

**Minutes of Meeting on 1<sup>st</sup> February 2024**  
**Meeting of Elmstead Parish Council**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

Present: Cllrs Amanda Brennan (Chairman), James Chable, Maxine Jeggo, Michael Hare, Martine Ward and Gill Williams.

Also Present: District Councillors Gary Scott and Ann Wiggins.

Mrs Baxter

District Councillors Gary Scott and Ann Wiggins

Absent: Cllrs Sarah Donaldson and Adam Gladwin

**24/020 Chairman's welcome and notifications.**

Cllr Brennan welcomed everyone.

**24/021 Apologies for Absence.**

Apologies were received from Cllr Gladwin.

**24/022 Declaration of Pecuniary Interests and Personal Interests.**

None.

**24/023 Approval and signing of the minutes from 4<sup>th</sup> January 2024.**

It was resolved to accept the minutes from 4<sup>th</sup> January 2024 as true and accurate.

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

**24/024 To receive an update about the progress of resolutions from the meeting above not covered in this agenda.**

Mrs Baxter reported that the objections for the 2 planning applications have been submitted. One of the applications (5 houses) has been withdrawn.

The grant application to Groundworks for the NDO (Neighbourhood Development Order) has been refused (as expected) but the council did resolve to pay the costs of the consultants to attend the hearing.

A meeting was held between Reed Hall Sentinels and Market Field School. The matter has been resolved with both sides offering to help the situation.

The handyman is going to get back to the clerk about options for the mower tyres, it's just the two rear tyres that have problems.

We paid the £200 grant to Essex Air Ambulance.

We sent our precept request to TDC, and our budget summary has gone on our website.

Cllr Brennan has drafted a poster for volunteers but wanted to speak about Speedwatch before printing them.

Should we start Speedwatch again and perhaps look for an administrator to organise it? It needs 3 volunteers to run, and it needs to be done in day light and so will be easier once it gets lighter for volunteers who work. Cllr Brennan suggested a 1 page advert in Upmarket.

Cllr Hare spoke about the difficulties of completing the forms. There is some misunderstanding on who owns the speedgun. Cllr Brennan will do an advert and send it to Cllr Ward to be included in Upmarket. Cllr Brennan will finish the posters.

Standing Orders and Financial Regulations were updated and put on the website.

The clerk checked the status of the Colchester Road crossing. It's on track, the designs won't be finalised until the end of February/March, which will be in time for the LHP to vote and progress the scheme to be included in the 2024/25 program. The clerk and Cllr Guglielmi assisted Essex Highways in delivering an informal survey to residences in the vicinity of where the crossing will be installed, with a deadline of the 28<sup>th</sup> February for responses. We will be kept updated on the responses.

**Minutes of Meeting on 1<sup>st</sup> February 2024**  
**Meeting of Elmstead Parish Council**  
Community Centre, School Road, Elmstead Market, CO7 7ET

**24/025 Public Speaking**

No public in attendance.

**24/026 District Councillor report**

Cllr Scott read through the written report. This can be viewed at

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

Cllr Scott added that he continues to receive e-mails from a resident regarding speeding on School Road. He has reported fly tipping in the laybys on the B1027. The speed limit zone at the end of School Road/the B1027 is being moved. It was asked who instigated that. It was County Cllr Alan Goggin who met with Essex Highways. There have been several accidents on that junction of the B1027.

They have met new residents including Oak Tree Place residents about the application for 81 houses on Clacton Road. Cllr Scott was asked to call it in by the Parish Council. The planning officer has said it will go to the Planning Committee anyway.

Cllr Scott has met Pauls Crescent residents with continuing issues of flooding.

**24/027 County Councillor report**

Not in attendance. The written report can be viewed at

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

**24/028 The Essex County Council (A120/A133 Link Road) (Phase 1 (Southern Section)) (Classified Road) (Side Roads) Order 2023**

*Correct documents may not have been received previously so we have received a revised formal Notice of the Side Roads Order which includes a revised objection period with a deadline of 25<sup>th</sup> February 2024.*

It was noted that the council's original response still stands. No additional comments were proposed. It is hoped that the Inspector takes note of our comments.

Cllr Jeggo reported that notices have gone up in the fields in that area. Cllr Scott reported that they have done some prep work, removing trees.

Cllr Brennan questioned why the work is being done when the parameters of the link road have been changed and is under question.

**24/029 New Community Centre and Open Space land**

*Any updates?*

A meeting has been arranged on the 7<sup>th</sup> February with TDC's director of planning to discuss the ongoing flooding issues. Mrs Baxter, Cllr Gladwin and Mr Fairweather will attend. There are 2 connections missing from the drainage plans. Cllr Scott will also attend.

The clerk contacted TDC about the Church Road development trigger point which has been reached so we should have nearly £540,000 sitting with TDC from Newell Homes soon.

Cllr Hare reported that it looks as if Go Homes is in the process of shutting their limited company down. This will be questioned with TDC at the meeting. The clerk will send a list of questions to TDC before the meeting.

The clerk spoke to our solicitor for the land transfer, and he had only just received the paperwork from Go Homes. He is now working on the transfer documentation. We've spoken about the problems with flooding.

**24/030 Allotment Land**

*Any updates on the transfer to the Parish Council?*

We have not heard from our solicitor. Cllr Brennan offered to call.

**Minutes of Meeting on 1<sup>st</sup> February 2024**  
**Meeting of Elmstead Parish Council**  
Community Centre, School Road, Elmstead Market, CO7 7ET

**24/031 A consultation on draft recommendations for division boundaries in Essex**

*Does the council wish to make a comment on the draft recommendations for new divisions, division boundaries, and division names for Essex County Council?*

*The consultation closes on 19 February 2024.*

The council viewed the proposed changes on screen. Elmstead would be within the Brightlingsea division rather than Tendring Rural West. Our County Councillor will change, dependent on the results of the next election.

Cllr Scott informed the council that the proposed changes are because of the population increases with building and keeping in mind the Garden Community. The changes will be in effect from the 2025 elections.

It was resolved that the council is neutral with no objections regarding the proposals.

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

**24/032 Finance**

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

The finance report was approved. Proposed: Cllr Chable, Seconded: Cllr Williams, all in favour.

Cllr Hare asked about the asset list and whether that should be part of the finance report.

The clerk will provide the asset register at the next Finance Committee meeting.

**24/033 Mower Service**

*To consider quotes for the annual service for the mower.*

Cllr Ward had an additional contact for a quote, but as the decision was being made this evening the clerk will keep the details for next year.

It was resolved to engage Upsons for the service. This was one of the 2 cheaper quotes and includes a full steam clean.

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

**24/034 Internal Auditor**

*To consider appointing Mrs Jan Stobart for the 2023/24 internal audit.*

It was resolved to appoint Mrs Stobart, who has previously done a very good job for the council. Proposed: Cllr Brennan, Seconded: Cllr Ward, all in favour.

**24/035 Events**

i) *The social hub, any updates?*

Cllr Ward reported that 3 new people had attended, and that they celebrated an 80<sup>th</sup> birthday at the last session.

It was agreed to add an advert to the next Upmarket and add that it is for "all ages" as some people think it's only for the elderly. The clerk is still to submit the grant application and needs input from Cllr Donaldson. It needs more volunteers.

Cllr Williams offered to help with the hub.

ii) *January council surgery – feedback. February council surgery – attendance.*

There were no attendees at the last surgery. As it is not well attended it was resolved to stop doing them. The council will look at doing one off surgeries, possibly in summer on the green, and this is to be an item on the May agenda. It was also suggested that councillors could attend other clubs in the Community Centre.

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

**Minutes of Meeting on 1<sup>st</sup> February 2024**  
**Meeting of Elmstead Parish Council**  
Community Centre, School Road, Elmstead Market, CO7 7ET

**24/036 Website and councillor e-mails**

i) *To consider the option to transition to a .gov website.*

The current JPAG (Joint Panel on Accountancy and Governance) advice doesn't say that you have to have a .gov website. (You do have to have a website). There is some talk about it becoming mandatory in future.

ii) *To consider setting up .gov.uk e-mail addresses for employees and councillors.*

The clerk advised that JPAG advice is that councillors should have council e-mail addresses (doesn't have to be .gov.uk e-mail addresses) to comply with GDPR. Councillors felt it would be difficult to check other e-mail addresses and that they would miss e-mails.

It was decided to wait for the updated JPAG guidance which should be in March 2024.

**24/037 Pavilion View**

*A petition is being considered by residents for the addition of netting around the swale. To consider making a request to the developer to install safety netting, and any potential adverse impacts.*

It was discussed that we have different swales around the village, one is just a hole, another has a fence and a life ring. We don't know whether netting would make the situation better or worse. A person or animal could get caught in the netting. If someone wants to get in they will.

The council has previously flagged up safety concerns with TDC, but the response was that the developer has met their planning requirements and TDC can't do anything.

It was resolved to write to Newell Homes about the residents' concerns and ask if they can consider some additional measures. To copy TDC on the letter.

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

Once the land is in the ownership of the management company, they can do what they want to add safety measures.

**24/038 Items for the next agenda or for information only**

Mr Dingwall will be invited to the next meeting to recognise his Pride of Tendring Award and his birthday.

**24/039 Next meeting**

7<sup>th</sup> March 2024.

**The meeting closed at 8.07pm.**

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

**Minutes written by Mrs. A Baxter**

**Contact: 07907 610381**