**ALRESFORD PARISH COUNCIL**

**Annual Parish Council Meeting**

**Minutes of the Annual Parish Council Meeting (held by telephone conference) on 5th May 2021**

**Cllrs. present (remote attendance):** Cllr. F. Belgrove (Chairman), Cllr. Osborne, Cllr. Wiggins, Cllr. Hammick, Cllr. Clark, Cllr. Housden, Cllr. Swash, Cllr. Scott, Cllr. Claremont-Brown, Cllr. Broom and Cllr. L. Belgrove.

**Also present (remote attendance):** Parish Clerk, and 1 member of the public.

 **Minutes**

**05.21.1835 Election of Chairman**

No other nominations came forward. Cllr. F. Belgrove proposed that he would like to remain as Chairman, the council agreed. Cllr. F. Belgrove was elected as Chairman.

**05.21.1836 Declaration of Acceptance of Office**

Cllr. F. Belgrove read out the declaration which would be signed and returned to the Clerk.

**05.21.1837 Election of Vice-Chairman**

No other nominations came forward. Cllr. Osborne proposed that he would like to remain as Vice-Chairman, all in favour. Cllr. Osborne was elected as Vice-Chairman.

**05.21.1838 Declaration of Acceptance of Office**

Cllr. Osborne read out the declaration which would be signed and returned to the Clerk.

**05.21.1839 Apologies for Absence**

There were none.

**05.21.1840 Declarations of Interest**

There were none.

**05.21.1841** **Minutes of the last monthly meeting**

The minutes of the meeting from 7th April 2021 were agreed. All in favour.

**05.21.1842 Public Forum** (members of the public and guests can submit written questions/statements). Time limit 3 mins per person. Item limited to 10 minutes.

No questions.

**05.21.1843 Finance**

i) April Finance Report - Council approved.

a. Pressure washer approved in between meetings by the Finance Committee

b. £8000 TDC item 3 Cllr. Wiggins and Cllr. Scott declared an interest

c. Item 20 Playing field typo corrected

Report approved. **RESOLVED**

ii) Resolution: It was resolved that delegation to the Finance Committee for approval of Finance report/payments would be undertaken by email in the event any future full Parish Council meeting was postponed or cancelled. Remove ‘or remote meetings’ as not relevant now.

**RESOLVED**

iii) Resolution: It was resolved that the Finance Committee would be delegated the power to select a suitable bank for a secondary bank account.

Cllr. Swash declared an interest, as did Cllr. Osborne, Cllr. L. Belgrove and Cllr. F. Belgrove.

**RESOLVED**

**Action: Finance Committee to look into obtaining a secondary bank account.**

**05.21.1844 New planning applications:**

i) 21/00526/FUL Mr Ian Wright Proposed new porch to front of house and rear single storey living space with new windows and new cladding 99 Wivenhoe Road Alresford Colchester Essex CO7 8AG

Comments: No objection.

ii) 21/00602/FUL Mr J Pryke Erection of single storey side and rear extensions 17 Hawkins Road Alresford Colchester Essex CO7 8ED

Comments: No objection.

**Action: Clerk to update TDC Planning Portal.**

**05.21.1846 Appointment of Committee**

i) Finance Committee – Cllrs. F. Belgrove, L. Belgrove, Swash, Wiggins, Broom, Osborne and Clark

ii) Planning Committee – Cllrs. Osborne, Wiggins, Housden & Clark

iii) Personnel Committee – Cllrs. F. Belgrove, L. Belgrove, Wiggins, Housden and Claremont-Brown

iv) Pavilion Management (to be outlined in License terms) – Clerk, Cllrs. F. Belgrove, Wiggins, L. Belgrove and Osborne.

**Action: Clerk to update website.**

**05.21.1847 Appointments to Working Parties**

i) Allotments – Cllrs. F. Belgrove, Hammick, L. Belgrove and Osborne

ii) Environment (for footpaths/public realm) – Cllrs. F. Belgrove, L. Belgrove, Swash, Hammick, Osborne, Claremont-Brown and Scott.

iii) Highways – Cllrs. F. Belgrove, L. Belgrove, Osborne and Housden

iv) Climate change/Community Wellbeing – Cllrs. Hammick, Scott and Claremont-Brown.

**Action: Clerk to update website.**

**05.21.1848 Information only item**

Other individual and working party appointments to be made at a future meeting. **NOTED.**

**05.21.1849 Annual Governance review**

Council to consider review recommendation from the Clerk for the following documents, in-line with internal audit requirements;Standing Orders, Finance Regulations, Insurance, Risk Assessment, Code of Conduct, Publication Scheme and Asset Register.

The Clerk confirmed that she had reviewed the above documents, no changes were made only update of review dates. The Clerk did confirm that a new Code of Conduct was due soon. **RESOLVED**

The Clerk proposed that Heelis and Lodge be used for the 2020-2021 audit. Proposed date for audit was 11th June 2021. It was agreed to proceed with Heelis & Lodge on the date specified. All in favour. **RESOLVED**

**05.21.1850 Neighbourhood Plan update**

Cllr. Clark reported. Tendring District Council were responsible for getting the Neighbourhood Plan through the examination. A further consultation was carried out, Historic England required more information around the Non-Designated Historic Buildings Policy, but apart from that no further comments had been returned. The plan can now move forward to the final stage and be reassessed by the examiner. Hoping for completion by the end of May 2021.

**05.21.1851 Taylor Wimpey – Staunton Gate**

*Council to approve license arrangements to enable Alresford Parish Council to maintain public open spaces (allotments, play area etc).*

Cllr. F. Belgrove explained the item. Temporary arrangement agreed until taken on as freehold as recommended by the Parish Council solicitor. Caveat suggested regarding arrangements.

The majority of councillors agreed to proceeding, 2 councillors asked for it to be delayed. **RESOLVED**

**05.21.1852 Project updates**

*i) Bench and disabled viewing area at Alresford Creek (includes funding information).*

Donation received by film company. Plaques to be paid for by the Parish Council.

**05.21.1853 Flower beds at Station Road**

*Resolution: It is resolved that £100 is budgeted for mulch and some replacement bedding plants.*

Cllr. Hammick and Cllr. F. Belgrove declared an interest. **RESOLVED**

**05.21.1854 Council to consider request from ACRFC (Football Club) for permission to erect temporary fabric covering for part of Pavilion patio area.**

Cllr. L. Belgrove abstained, otherwise in favour. **RESOLVED**

**05.21.1855 Road safety surveys Cockaynes Lane and B1027 (Alresford)**

Following receipt of quotation. Resolution: It was resolved that Alresford Parish Council budgets £3500 towards obtaining independent reports from a specialist consultancy.

**RESOLVED**

**05.21.1856 Subscription fees**

Request from EALC for payment of subscription (£530). Resolution: It was resolved that Alresford Parish Council obtained a service agreement (for audit purposes) from the EALC prior to making payment.

Once an agreement had been put in writing then an item for the next agenda would be discussed before paying the fees. **RESOLVED**

**Action: A draft response to be put together then present at next meeting for approval.**

**05.21.1857 Essex Minerals and Waste (current consultation) response by Alresford Parish Council – information item.**

Cllr. Clark reported. Agenda item requested regarding Brett Aggregates for June 2021 meeting.

**05.21.1858 COVID-19 update**

Face to face meetings would be taking place from June 2021.

**05.21.1859 District Councillor’s report (Written Report) and 3 min verbal report**

See report appendix 1.

**05.21.1860 Essex County Councillor Report (Written Report) and 3 min verbal report**

No written report due to ECC Elections.

**05.21.1861 Council to consider reimbursement of conference call charges for 5th May 2021 meeting**

Agreed. **RESOLVED**

**05.21.1862 PCSO report**

No report.

**05.21.1863 Councillor’s to raise any matters they feel should be brought to the attention of the Council** (1 minute each councillor).

Cllr. Swash – General concern as several break-ins reported around the village.

Cllr. Scott – Corner of Cockaynes Lane and Station Road, vehicles parking on or near the bend, safety and visual issues/concerns for drivers.

Cllr. Housden – Milestone, has it been reinstated yet.

Cllr. Osborne – Community Reach, photos for where money was spent.

Cllr. L. Belgrove – Special Police Constable in addition to PCSO suggested. Cllr. L. Belgrove would look into, also electronic booking system, both items for next agenda.

**05.21.1864 Meeting closed at 21.17pm**

Chairman/Vice Chairman signed:…………………………………… Date:…………………………

**Appendix 1**

**District Councillor report – May 2021**

**Tendring**

Last week Full Council took place and Councillor Jeff Bray was voted in as Chairman and Cllr Peter Harris was voted in as Vice Chair for the year. Thanks were given to the outgoing Chairman Cllr Dan Land who had carried out his duties for two years due to the Pandemic.

I have attended Standards Committee.

I attended a training session on Planning given by Graham Nourse, of the Planning Dept.

I attended an All Members Briefing on Council House voids.

Ian Davidson continues to email out the latest Covid information.

**Alresford**

We continue to give out recycling boxes and deliver medicines to residents.

We met with an Officer from TDC on Cockaynes Lane South to show him the concerns that residents had told us about.

We have been contacted about the boundary of the properties on Cockaynes Lane North behind the bungalows.

We have been contacted by Alresford residents with reference to the Chase being rebuilt (in the Parish of Elmstead Market). This is still ongoing.

**Essex County Council report/notes – May 2021**

Due to the ECC Elections there was no report.