

ALRESFORD PARISH COUNCIL

Minutes of the
ANNUAL GENERAL MEETING
of Alresford Parish Council held on
Wednesday 6 May 2009
in the Parish Council Pavilion

PUBLIC FORUM : Mr Jon Leyland of Blue Gates Farm attended the meeting to answer any questions regarding the proposed wind turbine. No planning application had yet been submitted but it was noted that TDC had concerns about the visibility impact and had suggested that the turbine be screened with trees. Mr Hester speaking on behalf of the Alresford Advertiser asked for an item to be inserted in the next edition and also asked for details of the Youth Club and Adopt a Garden scheme to be included in the next edition. Mr Leyland and Cllrs Osborne and Robinson to let Mr Hester have the required details.

Present : Cllr J Coates, Chairman, Cllr J Robinson, Cllr E Osborne . Cllr J Housden, Cllr J Richards, Cllr S Carlsson Browne, Cllr C Barrett and the Clerk

05.09.1 ELECTION OF CHAIRMAN¹

Cllr J Housden took the chair and asked for nominations for Chairman. Cllr Osborne proposed Mrs Joan Coates be re-elected. This was seconded by Cllr Carlsson Browne and unanimously agreed. Cllr Coates accepted the nomination and signed the Declaration of Acceptance of Office as Chairman and duly reconvened the meeting.

05.09.2 ELECTION OF VICE-CHAIRMAN

In her absence but with prior consent, it was proposed by Cllr J Robinson, seconded by Cllr Richards and agreed that Cllr Wiggins be asked to continue as vice-chairman for the ensuing year.

05.09.3 APOLOGIES FOR ABSENCE²

Apologies were received from Cllr Wiggins and Cllr Green (holidays) and Cllr Fairbanks and Cllr Belgrove (sickness)

05.09.4 ANNUAL REPORT (Appendix 1)

The Annual Report was presented by the Clerk and its adoption was proposed by Cllr Osborne, seconded by Cllr Carlsson Browne and agreed.

05.09.5 DECLARATION OF INTEREST IN ITEMS ON THE AGENDA³

No interests declared.

05.09.6 PREVIOUS MINUTES

1 Local Government Act 1972, ss 15(2) and 34(2)
2 Local Government Act 1972 Section 85(1) and (2)
3 Local Government Act 2000 Part III

It was proposed by Cllr Carlsson Browne, seconded by Cllr Richards and agreed that the Minutes of the Parish Council Meeting held on Wednesday 1 April 2009 be agreed and signed as a correct record. The following matters arising were noted :

- (i) Ref : 04.09.7(vi) – ECC Consultation re Parking Standards, Design and Good Practice. Considered by the Planning committee. No comments. ECC advised by Clerk.
- (ii) Ref : 04.09.20 – HGV's using Ford Lane for access to Alresford Lodge and Bretts. The Clerk advised that she had spoken to Bretts who had confirmed that heavy lorries were instructed to use the private access road, as were drivers delivering materials to the Barnes building site. She was further asked to check with Mr Jon Snow at ECC to see whether consent had been given for the importation of gravel and other materials for bagging.

ACTION : CLERK

**05.09.7 REVIEW AND ADOPTION OF FINANCIAL REGULATIONS,
STANDING ORDERS AND REGISTER OF MEMBERS INTERESTS**

No alterations were requested to be made to the Standing Orders and no alterations were advised of any alterations to the Register of Members' Interests.

05.09.8 APPOINTMENT OF INTERNAL AUDITOR

The Clerk advised that she had obtained consent from Mr Ian Dimmock to be re-appointed if required. It was therefore proposed by Cllr Carlsson Browne, seconded by Cllr J Robinson and agreed that Mr Ian Dimmock be appointed. The Clerk to advise Mr Dimmock accordingly.

ACTION : CLERK

**05.09.9 APPOINTMENT OF MEMBERS OF COMMITTEES AND WORKING
PARTIES⁴**

As four members of the Council were absent the Clerk was asked to take this item over to the June agenda. Meanwhile, it was proposed by Cllr Osborne and agreed that Cllr Barrett be appointed to the Finance working party and Cllr Richards asked to stand down from this in order to allow more time for his role as chairman of the Playing Field working party.

ACTION : CLERK

**05.09.10 CHAIRMANS ALLOWANCE IN PURSUANCE OF SECTION 15(5)
OF LGA 1972 and CONSIDERATION OF TDC PARISH**

⁴ Local Government Act 1972 ss 101-106 and Schedule 12, Parish and Community Councils (Committees) Regulations 1990 (SI No 2476)

REMUNERATION PANEL REPORT FOR 2009-9

Details of the above memo had been circulated by the Clerk. It was proposed by Cllr Housden, seconded by Cllr Carlsson Browne and agreed that the Chairman's allowance should remain at £300 for the year.

05.09.11 APPROVAL OF THE INVENTORY AND ASSET REGISTER OF COUNCIL PROPERTY (Appendix 2)

The inventory and asset register were presented by the Clerk. Its adoption was proposed by Cllr Carlsson Browne, seconded by Cllr Housden and agreed.

05.09.12 REPORT FROM COUNTY COUNCILLOR

Councillor Derek Robinson congratulated Mrs Coates on her re-appointment as Chairman. He advised that work to repair the leak on the B1027 had been completed and that a meeting with Brightlingsea Family Support had been held and it was hoped that some funding would be made available. He confirmed that he fully supported the observations from Highways regarding the no waiting restrictions outside the school. At this point the Clerk asked if she might speak as a member of the public on behalf of the Cockaynes Wood Trust. She explained that arrangements to take over the lease from Bretts were meeting with difficulties due to the reduced financial support that Bretts were prepared to offer. She asked whether Councillor Derek Robinson would be prepared to contact Bretts urging them to support the scheme and try to facilitate progress. She also asked the Parish Council if they would write to Bernard Jenkin enlisting his support. This was agreed. The Clerk to let Councillor Derek Robinson have details and write to Bernard Jenkin MP as proposed. The Chairman thanked Councillor Derek Robinson for his attendance and report.

ACTION : CLERK

05.09.13 REPORT FROM DISTRICT COUNCILLOR

Cllr Gary Scott was not available to attend the meeting and tendered his apologies accordingly.

05.09.14 REPORT FROM PCSO

No report was available

05.09.15 CORRESPONDENCE RECEIVED

- (i) ECC – Minerals and Waste Development Framework - acknowledgement - noted
- (ii) Essex Playing Field Association – BKPF competition. It was agreed that an entry be made – the Clerk to submit the necessary application form.
- (iii) ECC – temporary Closure of footpath 7 - Noted
- (iv) ECC – Mitchells Farm – planning decision - noted
- (v) TDC Gambling Act 2005 – Review of Statement of Licensing Policy. Noted
- (vi) RoSPA – notice of annual inspection. Noted
- (vii) ECC – Closure of Footpath 4 (High Elm Crossing). Noted
- (viii) TDC Business Rates Deferral Scheme 2009-2010 – Fact Sheet. Noted.

- (ix) ACRFC – re grant 2008. Noted
- (x) CAB Tendring – acknowledgement. Noted
- (xi) Frank Belgrove – cc letter re Plumpton Farm. Noted
- (xii) Equality and Human Rights Commission – Public Sector Equality Duties. The Clerk to arrange a
- (xiii) EON – notice of increase I charges for flood lighting. Noted.
- (xiv) Essex Police – PCSO – notice of increase in PCSO charges from 1.9.09. The Clerk to put this o
- (xv) John Farrow – TDC – re Section 106 funds. The Clerk was asked to write to ECC querying the Section 106 monies allocated for the amelioration of the effects of gravel extractions field.

ACTION : CLERK

05.09.16 REPORTS FROM COMMITTEES AND WORKING PARTIES :

- (i) **ENVIRONMENT, FOOTPATHS, TREES & ALLOTMENTS** – no meeting
- (ii) **FINANCE** – next meeting to be held on 7 May
- (iii) **PLAYING FIELD AND VILLAGE HALL** – Cllr Robinson advised that he and Cllr Carlsson formation of the Youth Club and the fact that there was no provision for youth club storage, these plans would have to be further revised. New ladies toilets and unisex/disabled toilets accessible from outside, together with a possible veranda were to be included someone like Cllr Robinson available to do all the plans entailed. This was seconded by Cllr Carlsson Browne and unanimously agreed. Cllr Osborne advised that he had spoken to INTEND regarding the possibility of an entirely new recreation centre rather than alterations to the existing pavilion, and further discussions on this were to follow. Cllr Richards reported on a meeting of the Playing Field working party on 21 April
- (iv) **COMMUNICATIONS AND CCTV** - Cllr Richards advised that Michael Blomfield from Coach Road had asked if he could assist with the PC website and advised that he w Cllr Osborne advised that the Good Neighbour magazine was currently with the printer and should be delivered with the next edition of the Alresford Advertiser. Cllr Osborne was thanked for all his work on this. CCTV – Councillors had met with the installers and the cameras had been adjusted. The provision of a possible further camera to be discussed at the June meeting the Clerk was asked to get quotes for two possible options as detailed in an e-mail from Cllr Richards
- (v) **HIGHWAYS AND FOOTPATHS** – a meeting had been held – notes to be made available to
- (vi) **PLANNING** - see Appendix 3
- (vii) **HUMAN RESOURCES, PERSONNEL AND TRAINING** – no meeting held.
- (viii) **GENERAL PURPOSES** – no meeting held

ACTION : CLERK; CLLR J HOUSDEN; CLLR J RICHARDS

05.09.17 MONTHLY PAYMENTS AS LISTED BELOW :

Clerk's salary and expenses (DD)	1,285.00
NI	103.55
A & J Lighting – maintenance – March	76.48
& J Lighting – call out 9V by School	91.71

C & C Cleaning (invoice 4058)	27.60
C & C Cleaning (invoice 4138)	27.60
C & C Cleaning (invoice 4179)	27.60
C & C Cleaning (invoice 4535)	55.20
EON – street lighting - March (DD)	120.04
EON – Pavilion and floodlighting (DD)	60.00
Zaun – h/c fence	15,109.56
Zaun – installation of above	10,485.99
North Green Homes Ltd – Pavilion repairs	327.75
EPFA – competition entry	10.00
Clerk – travel	51.59
Shaw & Sons – new cash book	61.86
Alresford Advertiser	25.00
Banner – stationery and printer cartridge	184.33
C&W Fencing	1,669.70
Allianz – insurance premium	4,313.35
EALC Affiliation fee	392.50
Mrs J Coates – travel	57.09
Kendalls – grass cutting	511.75
St Andrews Church – hire of Church for APM	22.50
<u>Grants :</u>	
Bowls Club	150.00
Beavers Group	100.00
Horticultural Society	500.00
Brightlingsea Family Support	750.00
PCC re upkeep of St Peters churchyard	600.00
AVHMC	500.00
Pre-school	165.00
Millennium Fund	200.00

	37,722.75

It was proposed by Cllr Robinson seconded by Cllr Housden and agreed that the clerk should make the above payments as listed.

ACTION : CLERK

05.09.18 FINANCIAL STATEMENT

It was proposed by Cllr Osborne, seconded by Cllr Carlsson Browne and agreed that the financial statement for March 2009 be accepted.

05.09.19 HALF YEAR INCOME AND EXPENDITURE ACCOUNT TO MARCH 2009

It was proposed by Cllr Housden, seconded by Cllr Barrett and agreed that the half yearly income and expenditure account to 30 March 2009 be adopted.

05.09.20 REPORTS OF MEETINGS AND COURSES ATTENDED BY

MEMBERS SIN

(i) Alive and Well in Essex – Cllr Coates reported on attending this meeting on 22 April at which interesting reports on activities across the county had been detailed. As a result of the meeting she felt that fire officers should be appointed and fire procedures for meetings looked into and the Clerk was asked to add these matters to the next agenda.

ACTION : CLERK

05.09.21 AFFORDABLE RURAL HOUSING

Mrs Moore of English Rural Housing had advised that she had identified two further possible sites either side of Cockaynes Lane and was to do some further investigations.

05.09.22 PARISH COUNCIL COMPUTER

Cllr J Richards advised that he would have protocols for use and maintenance of computer and other equipment for inclusion in Standing Orders available at the June meeting. Meanwhile he or Cllr Robinson would visit the clerk and install anti-virus software, deal with the problems she was experiencing and arrange for the removal of the old computer.

ACTION : CLLR J RICHARDS/CLLR J ROBINSON.

05.09.23 VOLUNTEER OF YEAR

It was proposed and agreed that Mr Tony Birkin be nominated for the TDC Volunteer of Year in recognition of his work with the youth football team.. The Clerk to contact the Mr Birkin to see if he would be willing to have his name put forward. If so, she would deal with the necessary application.

ACTION : CLERK

05.09.24 PLAYING FIELD FENCE

Cllr Simon Carlsson Browne to report to the June meeting on the extent of Parish Council's responsibility.

05.09.25 WAITING RESTRICTIONS OUTSIDE SCHOOL

A response from Highways had been received confirming that a report would be drawn up detailing the various objections received and that on receipt of this, Cllr Norman Hume would make a decision. Councillors agreed with the proposals outlined and the Clerk was asked to write to Highways accordingly.

ACTION : CLERK

05.09.25 ITEMS FOR INFORMATION ONLY AND ITEMS FOR

INCLUSION OF

- (i) Blue Gates Farm – information re wind turbine had been circulated. All consulted by TDC in the usual way.
- (ii) Road closure – School Lane Elmstead from 26 May for 4 days – 20 metres either
- (iii) Cllr Robinson reported on a useful site meeting with Highways to discuss the suggestion not viable. The Clerk to look further into this and add the matter to
- (iv) The Clerk had circulated a memo regarding the possible formation of an Adopt a Garden scheme with necessary practical questions that might arise.
- (v) The chairman reported that the new Youth Club was running well and meeting wee player. Storage was a problem but it was possible that a storage container could
- (vi) Cllr J Richards noted that the approach to the village on the B1027 from the PCSO about this as well.
- (vii) The Clerk advised the following courses :
 - Health and Safety – 22 May
 - Councillor Training Day modules 1 & 2 - 2 June
 - The Power of Well Being – tailored course to meet needs of individual Councils.

Councillors were
side of junction w
possible siting of
the June agenda f
Garden scheme f
fortnightly. Gras
be loaned and sit
Wivenhoe was lo
The Clerk advise

ACTION : CLERK

There being no further business the chairman closed the meeting at 10.05pm with thanks to all for attending.

**The next meeting of Alresford Parish Council will be held
on Wednesday 3 June 2009 at 7.30pm in the Parish Council Pavilion**

APPENDIX 1

ANNUAL REPORT 2008/9

As noted in the Annual report for 2007/8, these continue to be exciting times for parish councils and the Councillors who are elected to them. All Councillors are to be thanked and commended for their work and commitment over the last year which seems to have been a particularly challenging one. We have dealt with matters as diverse as trying to take forward plans for the re-designing and re-structuring of part of the village hall, the pavilion and toilet and shower blocks – matters which are all on-going – as well as working with the Parish Project in establishing a youth club with visits last summer from the Tendring Youth Bus in order to try to get this implemented; affordable rural housing – the scheme for which is also still on-going and is proving a much longer term project than I think most of us envisaged at first; the installation of CCTV covering the car park, village hall, church and playing field; the completion of many and various questionnaires on matters including health, planning, well being etc and matters concerning the railways and the installation of the new crossing barriers.

A bicycle coding evening and youth evenings in July were successful and well attended. It was most unfortunate and discouraging that a few evenings later over 100 bottles were thrown onto the hard court and smashed and rubbish left all over the playing field. Following this incident a record of vandalism over the past 4 years was compiled showing costs in excess of £5,000 in damages in that period.

Complaints about camper vans parking down by St Peters led to the installation of a “No Overnight Parking” sign being erected. Speeding continued to be a problem in the village during the year and is being addressed by the Council in conjunction with the Highways people at both TDC and ECC and progress is being made – although very slowly. If only the traffic moved as slowly as the authorities all would be well. We have been fortunate in securing a grant of up to £27,000 for the installation of vehicle activated speeding signs and also village gates to reinforce the awareness of motorists that they are entering a residential area and arrangements for these are being taken forward which will hopefully help to address this problem.

Grants totalling £3,490 were made to local organisations and grants received amounted to £11,355. This included contributions from Cedric's buses and Alresford Fine Furnishings (the pine shop) towards the cost of the 6 new litter and dog waste bins recently installed and the Council is most grateful to all local businesses for their help and support. A further £20,000 grant is imminent from CIF to cover the cost of the new hard court fencing which has just been installed. £1,661 has been generated by the re-cycling bins on the car park and again, we are most grateful to residents for their support for this initiative. The money raised in this way is used for environmental purposes such as keeping the car park swept and litter picking expenses generally. Again, we very much

appreciate the activities of all residents who help with litter picking around the village and would urge everyone to be more aware of the need to be continually working to negate the effects of those who have seemingly have no concern for their environment and a total contempt for the efforts of the majority to ensure that we continue to live in a pleasant place. Thanks also to Mr and Mrs Barnett of The Spinney for offering to keep the playing field clear of rubbish and for all their help and support, and to Frank Belgrove the village's self-appointed graffiti czar who attacks every speck of graffiti as it appears after first taking photographs so that reports can be made to the relevant authorities.

A Railway Station Community Day was held in May 2008 and resulted in the station being cleaned, painted and the gardens planted out with summer bedding plants. The trials and tribulations concerning the new level crossing barriers have persisted throughout the year and are not over yet, but this is something we have to face up to and make the best of. It was sad to see the departure of the crossing keepers who have been such a big part of village life over the years and presentations were made to them at the Annual Parish Meeting in March 2009 on behalf of the residents for all their work over the years.

Councillors and the Clerk have continued with training and attending external meetings and conferences throughout the year and continue to share their increased knowledge and expertise for the benefit of the community as a whole.

The bench outside the shops continues to cause dissension between those who want it removed because of the problems it causes and those who feel the need for it to be retained, and Councillors and the PCSO are monitoring the situation closely.

As part of the five year plan for the playing field, a new Toddler Area has recently been formed and new toddler equipment has been installed. The next stage is the formation of an access path across the field to the play area and the creation of a sensory garden around the play area.

A team of Councillors entered the WI Quiz in March and won – despite being one member short!

Requests for more Parish Council news have resulted in the first two editions of a new monthly newsletter being prepared and distributed around the village. No feed-back has yet been received on this, but we will continue to produce 50 copies a month for the time being and see how it goes.

On a wider level Communities Secretary Hazel Blears has heralded a new era of “parish power” where parishes are to have a real purpose in modern society – a far cry from the way Parish Councils are often perceived as outdated 19th century institutions. Speaking at the National Association of Local Councils conference, she praised local parishes as a force for local pride and empowerment. As the smallest unit of local democracy there are 10,000 parish and town councils covering 90% of the country – a force to be reckoned with if they are as vital and pro-active as they now have the power to be. Councils can make a real difference to the quality of life of residents in their area and Alresford certainly aims to be at the forefront of the new powers and responsibilities that are being devolved downwards towards the parishes.

WORKING PARTY AND COMMITTEE REPORTS

Report of Human Resources, Personnel and Training Working Party Meetings 2008/9

The working party met once in May 2008 to deal with the matter of the Clerk's annual review. It was attended by Mrs J Coates, Chairman and the Clerk and was concluded satisfactorily and duly reported to the next full PC meeting.

Report of Finance Working Party Meetings – 2008/9

The working party met once in October 2008 to deal with the budget and precept requirements was concluded satisfactorily and duly reported to the November full PC meeting.

Report of General Purposes Working Party Meetings – 2008/9

The working party met once during the year to discuss the possibility of setting up a Youth Council. Stephanie Hinson of TDC Youth Work programme attended to give advice and guidance and the matter is to be taken forward.

APPENDIX 2

ASSET REGISTER

PROPERTY

£ (approximate value)

Pavilion and Changing Rooms	131,000
Car Park	unknown
Grass verges and greenswards	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
Five a side goals	600
Two pic-nic tables	

PLAYGROUND EQUIPMENT :

Roundabout	6,270
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
two-way cockerel bounce-about	700
Whirlybird – flat and cradle seat swings	1,900
Pair of talking flowers	1,939
two picnic tables	1,674

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
CCTV	6,500

Approximate of value of total assets : £233,392.00

APPENDIX 3

Report for Playing field Working party held on Tuesday 21st April 2009 Present John Richards, Ian Robinson, Nick Fairbanks followed somewhat later by Simon Carlsson Browne !

The playing field protection scheme was discussed and all present were of the opinion that control of the field should remain with the PC and this recommendation will be made to the PC.

The hard court

- Concrete plinths to both gate entries (Jim to provide drawings then quotations req)
- Token operated timer for floodlights (John to get info & budget costs)
- The new fencing now complete and installed signed off by Jim & Simon two tins of green paint to be sent for touch up purposes.
- Prices for two new goals to be obtained Jennie may have previous quotes
- Sockets for the tennis nets (Jennie has quotes for this)
- It was agreed that there should be no charge for the hard court and only charge for the flood lights, tennis nets etc. Gates to be left open.

The toddler area is now complete and appears to be well used already ! there is a need for a bench in the toddler area Jennie to provide price from previous purchase, and also sign for the toddler area.

Jim updated us on proposed plans for the pavilion a total of five plans were discussed.