

Notice of Annual Parish Council Meeting on 1st May 2025
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

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

Also Present: Mrs Baxter (clerk) and two members of public.
District Councillors Gary Scott.

Absent: Cllrs James Chable, Maxine Jeggo and Liz Richfield.

25/082 Election of Chairman 2025-26.

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

25/083 To receive the Chairman's declaration of acceptance of office.

The declaration of office was completed and signed.

25/084 Election of Vice-Chair 2025-26.

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

25/085 Chairman's welcome and notifications.

Cllr Gladwin welcomed everyone to the Annual Parish Council meeting and reminded everyone that the meeting is recorded.

25/086 Apologies for Absence.

Apologies were received from Cllrs Maxine Jeggo and Liz Richfield. Apologies were also received from District Cllr Wiggins and County Councillor Guglielmi.

25/087 Declaration of Pecuniary Interests and Personal Interests.

None.

25/088 Approval and signing of the minutes from 3rd April 2025.

It was resolved to accept the minutes from 3rd April 2025 as true and accurate.
Proposed: Cllr Gladwin, Seconded: Cllr Sanders, all in favour.

25/089 To receive an update about the progress of resolutions from the meeting above not covered in this agenda.

The clerk updated that she has contacted Elmstead Fishing Tackle to say that they can use the playing field as requested subject to the return of a hire agreement and meeting the conditions. We have not received the signed agreement back yet.

She has applied for an Equals card for Cllr Richfield for the hub. Cllr Ward completed the grant feedback form. We were successful in our latest hub grant application.

25/090 Public Speaking

A resident has written to Essex County Council about the unfinished road in Pavilion View and the eyesore that it is. When will it be completed and the kerbstones installed? Cllr Sanders has reported it and was updated about 18 months ago. There is one property still unsold, might that trigger the completion of the road? Cllr Gladwin has noticed that the ironworks are stacked up neatly.

Cllr Scott has been contacted by Pavilion View residents about damaged trees and the road. He will follow up with TDC. The clerk has been in communication with the enforcement team leader at planning and he has explained that there have been significant delays with the developer receiving approval and legal agreement from the Highways

Notice of Annual Parish Council Meeting on 1st May 2025

Meeting of Elmstead Parish Council

Community Centre, School Road, Elmstead Market, CO7 7ET

Authority for the required highways works. They have been investigating and liaising with the developer and are liaising with Essex Highways to understand the cause of the delay and better understand the timescale.

A resident asked if the signage for HGVs going to Allens Farm can be better sited? The Church Road sign is 10 yards down which some HGVs will only see once they have turned in. Additional signage is needed on Tye Road.

Cllr Gladwin will be asking Essex Highways to review the satnav information for the area and can include the signage.

25/091 County Councillor report.

The report can be viewed at <https://www.elmsteadparishcouncil.org.uk/meeting-reports>.
Cllr Gladwin recently spoke to Cllr Guglielmi and the Colchester Road crossing is still imminent.

25/092 District Councillor report.

The report can be viewed at <https://www.elmsteadparishcouncil.org.uk/meeting-reports>.
Cllr Gladwin requested that if Cllr Scott speaks any more about the broken trees on Pavilion View can he make sure Tendring are still chasing that.
Cllr Scott has asked TDC to ask the developer to put a bollard in and sent them information about the trees.

25/093 New Community Centre and Open Space land.

i) *A report from the committee meeting of 24th April 2025.*

The clerk updated that it was discussed that we are awaiting plans from Superstructures and Brontide. It was asked what the plans are being based upon and members were concerned that the contractors might be wasting time putting something into the plans that they don't want. They were keen to review the plans before they come to council. They asked for a meeting with DCB and the subcontractors on the 8th May. The clerk contacted DCB who said that the M&E designs will be at a level sufficient to comply with building regulations and once we have the designs we will meet to discuss. The fit out and finishes are to be decided before the completion of the tender documents. The clerk has asked about the timing for the meeting but hasn't heard back yet. It's unlikely to be the 8th May. The clerk will check that we receive the drawings by the 22nd May for the next NCCC meeting.

Mr Fairweather said that there should be a Phase 3 electrical supply in the ground already. Cllr Sanders said that there is a duct there to take cable but couldn't see any indication that there's a supply there.

The clerk will double check with Go Homes.

ii) *To review any additional drawings received.*

No new drawings to review.

iii) *Current funding.*

a. *An update on current funding.*

No updates since last month as the monthly accounts have not been updated yet. The council reviewed the summary. The clerk has asked TDC what we will need to do in order to claim the £198k open spaces s106 money towards the changing rooms and they said to request it as soon as possible because of how long it is taking to process s106 requests. The clerk responded that we are requesting it now and TDC has responded with a long set of questions including requests for invoices which we don't have yet. The clerk is not sure how we will identify how much of the tender quote is for the changing rooms.

Notice of Annual Parish Council Meeting on 1st May 2025
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

Cllr Scott suggested that the clerk send him an e-mail and he will speak to Mr Pateman-Gee and Mr Guiver.

Cllr Gladwin will establish what percentage of the building is changing rooms.

b. An update on submitting an expression of interest for a grant to Reaching Communities.

This has not been submitted yet. The working party will meet as soon as possible to start the EOI and Cllr Gladwin will start working on the survey questions.

Cllr Brennan suggested that as the Garden Community residents will be using the new community centre we should request funding from Latimers. There will be a period of time before it gets its own community centre.

It was agreed to write to Latimers with a request.

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

Cllr Brennan will draft a letter.

c. An update on a public survey.

As above.

iv) Trees and hedges. An update on potential costs.

The clerk contacted The Woodland Trust who said our situation sounded ideal for their free tree offer. She also contacted DCB who said that because we would have the trees in a different location and using different trees we'd need to do another landscaping plan and biodiversity net gain and pay to have those done again. If we didn't move the trees then we imagine it would cost less than moving the location.

The clerk will contact the specialists directly to see how much it would cost. The committee recommends that we get the application in and if necessary plant and then move them at a later date.

Mrs Grotier said that the Woodland Trust has been doing the scheme consistently for years.

It was resolved for the clerk to apply for 1 pack of trees and 3 packs of hedges. Proposed:

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

The Woodland Trust discourage the use of plastic supports, there are other options available.

v) Any other updates.

Cllr Hare said that people are using the field, do we need public liability insurance for that? We are already covered. Cllr Gladwin and Mr Dingwall have removed over a tonne of rubble from the field and filled in most of the holes. Mr Dingwall can now mow the majority of the field, but there is still a lot of rubble at the far end. There are also a lot of stones near and in the swale.

As the council now owns the land the clerk is to draft a letter to those adjacent residents who have potentially encroached on it. Proposed: Cllr Brennan, Seconded: Cllr Gladwin, all in favour.

Mrs Grotier has spoken to the CEO of the Hope Trust which has a grow project and they would be interested in helping out with gardening maintenance of the village (as contractors).

DCB has contacted us with a fee quotation from Superstructures to prepare the information for planning condition 11 surface water management strategy. This would be a 1 to 2 page report. The fee is £500 plus VAT. We did contract someone to look at drainage when we put in the planning application. There are drawings in the planning application. The clerk will question this with DCB and point out the work already done.

Notice of Annual Parish Council Meeting on 1st May 2025
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

25/094 Current Community Centre

The lease with the charity ends in September 2025. Any update on options and costs for renewal.

The clerk asked RCCE for the cheapest and simplest way to do this and they have arranged for her to speak to their solicitor tomorrow. Our solicitor has also said that he can quote for the work.

25/095 Tendring/Colchester Borders Garden Community

Any updates?

There is talk that there is a new name but it has not been made public yet. The committee will be electing a new chair tonight. The committee will also be deciding whether to recommend the DPD to TDC for adoption. Cllr Gladwin asked Cllr Scott when the TDC meeting would be. It's likely to be June or July.

Cllr Gladwin attended the exhibition, there was a map and some boards. There was a 3D model showed part one of phase 1 which was 863 houses. The solar farm between the link road and Elmstead has been removed from the plan as it's not financially viable.

Cllr Gladwin will speak to Sir Bernard Jenkin's office.

25/096 Allotments

Any updates?

There are no updates. It is with the developer to agree with the changes we asked for to the land transfer document. Cllr Brennan knows someone who can help us with the allotments. We will be putting a ramp in between the allotments and Elmcroft car park.

The soil is sinking and the bricks are coming to the surface. Weeds are growing. The clerk is to ask for the developer to maintain it.

25/097 Playing Field

Any update on the new Joint User Agreement for the use of the playing field by Reed Hall Sentinels.

Cllr Brennan heard from RHS that they marked out 2 pitches for a game on Sunday, and on the Saturday the school teams used the pitches and damaged them. They were very upset. Also the school is not cutting the grass.

RHS need to make the decision about whether to continue to use the field or not.

It was agreed that Cllr Brennan will write to RHS saying that we will need a decision by the end of next week. Proposed: Cllr Brennan, Seconded: Cllr Gladwin, all in favour.

We need to let Lambert Smith Hampton know whether or not to continue with the agreement.

25/098 Traffic Works

To discuss issues being caused by the Highways works on the A133.

There are traffic jams with a lot of works going on in Colchester with no over arching plan. Clingoe Hill/ the Hythe is really bad. Cllr Gladwin will write a letter to send to Essex Highways and copy Colchester Council. Proposed: Cllr Gladwin, Seconded: Cllr Brennan, all in favour.

GPSs are sending people all over the place including down Church Road to get to Allens Farm. Cllr Gladwin has tried to report this but it was turned down.

District Councillor Scott left.

Notice of Annual Parish Council Meeting on 1st May 2025
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

25/099 Finance.

- i) *To look through the finance report and approve payments. See appendix 1.*
The finance report was approved. Proposed: Cllr Brennan, Seconded: Cllr Ward, all in favour.
Cllr Brennan will call RHS about payment of their invoice.
The clerk will contact CSH about getting a lockable skip as people are putting their own rubbish into it.
- ii) *An update on banking (accounts and deposits).*
Council reviewed the balances in the accounts.

25/100 Governance

- i) *Dignity at work policy.*
The policy was approved with the removal of the reference to the Civility Pledge. Proposed: Cllr Gladwin, Seconded: Cllr Sanders, all in favour.
- ii) *Lone working Policy. To discuss the provision of a personal alarm.*
The policy was approved. This includes a buddy system so that if the worker goes to a remote location he calls in before and after he finishes the work. If the clerk is unavailable the chairman or vice-chair will be his buddy. Proposed: Cllr Gladwin, Seconded: Cllr Brennan, all in favour.
Council reviewed the Safepoint lone worker device with multi-network SIM. This is the alarm that TDC uses for its lone workers. It has GPS to show the location of the worker. There are also zones that you can set up to see when workers are arriving and leaving zones.
It was resolved to purchase the device on a 3 year subscription.
Proposed: Cllr Gladwin, Seconded: Cllr Brennan, all in favour.
- iii) *Updates to the Financial Regulations.*
The updates made by NALC to the template Financial Regulations were approved.
Proposed: Cllr Sanders, Seconded: Cllr Ward, all in favour.

25/101 Insurance renewal.

The council is awaiting its renewal documents for the third year of a three year long term arrangement. To confirm renewal.
We are at the end of the 3 year arrangement with Zurich and will need to seek 3 quotes for the renewal. It was resolved to delegate authority to the clerk for deciding on the insurance provider for the renewal. Cllr Sanders will assist.
Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

25/102 Election of Officers, Committee Members and Working Party Members.

See appendix 2.
Appendix 2 was agreed with the following changes; To add Cllr Gladwin as the Wivenhoe Quarry liaison as Cllr Williams has left the council. The Neighbourhood Plan Steering Group is to be deleted.
Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

25/103 Items for the next agenda or for information only.

Dene Park.

Notice of Annual Parish Council Meeting on 1st May 2025
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

25/104 Next meeting and meetings for the next year.

5th June 2025. 3rd July 2025. 7th August 2025. 4th September 2025. 2nd October 2025. 6th November. 4th December. 1st January 2026 (to discuss an alternative). 5th February 2026. 5th March 2026.

As the January meeting falls on New Years Day it was agreed to request a hall booking change to the 8th January.

It was also agreed not to meet in August. If there is a need to decide any business in August we can hold an extra ordinary meeting. Proposed: Cllr Gladwin, Seconded: Cllr Sanders, all in favour.

The meeting closed at 8.50pm.

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

Minutes written by Mrs. A Baxter.