

Minutes of On-line Advisory Meeting on 20th January 2022
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Cllrs John Gray (Chairman), Amanda Brennan, Sally Fairey, Adam Gladwin, Michael Hare, Maxine Jeggo, Martine Ward (arrived late) and Gill Williams
Also Present: County Councillor Carlo Guglielmi, District Councillors Gary Scott and Ann Wiggins and 2 members of the public. Mrs Baxter – clerk.

- Adv 22/001 Chairman’s welcome.**
Cllr Gray welcomed everyone.
- Adv 22/002 Apologies for Absence.**
None.
- Adv 22/003 Declaration of Pecuniary Interests and Personal Interests.**
None.
- Adv 22/004 Agreement of the minutes from 16th December 2021.**
The minutes were agreed by all. They will be resolved as approved at the next in person meeting.
- Adv 22/005 To receive an update about the progress of resolutions from the meeting of the Council on 16th December 2021 not covered in this agenda.**
All items are on this agenda.
- Adv 22/006 Public Speaking**
A member of public asked why the litter picking was cancelled. It was because of the large increase in Covid cases in December. It will be rearranged.
- Adv 22/007 County Councillor report. Written report. To include where relevant an update on items on appendix 1.**
Cllr Guglielmi: Has met with a resident whose father cannot get his mobility scooter across Church Road because the dropped kerb has deteriorated. He has to drive in the bus lane which is hazardous. Cllr Guglielmi has sent an e-mail to the relevant department asking for it to be repaired urgently. He has also followed up on complaints regarding the traffic lights on Clacton Road/Bromley Road junction being out of sequence. They have now been fixed. There will be an Essex Highways surgery on 28th January to discuss the kerb and path by Alfells. He is hoping that he can use the members led scheme to complete the resurfacing of the Alfells estate.
He has heard from Entity Power who are responsible for making good the verges near Tye Road, they will tackle them in Spring.
He is waiting for an update with photos from the clerk regarding the enforcement issues on Finch Lane.
He has sent an update e-mail from Essex Legal Services regarding the licence fee for the Playing Field.
He has linked Lanswood with Highways in order to get the fee paid for the feasibility study for the Colchester Road crossing.
He has chased Graham Nourse to see if the £40k contribution for bus shelter work near the Oatlands junction can be rerouted to the crossing. He will raise this with cabinet members at the surgery.
The work for the link road is out to tender, there is no set time for building works to start. He will update us when the contract is awarded.
Yesterday there was a meeting of the Garden Community group with a presentation of the emerging plan and list of options. They are aware that we want as much buffer as possible.

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The first meeting of the joint committee will be the end of February. The papers with the draft plan will be published a week before.

Adv 22/008 District Councillor reports. Written report – to take questions on the report and provide any additional information not on the report.

See attached report.

Cllr Scott added that body cameras are to be issued to officers of the council.

There was a discussion about the link road, the extra funding that will be needed and who will be paying for it. Also, when it will be completed. The acquisition of the land is still under negotiation, so the final budget is not known.

There is a lot of fly tipping in the 2 laybys on the B1027. He will ask Environmental Services to clear it up. The council was asked if it could add the purchase of 2 bins for the laybys to the next agenda.

Cllrs Scott and Wiggins both have Covid funding which has to be spent before the end of March, do we have any ideas? New bins and The Jubilee celebrations were mentioned.

The clerk will send the details of the reality trail to see if that meets the criteria. Cllr Ward reported that Thorrington had used funding towards creating a piece of artwork out of the snake of stones made during Covid.

Cllr Gray asked about enforcement as mentioned in the written report. Cllr Scott responded that there will be an extra 26 cameras and mobile cameras to help with enforcement and the Resources Committee will scrutinise how enforcement is taking place.

Adv 22/009 New Community Centre Committee

i) An update from the meeting held on 6th January 2022.

The committee spoke about the specification and timings. A surveyed plan of the ground has been requested but Cllr Gray has not been able to get hold of his contact yet.

ii) The specification of the new community centre kitchen, commercial or domestic provision.

Cllr Gray reminded the council that the specification was not approved at the last meeting. Cllr Gray has been trying to find legislation that states the kitchen will need to be commercial. He spoke to TDC who did not help. He then spoke to Sue Gibson at RCCE (Rural Community Council of Essex) whose main role is to help and advise Community Centres. She said that there is no requirement for a commercial kitchen and that no village hall in Essex has a commercial kitchen. Any domestic kitchen will suffice, the only stipulation is that working surfaces must be non-porous.

Cllr Gray referred to the 4 page specification which has now been provided to the council, which includes everything needed regarding fire protection.

Cllrs Scott and Wiggins recommended stainless steel surfaces and a commercial fridge freezer. Cllr Gladwin added that at the last working party meeting it was agreed to add another sink and more refrigeration.

iii) To discuss the garage in the plans for the handyman.

Cllr Gray has measured both the mower and the trailer. The door will be a roller shutter. It was discussed whether the garage would be too small, Mr Dingwall thinks it will be. There will be less than a foot to move around the mower. Extending out the back would be a big deal and wouldn't make the garage any wider. Could it be made wider, the 3 surrounding walls can't be load bearing? As we are considering other options for the heating this may change the plant room, which is next door. Could some space be taken from the mixed group store?

There was a discussion around whether there would need to be outside storage or ventilation. As long as there is less than 50l then a metal container suffices. This is for fuel, oil, grease and paint.

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- iv) *To discuss and consider agreement of the detailed specification for the new Community Centre.*

We need to give our specification to GO Homes, they want a face to face meeting. Cllr Gray will contact them to arrange this.

Cllr Gladwin asked for a document with all sources of funding for the community centre.

The council reviewed an indicative plan of the outside space, and Cllr Gray asked whether the council agrees with the football pitch being adjacent to the community centre. The general response was that as long as areas for the other facilities are not crammed in and we can still have a broad range of facilities to provide for everyone then that is fine. The council would like to see the final layout when available.

Adv 22/010 Neighbourhood Plan

An update.

Cllr Gladwin reported that the completion date is likely to move back to March. Members of the committee are working on the final plan.

Adv 22/011 Queens Platinum Jubilee

- i) *Any updates.*

Cllr Jeggo reported that she is in communication with the cricket club, church, school and other parties and there will be a meeting to discuss plans.

- ii) *To discuss whether to take part in the Platinum Jubilee Beacon Trail, an outdoors augmented reality trail to visit 7 characters from Buckingham Palace.*

Councillors agreed with participating in this and Cllr Jeggo gave some ideas for where the trail could go. The cost is approximately £500, and we will seek sponsorship. The clerk confirmed the decision to go ahead with this, under delegated powers.

Adv 22/012 TDC Local Plan

Consultation on the Proposed Main Modifications to the Draft Section 2 Plan. The Council has published an accompanying revised Sustainability Appraisal (SA) and updated Habitats Regulation Assessment (HRA) to support the proposed modifications and responses on these documents are also requested.

Deadline for comments 5pm on 24th January 2022.

Cllr Gladwin will be sending an e-mail to TDC regarding SUDs and the use of open spaces. The council will not be returning a response to this consultation.

Adv 22/013 Finance

To look through the finance report and approve the additional payments for January. See appendix 2.

The council agreed with making the payments. The clerk confirmed the decision, under delegated powers.

Adv 22/014 Finance Committee – 2022/23 Budget and Precept.

To hear a recommendation from the finance committee for the 2022/23 budget and the amount of precept to set for 2022/23. To agree a budget and precept for 2022/23.

The council looked at the budget total and the suggestion that part of the budget be funded by the reserves to cap the council tax increase to 3%. They agreed with this, but this will be properly resolved at an in person council meeting tomorrow (21st January) as this decision cannot be delegated to the clerk.

Adv 22/015 Items for the March Upmarket article

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Adv 22/016 Items for the next agenda or for information only

Councillors were reminded that face to face meetings could recommence with the deactivation of the infectious disease policy. This would be deactivated when

- The imminent threat of infection in the Parish of Elmstead has passed and
- A minimum of 4 councillors have requested public meetings be recommenced and
- The government of the United Kingdom has reinstated all public meetings.

Adv 22/017 Date of next meeting

To be discussed.

The clerk would be away for the third Thursday in February, so the council decided to meet on an alternative date. The 24th February was pencilled in, and the clerk is to check that the hall is available.

Adv 22/018 Exclusion of press and public for private and confidential matters

Non-members of the council left the meeting.

Adv 22/019 Staff salaries and contractual hours

- i) *To consider the recommendation of the Finance and Personnel Committees following on from the staff appraisals with respect to the clerk's salary and hours for the year 2022/23.*

The recommendations were agreed.

- ii) *To consider the recommendation of the Finance and Personnel Committees following on from the staff appraisals with respect to the handyman's salary and hours to be effective 1st February 2022.*

The recommendations were agreed.

- iii) *To consider the clerk's overtime for January.*

This was agreed.

The above will be properly resolved at an in-person council meeting tomorrow (21st January).

The meeting closed at 9.08pm.

There being no further public business councillors were thanked for their attendance.

Minutes written by Mrs. A Baxter

Contact: 01206 827139

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Elmstead Parish Council – January 2022

Tendring

Happy New Year.

GS together with other members of the Resources and Services Committee (R&SC) visited Brightlingsea and Harwich Sports Centres.

AW attended Cabinet where a report about the potential closure of Brightlingsea and Harwich sports centres was discussed with a reprieve of three months given.

It was noted at the meeting that there had been cyber issues within the Council.

A report came from Resources and Services Overview and Scrutiny Committee about the Council's Enforcement. It was resolved that the recommendations would be noted and that the Environment and Public Space Portfolio Holder (Cllr Talbot) be endorsed and would be discussed with the relevant officers for further exploration. This followed on from a meeting held on 1st November 2021 to scrutinise enforcement throughout TDC which included protection of trees, perspex lamppost signs to reinforce penalties for dog fouling.

AW attended Constitution Working Party where Meeting times and how meetings are run were discussed. Last week there was another meeting of this group which we attended.

The Final Draft of Section 2 of the Local Plan was agreed. Gary asked about large hamlets outside the settlement boundary as these were not included. Planning applications will be dealt with on a case by case basis.

GS attended the R&SC to talk about the Budget for 2022/2023.

Ian Davidson continues to email out the latest Covid information.

Elmstead

GS and AW continue give out boxes and visiting new residents.

We have had emails with regard to Council Tax issues on newbuilds, waste collections.

We will be reporting to Environmental Services about the laybys that are within EPC but the B1027. Would it be possible to have a bin in each layby?

Gary and Ann Councillors for Elmstead – January 2022

Signature

Date