

ALRESFORD PARISH COUNCIL

Parish Council Meeting

Minutes of the Parish Council Meeting held on 1st September 2021 at 7.30pm in the Pavilion, Ford Lane, Alresford

Cllrs. present: Cllr. F Belgrove (Chairman), Cllr. Osborne, Cllr. L Belgrove, Cllr. Scott, Cllr. Hammick, Cllr. Housden, Cllr. Wiggins (arrived late from another meeting) and Cllr. Broom.

Also present: Parish Clerk, Cty. Cllr. Goggin and 3 members of the public.

Announcements:

1. Alresford Neighbourhood Plan – The referendum is to be held on the 9th September. If anyone has not received their polling card the latest they can contact TDC is Friday 3rd September.
2. Lawford PC has donated a mobile VAS and we have sent a letter of thanks.
3. Charlie Day sends her best wishes and is going to work for the Chelmsford Diocese.
4. Acting Chief Inspector Martin Richards, The District Commander, will be attending the next PC meeting in October.

09.21.1935 Apologies for Absence

Cllrs. Clark, Claremont-Brown and Swash sent their apologies.

09.21.1936 Declarations of Interest

Cllr. Scott declared an interest in items 09.21.1948 and 09.21.1953.

Cllr. Broom declared an interest in item 09.21.1943i)

09.21.1937 Minutes of the last monthly meeting

The minutes of the meeting from 4th August 2021 were agreed, subject to the removal of the word “annual” in the title. Cllr. Scott proposed and Cllr. Broom seconded. 6 in favour 1 abstention (Cllr. L Belgrove due to not attending the meeting).

Action: Minutes to be added to the Parish Council website.

09.21.1938 Public Forum (members of the public and guests can address the council – social distancing restrictions apply). Time limit 3 mins per person. Item limited to 10 minutes.

No public speaking.

09.21.1939 Finance

i) August Finance Report - Council to review and approve.

Cllr. F Belgrove reported that the monthly payment for zoom has now been cancelled.

Cllr. Osborne proposed, Cllr. Broom seconded, all in favour.

ii) Update on any other financial matters.

Mrs Baxter reported that we were asked by PKF Littlejohn LLP (our external auditor) why there was a gap between the date of approval of the Annual Return and the commencement of the public rights period. She has responded that it was to allow for the internal audit to be conducted and a review of the internal audit report to take place.

09.21.1940 Personnel announcement: Appointment of Clerk/Proper Officer.

Cllr. F Belgrove reported that Mr Matthew Cook has been appointed, with a 6-month probationary period. He will be starting next week and receive an induction and training. The Personnel Committee and Cllr. Osborne were thanked for their time on the recruitment process.

09.21.1941 Planning.

i) Report on changes to Tendring District Council's planning procedures as regards consulting Town and Parish Councils.

We are now receiving notifications of planning applications by e-mail. We are getting a lot of licensing applications for other areas and the planning website is difficult to get onto at times.

Action: Cllr. Scott will contact TDC about these matters.

Cllrs. Scott and Wiggins are concerned that if a council is against an application, they may ask to have that application called in, but miss the deadline for the call-in period because it is different to the comments' deadline.

Action: Cllr. Scott will raise this at the next group leaders meeting.

ii) Applications:

APPLICATION NO: 21/01383/VOC

PROPOSAL: Variation of condition 1 of reserved matters application 17/01214/DETAIL (erection of 8 no. detached dwellings) to include amended proposed site plan.

LOCATION: Land at Tenpenny Farm North off St Osyth Road Alresford Essex

Cllr. Wiggins arrived.

No objections as the changes are minor. Cllr. Osborne proposed, Cllr. Scott seconded, all in favour.

09.21.1942 Essex Police - Special Police Constable

Report on progress in recruiting a Community Special Police Constable for Alresford.

Cllr. F Belgrove reported that we have registered with Essex Police and advertised the role. The District Commandeer will speak about that and the PCSO situation when he attends our meeting next month.

09.21.1943 Updates

i) Brett Aggregates haul road and Marsh Farm PRow (bridle path). Item requested by Cllr. Broom.

Cllr. Broom reported that new signs have been installed asking drivers to respect the community which have made a slight difference. A camera was also installed on the bridle path, but it went missing after 7 days. Brett have been in correspondence with Cllr. F. Belgrove regarding the camera. Brett did a sound survey on the 12 August, but we have not received the details yet. It has been found in a 1995 agreement that Brett got planning permission for access to the Alresford-Wivenhoe Road with the condition that they did not drive through Alresford. It was discussed that councillors strongly supported Cllr. Broom and also that the day of the sound check saw fewer vehicles and they were going more slowly. It was suggested that we contact environmental services at TDC which has sound equipment. Or to think about putting the VAS on the private road with Brett's permission.

Action: Cllr. Broom to liaise with the minerals and waste working party.

ii) Alresford Station House and Community Garden. Visit to Alresford by Government Minister.

Cllr. F Belgrove reported that the Minister of State for Transport, Rt Hon Chris Heaton-Harris and ecology enthusiast, Lord Somer-Leyton, attended the Station Adopters' event. Other matters were raised at the event including the station home purchase, the speed limit on the B1027 and the quarry.

Cllr. Hammick reported that there will be another event to promote the station house project on the 11th September.

iii) Colchester/Tendring borders Garden Community and the Local Plan.

This was held over at Cllr. Clark's request as he was unable to attend.

vi) Kerb stone re-instatement on numerous Alresford roads – quotations.

Under devolution we are able to do some work on this. Colne Contractors have looked at the roads and will quote for a linear measurement to cover a number of roads. They have the required highways licenses. Different roads were discussed as needing work.

Action: To decide which roads will receive kerb stone reinstatement once the quote has been received.

v) Handyman – tasks completed.

Mr Thompson has done really well; he's done an excellent job on the fence at the old Church, installing a bin on Wivenhoe Road, and lots of other jobs.

09.21.1944 Highways Devolution

Signage renovation project report.

Instant Image has been instructed to do the work and has priced it initially at £750.

09.21.1945 Pavilion Lighting

Council is requested to approve an expenditure of approx. £300 for labour charges to fit LED lighting in Pavilion changing rooms. Approval also requested of approx. £220 spend to fit new emergency light fitting in main meeting room.

Cllr. F Belgrove clarified that we have already got the fittings, the above costings are for labour only.

The £300 was agreed. Cllr. L Belgrove proposed, Cllr. Scott seconded, all in favour.

There is a light out in the meeting room which will be changed, and all lights will be replaced with LEDs.

The £220 was agreed. Cllr. Scott proposed, Cllr. Housden seconded, all in favour.

Action: Cllr. F Belgrove to inform our contractor.

09.21.1946 Cockaynes Lane. Highway consultant's report.

Proposal: Alresford Parish Council to apply to Essex County Council Highways (via the Tendring Local Highways Panel) for Cockaynes Lane to have a 20mph speed limit and/or be designated as a Quiet Lane.

A quiet lane would mean 2 signs to say this is a quiet lane; HGVs are still allowed to access (e.g., for the industrial unit on Cockaynes Lane). It was suggested that we have a "pedestrians – please slow down" sign instead. It was discussed that something is needed as the lane is narrow and used by walkers, cyclists and runners.

Action: This will need to be looked at again for a LHP application.

09.21.1947 Council to consider obtaining quotations for the following:

i) 3 G sports surface installation - to be located adjacent to hard court.

It was discussed that although 3G is very good it is very expensive. Grants could be sought from the football foundation and Cllr. Scott suggested speaking to Ian Davidson regarding the Sports England funding which is coming from the sugar tax.

ii) Re-surfacing of hard court.

It's being well used so should be done.

Actions for i) and ii): Obtain quotes and Cllr. Scott to make enquiries about the Sports England funding. On advice from RFO following the meeting estimates only to be obtained at this stage.

09.21.1948 Luncheon Club. Council to consider a request for funding from the Autumn Centre for the Luncheon Club as this service is due to resume this month. Requested amount £2500. (Note: Certain procedures for grant applications would need to be followed if the requested amount or a smaller grant amount is approved).

Cllr. Scott explained that the club has been going for more than 30 years providing lunches for vulnerable adults but was on the verge of collapse last year. They will be getting it going again but there will be a lot of up-front costs. They have received a grant from Brightlingsea Town Council.

It was discussed that the annual grant process will be in January/February, and some could be given now and some at that time. The club will need to go through the correct grant application procedure and provide all the requested information requested on the grant application form.

It was resolved that subject to the receipt of the required documentation along with the grant application form a £1,000 donation will be given at this stage. Cllr. Osborne proposed, Cllr. Broom Seconded, 5 in favour, 2 abstentions. (Cllr. Scott due to his interest in the item and Cllr. Housden.)

Action: To send the Luncheon Club the grant application form and guidance.

09.21.1949 Community Buildings Covid Safe Grant. Council to consider making a grant application to ECC in order to improve heating and ventilation of the Pavilion.

Cllr. F Belgrove explained that as the weather gets colder, we will have an issue with ventilation and keeping the doors open. As employees are present at meetings the Covid regulations say that there must be ventilation.

There were no objections to the above.

Action: Cllr. F Belgrove to apply for the grant.

09.21.1950 Tree/shrub works playing field. Proposal: Council to undertake maintenance works to a "Stags Horn" tree on boundary of playing field adjacent to Ford Lane property. Estimate of £250 for root restriction and canopy reduction (J's Garden Services).

It was agreed to do the above. Cllr. Osborne proposed, Cllr. Hammond seconded, all in favour.

Action: Inform J's Garden Services to do the works.

09.21.1951 Football club kits for ACRFC's partner club in Ghana. ACRFC asks if council could contribute to the cost of sending 4 kits to Alresford Colne Rangers FC Ghana. The cost is approximately £265, ACRFC will donate and there is other sponsorship.

Cllr. F Belgrove confirmed the legislation allowing the donation.

It was resolved to donate £50. Cllr. Scott proposed, Cllr. Hammond seconded, all in favour.

Action: To pay ACRFC £50

09.21.1952 Financial Regulations. To consider a revision to item 4 of the Financial Regulations "Budgetary Control and authority to spend". Item 4.1 to add that the assistant clerk/RFO (as well as the clerk) may approve items below £500 in conjunction with the Chairman of the Council or Chairman of the appropriate committee. Item 4.5 to add that the assistant clerk/RFO (as well as the clerk) may authorize expenditure to a limit of £500 in cases of extreme risk to the delivery of council's services.

It was resolved to agree the above changes. Cllr. L Belgrove proposed, Cllr. Scott seconded, all in favour.

Action: RFO to update the Financial Regulations.

09.21.1953 District Councillor's report (Written Report) and 3 min verbal report

See appendix 1.

09.21.1954 Essex County Councillor Report (Written Report) and 3 min verbal report

See appendix 2.

09.21.1955 Meeting Ends

The meeting ended at 9.05pm

Chairman/Vice Chairman signed:..... Date:.....

Appendix 1

Alresford Parish Council – District Councillors’ Report September 2021

Tendring

The A120 has been litter picked again and we are told that it is a vast improvement.

TDC have had positive feedback from the public with regard to the Seafront Team.

There were about 160,000 people who came to watch the flying programme at Clacton over the weekend as part of the 150th Anniversary of Clacton.

Ian Davidson continues to email out the latest Covid information.

Alresford

We continue to give out recycling boxes and meet new residents on Cockaynes Lane North.

GS emptied the bins on the play area of the TW site.

I had an enquiry from a resident about what the planning permission along Main Road because he could not access it online – I was able to let him know.

I had Council tenant who got in touch about foul smelling rubbish that had been left by a previous tenant which I forwarded onto Tendring.

A resident who was building a structure in their garden has been told by TDC that it has to have a flat roof and meets with permitted development rights.

The Chase (which is in Elmstead Market) has had an Enforcement Notice served on it – it is expected that there will be appeal.

Gary and Ann Councillors for Alresford – September 2021

Appendix 2

Essex County Council report/notes – September 2021

AG notes:- Alresford w/c 30th Aug 2021- last meet 04/08/21	
1.	<p>Aug 9. Local resident of Thorrington request on facebook to AG to consider hedgehog signs at entrances and exits to B1027. Not specific to Alresford but just in case anybody asks. Request needs to be started by parish Council.</p> <p>Why are there road signs with hedgehogs on them?</p> <p>The sign serves to remind drivers of small mammals on roads, and protect dwindling populations of hedgehogs. Following the publication of research into hedgehog road mortality earlier this year, we have produced some guidance on placement of these road signs for local authorities.</p> <p>Hedgehog road signs - Hedgehog Street</p> <p>www.hedgehogstreet.org/hedgehog-road-signs/</p>
2.	<p>Aug 6. MP. Chris Heaton MP and minister at Dept for transport visits Alresford train station. He special responsibility for rail, cycling, and walking. AG invited. Good opportunity to question re scooters etc in Clacton & Colchester. Mentioned ferry at St.Osyth to Brightlingsea and problems of smaller villages such as in my patch where bus services limited.</p> <p>I felt a wonderful advert and opportunity for Alresford. Congratulations to all concerned and especially Frank for mentioning to a UK cabinet member about 30 MPH limits in Alresford!</p>
3.	<p>Aug 23. Meeting cabinet member for waste & recycling. Cllr. Buckley New ECC contract discussed</p>
4.	<p>Aug 26. Site meeting Colne academy. Safeguarding points from local residents around new extension. Many Alresford children attend.</p>
6.	<p>Aug. Monthly parish meetings for Brightlingsea, Thorrington St.Osyth & Great Bentley all now back to face to face but some persons with masks and socially distant. Appears to work well. Many conditions relaxed.</p>
7.	<p>Local Highways Panel. I thought that councillors might like to see the link to the Highways page which shows how defects are prioritised. See below note. Full details on line. How we prioritise highway issues - Essex County Council (essexhighways.org)</p>
8.	<p>May 27 2021. Member initiative relaunched. £10,000 available. Discuss what was learnt last time but also fresh opportunity to look at next local needs.</p>
<p>AG CONTACT POINTS:- 07860 519117 OR 01206 308023 cllr.alan.goggin@essex.gov.UK or alan@agoggin.co.uk FACEBOOK: - Alan Goggin Essex County Councillor - Established 1947</p>	

Risk Factor Score

The risk factor is the combination of consequence and likelihood assessments multiplied together. This will produce a range of scores from 1 to 16. It is this score that identifies the seriousness of the risk and consequently that appropriate level of response.

		Likelihood			
		High 4 (over 80%)	Medium 3 (61-80%)	Low 2 (41-60%)	Very Low 1 (up to 40%)
Consequence	Negligible 1	4	3	2	1
	Minor 2	8	6	4	2
	Noticeable 3	12	9	6	3
	Serious 4	16	12	8	4

Programmed repairs

The vast majority of reported defects are not assessed as urgent and are put into a programme of work. Following the risk assessment, the defect will be categorised from Priority 1 (S1) to Priority 4 (S4). The timescale for the repair depends on the risk assessment and which type of road the pothole is on – County Routes (A, B and some C roads) and Local Roads (majority of C and unclassified roads).