

Notice of Parish Council Meeting on 4th September 2025
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

To: Members of Elmstead Parish Council

You are hereby summoned to attend the Annual Meeting of Elmstead Parish Council to be held at the Community Centre, School Road, Elmstead on Thursday 4th September 2025 at 7.00pm

The press and members of the public are cordially invited to attend.

Agenda

25/146 Chairman's welcome and notifications.

25/147 Apologies for Absence.

25/148 Declaration of Pecuniary Interests and Personal Interests.

25/149 Election of Vice-Chair.

25/150 Approval and signing of the minutes from 3rd July 2025.

25/151 To receive an update about the progress of resolutions from the meeting above not covered in this agenda.

25/152 Public Speaking

There is a maximum of 15 minutes of public speaking, with a maximum of 5 minutes per member of public.

During the public speaking: Members of the public and guests can address the Council on matters presented on the publicised agenda. Council can only take decisions on agenda items. Matters raised that are not on the agenda can be carried forward for a response at a later date.

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, unless specifically invited to speak.

25/153 County Councillor report.

25/154 District Councillor report.

25/155 Colne School bus stop.

Parents of Colne School students have raised concerns regarding the change of location for the bus stop to the Clacton Road car park and have requested help in reinstating the Budgens stop as the main stop.

25/156 New Community Centre and Open Space land.

- i) A report from the committee meeting of 28th August 2025.
- ii) The tender documents have been received and circulated. Any comments? Can they be approved for use?
- iii) Decision matrix for the tender.
- i) Funding.
- ii) Any other updates.

25/157 Charity Field.

- i) To discuss options to improve the security of the entrance gate.
- ii) To discuss options to improve the security of access from Vaughan Drive.
- iii) To consider what to do about fly tipping in the drainage ditch (green waste).
- iv) To consider usage of the field and how to limit usage to approved usage. To consider signage.

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- v) To consider changing the surface of the pathway.

25/158 Allotments.

- i) The transfer documents have been received and circulated. Any comments? Can they be approved for completion?
- ii) To discuss what works to the allotments are a priority once transfer is complete. There is £4,506 s106 funding to spend on appropriate fencing, gates, locks and keys, a standpipe and troughs, and landscaping for the plots and walkways.
- iii) To consider membership of the working party.

25/159 Finance.

- i) To look through the finance report and approve payments. See appendix 1.
- ii) An update on banking (accounts and deposits).

25/160 Council website and e-mail addresses

Assertion 10 of the 2025/26 AGAR will require that the authority must have an e-mail account hosted on an authority owned domain for example clerk@abcparrishcouncil.gov or clerk@abcparrishcouncil.org.uk rather than abcparrishclerk@gmail.com.

This will require the council website moving to a .gov domain for example. The cost of the domain from our current website provider is £192 for 10 years plus £25 set up fee before VAT. They suggest elmsteadparishcouncil.gov.uk. The cost of the clerk e-mail is £55/year plus a £30 set up fee (10GB storage). They suggest clerk@elmsteadparishcouncil.gov.uk. For councillors to also have .gov e-mail addresses the cost is a £5 set up fee and a £4 annual fee per councillor.

25/161 Playing Field

To consider the use of the field for the 2025/26 football season by youth teams.

25/162 Events

- i) Wednesday hub – an update on the food hygiene training. Advertising needs to be updated to reflect our new funding partner, Galloper Wind Farm Community Fund. Any other updates?
- ii) Halloween.
- iii) Any other event updates?

25/163 Additional councillors required.

To discuss how to find new councillors.

25/164 Items for the next agenda or for information only.

25/165 Date of next meeting.

2nd October 2025

Signed: A Baxter Clerk to the Council. Dated: Sunday 31st August 2025