



Wivenhoe Town Council

MINUTES of the Full Town Council meeting held in the Council Chamber on Monday 19 December 2022 at 7.30pm **Chair Approved**

Present: Cllr Kane (Chair), Cllr Burke, Cllr Aldis, Cllr Multon, Cllr Read , Cllr Evans, Cllr Maltby, Cllr Wenaden, Jo Beighton-Emms (Town Clerk), Emma Buckley (RFO) and Peter Kay (Public Transport Representative).

Public Questions: None

PART A

FC/12.22/01 Apologies for absence: Cllr Luxford-Vaughan, Cllr Boughton, Cllr Andrew, ECC Cllr Cory and CCC Cllr Burrows

FC/12.22/02 Declarations of interest: None.

FC/12.22/03 Minutes of the previous meeting: The minutes of the Full Town Council meeting held on 21 November 2022 were proposed by Cllr Multon, seconded by Cllr Evans and approved as an accurate record of proceedings.

FC/12.22/04 Reports from Members of County and City Councillors & Public Transport Representative;

The councillors considered a previously circulated report from ECC Cllr Cory which is attached as **Appendix A**.

Cllr Wenaden noted the low take-up of the HAF places and said that she had not seen these advertised. Cllr Burke said that the rugby scheme is going ahead but that further places could have been secured in Wivenhoe as there are the numbers of children eligible as they are on free school meals. She suggested a request to Cllr Cory to ask for the provision at another location such as the Youth Hub.

There was not a report from Cllr Burrows or Cllr Luxford-Vaughan.

The council considered a previously circulated report from Peter Kay which is attached as **Appendix B** . Cllr Aldis noted the drop in passenger numbers. Mr Kay said that the numbers are particularly low in Wivenhoe and that the reduction in commuter numbers is likely to be permanent. He couldn't say what this would mean for the future of Wivenhoe services. Cllr Multon asked about the possible impact of the second Chelmsford station at Beaulieu Park. Mr Kay said that there was unlikely to be any impact on mainline services. Mr Kay said that we should communicate better with First Buses as services are not going to be improved in 2023. Cllr Kane asked Mr Kay to draft and circulate a document to be sent from WTC.

The councillors considered a Travel & Transport WG Report from Cllr Andrew which is attached as **Appendix C**. Mr Kay said that the station steps project should not be de-prioritised.

FC/12.22/05 Proposal by Cllr Maltby: 'For Wivenhoe Town Council to agree to Cllr Maltby obtaining further advice from the environmental consultant on what can be done to reduce the carbon footprint of the proposed office redevelopment'.

Cllr Maltby reported that she has carried out some research and contacted an environmental expert. In their opinion the type of insulation and the secondary double glazing planned, would not be sufficient for a pump and that WTC should install gas boilers but mitigate their use in other ways. She will speak to the architect about how the insulation can be improved as well as sealants around the windows and use of electricity for the hot water supply, with solar panels. Cllr Kane said that the cost needs to be known. Cllr Maltby said that these measures would pay for themselves over time. Cllr Evans suggested that Cllr Maltby speaks to Peter Chisnall who was previously instructed by WTC to look at energy saving measures. Cllr Kane said that Cllr Maltby should rejoin the working group and bring these discussions in.

FC/12.22/06 Committees:

- a) Planning: Cllr Read reported that the committee have considered the Tarmac planning application for the site on Tye Lane. Cllr Evans will be dealing with Tarmac directly on the environmental concerns.

Cllr Read reported on the Taylor Wimpey appeal hearing and thanked all councillors involved, particularly Cllr Luxford-Vaughan.

Cllr Aldis reported that the Inspector had been impressed with the input from WTC and this gave the council equal weight at the Hearing. WTC's closing statement was submitted on 19 December – the Town Clerk will circulate this to all councillors.

- b) Personnel: Cllr Read reported on the staff and volunteers Christmas party on 16 December and the presentation to Robert Needham as the first Alderman. He suggested that WTC consider other candidates as well as nominations for the Citizen's Award. Cllr Kane said that any councillor can bring forward a proposal for these awards.
- c) Environment: Cllr Evans reported that he had attended a Teams meeting with Involve, which is working with ECC. This was an introductory meeting on projects which are due to finish in June 2023. He has also negotiated successfully with Tarmac regarding the tunnel at Keelers Lane which will now have a terrace for water which will provide an aquatic habitat. Any concrete excess from the site will also be used to create a habitat for reptiles.

The council considered the Terms of Reference and Budget Proposal for the Biodiversity Working Group which are attached as **Appendix D** (previously circulated). The council discussed the budget and agreed that it would allow for greater flexibility if it was used as required for biodiversity and carbon zero projects.

Approval of the Terms of Reference and Budget Proposal, without the word 'equally' were proposed by Cllr Evans, seconded by Cllr Multon with all in favour.

Cllr Burke noted that the biodiversity plan will be an addendum to the reviewed WNP, which will require council approval.

- d) Estates: Cllr Aldis confirmed that the next meeting will be held on 11 January 2023. He reported that there is a meeting on 20 December with another surveyor regarding repairs to the old cemetery wall. A management plan is required.
At the next meeting the committee will be considering an insurance matter regarding a tree in the High Street car park and the proposal from a local resident to have a coffee cart on the KGV. The sensory garden is progressing well and the Town Clerk confirmed that the working group had met on 19 December and the project was in budget. Cllr Aldis reported that the replacement windows for 81 & 83 High Street have been booked.

(Mr Kay left the meeting)

- e) Finance & Administration: Cllr Kane reported that the budget is on target and there is a £40k anticipated underspend. A Finance Committee meeting has been arranged for 5 January 2023 and an Extraordinary Full Council meeting has been arranged for 9 January 2023, at which the budget for 2023/4 will be agreed.

FC/12.22/07 RFO Update

- a. The council considered a previously circulated RFO Report, which is attached at **Appendix E**. The RFO reported that the NS&I cannot open a new account. The RFO recommended that instead an account is opened with Unity Trust Bank with a balance of £85,000 which pays 1.4% interest. There are no penalties for withdrawals. Cllr Kane proposed that the RFO arranges to open an account with Unity Trust Bank, this was seconded by Cllr Burke with all in favour.
- b. The council considered a previously circulated Bank Reconciliation which is attached as **Appendix F**.
- c. The council considered a previously circulated list of payments, which is attached as **Appendix G**.

The Bank Reconciliation and Schedule of Payments were proposed by Cllr Kane, seconded by Cllr Evans, and approved by all.

- d. Budget Control Report- Considered.

FC/12.22/08 Working Group Reports:

- a. Youth Hub: Cllr Wenaden will be arranging a meeting with Anne Lucking and the scouts to improve their working relationship. Paul Phillips, ECC Youth Services, will also be attending. Cllr Wenaden explained that funding is still required for a cover for the outside decking area. Cllr Burke suggested that Paul looks into ECC HAF funding. Cllr Read said that he could provide a trailer curtain from the company at which he works. Cllr Wenaden said that she would let Anne know.
- b. Office & Yard: Cllr Kane reported that the working group will be interviewing 4 building contractors on 22 December.
- c. Health & Wellbeing: Cllr Wenaden reported that the 'Warm Spaces' initiative is up and running although attendance is very low. Cllr Evans suggested a voucher system for meals. Cllr Burke said that they need to be open from when the schools close to bedtime but Cllr Evans explained that the pool of venues is small and these times are not available. The

next working group meeting is on 17 January 2023. The group plans to introduce the Walking Bus to the top of Wivenhoe and are looking to do another online retreat in February.

- d. Community Engagement: Cllr Multon reported that articles for the next edition of the newsletter will be needed by the beginning of February. The Town Clerk will check which councillors have provided a photo and biography for the new website.
- e. Travel & Transport: See above.
- f. Mayoral Activities: Cllr Kane reported that he had attended the visit from St Nicholas, the switching on of the Christmas lights, Carols on the Quay, the WI Christmas lunch and the WTC Christmas party at which he presented Robert Needham with the first Alderman badge. Cllr Kane also attended the Taylor Wimpey planning appeal Hearing at which he gave an opening statement on behalf of WTC.

FC/12.22/09 Town Clerk Report: The council considered a previously circulated report from the Town Clerk, which is attached as **Appendix H**.

FC/12.22/10 Date and time of the next meeting: The next meeting is an extraordinary meeting to be held on Monday 9 January 2023 at 7.30pm. The next Full Town Council meeting will be held on Monday 16 January 2023 at 7.30pm.

FC/12.22/11 Exclusion of press and public: In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Council is invited to consider if the press and public should be excluded from the meeting during the consideration of the following item(s) owing to the confidential nature of the business.

PART B

None

The Chair closed the meeting at 20.47

Appendix A

Cllr Mark Cory – Wivenhoe Town Council Report: 19/12/2022

Essex County Council matters:

1. Road Repairs/Roadworks:

Pothole Repairs:

Those outlined on my County Councillor list are being assessed and marked up, with some already completed. The trench along Alma Street close to the junction with the High Street has finally been filled in after years and years of neglect. Feedback remains tentative though due to the patched repair rather than a full micro-resurface job.

Colchester Road/Brightlingsea Road at the Traffic Light junction by the University has been marked up for repair, along with Heath Road and defects in Manor Road. Station Road should be completed by now but delays keep occurring – I am investigating why.

Highways Panel: Due to work, I could not attend the panel on 6th December but I secured permission from the chair for Cllr Rik Andrew to attend and speak on behalf on Wivenhoe Schemes, including the Cycle-Parking plans (see below). County Councillors have been asked to rank schemes in their division on a priority basis as funding and timeframes remain very stretched and limited project will get through. Clifton Terrace Station Access is the most advanced scheme we have and remains a high priority for me. Other new projects will be important but will have to get through the system – e.g Cycle-parking.

Thanks to Cllr Andrew for his work on the Cycle-Parking, over the coming weeks I will put forward a Councillor scheme request confirming the details of the scheme for the LHP to consider.

2. HAF Activities:

As previously outlined, we have HAF provision over the Christmas Holidays, from the TinyRugbySchool, however, take-up has been low so far. I will share Comms of the HAF provision online and ask that the Town Council shares details too.

3. ECC School Streets

Letters have been delivered to properties in the vicinity of both Broomgrove and Millfield Schools, outlining the consultation on School Streets, and early interest in traffic calming measures. I have asked the ECC team to discuss with me the next steps and how we encourage better engagement. Many were put off originally as School Streets were announced with very little explanation – more information still needs to be shared with residents and I will endeavour for that to be solved soon. The consultation will be extended to 3rd Jan 2023 as I have outlined that people are too busy at Christmas.

4. The Avenue Damaged Telegraph Pole

This telegraph pole has recently bit hit for the fourth time this year. Residents have been in touch to ask for a longer term solution. I have contacted ECC and UK Power Networks – UKPN, in order to find a solution. Either a new pole angled away from the road, or a whole new positioning of the pole. I will update.

5. Ukrainian Family Support

I have recently been contacted by two families in support of Ukrainian refugees, one in Wivenhoe. I am providing support to ensure the children get their educational needs met and that the supporting families are given the right intervention from ECC and CCC. ECC have launched further support as many have gone over the initial six month period of accommodation. I will send through the update from ECC.

6. Salt and Grit

ECC provide salt and grit to parished areas and through County Councillors to non-parished areas. WTC should have received their normal supply, but I do have some extra salt/grit which I can distribute to problem areas raised to me or to WTC. Please inform me of any Salt bins that are running low – I will post on Facebook too.

7. TCB postponed

The Tendring Colchester Borders Joint Committee meeting on Tuesday 13th was cancelled very last minute – Cllr Andrea Luxford-Vaughan and I are pressing for a re-run of the meeting and for public questions not simply to be dealt with via email – issues need to be heard and discussed publicly.

Colchester Borough Report:

8. Budget and Autumn Statement

The Local Government Settlement has been announced by government and it remains bleak for districts and county authorities. The full statement can be seen at: [Local government finance policy statement 2023-24 to 2024-25 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policies/local-government-finance-policy-statement-2023-24-to-2024-25)

Revenue budgeting remains seriously difficult – reductions in spending will be seen across the board. This could affect Parish funding to a small degree.

9. Taylor Wimpey Broadfields Appeal

The TW appeal began on Monday 12th and will conclude with final submissions on Tuesday 20th December. The representations from WTC and third parties has been excellent and commended by the Inspector. I have attended Tuesday, Thursday and Friday, with Cllr Burrows attending Tuesday and Cllr Luxford-Vaughan attending for everyday of the hearing. Thanks to Cllr Luxford-Vaughan for her tremendous efforts leading the WTC team, with Cllr Aldis and Prof Jane Black in support, also giving great contributions. We believe we have highlighted every significant point, giving the Inspector the strong reasons to uphold the Council's decision and to reject the appeal. It will be close, it is on-balance, but we hope the WNP is respected. This development will go ahead in some form – we hope it will be revised to fit the WNP. Decision will come in the new year.

10. Cost of Living Support:

The Warm Spaces mapping site is now live: <https://www.colchester.gov.uk/cost-of-living-support/?id=&page=warm--welcoming--spaces> but requires updating with Wivenhoe information. I am speaking to the CCC team. Colchester Council are giving out Winter Support packs – I Believe WTC are offering to dispense those?

11. Ferry Marsh:

Thanks to Cllr Glyn Evans for his continued support on the matter of securing consultation dates. As you will be aware, dates and events for face-to-face consultation have been agreed and circulated. (As below). The venue in the new year may change due to cost TBC.

Due to Colchester Council delays, this has taken much longer than I would have liked to deliver a public consultation. I promised that consultation would take place and in the most inclusive way possible. Multiple in-person events locally and an online survey have been secured. Cllr Evans and I agreed the communications and parameters for the consultation with CCC officer and key partners such as Essex Wildlife Trust and Natural England. Some of these partners will attend the events to offer expert advice. The feedback from the consultation will help inform the next steps on the future management of the site, including public access and biodiversity enhancement.

12. Rubbish

I have updated residents via Facebook of the Garden Waste pausing while cold weather creates further operational difficulties. All other rubbish and recycling will be collected as per normal over the Christmas period in Wivenhoe. When adverse weather or staffing issues occur, household waste in black bin bags and food waste are of highest priority; garden waste is the lowest priority in the hierarchy and will be paused.

Ferry Marsh: Public Exhibition

As an introduction to the Public Consultation on the future of Ferry Marsh, a public exhibition will be held at the Royal British Legion Hall, The Quay, Wivenhoe on:

- Tuesday 13th December 4pm to 8pm
- Saturday 17th December 10am to 2pm
- Tuesday 10th January 4pm to 8pm
- Saturday 14th January 10am to 2pm

This is an opportunity to view display boards setting out possible proposals for the site, as well as putting questions and giving feedback to CBC officers and advisers, such as officers from Natural England, who will be in attendance.

The consultation will be available to complete online at www.colchester.gov.uk with a closing date of Sunday 22nd January 2023

Appendix B

PUBLIC TRANSPORT REP'S REPORT DECEMBER 2022

Peter Kay

BUS

The new s1 and 87 timetables from 3rd Jan are now available. The changes alas are very minimal. So far as Wiv users go the only improvement is one extra s1 from town in the pm peak.

The actual service provided is of course far worse than the timetabled service, e.g. no bus left the station today between 1802 and my leaving the pub at 1900 (except two not in service).

I was advised that orders had been given that only double-deckers should be used on the s1, to reduce the number of people being left behind. (There have been complaints about people not being able to get on buses from Old Heath to town, or Old Heath etc to Uni, in the am peak, as well as pm peak from Uni). This has not entirely been kept to, but about 90% seem to be double-deckers now.

Another angle on the current service is that in the last precovid timetables there were 86 direct buses a day from Wivenhoe to town, now there are only 29; plus the 61/s1 frequency has been reduced as well.

I have now had a reply from the Uni Transport Officer, also Emily Harrup at CBC. Both have written to the First MD requesting meetings. Also East Donyland PC have had a zoom meeting with Kevin Bentley.

Over the last month I have (after a long covid break) had to deal with three Colchester High Street closures (Christmas lights, city status parade, Christmas Fair). In the first two cases over 200 people each time

(particularly Uni students) had to be spoken to and directed to the diversionary stops. First made out that they were going to do it all in the first case, but only put up A4 notices at stops with tiny writing, that nobody looked at, and a website item that said which roads buses would be going down but not where they would stop! They now seem to have given up. These pre-Xmas CBC closures have always been particularly difficult to Uni/Wiv/Bsea passengers.

ECC have published a draft plan regarding the proposed cycleways in East Hill that involves altering the 87 bus stops, but unless they supply something better than the usual far-too-low-res online plans currently available, it will be impossible to see what it really signifies.

RAIL

Re the not stopping rail replacement buses at Town station, one of the Tendring group members took this up with their GA contact, but only got a stupid reply that they 'could not run *trains* into Colchester Town'. I then emailed him myself laying down very precisely what the situation was, but got an even more stupid reply saying that it was 'better to the environment and the carbon footprint' to do it their way! This (on a very simple issue) was the final proof needed of the impossibility of having any constructive dealings with GA, as they cannot be bothered to read things properly and just send these rubbish irrelevant stock replies. In contrast they are happy to send someone to the Tendring meetings to give the impression of their being interested, and the other Tendring people have fallen completely to the smooth talk. I shall not be attending any more of these meetings until the current two GA people who OUGHT to have been interfacing with us have gone. (One of them admits himself that he knows very little about the Colchester area but that does not make him willing to listen to people who know far more than him).

We (Wivenhoe and Tendring) have all been repeatedly 'insulted' by these GA people, not least in

- their refusal to even look at the executive summary of the 'report' submitted to them as part of the timetable review consultation
- the way in which Cllr Tile was treated at the eventual zoom meeting on the consultation, which was largely continuous talking by the GA man to prevent our points being discussed properly.
- 14 years of an essentially fake Community Rail Group, refusing to have any dealings with local people other than station gardeners, and restricting its activities to Santa trains etc (prohibiting discussion of weekday services), whilst the national CRP organisation boasts of having secured large increases in *daily* usage via local CRPs elsewhere.

I mentioned in October that the national station usage figures 2021/2 would shortly be published, which they now have been. As in 2020/1 (but it is more significant now), Wivenhoe has one of the biggest reductions in use in the region, from 403,000 in 2019/20 to 217,000 in 2021/2. This puts it in the same high level of % loss as Manningtree, Marks Tey, and Kelvedon, reflecting the previously high level of London commuting as a proportion of overall usage at these places. In contrast Tendring had already become less commuter-centric (not least due to the continual worsening of peak journey times from East Tendring).

Despite the Tendring stations having retained more than Wivenhoe, the Clacton/Walton line with 71% of precovid use, and the Harwich line with only 65%, have a *worse* loss than any of the Norfolk and Suffolk branches. The only line to have seen an *increase* in use, the Sheringham line, just happens to be the line with the lowest fares, whereas Tendring of course has the highest fares.

GA have hinted that whilst there *will* be Booking Office closures (no doubt including Wivenhoe!), these will not involve *destaffing* of the stations in question, but rather the member of staff spending more time in the Booking Hall / on the platform to assist passengers, including at the ticket machines. This approach has already been introduced in the recent alterations at Bury station (a place with much higher usage).

Cllr Andrew- T&TWG Report

I attended the Local Highways Panel and put forward our proposals for

- a) 24hr HGV restrictions
- b) Cycle Parking

I was encouraged by LHP admission that their top down process needs to be streamlined especially for larger villages / small towns who they want to submit 'package bids' which would in future be subject to a lot less 'validation' by ECC.

23/24 funding will however be decided at the March LHP meeting so we need to decide asap which 2 schemes to prioritise and also identify 1 more reserve scheme Essex will 'fast track' the validation of our priority schemes.

I am (always) keen to prioritise schemes that are clearly feasible and NOT difficult / expensive / depend on consultation , and most importantly will have a real impact

As Mark mentions, station access redesign @ Clifton Terrace is important But as we still have no idea what Essex are going to propose I would rather bid it as our reserve scheme.

IMHO our #1 priority should be making HGV restrictions 24hr i.e. the same as in many other N.Essex / S.Suffolk villages and as per roads in Colchester with HGV restrictions. It's an easy, low cost intervention that complements School Streets, yet will make no difference to operational efficiency of the Quarry. Essex are already aware of this: I raised it at the LHP meeting; they seemed to think it was reasonable request.

#2 priority should be Cycle Parking – see previous email again Essex are already aware of our requirements. We have discussed details with all the landowners

But if you wish to propose other schemes do please say so... e.g. I would like to see more zebras but I know that Essex are unlikely to agree to them unless someone is killed.

Next TTWG meeting is being arranged in January there are various other matters we need to discuss as per my previous emails. Please try to attend

Appendix D

Wivenhoe Town Council Environment Committee
29th November 2022

**Wivenhoe Town Council and Wivenhoe Biodiversity Group working together for biodiversity
Terms of Reference**

Under the Natural Environment and Rural Communities Act (2006) Wivenhoe Town Council, like all local authorities, has a general duty to conserve and enhance biodiversity.

Wivenhoe Biodiversity Group has existed in some previous forms for a number of years, its focus being to improve biodiversity in the town. A number of its projects continue to benefit Wivenhoe.

The two have decided to work together on biodiversity issues to develop community engagement, and to share ideas, resources and facilities. This document summarises how they will do so.

What the Council and Biodiversity Group offer each other

The Biodiversity Group will facilitate the involvement of people and provide expertise to the Council, working with them on public engagement on matters to do with biodiversity. The Group will identify opportunities for the conservation and enhancement of biodiversity in and around Wivenhoe.

The Council will support the Biodiversity Group to formalise and resource biodiversity projects, and make available its existing facilities, including financial administration and as agreed in each case, to help deliver them.

Structure

One member of the Council's Environment Committee will be a full member of the Biodiversity Group.

They may also fill one of the Group's co-Chair roles in the same way as any other member.

Any decisions by the Biodiversity Group which affect the Council must involve the Councillor member.

The Council will invite and expect one of the co-Chairs of the Biodiversity Group to attend meetings of its Environment Committee.

Reporting

The Biodiversity Group will present an annual report to the Council's Environment Committee summarising the projects and activities undertaken under this agreement.

Individual reports will be made to the Environment Committee at any time on issues and projects as needed or as requested by the Group's Councillor member or Town Clerk.

Meetings

The Biodiversity Group will continue to meet quarterly or as required.

The Environment Committee meets bi-monthly or as required.

Aims of working together

1. To produce and put into practice a Biodiversity Action Plan for Wivenhoe which, as a supplementary Appendix to the Neighbourhood Plan, adds value and robustness to it.
2. To improve understanding and awareness of the importance of biodiversity in tackling the Climate and Biodiversity Emergency as part of the local plan.
3. To share ideas and experience on a wider platform where appropriate.
4. To research and apply resource to biodiversity projects, subject to the principles below.
5. To help the Council reach its carbon zero aspirations by 2030.

Principles

1. In accordance with the democratic principles of the Council, biodiversity projects and functions should aim to command public support. This support should be assessed as part of any project.
2. There should be regular communications on biodiversity issues with the Town's residents using existing media. These should be *explanatory* - making clear the reasons for action and its urgency; *committed* - making it clear that action is being taken; *active and engaging* – positively seeking and facilitating feedback from people; *responsive and positive* – responding to comments reliably and constructively.

3. Projects should be as evidence-based as possible and provide evidence that action taken has benefitted biodiversity and/or peoples' enjoyment and engagement with nature.
4. Projects should involve residents to maximise opportunities for improved understanding of the Town's role in biodiversity and to encourage participation in nature recovery.
5. Actions should be based on principles of conservation, allowing nature to take the lead in nature recovery with least human intervention.

Proposed by: Cllr Glyn Evans
29th November 2022
Wivenhoe Council Environment Committee
29th November 2022

Allocation of Environment Committee budget

The Committee has an annual budget of £3000. It is proposed that

- a. from April 2023 the budget is split equally between the Committee's two functions of enhancing biodiversity and achieving net zero,
- b. unspent existing budget from 2022/23 is committed to support the following projects:
 - re-printing of the older children's wildflower guide, developed as part of the Green Spaces project, (£600)
 - purchase of swift nest boxes in accordance with the project endorsed by the Environment Committee at its meeting in October 2022 (£300)
 - minor works at the Wildlife Garden (£100)
 - applying for accreditation as a "Bee-friendly Town" (£200 for plants and materials to support the application) - see explanatory note below.
- c. initial proposals for budget expenditure in 2023/24 will be presented to the next meeting of the Committee.

The Committee is asked to endorse this proposal.

Cllr Glyn Evans

Bee-friendly town accreditation

In June the Wivenhoe Biodiversity Group agreed to pursue accreditation as a Bee-friendly town accreditation. This will help develop community engagement with the biodiversity crisis and involve more people in taking action to promote biodiversity. Some details:

- Bee-friendly town accreditation status is run by the Bee Friendly Trust – details at <https://beefriendlytrust.org/bee-friendly-towns/>
- Accreditation means meeting up to nine criteria including things like having a Bee Friendly School or College in our town, making our local railway station Bee Friendly, creating homes for wildlife in the town, promoting pesticide-free gardening, running a community event to promote pollinators.

Accreditation brings with it a prize, cash to commission an artwork for the town and publicity –

including a visit from the world famous (Ok, not yet but they will be....) WaggleDancers.

Two members of the Biodiversity Group have agreed to lead the work and have already begun to contact other groups within the Town. Commitment of funds approved will be delegated to them. Administration of the funds will be via the RFO.

Appendix E

RFO Finance Report Update 30.11.2022 for December FTC

The system has been closed for November 22. Thanks to Cllr Evans who has checked the November accounts.

No update has yet been received from EALC about the submission of the loan application, JBE has chased again.

The Finance Committee will be meeting on 5th January to discuss the 2023/24 budget and precept. The precept tax base figures have not yet been received from CBC, these are expected soon.

Unfortunately, I was advised incorrectly by NS&I and they are no longer opening accounts for parish councils & groups. The cheque was banked by NS&I and I have opened a cashbook on the Rialtus system (Number 7), but this now in the process of being returned to us by bank transfer. Once the money has been received, I will close the extra cashbook on the system.

Unity bank are offering 1.4% on instant savings accounts, and are used by a few other local councils. I would like to suggest opening an account with Unity, the signatories would be Cllr Kane, Cllr Maltby, E Buckley (RFO) and J Beighton-Emms (TC). Funds in this account will only be protected to £85k, but opening an account with another bank will spread the risk and also gain a higher interest than what we currently are receiving.

a) **Bank Reconciliations** –

31/10/2022	Confirmed Bank Balances	£702,085
30/11/2022	Confirmed Bank Balances	£663,497

b) **Payments** – That the circulated Schedule of payments be approved. ~~£49,771.34~~ **£49,965.03** (See attached draft schedule)

c) **Budgetary Control Reports are available on the system up to 30/11/2022**

The council has received £446,692 (99%) of its budgeted income and spent £299,332 (67%) of its budgeted expenditure to date. Currently the predicted underspend of £40,000 has not changed. Work to agree the budget will be prepared for approval in the new year once the tax base figures have been received from CBC.

Appendix F- See attached

Appendix G- See attached

Appendix H

Town Clerk's Report- Full Town Council Meeting 19 December 2022

1. Staffing: No update. All staff have now completed the safeguarding training.
2. We received 7 tenders for the office redevelopment project. These were considered by the Office and Yard Working Group and the architect on 9 December and interviews of 4 building contractors will take place on 22 December. The working group will be seeking approval of the chosen contractor at an extraordinary meeting of full council to be held on 9 January 2023.
3. The Warm Spaces initiative is going well. Please help to advertise this by sharing the poster which provides full information of venues and days/times. I have also posted on Facebook about the Winter Resilience Packs we have available. Please share this too.
4. Steven Eke and Howard Lowe from Amphora will be here at 7pm on 19 December to answer questions about Lila Connect.
5. I attended SLCC training on the new code of conduct. This was particularly useful on when the code applies to councillors and the use of social media. I will draft an updated social media policy and work with the Comms WG on this.
6. The sensory garden is progressing well. We have our next working group meeting on 19 December.
7. A reminder that the Christmas party will be taking place on Friday 16 December in the Wyvern Room, WLH, from 1pm to 4pm.

