

# ALRESFORD PARISH COUNCIL

## MINUTES

of meeting held in the Pavilion on  
Wednesday 3 June 2009 at 7.30pm

**PUBLIC FORUM**: Three members of the public attended as observers.

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The meeting was opened by the Chairman.

**Present** : Cllr Joan Coates, chairman, Cllrs J Robinson, N Fairbanks, E Osborne, Ann Wiggins, J Housden, H Green, Linda Belgrove, C Barrett, Carlsson Browne and the Clerk. Also present were County Councillor Derek Robinson and District Councillor Gary Scott.

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

Received from Cllr J Richards

### **06.09.2 PREVIOUS MINUTES**

It was proposed by Cllr Barrett, seconded by Cllr Housden and agreed that the Minutes of the Parish Council Meeting held on Wednesday 6 May 2009 be agreed and signed as a correct record. The following matters arising were considered :

- i) Montessori Nursery re rose bed sponsorship Ref 04.09.7(x). The Clerk advised that Mrs Ward had offered to pay £100 towards the cost of the planning application. Councillors were in agreement that if Mrs Ward wished to pursue a planning application she should bear the whole cost as it would not be appropriate for the Parish Council to bear any costs incurred for the benefit of an individual or a single business. Cllr J Robinson advised that in order to put in a planning application there would be approximately 4 hours work involved in drawing up plans. This in itself could cost up to £400. The Clerk was instructed to advise Mrs Ward of this, and also advise her that Cllr Belgrove would investigate the process of sponsoring a flower tub at the railway station and pass details on. This however, might involve her in costs of £100 for a license and any other costs.
- ii) Storage container for youth club (ref 05.09.26(v)) - Cllr J Robinson advised that the Village Hall committee were not keen to see a storage container on the car park as this would reduce car parking space, The Council had been offered a 20' container free for a year and further site options were to be considered at the next meeting of the Playing Field working party.
- (iii) Queensbury – bus shelter repair quotation (ref 04.09.16) – the Clerk advised that a revised quotation had been received in the sum of £386.67. This would involve removing the remaining clear back panel

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

and using it to replace the panel at the front of the shelter and replacing the three lower back panels with galvanised panels. It was proposed by Cllr Carlsson Browne, seconded by Cllr Fairbanks and agreed that the Clerk accept the quotation, ask for the strongest possible fixings to be used and put the work in hand.

(iv) John Farrow at TDC re Section 106 (ref 05.09.15(xv)). The Clerk read the response from Mr Farrow regarding Section 106 monies and was instructed to write to Essex County Council for further details on the money related to gravel extractions.

### **ACTION : CLERK : PLAYING FIELD WORKING PARTY**

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

Cllr Belgrove declared an interest in items 15 and 26

#### **06.09.4 REPORT FROM PCSO**

PCSO Reports for May and June were circulated with the Agendas. Sergeant Darren Deex from Brightlingsea attended and introduced himself. Cllr Osborne proposed giving spare copies of the Good Neighbour booklet to the PCSO for distribution to new residents. This was agreed.

#### **06.09.5 REPORT FROM COUNTY COUNCILLOR**

Cllr Derek Robinson advised that he had attended the planning meeting regarding the proposed fishing facility at Plumpton's Farm on behalf of the Parish Council but that despite objections this had been permitted. Councillor Robinson was thanked for his efforts.

#### **06.09.6 REPORT FROM DISTRICT COUNCILLOR**

Cllr Scott advised that the money from the small grants scheme had been distributed. Councillors were advised that the light outside 1 Worcester Crescent was out and the Clerk was asked to report this. Cllr Scott reported on various changes at TDC and advised that he was now chairman of the Scrutiny Committee. The planning application for a care home at 186 Wivenhoe Road had been allowed. The Clerk was asked to speak to Kendalls about grass in Ash Road and arrange for this to be cut.

### **ACTION : CLERK**

Councillors Robinson and Scott were thanked for their attendance and left the meeting to attend elsewhere.

#### **06.09.7 CORRESPONDENCE RECEIVED**

- (i) Tiny Tots – letter thanking the PC for the recent donation
- (ii) TDC re TPO at 26 Station Road - noted
- (iii) TDC re fence at 58 Station Road – enforcement action to be taken.
- (iv) Bernard Jenkin MP re Sustainable Communities Act etc - noted
- (v) Bernard Jenkin MP re the Local Democracy, Economic Development and Construction Bill - noted
- (vi) Mrs Hedges re tree outside 6 Ash Road - Cllr Barrett to visit Mrs Hedges and look at tree in question

(vii) ECC re B1027 - Cllr Housden to look further into this. Cllr Belgrove reported concerns from the police at current levels of speeding. The matter to be considered by Highways working party. Clerk to pass B1027 papers to Cllr Housden for meeting.

(viii) Swim Park Essex – details of proposed new swimming pool at University – noted.

**ACTION : CLERK : HIGHWAYS WORKING PARTY :**

**CLLR BARRETT : CLLR HOUSDEN**

**06.09.8 APPOINTMENT OF MEMBERS OF COMMITTEES AND WORKING PARTIES<sup>3</sup>**

After adjustments had been made the working parties now to be as follows :

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

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

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

**COMMUNICATIONS and CCTV** : Cllrs Osborne, Richards, Belgrove, Housden, Green and Robinson

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

**ENVIRONMENT, FOOTPATHS, TREES AND ALLOTMENTS**

Cllrs Coates, Green, Belgrove, Barrett and Housden

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

**GENERAL PURPOSES** : Cllrs Coates, Wiggins and the Clerk

**06.09.9 REPORTS FROM COMMITTEES & WORKING PARTIES**

- (i) ENVIRONMENT, FOOTPATHS, TREES AND ALLOTMENTS – no meeting
- (ii) FINANCE – *see Appendix 1*
- (iii) PLAYING FIELD AND VILLAGE HALL – no meeting but see below \*
- (iv) COMMUNICATIONS and CCTV – no meeting but see below \*\*
- (v) HIGHWAYS – no meeting
- (vi) PLANNING - *see Appendix 2 \*\*\**
- (vii) HUMAN RESOURCES, PERSONNEL AND TRAINING – no meeting
- (viii) GENERAL PURPOSES – no meeting

\* Cllr J Robinson had produced plans for the Clerk to use to get in tenders for a concrete entrance at the new gateways to the hard court area and she was asked to contact local builders for tenders to be presented to the July meeting. More drawings had been prepared for the village hall alterations. Cllr Carlsson Browne advised that he had investigated the rateable value of the pavilion which had been set at £35psm whilst the

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3 Local Government Act 1972 ss 101-106 and Schedule 12, Parish and Community Councils (Committees) Regulations 1990 (SI No 2476)

village hall was rated at £10psm. A rebate could be anticipated regarding this. Cllr Carlsson Browne had also looked into the advice given by Birkett Long regarding the playing field boundary. Their advice, he felt, was unclear but his advice was that there was no obligation on the Parish Council to fence the playing field along the Crestlands Wood boundary. It was therefore proposed by Cllr Carlsson Browne, seconded by Cllr Fairbanks and agreed that no further action should be taken on this matter at the present time.

\*\* Cllr Robinson to let the clerk have details of two new CCTV cameras in order to get quotations. It was noted that the new edition of the Good Neighbours Guide had been distributed with the latest Advertiser and Cllr Osborn thanked Michael Hester and all those involved with its production and distribution. Copies of the Parish Council news sheet to be placed in The Pointer and also the mobile library and the Communications Working Party to look into the possibility of a wider distribution at their next meeting.

### **ACTION**

#### **CLERK : COMMUNICATIONS WORKING PARTY : CLLR ROBINSON**

\*\*\* At this stage the meeting was closed to allow for the planning meeting to take place following which the full PC meeting was re-convened.

#### **06.09.10 MONTHLY PAYMENTS AS LISTED BELOW :**

Clerk's salary	1289.09
NI	150.92
NI – underpayment from 2208/2009	45.00
A & J Lighting – monthly maintenance – April	76.48
EON– Flood Lighting – DD	60.00
EON – Street Lighting – DD	120.04
C&C Cleaning – Pavilion (Invoice 4660)	27.60
C&C Cleaning – Pavilion (Invoice 4613)	27.60
C&C Cleaning – Pavilion (Invoice 4708)	27.60
C&C Cleaning – Pavilion (Invoice 4750)	27.60
Carbonite on-line back up renewal	28.12
R J Osborn – Good Neighbour Booklet printing	385.00
EPFA – subscription renewal	25.00
Carol Osborne – re replacement tree	30.16
J Richards – re GX Networks Ltd – Web site Hosting	55.06
TCVS affiliation renewal	20.00
Kendall Contract Services – grass cutting	511.75

It was proposed by Cllr Robinson, seconded by Cllr Carlsson Browne and agreed that the payments be made.

### **ACTION : CLERK**

#### **06.09.11 FINANCIAL STATEMENT**

It was proposed by Cllr H Green, seconded by Cllr E Osborne and agreed that the financial statement for April 2009 be accepted.

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

- (i) Tendring Older Peoples Forum – Minutes of March Meeting – *see Appendix 3*
- (ii) TDALC – Minutes of March Meeting – *see Appendix 4*
- (iii) EALC Executive Meeting – Great Dunmow 124.5.09 – Clerk – papers to be circulated with PC mailing

**06.09.13 COURSES AVAILABLE**

- (i) Employment Issues – 19 June
- (ii) Freedom of Information Act and Data Protection Workshop – 16 June
- (iii) Statutory Planning – Advanced Councillor Training Day 4 – 25 June

The Clerk asked Councillors wishing to attend any of these courses to advise her as soon as possible.

**06.09.14 AFFORDABLE RURAL HOUSING PROJECT**

Update from Mrs Moore of ERH - please see Appendix 5, The Clerk was asked to chase Mrs Moor for details of the land owners of sites adjacent to Cockaynes Lane. Cllr Robinson to let Clerk have details of contact for Mr Greenstead.

**ACTION : CLERK : CLLR ROBINSON**

**06.09.15 WHITE HOUSE BEACH/ANTI-SOCIAL BEHAVIOUR ISSUES - NOTICE RE UNAUTHORISED CAMPING**

The provision of signs at White House Beach prohibiting unauthorised camping was agreed and the Clerk was asked to approach TDC to see if they had any signs which could be used, or to get quotations from Install Sports for 5 signs together with quotations for installation. The Clerk was also asked to order a new litter bin for Cockaynes Lane to replace the one that had been destroyed.

**ACTION : CLERK**

**06.09.16 BYE LAWS**

Cllr Barrett advised that he had been looking into the laws relating to bye-laws and that the Council was able to make such bye-laws in relation to its own property. He was asked to continue with his investigations and report back to a later meeting with proposals.

**ACTION : CLLR BARRETT**

**06.09.17 FIRE PROCEDURES**

Fire procedures were considered and Cllr J Robinson offered to be appointed as Fire Officer, arrange to have all doors unlocked at meetings to provide alternative exits and to bring a mobile phone to meetings to be used in case of an emergency.

**ACTION : CLLR J ROBINSON**

#### **06.09.18 YOUTH FOOTBALL**

Funding for a second youth football team had been requested and details circulated by the Clerk in e-mail dated 12.5.09. There would be enough players for 2 teams next year, but funding for kit and training for a manager would be needed. After discussion it was proposed by Cllr Green, seconded by Cllr Carlsson Browne and agreed that a loan of £500 should be made to the youth football team for their use whilst they pursued other funding. It was also proposed and agreed that the Clerk contact ACRFC and request details of their use of the football pitches for the season just ending, to arrange payment and ask them to consider paying at quarterly intervals in future.

#### **ACTION : CLERK**

#### **06.09.19 CINEMA**

Cllr Osborne asked the Council to consider possibility of having a regular cinema productions in the village hall, a scheme which has worked well in other villages, and was asked to continue with his investigations into the pros and cons of such an arrangement and report back to a later meeting.

#### **ACTION : CLLR OSBORNE**

#### **06.09.20 PARISH PATHS PARTNERSHIP**

Notification had been received regarding the formation of a Parish Paths Partnership in Wivenhoe. This would involve a group of volunteers from Wivenhoe and surrounding villages meeting to walk and maintain local footpaths. The Clerk confirmed that she had put up a notice about the scheme and was asked to highlight this again in the June Parish Council news-sheet.

#### **ACTION : CLERK**

#### **06.09.21 ADOPT A GARDEN SCHEME**

Cllr Osborne advised that he had successfully matched two residents wanting allotments with one resident with land to spare. The Clerk confirmed that the Parish Council public liability insurance cover would cover any arrangements made by the Council, but that individuals should ensure that their own insurance cover was adequate before either working on land owned by others, or before allowing others to work on their land. If a Gardening Club was established, cover would have to be sought elsewhere as Allianz did not provide this type of cover. Members would need to pay a membership fee to cover the costs of insurance and administration. The Clerk was asked to highlight the scheme in the next news-sheet and the matter would be discussed again at a later stage.

#### **ACTION : CLERK**

#### **06.09.22 PLAYING FIELD SIGNS**

The Clerk had provided proposed wording for new play area signs which would be considered by the Playing Field working party at its next meeting, together with proposed wording for new signs for the hard court. A detailed report to be made to the July meeting.

#### **ACTION : PLAYING FIELD WORKING PARTY**

### **06.09.23 DRAFT OPEN SPACES STRATEGY FOR TDC**

Details had been circulated and the Clerk was instructed to respond to TDC agreeing to the draft strategy.

#### **ACTION : CLERK**

### **06.09.24 CONFIDENTIAL MATTERS (in camera)**

To consider proposed increases in cost of PCSO and the effects this may have on future plans to retain the services of the PCSO in Alresford. Item deferred until July meeting – Clerk to chase Essex Police Authority for a reply to her recent letter.

#### **ACTION : CLERK**

### **06.09.25 ITEMS FOR INFORMATION ONLY AND ITEMS FOR INCLUSION ON NEXT AGENDA**

- (i) Councillors reported youths seen misbehaving at the Station, putting road signs etc in front of on-coming trains. British Transport Police had been advised.
- (ii) Concerns were expressed regarding a letter from Mr Thompson which appeared in the Alresford Advertiser. The Clerk was instructed to respond to the letter, asking if any local builders wished to be included on the Parish Council contractors list to please contact her with their details. Also explaining that work is always given to local contractors wherever possible, and describing the procedures used for tendering. The Clerk confirmed that she had already spoken to Mr Thompson about this and arranged to add him to her list of contractors even for small items.
- (iii) Cllr J Robinson advised that he had been visited by a group of young people asking for a skate board park to be provided in the village. He would contact them again and talk to them about joining the AYP group.
- (iv) Councillors were advised that a meeting had been held earlier in the day with representatives from Network Rail and residents living near to the Coach Road crossing to discuss the possibility of arranging for the promised screening for the relay station. The original proposal to screen the area with planting was not now possible and painting the station a less objectionable colour was also not possible as it was coated in anti-graffiti paint, Some form of trellis was to be investigated with some shrubs around the perimeter fence.
- (v) Cllr Green advised that Seawick Market signs were again proliferating around the village and it was agreed that these should be removed wherever possible. Often they were too inaccessible to reach.
- (vi) Cllr Belgrove advised that the ceanothus around the village sign needed trimming and the laurel bush adjacent to the Coach Road sign was obscuring the street sign. The Clerk was asked to write to the residents concerned and ask them to do a little pruning. Councillors were also reminded that fly-tipping was now a criminal offence and that a meeting of NAPS was scheduled for 20 August in the village hall.

There being no further business, Cllr Coates thanked Councillors for their attendance and closed the meeting at 10.15pm.

The next meeting of Alresford Parish Council will be held  
on Wednesday 1 July 2009 at 7.30pm in the Parish Council Pavilion

# **APPENDIX 2**

## **MINUTES OF PLANNING MEETING**

held on 3 June 2009 to discuss the following application:

**08/01711/FULL – Mr Carroll – 21 The Heath - Repositioning of current vehicular access and formation of hard standing for the parking of vehicles.**

Those present : Cllrs Osborne, Robinson, Wiggins, Carlsson Browne and Housden

An apology was received from Cllr Richards.

Appointment of chairman : It being the first meeting following the AGM Cllr Robinson stood down as chairman. It was proposed by Cllr Osborne, seconded by Cllr Wiggins and agreed that Cllr Robinson be re-elected as chairman.

Cllr Robinson then explained the nature and detail of the proposal and advised that little had changed from the previous two applications to which the Council had objected and that, as the land has no purpose other than as agricultural land there was no need for access. After discussion of the objections the planning committee had raised to the previous applications it was agreed that, taking this application on it's own, the committee had no objections to the proposed revised access to the site. However, this decision should not be construed as giving any approval to any building to be sited on the land. It was proposed by Cllr J Housden, seconded by Cllr Simon Carlsson Browne and agreed that, considering just the access, the new application met the requirements for the current application as vehicular access with no relationship to the purpose or use of the land, but that objections to the proposed ancillary use of the land remain. The Clerk was therefor asked to respond accordingly by the deadline date of 10 June and Cllr Robinson closed the meeting.