



£ = Expenditure decision    🖱️ Resolution made

Minutes of the Extraordinary Meeting held on Wednesday 12th July 2023 at 7pm in the Council Chambers,  
10 Melrose Road, West Mersea, Colchester CO5 8JD

In attendance:

Cllr. S. Weaver (Mayor)	Cllr. P. Moore (Deputy Chair)
Cllr. C. Powling	Cllr. B. Holmes
Cllr. J. Jowers (Mayor of Colchester)	Cllr. R. Davidson
Karen Kuderovitch, CILCA – Locum Town Clerk	

**The Mayor introduced and welcomes Karen Kuderovitch (Locum Clerk to West Mersea Town Council). It was reported that Karen comes with 18 years experience as a Clerk/Responsible Finance Officer and is also a trainer for the Essex Association of Local Councils in Standing Orders, Code of Conduct & Annual Meetings.**

23/148.	<p><b>RECORDING OF MEETING</b></p> <p>Chairman declared the meeting would be recorded and requested anyone present to identify their intention to record the meeting. <b>None declared.</b></p>
23/149.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>All Members were reminded that they must disclose any interests (pecuniary/nonpecuniary) they have in items of business on the meeting’s agenda either at this point or during the agenda item. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. If not already done so, they are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting.</p> <p><b>Cllr. Powling declared his position as a Colchester City Councillor.</b></p>
23/150.	<p><b>APOLOGIES FOR ABSENCE</b> 🖱️</p> <p>Clerk reported: Cllr. Jarvis – work commitments. A unanimous vote was taken to accept the apology and the reason submitted.</p>
23/151.	<p><b>PUBLIC PARTICIPATION</b></p> <p>A period of up to 15 minutes (maximum of 3 minutes per person) for members of the public to ask questions or submit comments about items on the agenda.</p> <p><b>STANDING ORDERS REFERENCE (ITEM 3):</b></p> <p>e) Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. f) The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting. g) Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.</p>

h) In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. Please note that once the public session is closes members of the public cannot participate, unless in exceptional circumstances, approved by the Chairman.

Member of the Public (MOP):

- MOP1 - Made reference to discussing business on the agenda/Standing Orders. Made comments in relation to the removal of tree stumps at the Glebe and suggested replacing some trees in the Autumn. The Clerk advised this was an agenda item for discussion.
- MOP2 – items 23/151 & 23/153 a). Referred to discussing business on the Agenda and raised concerns that MOPs are possibly restricted from speaking. The Clerk advised that the Standing Orders were to be reviewed at the August meeting and comments were noted. It was suggested that contact with West Mersea Town Council were unanswered. Suggestion was made that the Minutes of 20<sup>th</sup> June should not be approved whilst subject to an FOI request.
- MOP3 – Concerns raised in relation to Internal Audit and compliance to Financial Regulations. Further detail was requested and what steps are being taken to rectify these points. The Clerk advised that she would be reviewing this and the Internal audit report was an agenda item and recommendations would be addressed. The Clerk confirmed the Minutes would share information. It was suggested the Minutes of 26<sup>th</sup> April had an inadequacy and the recording should not be deleted. The Clerk advised there appeared to be no policy for Recording at Meetings (which she will action). The Clerk advised normal practise was once Minutes were approved, the recordings would be deleted. Parking proposals (NEPP) – MOP had made contact with the Mayor – concerns about the steps Council will take before 31<sup>st</sup> July 2023, in particular in relation to Victoria Esplanade and Coast Road. The Mayor responded that Cllr. Powling and herself would discuss after the meeting.
- MOP4 – Glebe 2 Containers – currently 1 green and 1 blue. Planning application stated both to be green. Current agreement MISA charge for containers – requested information on payments received. Permission for 4<sup>th</sup> container queried. The Clerk responded she would look into this the following week. Cllr. Moore commented that software training was booked to ensure invoices are issued promptly. Cllr. Powling stated he and Cllr. Jarvis had arranged a meeting with MISA. The Mayor confirmed a review was required and all outstanding issues were being addressed. An Action Plan was being prepared to prioritise outstanding projects/issues.

23/152.

**COUNTY AND CITY COUNCILLORS REPORTS**

**Cllr. John Jowers (Mayor of Colchester)**

- Made reference to public session speaking.
- Ringway Jacobs – urgent request to get the works at The Lane finished.
- Essex County Council- google requested to change HGV directions. Boosting supply of children’s school meals in the summer holidays.
- Essex County Council formally supporting the objection of cables from Norfolk to Tilbury and any possible implications.
- NEPP have given the go ahead for junction protection orders, Firs Road/High Street North, Mersea Avenue/St. Peters Road – full list will be received shortly.
- Rural Renewal Fund available (£500,000) Council to review any funding opportunities.

	<p><b>Cllr. Robert Davidson (Colchester City Council):</b>          Congratulations were given to Cllr. Weaver on her appointment as Mayor.</p> <ul style="list-style-type: none"> <li>• Rubbish - Spring 2023 green waste charge (bin £55), encourage to share costs with neighbours &amp; use recycling centre.</li> <li>• City Centre Consultation – crossroads instead of St Botolph’s roundabout - suggested West Mersea Town Council may wish to respond.</li> <li>• Pylons - coastal route was considered and birds maybe interrupted by a 50 metre pylon.</li> <li>• City Councillors meeting with Chief Executive and will be visiting local councillors to discuss any issues.</li> </ul>
23/153.	<p><b>APPROVAL OF MINUTES</b> 🖱️</p> <p>The Clerk reported she had not had any queries.</p> <p><b>It was resolved</b> unanimously to approve the following minutes:</p> <ol style="list-style-type: none"> <li>Minutes of the Council meeting of 23rd March 2023. Proposed: Cllr. Weaver, Seconded: Cllr. Powling – all in favour.</li> <li>Minutes of the Extraordinary Council meeting of 26th April 2023. Proposed: Cllr. Weaver, Seconded: Cllr. Powling – all in favour.</li> <li>Minutes of the Council meeting of 20th June 2023. Proposed: Cllr. Moore, Seconded: Cllr. Holmes – all in favour.</li> <li>Minutes of the Extraordinary Council meeting of 29th June 2023. Proposed: Cllr. Moore, Seconded: Cllr. Holmes – all in favour.</li> </ol>
23/154.	<p><b>PLANNING APPLICATIONS</b> 🖱️</p> <p>To consider planning applications received.</p> <ol style="list-style-type: none"> <li>23 1529 - Temporary planning permission to site a seafood trailer from April to September to the front of The Victory. The Victory, 92 Coast Road, West Mersea.  <b>WMTC Comments:</b>            After discussion, <b>it was resolved</b> unanimously to submit the following:           <ul style="list-style-type: none"> <li>• Objection Victory Car park – blocking entrance and concerns for public safety due to loss of parking. Proposed: Cllr. Moore, Seconded: Cllr. Holmes</li> </ul> </li> <li>23 1525 - First floor extension and porch as approved, ref: 23 0561, with new small side dormer. 10 Kingsland Close, West Mersea.  <b>WMTC Comments:</b>            After discussion, no objections. Proposed: Cllr. Holmes, Seconded: Cllr. Moore.</li> <li>23 1527 - Application to vary conditions 15 and 35 following a grant of planning permission 22 2124. Land at, Brierley Paddocks, West Mersea.  <b>WMTC Comments:</b>            After discussion: Objections: <b>it was resolved</b> to request a 3 month extension, not 9 months, to complete the roadway. Concerns with heavy lorry/dumper movements, access for sales and residential traffic. Proposed Cllr. Holmes, Seconded: Cllr. Powling</li> </ol> <p>Received notification of planning decisions.          Applications passed:</p> <ol style="list-style-type: none"> <li>23 0920 - Proposed rear and front extension, re-roof and loft conversion. 5 Fairhaven Avenue, West Mersea.</li> <li>23 0881 - Proposed single storey rear extension and second floor roof extension. 19 Victoria Esplanade, West Mersea.</li> </ol>

	<p>c) 23 0929 - New flat roof to existing extension and porch and fenestration alteration to front elevation. Shears End, 18 Shears Crescent, West Mersea.</p> <p>d) 23 0727 - Erection of single storey rear extension in place of existing conservatory. 70 High Street, West Mersea.</p> <p>e) 23 0977 - 2no. shipping containers for storage of sports equipment for Mersea Island Rugby Football Club. Temporary approved under application 19 2243. Glebe Recreation Ground, Colchester Road, West Mersea.</p> <p>f) 23 1111 - The decommissioning of the Bank. The intention externally is to: Removal of existing external signage, existing night safe in front elevation to be removed and existing aperture to be infilled with brickworks to match existing. Existing ATM side elevation to be removed and existing aperture to be infilled with brickworks to match existing. Barclays Bank plc, 10 Yorick Road, West Mersea.</p> <p>Application refused:</p> <p>a) 23 0495 - Demolish existing 2-bed bungalow and construct 5-bed chalet bungalow. 46 Victory Road, West Mersea.</p>
23/155.	<p><b>FINANCE</b> 🙌</p> <p>a) To approve payments to be made. <b>It was resolved</b> unanimously to approve the payments.</p> <p>b) Clerk reported training on Edge (Finance) was booked for Monday 17th July for herself and Cllr. Moore. The Clerk would be reviewing all Finance/Banking arrangements and report back to Council. The Clerk thanked Cllr. Moore for her excellent work on Finance.</p> <p>c) Members reviewed Internal Audit and noted the recommendations given, in particular Item 11.1 h). The Clerk read the report from the Internal Auditor. Clerk to action.</p> <p>d) Clerk reported the External Audit (AGAR) had been sent to PKF Littlejohn (extension was permitted to 31st July 2023).</p> <p>e) Confirmation of the dates of the period for the Exercise of Public Rights. The Clerk reported the dates had not been met (to include first 10 days of July) and this would be a comment on the next External Audit. <b>It was resolved</b> unanimously to publish the period from 13th July to 24th August.</p> <p>f) Clerk reported an emergency expenditure (approved by the Chair). Edge Training Cllr. Moore &amp; Clerk £82.50 per person.</p>
23/156.	<p><b>POLICY &amp; PROCEDURE REVIEWS</b> 🙌</p> <p><b>It was resolved</b> unanimously:</p> <p>a) Freedom of Information Policy - approved.</p> <p>b) Financial Regulations - updated section 11.1 h), Internal Auditor recommendation - approved.</p> <p>c) Standing Orders - deferred to August.</p> <p>d) Vexatious Policy - approved.</p> <p>e) Closed Circuit TV (CCTV) Policy - approved.</p> <p>f) Drone Usage Policy - approved.</p> <p>g) Gate Access Licence Agreement - approved.</p>
23/157.	<p><b>NEIGHBOURHOOD PLAN</b></p> <p>Cllr. Weaver reported:</p> <ul style="list-style-type: none"> <li>Reported the Neighbourhood Plan was being referred to when Colchester City Council were considering decisions on planning applications and gave some examples.</li> <li>Cllr. Weaver suggested a report would be created to record decisions for reference.</li> </ul>

23/158.	<p><b>MISA AND WEST MERSEA TENNIS CLUB LEASE</b></p> <p>Cllr. Powling reported himself &amp; Cllr. Jarvis were in the process of arranging a meeting with the Chairman. Signs had been removed from the Glebe and a new sign is being produced with all users.</p>
23/159.	<p><b>VILLAGE GREEN 241</b> 🗑️ £</p> <p>a) To receive an update on VG241 – Cllr. Weaver reported and update from Cllr. Jarvis - sign to be erected asap. Exact Boundary is unclear.</p> <p>b) Approved expenditure of up to £200 for the VG241 sign to include installation costs. Clerk reported the sign cost was £57.</p>
23/160.	<p><b>STUMP REMOVAL</b> 🗑️ £</p> <p><b>It was resolved</b> unanimously for the removal of tree stumps from West Mersea Park, Firs Road Cemetery, Parish Churchyard, Willoughby car park, Seaview car park and Glebe Recreation Ground, at a cost of £2,250. A review would be taken to consider replacing trees.</p> <p>Cllr. Powling mentioned trees are being damaged and Colchester City Council may install cameras in particular places.</p>
23/161.	<p><b>WEST MERSEA PARK</b> 🗑️ £</p> <p>a) Basket Swing; to consider and agree moving to a different location After discussion, <b>it was resolved</b> unanimously for a review of play equipment to be completed and defer any decisions at present to ensure funds are spent wisely. The Clerk advised that all inclusive play equipment should be reviewed. Clerk to action for a report for the August Meeting. The Clerk mentioned community consultation for the future.</p> <p>b) Single Point Swing and Sling Rotator; to approve replacement parts – approved.</p> <p>c) Twin Swing; to consider and agree replacing swing seats - deferred.</p>
23/162.	<p><b>COMMUNITY WORKS/ISSUES</b> 🗑️ £</p> <p>After discussion, <b>it was resolved</b> unanimously:</p> <p>a) Installation of Compactor bin in School Gardens, at a cost of £250 – it was agreed Cllr. Powling would make contact with Colchester City Council to arrange installation - &amp; delivery of bins to be arranged - approved.</p> <p>b) To agree laying a concrete pad for litter bin in Rey mead Meadow, at a cost of £180 - approved.</p> <p>c) To agree installation of Memorial bench at Glebe Recreation Ground, at a cost of £250 - approved.</p> <p>d) To agree installation of Memorial benches at various locations, at a cost of £135 each - approved.</p> <p>e) To agree chipping of brash/logs at West Mersea Park and Glebe Recreation Ground, at a cost of £400 - approved. Proposed: Cllr. Powling, Seconded: Cllr. Moore.</p> <p>f) Members considered an application for bootcamp at Glebe Recreation Ground and agree charges. <b>It was resolved</b> unanimously to permit the bootcamp at a cost of £10 per day on a 3 month trial period.</p> <p>g) Proposed: Cllr. Powling, Seconded: Cllr. Moore.</p>
23/163.	<p><b>OFFICE SUNDRIES</b> 🗑️ £</p> <p>Cllr. Holmes gave some history. After discussion, <b>it was resolved</b> unanimously to provide provisions for visitors and staff (teas, coffee, milk, water, biscuits). A budget was allocated of £500. Proposed: Cllr. Holmes, Seconded: Cllr. Powling – all in favour.</p>

23/164.	<p><b>GROUNDS MAINTENANCE</b> 🖱️£</p> <p><i>It was resolved</i> unanimously to allow spending up to £500 per annum for verge cutting, if required. The Clerk asked about letters to residents if vegetation overgrown. Clerk to review. The Chairman suspended the meeting to allow Cllr. Jowers to speak. Cllr. Jowers gave some advice on dangerous hedging at East Mersea Road &amp; Dawes Hall Lane. Essential works should be done once clarification is established on responsibility. Meeting reconvened.</p>
23/165.	<p><b>MAYOR'S REPORT</b></p> <ul style="list-style-type: none"> <li>• Thanks to staff and Councillors for the amount of work completed.</li> <li>• Benches on Monkey Beach being replaced.</li> <li>• Applications received for co-option.</li> <li>• Compactor Bins to be installed imminently.</li> <li>• Council working through everything as quickly as possible.</li> </ul>
23/166.	<p><b>EXCLUSION OF PRESS AND PUBLIC</b></p> <p><i>It was resolved</i> unanimously that due to the confidential nature of the business to be transacted the public and press be excluded pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960.</p>
23/167.	<p><b>TOILET CONTRACT</b> 🖱️£</p> <p>a) Council discussed options for renewing the toilet contract, expiry date 30th August 2023. Member of staff possibly willing to take on the role. Clerk to prepare a report for the August meeting.</p> <p>b) Contract, employee/maintenance/supplies. Clerk to prepare a report.</p>
23/168.	<p><b>LAND AT COAST ROAD</b> 🖱️£</p> <p>After discussion, <i>it was resolved</i> unanimously to proceed and agreed the additional costs.</p>
23/169.	<p><b>PERSONNEL</b> 🖱️£</p> <p>a) After discussion <i>it was resolved</i> unanimously to the appointment of a Locum Clerk. Proposed: Cllr. Weaver Seconded: Cllr. Powling</p> <p>b) A report was given from the Locum Clerk.</p>

Meeting closed at 9.35pm.