

**Minutes of Extra Ordinary Meeting on 8<sup>th</sup> July 2024**  
**Meeting of Elmstead Parish Council**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

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

Also Present: Mrs Baxter.

Absent: Cllrs Sarah Donaldson, Maxine Jeggo, Liz Richfield and Gill Williams.

**24/141 Chairman's welcome and notifications.**

**Cllr Gladwin thanked councillors for coming.**

**24/142 Apologies for Absence.**

Cllrs Sarah Donaldson, Maxine Jeggo, Liz Richfield and Gill Williams sent their apologies.

**24/143 Declaration of Pecuniary Interests and Personal Interests.**

None.

**24/144 Approval and signing of the minutes from 6<sup>th</sup> June 2024.**

It was resolved to accept the minutes from 6<sup>th</sup> June 2024 as true and accurate.

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

**24/145 To receive an update about the progress of resolutions from the meeting above not covered in this agenda.**

For the Neighbourhood Plan the clerk is to resend the map of approved building developments to see if anyone knows of any that have been missed.

The Unity bank account is in progress, the clerk is waiting to hear back from them.

There is a finance committee meeting set up to review the grant applications.

Cllr Guglielmi will put Stink Lane forward for his next members led pothole scheme.

Cllr Guglielmi is continuing to chase the faded 30mph signs on Bromley Road as Essex Highways are saying they aren't going to do it. Some local councils are paying to have them improved themselves.

The verges along Alresford Road have been cut back.

The clerk is to send Cllr Brennan the council mobile number for the new councillor posters.

Cllr Guglielmi suggested that we ask TDC if the Neighbourhood Plan going to referendum can be a portfolio holder decision, which the clerk is still to do.

We started printing the new councillor posters but noticed that they had the old office number. The clerk is to send the mobile number to Cllr Brennan. The clerk is still to follow up on locations for posters at the Lanswood end of the Parish.

**24/146 Public Speaking**

No members of public present.

**24/149 Independent Examination – Tendring/Colchester Borders Garden Community Plan.**

*To review a summary statement about the hearing, what's next and our main concerns.*

Cllr Gladwin has circulated a statement. It was resolved to put the statement onto our website, onto Facebook and to include it as an insert in Upmarket if possible, with the cost of printing and the insert.

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

It was discussed as to how expensive the link road is going to be. It was also a shock as to how much student housing is proposed. 2,000 student accommodation dwellings only count as 500 regular dwellings.

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**24/150 New Community Centre and Open Space land.**

- i) *To discuss seeking quotes for a chartered surveyor to assess potential incursions. Also to discuss a letter to the landowners where there are potential incursions.*

It was discussed that we should write a letter first to see if the residents will move their fencing before seeking quotes.

The architect has overlaid the topography survey onto the land registry plan which shows where the incursions are.

It was resolved to write a letter and include the overlaid plan. Proposed Cllr Brennan, Seconded: Cllr Chable, all in favour. Cllr Gladwin will write notes and send them to the clerk to incorporate into a letter.

- ii) *The transfer of the Church Road s106 contribution from TDC to the Parish Council. To look at options for additional savings accounts.*

The Church Road s106 contribution has been paid to TDC but should be paid to the Parish Council according to the Charity Field Deed of Variation. The clerk has sent our bank details to TDC and they will transfer the contribution. We will also be receiving the Go Homes contribution at some point.

There was a discussion on where the s106 money will be saved, it has to be kept separate from the council's funds. We are going to be holding the funds for a while before we need to spend them on the build.

The council won't be covered under the FSCS guarantee for any year in which its budget is over 500,000 euros. But we will still need to allocate the savings to spread the risk.

It was resolved to open a 6 month Unity savings account with a 4.25% interest rate. £200k will be put into the Unity deposit account and £200k into the Redwood savings account which is in the process of being opened.

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

We'll review this regularly.

- iii) *To decide on quotes for new drainage and access road design.*

After reviewing the quotes it was resolved to agree with the lowest cost, which is the quote our architect is recommending. This is for £1,650 plus VAT and covers all the works necessary to provide the car park access and drainage details for the planning application.

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

- iv) *To discuss a letter to Mr Ian Davidson (TDC) about the non-payment of interest on s106 funds*

We've spoken about this to Cllr Guglielmi who was surprised that this was the case and suggested we contact Mr Davidson. It was resolved to write a letter. Proposed: Cllr Gladwin, Seconded: Cllr Brennan, all in favour. The clerk will draft and circulate the letter.

Cllr Gladwin updated the council on a meeting between members of the committee and the architect. The floor plan has been agreed. Some of the elevation details have been tweaked. The ceiling height has been increased because the sun tunnels have been removed (to enable groups to black out the hall if they wish). The car park is the big issue with a concern that there is not enough parking. It was agreed in that meeting to add in more spaces but we have since had the tree survey back and there are 3 veteran trees with root protection areas that cannot be built upon. This will limit the spaces. The architect is redesigning the site plan to see how many spaces we can fit in. The only other option to increase the car park is to make very big changes such as moving the community centre location, which will involve a larger application site and new surveys.

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**24/151 Finance.**

i) *To look through the finance report and approve payments. See appendix 1.*  
The finance report was approved. Proposed: Cllr Gladwin, Seconded: Cllr Chable, all in favour.

It was commented that the new lettering on the war memorial looks very good.

ii) *To appoint an additional bank signatory.*  
It was resolved to appoint Cllr Chable. Proposed: Cllr Gladwin, Seconded: Cllr Brennan, all in favour.

iii) *To adopt an investment strategy.*  
It was resolved to adopt the investment strategy. Proposed: Cllr Gladwin, Seconded: Cllr Brennan. All in favour. The date on the strategy needs to be updated.

**24/152 Norwich to Tilbury**

*Statutory Public Consultation for Norwich to Tilbury: deadline 11:59pm on Friday 26 July 2024.*

*Norwich to Tilbury is a proposal by National Grid Electricity Transmission (National Grid) to reinforce the high voltage power network in East Anglia between the existing substations at Norwich Main in Norfolk, Bramford in Suffolk, and Tilbury in Essex, as well as connect new offshore wind generation.*

*They are proposing to build approximately 184 km of new electricity transmission reinforcement between Norwich and Tilbury. This will be made up mostly of overhead line and pylons, along with some underground cables and a new 400 kV substation.*

*To discuss responding to the consultation.*

The clerk will ask Ardleigh PC for their response and has already asked for Little Bromley's response. The sub station to go into Ardleigh is going to be huge, and the lorries will also have to be huge to carry the transformers. They will have to put in temporary roads.

The traffic will affect Elmstead. It was resolved for Cllr Gladwin to put some comments together to circulate and agree. Proposed Cllr Gladwin, Seconded: Cllr Ward, all in favour.

**24/153 A133/Church Road/School Road Junction**

*To decide whether to make an application to NEPP (North Essex Parking Partnership) to introduce double red lines and a goods vehicle loading only bay as recommended by NEPP to improve road safety at the junction.*

It was agreed to make the application as recommended by NEPP. Something needs to happen to improve safety. Councillors spoke about the bad experiences they had had at the junction.

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

The clerk and Cllr Brennan will visit the 3 houses on School Road and Budgens to ask for their feedback on the proposals, as requested by NEPP. We can also talk Budgens about signage for the car park at the rear.

Cllr Brennan will send her photos of parked vehicles.

**24/154 Handyman stand in**

*To discuss options to enable the handyman to take annual leave during grass cutting months.*

The clerk and Cllr Brennan spoke to the handyman. There is a lot of work on at the moment, particularly with all the rain. He would like to be able to take annual leave during the growing season (May to October). If we were to get a stand in they would need to come onto our payroll and be a temporary employee, or be a contractor. It might be difficult to get a contractor temporarily during the busy season. There are a couple of suggestions of people who might be good to be a temporary stand in, with Mr Dingwall to train them. It's a risk though that we invest in training with no guarantee that they will be

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available when Mr Dingwall is on holiday. We can also look at having a student on work experience again.

It was discussed that notice would need to be given to take holiday.

It was resolved to delegate to the personnel committee to research and interview for a stand in. Proposed: Cllr Brennan, Seconded: Cllr Gladwin, all in favour.

**24/155 South Green Standpipe**

*An update and to discuss options for determining utilities in the area.*

The clerk has received the standpipe and will drop it off to Cllr Gladwin. We are signed up to Affinity for them to do the connection. The next thing we need to do is lay the pipe for Affinity to connect to and send them photos. The clerk contacted Cllr Guglielmi about his builder friend who might be able to help us and scan the ground to see what's in the ground. The builder is going to meet us on site.

Once it's connected there will be a meter and we'll have to choose which water company to go with.

For utilities gas is the biggest concern. The clerk is to contact the gas board.

**24/156 Items for the next agenda or for information only.**

The clerk has had a phone call from a company that does fencing and groundworks. He has said that he could do the works to deliver the allotments to us ready to go. If we could get a very rough idea of cost for that we could look at which s106 contribution we might need to get reallocated from open spaces to allotments. The clerk will ask for an estimate of cost.

**24/157 Next meeting.**

*1<sup>st</sup> August 2024.*

The meeting closed at 10.00pm.

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

Minutes written by Mrs. A Baxter