

Minutes of Meeting on 6th April 2023
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Cllrs Amanda Brennan (acting Chairman), James Chable, Maxine Jeggo, Michael Hare and Martine Ward.

Also Present: 13 members of the public.

District Councillors Gary Scott and Ann Wiggins.

Mrs Baxter – clerk.

Absent: Cllrs Sarah Donaldson, Adam Gladwin and Gill Williams.

23/055 Chairman's welcome

Cllr Brennan announced that as Cllr Gladwin is unwell, she will be chairing the meeting.

23/056 Apologies for Absence.

Cllrs Sarah Donaldson, Adam Gladwin and Gill Williams sent their apologies.

23/057 Declaration of Pecuniary Interests and Personal Interests.

Cllr Jeggo announced a personal interest in item 23/066(ii) as she is on the Upmarket committee.

23/058 Approval and signing of the minutes from 16th March 2023.

It was resolved to accept the minutes from 16th March 2023 as true and accurate.

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

23/059 To receive an update about the progress of resolutions from the meetings above not covered in this agenda.

All items from the extraordinary meeting are included in tonight's agenda.

23/060 Public Speaking

Cllr Brennan read through a statement regarding the status of the new community centre and open space as there had been some misinformation and speculation shared on social media. A member of public commented on the lack of communication from the council, and that it was no surprise that rumours had spread.

It was responded that the council has always been open in meetings about the plans and the meeting is reported every month in Upmarket.

There was a discussion about the information that the council has previously shared. The clerk confirmed that no decision had been made regarding appointing an architect. There were questions about the intentions for the football pitch, and where the demand for the pitch is. Members of the public have spoken to other residents who live adjacent to the field, and they are not in favour of the football. Councillors commented that this didn't reflect the other residents' opinions.

Another resident said that there will need to be somewhere for older children.

There was a question about the funding for the changing rooms, and the sources of the funding.

Cllr Brennan will speak to Cllr Gladwin about the ongoing questions.

Councillors called a point of order on the length of public speaking which is limited to 15 minutes by the council's standing orders.

It was discussed that a separate meeting would help, possibly an extraordinary meeting that the whole Parish would be invited to.

23/061 County Councillor report. To include where relevant an update on items in progress.

Cllr Guglielmi was not present.

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- 23/062 District Councillor reports. Written report – to take questions on the report and provide any additional information not on the report.**
See District Councillor report at <https://www.elmsteadparishcouncil.org.uk/meeting-reports>
The clerk responded to the noted comment about the public footpath outside Lanswood to say that the council made an application to the Local Highways Panel about 3 years ago for improvements to that footpath. The clerk contacted TDC for an update and an officer will visit the location next week.
Councillors updated that the burnt out caravan has now been removed from Tye Road.
Cllr Wiggins said that there is a £100 grant available from TDC towards the PC's coronation celebration expenses. The clerk is to apply by e-mail.
Cllr Gary Scott left.
- 23/063 Neighbourhood Plan**
An update on the status of the NP submission.
Mrs Baxter updated that TDC has put a hold on the submission because they wanted to return comments on the Neighbourhood Development Order. Brendan O'Neill will be responding to these.
- 23/064 Tendring/Colchester Border Garden Community**
i) *Update from conversation with Amy Lester, planning manager for the Garden Community, regarding the upcoming consultation.*
There will be consultation events in the community centre on Friday 19th May daytime and Thursday 25th May evening. TDC and the Garden Community will attend.
The council was asked if the funding for the link road is still short. It was responded that they are going to sell a number of houses first to fund the link road to make up the shortfall.
We asked TDC to engage with the community during this consultation following a lack of advertising about the previous events.
ii) *An update on actions to take to publicise the DPD and its changes and the upcoming consultation.*
The consultation period will be 15th May to 25th June. TDC will be sending out posters and we'll be putting information into Upmarket and Facebook.
iii) *To discuss a plan for the Council's response to the upcoming consultation.*
The working party will work on a response to the consultation.
- 23/065 Finance**
i) *To look through the finance report and approve any additional payments for March. See appendix 1.*
It was resolved to accept the finance report and approve the payments. Proposed: Cllr Ward, Seconded: Cllr Jeggo, all in favour.
ii) *To discuss the approval of a new plaque for the little library.*
The plaque was included on the Finance Report and the reimbursement approved as part of section i)
iii) *Mower service – an update on actions taken between meetings regarding the mower.*
The mower needed urgent attention, so the clerk got 2 quotes for servicing, and we chose Upsons with the recommendation of the handyman and the agreement of the chairman and vice-chair. The above actions were approved in retrospect. Proposed: Cllr Chable, Seconded: Cllr Hare, all in favour.
iv) *Thank you cards – to discuss whether to purchase PC cards as a thank you to volunteers, helpers and organisations that donate time and funding to the PC.*

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It was resolved to purchase thank you cards for instances like donations and volunteer time. We can get 100 cards with a budget of £50. Proposed: Cllr Jeggo, Seconded: Cllr Ward, all in favour.

23/066 Grants

i) *To discuss timing for the 2023/24 grants for local community groups.*
Deadline end of May for applications which could be decided in the June council meeting. This would match the timing for last year. It was suggested that there be a delegated power for the Finance Committee to make decisions on grant applications.

The above was approved. Proposed: Cllr Ward, Seconded Cllr Hare, all in favour.
Cllr Chable requested to join the finance committee.

ii) *To discuss a request from Upmarket for more financial support due to an increase in costs.*

Mrs Ward gave an update on the difficult financial situation that Upmarket is in. Printing costs have gone up with increased circulation, the cost of paper has increased and advertising has decreased. The printing is done at cost price. Three teenagers in the village are employed to collate and deliver the magazine to the distributors.

Each issue costs just under £400 and with the additional houses to be built it is anticipated that this will increase to £500. Advertising revenue is in the region of £1,600 per year.

Various suggestions were put forward including having central collection points. The point was made though that one of the important things about the magazine is that it reaches people who are perhaps not on social media or not able to get out and about.

It was suggested and agreed that the council meet with the Upmarket committee to discuss the situation further.

23/067 Winter Warm Hub and Outreach library

An update on the winter warm hub sessions held so far and to discuss the funding received to support the continuation of the sessions. To consider the rebranding of the sessions now that we are in spring.

Beth Chatto's Plants and Gardens has made a generous donation towards continuing the hub as a community hub. This should keep it going until next February.

Cllr Donaldson sent in an update: "The warm space has probably grown in a way we could not have imagined. We have some new attendees recently which shows the growth continues.

We are very grateful to the volunteers who turn up every week to support the initiative.

We have been repeatedly asked by the people who attend to keep the social and light lunch aspect going through the year where possible as this has been a very welcome and needed central meeting initiative for those who are less mobile and isolated.

Cllr Ward has a note from someone who would like to share their experience in relation to the warm space.

Fortunately, now with some local funding we can continue throughout the year.

The sessions have grown from a social event with tea and biscuits with a light lunch to a place where people bake and bring cakes, we have donated veg for people to help themselves to and we had an Easter egg raffle (free of charge), so everyone gets to celebrate Easter.

For the spring and summer months we are going to be stopping the soup and roll and replacing it with sandwiches, bakes and cakes.

In relation to the name, we will call it The Village Social Hub or Wednesday Social Hub for now and perhaps put it to the people who attend. I look to re-launch officially after Easter."

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23/068 Events

- i) *PC surgeries. A question received about TDC's litter picking in Elmstead by e-mail in lieu of the March surgery. To discuss the April surgery and whether the PC will be able to hold it.*

The next surgery will be on the 29th April. A question was received from a resident about whether TDC still litter picks on Bromley Road. Cllr Brennan has checked it and it's horrendous. TDC has said it's too dangerous. Cllr Wiggins will speak to TDC and see what they can do and will possibly do it herself. Cllr Ward offered to help. It might be an idea to get some litter picking signs to put up when doing the clearing. It was asked why litter picking continues in Clacton but not Elmstead.

- ii) *The King's Coronation. An update on the plaque to be placed in the entrance of the community centre until the new community centre is built. An update on the options for a commemorative bench.*

The plaque has been purchased and will go up in the community centre with the other plaques commemorating previous coronations.

It was put forward that one of the three benches we have in storage could be used for the commemorative bench. It was intended for the new community centre site but as we have plenty of open spaces funding for that site, we can replace it later.

The above was agreed. Proposed: Cllr Jeggo, Seconded: Cllr Ward, all in favour.

It was also agreed that the preferred location was by Pavilion View, Church Road.

Proposed: Cllr Jeggo, Seconded: Cllr Brennan.

A fun day has been organised on the 7th May at the cricket club at 1pm. It was hoped that there would be good attendance. The clerk reported that she had applied for funding from the National Lottery, and we have been awarded £530 to spend towards the cost of the event.

- iii) *The Queen's Jubilee. Any update on the tree to be part of the Queen's Canopy.*

Cllr Brennan has found a blossom tree at Deans for £49.

It was agreed to purchase this. Proposed: Cllr Ward, Seconded: Cllr Jeggo, all in favour.

Cllr Jeggo will speak to Mr Dingwall about the locations for the bench and tree.

23/069 TDALC (Tendring District Association of Local Councils)

A report from the March meeting.

Cllr Hare reported that they held a meeting on the 22nd. There was a lot of talk about the special police, with councils being encouraged to take on special constables. They asked us to find the right person. Cllr Brennan went on some training for special constables and asked for some leaflets but never got them. Cllr Hare suggested putting something into Upmarket about special constables to see if anyone is interested.

The other topic was the pylons. They are under review again.

23/070 Governance

To review the current risk assessment and any changes needed.

It was agreed to remove the reference to petty cash as it is not applicable. The council viewed the risk assessment and agreed the changes the clerk had drafted. The personnel committee is to look at cover for the handyman. The clerk pointed out that the section about cheques is largely irrelevant as we rarely write cheques. The clerk has added in a reference to the procurement regulations. The handyman timesheet checks have been changed to Cllr Brennan. We need to take another look at the village working party as the annual tour has not happened in recent years. The clerk would like to bring in a process for the inspection of public amenity land. Mr Dingwall inspects street furniture on a regular basis. We have not yet purchased the fireproof safe.

The updated risk assessment was approved. Proposed: Cllr Jeggo, Seconded: Cllr Chable, all in favour.

Signature

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23/071 Playing Field

An update on the use of the playing field behind Market Field School.

Cllr Chable reported that there is a lot of wear and tear on the field due to the Sunday football. Maintenance is costing the School £800 - £1,600. This covers grass cutting, weed and feed and seeding. Cllr Chable has been approached by other teams for use of the field and asks that no other team should be allowed to play at any other time of year. It needs time to rest and re-establish.

Market Field School were approached by a team asking if they can use the field on a Saturday, starting in May. This has been refused.

Reed Hall Sentinels are behind with their games and wanted games beyond their contract so they can catch up. One has already taken place and there will be another one soon.

To add the potential ban on football to the next agenda.

23/072 Items for the May Upmarket article

Special constables, Cllr Hare to put some wording together.
Speedwatch.

23/073 Items for the next agenda or for information only

None.

23/074 Next meeting

18th May 2023.

23/075 Exclusion of press and public for private and confidential matters

The above was resolved. Proposed: Cllr Brennan, Seconded: Cllr Ward, all in favour.

23/076 New Community Centre and environs

Any update received from TDC on the legal situation regarding the terms of the Deed of Variation for Charity Field?

Cllr Hare had applied for the land registry details and has heard that the ownership is changing. As they are building the houses they are continuously transferring parcels to the new owners. We are waiting for answers to our questions to TDC regarding the transfer of land, but officers are away at the moment.

Cllr Hare contacted Tendring Planning and Building Regulations and their advice was to start work to avoid having to apply again, as that may take a long time and cause problems. Then to make changes as amendments. The officer he spoke to thought we could get accurate drawings done for £2,000. We'll need to get permission from Go Homes to use their drawings.

There was a discussion around the pre-commencement conditions. Cllr Chable felt that they would have already done most of them as part of the work done prior to building the homes.

We have been trying to get a meeting with TDC but have been unsuccessful so far.

We can't do anything until we get ownership of the land e.g., commit to spending any money or go any further with conversations with builders.

The meeting closed at 9.27pm.

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

Minutes written by Mrs. A Baxter

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