

Minutes of Meeting on 15th December 2022
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Cllrs Adam Gladwin (Chairman), Amanda Brennan, Sarah Donaldson, Maxine Jeggo, Michael Hare and Martine Ward.

Also Present: 6 members of the public (including the chairman and vice-chair of the New Community Centre Committee).

Mrs Baxter – clerk.

Absent: Cllrs James Chable and Gill Williams.

22/230 Chairman's welcome

Cllr Gladwin welcomed everyone and explained that the meeting would be recorded for the benefit of the clerk.

22/231 Apologies for Absence.

Cllrs Chable and Williams sent their apologies. County Councillor Carlo Guglielmi also sent his apologies.

22/232 Declaration of Pecuniary Interests and Personal Interests.

None.

22/233 Approval and signing of the minutes from 17th November 2022.

It was resolved to accept the minutes from 17th November 2022 as true and accurate.

Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

22/234 To receive an update about the progress of resolutions from the meetings above not covered in this agenda.

The clerk gave a brief update.

22/235 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.

Cllr Gladwin explained that the purpose of a council meeting is to conduct council business in public, not to be a public forum. Our standing orders cover the inclusion of public speaking into the meeting, but it is limited to the public speaking agenda item. If the public interrupts during another agenda item then our standing orders say that there will be a warning and if it continues they will be asked to leave. This also applies to all committees.

A member of public commented that it is difficult to know what to say in public speaking when you don't know what is going to be said during the agenda item.

22/236 County Councillor report. To include where relevant an update on items in progress.

Cllr Guglielmi was not in attendance but had sent his monthly report.

22/237 District Councillor reports. Written report – to take questions on the report and provide any additional information not on the report.

Cllrs Scott and Wiggins were not in attendance but had sent their monthly report.

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22/238 Neighbourhood Plan

- i) *To consider approval of the final Neighbourhood Plan version for submission to TDC.*

The NP had been distributed for review. Cllr Gladwin reported that there is some final editing to do but nothing substantial. We have met with Will Fuller (TDC) and Amy Lester (Planning Manager of the TCB Garden Community) and they were both supportive that the NP can interact with the Garden Community area.

It was resolved to approve item (i). Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

- ii) *To consider approval of the final Neighbourhood Development Order version for submission to TDC.*

It was resolved to approve item (ii). Proposed: Cllr Gladwin, Seconded: Cllr Brennan, all in favour.

22/239 Colchester/Tendring Borders Garden Community

To hear a report of the Joint Committee meeting held on 13th December 2022.

The meeting was cancelled with very little notice because it would not have been quorate. It was discussed whether a complaint should be made.

It was resolved that Cllr Brennan will write and ask when the next meeting will be. Proposed: Cllr Brennan, Seconded: Cllr Gladwin, all in favour.

22/240 Planning

To consider the following planning applications.

- i) [22/01782/FUL](#) *The Farm Office Allens Farm Tye Road Elmstead. Proposed erection of class B8 storage and distribution unit. Deadline for comments 28th December 2022.*

There were no objections to this application.

- ii) [22/01922/FUL](#) *Blue Barn Farm Cottages Clacton Road Elmstead Essex. Proposed demolition of existing barn and erection of five dwellings with associated infrastructure. Deadline for comments 27th December 2022.*

Cllr Brennan explained that there is a current application which has gone to appeal for this site, and the council objected to that application. The developer is making applications piecemeal. The application says that the location is sustainable because residents can walk to the village, but the footpaths along that section of Clacton Road are not fit for purpose. Our emerging Neighbourhood Plan does not allocate any housing and is against housing in that location. It was resolved to object to the application. We will reiterate our original objections and Cllr Brennan will send a summary of the current objections.

22/241 Church Road allotments

To discuss the Church Road development section 106 agreement regarding the open space and allotments being transferred to a management company.

Cllr Brennan and Mrs Baxter spoke to Mr Newell about the allotments and there was no mention of this at the time. It was felt we have to push for what was our original understanding, that the allotments would be given to the council for the use of the village.

It was resolved to contact Mr Newell and ask him what their plans are regarding the allotments and whether they intend for a management company to run them. Also, to ask for a meeting. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

22/242 Finance

- i) *To look through the finance report and approve the payments for December. See appendix 1.*

Cllr Hare asked about the Neighbourhood Plan invoice. The clerk responded that the council has received a grant to cover the consultant's expenses for the Neighbourhood Plan.

It was resolved to accept the finance report and approve the payments. Proposed: Cllr Gladwin, Seconded: Cllr Hare, all in favour.

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ii) *To review any requests for overtime to be paid in December.*

It was resolved to pay 1 hour of overtime (which was worked in November) for the handyman.
Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

22/243 Budgens Junction

To discuss whether to request our County Councillor to pursue the possibility of double yellow or double red lines in the zone outside Budgens through the North Essex Parking Partnership.
Cllr Gladwin explained that the yellow lines give leeway for parking for deliveries and blue badges but needs someone there to enforce it. The red lines restrict all parking and offenders can be recorded and fined automatically from a device in cars.

Cllr Hare raised that more people may cut through if there is nothing to stop that happening. Cllr Brennan met with a highways officer who said that they would not put a roundabout in that junction as they don't want to stop the flow of traffic east and west.

It was resolved to request our County Councillor to commence the process for a double yellow line application. To include exceptions for parking for delivery vehicles. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

22/244 Personnel

To discuss a request we have received for a college work placement, with a student working alongside our handyman one day a week.

Mrs Baxter explained that there is a student who has contacted the council from Suffolk New College where Mr Dingwall did his chainsaw training. He would like to do a work placement from January to June with Mr Dingwall who will be his mentor. We have confirmed he will be covered under our insurance policy.

It was agreed to take on the student under the college work placement scheme. Proposed: Cllr Gladwin, Seconded: Cllr Hare, all in favour.

22/245 New Community Centre and environs

i) *An update from the committee meeting held 1st December 2022.*

Mr Beard reported that at the committee meeting an update was given on the meeting with Go Homes. Also, the status of the Church Road development and the s106 payments towards the community centre and open space. The committee voted to recommend the PC obtains 3 quotes for the technical drawings.

ii) *To consider a recommendation from the committee for the council to tender for technical drawings.*

Cllr Gladwin explained that need for completed technical drawings for the new community centre is time sensitive and pressing. An option was discussed with Go Homes for them to find a contractor to do them but the committee would like multiple independent quotes. It won't be cheap but will give us an oversight. Cllr Gladwin has spoken to a number of architects, and a few will give us quotes. There are 2 or 3 local businesses.

It was resolved to seek 3 quotes for the January meeting. Proposed: Cllr Gladwin, Seconded: Cllr Brennan, all in favour.

iii) *To consider a recommendation from the committee regarding the size of football pitch for the playing field.*

Cllr Gladwin updated that the committee recommended that a smaller pitch would be more suitable for the open space than a full size adult pitch which is not suitable and would have insurance issues.

It was resolved that a full size pitch will not be located on the open space. Proposed: Cllr Gladwin, Seconded: Cllr Brennan, all in favour.

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22/246 Dates of meetings

To discuss a possible change.

Cllr Gladwin: to reduce the time from the meeting to the council report in Upmarket the meeting would need to change to the first Thursday of the month. It would be best not to do this until June, with elections in May. It was resolved to address the first Thursday conflict with the New Community Centre and speak to Upmarket about deadline timings.

Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

22/247 Community Winter Warmth and Welcome Spaces Fund

An update on this and the outreach library.

We have not received permission for the library bus to park on the North Green track so there was a discussion around alternatives. It was agreed to ask the owners of Mr Pools if the bus could park on their land. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

The arrangements for the warm space were discussed, with an update on the Parish Church's involvement. It was decided that it would run every Wednesday, with hall to be hired for the morning until 2pm. Proposed: Cllr Donaldson, Seconded: Cllr Gladwin, all in favour.

22/248 Events

i) *Christmas event – Carols on the Green.*

Cllr Jeggo reported that the green has been decorated. The gazebo and speakers were sorted, and the council gazebo is to be used for Santa. They have presents. Set up will be at 2pm.

ii) *PC surgeries – a report of the first one and date for the next one.*

It was decided that there would be no surgery in December and that the attendees would be decided in the January meeting for the January surgery.

22/249 Items for the February Upmarket article

No additional items.

22/250 Items for the next agenda or for information only

Cllr Ward – the next litter pick will be on the 15th January.

22/251 Next meeting

19th January 2023.

The meeting closed at 8.10pm.

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

Minutes written by Mrs. A Baxter

Contact: 01206 827139