooke* Date: 28.06.23.

Signed: Date: 05.07.23