



## Wivenhoe Town Council

**MINUTES** of the Full Town Council meeting held in the Council Chamber on Monday 20 February 2023 at 7.30pm **Chair Approved**

Present: Cllr Kane (Chair), Cllr Aldis, Cllr Multon, Cllr Read , Cllr Maltby, Cllr Wenaden, Cllr Boughton, Cllr Burke, Jo Beighton-Emms (Town Clerk), Emma Buckley (RFO), Graham Bennett (Funding Officer), Peter Kay (Public Transport Representative) and Cllr Luxford-Vaughan on Zoom

Public Questions: Graham Bennett, Funding Officer, introduced himself to the council and explained his role which is to source grant funding and other alternative sources of income for WTC. A form has been drafted for councillors to complete for Graham. The form asks for information on projects the councillor would like Graham to consider for funding and asks for details such as why the project is needed and what benefits it will bring. This information will assist Graham in making grant fund applications. Graham explained that the process of obtaining a grant is competitive. The forms will be considered by the Funding WG in the first instance.

Graham left the meeting.

### PART A

FC/02.23/01 Apologies for absence:ECC Cllr Cory, CCC Cllr Burrows , Cllr Andrew and Cllr Evans

FC/02.23/02 Declarations of interest: None.

FC/02.23/03 Minutes of the previous meeting: The minutes of the Full Town Council meeting held on 16 January 2023 were proposed by Cllr Multon, seconded by Cllr Boughton and approved as an accurate record of proceedings.

FC/02.23/04 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 Aldis said that lighting on the KGV will be included on the agenda for the next Estates Committee meeting.

Cllr Read reported that the Planning Committee had requested that the Planning Application for Conway Close was called in and he was pleased that WTC's views are being heard.

The council considered a previously circulated report from Cllr Burrows which is attached as **Appendix B**.

Cllr Luxford-Vaughan reported on the detrimental effects of the lack of a proper link road for the Garden Community- she has set this out to councillors in a report. The next TCBGC Hearing is on 27 February and a virtual meeting has been arranged for WTC councillors on 21 February to agree on an approach and on who shall make representations on behalf of WTC.

The council considered a previously circulated report from Peter Kay which is attached as **Appendix C**.

Mr Kay asked to see Cllr Luxford-Vaughan's report and to be invited to the Zoom meeting on 21 February.

Mr Kay reported that he has received an update from First Buses. Additional funding will only be available if passenger numbers increase by 9% on pre-covid levels. He has made further contact but it is unlikely that he will get any further information. He asked if ECC could be chased on further funding. Cllr Aldis suggested submitting an FOI request.

Cllr Aldis noted the low level of cyclists at 1%. Information on travel by car would be more interesting particularly as a link road isn't being built for the Garden Community.

#### FC/02.23/05 Election of Mayor & Deputy Mayor for 2023/4:

Cllr Kane reported that Cllr Multon has expressed his interest in being Mayor for 2023/4. Cllr Boughton proposed that Cllr Multon is Mayor of Wivenhoe for 2023/4, this was seconded by Cllr Aldis with all in favour.

Cllr Kane reported that Cllr Aldis and Cllr Burke have both expressed an interest in being Deputy Mayor for 2023/4. He asked both councillors to say why they would like this role.

Cllr Kane proposed that the vote for Deputy Mayor was a secret ballot. This was seconded by Cllr Read with all in favour.

Cllr Kane proposed Cllr Aldis and Cllr Burke as Deputy Mayor for 2023/4, this was seconded by Cllr Boughton with all in favour.

The secret ballot took place and the votes counted by the Town Clerk. Cllr Burke received the most votes and was therefore confirmed as the Deputy Mayor for 2023/4. Cllr Kane thanked Cllr Aldis for putting himself forward.

#### FC/02.23/06 Statement from Cllr Read

Cllr Read reported that he is not eligible to stand at the next election on 4 May. This has been verified with the Electoral Commission. Cllr Read has been a councillor for 13 years including being the Chair of the Personnel Committee. The continuity of this role is important for staff and he would like to be considered as a lay member on this committee and asked if the council could let him know if this would work. Cllr Read is also a trustee of Wivenhoe Housing Trust and could stay on this group if the council wished. It was agreed that the Town Clerk will contact Peter Hill.

Cllr Read said that the council was in a much better place than when he joined it and that he would miss everyone.

#### FC/02.23/07 Proposal by Cllr Burke-

- 'For WTC to agree to introduce the following to all WTC owned car parks:
- Tariff B charges
  - A resident permit system allowing residents to have 4 hours free parking
  - An increase from £100 to £200 per year for business permits.'

Tariff B is:

**Daytime tariff 8am to 6pm**

Up to 30 Mins Free- stay still required on the MiPermit app/system  
Up to 2 Hours £1.20  
Up to 4 Hours £2.00  
Overnight tariff 6pm-8am £2.00

Cllr Burke explained that a ticket machine will need to be installed. Also that the overnight charge is comparatively low as use is low overnight and will not be policed. Cllr Aldis asked how many business permits there are and this was confirmed as 9 although this will need to be checked with NEPP. The cost of the ticket machine will need to be confirmed. Cllr Maltby asked if the cost to implement these changes compared to what WTC are making from the car park is worth it. Cllr Read said this is more about the use of the car park. Cllr Kane said that NEPP will continue to take 50% of takings- the increase in charges will not be not too much too soon. The idea is to recoupe the costs of the rates and also to meet the council's aspiration of being carbon net zero. The residents permits will encourage residents from all of the town to use the car park. Cllr Burke said that the charges will be reviewed annually. It was agreed that the changes will need to be publicised and Cllr Multon said that an article will be included in the July newsletter. Cllr Read said that CBC were going to close the car park but WTC took it on with the costs that come with it and that WTC cannot keep subsidising these costs from its overall budget.

Cllr Burke confirmed the proposal, this was seconded by Cllr Multon and carried by majority. Cllr Maltby voted against and asked for her vote to be recorded. Cllr Aldis abstained from the vote and asked for his abstention to be recorded.

#### FC/02.23/08 Committees:

- a) Planning: Cllr Read reported on the meeting with Tarmac regarding water pollution at the development known as Land East of Tye Lane. It had been a successful meeting attended by Sir Bernard Jenkin MP.
- b) Personnel: Cllr Read reported that staff have been concentrating on preparation for the office redevelopment.
- c) Environment: Cllr Maltby reported that an Environment Community Meeting will be held on 23 March at 7pm at the Legion. This is to invite people from the community to bring their ideas and support to the council on environmental matters.
- d) Estates: Cllr Aldis reported that a company had been to look at the old cemetery wall. The company have worked on similar projects. They have asked to look at the survey reports which have been sent to them by the Town Clerk.

Further correspondence regarding the insurance claim re Clifton Terrace, will be considered at the next meeting.

There is a meeting with a new Essex Museums Officer at 10am on Friday 24 February to discuss the Chapel Museum.

- e) Finance & Administration: Cllr Kane reported that there is no change on the projected spend for the year.

#### FC/02.23/09 RFO Update

- a. The council considered a previously circulated RFO Report, which is attached as **Appendix D**. The RFO confirmed that the PWLB interest rate will not be known until the first loan repayment is made. The Unity Bank is being considered for an account for these funds.  
(Peter Kay left the meeting)

Council vehicles will be taken home by the groundstaff as they can't be parked in the council yard whilst the building works are ongoing. The RFO has asked Cadmans (building contractor) to agree to a change in the payment schedule so that all payments can be approved at a full council meeting.

The RFO asked the councillors to approve the cost of a new fire proof cabinet for council documents such as minutes and the burial records. These are original documents for which we have a legal duty to retain. The cost of the cabinet is £3100 plus £350 for delivery and fitting.

Cllr Kane suggested that the council considers a secondhand cabinet and that he is happy for the documents to be put in storage until a cabinet is needed when the building works are complete. It was agreed that the risk of fire damage whilst in storage would be minimal.

- b. The council considered a previously circulated Bank Reconciliation which is attached as **Appendix E**.
- c. The council considered a previously circulated list of payments, which is attached as **Appendix F**.

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

Cllr Wenaden volunteered to review the invoices and payments for March 2023.

- d. Budget Control Report- Considered.

#### FC/02.23/10 Working Group Reports:

- a. Youth Hub: The Town Clerk requested a zoom meeting to discuss the agreement.
- b. Office & Yard: Cllr Kane reported that the PWLB loan has been agreed and that the contractors will be starting on site from 27 February.
- c. Health & Wellbeing: Cllr Wenaden reported that the next meeting will be held on 21 February. The group are planning a Community Lunch on 8 March- posters will be going out soon.
- d. Community Engagement: Cllr Multon reported that newsletter is currently being edited. There was some controversy over an article. After the first edit the newsletter will be circulated to the group for recommendations. All councillors will see the newsletter before it is delivered.
- e. Travel & Transport: No update.

- f. Mayoral Activities: Cllr Kane reported that he attended Community Engagement WG and Funding WG meetings. He has also attended a meeting with the Sporting Trust to look at options to manage the Philip Road court. Cllr Kane also attended a meeting with the Scouts and Guides regarding the office redevelopment. He has a meeting with the Dementia Friendly Group and will be attending an Army Day at Colchester Garrison in the following week.

FC/02.23/11 Town Clerk Report: The council considered a previously circulated report from the Town Clerk, which is attached as **Appendix G**.

FC/02.23/12 Date and time of the next meeting: The next Full Town Council meeting is to be held on Monday 20 March 2023 at 7.30pm.

FC/02.23/13 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.

PART B

None

The Chair closed the meeting at 21.08

## **Appendix A**

### **Cllr Mark Cory – Wivenhoe Town Council Report: 16.01.2023**

#### **Essex County Council matters:**

##### **1. Road Repairs/Roadworks:**

ECC Budget passed with mostly bad news for Highways, but a rabbit out of the hat last minute gives some short term help: Upgraded Member Pothole Scheme, now includes pavement repairs. This will not stretch far but it means I can chase up the worst pavement issues. This is a one-off capital injection, ECC Conservatives refused our amendment for long-term revenue investment into roads and pavements, paid for by a small increase in Council Tax.

Pothole Repairs:

High Street Railway Bridge remains a dangerous despite chasing multiple times. I have chased again 19.02.23.

I have reported further potholes in Heath Road which have been outlined for repair.

Colchester Road/Brightlingsea Road at the Traffic Light junction by the University remains marked up and waiting repair.

##### **2. ECC School Streets**

I await feedback from officers relating to the survey/consultation results.

I will update WTC and residents once I hear back.

##### **3. Local Highways Panel and 20mph**

The next meeting is in March and I hope to have an update on our key schemes. I will meet with the panel officer shortly to reaffirm our needs.

I challenged the Cabinet Member over 20mph again, and he once again promised a review is happening on a Countywide policy – we should have an ‘off-the-shelf’ policy that we can implement, following consistent guidelines and criteria. I will update on the progress here and its relation to Wivenhoe.

#### **4. 701 Bus Cancellation and new route**

Following the announcement of the 701 route cancellation by Stephensons, I had a number of contacts from worried parents. I worked on a solution with voluntary body Community 360. Having lobbied ECC for support and heard nothing, we had a solution with C360 which pleased many residents/parents. However, ECC then agreed to rush through a contract license with First Bus to provide an extra service which then barred C360 from offering any service due to their legal agreement and SLA with ECC. I challenged this as a discreet non-public service was preferred by some parents, but to no avail.

Positive news is that at least we now have a service for students to use.

#### **5. County Tree Scheme**

I can take up the offer of 10 trees, possibly more, from ECC Tree Scheme. This could be an option for alongside the KGV path – see below – which I hope to light for safety with support of WTC.

### **Colchester Borough Report:**

#### **6. Taylor Wimpey Broadfields Appeal**

As we are all aware by now, great news on the Team effort by Wivenhoe. Thanks to Andrea Luxford-Vaughan for leading, the support around her was fantastic. Special thanks to Jane Black too.

This decision helps protect us and allows us to hold firm against all other interested developers.

#### **7. Planning Decision on 8 Conway Close**

Planning Application No. 223180, 8 Conway Close was not given approval by Colchester City Council officers. I have shared the reasons which were very much inline with the WTC objections which I passed onto officers. I will update if any changes come forward and once again welcome advice from WTC Planning Committee.

#### **8. Trees for Years – 15,000 trees for residents.**

Each year Colchester Council give out trees to residents. Since the Climate Emergency declaration the number has quadrupled. Residents can now apply for up to three trees and plants via an online sign up- click and collect style system. Some in person events will also take place in the coming weeks. Here is the link to share:

<https://www.colchester.gov.uk/TreesForYearsBook/?stepid=1f9774fb-ab59-ec11-8f8f-0022489cb351&sessionid=f3f7482c-3eb0-ed11-83ff-0022489b43a6>

#### **9. KGV Path Lighting Project**

I have spoken to the Town Clerk and a number of Councillors about this project. It is something I feel we have needed for some time. A number of residents, have raised the issue of safety concerns using the path or prohibiting use of the path. Anne Lucking, Lead Volunteer for the Youth Hub, has also raised this as a concern for young people accessing the Hub.

I brought it up as an item at the Transport Working Group and will also liaise with Cllr Evans on the Environment Working Group.

I have put forward £500 of initial funding for the project and will work jointly with WTC to secure more funds. I believe we need a solution, however, I am very keen on providing one which is ecologically and environmental sensitive to the surroundings. The ecological impact must drive the solution. As mentioned above, if ecological sound, we could secure trees for planting along the path close to the position of the lights to further lesson the impact of the path lighting. Please indicate your interest in the project, naturally I would seek to work with Cllr Evans and Cllr Andrew in relation to both of their committees, perhaps the chair of Estates too? (is that Cllr Kane?).

#### **10. Colchester City Council Budget 2023-24**

Please see the link below to Colchester's Budget proposals this year. I has been extremely tough to form a balanced budget due to inflationary pressures, further government cuts in funding and the macro effects of the mismanagement of the economy. Colchester is undergoing a wholesale transformation programme as we can no longer back efficiencies to close the gaps. We have had to put forward £5 million pounds worth of savings, reduced services and increased income lines. I am happy to answer questions on the budget as I am the Resources portfolio holder responsible for the budget.

<https://colchester.cmis.uk.com/colchester/Document.ashx?czJKcaeAi5tUFL1DTL2UE4zNRBcoShgo=fMB8mUQMqKXB5LLhL8h541d8T5uEIWTsnZVelwWClq04%2fYh%2f5XMfYQ%3d%3d&rUzwRPf%2bZ3zd4E71kn8Lyw%3d%3d=pwRE6AGJFLDNIh225F5QMaQWctPHwdhUfCZ%2fLUQzgA2uL5jNRG4jdQ%3d%3d&mCTIbCubSffXsDGW9IXnlG%3d%3d=hFflUdN3100%3d&kCx1AnS9%2fpWZQ40DXFv dEw%3d%3d=hFflUdN3100%3d&uJovDxwdjMPoYv%2bAJvYtyA%3d%3d=ctNJff55vVA%3d&FgPIIEJ YlotS%2bYGoBi5oIA%3d%3d=NHdURQburHA%3d&d9Qjj0ag1Pd993jsyOJqFvmyB7X0CSQK=ctNJff55vVA%3d&WGewmoAfeNR9xqBux0r1Q8Za60lavYmz=ctNJff55vVA%3d&WGewmoAfeNQ16B2MH uCpMRKZMwaG1PaO=ctNJff55vVA%3d>

#### **11. Locality Budget**

I have allocated £500 of funding to Broomgrove Infants Forest School, £1000 to WTC Youth Hub project, and £500 to WTC for initial funding of the KGV path.

### **Appendix B**

#### **CBC Cllr Michelle Burrows Report**

31/01: Focus group on accessibility for people using wheelchairs at live gigs at arts centre:. As member of the board I had brought this issue up at the last board meeting and consequently the Arts Centre and myself set up this meeting which was very well attended.

31/01: Environment and Sustainability committee: Spoke to officers regarding safety of committee members, due to public disruption to meeting on 31st January.

13/02: Tendring Garden Committee meeting updating on current progress.

14/02: Coffee morning at William Loveless hall in aid of Wivenhoe Dementia Support Group: Cheque for £1,320 presented to Nik Bowen from Alzheimer's Society from cycle event last September.

14/02.: In early discussions with Mark Healy from Community Enabling team about funding for awareness workshop for care staff regarding people who are trans and living with dementia and living in a care setting.

Also:

Reporting overgrown hedging along Clingoe Hill.

Successful outcome for resident that I had been supporting with regards to alterations to her CBH-owned home

## **Appendix C**

### **Public Transport Rep's Report Fby 2023**

**Peter Kay**

#### **BUS**

The reply now received from Piers Morgan to our letter to First ignores (surprise!) the most significant matters raised, not least why the University routes have been cut worse than others when they are so heavily used.

It also threatens *further* cuts to Essex services. At the Rowhedge meeting in August G.Nicholls stated very clearly that First had decided back in December 2021 that they would change to a fully commercial service from April 2022, which is when the govt covid grant money was then expected to run out, and that that was why the big cuts had been made in April. (The grant money has since been extended twice at the last minute, to end March 2023, but operators have to register service levels *before* these last minute govt volte-faces).

In total conflict with that, Morgan is now telling us that they are *still claiming* the govt grant money! - even though they are no longer providing the previously-normal level of service, which is what the grant is provided to support. On top of that he says that if the govt money does cease from April, they will have to make MORE service cuts including some route withdrawals.

He also says that current bus usage (Essex at large?) is now back to 80-85% of pre-covid (*cf* we were told 75-80% last August), and *claims* that their services are currently running 80% of pre-covid mileage, but that does not agree at all with the situation in Colchester where 50-70% is about average since the further October cuts (33% on the 87 to Wivenhoe).

*We can presumably deduce from what he says that taxpayers' money is being used to subsidise the 87s to spend part of their time going to Horkesley Heath and back purely to abstract traffic from the Arriva route, as part of First's war aimed at total control of Colchester, instead of providing a better service to Wivenhoe.*

I shall have to try to find out from others what the real situation on grants to First is, but obviously the whole situation is even worse now than was suspected.

**Regarding the replacing of the Stephenson 701 service**, these journeys will now be run by First (unsubsidised) as part of the normal 87 service. Although the 701 was also a public registered bus service in principle, it was unlikely to actually be used by other people given that it was unadvertised in practice and ran via Southway. From two recent sightings it would seem that only 10-15 children were using it of late, which is scarcely viable! It will now stop in Osborne St inwards and High St return, and hopefully some VI form college students will be able to use it who currently have to wait until the 1629.



There is a potential problem **on which feedback from users will be needed**. The Norman Way bus is to leave B'sea at 0720 *5 mins in front* of the ordinary 87 at 0725, and many passengers hitherto using the 0725 will no doubt be at their stop before the 0720 arrives and so want to get on it, which they cannot be prevented from doing. If it is a single decker it *could* get full before Wivenhoe, preventing the Wivenhoe Norman Way children from getting on.

(This has occurred due to it having to be added to an existing timetable at short notice).

Punctuality on the s1 and 87 in peak periods continues to be very poor on some days. A recent further survey at the Uni showed no buses at all from there to town between 1802 and 1850.

## **CENSUS 2021**

The travel to work figures have now been published. In the CBC area, Wivenhoe had the highest rate of 'mainly work from home' at 42%, reflecting the station usage decline figures. (Greenstead and Monkwick were the lowest). The Wivenhoe 'cycle to work' figure at 2.4% was average, although after eliminating those working at home this equals 4%. It must be remembered that the importance of travel to work compared to all travel is continually decreasing; the census has never asked about other journeys.

## **Appendix D**

### ***RFO Finance Report Update 31.01.2023 for February FTC***

The system has been closed for January 23. Thanks to Cllr Burke who will be checking the January accounts.

The loan application has been approved. We have submitted the LC1 form to claim the loan. We have requested a start date of 6<sup>th</sup> April. We have requested the payback dates of 25 April & 25 October, which is the same as our current loan with PWLB. PWLB has confirmed that they do not confirm the loan interest rate until the day the money is released. The funds will be paid into the Co-Op main bank account and then will we arrange for them to be moved to a suitable bank with the best interest rate, which will be discussed at the next Finance Committee Meeting.

An application has been made for an instant savings account with Unity Bank. The signatories for this account are Cllr Kane, Maltby and Boughton. Jo and I have been named as authorised persons on the account. The current rate of interest on this account is 1.71%. I will confirm if the application has been successful.

When the funds are received from the PWLB loan, we need to think about what account is best to keep them in order to gain the maximum interest. The accounts we hold with NSI is 0.6% interest and the Co-op Savings is 1.12%. I am exploring options for other rates which will be reported and discussed at the next Finance Committee meeting in March.

During the redevelopment there will be limited parking at the WLH, I have contacted our insurance company to enquire into the possibility of Jim and Andy keeping the yard vehicles at their home addresses overnight.

I will report back if there are any extra charges to include this cover.

During a meeting with the architect and builders the payment of invoices for the project were discussed. The invoices will be issued once the certificates for the completed work have been issued. We do not know the time scale for when these will be issued, so the invoices may not be able to go to FTC for approval prior to being paid. Going forward these will be listed separately for reporting at FTC and also our records. We will ensure that the certificates and invoices are correct through our own checks and the architects.

Fire Cabinet – As per Mandy’s email the storage of burial records and registers must be kept safe and preserved from loss or damage. We have spoken about a fire cabinet in the office previously, but one has never been purchased. During discussions with staff we would ideally like a large enough cupboard to keep securely the burial records, banking and minutes which are all legally required for the Council. The cabinet will be used whilst the office is being redeveloped in the storage facility for these items. The cabinet that would meet these needs is PS3-1514. This is large enough for all the burial records and extra storage, this could potentially replace the safe in the new offices. The cost of this cabinet is £3,100 excluding VAT (£620). There is also a charge for delivery and a base fixing which is an extra £350. I am requesting FTC approval to purchase this cabinet.

VXFibre have installed the Wifi at the WLH, this will be free of charge for a year. The old plan has been cancelled with SYS3.

Next finance meeting will be on Wednesday 1<sup>st</sup> March in the Wyvern room at the WLH.

**b) Bank Reconciliations –**

31/12/2022	Confirmed Bank Balances	£644,989
31/01/2023	Confirmed Bank Balances	£623,685

**c) Payments – That the circulated Schedule of payments be approved. ~~£38,359.10~~ **£39,141.98** (See attached draft schedule)**

**d) Budgetary Control Reports are available on the system up to 31/01/2023**

The council has received £471,267 (104%) of its budgeted income and spent £371,257 (84%) of its budgeted expenditure to date. Currently the predicted underspend is £50,000. As discussed, when the precept was approved this will go towards the Councils reserves and the redevelopment project.

**Appendix E- See attached**

**Appendix F- See attached**

**Appendix G**

### Town Clerk's Report- Full Town Council Meeting 20 February 2023

1. Staffing: No update. Staff are currently concentrating on clearing the Council Offices ahead of the redevelopment project. Offsite storage has been arranged. The office server will be moved to the WLH on 2 March so there may be an issue with emails on that day.
2. Office & Yard-
  - The PWLB loan application has been agreed. Emma will provide further information in the RFO's update.
  - Following a pre-contract meeting with the contractors and the architect on 2 February a start date for works to commence was agreed as 6 March. The contractors will be on site from 27 February. The Scouts and the Youth Hub leaders have been informed. A meeting with the Scout leaders is taking place on 16 February.
  - I am still working with Wivenhoe Library on finalising an agreement for use of the library for meetings and as a reception area.
  - The Office and Yard WG met on 10 February. A decision-making process was agreed so that delays are avoided where possible.
3. The Funding WG met on 3 February and agreed on a form for councillors to complete with details of any projects on which they would like Graham to research grant funding options. Graham will be speaking at the start of the February FTC meeting.
4. The Health & Wellbeing WG agreed to host a Community Lunch on 8 March. The next meeting is on 21 February.
5. Andy is consulting with UK Power Networks and a local electrician on the provision of electricity to the KGV for use by the Coffee Cart and other users.
6. I am working with Ellisons on the Skate Park contract. A provisional date for works to start is 24 April.
7. Taylor Wimpey have confirmed that they have no objection to the S106 agreement for the Dinghy Park to be varied allowing for alternative uses of this space. An application will therefore be submitted to CCC.

