

Minutes of Meeting on 18th May 2023
Annual Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

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

Also Present: 1 member of the public.

District Councillors Gary Scott and Ann Wiggins.

Mrs Baxter – clerk.

Absent: Cllrs Sarah Donaldson and Gill Williams.

23/077 Election of Chairman 2023-24

It was resolved to elect Cllr Gladwin. Proposed: Cllr Ward, Seconded: Cllr Brennan, all in favour.

23/078 To receive the Chairman's declaration of acceptance of office.

Received.

23/079 Deferral of Acceptance of Office

To consider the approval of the above for councillors who are unable to attend this meeting and sign their documents.

It was resolved to approve the above deferral. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

23/080 Chairman's welcome and notifications

Cllr Gladwin welcomed everyone.

23/081 Apologies for Absence.

Cllrs Sarah Donaldson and Gill Williams sent their apologies.

23/082 Declaration of Pecuniary Interests and Personal Interests.

None.

23/083 Approval and signing of the minutes from 6th April 2023.

It was resolved to accept the minutes from 6th April 2023 as true and accurate.

Proposed: Cllr Brennan, Seconded: Cllr Ward, 5 in favour, 1 abstention.

23/084 To receive an update about the progress of resolutions from the meetings above not covered in this agenda.

The clerk updated as follows: The village groups who usually apply for grants have been sent application forms with a deadline of the 31st May to return them. The Finance Committee will meet in June to decide on the applications.

A meeting has not been arranged with the Upmarket committee yet. Cllr Jeggo reported that the Upmarket committee would be meeting and would discuss when to meet with the council.

A request for an agenda item on the use of the Playing Field will go onto the June agenda because of the length of the May agenda.

23/085 Public Speaking

None.

23/086 County Councillor report. To include where relevant an update on items in progress.

Cllr Guglielmi was not present but had sent an e-mail including information about a

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member led pothole scheme asking the council to put together a list of the worst potholes.

23/087 District Councillor reports. Written report – to take questions on the report and provide any additional information not on the report.

No written report. Cllr Scott reported that the District Council is still in limbo following elections. No one party has power. There will be a meeting on the 23rd May to decide who will be chairman.

The £100 grant towards the Coronation was discussed and the clerk confirmed that it had already been spent on the event.

TDC is not charging for recycling boxes at the moment, it has to work out the logistics first.

23/088 Neighbourhood Plan

Any updates?

The clerk reported that the last of the submission documents was sent to TDC on 2nd May. The next Cabinet meeting is on 23rd June, so they won't be able to decide to go to consultation until then at the earliest.

23/089 Election of Officers, Committee Members and Working Party Members

See appendix 1.

The listed changes were agreed and approved. Proposed: Cllr Gladwin, Seconded: Cllr Brennan, all in favour.

23/090 General Power of Competence

- i) *To confirm that the Parish Council meets the criteria for eligibility (two thirds elected members and CiLCA qualified Clerk).*

Council confirmed that it meets the criteria as it has a CiLCA qualified clerk and 8 elected members.

- ii) *To decide whether to adopt the General Power of Competence. See appendix 2.*

It was resolved to adopt the General Power of Competence. Proposed: Cllr Ward, Seconded: Cllr Brennan, all in favour.

23/091 Tendring/Colchester Border Garden Community. Consultation will be taking place on the Submission Version of the Development Plan Document (Regulation 19 Consultation) from the 15th May 2023 to 25th June 2023.

An update on actions to publicise the DPD and its changes and plans for the council's response to the consultation and attendance at the consultation events.

Cllr Gladwin reported that the consultation started on Monday and will run for 6 weeks. He has started to draft a council response. We need 2 working party meetings, one to break down the work required and the second to finalise the response.

As the consultation finishes before the July meeting it was resolved to delegate the responsibility of submitting the response to the clerk, in consultation with the council.

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

The clerk is to arrange a working party meeting for next week.

23/092 Annual Internal Audit

Mrs J Stobart has completed the internal audit for 2022/23 and this has been circulated. Any questions to be discussed.

There were no questions. The clerk highlighted the advice given by our auditor with regards to the community centre and having to meet CDM regulations. These state that the council

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must appoint a principal designer and a principal builder. The auditor highly recommended getting professional help during the audit conversations.

Cllr Gladwin added that this would help meet the need for due diligence.

Cllr Chable spoke about the need for an O&M (operations and maintenance) manual. The school has an electronic version. Every contractor on the build feeds information into the O&M manual. It contains details of project and type of construction. It also would have as built drawings, service plans, asset register, instructions for operation and maintenance, manufacturer instructions, copies of guarantees and warranties, Fire Gas and electrical certificates, commissioning and test result certificates, completion certificates, and planned maintenance schedules,

This is to be added to the next New Community Centre Committee agenda.

23/093 Annual Governance Statement

To review for approval the Annual Governance Statement (Annual Return Section 1 – Annual Governance Statement 2022/23).

It was resolved to approve the Annual Governance Statement as above. Proposed: Cllr Brennan, Seconded: Cllr Ward, all in favour.

23/094 Finance

- i) *To look through the finance report and approve payments for April/May. See appendix 3.*

The clerk reported that the insurance renewal may change once the asset list has been updated. It was asked if the mower is the correct model for the council, would a smaller one be better? Cllr Chable has a John Deere at the school, but it would only work for the field. The council mower has a triple cutter. We can have a conversation with Mr Dingwall to follow up on this question.

- ii) *To review any request for overtime to be paid in May.*

It was resolved to approve 8 hours of overtime worked in April to be paid in May. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

- iii) *To discuss the purchase of a new council gazebo.*

This will be discussed when the events working party next meets. They are considering a larger gazebo with its own design. They will bring a recommendation back to council.

- iv) *Pre-loaded cash card.*

Our internal auditor recommended a pre-loaded cash card rather than a Barclaycard. It was resolved to get pre-loaded cash cards with an overall maximum credit of £500 (individual limits to be decided per card). Proposed: Cllr Gladwin, Seconded: Cllr Chable, all in favour.

23/095 Insurance renewal

The council has received its renewal documents for the second year of a three year long term arrangement. To confirm renewal.

The council confirmed renewal. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

23/096 Scheme of Allowances

- i) *To acknowledge receipt of the recommendation report from the Parish Independent Remuneration Panel.*

All councillors had received the report.

- ii) *To approve a scheme of allowances. A scheme is required to even to pay travel and subsistence but to also consider councillor and chairman allowances.*

It was resolved that the council would have the following scheme of allowances: 45p/mile for mileage and subsistence costs as per the report. It was also resolved not to pay councillor or

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

23/097 Social Hub

An update on the social hub sessions and the rebranding of the sessions now that we are in spring.

Cllr Ward reported that new volunteers are needed, when there are only 2 volunteers it isn't enough. Cllr Ward will put a call for help on the Mutual Aid Facebook page and speak to Cllr Donaldson.

A lovely thank you card has been received from one of the attendees.

It was suggested that it will be rebranded to a "Wednesday Welcome Hub" and new posters will be made up. They are thinking of closing the hub for July and August because of volunteer availability.

23/098 Events

i) *The King's Coronation. An update on the commemorative bench.*

Cllr Jeggo reported that we have the bench and plaque. She spoke to Mr Dingwall about the location, and he will provide a map. It needs a concrete plinth and Mr Dingwall thinks it would be better for a contractor to do as they will have the correct machinery. The clerk will contact potential builders for an estimate. We are due to get £300 back from the WI (an unused grant) which can be used toward the cost of installation.

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

Mr Dingwall suggests a location further up from the bench. Cllr Brennan has purchased a tree and it's being kept at Deans who will deliver it when we are ready.

The clerk is to check the ownership of the land once she has the map from Mr Dingwall.

23/099 Council Website

To discuss the content of the website.

Cllr Chable has looked at other local websites and doesn't think ours is as good. He doesn't use social media and would like to see more community content on the website, like that which goes on the Facebook page. It was suggested that the website could have a Facebook plug in so that you can see the FB content on the website. The clerk will ask our provider. If this is not possible the clerk will ask for another section for community content.

23/100 Governance

To review the following governance documents:

i) *Standing orders*

This was held over as the Standing Orders have not been reviewed yet.

ii) *Financial Regulations (updates to Appendix)*

The appendix updates were reviewed and approved. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

iii) *Finance Committee Terms of Reference*

These were updated to change membership to five members and reflect the decision of the council to delegate power to the committee to decide on grant applications less than the spending limit of the committee - £500.

The updated terms of reference were approved. Proposed: Cllr Gladwin, Seconded: Cllr Hare, all in favour.

23/101 Items for the next agenda or for information only

A council WhatsApp group.

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A bin to be installed by the bench in Church Road.

Mr Dingwall would be happy to come and talk to the council about the tree and bench.

Also, the Pavilion View footpath that cuts off at the fence into Elmcroft carpark.

23/102 Next meeting

1st June 2023.

The meeting closed at 9.05pm.

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

Minutes written by Mrs. A Baxter

Contact: 01206 827139