**ALRESFORD PARISH COUNCIL**

**Parish Council Meeting**

**AGENDA**

**Notice of meeting**

Meeting to be held in the Pavilion (main room), Ford Lane, Alresford at 7.30pm on Wednesday 2nd of October 2024

**Face coverings may be worn should attendees wish to do so. Hand sanitiser will be available.**

In accordance with the Local Government Act (LGA) 1972, Schedule 12, paragraphs 10 (2) (b) Councillors are hereby summoned to attend the **Parish Council** **Meeting** of Alresford Parish Council, by the clerk and proper officer for the purpose of transacting the following business:

**Agenda**

**10.24.181 Announcements.** Chairman to make announcements.

**10.24.182 Apologies for Absence.**

**10.24.183 Minutes of the last monthly meeting:** To approve the minutes of the meeting of the 4th of September 2024.

**10.24.184 Declarations of Interest.** Councillors present to declare pecuniary and non-pecuniary interest in agenda items.

**10.24.185 Public Forum** under the Public Bodies (Admission to Meetings) Act 1960, Section 1 (1) This council is committed to community engagement and welcomes members of the public to contribute in this part of the meeting. Time limit 3 mins per person. Item limited to 10 minutes.

**During the public forum:** Members of the public and guests can address the Council on matters presented on the publicised agenda. The Council can only take decisions on agenda items. Matters raised and not on the agenda can be carried forward for a response later. Any questions not presented to the council far enough in advance may be noted and responded to at another time.

**After the public forum:** Members of the public are asked to respect that this is a meeting to conduct council business and interruptions during the remainder of the meeting are not permitted.

**10.24.186 External Audit Update:** PKF Littlejohn response.

**10.24.187 Finance Matters.** September finance report - Council to review and approve.

**10.24.188 Planning Matters:**

**A: Application number:** [24/01247/FULHH](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SIGLRJQB0RE00)

Mr R Ekins **Location**: 42 Station Road, Alresford, Essex, CO7 8BU **Proposal** Householder Planning Application – Single storey rear extension.

**B: Application number:** [24/01421/VOC](https://idox.tendringdc.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SKBI0KQB0OT00)

**Location:** Alresford Hall Ford Lane Alresford Colchester **Proposal:** Application under Section 73 of the Town and Country Planning Act for Variation of Condition 20 (Opening times and during the seasonal period outlined) of application 22/01306/VOC to enable greater flexibility for Wyvernwood to open over the Christmas period for (a) breakfast with Santa; (b) normal trading day and (c) exclusive timed entry visits for families to meet Father Christmas in his grotto.

* + 1. **Staunton Gate Administration**: Time spent by the clerk and staff to be logged and claimed from ring fenced S106 monies.
		2. **Personnel Committee Delegation**: It is resolved to delegate the setting of Spinal Column points for staff to the Personnel Committee.
		3. **Armistice Day- Monday November 11th** – arrangements to be agreed by council.
		4. **Upkeep of Essex Highways VAS units:** Proposed for Alresford Parish Council to take over repair and maintenance of VAS units as Essex County Council Highways no longer repair VAS units in their ownership.
		5. **ACRFC Requests**: Council to discuss requests.

A: Request from ACRFC to paint their home side changing rooms.

B: Request to add a second container on the playing field.

* + 1. **St Peters Churchyard** – It is proposed that a “compact” is entered into with St Andrews Church, so that the churchyard at St Peters receives regular grass cutting. Anticipated costs Circa £1900 per annum.
		2. **Christmas Arrangements:** Council to discuss arrangements for: a Village Tree, Christmas decorations, December post Parish Council meeting catering. Suggested budget for all £350.00
		3. **Village Bulb Planting:** Council to consider and propose a budget for the purchase of bulbs to be planted around the village for the 2025 flowering season.
		4. **District Councillor’s report (Written Report)** and 5 min verbal report.
		5. **Essex County Councillor Report (Written Report)** and 5 min verbal report.
		6. **Fire Safety Audit**
		7. **Risk Assessment for Attenuation Ponds Staunton Gate North and South.** Council to discuss a Risk Assessment and pond management strategy.
		8. **Toilet Block Update:** Contractor instructed- further report.
		9. **Solar Panel Update:** installation and running report.
		10. **Website Upgrade:** Clerk to present costs received so far. Recommendation to council.
		11. **Applications for the Community Locality Fund:** council to discuss what project to apply for.
		12. **PCSO/Police Report**.
		13. **Clerks Report**.
		14. **Meeting Ends**