

**East Donyland Parish Council**  
Full Parish Council Meeting – 14<sup>th</sup> February 2019  
St Lawrence School, Rectory Rd, Rowhedge starting 7.00pm.

**MINUTES**

**Present:** Cllrs Phil George, Richard Helliwell, Peter Case, Doug Clay, Nina Crouchman, Tracie Guy & John Rowland; CBC Ward Cllrs Mike Lilley, Adam Fox, Lee Scordis; Clerk Nicki Matthews and 4 members of the public.

The Chairman, Cllr Phil George, opened the meeting at 7pm.

**170/18 To receive and accept apologies and to note absences:** Apologies received from Cllrs Anna Appleyard & Dave Myers, and ECC Cllr Kevin Bentley.

**171/18 To minute pecuniary & non-pecuniary interests of members relating to items on the agenda:** NC – non-pecuniary, items 176/18, 186/18, 188/18.

**172/18 To approve the minutes of the meeting held on 10<sup>th</sup> January 2019:** RH proposed the minutes to be correct; JR 2<sup>nd</sup> – all agreed.

**173/18 To receive an update from Jo Kirk, Essex Youth Service, regarding Rowhedge Youth Club and volunteering opportunities:**

- Essex Youth Service (EYS) are working to support the youth club which runs on Wednesday evenings, and attracts approx. 35 young people (one of the most well attended in the borough), and to support the volunteers who are working with young people in our community.
- Please contact EYS if there are any concerns or issues with young people; their aim is to build a bridge with the community, as they appreciate that there is not always a positive relationship. They can address those issues, encourage engagement etc.
- The leader of the youth club has now left, and they are seeking more volunteers to help the club continue. Someone has come forward to take on the role, and EYS will support them through a trial period. Any ideas to help get more adult leaders would be welcome as a larger pool of volunteers increases the resilience of the club and enables it to run safely.
- EDPC to promote through the Friday catch up newsletters. EYS will provide information about the opportunities available, which includes accredited training, potential to progress a career, training scheme for 16+ as well as adults. *Action – the Clerk / EYS.* PG thanked JK and the EYS for their ongoing support and the work they do.

**174/18 Have your say! The Chairman will close the meeting for a max.15 minutes to ask members of the public to speak (max. 3 minutes each) on any matters relevant to parish business:**

- Burial Ground – please could the bin store be emptied, leaves cleared, fence repaired, and footpath from Haul Road improved? PG advised the first two items are in hand, and the fence repairs have been held up because of the issue with repair/replacing the commemorative gates. It may be possible to put some gravel down on the footpath to improve the surface – refer to Maintenance Committee. *Action – Asst Clerk*
- Item 186/18 – how steep will the ramp be? NC advised that the proposed 3.5m length will ensure that the ramp complies with legislation on gradient and won't be too steep for wheelchair users. Is there a plan to move the drop kerb to ease access from the road to the ramp? NC advised that this is outside the RCRC's remit. Agreed to address within discussion under item 186/18.

**175/18 To receive and note reports from:**

- i) Essex County Councillor, Kevin Bentley: - apologies, Cllr Bentley is attending a Brexit meeting.
- ii) CBC Ward Councillors Mike Lilley, Adam Fox & Lee Scordis
  - Youth work - AF noted their support for the work of the EYS; they have allocated some funds from their locality budget to help the youth club continue and aim to do the same in the next financial yr. Any other financial support which could be given to the club would help them greatly.
  - Footpaths – as per the Clerk's report £76,000 has been received from the wharf developments to improve footpaths around Rowhedge. There is currently a query over the allocation of these funds to the Rowhedge Trail and PROW 27. Ward cllrs will provide support to help resolve this issue, but they understand that the plans for the trail improvements are currently being finalised in discussion with the landowners.

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- Buses – everyone is encouraged to complete the consultation on evening and weekend service reductions. ECC have confirmed that the new town centre stop arrangements will not be changed; LS has requested better labelling for stops, some of which has now been done.
  - Queen St crossings – ECC have confirmed these will not be reinstated.
  - Policing – the number of police in Colchester at present is low but will increase after April with the increase in the precept by Essex Police. CBC have also allocated £300,000 towards funding special constables and PCSOs, based in the town centre targeting drug issues in particular. This has meant that rural areas have been somewhat neglected in terms of resources and CBC is trying to address this through a funding initiative and toolkit for communities (not up and running yet). Parishes are asked to identify the issues in their community, and CBC will match fund volunteer specials, who have arrestable powers. They can work the hours required by the parish, including evenings and special events. ML will request the Safer Communities Partnership to contact the Clerk to discuss. NB - specials will be part of Colchester Police and can be called to other areas for major incidents as needed.
- iii) The Clerk: report noted.
- iv) Village Bus Representative: post vacant.

### **176/18 To agree the payments list already checked by Cllrs Appleyard & Clay:**

PG proposed that the payments list be approved, RH 2<sup>nd</sup> – all agreed (NC abstained). *Action – the Clerk*

### **177/18 To note the draft minutes of the Finance & Personnel Committee held 10<sup>th</sup> January 2019:**

Noted.

### **178/18 To receive an update from the Recreation Ground Working Party and agree the next step:**

PG reported the recommendations from the working party meeting on 30<sup>th</sup> Jan as follows:

- Consensus to retain 3 football pitches with FA status
- If possible, install the large MUGA – 37m x 22-24m
- If not possible, don't install a smaller MUGA but look at other facilities to benefit the community
- Look at whether it would be possible to install a skate park alongside the MUGA
- Consider multiple funding sources for the MUGA to allow EDPC to pursue the purchase of land for allotments as well using the S106 funds
- Need to accurately map out the recreation ground and required space for the various proposed facilities to see what can be fitted in to the area available

The council has contacted CBC Planning for advice on potential installation of the larger MUGA and are awaiting a reply. Once this is obtained, and if it is a positive response, it was agreed to map out the area as recommended by the working party and report back to full council. CBC may be able to offer assistance with mapping if needed. *Action – the Clerk*

### **179/18 To consider the annual review of the council's policies and procedures and agree updates and amendments (refer attached summary, policies circulated to council separately):**

Most of the changes are minor, with the exception of the Standing Orders which NALC have re-issued following the introduction of GDPR in 2018; the changes to the standing orders are extensive but largely compulsory in order to comply with new legislation. PG proposed that the review and all proposed amendments be approved; RH 2<sup>nd</sup> – all agreed. *Action – the Clerk*

### **180/18 To consider options for future community policing in Rowhedge, possibly as a shared initiative with other parishes; annual costings provided by CBC are on average £1,000 per special constable and £38,500 for a PCSO:**

Cllr Lilley has now advised that a fully trained special constable may cost £4-6,000 per annum dependent on the requirements of the parish, but that under the new scheme CBC will be offering match funding to cover that cost, and are encouraging parishes to share resources where appropriate. It is a volunteer post, which the council would recruit for from within the community to ensure local knowledge and suitability for the post. Specials work 35hrs/wk, with their schedule based on local need. Typically, they may have other employment which would need to be accommodated within that schedule. Volunteers hours are set by the council, but they clock in and out at the Colchester police station for each

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shift, for briefings, updates etc and all equipment is stored there. There are currently 60+ specials successfully working in Colchester already. Need to find out if there is a minimum term of commitment for recruitment – *Action Cllr Lilley*. Cllrs discussed the potential to partner with Fingringhoe to fund a special constable, with match funding from CBC, split of time and cost to be discussed. PG proposed the council approach Fingringhoe PC to discuss and feedback the outcome to the council in March – all agreed. *Action – the Clerk*.

- 181/18 To receive a proposal from Cllr Rowland to purchase a wood chipper at a max cost of £2,000 to be used by residents in the village when we need to clear hedges and trees, particularly in the church and burial ground (refer attached quotes):** JR explained that this idea came from a meeting with the churchyard gardeners, following issues experienced maintaining the hedges. The volunteers have asked if the parish council can support them by providing a chipper. It could also be useful for footpath maintenance, and mulching in chippings is preferable to burning cuttings or other disposal options. Cllrs discussed issues around storage, health & safety, training, PPE, maintenance, repair etc. It was agreed that use of a chipper would be beneficial and that the council should hire one as needed initially, monitor usage and revisit the idea of purchasing one if it is frequently needed and works well.
- 182/18 To consider submitting an application to the Local Service Fund for a grant of up to £15,000 over 3 years, to fund a handyman/village warden (refer attached for fund details):** Cllrs agreed this has the potential to help fund work the council already contracts out as well as additional tasks. Having discussed the types of projects already funded by the LSF, PG proposed that an application be submitted for funding for a handyman to carry out general maintenance and repairs and work to footpaths and outdoor spaces; RH 2<sup>nd</sup> – all agreed. *Action – the Clerk*.
- 183/18 To consider a proposal from Cllr Appleyard that the parish council offers to pay for the two speed tests required by ECC as part of the 20mph application for the village, at a cost of £200 each:** ECC Cllr Bentley has now confirmed the cost at £250 each and Cllr Appleyard has requested that the proposal be amended accordingly to meet this cost as it will speed up the process of the 20mph application. PG proposed the council approve this proposal; JR 2<sup>nd</sup> – all agreed. *Action – the Clerk*.
- 184/18 To receive an update from Cllr Helliwell regarding the inscription of names on the war memorial:** Further to the request received to consider engraving names of those who have died in conflict on the war memorial, RH has obtained an indicative quote of £900 to carry out the work. The names would be engraved on three sides of the memorial in the appropriate font. RH declared that this indicative quote has been provided by the company he is employed by, and that this will now be handed over to NM to obtain three formal quotes for the council to consider. *Action – the Clerk*.
- 185/18 To receive a proposal from the Rowhedge Moorings Association to purchase the water pump and hoses currently owned by EDPC for the sum of £300 on the basis that the RMA will use the pump to carry out mud clearance from the ferry hard annually:** The original cost of the pump was approx. £350. PG thanked the RMA for their offer and proposed that the council accept it on the proviso that they also make it available for other groups to use; TG 2<sup>nd</sup> – all agreed. *Action – the Clerk*.
- 186/18 To consider a request from Rowhedge Coastal Rowing Club to approve the design and position of the ramp for the new hut (refer attached plan):** NC advised that the new building is higher than the old hut due to a flood risk assessment which required a raised base, and consequently ramp access is required. Various contractors have proposed different length ramps, with a 2m ramp being sufficient to meet legal requirements for gradient, but most have suggested a 3.5m ramp for comfortable access. Other locations for the ramp were considered but were not possible due to the length, access to neighbouring property etc. RCRC intend to reuse some of the cobbles removed from the patio to widen the path to match the width of the ramp. Cllrs

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discussed the issue raised in item 174/18 regarding the dropped kerb and hard standing access to the patio from the path; it was agreed this is not the responsibility of the RCRC and needs to be considered separately. PG proposed that the request from the RCRC be accepted and that the council consider improving access across Lion Quay; RH 2<sup>nd</sup> – all agreed (NC abstained). *Action – the Clerk*

**187/18 To deal with matters arising from the previous Council minutes not dealt with elsewhere in this agenda:** The action list was noted.

**188/18 To discuss planning applications and note decision papers as listed:** *Action – the Clerk*

- i) Planning application 183055: Rowhedge Heritage Trust Hut High Street; application to discharge of conditions 2, 3 6 & 7 of application no.173058:** bike rack still to be installed. PG proposed that EDPC support this application; PC 2<sup>nd</sup> – all agreed (NC abstained).
- ii) Planning application 183144: 2 Chapel Street; application for certificate to establish that the garage conversion which was in breach of condition 4 of planning permission COL/1963/87 is now lawful:** PG proposed the council makes no comment – all agreed.
- iii) Planning application 190052: 30 Rectory Rd; proposed conversion of single dwelling into 2 separate units and associated extensions and alterations (resubmission of app 181887):** Cllrs noted concerns regarding the unresolved discrepancy between the number of car parking spaces stated in the application (2) and those shown on the drawings (4). Additionally the application forms part of a larger plot and an access strip to the rear of the property is being maintained, potentially for future development. PG proposed that the council comments with concerns regarding the parking and possible future development as discussed; RH 2<sup>nd</sup> – all agreed.
- iv) Planning application 190291: 59-61a Rectory Rd; replacement of concrete gutters, associated adaptations to the eaves, and gable walls and installation of new black UPVC fascias, soffits and rainwater goods:** PG proposed the council makes no comment – all agreed.

The meeting closed at 8.20pm.

Agreed as a true record.

Signed: ..... Date: .....

Chairman