

Minutes 16th January 2020
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Councillors Paul Beard (Chair), Nick Bell, Amanda Brennan, Ali Charnick, Pam Cowell, Sally Fairey, John Gray (Vice Chair), Stephen Walsh, Martine Ward and Gill Williams.

Also Present: Mrs Baxter (clerk) and 8 members of the public.
District Councillors Gary Scott and Ann Wiggins

20/001 Chairman's welcome

Cllr Beard welcomed everyone and passed on the very sad news that Mr R Redding has passed away. Rob used to be a Parish Councillor. Cllr Beard expressed the council's condolences to Rob's family.

20/002 Apologies for Absence

Apologies were received from County Councillor Carlo Guglielmi.

20/003 Declaration of Pecuniary Interests and Non Pecuniary Interests

None.

20/004 Approval and signing of the minutes from 19th December 2019.

It was resolved to accept the minutes from 19th December 2019 as true and accurate.
Proposed: Cllr Beard, Seconded: Cllr Ward, all in favour.

20/005 To receive an update about the progress of resolutions from the last meeting of the Council on 19th December 2019 not covered in this agenda.

The clerk gave a verbal update.

20/006 Public Speaking

There is a maximum of 15 minutes of public speaking, with a maximum of 5 minutes per member of public.

A resident reported that there are potholes on Bromley Road from the traffic lights quite a way up the road. There are a lot of holes, the road is falling apart and it's making the traffic noise very loud. The footpath is covered in stones.

A resident asked about the wildlife survey mentioned in Upmarket. Cllr Charnick will be sorting the details for this and will include him.

A resident spoke about speeding vehicles on Bromley Road. There was a discussion around Speedwatch not being able to operate on Bromley Road and that a VAS was installed but any cars are lighting it up regardless. Cllr Bell will contact a police officer to come and speedcheck Bromley Road. We did used to have a PCSO but she has moved on and we don't know who the replacement is.

A resident asked if Grange Farm Road has been adopted by Essex Highways. As far as we know it's a private road that residents will contribute towards.

The clerk is to find out who owns the road.

A resident reported that the dog bin on Bromley Road is full up. The clerk is to report this to TDC.

20/007 County Councillor report

The written report was e-mailed to the council.

20/008 District Councillor reports.

Cllr Wiggins:

- Meetings at the District Council have resumed.
- They are still getting calls about recycling boxes
- They are unclear on the budget increase for 20/21
- They will attend an all members briefing
- There is a Sport England Pilate Scheme

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- Cllr Scott spoke at the TDC planning committee meeting with reference to the Church Road application.
- They have been invited to speak to the scouts to explain what they do.

Cllr Scott:

- Has sent information regarding Clacton Road car park to Jon Hamlet.

20/009 New Community Centre Committee

i) An update from the committee meeting of 2nd January 2020.

Cllr Beard: The committee had been waiting to hear about the Church Road planning so had not met for a few months. It discussed attendance at the below meeting. There are councillor and public vacancies on the committee.

ii) A report from the TDC planning committee meeting of 14th January regarding PLANNING APPLICATION – 18/01884/FUL – LAND TO THE WEST OF CHURCH ROAD ELMSTEAD CO7 7AW.

Cllr Beard, Mr Fairweather and Cllrs Scott and Wiggins were at this meeting. Cllr Beard spoke on behalf of the PC and Mr Fairweather on behalf of the New Community Centre Committee. The planning was passed with a £400k contribution to the new community centre. Cllr Beard argued that the education contribution of £172k was too high and asked about the £72k for school transport to the Colne, but both contributions were agreed. We asked for clarity around the allotments and the response was that they would make sure the sec 106 agreement specifies the quantity.

The developers want to start as soon as possible, and we expect to see them start in the next 2-3 months.

iii) To discuss a team (up to 6) to participate in the wine and wisdom quiz at the Community Centre on Saturday 1st February at 7pm. The event is to raise funds for the new community centre.

It was discussed that a council team with Cllr Beard, Cllr Gray plus 1, Cllr Walsh plus 1 and Mrs Anderson from the NCCC will attend.

20/010 Planning Update Determinations

i) 19/01596/FUL Grange Farm Bungalow Clacton Road Elmstead. Erection of two detached dwellings and associated car parking. Refusal - Full

ii) 19/01545/FUL Arundel 8 Wheatlands Elmstead Colchester Essex CO7 7EW. Proposed demolition of existing lean-to, erection of new ground floor rear extension and conversion of existing small garage area to front. Approval – Full

20/011 Neighbourhood Plan (NHP)

An update and to discuss next actions.

Cllr Fairey: Has e-mailed Sarah Sapsford requesting that she come to talk to us about this but has not heard back. There is nothing else to report.

20/012 Local Highways Panel – bollards to be installed outside Dormers, Clacton Road

The original outcome from the LHP application was that it was deemed feasible to install 5 bollards. However, upon further investigation from the LHP design team, it has been identified that approximately 8 bollards would be required in order to prevent vehicles from driving or parking along the footway. The bollards would be approximately 2 meters apart, and would leave approximately 1.4 meters of available width for pedestrians to pass. The LHP has pointed out that with the current condition of the footway there are two options:

i) Install the 8 bollards as per the drawing attached. This would be installed within the 19/20 financial year with the Direct Delivery gang.

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- ii) *Amend the scheme to “design only”, investigate the possibility of raising the footway, and undertaking potential patching or resurfacing with the view to construct within the 2020/21 financial year.*

Mr T Eng (LHP) liaison officer) has offered to meet the council on site if it wishes. The LHP would like confirmation that we wish the scheme to proceed (having obtained feedback from the residents) and which option we would like to take.

Cllr Bell has spoken to the residents who are in favour of the scheme. They were concerned though that a raised footpath would create a run off of water down to their house, as Dormers is set down. Cllr Bell told her that the path would slope.
Cllr Gray asked if the bollards are on the road or footpath, would they stop the buses pulling in? We looked at the drawing. Cllr Beard said that if we are in favour we can add a comment re not blocking the buses.
After discussion it was resolved in favour of option ii) to install the bollards and look at footway improvements at the same time.
Proposed: Cllr Beard, Seconded: Cllr Walsh, all in favour.

20/013 Climate Emergency

- i) *Does the council wish to declare a climate emergency? What actions does the council need to take?*

It was discussed that Cllrs Ward, Charnick and Walsh would be interested in forming a working party. They will try and meet before the next PC meeting so that they can put ideas forward.

Cllr Ward added that there will be money available soon and that we may also be able to raise funds for the new community centre for eco-friendly ideas.

- ii) *To discuss the possibility of a tree planting plan.*

Cllr Scott: TDC has agreed to put £150k towards climate change and has a working party. Cllr Coley is chair of the committee and will be sending letters to local councils asking for suggestions of land where trees may be planted.

20/014 The naming of Elmstead roads after local residents.

The Parish Council has been asked to consider local residents who warrant recognition.

Mrs Polly Lewis, who runs the local history group. Spoke about local people who did so much for the village in various ways that it would be good to commemorate them. Chris Tolley wrote a local history book for which we are extremely grateful to him. His family has lent the group 3 large boxes of village memorabilia.

Vera Norfolk was well known and came from a prominent family. She was the school mistress of the Primary School when it was run in the community centre.

Gerty Hart was given the BEM (British Empire Medal) for services to the village. Her husband Gary was a blacksmith who worked out of the Forge. Other people who deserve recognition were discussed: Tony Vaughn, Andrew Chatto and Fred Baxter.

Mrs Lewis will contact TDC to ask about the process for getting streets names. Cllr Beard will speak to Mr Tedder (Go Homes) when they meet next week about the new community centre, as the Charity Field development will have streets to be named.

If anyone has any other names they would like to be considered pass them on to the clerk.

20/015 Council website

To consider 3-4 options. See report.

The clerk went through the report which gave 4 options. We have heard from a council using one of the “build your own” websites to say that they would not meet accessibility criteria and so they are having to change to another service. This could be an issue with the other build your own options.

It was discussed that the build your own sites would take more of the clerk’s time, to transfer files, to set it up and to ensure GDPR and accessibility compliance.

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There is a free service similar to the one currently used but the disadvantages are that there is no direct technical help, it may lose its funding in the future and the clerk will need to spend some time moving data and ensuring compliance.

Parish Council Websites sets up the website, transfers the data and ensures compliance.

They have offered a reduced cost of £225 to set up the website and £200/year to host (which includes the .org.uk domain name).

Councillors wanted to know: Can they measure hits, can they boost ratings, can we advertise events, how long is the contract for?

It was resolved that the council is in favour of Parish Council websites.

Proposed: Cllr Brennan, Seconded: Cllr Walsh, 9 in favour, 1 against.

The clerk is to follow up on the questions raised.

20/016 Finance Committee – 2020/21 Budget and Precept and internal auditor.

- i) *To hear a recommendation from the finance committee for the 2020/21 budget and the amount of precept to set for 2020/21. To agree a budget and precept for 2020/21.*

The council viewed the proposed budget and ready reckoner on screen. The total budgeted expenditure is £37,840 which gives an average band D property tax increase of 3.5% (£1.79/year). It was resolved to approve the proposed budget and precept request.

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

Cllr Beard thanked the finance committee for their work on this.

- ii) *To hear a recommendation from the finance committee regarding our internal auditor for 2019/20.*

The finance committee recommended that we retain our current auditor, Mrs J Stobart, for the financial year 2019/20. The council resolved to agree this.

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

- iii) *Any further update from the Finance Committee Meeting held 8th January 2020?*

The committee reviewed the 3rd quarter summary and it is going well. Most items over 75% of budget are one-off items, or have a specific reason but overall expenditure is less than 75% of the total budget.

20/017 Finance

To look through the finance report and approve the payments for January. See appendix 1.

It was resolved to accept the finance report and approve the payments. Proposed: Cllr Bell, Seconded: Cllr Fairey, all in favour.

20/018 Communications *Items of interest for inclusion in our March Upmarket report in addition to the report of meeting.*

Mrs Routledge reminded Cllrs Brennan and Williams that the article need to be with Upmarket by the 7th.

20/019 Items for next agenda or for information only

It was reported that there has been a break in on Elmcroft.

Cllr Brennan asked for the NEGC to be on the next agenda, Cllr Beard added that it would be good to have a NEGC champion on the council.

The clerk was asked to chase Carlo on the councillors' feedback to the NEGC meeting held in Elmstead. Also to ask Carlo to attend the next meeting and give a 10 minute update.

Cllr Brennan added that she has been speaking to Bernard Jenkin MP who has offered to attend a PC meeting and talk about the NEGC.

20/020 Date of next meeting

The next meeting will be held on 20th February 2020 at 7pm.

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20/021 Exclusion of press and public

To resolve that pursuant to S.1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting be closed to the public and press for the following items of business.

The above was resolved. Proposed: Cllr Beard, all in favour.

The following is excluded from public Minutes.

20/022 Staff salaries

To consider the recommendation of the Finance and Personnel Committee following on from the staff appraisals with respect to the clerk's and handyman's salaries for the year 2020/21.

Cllr Bell discussed Mr Dingwall's appraisal and the salary recommendation from the committees to move Mr Dingwall from SCP 9 to SCP 10. This was approved.

It was suggested that we invite Mr Dingwall to the annual PC meeting to thank him officially for his work.

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

The council discussed the committees' recommendation to move Mrs Baxter from SCP 16 to SCP 17. This was approved.

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

The meeting closed at 9.23pm.

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

Minutes written by Mrs. A Baxter

Contact: 01206 827139

Signature

Date