



## TOWN COUNCIL MEETING

**Meeting held on Thursday 13<sup>th</sup> June 2024 at 7pm in the Council Chambers,  
10 Melrose Road, West Mersea, Colchester CO5 8JD**

£ = Expenditure decision    🖱️ Resolution made

In attendance:

Cllr. S. Weaver, Mayor	Cllr. R. Jenkins, Deputy Mayor
Cllr. C. Powling	Cllr. T. Webster
Cllr. D. Boylan	Cllr. B. Holmes
Cllr. B. Hart	
Karen Kuderovitch, Town Clerk & RFO	8 members of the public

24/110.	<p><b>RECORDING OF MEETING</b></p> <p>Chairman requested anyone present to identify their intention to record the meeting. The Town Clerk &amp; Cllr. Webster declared they were recording.</p>
24/111.	<p><b>DECLARATIONS OF INTEREST/REVIEW</b></p> <p>All Members were to be reminded that they must disclose any disclosable pecuniary interests, registerable interests and any non-registerable interests 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>Councillors are requested to review their declarations.</p> <p><b>Cllr. Powling declared he was a Colchester City Councillor.</b></p>
24/112.	<p><b>APOLOGIES FOR ABSENCE</b> 🖱️</p> <p>Cllr. T. Gibbons – unwell. The apology was accepted and the reasons given.</p>
24/113.	<p><b>PUBLIC PARTICIPATION</b></p> <p><b>The Mayor asked residents to take the Town Clerks details for a response to questions.</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>Priority will be given to those members of the public wishing to share information relating to items on the agenda. Once the public session is closed, members of the public are not permitted to speak.</b></p> <p>MOP 1 – raised concerns about a container at The Glebe/planning permission expiry.</p> <p>MOP 2 – raised concerns relating to Freedom of Information requests and the current Councillor vacancy.</p> <p>MOP 3 – raised concerns about footpaths/follies.</p>
24/114.	<p><b>COUNTY AND CITY COUNCILLORS REPORTS</b></p> <p>Cllr. Parsons relayed John Jowers stepped down as Mayor of Colchester and great tributes had been received by him. Clear recycling bags due in July 2024.</p>
24/115.	<p><b>APPROVAL OF MINUTES</b> 🖱️</p> <p>The Mayor advised members a revised draft had been sent. Cllr. Webster queried the minutes and</p>

	requested a recorded vote. <b>It was resolved</b> to accept the minutes of the Town Council meeting of 16 <sup>th</sup> May 2024. Proposed: Cllr. Jenkins , seconded Cllr. Holmes. (Recorded vote: In favour: Cllr. Weaver, Cllr. Jenkins, Holmes, Cllr. Powling (4) , Cllr. Hart & Cllr. Boylan abstain (2), Cllr. Webster against (1).
24/116.	<b>STANDING ORDERS</b> 🇮🇪 <b>Proposed by Cllr. Holmes:</b> West Mersea Town Council do not meet (recess) in the month August 2024. <b>It was resolved</b> by a majority vote for the Town Council not to meet in the month of August. Seconded by: Cllr. Powling. Cllr. Webster abstained. The Town Clerk asked the Mayor to remind Councillors that they are to be addressed as Councillor X whilst in session.
24/117.	<b>MAYOR'S REPORT</b> <ul style="list-style-type: none"> <li>• D- Day 80 event went very well and thanks were extended to all involved.</li> <li>• VE 80 in 2025 – an event to be arranged.</li> <li>• Office – very busy (end of financial year/Audit). Thanks were extended to those involved.</li> <li>• Glebe Plans Consultation – Thursday 27<sup>th</sup> June @ 6.30pm @ The Glebe. Information also available on the web site and residents can send in comments if unable to attend.</li> <li>• July Annual Report, due to be published early July – positive feedback received.</li> </ul>
24/118.	<b>TERMS OF REFERENCE – FINANCE &amp; STRATEGY COMMITTEE</b> 🇮🇪 Members reviewed and approved (with 1 amendment under spending limits . add per annum). <b>It was resolved</b> unanimously to accept the document. Proposed: Cllr. Jenkins, seconded Cllr. Powling. All in favour.
24/119.	<b>COMMITTEES/WORKING GROUPS</b> Reports from the Chairs of Committees: <ul style="list-style-type: none"> <li>• Community Assets &amp; Facilities Committee – Cllr. Powling reported the Committee met on 20<sup>th</sup> May 2024 and minutes would be available shortly. Essex County Council are not fulfilling their responsibility to cut vegetation; therefore West Mersea Town Council are looking into the costs of undertaking the cutting.</li> <li>• Environment &amp; Community Services Committee – a meeting to be arranged soon.</li> <li>• Finance &amp; Strategy Committee – 2 previous meetings not quorate, next meeting on 3<sup>rd</sup> July 2024.</li> <li>• Planning Committee Reps/Working Groups – nothing to report.</li> </ul> <b>Working Groups:</b> Alms houses – Town Clerk reported an offer of a meeting with the Rural Community Council of Essex (RCCE) and a date to be set for a meeting early July 2024. A Teams Meeting is arranged for Wednesday 19 <sup>th</sup> June.
24/120.	<b>COMMUNITY PROJECTS/ACTION PLAN/EVENTS</b> 🇮🇪 <ol style="list-style-type: none"> <li>a) Town Clerk reported on progress on community projects/review of the Action Plan and the latest version to be updated to web site.</li> <li>b) Council considered permission for a container @ The Glebe. Planning permission/extensions are required for containers. Cllr. Webster requested to the Mayor the meeting hold Standing Orders to allow a member of the public to speak, which was refused as members were aware of the implications. After discussion, <b>it was resolved</b> unanimously not to make any decision pending further investigations. Proposed: Cllr. Powling, seconded Cllr. Weaver.</li> <li>c) Members to consider a Mayors Charity Ball – deferred.</li> </ol>
24/121.	<b>FINANCE</b> 🇮🇪 £ <ol style="list-style-type: none"> <li>1. Town Clerk to report bank balances as at 30/5/24 for all accounts – deferred to next Finance &amp; Strategy meeting. The Town Clerk reported her focus was on internal/external audits at present to meet deadlines.</li> <li>2. Emergency expenditure – Town Clerk to report. £1,200 – additional base works @ Coastguards</li> </ol>



	<p>Compound; £150 for presentation materials for the Glebe public open meeting.</p> <p>3. Council to consider quotations for:</p> <ul style="list-style-type: none"> <li>a. Election polling cards (if required) @ approx. £1,200. After discussion, <b>it was resolved</b> by a majority vote not to issue polling cards. Proposed Cllr. Powling, seconded Cllr. Hart. Cllr. Webster advised that she was a signature on the recent election request and then requested a recorded vote (Cllr. Weaver, Cllr. Powling, Cllr Jenkins, Cllr. Holmes &amp; Cllr. Hart against (5), Cllr. Boylan &amp; Cllr. Webster (2) for. The Town Clerk reported if there was an election it could cost WMTC around £6,000 and the election voting will take place at the West Mersea Town Council office. Details would be published in the July newsletter.</li> <li>b. Hedge cutting quotes/estimates x 3. After discussion, <b>it was resolved</b> unanimously to appoint WM Tree Services @ an annual cost of £11,500 in year 1, year 2 £8,490, year 3: £8,490 Proposed: Cllr. Jenkins, seconded Cllr. Powling. All in favour. The Town Clerk advised a resolution had been made and business should continue to the next item (as per Standing Orders).</li> <li>c. Churchyard path – quotes received x 2. After discussion, <b>it was resolved</b> unanimously not to take any action at present, Cllr. Weaver to make investigations with the Church.</li> <li>d. Changing Places; arco drain @ £2,985.00 &amp; VAT. After discussion, <b>it was resolved</b> unanimously to defer the decision pending further information.</li> <li>e. WMTC Truck – sign writing/valet @ £313 &amp; VAT. After discussion, <b>it was resolved</b> unanimously to approve. Proposed Cllr. Jenkins, seconded Cllr. Boylan. All in favour.</li> <li>f. Fairhaven toilet block roof/parapet wall @ £2895. After discussion, <b>it was resolved</b> unanimously, to defer the decision.</li> <li>g. Equipment hire to clear W M Park ditch @ £610. After discussion, it was resolved to approve. Proposed: Cllr. Powling, seconded Cllr. Holmes. All in favour.</li> </ul> <p>4. Town Clerk reported on Internal/External audits/VAT. VAT received for the period 1/4/23 – 31/3/24 of £48,190.08. Town Clerk is focussing on audit, internal auditor (6 months) due to visit on 4<sup>th</sup> July. Town Clerk advised an Extraordinary Meeting would need to be held by 30<sup>th</sup> June to sign AGAR figures. External Audit (PKF Littlejohn) due by 17<sup>th</sup> July 2024. April/May finance details to be loaded on the web site shortly.</p>
24/122.	<p><b>COMMUNITY ENGAGEMENT</b></p> <p>Town Clerk reported:</p> <ul style="list-style-type: none"> <li>a) Contact from residents/organisations (including Councillor Surgeries). Town Clerk reported all contact had been forwarded to Councillors and a response to be sent. Cllr. Weaver to deal with 1 of the requests. Councillors are circulating reports on the content of discussion in the Councillor surgeries.</li> <li>b) Report on Freedom of Information requests. The Town Clerk reported that the amount of FOIs is concerning and the Town Clerk requested to talk to Councillors in connection with additional workload. 2 requests had been made through what do they know (which does not identify the applicant) which could exceed the £450 limit (23 items). The Town Clerk would ask the</li> </ul>

	<p>applicant to reduce the request. An article would be submitted to the July Newsletter with explanations of FOIs. A suggestion was made to review the web site to ensure information is clearly available.</p> <p>c) Next Newsletter due in July 2024 (Annual Report)</p>
24/123.	<p><b>COUNCILLORS UPDATES</b></p> <p>Councillors were offered the opportunity to share information. Cllr. Hart mentioned the music marathon and the huge funds raised. Cllr. Jenkins congratulated the Council on the D Day 80 event.</p>
<p><b>EXCLUSION OF PRESS AND PUBLIC</b> 🖱️</p> <p><i>It was RESOLVED 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. Town Clerk requested any Councillors recording to cease recording.</i></p>	
24/124.	<p><b>LEASES/LAND</b> 🖱️</p> <ul style="list-style-type: none"> <li>• Land enquiry -after discussion, <b>it was resolved</b> to invite the applicant to a meeting to discuss and invite Councillors. It was proposed by Cllr. Powling, seconded by Cllr. Weaver that should discussions be beneficial the Town Council agrees in principle to proceed. All in favour.</li> <li>• Land purchase – a piece of land (at the top of Dawes Lane) had been previously accepted by WMTC at a cost of £1 and WMTC will maintain it for biodiversity site..</li> </ul>
24/125.	<p><b>PERSONNEL</b> 🖱️£</p> <p>The Town Clerk asked for a Personnel Committee Meeting to be set and asked for a meeting with herself and the Personnel Committee. Date set for 1<sup>st</sup> July 2024 @ 5pm.</p>