

WEST MERSEA TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON THURSDAY 6 NOVEMBER 2025

In attendance:

Cllr T Webster (Mayor)	Cllr J Akker	Cllr D Baker
Cllr D Boylan	Cllr N Hinderwell	Cllr R Jenkins
Cllr C Powling	Cllr S Weaver	Kirsty Wadsworth (Town Clerk)

Cllr Akker made a short statement on behalf of the Council to show their respect for the people and community of Manchester.

25/307 Apologies for absence

Apologies received and accepted from Cllr Maxine Williams, City Cllr Robert Davidson and City Cllr Martin Parsons.

25/308 Declarations of interest

Cllr Powling declared he was a Colchester City Councillor and would leave the room for the discussion of agenda item 25/330.

Cllr Akker declared an interest in agenda item 25/332- Local Plan.

Cllr Jenkins declared an interest in agenda item 25/321- as he is a volunteer for Refresh Mersea.

25/309 Public participation

MOP1- Questioned the motive and rationale for Cllr Powling sponsoring the Mayoral Procedural and Civic Protocol Policy and stated that in with the existence of the Code of Conduct there is no requirement for this policy.

MOP2- Stated that the bus service has deteriorated over the last five years. Would like the Council to have a say in changing this and set up their own a semi bus service to fill in some of the gaps.

MOP3 – Questioned the steps the Council are taking to reduce energy consumption, with specific reference to heating and lighting at Fairhaven toilets and Changing Places facility. Asked the Council to look at this as it is waste of money.

25/310 To receive County and City Councillors reports:

Report received from Cllr Parsons: The Town Clerk relayed Cllr Parsons update in his absence:

- The local plan committee meet on Monday 10 November – this is NOT to approve draft local plan, but to decide whether it should go out to public consultation.
- I have now received assurances from senior planning officers in response to concerns I raised on behalf of WMTC that the consultation when it happens will NOT be solely online.

Report received from Cllr Powling:

No report provided as the Cllr Parsons has addressed all the points.

25/311 To confirm minutes of the Council meeting of 2nd October 2025

It was resolved unanimously to accept the minutes of 2nd October with the following amendments:

25/306 To consider ***a*** West Mersea Town Council - Mayoral Procedure and Civic Protocol Policy.

A Mayoral Procedure and Civic Protocol Policy was reviewed.

Proposed: Cllr Baker, Seconded: Cllr Hinderwell. Cllr Boylan and Cllr Weaver abstained.

25/312 To agree and approve a list of payments

A list of payments was approved.

25/313 To provide an update from:

- (a) Committees
- (b) Working Groups
- (c) Representatives

An update was received.

25/314 To receive the Town Clerk's report

Clerk's report

- Broomhills Greensward- solicitor been advised, correspondence sent awaiting reply for residents to sign the witness of truth statement.
- Changing Places lease- to be signed today.
- Skatepark quotes- met with contractors to assess the repairs.
- Coast Road path DM Highways responded. We do not need permission to lay the path as long as it does not touch the Highway – requested a hard bound gravel path in keeping with the conservation area.
- Grounds Maintenance Contract has gone out for tender.
- Staff training log is being updated.

25/315 To agree the updated MIALGA agreement

It was resolved unanimously to approve the MIALGA agreement with the attached copy of the plan and the word ASSOCIATION in section (1) to be changed to bold print.

Proposed: Cllr Hinderwell, Seconded: Cllr Jenkins. All in favour.

25/316 To agree a proposal for the 2026 allotment rent payable to the landlord

It was agreed that this agenda item would go on the next meeting with the following wording:
To consider and agree the rent to be charged to the allotment holders.

25/317 To review, agree and formally sign the final lease agreement for the Changing Places facility

The lease was signed in the meeting by Cllr Jenkins and Cllr Webster.

25/318 To review the quotes for internal audits for 2025/26 and agree which auditor to engage

It was resolved by majority to engage Option A as the auditor.

Proposed: Cllr Webster, Seconded: Cllr Akker. Cllr Jenkins and Cllr Hinderwell abstained.

25/319 To agree the Worknest 5-year contract at a cost of £1,998 + VAT subject to an annual uplift of 3% to expiry in 2026

It was resolved unanimously to agree the Worknest 5-year contract at a cost of £1,998 + VAT subject to an annual uplift of 3% to expiry in 2026. Proposed: Cllr Boylan, Seconded: Cllr Akker. All in favour.

25/320 To agree for the Town Clerk to attend the Protecting Commons, Greens and Open Spaces – Delivered by the Open Spaces Society at a cost of £160 + VAT

It was resolved unanimously to agree for the Town Clerk to attend the Protecting Commons, Greens, and Open Spaces - Delivered by the Open Spaces Society at a cost of £160 + VAT.

Proposed: Cllr Webster, Seconded: Cllr Boylan. All in favour.

25/321 To consider and approve the grant application of £500 from Refresh Mersea

It was resolved unanimously to approve the grant application of £500 from Refresh Mersea.
Proposed: Cllr Powling, Seconded: Cllr Akker. All in favour.

25/322 To agree a set of dates for 2026 Town Council meetings

It was resolved unanimously adopt the proposed dates for the 2026 Town Council meetings with an amended date for July and an added meeting date in August.
Proposed: Cllr Baker, Seconded: Cllr Webster. All in favour.

25/323 To agree the quotation to remove the hydraulics and redesign existing gates to manual opening to conform to recommendations detailed on the ROSPA safety inspection report dated 17th June 2025 at Wellhouse Park at a cost of £1000 + VAT

It was resolved unanimously to defer the quotation and source another quote for a self-closing gate.
Proposed: Cllr Akker, Seconded: Cllr Powling. All in favour.

25/324 To agree the quotation for the removal, supply and installation of fencing posts adjacent to the footpath to Feldy View Cemetery: Option A - £1,215.00
Option B - £1,550.99
Option C - £1,199.20

It was resolved unanimously to agree the quotation Option A for the removal, supply and installation of fencing posts adjacent to the footpath to Feldy View Cemetery at a cost of £1,215.00.
Proposed: Cllr Hinderwell, Seconded: Cllr Boylan. All in favour.

25/325 To agree the quotation from Wallgate for the supply and installation of two fascia doors at Coast Road and Willoughby toilets at a cost of £1,682.05 + VAT for each toilet block.

It was resolved unanimously to agree the quotation from Wallgate for the supply and installation of two fascia doors at Coast Road and Willoughby toilets at a cost of £1,682.05 + VAT for each toilet block.
Proposed: Cllr Hinderwell, Seconded: Cllr Jenkins. All in favour.

25/326 To discuss and agree the quotations to install a knee-high rail around part of the perimeter of the paved area (Glebe Pavilion Rugby area): Option A - £910.00
Option B - £718.49
Option C - £621.01

It was resolved unanimously to agree the quotation Option B to install a knee-high rail around part of the perimeter of the paved area (Glebe Pavilion Rugby area) at a cost of £718.49.
Proposed: Cllr Webster, Seconded: Cllr Hinderwell. Cllr Powling abstained. All in favour.

25/327 To agree the quotation to repair the three corroded park benches in School Gardens at a cost of £250 per bench if repairable: This proposal includes a base cost of £250 per bench and a contingency for the replacement of box sections, if deemed unrepairable during the work, at an additional cost of £50 per section

It was resolved unanimously to agree to agree the quotation to repair the three corroded park benches in School Gardens at a cost of £250 per bench if repairable: This proposal includes a base cost of £250 per bench and a contingency for the replacement of box sections, if deemed unrepairable during the work, at an additional cost of £50 per section.
Proposed: Cllr Powling, Seconded: Cllr Akker. All in favour.

25/328 To consider and agree the quotations for the toilet roof: Option A - £11,470
Option B - £13,633
Option C - £16,875

It was resolved unanimously to agree quotation Option A for the toilet roof subject to confirmation of warranties and guarantees.

Proposed: Cllr Powling, Seconded: Cllr Boylan. All in favour.

25/329 To consider and agree the quotation for Portable Appliance Testing (PAT) for the Council office and Rushmere at a cost of £150 + VAT

It was resolved unanimously to agree the quotation for Portable Appliance Testing (PAT) for the Council office and Rushmere at a cost of £150 + VAT.

Proposed: Cllr Jenkins, Seconded: Cllr Boylan. All in favour.

25/330 To approve the invoice payment for £85 + VAT, covering the replacement of a faulty RCD socket

It was resolved to approve the invoice payment for £85 + VAT, covering the replacement of a faulty RCD socket.

Proposed: Cllr Jenkins, Seconded: Cllr Weaver. Abstained: Cllr Akker, Cllr Hinderwell and Cllr Webster.

25/331 To consider and agree options for the disposal of documents to comply with the AGAR Assertion 10 and UK GDPR Compliance

It was resolved unanimously defer this item pending further clarity on the contents of the loft and retention length required for different documentation.

Proposed: Cllr Akker, Seconded: Cllr Webster. All in favour.

25/332 Local plan: - To discuss and agree next steps

The next steps were agreed.

25/333 To consider matters arising from the Extraordinary Environment and Community Services Committee meeting held on 17th October 2025

This agenda item was covered in the update 25/313.

25/334 To agree to support the Blackwater Estuary Natural Flood Management Project

It was resolved unanimously to express support for the Blackwater Estuary Natural Flood Management Project. Proposed: Cllr Hinderwell, Seconded: Cllr Jenkins. All in favour.

A vote of acceptance was taken to continue the meeting passed 9pm.

25/335 To consider and agree writing to First Bus regarding ongoing service delays and disruption

It was resolved unanimously to agree for the Council to write to the two bus companies regarding ongoing service delays and disruption. The wording is to be agreed by the Council.

Proposed: Cllr Hinderwell, Seconded: Cllr Baker. All in favour.

25/336 To consider the condition of the West Mersea Beacon, review options for its repair, and agree on the necessary next steps

The next steps were agreed to remove the Beacon to a place of safety as soon as possible and to look at all options for repairing the beacon. All options are to be brought back to the Council for further consideration.

25/337 The decision was made by the Town Clerk using her delegated authority of up to £1,000 excluding VAT on repairs to pay for the emergency roofing repairs at the Glebe Pavilion at a cost of £850 + VAT

Agenda item 25/337 was noted.

25/338 To agree and adopt the Civility & Respect Model Councillor- Officer Protocol

It was resolved unanimously to adopt the Civility & Respect Model Councillor- Officer Protocol, except where it conflicts with our own policies.

Proposed: Cllr Webster, Seconded: Cllr Hinderwell. All in favour.

EXCLUSION OF PRESS AND PUBLIC

To resolve 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

25/339 To agree to advertise a new vacancy for 3½ hours per week

It was resolved unanimously to agree advertise a new vacancy for 3½ hours per week through social media, website, local paper and e-newsletter.

Proposed: Cllr Webster, Seconded: Cllr Boylan. All in favour.