

Minutes of Annual Parish Meeting on 19th May 2022
Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

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

Also Present: 8 members of the public.

District Councillors Gary Scott and Ann Wiggins.

Mrs Baxter – clerk.

Absent: Cllr Sally Fairey

22/001 Apologies for Absence

Cllr Fairey sent her apologies.

22/002 Approval and signing of the minutes from 16th May 2019.

It was resolved to accept the minutes from 16th May 2019 as true and accurate.

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

22/003 Chairman's Annual Report

Cllr Brennan read through the report. See appendix 1.

22/004 Finance Committee – Annual Report

Cllr Brennan read through the report. See appendix 2.

22/005 Public Question Time

No questions.

The meeting closed at 7.15pm.

Minutes written by Mrs. A Baxter

Contact: 01206 827139

Signature

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Appendix 1 - Chairman's Annual Report

I'm required to do the chairman's report as I was the vice chair last year. I never thought I would be doing this but unfortunately our then chairman John Gray got long covid and took time out to recover so I had to step up. John did come back but for only 2 months as he wasn't over the long covid and took the decision to leave the council, so I found myself chair again. Apologies for all the possible blunders and mistakes I've probably made but Angela has kept me on the straight and narrow. A huge thank you to John for your support and time as chair.

To say that this year has been busy would be an understatement. We have had covid to deal with and the issue "is it a zoom meeting or can we meet face to face?" Hopefully covid, although not gone, shouldn't be an issue for us any further. Thankfully, as some of those zoom meetings were very difficult but also hilarious with phones ringing, dogs barking etc. Firstly the Neighbourhood Plan; I can't say collectively how many hours have been spent working on the NHP whether it was face to face or zoom meetings, leaflet dropping, exhibitions, meetings with various bodies to enable us to complete the plan. However it is now nearing completion and will hopefully be in place by the end of the year. At this point I would like to say a big thank you to Adam who was railroaded into being the chair of the NHP Steering Group and also to become a councillor. Adam has also completed a lot of the tasks. We wouldn't have got this far without him so a massive thank you from us all. Planning; I can advise that there's not been any large or significant applications this year, which is good as we have had our fair share of new housing over the last 5 years or so. We do, however, still have to wait and see if planning is put forward for the anticipated Market Field School Farm and the associated housing that will go with it.

Garden Community. We instigated a working party to try and ensure that our thoughts, worries and issues are presented to Tendring. We are making lots of effort to get the village voice heard. We have had numerous meetings with Gary Guiver, director of planning for Tendring, always raising our concerns and watched the first official meeting online. Our issues and concerns have been made about the garden community on various occasions and we have just lodged more after the last meeting. We will have to wait to see if we get feedback and where we go from there.

The new Community Centre is being planned by the community centre committee members who have put a lot of time and effort into this. So, a big thank you to all the committee members, I know it has been difficult at times. Also a good opportunity to thank Ron, not just for working on the new community centre, but also keeping the current one running so smoothly. We all appreciate what you do, so a big thank you. I wish I could say that the crossing on Colchester Road is now complete but unfortunately, I can't. Yet again there has been no progress. I sincerely hope that this time next year it will be a different scenario.

The Jubilee celebrations.

Maxine originally brought this to the Parish Council table and has been amazing getting this all together. She has not been alone in doing this, all the volunteers have put so much effort into making these an incredible 4 days of celebrations. The village looks great with all the flags. A big thank you to everyone involved, especially Maxine.

Now there are some more people we would like to thank.

Gary and Ann, our District Councillors, every meeting without fail one of you, mostly both have been present, and it is very much appreciated. I have an inkling that our meetings

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have been quite entertaining at times compared to some other PC meetings. We appreciate that you try and meet all the new residents. Thank you for your support. Gary thanks for volunteering to be our town crier during the upcoming Jubilee celebrations, again very much appreciated.

Carlo, thanks for your support of Elmstead, again we appreciate it but please if you could just do one thing get us the crossing.

Alan our Handyman. Alan does an outstanding job year in year out and this year is no exception. The amount of litter he picks up is such a large amount and the village always looks very smart and tidy. Thank you to Alan.

A big thank you to Angela. I hope you don't ever feel underappreciated. I think you are the driver for Elmstead council, your knowledge, and ability in keeping us in line and always so calm is very evident in every meeting. Your help on the NHP has been outstanding. I know that I couldn't have taken on the chairman's role without your help and support. We know being the parish clerk is your job, but we do appreciate that you go above and beyond. So, a big thank you to you too.

Finally from me thanks to all my fellow councillors for all your time and support. I think we make a good team and should be proud of what we have achieved this year. Hopefully, the team will get bigger.

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Appendix 2

Elmstead Parish Council – Finance Committee Report 2021-22

The Finance Committee is a Committee of EPC, meeting quarterly or as required. It has delegated powers for some decisions and makes recommendations to full council for discussion and final ratification on others. Every year it sets the budget and calculates the annual precept required, then reviews expenditure on a quarterly basis. It also discusses and makes recommendations on awarding grants to local organisations and charitable causes.

Overview

In the 2021/22 fiscal year EPC had a total income of £66,216. This was made up of a precept of £38,600, a LCTSS grant of £586, together with grants for the Neighbourhood Plan of £19,600, sales proceeds of the old mower £3,100, donations of £1,000, a £2,370 VAT refund and various other minor amounts.

Our total expenditure for the year amounted to £72,246 net of VAT (which is recoverable). Most of our expenditure was close to or below the budget set at the beginning of the year, apart from:

- Wages (17% over budget due to additional hours for both the clerk and the handyman).
- Communication as we had not budgeted for zoom for on-line meetings.
- Insurance due to an increase in the insurance for the new mower.
- The website costs increased.
- Subscriptions (17% over budget due to a new subscription to SLCC – the Society of Local Council Clerks).
- Grass cutting at Dene Park due to a broken mower blade, but this was refunded.
- Recreational/Open Space was double the budget of £250 due to the purchase of wooden stakes for the North Green, refurbishment of the dog bins, chipping of cut branches on Elmcroft, tree work on the playing field, and emergency tree work on Elmcroft after a storm.
- Rent and hire due to having to hire a mower between the sale of our old one and receipt of our new one (due to a delivery schedule not being fulfilled).

The expenditure was higher than the income but that was to be expected when purchasing a new mower from a ring-fenced reserve.

How the income was used.

- Administration costs e.g., clerk & handyman's wages, training, expenses, phone/broadband, insurance, auditing, office supplies, and membership fees.
- Maintenance costs e.g., grass cutting around the village & Dene Park, mower servicing, Christmas tree & lights, waste collection (community centre & dog bins), and general day to day maintenance around village.
- Rent & Hire i.e., hire of community centre for meetings, playing field rental and mower rental.

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- Highways & Street Lights costs i.e., electricity and maintenance for village streetlights and also recalibration of “speed watch” camera.
- Increasing reserves to fund future projects. This includes the replacement of the mower, potential future legal costs, costs associated with the new community centre and renewals of office equipment.
- Capital expenditure - a new mower, a new laptop, a Jubilee beacon.
- Professional fees – for internal and external audit.
- Grants for local not for profit organisations – Upmarket, the planting around the war memorial, the knitting club.
- Neighbourhood Plan.

Signature

Date