

Minutes of Meeting on 2nd November 2023
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Cllrs Adam Gladwin (Chairman), James Chable, Sarah Donaldson, Michael Hare, Maxine Jeggo and Martine Ward.

Also Present: District Councillors Gary Scott and Ann Wiggins and 2 members of public.

Mrs Baxter

Absent: Cllrs Amanda Brennan and Gill Williams

23/214 Chairman's welcome and notifications.

Cllr Gladwin welcomed everyone and reminded those present that the meeting would be recorded.

23/215 Apologies for Absence.

Cllrs Amanda Brennan and Gill Williams sent their apologies.

23/216 Declaration of Pecuniary Interests and Personal Interests.

None.

23/217 Approval and signing of the minutes from 5th October 2023.

It was resolved to accept the minutes from 5th October 2023 as true and accurate with the change requested.

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

23/218 To receive an update about the progress of resolutions from the meeting above not covered in this agenda.

The clerk reported that the South Green standpipe has not progressed yet. The Equals account cards have all been topped up and are working. She hasn't managed to find a 3rd business to quote for the war memorial yet.

The playing field has been cleared and the fencing has returned to Sibbons. The traffic light system has been instigated and whilst it was on red and the field was closed for a week there was some vandalism on the signage that the volunteers put up and dog mess was left outside the field. The field is now open. The volunteer team thought it would take too much manpower to only close the field when it's dark.

We haven't got any further with the stone benches.

23/219 Public Speaking

None.

23/220 District Councillor report

District Councillor Wiggins read through the written report. This is on the council website at <https://www.elmsteadparishcouncil.org.uk/meeting-reports>.

Cllr Wiggins has reported the fly tipping again.

Cllr Scott has flagged up the flooding to gardens in Pauls Crescent to TDC.

Cllr Wiggins thanked those who put on the Halloween event, it was very good, they were glad to be a part of it.

There has been a scamming device put into a payment machine in Elmstead. The police have been informed. Police officers will be making random checks on machines.

Cllr Jeggo asked Cllr Scott to send her a photo of the device.

A resident has complained about water running onto his land from Clacton Road, this has been reported to TDC. This is because the road has increased in height.

A resident asked about the flooding in Chapel Lane, it's been bad for more than 17 years Cllr Scott will check the road and report it if it's bad.

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The B1027 is going to have a lot of maintenance and upgrades. New signage (collapsible), drainage and new road surfacing.

23/221 County Councillor report

Cllr Guglielmi was not in attendance. His monthly report is on the council website at <https://www.elmsteadparishcouncil.org.uk/meeting-reports>.

23/222 Tendring/Colchester Borders Garden Community

- i) *Any updates on the letter to the Garden Community Committee members who are also TDC councillors asking about Elmstead's representation on the committee.*

There are still only 2 TDC councillors on the committee, Cllrs Guglielmi and Bush. The 3rd member is still to be selected. It's possible that the reserve member, Cllr Baker, will be the new TDC member. Cllr Scott will check and get back to us.

- ii) *Any updates on working with Wivenhoe Town Council.*

Cllr Gladwin had a conversation with 2 members of WTC. The link road purchase order is going to the Secretary of State to be examined and that will include a hearing that we can make a representation at. This will be an in depth legal process and will be more effective if we get legal advice. WTC's response to the purchase order was very similar to ours and it has been informally suggested that we share costs on legal advice. We should get 28 working days' notice of the hearing and it's unlikely to be until the new year.

- iii) *Any update on the letter to raise the concerns raised about the financial viability of the Garden Community and implications if it falls through.*

Cllr Gladwin is updating this letter on an ongoing basis as the finances are so up in the air.

- iv) *A report from the Tendring/Colchester Borders Garden Community Joint Committee meeting on 9th October.*

Cllr Gladwin attended the meeting. Most people brought up concerns that haven't been addressed yet. They recommended that the next stage of consultation be sent to the Secretary of State.

23/223 New Community Centre and Open Space land

Any updates?

There's been no updates from our solicitor on the land transfer. The clerk is chasing and has said there are some additional concerns we would like to discuss.

A local developer has given us some advice on the development. He raised concerns but most of them were allayed. Other concerns go back to wording in documentation that has been in place for years.

Cllr Donaldson reported that a conversation was had at the social hub regarding the triggering of one of the contributions and a resident reported back that more than the required number of houses has been occupied. A resident at the meeting who lives on the development reported that he was agreed on our numbers.

Go Homes have been discussing trees with their landscape contractor who has suggested a different kind of tree to go along the edge of the open space next to the entrance road than the type previously specified. He is suggesting silver birch instead of Tilia Cordata "Greenspire".

It was resolved to agree to the change. Proposed: Cllr Gladwin, Seconded: Cllr Donaldson, all in favour.

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23/224 Neighbourhood Plan and Neighbourhood Development Order

A report from the Steering Group meeting held on 26th October to discuss TDC's recommended changes to the NDO as part of its own submission to its Regulation 15/21 Consultations.

The Steering Group met to discuss TDC's changes to the conditions for the NDO. The Group agreed the changes but with changes as suggested by our consultant if possible. Our consultant is still looking at the information that TDC sent, and it seems that it's TDC that needs to include in their submission that there is a joint statement of agreement. We are waiting to hear back from Brendan.

There's been a lot of interest from councils around the country who are looking at TDC's handling of the NDO as it's one of the first ones, so there is quite a lot of scrutiny of TDC.

23/225 Safeguarding Training and DBS checks

To consider safeguarding training and DBS checks for councillors, staff and volunteers where appropriate.

Our handyman has asked for a DBS check, Cllr Ward has also asked for a DBS check and safeguarding training. It would only be the basic DBS checks available because none of the roles undertaken meet the requirements for enhanced checks.

Cllr Donaldson explained that there is no legal requirement to have DBS checks for the social hub. Cllr Donaldson has an enhanced DBS and has safeguarding training every 6 months and is always present at the council run social hubs. The volunteers did say that they would be happy if the PC would pay for DBS checks but that would need to be relevant for the church too. It was discussed that the basic DBS just checks you don't have any previous convictions so is not very meaningful in these contexts.

Cllr Donaldson raised the concern that as they are cooking and serving food in the kitchen for the hub, they should have food hygiene certificates. This is more important.

It was resolved for Mr Dingwall to attend safeguarding training and for the 3 volunteers who do the food at the hub to have food hygiene training. Proposed: Cllr Gladwin, Seconded: Cllr Donaldson, all in favour.

The clerk is to ask the church if their volunteers have done food hygiene training.

23/226 Finance

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

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

- ii) *To decide on opening a trade account with Sibbons.*

It was resolved to open a Sibbons account with a £500 limit. Proposed: Cllr Gladwin, Seconded: Cllr Donaldson, all in favour.

23/227 Identification for Councillors

To consider the need for official ID cards for councillors.

Cllrs Hare and Ward have suggested that we should have these. It was discussed that these would be good for events now that we are having more, and fits in with the safeguarding discussions for the hub etc. Employees should also have them. We could get 10 cards for just under £50. It was resolved to get ID card for councillors. Proposed: Cllr Donaldson, Seconded: Cllr Gladwin, all in favour.

It was agreed to have the PC's contact details on the back in case it gets lost.

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23/228 Events

i) *A report from the Halloween event.*

Cllr Jeggo reported that the event went really well, despite the rain and having to change location from the green to the Community Centre. Cllr Donaldson reported that hub attendees said how much they and their families had enjoyed it.

ii) *Christmas Market and Carols on the Green on Sunday 10th December.*

Cllr Jeggo reported that the plans are almost complete. Adverts have gone out with an itinerary of what will be happening. We need volunteers to help with the car park marshalling.

iii) *Christmas tree festival.*

Our entry has gone in. The tree will be taken into the church for the festival. The tree will be very similar to last year.

iv) *Remembrance Day.*

We've received the invoice for the wreaths. The arrangements are all in hand.

v) *The social hub.*

vi) *Litter pick on 19th November.*

The clerk asked that Mr Dingwall's hours during the actual litter pick be kept to 2 hours.

vii) *Council surgeries.*

Cllr Donaldson reported that they sent their questions to the clerk and the clerk responded. One attendee was concerned about flooding in her garden, next to Charity Field. Cllr Scott then reported that a resident in Paul's Crescent showed him photos of the flooding from the field onto her garden. Cllr Scott has sent the photos to Mr Guiver at TDC. Cllr Scott spoke to someone at Go Homes, and they are going to do something about the flooding. They plan to dig a trench and put gravel in it so water can better seep away. Mr Guiver will send an enforcement officer to speak to Go Homes to ask what they are going to do. Properties 2 – 14 are affected.

Cllr Scott also reported that there is a strip of land with a mains cable at the edge of the land. Someone has put a fence over that strip and cable.

Cllr Donaldson will take a look at the list of concerns raised and let the clerk know if there is anything we need to do.

The next surgery is on the 25th November. Attendance will be arranged by e-mail.

23/229 School Road (East) development

Is the Council interested in taking on responsibility for the grass verges in this development? The developer would provide a commuted sum to cover initial maintenance, but the Council would be fully responsible for the upkeep of these areas. If these are not adopted by Highways, the Parish Council or the District Council they would fall under the remit of an appointed management company in the usual way.

Due to the longer term additional costs that would be incurred and time restraints for our handyman with his current workload it was resolved to decline the suggestion. Proposed: Cllr Hare, Seconded: Cllr Gladwin, all in favour.

23/230 Finance Training

A report from Cllr Ward on the Council Finance Training she attended.

Cllr Ward felt that she will be able to support the clerk more and that it was worth attending.

23/231 Items for the next agenda or for information only

The clerk updated the council that we have been sent a draft deed of variation to enable the allotment land at Pavilion View to be transferred to the Parish Council. We have also

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been sent a soil specification. It was discussed that there is a waiting list, and the school will get some of the land. It was asked if we should be taking the allotments on. The clerk explained that the council has a legal duty to provide allotments if there is a demand for them, so we don't have the option to refuse.

A review of the documents will be added to the next planning committee meeting.

Councillors were asked to review the documents.

Cllr Hare asked for the new planning application for the New Community Centre to go onto the next committee agenda.

23/232 Next meeting
7th December 2023.

The meeting closed at 8.20pm.

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

Minutes written by Mrs. A Baxter

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