

Minutes of Meeting on 20th October 2022
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Cllrs Amanda Brennan, Adam Gladwin (Chairman), Michael Hare, Martine Ward and Gill Williams.

Also Present: District Councillors Gary Scott and Ann Wiggins and 10 members of the public
Mrs Baxter – clerk.

Absent: Cllrs James Chable, Sarah Donaldson and Maxine Jeggo.

- 22/186 Election of chairman following the resignation of Cllr Amanda Brennan as chairman.**
It was resolved to elect Cllr Gladwin as chairman. Proposed: Cllr Brennan, Seconded: Cllr Ward, all in favour.
- 22/187 Election of vice-chairman following the resignation of Cllr Gill Williams as vice-chairman.**
It was resolved to elect Cllr Brennan as vice-chairman. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.
- 22/188 Apologies for Absence.**
Apologies were received from Cllrs James Chable, Sarah Donaldson and Maxine Jeggo. Apologies were also received from County Councillor Carlo Guglielmi and District Councillor Ann Wiggins as she would be arriving later.
- Cllr Gladwin reported that Cllr Sally Fairey has resigned for personal reasons. The council thanked her for her time as a councillor and sends its best wishes.
- 22/189 Declaration of Pecuniary Interests and Personal Interests.**
None.
- 22/190 Approval and signing of the minutes from 18th August 2022.**
It was resolved to accept the minutes from 18th August 2022 as true and accurate. Proposed: Cllr Brennan, Seconded: Cllr Gladwin, all in favour of those who attended the meeting.
- 22/191 To receive an update about the progress of resolutions from the meetings above not covered in this agenda.**
Cllr Scott asked TDC about the broken VAS on Colchester Road, They have forwarded it to ECC, but he doesn't think it will get repaired.
The Jubilee plaque has been installed on North Green. Other actions are still in progress.
- 22/192 Public Speaking**
A member of public who had responded to the Neighbourhood Plan consultation asked if the NP can add some protection for houses the western side of the link road. The council can't go against the Garden Community documents but is there any way we can reinforce statements that have been made that support residents? He felt that with housing density under pressure, there will be less green space and less buffer space. The plans produced by the committee say that it will be sympathetic to the existing setting, but he wants that better defined. Special measures are needed to preserve the only protected setting in Elmstead (Turnip Lodge Lane). He supports sound buffers on the west side of the road, but suspects these will shrink.
Cllr Gladwin responded that the Neighbourhood Plan can't make policies that affect the Garden Community, and we already have TDC saying that we are doing too much in our NP regarding the GC. We have introduced an Elmstead buffer zone outside of the GC search area.
Latimer (master developer for the GC) want us to push back our NP until after the DPD is completed. We are continuing with it and there will be a NP Steering Group meeting soon that the public will be able to attend.

Signature

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The member of public asked if the council could endorse his comments that have already gone into the GC. The public speaking at the next GC meeting was discussed, with the suggestion that he speak, and then when Cllr Gladwin speaks after he will be able to support where possible.

A member of public said that the people attending the vaccine clinic are parking in the private road he lives in, and it is causing an obstruction. Another resident said that it was the same in Church Road. Mr Fairweather responded that it was chaos at first but it's a lot quieter now.

22/193 County Councillor report. To include where relevant an update on items in progress.

Cllr Guglielmi was not in attendance, but his update e-mail reported no progression on Elmstead related items.

Cllr Wiggins arrived.

22/194 District Councillor reports. Written report – to take questions on the report and provide any additional information not on the report.

Cllr Scott read through the written report (see the council website for written reports).

Cllr Scott added that there is a change in the rules for planning enforcement with a new traffic light system.

22/195 Neighbourhood Plan

i) An update from Cllr Gladwin.

Cllr Gladwin reported that an exhibition was held on the North Green, there was a good turnout and thank you to everyone who helped. The Steering Group needs to meet to discuss the concerns raised in response to the consultation.

ii) To consider pre-approving a budget for landscape evidence consultancy work if TDC is unable to provide help as requested. Our consultant has suggested a starting figure of £3,000. This is to provide support for the policies that protect the setting of Elmstead and the gaps between settlements.

Our consultant has advised that we need professional input to provide evidence for the above policies. It was resolved to provide a budget of up to £3,300 for landscape consultancy fees and to delegate power to the Neighbourhood Plan Steering Group to approve a quote. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

22/196 New Community Centre and environs

i) To receive a report from a meeting with Mr Mike Carron of TDC who visited the site to review the football pitch.

Mr Carron has submitted a report with his views to say that the area under consideration is a sufficient size for a pitch including run off and included examples of pitches in a similar position close to residential properties. He advises a risk assessment for the pitch installation to mitigate against potential hazards. We would need to consider claims that may be made against our insurance. He suggests that the area could be used for a smaller pitch for younger age groups as this would reduce the risk of stray footballs. Another mitigation would be netting but this is not a favourable solution for this location.

Cllr Brennan added that she had received quotes for a risk assessment, but they were in the region of £5k - £6k. She is trying to find alternative providers.

ii) To consider co-opting Cllr Adam Gladwin onto the New Community Centre Committee.

It was resolved to co-opt Cllr Gladwin onto this committee. Proposed: Cllr Brennan, Seconded: Cllr Ward, all in favour.

iii) To consider the formation of a working party to liaise with the New Community Centre Committee and the Elmstead Community Centre Charity.

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There will be things like the lease between The Community Centre and the Parish Council and insurance to consider that this working group can look into and report back to both the council and committee.

A member of the committee said that it is distressing how long it has taken to get anywhere with the new community centre and that nothing has moved on.

It was responded that until the Church Road development reaches its trigger point for its contribution to the project nothing can be done. It is hoped that it will be reached by Christmas. Cllr Gladwin will contact Newell Homes for an update.

It was resolved to form a working party with Cllrs Gladwin, Brennan and Ward. Proposed: Cllr Gladwin, Seconded: Cllr Brennan, all in favour.

22/197 Colchester/Tendring Borders Garden Community

To consider a response to Cllr Nick Turner's letter of 26th August 2022.

A draft had been circulated and it was resolved to send it. Proposed: Cllr Brennan, Seconded: Cllr Gladwin, all in favour.

22/198 Events

i) *Halloween on the Green.*

50 people have signed up so far. Cllrs Scott and Wiggins will be doing the judging.

ii) *Remembrance Sunday.*

Mr Fairweather reported that plans are going well. The wreaths have arrived, they have sourced a PA system, there is an order of services, but they don't know yet who will do the service. They will use the council's gazebo. Cllr Gladwin will lay the council's wreath. The ground will be checked after the works currently being done have left.

iii) *Christmas event – carols on the Green.*

It was resolved to set a budget of £120 for this event. Proposed: Cllr Gladwin, Seconded: Cllr Brennan, all in favour.

iv) *To consider the purchase of an "Elmstead Parish Council" banner for events.*

It was resolved to do so with a budget of £100. Proposed: Cllr Brennan, Seconded: Cllr Gladwin, all in favour.

v) *To consider entering the Christmas tree festival with a PC tree.*

It was resolved to do so with a budget of £50. Proposed: Cllr Brennan, Seconded: Cllr Gladwin, all in favour.

vi) *To consider trialling PC surgeries to be held on the last Saturday of the month.*

Coffee with a councillor will be community outreach. 2 councillors are to attend at a time, from 10-12pm.

22/199 Finance

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

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

ii) *To look through the finance report and approve in retrospect the payments for September. See appendix 2.*

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

iii) *To review any requests for overtime to be paid in October.*

No requests.

iv) *To consider an application for a Parish Council credit card.*

It was resolved to apply for a credit card for the council for Cllr Gladwin and Mrs Baxter to use.

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- 22/200 Completion of the limited assurance review for the year ended 31 March 2022**
The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.
The matter was noted, no action is required now but we will check the dates on the next limited assurance review. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.
- 22/201 Litter picks**
To agree the dates for 2023 in advance and discuss whether any equipment is required to be purchased.
Cllr Ward has some equipment from TDC; 8 litterpicks and 8 hoops. She has also some spares of her own. The litter picks will be held the 3rd Sunday every other month. The first date to be 20th November.
- 22/202 Tendring District Association of Local Councils**
TDALC has updated us that we may elect and send two representatives to meetings. To elect two members to attend meetings and report back to the council.
Cllr Hare reported that TDALC didn't send him the link last month. When they go back to face to face meetings it is likely to be in Beaumont.
It was resolved for Cllrs Hare and Ward to be elected as TDALC representatives.
- 22/203 Bins for laybys**
To consider the purchase of two litter bins for 2 laybys on the B1027. This will be subject to the approval of TDC to have them installed and serviced.
The clerk explained TDC's costs for provision and installation of a bin, which would be in excess of £500 per bin. It was felt that this was expensive and wouldn't stop the problem of fly tipping.
Cllr Scott said he will ask about using one of the TDC mobile CCTV cameras at the site.
- 22/204 Speedwatch**
Review the current speed watch sessions due to the increasing traffic through the village.
We need to contact Mr Bell to get the equipment and the list of volunteers. It was suggested that Cllr Donaldson do the Speedwatch admin.
- 22/205 Items for the December Upmarket article**
Speedwatch, the January litter pick, Carols on the Green, PC surgeries (will miss the December surgery).
- 22/206 Book Swap/Little Library**
To consider alternative locations for the book swap which has now been delivered.
Mr Dingwall had provided some options and it was decided that the option of installing it into the bus shelter near Budgens would be the preference.
Proposed: Cllr Brennan, Seconded: Cllr Gladwin, all in favour.
- 22/207 Items for the next agenda or for information only**
Cllr Gladwin gave a brief description of the meeting at Lanswood that day to receive an update on the Hope Grows project and enabling development. There will be an exhibition for residents to find out more.

The meeting closed at 9.06pm.

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

Minutes written by Mrs. A Baxter

Contact: 01206 827139

Signature

Date