

# ALRESFORD PARISH COUNCIL

Minutes of the meeting of Alresford Parish Council held on  
Wednesday 3 December 2008 in the Parish Council Pavilion

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**PUBLIC FORUM**: Five members of the public attended to report and speak on the following matters :

21 The Heath – a new drive way had been installed. TDC had been advised but no further progress on the enforcement action had been noted.

Complaints about the very bright lights at the Station and Coach Road crossings had been received and letters of complaint had been sent by residents and the Clerk. The lights had been adjusted but further complaints about the road works and general disturbance and disruption were reported. The Clerk was asked to write again to the Office of Rail Regulation, British Rail and Bernard Jenkins MP about these matters.

Bench outside shops : calls for this to be removed were made on behalf of shop owners because of the amount of nuisance and litter that it caused. The Council agreed to monitor the situation but were aware that there were many residents who used the seat and appreciated it being there.

Untaxed vehicles were being dumped on the land behind the shops. This caused problems and additional costs for the shop keepers when deliveries could not be made because of the lack of access. Cllr Osborne said that he would investigate the various procedures for dealing with this and report back. The Clerk to ask Cllr Carlsson Browne if he would establish the ownership of the land in question

It was noted that hedges along the Main Road between Coach Road and Station Road were in need of trimming and the Clerk was asked to write to Highways about this.

**ACTION : CLERK (x3) : CLLR CARLSSON BROWNE : CLLR OSBORNE**

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## **PCSO – ADDRESS BY SGT HASTINGS**

Sgt Hastings attended the meeting to answer any questions regarding the PCSO – her duties and responsibilities. Copies of various guidelines and responsibilities were passed to the Clerk who was asked to copy these to members of the Council. Sgt Hastings said that PCSO Cox was one of 5 PCSO's working from the Brightlingsea

station and that all match funded PCSO's (as in Alresford) spent 95% of their time in the villages to which they were assigned. Their powers were limited by design – to enable them to spend as much time on the beat as possible rather than doing the necessary administrative work associated with powers – but, he said, that these powers were being increased. PCSO's were expected to help at crime scenes and incidents of anti-social behaviour etc but that basically they were employed for reassurance, to develop good local knowledge and as a fast link between their communities and the main police force.

Cllr Osborne asked again why the patrol car seen at the car park on 31 October had not investigated what was happening on the playing field but was advised that no report had been received that there was anything untoward taking place on the playing field and that as the flood lights were on it was probably assumed that any activities on the field were legitimate and that there was therefore no reason to investigate.

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Members of the public and Sgt Hastings were thanked for their attendance and the full council meeting was opened by the Chairman.

Those in attendance were : Cllr J Coates, Chairman, Cllr Ann Wiggins, vice chairman, Cllr Linda Belgrove, Cllr N Fairbanks, Cllr E Osborne, Cllr C Barratt, Cllr J Housden, Cllr J Richards and Cllr H Green

#### **12.08.1 APOLOGIES FOR ABSENCE<sup>1</sup>**

Were received from Cllrs I Robinson and S Carlsson Browne

#### **12.08.2 DECLARATION OF INTEREST IN ITEMS ON THE AGENDA<sup>2</sup>**

Cllr Fairbanks declared an interest in item 12.08.09

#### **12.08.3 MINUTES OF PREVIOUS MEETINGS**

It was proposed by Cllr Wiggins, seconded by Cllr Housden and agreed that the Minutes of the meeting held on Wednesday 5 November 2008 be signed as a correct record. It was proposed by Cllr Green, seconded by Cllr Belgrove and agreed that the amended Minutes of the meeting held on Wednesday 1 October also be signed as a correct record.

Matters arising :

- (i) Anonymity issues (ref 11.08.19) – the Clerk confirmed that she had written as requested.

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

2 Local Government Act 2000 Part III

- (ii) Flood Lights (ref 11.08.21(ix)) – the Clerk confirmed that the time switch had been adjusted.

#### **12.08.4 REPORT FROM COUNTY COUNCILLOR**

Cllr D Robinson reported that the footpath and sluices towards Plumptions Farm were being moved as part of the improvements to the footpath and fencing and Cllr Barratt confirmed that he was aware of this. Cattle were to be grazed on the land adjacent to the footpath under new DEFRA guidelines necessitating the improvements to the footpath and fence. Cllr D Robinson also confirmed that he had been appointed as a governor on the NHS Mental Health Board. Cllr Green asked why the cats eyes had been removed along the B1027 near to Mitchells Farm Shop and Cllr D Robinson said that he would make enquiries. Cllr D Robinson then left the meeting to attend Thorrington Parish Council after wishing the Councillors well for Christmas and the New Year.

#### **12.08.5 REPORT FROM PCSO**

PCSO Cox was unable to attend the meeting but her report for the month was circulated to Councilors and a copy is attached at the end of these Minutes in the Minute Book.

#### **12.08.6 REPORT FROM DISTRICT COUNCILLOR**

Cllr Scott was unable to attend the meeting and had tendered his apologies to the Clerk.

#### **12.08.7 TO CONSIDER CORRESPONDENCE RECEIVED**

- (i) Asher Prior Bates – Voluntary registration of PC land – *The clerk to pass papers regarding this matter to playing field working party who would do some further research and report to the February meeting.*
- (ii) James Borrell – *to be asked to attend the Annual Parish Meeting, if he is available, to speak on his Leadership development Expedition to Norway which had been sponsored by some members of the Council.*
- (iii) Mainline Carpets re bench outside shops – *to be considered as part of item 20*
- (iv) First Buses re speeding through village – *a letter of apology had been received but no letter had been received from Cedrics – the Clerk was asked to chase them for a reply.*
- (v) Ramblers Association – *it was agreed that the subscription should not be renewed.*
- (vi) Mr Garrett re Coach Road crossing – *to be discussed under item 13*
- (vii) Network Rail re timings – *a further unsatisfactory letter had been received and Cllr Green offered to draft a response for the Clerk to send.*
- (viii) TDC re Community Recycling site – *TDC were to remind the contractors of their obligation to sweep the site of broken glass after emptying the bottle banks and the PC would monitor the situation.*
- (ix) AVHMC – teenage parties in Village Hall – AVHMC had written to confirm their decision that no further bookings for parties for the 13-25 age group would be taken. *The*

*Clerk was asked to write acknowledging this decision but saying that the the PC were sorry to hear about this and asking if there was any way they could assist with overcoming the problems encountered so that some parties could continue.*

(x) S M Holden – 118 Wivenhoe Road re Cherry Tree – *the Clerk to investigate what had been done in the past about this tree and report to a later meeting*

(xi) ECC – Certificate of Compliance re Aftercare Scheme at Church Farm, Alresford Creek - *noted*

### **ACTION : CLERK, CLLR GREEN**

#### **12.08.8 REPORTS FROM COMMITTEES AND WORKING PARTIES :**

(i) ENVIRONMENT, FOOTPATHS, TREES & ALLOTMENTS- no meeting

(ii) FINANCE - no meeting

(iii) PLAYING FIELD AND VILLAGE HALL – a meeting had been held at which Cllr Richards had been appointed chairman. New quotations for toddler play equipment from Wicksteeds had been received consisting of a Whirlybird Cockerel, a seesaw and Talking Flowers together with anti slip bases. The total sum involved was £7,229 and the Clerk was asked to seek a grant for this amount in order for the project to proceed. Quotations for fencing for the area had been received and were compared but it was difficult to get an exact comparison from the letters. Cllr Richards to seek samples.

(iv) COMMUNICATIONS – No meeting held but Cllr Osborne confirmed that the new edition of the Good Neighbour booklet was in hand and prices were being sought. Councillors were asked to confirm that their photographs could be used in the booklet.

(v) HIGHWAYS AND FOOTPATHS – no meeting

(vi) PLANNING - no meeting

(vii) HUMAN RESOURCES, PERSONNEL AND TRAINING - no meeting

(viii) GENERAL PURPOSES – no meeting but the Clerk to chase members for a meeting in January to discuss the setting up of a Youth Council

(ix) CCTV – members had met briefly with representatives from the Church and Village Hall Committee to view the new installation which was now up and running.

### **ACTION : CLERK : CLLR RICHARDS : CLLR OSBORNE**

#### **12.08.9 TO AGREE PAYMENTS AS LISTED BELOW :**

Clerk's salary and expenses (DD)	1260.82
NI	143.33
A & J Lighting –	
Monthly maintenance – October	71.16
A & J Lighting – call out – Worcester Crescent	52.88
A & J Lighting – call out – Coach/Wivenhoe Rd's	52.88
C & C Cleaning (invoice 2940)	84.60
C & C Cleaning (invoice 1815)	28.20
C & C Cleaning (invoice 3017)	28.20

C & C Cleaning (invoice 3096)	28.20
EON – street lighting – (DD)	122.00
EON – Pavilion/flood lights (DD)	60.00
TDC – Pavilion rates (DD)	57.00
ACRFC – pavilion repairs	150.00
ACRFC – pavilion and goal net repairs	48.30
Mr N Fairbanks – re Froggo bin	130.00
Travel – clerk	141.00
EALC invoice – Insurance Workshop	32.00
EALC – literature	30.00
SLCC/EALC/ETP Networking event	7.00
PC World – computer	424.98
Banner – printer cartridge	83.91
GCS Security Systems – CCTV	7,538.71
Alresford School (Christmas party fund)*	50.00
Brightlingsea Family Care " "	50.00

- contributions made to these events from Chairman's allowance

It was proposed by Cllr Housden, seconded by Cllr Wiggins and agreed that the above payments be made together with £1,100 to James Stimpson for the ground work involved with the installation of the CCTV cameras. The Clerk was asked to check the figures for the GCS account before paying.

**ACTION : CLERK**

**12.08.10 FINANCIAL STATEMENT**

It was proposed by Cllr Barratt, seconded by Cllr Wiggins and agreed that the financial statement for October 2008 be accepted.

**12.08.11 REPORTS OF MEETINGS AND COURSES ATTENDED BY MEMBERS SINCE THE LAST MEETING**

- (i) The Clerk advised that she had attended an Insurance Workshop at Great Dunmow and that a full report of this would be prepared for January.
- (ii) Cllr Housden advised that he had attended a Village and Community Halls Conference and would prepare a report for the January meeting.

**ACTION : CLERK, CLLR HOUSDEN**

**12.08.12 COMMUNITIES IN CONTROL : REAL PEOPLE, REALPOWER**

Cllr Belgrove had reviewed this document as requested and e-mailed it around to Councillors for their own individual responses.

**12.08.13 COACH ROAD CROSSING**

Complaints by residents regarding nuisance and light levels currently being experienced had been received both by letter and during the open forum at the beginning of the meeting. The Clerk confirmed that she had already written to the Office of Rail Regulation but was awaiting a response.

**12.08.14 LEVEL CROSSINGS**

Update on timings, closures etc. Following receipt of a further unsatisfactory response from Network Rail, Cllr Green to draft a further reply for the Clerk.

**ACTION : CLERK, CLLR GREEN**

**12.08.15 OVERNIGHT PARKING**

Three designs had been received and design 1 having been the majority preferred option, the Clerk was asked to obtain a price for this if possible in time for the January meeting.

**ACTION : CLERK**

**12.08.16 ENVIRONMENTAL ISSUES REGARDING BOATS**

Cllr Belgrove advised that a further boat had appeared at White House beach – this time filled with rubbish. She had had a meeting with a Councillor from Colchester who was monitoring the situation. Meanwhile the boat with the rubbish had departed but had left behind mooring lines and poles. The Clerk was asked to write to Mr Lynch advising him that boats moored for a length of time would eventually acquire mooring rights.

**ACTION : CLERK**

**12.08.17 AFFORDABLE RURAL HOUSING – UPDATE**

The Clerk had forwarded a report from ERH by e-mail and would chase then again for a report for January. No further progress was reported.

**ACTION : CLERK**

**12.08.19 DOG WASTE BINS**

The Clerk asked Councillors to consider where new bins should be sited and said that she would add the matter to the January agenda for a decision.

**ACTION : CLERK, ALL COUNCILLORS**

**12.08.20 BENCH OUTSIDE SHOPS**

Following complaints from shop owners and residents in the flats about the shops the Council considered the best course of action regarding removal or retention of bench outside shops in Station Road. It was known that this was appreciated by many residents especially disabled and elderly people as somewhere to sit whilst waiting for the level crossing gates to open or for resting whilst visiting the shops. Cllr Belgrove advised that she had visited the shops and spoken to the owners about their problems. Cllr Osborne proposed the removal of the bench. This was seconded by Cllr Belgrove. After discussion the Chairman called for a vote on the proposal. The motion was defeated by five votes to three with a decision to keep the matter under review and consider the situation again in March.

**ACTION : CLERK AND ALL COUNCILLORS**

**12.08.21 BONFIRE NIGHT 2009 - (Ref: 11.08.21(ii))**

This to be discussed further in January once the Clerk had heard from the insurers.

**ACTION : CLERK**

**12.08.22 COUNCILLOR RESPONSIBILITIES (ref 11.08.21 (v))**

Following an observation from Cllr Osborne that there appeared to be an imbalance between Councillors regarding the amount of duties undertaken, various matters concerning individual responsibilities for Councillors were discussed and the full list is attached at Appendix 1. Cllr Coates noted that the present Council was one of the best she had served with and included Councillors with a wide range of expertise and abilities.

**12.08.23 E-MAIL RESPONSES (Ref 11.08.221(x))**

A discussion in order to establish protocols for responding to e-mails took place. It was agreed that it should be stated in the subject line whether a response was needed to an e-mail or whether it was for information only.

**12.08.24 COURSES AVAILABLE**

A list of courses at EALC available in 2009 was circulated to Councillors with a request to let the Clerk know which she should book.

**12.08.25 ITEMS FOR INFORMATION ONLY AND ITEMS FOR INCLUSION ON NEXT AGENDA**

(i) Cllr Belgrove advised Councillors of the Essex Police Authority wish-list that was being circulated and asked them to complete a copy if they had any requests or suggestions.

(ii) It was noted that, despite their great weight, the picnic benches on the playing field were continually being moved onto the football pitches or in the way of the matches. It was therefore proposed that they be bolted down. Cllr Fairbanks said that he would look into this and liaise with the Clerk if additional earth anchors were needed.

(iii) The bench offered to the Council had been examined by Cllr Fairbanks. It would need to be stored somewhere where it could dry out prior to being renovated. Cllr Wiggins said it could be stored at Heath Farm House and Cllr Barratt could collect and deliver it. The Clerk to advise the donor accordingly.

(iv) The Clerk advised that a large drainage pipe had been installed apparently from Alresford Lodge running down through the fields and into the creek. No-one knew what this was for but Cllr Barratt agreed to investigate and report back to the January meeting. She had also received information about Yohey Awards for young people who have undertaken exceptional activities and it was agreed that she should nominate James Borrell from the village for this.

There being no further business the Chairman wished all Councillors and Happy Christmas and closed the meeting at 10.15pm.

**ACTION : CLERK : ALL COUNCILLORS, CLLR FAIRBANKS , CLLR BARRATT (X2)**

**The next meeting of Alresford Parish Council will be held  
on Wednesday 7 January 2009 at 7.30pm  
in the Parish Council Pavilion**

Further details of Council matters can be obtained from any Councillor,  
**or the Clerk on 825714**  
**or from the web site [www.alresford.org.uk](http://www.alresford.org.uk)**

## APPENDIX 1

# WORKING PARTIES AND COMMITTEES

### COMMITTEES :

**PLANNING :** Cllrs Osborne, Robinson, Richards, Wiggins, Carlsson Browne and Housden

CONTACT : Cllr Jim Robinson Tel : 823239

### WORKING PARTIES :

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

CONTACT : The Clerk Tel : 8257145

### **PLAYING FIELD AND VILLAGE HALL :**

Cllrs Coates, Fairbanks, Robinson, Richards and Carlsson Browne

CONTACT : Cllr Richards Tel : 824490

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

CONTACT : Cllr E Osborne Tel : 822168

### **HIGHWAYS, STREET SIGNS AND LIGHTING :**

Cllrs Osborne, Housden, Belgrove, Fairbanks

CONTACT : Cllr J Housden Tel : 827118

### **ENVIRONMENT, FOOTPATHS, TREES AND ALLOTMENTS**

Cllrs Coates, Green, Belgrove, Barrett and Housden

CONTACT : Cllr Barratt Tel : 827865

**HUMAN RESOURCES, PERSONNEL AND TRAINING :**

Cllrs Coates, Wiggins and the Clerk

CONTACT :           The Clerk                   Tel : 825714

**GENERAL PURPOSES :**

Cllrs Coates, Wiggins and the Clerk

CONTACT :           The Clerk                   Tel : 825174

**CCTV :**                   Cllrs Belgrove, Osborne, Fairbanks and Robinson

CONTACT :                                   Tel :

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The following Councillors also represent the Council on

**ALRESFORD YOUTH PROJECT (AYP)**

Cllrs Coates, Robinson, Carlsson Browne, Richards , Scott, Fairbanks and Wiggins

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The Councillor with special responsibility for street lighting is

**Cllr J Housden**

Tel : 827118

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