



Wivenhoe Town Council

MINUTES of the Full Town Council meeting held in the Royal British Legion Hall, The Quay, Wivenhoe on Monday 25 April 2022 at 7.30pm **Chair Approved**

Present: Cllr Luxford-Vaughan (Chair), Cllr Evans, Cllr Burke, Cllr Multon, Cllr Henley, Cllr Maltby, Cllr Aldis, Cllr Read, Cllr Boughton, Cllr Wenaden, Cllr Kane, Peter Kay (Transport Representative), J Beighton-Emms (Town Clerk), Emma Buckley (RFO) and three members of the public.

Public Questions; None

PART A

FC/04.22/01 Apologies for absence: Cllr Cory and Cllr Burrows

FC/04.22/02 Declarations of interest; None.

FC/04.22/03 Minutes of the previous meeting: The minutes of the Full Town Council meeting held on 21 March 2022 were proposed by Cllr Multon, seconded by Cllr Burke and approved as an accurate record of proceedings.

FC/04.22/04 Co-Option- Interviews, Debate & Vote

Cllr Luxford-Vaughan explained the process to the three candidates. Each candidate was interviewed by the councillors for 10 minutes and asked the same questions, although there were some follow up questions. When not being interviewed the other candidates waited in another room. Following the interviews all candidates declined to be present for the debate and vote.

The councillors discussed the interviews.

Cllr Aldis proposed that the council suspend Standing Order 3s in order for a secret ballot to take place to continue with the co-option process. This was seconded by Cllr Multon and agreed by majority.

Following the ballot all candidates re-joined the meeting. Cllr Luxford-Vaughan informed Rik Andrew that the council had voted for him to be co-opted. She thanked all of the candidates and said that in the debate it had become clear that the councillors would be happy to work with all of them as they all had so much to bring to the council. The councillors would welcome the unsuccessful candidates as lay members of the council. It was agreed they would be written to.

The two unsuccessful candidates left the meeting.

FC/04.22/05 Reports from Members of County and Borough Councillors;

- a. The council considered a previously circulated report from ECC Cllr Cory, Cllr Luxford-Vaughan and Cllr Burrows, which is attached as **Appendix A**.

- b. See above.
- c. The council considered a previously circulated report from Peter Kay, which is attached as **Appendix B**.

Cllr Aldis asked if Mr Kay had any knowledge of the increase in fares for disabled person's bus pass holders. Mr Kay responded that there was no separate information on the increases for these pass holders as all fares had increased.

Cllr Read thanked Mr Kay for his work on the Paget Road crossing.

Mr Kay left the meeting.

There was a 5 minute break in the meeting.

FC/04.22/06 Proposal by Cllr Burke: For Wivenhoe Town Council to agree to an amendment to the Wivenhoe Neighbourhood Plan, POLICY WIV 25, from 'Care Home' to 'Care Facility'.

Cllr Burke had provided a previously circulated explanatory report, which is attached as **Appendix C**. This relates to the site identified as the Land Behind the Fire Station, Colchester Road.

Cllr Burke added that whilst a care home had been requested at the time of the WNP being agreed, fewer people now need a care home. The developers had also acknowledged that a care home provider would be unlikely to take on the site. Cllr Read advised that the Planning Committee had requested that the relevant area of land is ring-fenced.

Cllr Burke confirmed that 'care facility' is a recognised term that encompasses 'care home' for the elderly.

Cllr Read seconded the proposal. All in favour.

FC/04.22/07 Request from the Town Clerk- Proposal to purchase Alder badges as per the quotation from Vaughtons. This design had been previously agreed by a working group. Cllr Luxford-Vaughan made the proposal. This was seconded by Cllr Burke, with all in favour.

FC/04.22/08 Committees:

- a) Planning: Cllr Read reported that the committee had requested that the site for a care facility was ring fenced in relation to the development proposed on the land behind the fire station. Regarding the development at Elmstead Road, Cllr Read reported that Strutt & Parker had not made an accurate representation of the meetings held with WTC. The Planning Committee have therefore objected once again on the basis that the site can still be used for burials subject to assessment from a cemetery development company.
- b) Personnel: Cllr Read reported that there are staff shortages and that therefore casual staff will be taken on. The Town Clerk is seeking advice from Vine HR.

- c) Environment and Health & Wellbeing: Cllr Evans reported that the Green Verges Project is going from strength to strength.

Cllr Evans attended a meeting regarding Ferry Marsh which was encouraging. The plan is to improve access around the site with the possible creation of a trail and a hide.

Cllr Evans also reported that he continues to make representations against the CBC woodland and biodiversity project because of the insistence in planting trees at inappropriate locations.

Health & Wellbeing Sub-Committee: Cllr Wenaden reported that she is looking at ways to engage with the community about the menopause and the issues that are faced.

She is also working with Cllr Burrows on arranging a talk from the Samaritans.

She asked if any other councillors would like to work with her on Health & Wellbeing projects. Cllr Luxford-Vaughan said that this can be discussed when the committees are formed at the Annual Council meeting in May.

- d) Estates: Cllr Aldis reported that we are still waiting on quotes from the surveyor for works to the old cemetery wall. Ground staff have started work on some repairs to the worst area.
He also reported that a Community Day was agreed in June for Wivenhoe Toddler Group.

Museum Sub-Committee: No update.

- e) Finance & Administration: Cllr Kane reported that the year-end figures are being worked on.
He formally thanked staff for their contribution to the running of the Ukraine fund raising event which raised £6.5k.

FC/04.22/09 RFO Update

- a. The council considered a previously circulated RFO Report, which is attached as **Appendix D**.
- b. The council considered a previously circulated Bank Reconciliation Report which is attached as **Appendix E**. This was proposed by Cllr Kane, seconded by Cllr Burke, with all in favour.
- c. The council considered the previously circulated list of monthly payments, which is attached as **Appendix F**.

Cllr Kane proposed that the list of payments is approved for payment, this was seconded by Cllr Burke, with all in favour.

- d. The Budgetary Control Report was considered and is attached as **Appendix G**.

FC/04.22/10 Working Group Reports;

- a. Youth Hub: Cllr Luxford-Vaughan reported that the group have applied for a Certificate of Lawfulness as opposed to planning permission. All volunteers have started training and undergone CRB checks. The project worker from ECC will be attending the FTC meeting in June. The group are preparing for the arrival of the container. Cllr Wenaden reported that she had met with the Scout & Guides leader and had taken on board their concerns. Cllr Luxford-Vaughan reported that she has also spoken with them and they are now satisfied that the yard will be safer and there will also be disabled access, once the yard is reconfigured as part of the office redevelopment project.
Cllr Evans reported that the Pantomime Group have found a new location for their equipment and he would like to co-ordinate the removal of their container with the delivery of the container for the Hub. Cllr Luxford-Vaughan suggested that they meet to discuss this
- b. Skatepark: Cllr Kane reported that a company has been awarded the contract, subject to appropriate proof of insurances being provided.
- c. Office & Yard: Cllr Luxford-Vaughan reported that there have been issues with CBC planning department, which the architect is dealing with.

Cllr Luxford-Vaughan proposed that WTC approve entering into a licence arrangement with ECC to have shared use of Wivenhoe Library for a reception area and council meetings. The cost will be £600 plus a monthly licence fee of £50. This has been arranged for when the council offices need to be vacated. This was seconded by Cllr Aldis and voted in favour by majority. Councillors requested that further information ahead of the meeting would have assisted the vote.

- d. Car Parks: Cllr Kane reported that CBC are happy for WTC to proceed with the creation of a weekly market at the Dinghy Park and he would therefore like to create a working group. Cllrs Evans, Burke, Boughton and the Town Clerk agreed to join this group with Cllr Kane. The Town Clerk will arrange a meeting. Cllr Wenaden asked that the group engages with the organisers of the Wivenhoe Farmer's Market.
- e. Funding, Engagement & Youth: Cllr Wenaden reported that this group needs to be considered ahead of the Annual Council Meeting in May. There has been discussion about renaming this working group. Cllr Luxford-Vaughan suggested separating the 'youth' element, as the creation of a youth council still needs to be considered. It was agreed that a meeting will be arranged to discuss the options.

Cllr Wenaden left the meeting.

- f. Wivenhoe Neighbourhood Plan: Cllr Burke confirmed that the first amendment to the WNP has now been agreed.
- g. Queen's Jubilee 2022: Cllr Kane reported that plans are progressing well.
- h. Mayoral Activities: Cllr Luxford-Vaughan reported that she had attended a memorial service for CBC Cllr Nick Cope.

She thanked everyone involved in the Ukraine fund raising event which had support from WTC. She agreed that letters of thanks will be sent to those involved.

A previously circulated report from the Town Clerk was considered and is attached as **Appendix H.**

FC/04.22/12 Date and time of the next meeting: It was agreed that the meeting will be the Annual Council Meeting which will be held on Monday 16 May 2022 at 7.00pm.

FC/04.22/13 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.

One member of the public left the meeting.

PART B

FC/04.22/14 Update from Cllr Kane- Jubilee Events expenditure

A note of this part of the meeting is held by the Town Clerk.

The Chair closed the meeting at 22.00

Appendix A

Joint Report from Cllrs Luxford-Vaughan, Cory and Burrows.

Andrea and Mark assisted an elderly man in connecting him with the 'home for life' who will be able to find him new accommodation as he is being evicted from his current rented accommodation.

We have also reported several new streetlights in Chaney Road that are too bright and need dimming. Plus, we report two lights in Ernest Road that are not working.

Michelle has reported a drain cover in Rectory Hill that is sinking!

Mark met with Cllr Evans and CBC officers to discuss Ferry Marsh and the next steps and possible ways to consult with the public about future use.

We have spoken with residents following the completion of Claremont Road pavements and they are all very pleased. A survey has gone out from the contractor and issues during the work will be picked up there.

Other pavement repairs have occurred where reported, for example Rectory Road.

Clingoe Hill will be resurfaced West Bound into Colchester where several large potholes have appeared. This has been chased a number of times.

Michelle is attending the Dementia Alliance Action next week to connect Wivenhoe into the wider network.

Michelle has organised an online discussion for Women in Wivenhoe on issues relating to the Menopause.

WI have benefitted from a connection via Michelle for Wiggle and Giggle sessions, which are helping those less active or isolated to get fit. Lindsay secured funding from Active Essex for Wiggle and Giggle sessions for Wivenhoe.

The Wivenhoe Surgery sign is now in place following persistent work from Mark with NHS estates officers. Station Road street sign coming soon. Broome Grove street sign that went missing is now ordered and being replaced. Belle Vue Road has been missing street signs at the junction with Rectory Hill and we have ordered two new ones there.

Thanks to residents we have supported and pushed the issues of Brett/Tarmac and cement lorries using Rectory Road and Hill. We are checking the planning conditions for the site with CBC planning officers. This may also need raising with ECC.

Andrea Mark and Michelle

Appendix B

PETER KAY REPORT APRIL 2022

RAIL

The new timetable commencing May increases the number of London commuter trains, viz:

Wivenhoe 0538 0604 0623 0656 0721 0802 0834

Liv St 1615 1642 1712 1742 1812 1842 1918.

Mon-Fri offpeak, Sat, and Sun services remain as per the pre-covid timetable.

BUS

The First April 17th Colchester service changes were revealed a week in advance. The Wivenhoe routes are not altered, merely renumbered and the service level reduced, as set out in the notice appended below, which was put on the Wivenhoe community FB group and posted at the Coop, Cross (soon removed) and Flag bus shelters.

(Notices were also put up at all town centre stops but within 24hrs they were all removed. In this case the culprit has been identified, as an old chap accosted me in Head St yesterday to tell me that he had seen two men in a First white van doing it!).

In essence the new Wivenhoe situation is 5 buses an hour Mon-Fri offpeak and Sats, and 6 an hour Mon-Fri peaks. This is the worst service since the early 2000s prior to the 61 starting; but then all buses ran via the direct route, whereas now 3/4 of the 5/6 take 30-37 mins.

(I had suggested to the First schedules man, knowing that retraction was intended, 2 direct buses an hour to the station as well as 2 to Bsea, plus 2 61s an hour. But the other two direct buses are now to run between the town centre loop and the Uni only, term time only).

The changes remove the High St bus stops problem by running all the direct buses via Eastgates and none via Barrack St, the obstinate ECC officer having refused to budge. It might be noted that, just as in October neither First nor ECC told people that the 62b's would only be calling at FC henceforth, so again now neither of them have told people that all the direct buses will only be stopping at GC again!

The net impact of the Colchester changes as a whole is to reduce non-peak services to about 3/4 of their previous level. So ends two decades of gradual improvements. Senior Citizen free travel had encouraged improved interpeak services, but now there are too many people who do not want to return to the world.

The 'scandalous' part of the changes is that, whilst people dependent on First services are seeing cuts, four buses are being dedicated all day to new sections of route intended purely to damage Arriva (which will mean that both these First services and the Arriva services will now be lossmaking). So despite the talk

of stringent times, international big businesses can still afford to run unnecessary services just playing games with each other at our expense.

Of course Wiv people did not make enough use of the very frequent services provided in recent good years to encourage its retention. First now seem happy to turn round at Wiv Park Corner (which they once considered 'unsafe').

* ECC (like the majority of councils who applied) got nothing in the event from the government 'Bus Back Better' money. There is now likely to be a dichotomy between a positive spiral in counties which have got money and a negative one elsewhere.

Appendix C

Summary

Planning Application and Amendment 213507

Outline planning in respect of development of minimum 80 dwellings, a 60 place care home and up to 8 charity homes on the land behind the Fire Station, Colchester Road, Wivenhoe, CO7 9EU.

Wivenhoe Neighbourhood Plan (adopted by Colchester Borough Council) Policy WIV25 proposes the requirement for a Residential Care Home to be supported on appropriate sites, either at Croquet Gardens (WIV 28) or the site identified as land behind the Fire Station. The WNP proposes that the care home should be located at the rear of the Fire station closest to Broomgrove School. Access to the care home would be through the proposed 80 dwellings.

The Policy WIV25 requires the Wivenhoe located care home to provide up to 30 beds.

Wivenhoe Town Council Planning Committee undertook research to ascertain the care home market and to establish whether a residential care home provider would be likely to invest and develop a care home on the site.

Outcome of the research:

Essex based care provider, Hallmark care Home Group, Savista, a company who search for land/development opportunities and Frank Knight who undertake in-depth analysis of market trends and demographics all expressed similar views – a 60 bed care home is unlikely to be financially viable, the location of the proposed home is totally inappropriate for a care home and a most interesting and important fact is there is a 275 over supply of care beds within a 3.5 mile radius of Wivenhoe meaning supply out ways demand (there is a new proposed 75 bed care home planned for Colchester but developers have put the build on hold to lack of demand).

However, the experts did add that demand for other types of care facilities such as independent living with care, retirement living with care and assisted living facilities are in demand.

Therefore, WTC Planning Committee is keen to ring fence the area allocated on the site for a CARE FACILITY rather than a care home giving options for developers. The Planning Committee have expressed these views with Strutt Parker but unfortunately the outline plans still show a care home.

Proposal for Wivenhoe Full Town Council:

'To agree to an amendment to the Wivenhoe Neighbourhood Plan, POLICY WIV 25 and all subsequent references, to reference CARE FACILITY instead of CARE HOME'.

(Minor amendments to the WNP can be made without the need to undertake wider consultation. The amendment will subsequently be shared with Colchester Borough Council).

Appendix D

RFO Finance Report Update 21 April 2022

The system has been reconciled up to 31 March 2022, Cllr Burke has agreed the bank statement figures and

checked the invoices for this month.

£185,294.50, which is half the annual precept from CBC has been received on 4th April into our main bank account.

The VAT claim up to February 2022 for £4,6301.21 has been received from HMRC.

Sum up card readers are now working and have been used for the Ukraine Fundraising Event. They worked well for the event, going forward anyone that wishes to pay by card can do so in the office. I have set up 2 staff accounts for Jo and Mandy. We each have our own passwords for the device, which will be changed on a regular basis to improve security.

A Community Fund payment for £400 that we made to Wivenhoe Bumps and Babies for the Toy Library has unfortunately been returned. The group informed us that they did not have the storage space, commitment or support to currently make this project work, if these factors change in the future, they will let us know.

Cllr Aldis and myself will be conducting a Data Audit of critical information that the council holds and identifying any risks.

Minibus insurance has reduced in cost this year by 30%, we are renewing with our current insurer AJ Gallagher.

Myself and Maurice are currently working on year end and preparing the final figures.

b) Bank Reconciliations –

28/02/2022	Confirmed Bank Balances	£546,406
31/03/2022	Confirmed Bank Balances	£532,476

c) Payments – That the circulated Schedule of payments be approved. Total payments for approval £35,720.24. **UPDATED AS PER SCHEDULE SENT 25.04.2022 - £37,267.98.**
(See attached draft schedule)

d) Budgetary Control Reports are available on the system up to 31/03/2022

The council has received £465,773 (112%) of the budgeted income for the year and spent £390,286 (92%) of the expenditure budget.

Work is currently being completed to calculate the final figures for year end.

Appendix E- See attached.

Appendix F- See attached.

Appendix G- See attached

Appendix H

Town Clerk's Report- Full Town Council Meeting 25 April 2022

1. Staffing: We are currently short staffed. Please bear this in mind when you are planning any projects.
2. The skatepark contract has been awarded. A meeting is being arranged to discuss when the works can start.
3. A meeting I had arranged with The Conservation Volunteers group to look at WTC projects they can work on has been postponed until early May.
4. I have circulated a quote for Alderman badges for which I need full council approval.
5. I have been corresponding with ECC to arrange to use the library as a reception and meeting area whilst the council offices are being redeveloped. They have agreed and I have circulated the licence to share agreement for which I need full council approval.
6. The Bike Kitchen have signed an agreement to use the Fisherman's Store for a further year.
7. I have sent Jubilee press articles to the Gazette and Wivenhoe News. Please let me know if you are happy to have a Michaels board at home to advertise our events. The next Jubilee WG meeting is on 19 April.
8. Andy will be starting work on the worst area of the old cemetery wall, subject to agreement from the Estates Committee to additional labour costs. He will update the committee at the meeting on 20 April.
9. I attended an event on 9 April to mark the opening of the new Wivenhoe Ferry jetty. Wivenhoe Ferry Trust thanked WTC for its contribution of £400 from the Community Fund.
10. The next FTC meeting will be the Annual Council Meeting on Monday 16 May 2022.
11. I am on leave on 21-22 April.