

**Minutes 19<sup>th</sup> March 2020**  
**Meeting of Elmstead Parish Council**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

Present: Councillors Paul Beard (Chair), Amanda Brennan, John Gray (Vice Chair), Martine Ward and Gill Williams.

Also Present: Mrs Baxter (clerk) and 7 members of the public.

District Councillors Gary Scott and Ann Wiggins

Absent: Cllrs Nick Bell, Ali Charnick, Pam Cowell, Sally Fairey, Stephen Walsh,

**20/051 Chairman's welcome.**

Cllr Beard explained that as councillors at risk have been asked to stay at home there are not many councillors present tonight. The meeting has been kept in place to establish the protocol for not having meetings due to the Coronavirus disease and also importantly to discuss the Elmstead Mutual Aid Group.

**20/052 Apologies for Absence.**

Cllrs Bell, Charnick, Cowell, Fairey and Walsh sent their apologies.  
County Councillor Guglielmi also sent his apologies.

**20/053 Declaration of Pecuniary Interests and Personal Interests.**

None.

**20/054 Approval and signing of the minutes from 20<sup>th</sup> February 2020.**

It was resolved to accept the minutes from 20<sup>th</sup> February 2020 as true and accurate.  
Proposed: Cllr Beard, Seconded: Cllr Ward, all in favour.

**20/055 To receive an update about the progress of resolutions from the last meeting of the Council on 20<sup>th</sup> February 2020 not covered in this agenda.**

The clerk has included comments on the draft agenda. Nobody had any questions.

**20/056 Public Speaking**

None.

**20/057 County Councillor report.**

Not present.

**20/058 District Councillor reports.**

**Cllr Scott:**

Went to Felixstowe Council with Cllr Wiggins to meet their environmental services people to talk about how they handle waste.

Ian Davidson is sending regular Covid-19 updates to District Cllrs, Cllr Scott will pass these on.

TDC offices are closed as of tomorrow, Weely are closed now. Public facilities are open at present, this is being reviewed daily.

There will be a meeting tomorrow with party leaders, they will pass on any updates to us. They met with Lanswood, Cllr Gray attended this meeting too.

The public are contacting TDC with concerns about vulnerable people. The public are welcome to contact Cllr Scott or Cllr Wiggins with concerns.

There will be no planning committee meetings at Weeley, Ewan Green is seeking guidance on dealing with planning applications. New applications may be asked to delay.

TDC enforcement has been to Market Field School to review the size of the extension.

TDC Careline is still operating 24 hours a day.

**20/059 Planning Committee update**

*Report from Planning Committee meeting 12<sup>th</sup> March 2020.*

Cllr Gray: There was an application to widen the access route and reposition the units for the development north of Meadow Close. Our response was that the new section 106 has to provide the same contribution to the crossing for Colchester Road.

Signature .....

Date .....

**Minutes 19<sup>th</sup> March 2020**  
**Meeting of Elmstead Parish Council**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

The same development had an application for a 30% reduction for the TPO trees, we asked for a better drawing and for the applicant to use compass points rather than “left” to indicate position.

There was an applications for changes to some house layouts at Charity Field, we made no comment.

There was an application to increase the operating hours at the waste station on the A120. We responded that we were concerned about the additional HGV traffic on Tye Road during these additional hours.

**20/060 Transport Representative**

*Mrs Routledge is standing down as transport representative of the council and has provided a report of the meeting 6<sup>th</sup> March 2020. To elect a new transport representative.*

This item was held over as so many councillors were absent. The next transport meeting is in October. The clerk informed the council that Cllr Bell has offered to take on this role.

**20/061 Great British Spring Clean – A Spring Litter pick**

*To make arrangements for a spring litter pick.*

This item was held over as a litter pick is not feasible at the moment due to Coronavirus.

**20/062 Council website**

*To consider any decisions to be made for the website to be provided by Parish Council Websites. Does the PC wish for some councillors to have their photos and bios on the website or for all councillor profiles to be the same without photos and bios.*

No photos are to go on the website for now, we’ll decide at a later stage. Cllr Beard will get back to me with his comments on the website.

**20/063 VE75 Celebrations**

*To consider options raised at the last meeting to mark the VE75 celebrations to be held 8<sup>th</sup> May – 10<sup>th</sup> May. These include a raised or angled flowerbed in red, white and blue, red and blue lighting and flying the flag.*

This was not discussed as no information was available from councillors not in attendance.

**20/064 RCCE Essex Village of the Year Competition**

*Closing Date April 24<sup>th</sup>. Does the council wish to take part? The entry form is a written explanation of what makes your village special, maximum 500 words.*

Cllr Ward will have a look at the entry form, but check with RCCE first to see if the competition will still be running.

**20/065 COVID-19**

- i) To review for approval a High Consequences Infectious Disease Policy which includes a scheme of delegation to help manage risks and to ensure minimal disruption to the work of the council if councillors are not able to attend meetings and committees.*

It was resolved to approve the above policy in light of the current situation with Coronavirus and that this policy would be enacted at the end of the current meeting.

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

- ii) To review whether there are any critical services and functions and how they would continue in the case of staff absence.*

It was discussed that depending on whether the absence is short term or long term there are 3 options; do nothing, use contractors or use volunteers. A contingency plan is to be looked at for the future.

- iii) Supporting the local community. How may the council inform and support residents?*

A voluntary group called Elmstead Mutual Aid is being set up with support from the Parish Council. Go Homes has offered to print a leaflet to go to every house in the village with

Signature .....

Date .....

**Minutes 19<sup>th</sup> March 2020**  
**Meeting of Elmstead Parish Council**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

information about the voluntary services for those self-isolating. The contacts on the leaflet will be Mrs Baxter (the clerk), Cllr Ward, Amanda Bedford and Emma Rawlings.

The second side of the leaflet will include a variety of businesses who are able to take payment over the telephone and make deliveries.

Mrs Bedford has spoken to Budgens and the doctor's surgery regarding how we can deliver groceries and prescriptions. Budgens will take orders and payment over the phone before midday and a volunteer may collect them after 3pm to deliver. This way we can reduce the risk of transferring money back and forth.

The question was raised as to residents who are not able to make payment by phone. Mr Shaikly of Lanswood Ltd offered to give £500 credit to Budgens for those situations.

We can take prescription requests to the surgery and take prescriptions to residents if we have a letter from the resident giving permission.

It was discussed that collecting pensions would not be appropriate. Mrs Routledge said that the majority of pensioners get their pensions paid straight into their accounts.

Cllr Ward has set up an Elmstead Mutual Aid Facebook group. Mrs Baxter is an administrator and Mrs Gozzett is to be added as an administrator.

Mrs Rawlings will set up a WhatsApp group.

The next steps are to get the leaflet printed by Go Homes and to organise volunteers to deliver it to all households.

Cllr Gray left the meeting.

**20/066 Councillor Training**

*Feedback from*

- i) *New councillor training on 10<sup>th</sup> March at EALC attended by Cllrs Brennan, Cowell, Fairey, Walsh and Williams.*
- ii) *CIF (Community infrastructure funding) training at EALC attended by Cllr Ward.*

This was held over dues to the number of councillors absent.

**20/067 Communication by e-mail**

*To discuss improvements that can be made to e-mail communication.*

This was held over dues to the number of councillors absent.

**20/068 Finance**

- i) *To look through the finance report and approve the payments for March. See appendix 1.*

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

- ii) *Mower insurance – an update on the renewal.*

The clerk reported that the renewal cost from Zurich was £302.12. The clerk requested 2 quotes from other providers and only one responded in time. This was with Came and Co. for £139.60. The company comes well recommended from other clerks so the clerk purchased the insurance from Came and Co.

- iii) *To review clerk's hours worked so far in March.*

The clerk has worked additional hours in March due to the new website, Coronavirus information and policy, other governance (see item 069) and the Elmstead Aid leaflet. It's likely that there will be 10 hours over and above the usual contracted hours including the allowed 6 hours of overtime. It was resolved to pay the clerk for 10 additional hours of overtime for March.

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

**20/069 Governance**

- i) *To approve a Training and Development Plan.*

The clerk is to re-send this policy to everyone.

Signature .....

Date .....

**Minutes 19<sup>th</sup> March 2020**  
**Meeting of Elmstead Parish Council**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

ii) *To approve a lone worker policy.*

Cllrs Brennan and Williams will look at simplifying this policy.

iii) *To approve a publication scheme.*

It was resolved to approve the publication scheme. Proposed: Cllr Beard, Seconded: Cllr Williams, all in favour.

iv) *Risk assessment – to review the current version and approve any changes.*

The risk assessment now includes a section on infectious disease.

It was resolved to approve the risk assessment with the following changes: To remove the reference to Cllr Routledge and to show that the asset register was fully updated.

v) *Health and Safety – to review the current H&S statement and policy and fire safety policy and approve any changes.*

The statement and policies were approved with no changes. The clerk is to review with Cllr Gray as the health and safety officer to confirm they are being implemented.

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

**20/070 Communications** *Items of interest for inclusion in our May Upmarket report in addition to the report of meeting.*

None.

**20/071 Items for next agenda or for information only.**

It is very unlikely that there will be any meetings in April. This will disrupt the usual grants procedure for giving grants to village organisations. The clerk is to inform organisations that this is on hold.

The clerk is to contact Cllr Cory regarding the meeting he was trying to arrange to discuss Dene Park.

**20/072 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.*

**20/073 To discuss the ratification of trustees of a local organisation.**

It was resolved to make the ratification requested.

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

**20/074 Date of next meeting**

Meetings are currently suspended.

**The meeting closed at 9.24pm.**

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

**Minutes written by Mrs. A Baxter**

**Contact: 01206 827139**

Signature .....

Date .....