

WEST MERSEA TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING

HELD ON THURSDAY 23 SEPTEMBER 2021

PRESENT: Councillors: Carl Powling (Mayor)
Julie Baker
Robert Jenkins
Sophie Weaver
Chris Wood

IN ATTENDANCE: Town Clerk: Vanessa Allen

1 member of the public

21/191 TO ACCEPT APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors John Akker, David Bragg and Sylvia Wargent, Borough Councillors Patricia Moore and John Jowers.

21/192 TO RECORD DECLARATIONS OF INTEREST

There were no declarations of interest received.

21/193 PUBLIC SESSION

No comments made.

21/194 REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

None present.

21/195 TO CONFIRM MINUTES OF THE COUNCIL MEETING OF 2 SEPTEMBER 2021

It was proposed by Councillor Baker, seconded by Councillor Weaver that the MINUTES of the meeting held on 2 September 2021, be CONFIRMED. All in favour.

21/196 PLANNING APPLICATIONS RECEIVED

- (a) 21 2397
Ground floor and first floor extensions.
32 Churchfields, West Mersea – Mr E Moore

Following discussion it was agreed that consent be granted in respect of this application.

- (b) 21 2411
Proposed single storey rear extension and proposed porch with internal and external changes.
15 City Road, West Mersea – Mr & Mrs Banks

Following discussion it was agreed that consent be granted in respect of this application.

21/197 NOTIFICATION OF PLANNING DECISIONS RECEIVED

Applications passed

- (a) 21 1639
Conversion of existing dwelling to 2no. 1 bed flats
10 Queen Anne Drive, West Mersea – Mr & Mrs Wiltshire
- (b) 21 2057
Two single storey side and rear extension. Front porch extension. Proposed detached garage with new/wider crossover. (Revised description).
10 Queen Anne Road, West Mersea – Mr & Mrs Seymour
- (c) 21 2127
Proposed retention of existing oak framed cover to garden seating area.
100 Coast Road, West Mersea – Mr P Plumtree
WMTC Recommendation: Following discussion it was agreed to recommend refusal as out of keeping with the street scene and retrospective.
- (d) 21 1021
Proposed part two-storey, part single storey rear extension.
36 Victory Road, West Mersea – Mr C Mills
- (e) 21 2081
Proposed single storey front and side extension.
45 Firs Chase, West Mersea – Mr Hill

Application Refused

- (a) 21 1955
Proposed erection of additional floor above existing double garage to create a home office space and a WC. Proposed new external stairs for access to new first floor. All proposed materials to match existing.
20 Firs Chase, West Mersea – Mr S Bland

Appeals lodged with CBC

- (a) 21 0730
Extension to dwelling to bring it back to the building line of the road. Front door/porch will change to be in a new open planned room to the front.
44 St Peters Road, West Mersea – Mr N Calcutt
- (b) 21 0583
Permission in Principle for 2 to 3 dwellings.
Land to the west of Bower Hall Lane, 11 East Mersea Road, West Mersea – Mr C Sestak

21/198 TO NOTE THE CURRENT FINANCIAL POSITION

Finance Report was circulated.

21/199 TO APPROVE PAYMENTS MADE BETWEEN 25 AUGUST AND 16 SEPTEMBER

It was proposed by Councillor Baker to approve payments made between 25 August and 16 September, Seconded by Councillor Wood. All in favour.

21/200 TO CONSIDER A LETTER FROM WEST MERSEA TOWN REGATTA REQUESTING A DONATION

Email sent on 8 September 2021 requesting copy accounts.

Councillor Powling proposed a donation of £250, seconded by Councillor Baker. All in favour.

21/201 TO CONSIDER A LETTER FROM WEST MERSEA WOMEN'S INSTITUTE REQUESTING FUNDING FOR HALL RENOVATION.

Email link to Grant Awarding Guidelines sent 13 July 2021.

Item to be deferred until the Council is eligible to spend under the General Power of Competence.

21/202 TO RECEIVE AN UPDATE ON THE CHANGING PLACES FACILITY

Tender opportunity uploaded to Contracts finder on 15/09/21, deadline set at 1pm on 04/10/21. Community Initiatives Fund application was submitted on 14/09/21, acknowledgment of receipt has been received.

Councillor Weaver is awaiting confirmation from Colchester Borough Council on position of the facility, whether adjacent to the warden's hut or in place of.

Essex County Council Senior Commissioning Officer, Shortbreaks for Disabled Children and Young People is drawing up the grant paperwork.

Colchester Borough Council Community Enabling Officer, Colchester Borough Council is registering an interest for funding of £25,000 on behalf of the Council.

External dimension details are required for the Certificate of Lawfulness application.

Councillor Weaver is preparing the consultation document.

21/203 TO RECEIVE AN UPDATE FROM PERSONNEL COMMITTEE

The Personnel Committee met on 14 September.

21/204 TO RECEIVE AN UPDATE FROM SPORTS AND RECREATION COMMITTEE

Final draft leases have been shared with MISA (Mersea Island Sports Association) and the Tennis Club. Councillor Wood is awaiting feedback.

A meeting has been arranged with Colchester Borough Councillor Sue Lissimore to discuss ownership and lease of Glebe 2, along with 10 Melrose Road and lower part of Seaview car park.

21/205 TO RECEIVE AN UPDATE FROM PARKING WORKING GROUP

The Working Group met and the next meeting is 5 October 2021.

21/206 TO CONSIDER AMENDMENT TO FINANCIAL REGULATIONS

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- The council for all items over [£5,000];
- A duly delegated committee of the council for items over [£500]; or
- The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500].

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulations.

(Amending the regulations: Where the guidance has information in [square brackets] this part may be deleted if not relevant. The value inserted in [square brackets] may be varied by the council).

It was proposed by Councillor Wood to amend items in 4.1 to read as follows;

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- The council for all items over £5,000;
- A duly delegated committee of the council for items over £1000; or
- The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000.

Seconded by Councillor Jenkins. All in favour.

21/207 TO DISCUSS AND AGREE TO A SUGGESTED DONATION OF £50 TO THE ROYAL BRITISH LEGION FOR REMEMBRANCE POPPY WREATH

It was proposed by Councillor Jenkins to make a donation of £50 to the Royal British Legion for the Remembrance Poppy Wreath, seconded by Councillor Baker. All in favour.

21/208 ITEMS TO BE ADDED TO NEXT AGENDA

To outsource Health and Safety Management including Risk Assessment writing.

To discuss and agree Queens Platinum Jubilee Committee budget.

To update on Changing Places facility and formally agree accept tender.

21/209 MAYOR'S NOTES

To thank all Councillors, Grounds staff and staff for their hard work.

21/210 MAYOR TO MOVE THAT THE PRESS AND PUBLIC BE EXCLUDED DURING THE TRANSACTION OF THE FOLLOWING ON THE GROUNDS THAT PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED

21/211 TO CONSIDER, AGREE AND SIGN THE FOLLOWING AGREEMENTS IN RELATION TO THE FLOOD ALLEVIATION SCHEME AT THE LANE, WEST MERSEA:

- I. Section 50 License Agreement 01 (Ref. S50-1619) – Flood Barrier
- II. Section 50 License Agreement 02 (Ref. S550-1680) – Sump Pits
- III. Section 50 License Agreement 03 (Ref. TBC) – Flood Barrier Storage Container
- IV. Collaboration Agreement between Essex County Council, West Mersea Town Council and The Old City Flood Gate Group CIC

Item to be deferred until revised Collaboration Agreement received. The Council is to facilitate the use of the barrier as it has the authority to close the road, but is not financially liable.

21/212 TO CONSIDER AND AGREE CONTRACTING A TREE HEALTH AND SAFETY INSPECTION REPORT

Councillor Jenkins proposed accepting EWP Consultancy Ltd quotation, Seconded by Councillor Wood. All in favour.

21/213 TO DISCUSS AND AGREE REPLACEMENT OF MOBILE PHONE HANDSETS

Contract ends 29.01.23, whole phone system will be upgraded at that time. Postpone purchase until system needs to be changed. Councillor Wood to research handset options.

21/214 TO DISCUSS AND AGREE THE ALLOTMENT FEES FOR 2022

Councillor Jenkins proposed 5% increase in rent to landowner with effect from 1 January 2022, increasing annual rent to £4200 and to increase plot fees by around 2% to £116 for a full plot, £64 for half and £35 per quarter plot. Seconded by Councillor Weaver. All in favour.

21/215 TO DISCUSS AND AGREE CHRISTMAS TREE LIGHT REPLACEMENTS

Councillor Jenkins proposed spending £100 on additional lights and £400 to put lights into the tree. Seconded by Councillor Weaver. All in favour.

21/216 TO DISCUSS AND AGREE WELLHOUSE SLIDE REPLACEMENT OR ADAPTION

Clerk to contact insurers for confirmation that replacement bar and EN1176 certificate is sufficient.

21/217 TO DISCUSS AND AGREE VARIATION TO GROUNDS MAINTENANCE CONTRACT ENDING 31 MARCH 2022

Councillor Jenkins proposed accepting Option 2 quotation, to cut and mark sports fields, remove Barfield and Firs Road Cemeteries cutting and offer a Performance Bonus to Grounds Staff to complete all other works. Where this is not accepted then accept Option 1 quotation for contractors to cut and mark sports fields. Seconded by Councillor Powling. All in favour.

There being no other business, the public meeting closed at 9.20pm.