

**Minutes of Meeting on 19<sup>th</sup> January 2023**  
**Meeting of Elmstead Parish Council**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

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

District Councillors Gary Scott and Ann Wiggins

Also Present: 8 members of the public.

Mrs Baxter – clerk.

Absent: Cllr Gill Williams.

**23/001 Chairman's welcome**

Cllr Gladwin wished everyone a Happy New Year.

**23/002 Apologies for Absence.**

Apologies were received from Cllr Williams.

**23/003 Declaration of Pecuniary Interests and Personal Interests.**

Cllr Chable declared a personal interest in item 23/010 due to his employment at Market Field School.

**23/004 Approval and signing of the minutes from 15<sup>th</sup> December 2022.**

It was resolved to accept the minutes from 15<sup>th</sup> December 2022 as true and accurate.

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

**23/005 To receive an update about the progress of resolutions from the meetings above not covered in this agenda.**

The clerk gave a brief update. A letter has not been sent to the Garden Community Committee to ask when the next meeting date is, that date has been announced and is 27<sup>th</sup> February at 6pm.

Objections were sent to the planning application [22/01922/FUL](#) *Blue Barn Farm Cottages Clacton Road Elmstead Essex. Proposed demolition of existing barn and erection of five dwellings with associated infrastructure.*

The clerk has written to Newell Homes to ask about the allotments. No reply as yet but it was a recent correspondence.

The clerk has written to County Councillor Guglielmi to request that he starts the process for a double yellow line assessment outside Budgens. We have not heard back.

The clerk has confirmed the placement for the college student and he has now started working with Mr Dingwall.

The clerk asked for permission to park the library bus outside Mr Pools and this has been given.

**23/006 Public Speaking**

It was reported that the council's handyman, Mr Alan Dingwall has been awarded the Pride Of Tending award for services to the community. The council is very proud of Alan and said it is very well deserved.

**23/007 County Councillor report. To include where relevant an update on items in progress.**

Not present.

**23/008 District Councillor reports. Written report – to take questions on the report and provide any additional information not on the report.**

Cllr Wiggins gave her and Cllr Scott's apologies for not being able to attend the last meeting. In addition to their written report Cllr Wiggins reported that there may be no more recycling boxes available until April.

Cllr Scott added that TDC are now responsible for road name signs and fingerpost signs.

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Cllr Scott reported that the Tendring Rangers scheme is no longer available as Essex County Council are no longer funding it.

There was a discussion around knocked over signs that Cllr Scott has reported to TDC. Mr Dingwall has them in the barn, the signs are OK, but the legs need replacing. Cllr Scott will contact TDC to arrange collection.

**23/009 Neighbourhood Plan**

*An update on the status of the NP submission. Any outstanding work to do?*

The consultation statement is still outstanding. Cllr Brennan will work on this next week with Cllr Williams. Cllr Gladwin's section of this is ready.

**23/010 Planning Application**

*22/02076/FUL - Land North and South of A133 Clacton Road at Finches Lane, Elmstead CO7 7FD. Hybrid application consisting of the following: - Full planning permission for 86 No residential dwellings to the north of Clacton Road including new access, 40 No residential dwellings to the south of Clacton Road using existing access. Construction of market field grows use Class E to include multi use building (337sqm), reception office (200sqm), workshop (222sqm), 46 space car park, ancillary landscaping and buildings. - Outline planning permission (access only) for mixed use commercial Space 1.12ha up to 2500sqm.*

It was agreed to seek public feedback on the application. Cllr Donaldson will speak to Upmarket about a flier being delivered to the village. Proposed: Cllr Donaldson, Seconded: Cllr Gladwin, all in favour.

It was resolved that the planning committee would take a more in depth look at the application and report back to the council for a decision in its February meeting. Proposed: Cllr Gladwin, Seconded: Cllr Brennan, all in favour.

**23/011 Finance**

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

It was explained that the Neighbourhood Plan consultancy fees are covered by grants we have received. We have had the Speedwatch gun serviced. It is to go to Cllr Hare. Cllr Hare asked where the boards are, this is to be looked in to by Cllr Ward.

It was resolved to accept the finance report and approve the payments. It was also resolved to approve the payment of an invoice for £390 inc. VAT for archiving and electronic scanning and digitising of minutes – Phase 1. The physical copies are being sent to the Essex Records Office.

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

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

It was resolved to approve 1.5 hours for the handyman.

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

**23/012 Finance Committee – 2023/24 Budget and Precept.**

- i) *Feedback from the Finance Committee on the third quarter review.*

The overall expenditure looks high because of the Neighbourhood Plan costs but if you take those out (as they are paid by grants) then our expenditure is at about 76% of our budget.

As we are three quarters of the way through the year that's on target. The finance committee reviewed and were happy with the 3<sup>rd</sup> quarter figures.

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- ii) *To hear a recommendation from the finance committee for the 2023/24 budget and the amount of precept to set for 2023/24. To agree a budget and precept for 2023/24.*

Cllr Ward reported that it was a difficult budget because of rising costs which are out of our control. We made reductions where possible. The budgeted expenditure for 2023/24 is £61,596. There is estimated income of just under £7,000. This gives a net figure of £54,807.46. It was explained that for the 2022/23 budget the council decided not to include the full budget in the precept request and would pay for part of the budgeted expenditure from reserves. This reduced the precept by £7,000 and the PC's general reserves are on course to reduce by £7,000. (This is separate to earmarked reserves for specific items of expenditure). The committee looked at different options for 23/34; Precept at the full amount of the budget, or for amounts less than the full amount what affect it would have on the precept and reserves. The recommendation from the Finance Committee after a lot of consideration, and because we have already taken a big reduction in the reserves is to include the full budget in the precept request. This would cost the average Band D taxpayer an additional £1 per month. The percentage increase from last year looks high (22%) but the actual increase is small. It was resolved to accept the 2023/24 Budget and a Precept request of £54,807. Proposed: Cllr Ward, Seconded: Cllr Brennan, all in favour.

It was discussed to put an explanation in Upmarket as the council tax bill will only show the percentage increase. Also, this won't be a long term situation, our tax base will go up with new residents moving into new houses, but there is a time lag between them moving an and seeing the benefit of that in our Precept calculation. Since the 22/23 budget the tax base has gone up by about 70 houses.

- iii) *To consider the co-option of Cllr Williams onto the Finance Committee.*

It was resolved to c-opt Cllr Williams onto the committee. Proposed: Cllr Brennan, Seconded: Cllr Gladwin, all in favour.

**23/013 Budgens Junction**

*An update. Any other actions/options?*

Mr Drabwell (Essex Highways) has responded to communication about the junction to say that he will request another meeting with the design department to further investigate the problem of the junction. Mr Shaikly (Lanswood) reported that the most recent data is from 2016 so is well out of date. A full traffic count and assessment is needed. To get the modelling, safety and design done would cost around £6k. His advice to the PC is to get a preliminary design done and present EH with a solution. His consultant has looked at the junction and suggests a timed traffic lights system. It was discussed that the crossing due at the other end of the village would have to be factored in. Mr Shaikly was thanked for his assistance.

It was resolved to constitute a working party to look into the junction and possible changes to improve safety. The members are Cllrs Donaldson, Brennan, Ward, Chable and Gladwin. Proposed: Cllr Gladwin, Seconded: Cllr Donaldson, all in favour.

**23/014 Personnel Committee**

*To hear and decide on a recommendation from the committee on an update to the terms of reference.*

It was agreed to update the TORs to say "a minimum of one meeting a year" instead of "one meeting to be held a year". Also, to add the following delegated powers to the committee

- To consider any complaints made against non-councillor members of Council Committees in accordance with the complaints procedures.
- To consider any complaints made about the Council's procedures, administration or policies in accordance with the complaints procedures.
- To approve and review the Council's complaints procedures.

Signature .....

Date .....

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**23/015 New Community Centre and environs**

*An update to include technical drawings.*

Cllr Gladwin has spoken to 8 or 9 architects, which has generated a lot of questions to answer. They have all got a tender brief with a deadline of 9<sup>th</sup> February. The aim is to approve the appointment of one at the February PC meeting.

**23/016 Dates of meetings**

*To discuss a possible change.*

With the idea of having the meetings early in the month a staged change was suggested with the February meeting to be held on the 23<sup>rd</sup>, and the next meeting to be at the beginning of April. The aim is for the 6<sup>th</sup> April, with the May meeting on the 11<sup>th</sup> May (It can't be on the 4<sup>th</sup> as that is the date of elections). It will then be the first Thursday of the month.

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

**23/017 Winter Warm Hub and Outreach library**

- i) *An update on the winter warm hub sessions held so far. There is no more grant funding available so to discuss whether the council will support the full cost or whether to seek alternative funding.*

Cllr Donaldson reported that the first session was hosted by the church and was very good. 12 people attended and there was soup, rolls, games and activities. The PC hosted the second session with volunteers, there were 16 attendees. It's a nice, friendly event with minimal costs. Regarding the unsuccessful grant application Cllrs Scott and Wiggins asked that an e-mail be sent to them to see if they can find any funding. The hub will continue until the end of February, and we can see where we are in the February meeting.

Cllr Brennan will ask Beth Chatto about a donation they suggested.

- ii) *An update on the outreach library booking.*

The owners of the old Mr Pools building gave permission for the bus to park on their hardstanding on the 31<sup>st</sup> January. It was discussed how to advertise the event.

**23/018 Events**

- i) *Feedback from the Christmas event – Carols on the Green.*

Cllr Jeggo reported that the event went really well. The events working party will meet to discuss what went well and what can be improved. Cllr Gladwin thanked everyone who helped with the event.

- ii) *PC surgeries – attendance for the January surgery. Any additional marketing?*

Cllrs Gladwin and Brennan will attend. There are already posters around the village. These will continue for a few months and then see how they are going.

- iii) *Upcoming events in 2023: Easter and the King's Coronation. Any other events to add?*

It was agreed to delegate authority to the clerk to make grant applications to cover the costs of events. Proposed: Cllr Gladwin, Seconded: Cllr Brennan.

**23/019 Items for the March Upmarket article**

Surgeries, Speedwatch, Litter picks, elections.

**23/020 Items for the next agenda or for information only**

To be e-mailed.

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**23/021**     **Next meeting**  
*To be discussed.*  
The 23<sup>rd</sup> February 2023.

The meeting closed at 8.29pm.  
There being no further public business councillors were thanked for their attendance.  
Minutes written by Mrs. A Baxter  
Contact: 01206 827139