

ALRESFORD PARISH COUNCIL

Minutes of the
MEETING
of Alresford Parish Council held on
Wednesday 6 June 2007
in the Parish Council Pavilion

PRESENT : Cllr J Coates, Chairman, Cllr J Robinson, Cllr E Osborne .
Cllr J Housden, Cllr Ann Wiggins. Cllr S Carlsson Browne, Cllr
Dorothy Barnes, Cllr N Fairbanks Cllr Chris Barrett, Cllr Hedley
Green, the Clerk.

PUBLIC FORUM : Members of the public were invited to address the
Council for a maximum of three minutes from 7.30 until 7.45pm. Mrs
Linda Belgrove reported that she was aware that there were
developments regarding the traffic problems in Ford Lane but did not
have any details at present.

The meeting was opened by the Chairman who welcomed Councillors
and Mrs Belgrove and thanked them for their attendance.

06.07.1 APOLOGIES FOR ABSENCE¹

Were received from Cllr J Richards and Cllr D Robinson who was
unwell.

06.07.2 DECLARATION OF INTEREST IN ITEMS ON THE AGENDA²

Cllr N Fairbanks declared an interest in item 06.07.18

06.07.3 PREVIOUS MINUTES

It was proposed by Cllr J Robinson, seconded by Cllr Green and agreed
that the Minutes of the Parish Council Meeting held on Wednesday 9
May 2007 be agreed and signed as a correct record. The following
matters arising were considered :

(i) B1027 progress on petition - Cllr G Scott advised that he had
not yet been able to get this started but would do so over the next two

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

2 Local Government Act 2000 Part III

months.

(ii) 21 The Heath – progress report - Cllr G Scott had visited the Enforcement Officer at TDC to establish the situation but there had been no further progress.

(iii) Debris on B1027 - see PCSO report

06.07.4 REPORT FROM COUNTY COUNCILLOR

Cllr D Robinson was not able to attend the meeting due to ill health but had reported a quiet month at County level.

06.07.5 REPORT FROM DISTRICT COUNCILLOR

Cllr G Scott briefly described the constitution of the TDC administration following the changes after the local elections and advised that problems were still being experienced with speeding in the village and that complaints had been received about the standard of grass cutting and the surface of the tennis courts. Some pot holes around the village had been filled by ECC but others were appearing. Residents in the area had inquired about the ownership of the land behind Furze Crescent and The Chequers but it was not known by any of those present to whom this land belonged if it was not some part of British Rail. The Clerk would make some inquiries. Residents at Stable Cottage and the other cottages in that area were no longer getting their rubbish collected because the new vehicles used by Veolia were too big. Cllr Scott had approached Mr Derek Lowe who had agreed to cut some of the hedges back and he would continue to liaise with TDC and Veolia regarding this to ensure that rubbish was collected. Cllr Osborne commented on the number of kerbs coming away from pavements because of the weeds growing through and about the state of the ginnell between Ford Lane and De Staunton Close. The Clerk was asked to put these matters on the July agenda for consideration. The Clerk advised that new grass cutting contractors had been appointed following the resignation of Kendalls and that she had spend an hour with the leader of the team that morning going round showing him the various places that had to be cut and those which had been missed at the first cut. Some of the grass was now very long and it would be a while before this would start to look good but assurances had been given that the situation would improve. She would monitor the cutting very carefully over the next few weeks. A quotation had been received for new stops to be inserted in the holes where the tennis nets go on the hard court and work would be put in hand. A quotation for re-surfacing the whole area had been requested.

ACTION : CLERK : CLLR G SCOTT

06.07.6 REPORT FROM PCSO

PCSO Cox was unable to be present but had sent a report advising that occurrences in Alresford during May had included the following :

Theft from motor vehicle	1
RTC involving an animal	1
RTC - no injuries	1
RTC involving police vehicle	1
Nuisance youths	2
Arrest request	1
Attention required	1
Information received	2
Assault	1

Crime levels for the month in the area had been low but PCSO Cox was advising residents and children to be extra vigilant during the summer months regarding security, especially being careful to lock up unattended cycles. Unsecured motor vehicles were being monitored and owners were being contacted with advice about security.

Police/Parish Council surgeries were to commence on 7 June and would take place on -

14 June 10.00-11.00am
28 June 8.30 - 9.30pm
5 July 10.00 - 11.00am
19 July 8.30 - 9.30pm

All surgeries would take place in the Church except for 28 June when it would be held in the Pavilion.

PCSO Cox had contacted Wheelers regarding the debris on the B1027. The Yard Manager had been concerned at the allegation of un-netted vehicles losing scrap on the journey to the yard and would take appropriate action. Meanwhile residents were asked to report any further sightings including a description of the vehicle concerned, colour, registration etc and offending vehicles will be dealt with appropriately.

Two calls had been received during the month regarding youths using mini moto bikes on private land without permission and PCSO Cox asked for any further sightings to be reported to her. Finally PCSO Cox reported that PCSO Terry Fairweather was making progress following his recent injury but was still not back at work.

06.07.7 CORRESPONDENCE RECEIVED

- (i) Mrs J Hunter re Cockaynes Wood - this was noted and passed to the Clerk to hand over to Friends of Cockaynes Wood.
- (ii) TDC – Recycling Credits amounting to £375.82 were to be received for the first quarter of the year.
- (iii) Alresford Advertiser - a letter had been received from Mr Hester thanking the Council for the £500 grant received.
- (iv) TDC - re new Smokefree Regulations - the Clerk would get the necessary notices and put them up in the Pavilion.
- (v) Install Sports had advised that the surface of the hard court should be repaired sooner rather than later but meanwhile capping plates for the tennis post sockets could be provided at a cost of £20 each. The Clerk was asked to find out whether these were in anyway lockable - if they were, to put the work in hand. Otherwise to seek further instructions from Councillors.
- (vi) Mrs Crichton Stuart of Wivenhoe had written to ask if a memorial bench in memory of her late husband could be placed near to the woods bordering Alresford Grange. Cllr C Barrett would make inquiries of the landowner as this was not really a Parish Council matter.

ACTION : CLERK : CLLR C BARRETT

06.07.8 REPORTS FROM COMMITTEES & WORKING PARTIES:

- (i) **PLANNING** - *see appendix 1 - attached*
- (ii) **FINANCE** - *no meeting held*
- (iii) **PLAYING FIELD AND VILLAGE HALL** - *see Minutes of Extraordinary meeting - appendix 2*
- (iv) **COMMUNICATIONS** - *no meeting held but see 06.07.17*
- (v) **HIGHWAYS AND FOOTPATHS** - *no meeting held*
- (vi) **ENVIRONMENT, FOOTPATHS, TREES & ALLOTMENTS** - *no meeting held but one to be arranged before the July PC meeting.*
- (vii) **HUMAN RESOURCES, PERSONNEL AND TRAINING** - *A Report of the meeting held on 30 May had been circulated and would be discussed in camera at the end of the meeting.*
- (viii) **HEALTH AND WELFARE** - *no meeting held*
- (ix) **QUALITY COUNCIL** - *A meeting to be held on 12 June to finalise the submission for Quality Council status on 22 June which the Clerk had prepared.*

ACTION : CLERK : ENVIROMENT WP : QUALITY COUNCIL WP

06.07.9 MONTHLY PAYMENTS :

Clerk's salary and expenses (DD)	1069.64
NI	83.15
Just Lamps – maintenance - April	71.16
C & C Cleaning (invoice 8871)	28.20
C & C Cleaning (invoice 8923)	28.20
C & C Cleaning (invoice 9009)	28.20
C & C Cleaning (invoice 9085)	28.20
EON – street lighting – April (DD)	159.67
Powergen –	
Pavilion and floodlighting (DD)	50.00
Kendall Contract Services (May)	455.50
EALC Affiliation fee	389.71
EALC - Course fee (Clerk)	50.00
EALC - new Councillors courses	100.00
Shaw & Sons – P C Guide	2.75
Macemain Amstad – l	
itter bins and liners	708.06
Banner Business Supplies (ink)	93.41
EALC - New Councillor Packs	15.00
ACRFC - repairs to pavilion and pitch	339.90

It was proposed by Cllr J Housden, seconded by Cllr S Carlsson Browne and agreed that the above payments be made and cheques were duly signed by the chairman and vice-chairman.

ACTION : CLERK

06.07.10 FINANCIAL STATEMENT

It was proposed by Cllr Green, seconded by Cllr J Coates and agreed that the financial statement for April 2007 be accepted.

06.07.11 REPORTS OF MEETINGS AND COURSES ATTENDED

New Councillors Cllr H Green and Cllr C Barrett attended a New Councillors Course at Great Dunmow and reported that it had been well run, enjoyable, extremely useful and confidence building.

06.07.12 REVISIONS TO CODE OF CONDUCT

The proposed revisions to the Code of Conduct as recommended in the Local Authorities (Model Code of Conduct) Order 2007 (SI No 1159) issued by the Department for Communities and Local Government were reviewed. It was proposed by Cllr J Coates, seconded by Cllr D Barnes and agreed that these should be adopted.

The Clerk to provide each Councillor with a copy of the newly adopted code.

ACTION : CLERK

06.07.13 FORD AND COCKYNES LANE

The Clerk advised that correspondence had been received from both Bretts and ECC Highways regarding the problems with lorries using Ford Lane to access the gravel pits and getting stuck and that action was being taken by both these bodies to alleviate the situation.

06.07.14 FOUR YEAR PLAN

It was proposed by Cllr N Fairbanks, seconded by Cllr D Barnes and agreed that suggestions from various working parties regarding proposals for work and schemes to be undertaken during the next four years should be presented to the September meeting and the Clerk was instructed to add this to the agenda for that meeting.

ACTION : CLERK : ALL WORKING PARTIES

06.07.15 MEMORIAL PLAQUES FOR NEW BENCHES

Mrs Fitch had written to ask whether she could make a contribution of up to about £200 to the new bench at the War Memorial and that this could then be dedicated to the memory of the late David Fitch. This was agreed and the Clerk was asked to write to Mrs Fitch confirming it. The Clerk advised that she was seeking a grant for the bench. She was also advised by Cllr Green that she could also apply for grant funding from the British Legion at Elmstead and possibly Brightlingsea.

ACTION : CLERK

06.07.16 BROADBAND CONNECTION FOR CHAIRMAN

The Council again considered the possibility of connecting the Chairman's computer to broadband for ease of communication but the matter was unresolved and the Clerk was asked to take this matter forward to the July meeting. There was a general discussion of the inadequate broadband connection to the village and problems being encountered.

ACTION : CLERK

07.07.17 PARISH INFORMATION BOOKLET

Samples supplied by EALC were handed to the Communications Working Party to consider.

ACTION : COMMUNICATIONS WORKING PARTY

06.07.18 BUS SHELTER BY POINTER

Quotations for refurbishment were opened by the Chairman and it was agreed that the quotation from Mr Paul Egner should be accepted and the work put in hand as soon as possible.

ACTION : CLERK

06.07.19 LEVEL CROSSINGS ACT 1983 - COACH ROAD LEVEL CROSSING VARIATION ORDER

The clerk was instructed to respond to Network Rail regarding the Coach Road Level Crossing Variation Order in the terms of the extraordinary meeting held in May subject to confirmation being received regarding the length of time the barriers would remain closed at any one time.

ACTION : CLERK

06.07.20 PARISH PLAN

The Clerk was instructed to contact RCCE and ask them to set a date for meeting to establish Steering Group.

ACTION : CLERK

06.07.21 TRAINING

The Clerk advised Councillors of a training session on Community Led Planning and its links to Statutory Plans to be held at the RCCE offices at Feering on 23 June, and a Budget and Precept Course to be held at Great Dunmow on 12 September – no Councillors were available to attend either of these.

6. ITEMS FOR INFORMATION ONLY AND ITEMS FOR INCLUSION ON NEXT AGENDA

The Clerk reported that Mr Dave Hunt of Station Road had again asked whether the Council would consider removing the concrete

posts from around the grass outside the shops. The Clerk was asked to remind Mr Hunt that a decision had already been taken regarding this and advise that it remained unchanged. The Clerk also reported that one of the concrete posts beside the war memorial had been knocked over. Cllr Fairbanks said that he would take this away for safe keeping for the time being and it was agreed that the area would be reconsidered generally when the new bench was installed.

Cllr Osborne asked the Clerk to add feedback from organisations regarding the grants awarded from PC funds to the July Agenda.

Cllr J Robinson passed round Planning Questionnaires for completion by Councillors.

Cllr Fairbanks advised that he had established a new deal with the electricity company which should result in a 15-20% reduction in street lighting costs once the contract had been put in place. He was thanked for his efforts on this.

Cllr Housden asked the Clerk to contact ECC regarding the poor and inadequate cutting of verges along the B1027 in the area of his house and also asked her to write to TDC regarding the spate of Seawick Market signs which had again appeared along the B1027. He also drew the attention of Councillors to the revised scale of allowances that had been issued but it was agreed that in general, except for travel etc, it had been the tradition in Alresford that other allowances to Councillors would not be paid and that this should not be changed.

It was suggested by Mrs Belgrove that some of the funds received from Recycling could be used to pay for more litter clearing in the village and the Clerk was asked to add this to the July Agenda for consideration.

Finally, Councillors thanked Cllr J Coates for her hospitality at the recent Parish Council BBQ, and Mrs Coates closed the meeting to the public.

ACTION : CLERK : CLLR N FAIRBANKS

The next meeting of Alresford Parish Council will be held on Wednesday 4 July 2007 at 7.30pm in the Parish Council Pavilion

Further details of any Council matters can be obtained from any councillor, from the Clerk on 825714 or from the web site : www.alresford.org.uk

06.07.9(vii) see Appendix 3

The meeting continued in camera following the departure of members of the publish to discuss the following confidential item :

The Report of the meeting of the Human Resources, Personnel and Training Working Party was presented to the Council by the Chairman and Vice Chairman.

1. Amendments to the Clerk's Contract of Employment were proposed by the Working Party, seconded by Cllr Carlsson Browne and agreed.
2. Noted.
3. The proposal to increase the Clerks salary by an increment to reflect her CiLCA qualification was proposed by the Working Party, seconded by Cllr Fairbanks and agreed.
4. Consideration to paying an allowance to the Clerk for use of her home as an office would be made by the Finance Committee at the budget meeting in November.
5. A report of the Clerk's appraisal was given and it was proposed by Cllr Osborne, seconded by Cllr Carlsson Browne and agreed that the Clerk be asked to Minute the fact that her performance as Clerk was considered to be entirely satisfactory.

ACTION : CLERK : FINANCE WORKING PARTY

APPENDIX 1

A meeting of the Planning Committee of Alresford Parish Council was held on Wednesday 6 June in the Pavilion at 9.30pm.

In attendance were Cllr J Robinson (chairman), Cllr Ann Wiggins, Cllr S Carlsson Browne, Cllr E Osborne , Cllr J Richards, Cllr J Housden, the Clerk.

The following matters were considered and decisions taken and the Clerk was asked to convey the responses to TDC.

Application Number and Applicant	Location	Proposal	Comments
07/00770/FUL Mr and Mrs Kelly Letter dated:215.07	27 Coppice Road Alresford	Proposed single storey extension to form dining room and porch	No objection
07/00872/FUL HAVO Properties Ltd Letter dated: 31.5.07	Land adjacent to North Lodge, 34 Wivenhoe Road, Alresford	Proposed 2 bedroomed detached bungalow	No objection

Appendix 3

CONFIDENTIAL

Minutes of Meeting of the Human Resources, Personnel and Training Working Party held at 25 Station Road, on 30 May 2007.

In attendance were : Cllr J Coates - chairman; Cllr Ann Wiggins, and the Clerk.

1. A list of agreed revisions to Clerks' Contracts had been supplied by NALC and SLCC and were noted. It was proposed that these revisions should be recommended to full Council and that the Clerk should be asked to revise her contract accordingly.
2. It was noted that during the year January to December 2006 the Clerk had worked 1083.5 hours out of an agreed 1021 (22 hours per week less holidays and bank holidays) making the average working week just under 24 hours. The Clerk was not recommending a formal increase in working hours at present.
3. The Clerk advised that salary recommendations for the current year had not yet been agreed. 5% has been requested by SLCC but no advice had been received from NALC regarding final recommendations. It was understood that when the final figure was agreed (probably not before August) it would be recommended that this would be expected to be backdated to April. Meanwhile the clerk requested consideration of her entitlement to an increment reflecting her qualification under CiLCA taking her up to the substantive benchmark range and increasing her hourly rate to the recommended £12.84 per hour. This was within budget and it was agreed that the full Council should be asked to consider this.
4. It was noted that at present no allowance was made by the council to cover expenses incurred in using the clerk's home as an office (lighting, heating, additional insurance premium etc) and it was agreed that this should be put before the financial working party for consideration in future budgets.
5. A general review of work undertaken and appraisal was performed using a template supplied by Cllr Wiggins and was signed and agreed by those present.

ALRESFORD PARISH COUNCIL

Minutes of an Extraordinary Meeting of Alresford Parish Council held on Tuesday 22 May 2007 in the Parish Council Pavilion

In attendance were : Cllr J Coates - chairman; Cllr Ann Wiggins, Cllr D Barnes, Cllr J Housden, Cllr J Robinson, Cllr N Fairbanks, Cllr Green, Cllr S Carlsson Browne, Cllr E Osborne

1. APOLOGIES FOR ABSENCE

Were received from Cllr C Barrett and Cllr J Richards

2. RAILWAY AND CROSSING GATES

Consideration was given to plans received regarding the Network Rail Alresford Level Crossing Variation Order and the Network Rail Coach Road Level Crossing Variation Order. Gary England of Network Rail together with Mark Hills was in attendance at the meeting, speaking as project managers for new building and design projects in the Colchester area. They reported that the formal consultation process was commencing and that crossings were due to be changed over to the new system early in 2009. The project was reported to be making good progress. Cllr Green asked for confirmation of the longest time that the barriers could be expected to remain closed to pedestrians at any one time. Gary England said that he would look into the newest timetabling regarding this and respond in writing but that current guidelines were from 2.5 to 4.5 minutes. Cllr J Robinson asked for confirmation of the effect that a train failure could have if a train were to be stuck in the station. Mr England replied that priority was given to keeping the barriers open - within the necessary safety implications. In answer to further questions, Mr England advised that jobs would be created in Colchester and all local crossing keepers would be offered redeployment elsewhere unless they opted to take voluntary redundancy. No enforced redundancy was envisaged arising from the new scheme. Regarding Planning Permissions, councillors were advised that only one element was required and this had not yet been applied for. It concerned space for a vehicle to be parked adjacent to the mechanics shed in Coach Road. Plant screening of the mechanics shed buildings was discussed and a budget would be allowed to provide for this. Noise levels would be carefully monitored and were fully adjustable.

There being no further questions the Chairman thanked Mr England and Mr Hills for their attendance.

In response to the consultation Cllr Green proposed a response agreeing with the scheme in principle depending on the timing of the cloures which would be confirmed, and screening of the equipment buildings. This was seconded by Cllr J Robinson and agreed. The Clerk was instructed to respond by the deadline date of 31 May to this effect.

ACTION : CLERK

3. VILLAGE HALL - EXTENSION OF LEASE

Following a further meeting between members of the Parish Council, ACRFC and AVHMC at which it had been proposed that, in order to allow ACRFC to continue to use the facilities for the 2007-2008 season, an extension of the lease would be made by AVHMC to the Parish Council fur a further year from 1 November 2007 under the present terms and conditions, the Clerk was instructed to write to both ACRFC and AVHMC confirming the agreement of the Parish Council to this course of action. Meanwhile Cllr J Robinson would be prepared to prepare further plans and drawings and meeting to take the project further would recommence in the early autumn.

ACTION : CLERK

4. PLANNING MATTERS

The following planning applications were considered :

No objections were recorded regarding the Conservatory at 8 Wivenhoe Road.

Regarding the coppicing and felling of oaks at land adjacent to 21 Main Road, Cllr J Robinson had received details of a report into the condition of the trees in question and the Clerk was instructed to reply to the planning authority objecting to the application in the strongest possible terms. There was no evidence in the report that the trees needed to be felled and the Council considered that the poor condition record of the trees was due to illegal action on the part of the applicant in the first place and recommending that he be prosecuted for destroying protected trees.

ACTION : CLERK

There being no further business the Chairman closed the meeting at 9.00pm.