



WIVENHOE TOWN COUNCIL

Town Mayor: Cllr. Jon Guy~ Town Clerk- Jo Beighton-Emms
77 High Street, Wivenhoe, Essex CO7 9AB

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10 March 2026

Sir/Madam,

A meeting of Wivenhoe Town Council will be held at the Council Offices, 77 High Street, Wivenhoe at **7.00pm** on Monday 16 March 2026 for consideration of the business set out below.

If you are a member of the public and you would like to attend this meeting, please contact the Town Clerk.

Yours faithfully,

Jo Beighton-Emms
Town Clerk

AGENDA

A reminder to the Chair to notify attendees of the location of the fire exit and the assembly point by the WTC noticeboard located at the front of the Council Offices.

Public Questions: are invited prior to the start of the meeting for a maximum of 10 minutes and limited to 3 minutes per person at the discretion of the Mayor.

PART A

1. Apologies for absence: To receive apologies and for councillors to accept those apologies.
2. Declarations of interest: Councillors will be asked to say if there are any items on the agenda about which they have a disclosable pecuniary interest which would prevent them from participating in any discussion of the item or participating in any vote upon the item, or any other registerable interest or non-registerable interest.

3. Minutes of previous meetings: To approve the minutes of the Full Town Council meeting held on 16 February 2026.
4. Reports from Members of the County, City Councils & Public Transport Representative:
 - a. Essex County Councillor; M. Cory.
 - b. Colchester City Councillors: M. Cory, S Kelly and A. Luxford-Vaughan.
 - c. Peter Kay- Public Transport Representative
5. Committees:
 - a. Planning: An update from the Chair on the meeting held on 3 March 2026.
 - b. Finance & Personnel: An update from the Chair on the meeting held on 23 February 2026.
 - c. Environment: An update from the Chair.
 - d. Estates: An update from the Chair on the meeting held on 9 March 2026.
6. RFO Update:
 - a. RFO Report
 - b. Approve list of payments previously circulated.
 - c. Approve the Bank Reconciliation.
 - d. Budget
7. Working Groups:
 - a) Wiv Works
 - b) Community Hub
 - c) Devolution
 - d) Health & Wellbeing
 - e) Community Engagement
 - f) Car Parks
 - g) Sporting Trust
 - h) Wivenhoe Community Charity
 - i) Events
 - j) Local Plan
 - k) Mayoral Activities- A report from Cllr Guy
8. Town Clerk's Report
9. Date and time of the next meeting: To be agreed that the next meeting will be held on Monday 20 April 2026 at 7.00pm.

10. 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

11. Proposal by Cllr Guy; 'That on the recommendation of the Mede Way Working Group a contractor is instructed for the redevelopment of the Mede Way playpark following the tender process'.
12. Update on the legal advice on the Fisherman's Store and proposal by Cllr Burke on next steps based on that advice.

Andrea Luxford Vaughen CCC report for WTC

I have inputted into various consultations including
the new NPPF.
proposals to promote adoption of housing estate infrastructure
options on areas that could be included in our relevant Spatial Development Strategy.

Streamlining Statutory Consultations

Consultation on Changes to various permitted development rights for EV charging

Local Plan (Regulation 18) Draft Plan responses are being analysed by officers

Approx. 3000 representations

Approx. 1170 respondents

Extensive work has been done on submissions to the Norwich to Tilbury NSIP hearing which is ongoing.

Enforcement

225 live complaints are currently being investigated.

Government have confirmed a further 65million extension to the HIF grant for the link road - certain people tried to take personal credit for securing this but it was a joint effort of officers Cllrs, Clarion and 3 MP's.

I tried to persuade the members of the joint committee not to sign a revised MoU with Latimer which gives them way too much ground. Unfortunately, officers pushed it through regardless. A meeting has been promised to look at revising the structure of decision making.

I signed yet another support letter to government for the increase in Clacton trains.

I chased on what is happening with the Elmstead Road application. Will update at the meeting.

Organised 106 training for all CCC Cllrs.

Had a meeting to discuss specific 106 agreement and how this would feed into the viability for the local plan and therefore what needs to happen before the reg 19 consultation to make this work sound.

I attended Essex coastal forum meeting and heard how funding is allocated for coastal defence and restoration work.

Sustainable Transport - a selection of ongoing projects include; -

Bus promotion – proposing campaign to understand what stops residents from using buses with campaign to help address these issues. This could also include P&R promotion.

Wivenhoe Trail – Working with Sustrans and ECC to consider funding to refurbish route which may be possible with licence agreements for all the parcels of land in place. Sustrans working on new agreement with farmer.

Secure bike park – Portal Precinct – Purchase underway and expected completion end soon.

Bikewise campaign. ‘Love Your Bike’ metal signs to attach to end of run of Sheffield racks with bike locking advice and link to secure bike park, installed.

Shared Mobility and Mobility Hubs working with Planning colleagues in preparing a paper giving advice on shared mobility provision, and to be adopted as SPD. I have asked for a fuller briefing on this as the draft local plan allocates one of these for Wivenhoe at an eye-watering cost, but it is unclear what it is intended to be.

RFO Finance Report Update for March 2026 FTC

The work van has been sold and the funds have been received for £1,823.09.

The floor cleaner that was purchased for the WLH has broken for the second time, so a refund has been arranged, and a different brand will be purchased. The different model will be an extra £330.

b) **Payments** – That the circulated schedule of payments be approved.

Receipts – To approve the receipts reports for Cashbook one –
01/02 – 28/02/2026 £50,883.98

c) **Bank Reconciliations** –

31/12/2025	Confirmed Bank Balances	£579,818
31/01/2026	Confirmed bank Balances	£528,064
28/02/2026	Confirmed bank Balances	£512,635

d) **Budgetary Control Reports at 28.02.2026**

The budget report is up to 28.02.2026

Total budget income is £616,362 - (Actual income is £638,612 less £22,250 to EMR)

Total budget expenditure is £496,824 - (Actual expenditure £534,182 less £37,358 from EMR)

The planned income budget was £574,609, to date we have received £638,612. This is mainly due to:

£1,000 – additional bank interest received, £1,000 extra rental income, £37,000 grants and donations received.

The planned expenditure budget was £553,889; to date we have spent £496,824 from the budget and £37,358 from reserves.

Payroll and administration are paired on the budget. Currently administration expenditure is overspent, but this is balanced by a predicted underspend on payroll for the year. This overspent is due to increased expenditure for professional and legal fees and the worknest contract.

Community Expenses are currently underspent, this is mainly due to underspends on website expenditure, community funds and the council newsletter.

Civic Expenses are overspent, this is due to elections and hospitality expenses.

Minibus budget is overspent, this is due to lower donations received, due to the ongoing mechanical issues. The minibus working group has been discussing the minibus replacement.

WLH income is £4,000 higher than budgeted.

Cemetery income is expected to be £500 lower than the original budget.

Mede Way play area donation for £20,000 has been received and moved to reserves.

Wivenhoe Town Council

Bank - Cash and Investment Reconciliation as at 28 February 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2026	Current A/c	61,051.53
28/02/2026	Petty Cash	19.26
28/02/2026	Payroll A/c	12,482.63
28/02/2026	Regular Payments Account Co-op	7,819.69
28/02/2026	Instant A/c	104,644.30
28/02/2026	Nat Savings A/c	2,701.26
28/02/2026	Unity Bank Trust Current	323,966.08

512,684.75

Unpresented Payments

50.00

512,634.75

Receipts not on Bank Statement

0.00

512,634.75

Closing Balance

All Cash & Bank Accounts

1	Current Bank A/c	61,051.53
2	Petty Cash	19.26
3	Payroll	12,482.63
4	Regular Payments A/C	7,769.69
5	Instant	104,644.30
6	Nat Savings	2,701.26
7	Unity Bank Trust Current	323,966.08
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	512,634.75

Current Bank Account Co-Op
Receipts received between 01/02/2026 and 28/02/2026

Nominal Ledger Analysis									
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail	
BACS	Banked: 02/02/2026	210.00							
	Sales Recpts Page 2524	210.00	210.00		100				Sales Recpts Page 2524
BACS	Banked: 02/02/2026	180.00							
	Sales Recpts Page 2527	180.00	180.00		100				Sales Recpts Page 2527
BACS	Banked: 02/02/2026	846.00							
	Sales Recpts Page 2528	846.00	846.00		100				Sales Recpts Page 2528
CARD	Banked: 02/02/2026	558.00							
	Sales Recpts Page 2551	558.00	558.00		100				Sales Recpts Page 2551
BACS	Banked: 02/02/2026	1,395.00							
	Sales Recpts Page 2554	1,395.00	1,395.00		100				Sales Recpts Page 2554
BACS	Banked: 03/02/2026	66.20							
	Sales Recpts Page 2522	66.20	66.20		100				Sales Recpts Page 2522
HMRC VAT	Banked: 03/02/2026	7,217.46							
HMRC VAT	HMRC VAT Claim upto 31.12.25	7,217.46				105	7,217.46		HMRC VAT Claim upto
PD IN	Banked: 03/02/2026	350.50							
	Sales Recpts Page 2547	350.50	350.50		100				Sales Recpts Page 2547
PD IN	Banked: 03/02/2026	5.00							
R:770	Dog Bags	5.00		0.83	1115	110	4.17		Dog Bags
Sum Up	Banked: 04/02/2026	1.25							
R:781	Caddy Liners	1.25		0.21	1115	110	1.04		Caddy Liners
BACS	Banked: 05/02/2026	63.00							
	Sales Recpts Page 2529	63.00	63.00		100				Sales Recpts Page 2529
BACS	Banked: 06/02/2026	1,200.00							
	Sales Recpts Page 2553	1,200.00	1,200.00		100				Sales Recpts Page 2553
BACS	Banked: 09/02/2026	56.25							
	Sales Recpts Page 2530	56.25	56.25		100				Sales Recpts Page 2530
BACS	Banked: 09/02/2026	625.00							
BACS	M.Cory - BioDiversity Trees	625.00			1100	110	625.00		M.Cory - BioDiversity
					333		625.00		M.Cory - BioDiversity
					6001	110	-625.00		M.Cory - BioDiversity
BACS	Banked: 10/02/2026	154.00							
	Sales Recpts Page 2531	154.00	154.00		100				Sales Recpts Page 2531
BACS	Banked: 10/02/2026	2,890.00							
BACS	Aviva Contribution CP Tree	2,890.00			4560	110	2,550.00		Aviva Contribution - CP
					4560	110	340.00		Aviva Contribution Survey
BACS	Banked: 12/02/2026	933.00							
Subtotal Carried Forward:		16,750.66	5,078.95	1.04			10,737.67		

Current Bank Account Co-Op

Receipts received between 01/02/2026 and 28/02/2026

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Sales Recpts Page 2532	933.00	933.00		100		Sales Recpts Page 2532
BACS	Banked: 12/02/2026	15.00					
	Sales Recpts Page 2533	15.00	15.00		100		Sales Recpts Page 2533
BACS	Banked: 12/02/2026	20.68					
BACS	Allot Plot 4B Sharpe	20.68			115		20.68 Allot Plot 4B Sharpe
BACS	Banked: 12/02/2026	23.21					
BACS	Allot Plot 34A Stanway	23.21			115		23.21 Allot Plot 34A Stanway
SUM UP	Banked: 12/02/2026	3.75					
R:781	Caddy Liners	3.75		0.62	1115	110	3.13 Caddy Liners
PD IN	Banked: 13/02/2026	218.00					
	Sales Recpts Page 2549	218.00	218.00		100		Sales Recpts Page 2549
PD IN	Banked: 13/02/2026	35.00					
PD IN	Dog & Caddy Bags	35.00		5.83	1115	110	14.58 Dog bags 14.59 Caddy Bags
SUM UP	Banked: 13/02/2026	1.25					
R:781	Caddy Liners	1.25		0.21	1115	110	1.04 Caddy Liners
BACS	Banked: 16/02/2026	15.75					
	Sales Recpts Page 2534	15.75	15.75		100		Sales Recpts Page 2534
BACS	Banked: 16/02/2026	63.00					
	Sales Recpts Page 2535	63.00	63.00		100		Sales Recpts Page 2535
BACS	Banked: 16/02/2026	63.00					
	Sales Recpts Page 2536	63.00	63.00		100		Sales Recpts Page 2536
	Banked: 17/02/2026	25,000.00					
Cashflow	Instant Account Co-Op	25,000.00			230		25,000.00 Cashflow Top Up
SUM UP	Banked: 17/02/2026	2.50					
R:781	Caddy Liners	2.50		0.42	1115	110	2.08 Caddy Liners
BACS	Banked: 18/02/2026	28.00					
	Sales Recpts Page 2537	28.00	28.00		100		Sales Recpts Page 2537
BACS	Banked: 18/02/2026	552.00					
	Sales Recpts Page 2544	552.00	552.00		100		Sales Recpts Page 2544
BACS	Banked: 18/02/2026	42.00					
	Sales Recpts Page 2545	42.00	42.00		100		Sales Recpts Page 2545
BACS	Banked: 18/02/2026	40.00					
	Sales Recpts Page 2546	40.00	40.00		100		Sales Recpts Page 2546
SUM UP	Banked: 18/02/2026	3.75					
R:781	Caddy Liners	3.75		0.62	1115	110	3.13 Caddy Liners
Subtotal Carried Forward:		42,877.55	1,969.75	8.74			35,820.11

Current Bank Account Co-Op

Receipts received between 01/02/2026 and 28/02/2026

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS Banked: 18/02/2026	74.50						
	Sales Recpts Page 2552	74.50	74.50		100			Sales Recpts Page 2552
	BACS Banked: 19/02/2026	162.00						
	Sales Recpts Page 2541	162.00	162.00		100			Sales Recpts Page 2541
	BACS Banked: 19/02/2026	43.50						
	Sales Recpts Page 2542	43.50	43.50		100			Sales Recpts Page 2542
	BACS Banked: 19/02/2026	80.00						
	Sales Recpts Page 2543	80.00	80.00		100			Sales Recpts Page 2543
	BACS Banked: 20/02/2026	210.00						
	Sales Recpts Page 2539	210.00	210.00		100			Sales Recpts Page 2539
	BACS Banked: 20/02/2026	93.00						
	Sales Recpts Page 2540	93.00	93.00		100			Sales Recpts Page 2540
	SUMUP Banked: 20/02/2026	2.50						
R:781	Dog Bags	2.50		0.42	1115	110	2.08	Dog Bags
	BACS Banked: 21/02/2026	959.00						
	Sales Recpts Page 2538	959.00	959.00		100			Sales Recpts Page 2538
	BACS Banked: 22/02/2026	4,902.93						
BACS	CCC S106 Grant KGV Gym	4,902.93			1100	330	4,902.93	CCC S106 Grant KGV
	BACS Banked: 24/02/2026	154.00						
	Sales Recpts Page 2555	154.00	154.00		100			Sales Recpts Page 2555
	BACS Banked: 24/02/2026	633.00						
	Sales Recpts Page 2556	633.00	633.00		100			Sales Recpts Page 2556
	CARD Banked: 24/02/2026	3.75						
R:783	Caddy Liners	3.75		0.62	1115	110	3.13	Caddy Liners
	BACS Banked: 25/02/2026	50.00						
	Sales Recpts Page 2557	50.00	50.00		100			Sales Recpts Page 2557
	CARD Banked: 25/02/2026	7.50						
R:783	Caddy Liners	7.50		1.25	1115	110	6.25	Caddy Liners
	CARD Banked: 25/02/2026	2.50						
R:783	Caddy Liners	2.50		0.42	1115	110	2.08	Caddy Liners
	BACS Banked: 26/02/2026	63.00						
	Sales Recpts Page 2558	63.00	63.00		100			Sales Recpts Page 2558
	CARD Banked: 26/02/2026	2.50						
R:783	Caddy Liners	2.50		0.42	1115	110	2.08	Caddy Liners
	BACS Banked: 27/02/2026	210.00						
	Sales Recpts Page 2559	210.00	210.00		100			Sales Recpts Page 2559
Subtotal Carried Forward:		50,531.23	2,732.00	11.87			40,738.66	

Current Bank Account Co-Op

Receipts received between 01/02/2026 and 28/02/2026

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	CARD Banked: 27/02/2026	2.50						
R:783	Dog Bags	2.50		0.42	1115	110	2.08	Dog Bags
	PD IN Banked: 27/02/2026	25.50						
PD IN	Dog Bags	25.50		4.25	1115	110	21.25	Dog Bags
	PD IN Banked: 27/02/2026	324.75						
	Sales Recpts Page 2565	324.75	324.75		100			Sales Recpts Page 2565
Total Receipts:		50,883.98	10,105.45	16.54			40,761.99	