

# ALRESFORD PARISH COUNCIL

You are hereby summoned to attend  
The Annual Meeting<sup>1</sup> of Alresford Parish Council  
to be held in the Pavilion on Wednesday 7 May 2008 at 7.30pm  
for the purpose of transacting the following business:

Mrs J Pettitt Clerk to the Council, 1 May 2008

## AGENDA

**PUBLIC FORUM**: Members of the public are invited to address the Council for a maximum of three minutes from 7.30 until 7.45pm

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The meeting to be opened by the Chairman

**05.08.1**

**ELECTION OF CHAIRMAN<sup>2</sup>**

Chairman to sign Declaration of Acceptance of Office as Chairman

**05.08.2**

**ELECTION OF VICE-CHAIRMAN**

**05.08.3**

**TO ACCEPT APOLOGIES FOR ABSENCE<sup>3</sup>**

**05.08.4**

**TO RECEIVE ANNUAL REPORT – see Appendix 1**

**05.08.5**

**DECLARATION OF INTEREST IN ITEMS ON THE**

**AGENDA<sup>4</sup>**

**05.08.6**

**PREVIOUS MINUTES**

Minutes of the Parish Council Meeting held on Wednesday 4 April 2008 to be agreed and signed and matters arising to be considered :

(i) Ref : 04.08.16(ii) – *response from Sue Groves re mobile speed unit with mobile police van - “we carry the mobile speed unit and use it where appropriate and under the direction of officers working the area who express a need”*

(ii) Ref : 04.08.16 (iii) *partially demolished sub-station in Coach Road has now been fully demolished. No action taken*

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1 Local Government Act 1972, Schedule 12, Parts II and IV

2 Local Government Act 1972, ss 15(2) and 34(2)

3 Local Government Act 1972 Section 85(1) and (2)

4 Local Government Act 2000 Part III

**05.08.7 REVIEW AND ADOPTION OF FINANCIAL REGULATIONS, STANDING ORDERS AND REGISTER OF MEMBERS INTERESTS** - *please bring along your copies of these to the meeting and note any amendments you may wish to propose*

**05.08.8 APPOINTMENT OF INTERNAL AUDITOR**

**05.08.9 APPOINTMENT OF MEMBERS OF COMMITTEES AND WORKING PARTIES<sup>5</sup>**

Currently as follows :

**FINANCE** : Cllrs Coates, Wiggins, Carlsson Browne, Robinson and the clerk

**PLANNING** : Cllr Osborne, Robinson, Richards, Wiggins and Housden

**PLAYING FIELD AND VILLAGE HALL** : Cllrs Coates, Fairbanks, Robinson, Richards and Carlsson Browne

**COMMUNICATIONS** : Cllr Osborne, Barnes, Richards and Housden

**HIGHWAYS, STREET SIGNS AND LIGHTING** : Cllrs Osborne, Barnes and Fairbanks

**ENVIRONMENT, FOOTPATHS, TREES AND ALLOTMENTS**  
Cllrs Coates, Barnes and Housden

**HUMAN RESOURCES PERSONNEL AND TRAINING** : Cllrs Coates, Wiggins and the clerk

**HEALTH AND WELFARE** : Cllrs Coates, Wiggins and the clerk

**05.08.10 TO SET CHAIRMANS ALLOWANCE IN PURSUANCE OF SECTION 15(5) OF LGA 1972 and CONSIDERATION OF TDC PARISH REMUNERATION PANEL REPORT FOR 2008-9**  
*(circulated by e-mail 21.4.08)*

**05.08.11 TO RECEIVE AND APPROVE THE INVENTORY AND ASSET REGISTER OF COUNCIL PROPERTY** – see Appendix 2 (yellow)

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<sup>5</sup> Local Government Act 1972 ss 101-106 and Schedule 12, Parish and Community Councils (Committees) Regulations 1990 (SI No 2476)

**05.08.12 TO RECEIVE REPORT FROM COUNTY COUNCILLOR**  
**05.08.13 TO RECEIVE REPORT FROM DISTRICT COUNCILLOR**

**05.08.14 TO RECEIVE REPORT FROM PCSO**

**05.08.15 TO CONSIDER CORRESPONDENCE RECEIVED**

- (i) EALC – ECC Pensions
- (ii) M J Green re woodchip
- (iii) RoSPA – notification of playing field inspection
- (iv) Friends of Historic Essex – appeal
- (v) Carol Cook re Mr James
- (vi) Open Spaces Society – renewal application
- (vii) TDC Review of Licensing Policy (being circulated)
- (viii) ECC Re Essex Saver bus tickets
- (ix) ECC re Introduction of 1APP Application Forms (*passed to Cllr J Robinson for advice 14.4.08*)
- (x) Communities and local Government – re Planning and Energy Bill
- (xi) Network Rail re Timings
- (xii) Elysha Thompson re swings
- (xiii) Wilson Sports Services re Tennis Courts re-surfacing
- (xiv) TDC re Open Space Audit
- (xv) ECC re Ford Lane speed limit
- (xvi) Mrs Fitch
- (xvii) TDC re 21 The Heath Appeal
- (xviii) Alresford School re puddle outside school gates
- (xix) Open Spaces Society – Green Alert appeal
- (xx) ECC – Highway Rangers
- (xxi) EALC “Celebration of Quality in Essex”

**05.08.16 TO RECEIVE REPORTS FROM COMMITTEES AND WORKING PARTIES :**

- (i) **ENVIRONMENT, FOOTPATHS, TREES & ALLOTMENTS**
- (ii) **FINANCE**
- (iii) **PLAYING FIELD AND VILLAGE HALL –**
- (iv) **COMMUNICATIONS**
- (v) **HIGHWAYS AND FOOTPATHS**
- (vi) **PLANNING**
- (vii) **HUMAN RESOURCES, PERSONNEL AND TRAINING**
- (viii) **HEALTH AND WELFARE**
- (ix) **QUALITY COUNCIL**

**05.08.17 TO AGREE PAYMENTS AS LISTED BELOW :**

Clerk's salary and expenses (DD)	1260.82
NI	103.40
Just Lamps – Monthly maintenance	71.16
A & J Lighting – repairs to flood lights	1,909.38*
A & J Lighting – maintenance – March 2008	71.16
C & C Cleaning (invoice 1050 )	28.20
C & C Cleaning (invoice 1090 )	30.55
C & C Cleaning (invoice 1147)	30.55
C & C Cleaning (invoice 1210 )	28.20
C & C Cleaning (invoice 1261 )	28.20
EON – street lighting - March (DD)	122.40
EON – Pavilion and floodlighting (DD)	60.00
EPFA – entrance fee	10.00
Glasdon – picnic tables and benches	2073.11
EALC affiliation fee	400.67
Alresford Advertiser – March pages	25.00
N Fairbanks – fixing new benches	230.00
Wilson Sports Services – deposit	578.59
TCVS Affiliation fee	25.00
A & J Lighting – repairs	82.78
Queensbury – repair to bus shelter	271.88

\* NB this came in at £875 under budget!

**05.08.18 FINANCIAL STATEMENT**

To receive financial statement for March 2008 - see attached (*pink*)

**05.08.19 TO RECEIVE REPORTS OF MEETINGS AND COURSES**

**ATTENDED BY**

(i) Cllr Belgrove – East Essex Area Forum – 9 April –

(ii) Cllr Belgrove – Parish Project meeting - 10 April – see attached

(yellow)

**05.08.20 WEB SITE**

To consider any improvements that might be made to content and administration (ref : 04.08.16(ii))

**05.08.21 E-MAIL**

To consider protocols in relation to the using of e-mail as a communication tool (ref : 04.08.16(ii))

**05.08.22 AFFORDABLE RURAL HOUSING**

Report from Mrs Moore of ERHA - (*“Bernard Jenkin has done his stuff and written to the Chief Exec of Network Rail and Head of Corporate Affairs at National Express East Anglia. Have also heard from our original contact at Nat Express who says things are under way there (prior to the letters arriving!) so keep everything crossed.*

**05.08.23 BOUNTY FOR SPECIAL CONSTABLES**

To consider letter from Frinton and Walton Town Council – see attached (orange)

**05.08.24 GRASS CUTTING**

Review and update in the light of recent experiences

**05.08.25 ITEMS FOR INFORMATION ONLY AND ITEMS FOR**

**INCLUSION OF**

The next meeting of Alresford Parish Council will be held  
on Wednesday 6 June 2008 at 7.30pm in the Parish Council Pavilion

## **APPENDIX 1**

### **ANNUAL REPORT 2007-8**

These continue to be exciting times for parish councils and the councillors who are elected to them. One of the matters that the PC have been supporting over the last two years or so has been the Sustainable Communities Bill, which drew cross-party support and has now become law. It owes its place on the statute books to the support of not only government from all tiers from the bottom up, but also to 80 national organisations. The Act paves the way to giving local communities much greater influence over decisions that will shape their future and in October all local authorities will be invited to submit new ideas to promote more sustainable communities. If they take part in this, they must fulfil their obligations (and one of the criteria of Quality Councils) to consult locally. Interestingly, the new Act will also require the Government to break down all public expenditure in each area so that for the first time people will be able to see what is being spent in its name. The Act also allows local authorities to argue that resources be reallocated to fit local priorities. Nick Hurd MP, who sponsored the bill, says "This sows the seeds of a radical change in policy and how decisions get taken. However, for the Act to achieve its potential we need to make sure that communities and local authorities become involved. My message to its supporters is simple : pressure your council to opt in. Get involved with citizen panels and start to build campaigns for the changes you want to see. It is up to us".

Great opportunities are possible for creating communities where people feel valued, involved, safe and want to live and councillors are encouraged to embrace these opportunities and take up the challenges offered.

A major step forward for the council was achieved in June 2007 when the council was awarded Quality Council status and last years annual report won the EALC annual report competition.

The newly elected councillors have continued to meet monthly throughout the year and meetings were well attended, occasionally with members of the public being present. It is noticeable that public attendance continues to be when there are contentious matters on the agenda, but equally, there have been a few loyal regular members of the public who turn up out of interest and their support generates great encouragement for the council. The new system of allowing the public forum to be held at the beginning of the meeting rather than at the end seems to have proved popular and is certainly useful in keeping meetings to time! Councillors are always pleased to see parishioners at the meetings and are grateful to those who do come along and especially to those who lend their active support to the council.

The playing field and football pitches have continued to be used throughout the season and the playing field received another certificate of merit award in the Best Kept Playing Field competition run by Essex Playing Fields Association. As part of the programme of improvements for the childrens play area a new roundabout has been installed and the

swings were refurbished with anti-wrap chains. Sadly, our unfriendly neighbourhood vandals managed to ruin these very quickly by bending them around the top bar – this has rendering the swings totally unusable. We are currently in the process of working out with Wicksteed a more suitable option and hopefully this will be remedied before the summer is truly with us.

A weekend of vandalism in November left the village devastated. The street lamp at the War Memorial was destroyed and has had to be replaced at a cost to the Council of about £1,000. The dugouts on the playing field were also totally destroyed. Flood lights, bus stops, the new bus shelter and fences around the village were damaged and a trail of litter, broken glass and graffiti were spread around the village. Since then, police presence at weekends has been increased and a major effort on the part of the local community police team has been undertaken – with – so far – good results and a relatively quiet period. May this continue! However, over £4,000 has had to be spent in the last 12 months to repair these random acts of vandalism and this is, at about 17%, is a high proportion of the overall cost of running the council.

A decision to leave the hard court unlocked during the summer was successful and increased its use and since then it has remained unlocked throughout the winter months and apart from a bit of further unravelling of the fence – which is beyond repair anyway, there appears to have been no further damage. During May the hard court surface is to be totally refurbished and a grant for re-fencing is still being sought.

The notice board was again damaged and we are grateful to the Pine Shop for their kindness in supplying and installing a much strengthened and refurbished one for us.

The new hedging trees and plants around the perimeter of the playing field are growing well and really starting to thicken up now but access is still being made into the woods and beyond and only last week the fire brigade had to be called out to a fire which had been started in Cockaynes Wood.

The new bus shelter installed at the Ford Lane/Wivenhoe Road junction was damaged during the spate of vandalism in November but has now been repaired and is much appreciated by its users.

Our PCSO continues to be busy in her work, particularly in the community liaison aspects, and she, together with colleagues in other villages, are trying hard to get activities arranged for the young during the summer months. Signing up for the inter village seven a side football however, is slow and one wonders what exactly it is that is needed to generate some enthusiasm. Louise pays regular visits to the school and other organisations locally as well as to individuals and a series of regular surgeries in the church have been held throughout the year. These have not been particularly well attended, but as with PC meetings, when there has been trouble, people have made use of the facility.

Little progress has been made on the Affordable Rural Homes Scheme but it is hoped that further news of this will be available shortly.

Following on from the Parish Plan day which was held in the village hall in March 2007, the Parish Project Group was established and is moving forward with a range of initiatives and objectives with the support of an enthusiastic team of folk from the village which includes some members of the PC.

The council has continued to press Highways and the Police for an extension to the 40mph speed limit on the B1027 between Alresford and Thorrington and it would appear that progress on this may well be reported shortly! Meanwhile the 30mph speed limit in Ford Lane has been extended throughout its entire length and the new signs will be in place within the next few weeks.

Councillors have continued to attend training courses throughout the year to hone their skills and the Clerk has achieved her CiLCA (Certificate in Local Council Administration) and has embarked on further training via the University of Gloucester, which is being funded by EALC.

The scheme to provide additional street lighting at the entries to the village on the Main Road has proved problematical but the Clerk is continuing to negotiate with EDF Energy to try to get this put in place during the coming summer.

Grants to local organisations have again been made and have been gratefully received.

Although plans for the extension of the village hall with an upgrade to the changing rooms and facilities, the provision of a parish office and generally improved facilities for users of both the hall and pavilion have been further delayed and little progress has been made, it is hoped that this situation is about to improve and that a much more active year will be reported in the 2009 annual report!

Members of the council again took part in a village quiz organised by Horticultural Society in November and formed a team for the WI Quiz Night in March – both events proved extremely enjoyable.

Sadly, Councillor Dorothy Barnes moved away from the village last autumn and her active presence will be much missed. Fortunately for the Council and for the village, Mrs Linda Belgrove agreed to be co-opted to the Council in her place and has proved to be a great asset. Mr Belgrove, too, is proving to be a great support and has a personal mission to remove graffiti around the village and has also adopted the railway station, which is about to receive a major facelift at a community open day on 11 May.

New seats have now been installed at the War Memorial (in memory of the late David Fitch) and outside the shops (to replace the one that was damaged by a car last year), and two picnic tables are about to be put in place on the playing field.

Financially the Council has remained on a sound footing but costs have risen. However, these have been kept under control and the precept has only had to be increased this year by 2.14% (one of the lowest in Tendring DC) to cover rising costs generally.

Overall the Council has worked hard to continue to support the village and to provide the amenities and create the atmosphere that is such a valuable part of rural life.

### **WORKING PARTY AND COMMITTEE REPORTS**

(none submitted).

## APPENDIX 2

### ASSET REGISTER

#### PROPERTY

£ (approximate value)

Pavilion and Changing Rooms  
Car Park  
Grass verges and greenswards

131,000  
unknown  
unknown

#### GOODS AND CHATTELS

##### HARD COURT AND PLAYING FIELD :

Storage container	612
Sports equipment and flood lighting	14,000
Basket ball nets	2,000
Signs at entrance to playing field and hard court	200
Fencing around playing field and gates	20,000

##### PLAYGROUND EQUIPMENT :

large whirling platform	3,400
large 3 seat swings	1,500
small three seat swings	800
see saw	1,500
play equipment for under 10's	5,500
pedestal slide	2,300
mobile spring seat	750

##### OFFICE :

Computer, printer, scanner, laminator, filing cabinets, stationery and other office equipment, books etc	2,500
Computer Desk and chair	200

##### MISCELLANEOUS :

43 Footway lights	15,000
Village sign	345
Notice Board	500
War Memorial	unknown

Litter and dog waste bins	3,500
Various Memorial seats -	2,000
Chairman's chain of office	500
Bus Shelter at Pointer	4,000
Bus Shelter at Ford Lane/Wivenhoe Road	5,000
6 litter pickers, 4 heavy duty buckets and some black bin bags (stored in garage at 1 Laxton Road)	100

**Approximate of value of total assets : £217,208**

### APPENDIX 3

A meeting of the Planning Committee was held on 29 April to consider the following applications.

Present : Chairman, Cllr J Robinson, Cllr Ann Wiggins, Cllr J Richardson, Cllr J Housden, Cllr S Carlsson Browne, Cllr E Osborne and the Clerk.

Application Number and Applicant	Location	Proposal	Comments
08/00523/FUL Mr and Mrs Webster Letter dated : 24.4.08	186 Wivenhoe Road, Alresford	Change of use from dwelling to residential care home for persons with learning disabilities, including single storey extension to form additional bedrooms and lounge	For consideration at AGM
08/00242/FUL Mr K Rush Letter dated : 10.4.08	Dormers 196 Wivenhoe Road Alresford	First Floor extension, new garage and remodelling to provide two additional dwellings	Objection on the grounds of intensification of use and increased traffic which will exacerbate an already existing highway problem as the site is on a blind bend at the edge of a 30mph speed limit which is already a cause for concern.
08/00503/FUL Mr C Carroll Letter dated : 7.4.08	Land adjacent to 21 The Heath, Alresford	Retention of the existing stable block on the site	See comments below **

\*\* 21 The Heath – Retention of Stable Block

1. There is insufficient land for two horses. The British Horse Society recommendation for space for horses for grazing and paddocking is 1-1.5 acres per horse. The land in question is only .148 of an acre.
2. There is no access for the provision of fodder, bedding, emergency access or for the removal of waste products.
3. There is no provision for a foul drain for cleaning the stables or for surface water drainage either since the owner has filled in the medieval hump/ditch to the rear of the property in order to make up the stated width of the plot. This has removed a natural feature and there is therefore no natural drainage. As a result of this the land floods during heavy rainfall and consequently does

further damage to the trees on the rear boundary which are the subject of Tree Preservation Orders. The whole development and its proximity to them will materially effect the viability of these trees.

4. There are no details of any completion to the enclosure at the front boundary.
5. The site is in close proximity to a busy and noisy main road which will affect the safety and well being of the horses.
6. The development is very close to neighbouring properties.