

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

Present: Councillors John Gray (Chairman), Nick Bell, Amanda Brennan, Michael Hare, Maxine Jeggo, Martine Ward and Gill Williams.

Also Present:

District Councillor Gary Scott

Mrs Baxter (clerk), Mr A Vickers (Spokesperson for the Crockleford and Elmstead Action Group)

Absent: Sally Fairey

**20/204 Chairman's welcome.**

Cllr Gray welcomed everybody.

**20/205 Apologies for Absence.**

Cllr Sally Fairey sent her apologies. District Councillor Ann Wiggins sent her apologies.

**20/206 Declaration of Pecuniary Interests and Personal Interests.**

Cllr Gray declared a personal interest in item 20/219 (Finance Report) as he is an Elmstead British Legion committee member.

**20/207 Approval and signing of the minutes from 15<sup>th</sup> October 2020.**

It was resolved to accept the minutes from 15<sup>th</sup> October 2020 as true and accurate.

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

**20/208 To receive an update about the progress of resolutions from the meetings of the Council on 15<sup>th</sup> October 2020 not covered in this agenda.**

There were no updates on resolutions in progress that were not on the agenda this evening.

**20/209 Public Speaking**

None.

**20/210 County Councillor report. Written report – a short verbal report.**

County Councillor was not present. Please see his written report on the PC website at <https://www.elmsteadparishcouncil.org.uk/meeting-reports>.

**20/211 District Councillor reports. Written report – a short verbal report.**

Report given after late arrival.

Cllr Scott warned of an increase in scams, one Elmstead resident has asked for assistance as they are experiencing extreme levels of harassment.

It was raised that there have been attempts of people trying to get into gardens saying they are looking for telegraph poles or reading meters.

Please see the written report on the PC website at

<https://www.elmsteadparishcouncil.org.uk/meeting-reports>.

**20/212 North Essex Garden Community and A120/A133 Link Road**

*An update from the NEGC Working Party to include;*

*1) An update on asking residents of Colchester Road to display signs. To review/agree costings for the signs.*

Two costs were given, £19.55 per board and £15/board. This is on a like for like basis, double printed waterproof signs. It was resolved to purchase 10 at £15 per board.

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

District Cllr Scott arrived.

*2) To discuss responses to the letter to Gary Guiver regarding reports that the master plan for the Local Plan is being worked upon.*

Cllr Williams: We sent a letter to Mr Guiver and he replied to say that he didn't know anything about master planning going on. We received a letter back from Cllr Guglielmi and we responded to that. We were hoping he would be here his evening to discuss.

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The clerk is to ask Cllr Guglielmi for a response to the letter.

3) *The purchase of new banners to replace those that were defaced.*

The chairman and clerk have authorised the expenditure to purchase new banners. They will also say "Protect our buffer zone".

Mr Vickers (CEAG): The buffer zone will have an implication for the residents in the development area outside of the buffer zone as housing will need to be denser.

Councillors responded that we are talking to the affected families regularly and that we are not asking for the border of the development to be pushed back, but to remain where it was to start with.

Cllr Scott supports our buffer zone and agrees that it is needed, but advised us to be realistic as the other sides also want a buffer zone and 7,000 plus houses need to be built.

**20/213 Colchester Road Crossing**

*An update on the application to the LHP for top up funding for the crossing now that Elmstead PC are providing the funding for the design costs (via the Lanswood section 106 agreement). What does the council need to do to access the Lanswood funds?*

*To discuss whether it is possible to seek alternative funding through grants in case the LHP refuses the application.*

*To discuss the designating of 2 councillors to pursue funding for this project.*

Cllr Gray had met with Darrin Shakily (Lanswood) and Chris Board (planning consultant) about how the £15,000 for the crossing design costs can be released. The bad news is that because of a change in planning officer on this application the amount was missed off the s106 required amounts. Mr Shakily will contact Cllr Guglielmi and will use his own consultant and highways engineer to do the design, this will be a quicker process. It needs to be checked whether this is an acceptable process.

Cllr Scott advised that we need to get the design to the Local Highways Panel (LHP) before the next financial year.

It was resolved to write a letter to Mr Shakily requesting Lanswood to instruct their highways engineer to undertake the design.

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

A plan B for funding is needed in case the LHP refuses our application. Cllr Scott suggested writing to all businesses in Elmstead asking for funding. Cllr Ward will send an e-mail about raising funds.

**20/214 Neighbourhood Plan**

1) *An update on the designation of the NHP border.*

The application for the Elmstead Neighbourhood Plan boundary to be the same as the Parish boundary has been approved by the Corporate Director for Economy and Place (TDC). We are awaiting formal notification.

2) *A report from meetings with planning consultants.*

It was reported that the working party has met with a further two consultants and that their preferred consultant is Neil Homer of Oneill Homer. It was resolved on recommendation from the working party to engage Oneill Homer for the neighbourhood plan.

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

3) *To constitute a Neighbourhood Plan Steering Group and decide on terms of reference.*

The constitution of the steering group is to be discussed by the working party who will work on the NHP until the steering group is ready to go. The next meeting will be Tuesday 24<sup>th</sup> November at 7pm.

4) *To discuss applying for the available funding.*

It was resolved for the clerk to make the application for funding.

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

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**20/215 Grants**

*An update on applications for grants for local community groups for 20/21.*

The grants have been advertised in the December Upmarket and all previous applicants will be sent application forms, with a deadline of 31<sup>st</sup> December to make their application. The grants will be decided in the January PC meeting and group representatives invited to the virtual February meeting to be awarded their grants.

**20/216 War Memorial**

*Does the council agree to have ownership and responsibility of the Elmstead War Memorial transferred from the Elmstead British Legion/War Memorial Committee to the council? To consider any implications for the council, financial and otherwise.*

Cllr Gray spoke to Mr Horgan, the treasurer of the Elmstead British Legion who said that they have paperwork that shows that the memorial has been passed over to the council. So far we have found no record that this was agreed by the council. The clerk is to check through the British Legion file for more information.

If we take it on we are responsible for the maintenance and insurance. It was suggested that it should be assessed for structural stability. The clerk is to check with our insurance company if there are any requirements for insurance, such as a structural assessment. There is funding available for war memorial maintenance.

**20/217 Community Centre Car Park**

*To discuss a complaint received regarding problems parking in this car park.*

Cllr Gray and Mr Fairweather met with Mr Smith (Market Field School) who explained that due to Covid more parents are driving and needing somewhere to park. They have been experiencing harassment in the Community Centre car park. It was discussed that perhaps the parents could use the parking outside Mr Pools, but there may be an issue with insurance.

Cllr Gray and Mr Fairweather measured the car park and calculated that we can fit 20-24 vehicles in if we mark out white lines.

It was resolved for the council to purchase white paint for £50 for Mr Fairweather to mark out white lines in the car park to alleviate the issues.

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

Mr Fairweather will keep an eye on the parking.

**20/218 Weight Restriction Requests**

*The council previously requested weight limits on Tye Road and School Road. Is there any update?*

There was no update.

**20/219 Finance**

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

It was resolved to accept the finance report and approve the payments. Proposed: Cllr Ward, Seconded: Cllr Williams, all in favour. As part of the finance report it was agreed to include a £50 donation to the Royal British Legion.

**20/220 Playing Field – Football**

*To consider a request from Stillwaters FC to use the field for home games and training sessions. They play in the Essex and Suffolk Border League. The training would usually be one Saturday a month and the home games are two or three times a month and usually on a Saturday. The season runs until April 21.*

*To consider the hire charges and responsibilities of the council to include equipment, pitch quality, insurance, and a contract, anything else?*

Cllr Gray spoke to Mr Smith (Market Field School). The school holds all the equipment; goals and corner posts and maintains the field. They do that anyway so there will be no cost to us and he wouldn't expect a share of any income.

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We've also heard from Reed Hall Sentinels who have youth clubs from under 8s to under 16s. They would like to hire the pitch every Sunday from 9.15 – 2.30. They will sometimes use a full pitch, sometimes half pitches for the younger ones. The field would have to be marked out to FA requirements though which can be very expensive. The issue of access to toilets was also raised.

Further investigation is required into the marking of the pitch and access to toilets.  
To include this item on the next agenda.

**20/221 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 item 20/222.*

This was not necessary as the member of public had already left.

**20/222 Charity Field Open Space Provision**

*To review quotes received for the above. To discuss the preferred provision with quotes to send to Tendring DC for the purposes of the Lanswood section 106 agreement.*

Three tenders have been sent to three companies, but we only have a full quote from one of the companies so far. The provision looks good and includes a double MUGA but is more than the section 106 agreement amount. It was noted that it covers all generations.

The quote was net of VAT, and that was raised as an issue. The s106 funds will cover the net cost, how will the council pay for the VAT before it can be reclaimed?

The clerk raised that she thinks there are additional requirements for the procurement procedure because of the cost of the provision. The clerk is to check this with EALC.

Richard Barrett at TDC may be able to help with the VAT and contracts requirements.

The s106 agreement needs to be agreed within 6 months but nothing will happen this side of Christmas.

The quote we currently have is top of the range, we'll follow up on a quote for a middle of the range provision.

**20/223 Playing Field – Play/Trail Equipment**

*Market Field School has a £25,000 budget for a significant project on the playing field. To discuss their ideas following on from a meeting with Cllr Gray.*

It was discussed that it would be preferable if the project does not duplicate the provision to go onto Charity Field. We need more details on what it will be and how much room it will take. Cllr Gray will speak to Mr Smith.

**20/224 Items for the next agenda or for information only**

The Tye Road/School Road weight restrictions and the war memorial. As it is our Christmas meeting it was suggested that we all wear something festive.

It was raised that there is a missing tree on the North Green, which is the elm that died. The clerk will check the correspondence to see if a replacement has been offered.

**20/225 Items for the January Upmarket Article**

Scammers, council vacancies, the Neighbourhood Plan Steering Group and the need for diversity on it.

**20/226 Date of next meeting**

The next meeting will be held on the 17<sup>th</sup> December 2020 at 7pm.

**The meeting closed at 9.49pm.**

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

**Minutes written by Mrs. A Baxter**

**Contact: 01206 827139**

Signature .....

Date .....