

**Minutes of On-line Meeting on 21<sup>st</sup> January 2021**  
**Meeting of Elmstead Parish Council**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

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

Also Present: District Councillors Ann Wiggins and Gary Scott (for part of meeting)

Absent: Cllr John Gray

**21/001 Chairman's welcome.**

Cllr Brennan welcomed everyone.

**21/002 Apologies for Absence.**

Cllr John Gray sent his apologies due to illness. Cllr Brennan wished him a speedy and full recovery.

County Councillor Guglielmi sent his apologies as he was attending another meeting.

**21/003 Declaration of Pecuniary Interests and Personal Interests.**

None.

**21/004 Approval and signing of the minutes from 17<sup>th</sup> December 2020.**

It was resolved to accept the minutes from 17<sup>th</sup> December 2020 as true and accurate.

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

**21/005 County Councillor report. Written report – a short verbal report.**

See PC website for written report at <https://www.elmsteadparishcouncil.org.uk/meeting-reports>.

No verbal report as Cllr Guglielmi was not in attendance.

**21/006 To receive an update about the progress of resolutions from the meetings of the Council on 17<sup>th</sup> December 2020 not covered in this agenda.**

The clerk has not checked on the movement of lorries from the gravel extraction in Alresford. Cllr Brennan has offered to do this, the clerk will send the details of the planning application.

There has not been a meeting between Reed Hall FC, Cllr Gray and Market Field School yet.

**21/007 Public Speaking**

No public in attendance.

**21/008 District Councillor reports. Written report – a short verbal report.**

See attached for written report.

Cllr Scott: Has requested that Elmstead PC gets full information on the Garden Community. Gary Guiver (TDC) said that he will make sure the council is kept informed. Cllr Nick Turner now sits on the GC Steering Group and will keep our District Councillors informed.

**21/009 North Essex Garden Community and A120/A133 Link Road**

- i) An update on asking residents of Colchester Road to display signs and the reinstatement of the banners.*

This is on hold until the signs can be installed safely. All banners have been reinstated. Cllr Ward will see if there is anything on the Bromley Road junction that a banner could be attached to.

- ii) An update on actions following the meeting between Bernard Jenkin MP and Elmstead residents.*

Cllr Brennan has been contacted by the residents wanting a resolution. This has been passed onto Sir Bernard Jenkin MP and Cllr Brennan is chasing him frequently.

- iii) To discuss attendance at the TDC meeting on 26<sup>th</sup> January where Section 1 of the Local Plan is on the agenda for formal adoption.*

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It's too late to put questions in, the deadline was the 14<sup>th</sup> January, but the date wasn't advised until the 15<sup>th</sup> January. Cllr Scott will look into this. We have not received an update from Cllr Guglielmi.

**21/010 Colchester Road Crossing**

*An update on the application to the LHP for top up funding for the crossing and on the design for the crossing to be done by Lanswood's Highways engineers.*

*An update on the sourcing of alternative funding.*

The council was updated that EH are now saying that there needs to be a viability survey before the design work can start. Cllr Guglielmi has submitted another LHP application to trigger the survey.

The clerk is to send the current status to Cllr Scott. The clerk is also to send the current status of the weight limit requests for Tye Road and School Road.

**21/011 Neighbourhood Plan**

- i) *An update on the meeting with Oneil Homer planning consultancy on 18<sup>th</sup> January 2021 and their visit to Elmstead.*

This meeting was postponed until the 25<sup>th</sup> January. Neil Homer will be visiting Elmstead next week and Cllr Brennan will walk around with him.

- ii) *An update on the application for funding.*

The application has been submitted and we are waiting for a response.

- iii) *To consider approval for a flier to be distributed to the village, as recommended by the NHP working party.*

The flier wording was agreed by e-mail and is at the printers, ready to be collected and taken to Upmarket tomorrow for distribution in the village magazine.

- iv) *To consider approval for a facebook page for the Neighbourhood Plan.*

It was resolved to approve the above. Proposed: Cllr Ward, Seconded: Cllr Jeggo, all in favour.

- v) *To constitute a Neighbourhood Plan Steering Group. To consider the holding of a virtual meeting for residents who are potentially interested.*

The above was resolved and the terms of reference approved. It was also approved to give the Steering Group a £200 budget. The virtual meeting will be held on the 28<sup>th</sup> February at 7.30pm and details of this are on the flier.

**21/012 Weight Restriction Requests**

*The council previously requested weight limits on Tye Road and School Road. Any update?* Cllr Brennan has had no update from Sir Bernard Jenkin MP.

Cllr Scott: Part of the B1027 is now a PR1 road which will have an impact on weight restrictions and may impact on School Road. It was a PR2 road which is a lower category with less restrictions.

**21/013 Elmstead Mutual Aid**

*To consider the approval of making a grant application to ECC on behalf of the Mutual Aid group.*

Cllrs Scott and Wiggins each get a £1,000 Covid fund and can give Elmstead £250 each towards the Mutual Aid and Community Larder Group. The clerk is to send an e-mail request which they will forward to Richard Barrett for the funds to be released. Cllr Jeggo will add information regarding the Community Larder to the Upmarket article.

Cllr Scott: some councillors can be food bank voucher holders and use them to help people in their area. Cllr Williams will send the phone number of the Colchester food bank to Cllr Scott to follow this up.

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**21/014 Planning Committee**

*An update from the Planning Committee meeting held on 14<sup>th</sup> January 2021.*

Cllr Brennan: there were only two applications to note; the Grange Farm application on the site where an appeal was approved. The Tye Road application for further changes to the planning details.

Cllr Scott added that he had received notification of the change to a name of one of the roads in the Tye Road development, which will now be called Barley Lane.

**21/015 Finance Committee**

*i) An update from the Finance Committee meeting held on 15<sup>th</sup> January 2021.*

The committee compared the year to date expenditure to the budget and the council is performing well so far. It has spent 65% of its annual budget.

*ii) To consider the approval of Mrs Stobart to perform the internal audit for 2020/21.*  
It was resolved to approve the above. Proposed: Cllr Bell, Seconded: Cllr Ward, all in favour.

*iii) To consider the recommendation of the Finance Committee for the approval of the grants for 2020/21.*

It was resolved to approve the recommend grants. Proposed: Cllr Bell, Seconded: Cllr Ward, all in favour.

**21/016 Finance**

*i) 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 Ward, all in favour.

*ii) To consider the purchase of laptops or tablets to be PC owned but for the use of councillors where necessary for council business. To consider the purchase of a replacement laptop for the clerk.*

It was resolved to purchase a new laptop for the clerk with a budget of £600. There are sufficient funds in the office renewals reserve.

It was also resolved to purchase 2 PC laptops for council business with a combined budget of £600.

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

**21/017 VAT and procurement advice for the purchase of outdoors equipment to be funded by a planning development.**

*An update on the above and to consider the engagement of a specialist to give the council VAT advice.*

The clerk contacted 3 specialists, and got one quote back for hourly rates. One specialist called and gave the clerk free advice though as the situation was fairly simple from a VAT perspective. The council will be able to reclaim VAT for any equipment to be provided for no charge. If there is a charge for use, for example for the MUGA, then as long as the council is leasing the equipment to the Community Centre Charity for a peppercorn rent and it is the Community Centre who is charging the fee the council can reclaim the VAT. If it is the council charging the fee then it is no longer a non-business activity and the council should seek further advice on whether it can reclaim the VAT.

**21/018 Potholes on Alresford Road**

*Potholes on a bend in Alresford Road are causing drivers to drive on the wrong side of the road to avoid them.*

Cllr Brennan: People are driving on the wrong side of the road to avoid the potholes, it's really dangerous. Particularly as there are so many more walkers and cyclists.

Cllr Scott: Someone has inspected the road and doesn't think that the potholes are deep enough.

The clerk is to send an e-mail to Essex Highways. Cllr Brennan would be happy to meet someone from EH.

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Cllr Bell asked if we could also report the potholes on Bromley Road.

**21/019 Review of Written Work**

*To discuss the process of the reviewing of councillor written work and clerk's minutes.*

Councillors receive a lot of e-mails so the clerk is to do the spelling/grammar check on any councillor work to be sent, and councillors can focus on reviewing work for content. Any grammar/spelling changes to only be sent to the clerk.

**21/020 Items for the next agenda or for information only**

Cllr Ward: The weight limits on Tye Road and School Road

Cllr Bell: The Colchester Road crossing.

**21/021 Items for the March Upmarket Article**

No additional items.

**21/022 Date of next meeting**

The next meeting will be held on the 18<sup>th</sup> February 2021 at 7pm.

**The meeting closed at 8.56pm.**

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

**Minutes written by Mrs. A Baxter**

**Contact: 01206 827139**

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**District Councillor Report for Elmstead Parish Council – January 2021**

Happy New Year to everyone.

Tendring has given out support £38m grants to businesses so far throughout the TDC area. Businesses are being encouraged to apply via the TDC website.

We had an All Members Briefing on Covid last night with Dr Mike Gogarty the Director for Public Health for Essex and Pam Green from the Clinical Commissioning Group. Dr Gogarty told the meeting that all Care Homes would be vaccinated by this coming Sunday. TDC is now below the national/regional average in numbers of cases and we were urged to carry on being vigilant.

At the AMB Valerie Cummings Newell from the Office for National Statistics (ONS) gave us a presentation on the 2021 Census which would be carried out – this will be the first year that it can be filled in on line from the beginning of March. Notices will begin coming out at the beginning of February. If residents do not complete their Census Return online or on paper they will be visited by Officers from the ONS towards the end of April into early May. Failing to complete the return will result in a £1,000 fine.

The ONS are hoping to get a 98% return rate on completed surveys and we were assured the meeting that everything would be confidential and information would not be released until 2121.

At Cabinet before Christmas Section 1 of the Local Plan was approved. For Section 2 the Government has appointed two different inspectors to look at the plan and there will be a consultation. On the TDC website there is more in depth information at [www.tendringdc.gov.uk/localplan/section2](http://www.tendringdc.gov.uk/localplan/section2)

Gary attended the two day meeting of the Resources and Services Committee to discuss the 2021-2022 Budget. The Heads of Service and Portfolio Holders were in attendance to answer questions from Committee Members.

Cabinet discussed the amount of scam calls being received relating to Covid tests – please be very wary.

At Planning and Planning Policy it was confirmed that ECC would be putting in an application for the Link road sometime this year for A120-A133 link.

We will be attending Full Council next week.

**Elmstead Market**

We have visited new residents and given out recycling boxes.

Gary received an email regarding planning issues.

Gary has forwarded a residents details to the CCG following concerning not being called. After sending the resident was contacted and receiving job on Sunday.

For information: The Colchester Main Road Bridge on the B1027 will have traffic lights due to emergency repairs.