

Minutes of Meeting on 4th April 2024
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Cllrs Adam Gladwin (Chairman), Amanda Brennan, Sarah Donaldson, Maxine Jeggo, Michael Hare, Liz Richfield and Martine Ward.

Also Present: Mrs Baxter and 11 members of public

District Councillors Gary Scott and Ann Wiggins

Absent: Cllrs James Chable and Gill Williams

24/059 Chairman's welcome and notifications.

Cllr Gladwin welcomed everyone and added that it was good to see new faces, and hoped everyone had a good Easter. He explained that the meeting is recorded.

24/060 Apologies for Absence.

Apologies were received from Cllr Williams.

24/061 Co-option of councillor.

To consider the co-option of Ms Elizabeth Richfield onto the council.

After introducing herself and giving a brief background Ms Richfield was co-opted and welcomed onto the council.

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

24/062 Declaration of Pecuniary Interests and Personal Interests.

None.

24/063 Approval and signing of the minutes from 7th March 2024.

It was resolved to accept the minutes from 7th March 2024 as true and accurate.

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

24/064 To receive an update about the progress of resolutions from the meeting above not covered in this agenda.

There were no updates for items not on the agenda.

24/065 Public Speaking

A Holly Way resident reported his concerns regarding the trees growing over the footpath at the back of his house from the cricket field. He felt that they needed cutting back as they were too tall. The council will contact the cricket club on behalf of the resident.

School Road residents reported that they have been trying to get something done about the speeding along School Road in the 30pmh region before it reaches the National Speed limit but to no avail. They asked what they need to do, as they have tried the police and the County Councillor.

The police have done speed checks along the road and not found an issue but residents felt that was because vehicles slow down when they see the high-vis, and that there are problems at night, when the police haven't checked.

They were advised to go directly to Essex Highways using their complaints procedure, and to get back in touch with Cllr Guglielmi, as their County Councillor he is responsible for communicating on Essex Highways matters. They were also advised to contact Roger Hirst, the Police Commissioner for Essex. They could also contact their MP, Sir Bernard Jenkin.

24/066 District Councillor report

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

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

It was also reported that there was a gas leak on the B1027, that Cllr Scott can now go on the planning committee and that they had visited new residents.

Signature

Date

Minutes of Meeting on 4th April 2024
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

24/067 County Councillor report

The County Councillor was not present.

24/068 THE ESSEX COUNTY COUNCIL (A120/A133 LINK ROAD) (PHASE 1 (SOUTHERN SECTION)) (CLASSIFIED ROAD) (SIDE ROADS) ORDER 2023
THE ESSEX COUNTY COUNCIL (A120/A133 LINK ROAD) (PHASE 1 (SOUTHERN SECTION)) COMPULSORY PURCHASE ORDER 2023

Public Local Inquiries in connection with the Orders above will be held by an Inspector appointed beginning at 10.00am on Tuesday 16 April 2024 to hear from representatives.

i) An update.

Cllr Gladwin reported that we received our notification of the inquiries at the end of February, but did not get the documentation (sent by post) until the 25th March. The deadline for a response was the 26th March. We know that Wivenhoe Town Council got the information by e-mail and had time to request and be given an extension to 2nd April but we didn't find this out until after the deadline. We didn't have time to meet our deadline. It was resolved to write a letter to complain about the timings and method of sending information. Proposed: Cllr Gladwin, Seconded: Cllr Brennan, 5 in favour, 2 abstentions.

ii) To confirm if we wish to continue as an objector to this order.

It was discussed that our objections still stand and it was resolved that we do wish to continue as an objector.

Proposed: Cllr Brennan, Seconded: Cllr Ward, 5 in favour, 2 abstentions.

iii) To considers the council's representation at the Inquiries.

Cllr Gladwin will attend where possible.

24/069 Independent Examination – Tendring/Colchester Borders Garden Community Plan

Provisionally the Examination hearings will be held between Tuesday 7th – Friday 10th May 2024, on Tuesday 7th, Wednesday 8th Thursday 9th and if necessary Friday 10th May 2024.

An update from a meeting with members of Wivenhoe Town Council. To consider the council's representation at the hearings and the submission of a hearing statement.

Deadline for registering interest in participating in a hearing session and for submitting a hearing statement is Friday 19 April 2024.

We will need to figure out the attendance for the hearings.

Cllrs Gladwin, Brennan and Ward met with 2 members of Wivenhoe Town Council last week and discussed the above in great detail. We are going to work with them as they have more resources, more detailed knowledge and have got a consultant.

It was agreed to hold a Garden Community Working Party meeting to discuss the above in more detail.

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

24/070 An update from a meeting with Mr J Hills of Hills Building Group.

Cllr Gladwin reported that Mr Hills approached the New Community Centre Committee about a meeting. Cllr Gladwin and Mrs Baxter met him at his office. Mr Hill reported that they have land in Elmstead which was originally intended for offices pre-covid but that their plans changed. They now intend to make an application for 10-20 houses to infill their land. The land is within the settlement boundary.

Initially they considered 9 x 4/5 bed houses but because of the change in the market and the Neighbourhood Plan they want to offer smaller housing of 2/3 beds. Mr Hill suggested that instead of having affordable housing in the s106 agreement that the money be given as a financial contribution to the building of the New Community Centre instead.

Minutes of Meeting on 4th April 2024
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

It was resolved that the council would like to find out more, but that this does not indicate support for the application.

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

24/071 New Community Centre and Open Space land

i) *A report from a meeting with Duncan Clarke and Beckett architects.*

Cllr Gladwin and Mrs Baxter had a long conversation with the architects, discussing potential changes to the layout for the new planning application. Building regulations have changed which makes some changes necessary. We are concerned about the space that will be lost after updates for minimum sizes elsewhere.

We are commissioning a topography survey through the architects, which is necessary for the planning work. There is an old survey from before the building started and we can compare them to see if changes might be contributing to flooding issues.

ii) *A report from a meeting with the director of planning at TDC.*

We had a follow up zoom meeting with the director. He has had a meeting with Go Homes and they said that they would put the missing drainage connections in within 8 weeks.

iii) *To consider delegation to the clerk for payment of the invoice for the topography survey.*

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

iv) *Open space boundary incursions. To consider the need for a survey of the boundary line.*

After informal chats with the residents who have potential incursions onto the field it has become clear that we will need to get formal clarity about where the border is, to enable us to provide evidence to residents where necessary.

It was resolved to ask land registry to do a survey.

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

v) *Any other updates?*

None.

24/072 Neighbourhood Plan and Neighbourhood Development Order

To consider a response to the examiner's options for the NDO as included in the Procedural Options for the Examination document dated 27th March 2024.

Deadline 5pm on 19th April 2024.

We are reliant on advice from our consultants and we have only just heard back from them. It was resolved to delegate authority to the Neighbourhood Plan Steering Group to decide on the response to the above at a meeting next week, once the advice could be reviewed.

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

24/073 Replacement Minerals Local Plan Review – 2025 to 2040. Public consultation.

Does the council wish to comment on:

i) *The revised Plan policies, their supporting text and the wider Plan evidence base in the draft Replacement Minerals Local Plan.*

ii) *The site assessment report which contains the 52 candidate sites.*

Deadline for responses is 5pm Tuesday 9th April.

Cllr Brennan reported that there are concerns over the routes the HGVs will be taking but that the consultations documents do not make it clear. We are hearing differing reports on whether the bridge on Alresford Road will have a weight limit or not. It's likely that HGV lorries from some of the proposed sites will have to drive through Elmstead and its surrounding roads.

Minutes of Meeting on 4th April 2024
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

It was proposed to object to the sites on the grounds that the routes are unclear.

Proposed: Cllr Brennan, Seconded: Cllr Gladwin, all in favour. Cllr Brennan will write up a response.

24/074 Local Nature Recovery Plan

Wivenhoe Town Council/Wivenhoe's Nature Recovery Plan have requested the blessing of Elmstead PC to engage with Elmstead landowners with the objective of helping them to understand and benefit from nature recovery.

The above was agreed. Proposed: Cllr Brennan, Seconded: Cllr Hare, all in favour.

24/075 Finance

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

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

- ii) *To consider quotes for works to the war memorial.*

This was deferred as we don't have 3 quotes. The clerk is to ask other councils who they use.

- iii) *To consider quotes for a tree survey.*

This was deferred as obtaining the quotes is still ongoing.

- iv) *To consider asking Wivenhoe Town Council how much they would charge to cut the grass at Dene Park.*

The question has been asked, we are waiting for a reply.

- v) *To consider subscribing to Scribe accounting software.*

It was discussed that with more and more financial transactions the incidences of errors in the excel spreadsheets is increasing and taking longer to figure out. The Scribe software would eradicate these errors, and it also saves time when it comes to summaries, annual returns and VAT returns.

It would also reduce the risk of an error going unnoticed. If for any reason the current clerk is not able to work then other users would be able to access Scribe and manage the finances. Scribe will be able to help those users with what to do. It would be very difficult for someone else to use the excel spreadsheets the clerk uses. The information is cloud based (in the UK and meets GDPR requirements) so users can access it from any device. It was resolved to subscribe to Scribe. Proposed: Cllr Gladwin, Seconded: Cllr Brennan. All in favour.

24/076 Governance

To consider a GDPR policy.

It was resolved to approve the GDPR notice and policy, subject to the change Cllr Ward requested.

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

24/077 Events

- i) *The social hub, any updates?*

Community Voluntary Services Tendring approved a grant application for the hub and gave an additional amount to cover an extra 4 months, so 16 months in total. They asked that the hub considers staying open during the summer months. The hub will run a coffee morning over summer, with minimal numbers of volunteers needed.

The hub is growing. Everyone is welcome.

- ii) *Any others?*

The events working party will meet soon to discuss past and future events.

Minutes of Meeting on 4th April 2024
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

24/078 Reports from meetings.

- i) *Finance Committee meeting.*
- ii) *TDALC meeting*

Cllr Ward reported that there were complaints about fly tipping. Cllr Mark Stephenson was in attendance, and he is supposed to put a team together to enforce against fly tipping, which he has started.

They also discussed speed but there's nothing they can do.

24/079 Items for the next agenda or for information only

Pavilion View allotments.

24/080 Next meeting

16th May 2024. We will potentially need an extraordinary meeting before then.

The May meeting can't be on the 2nd May because of local elections. We may need to have another meeting before the 16th May. The 25th April was suggested as it is in the middle of the 6 week gap.

24/081 Exclusion of press and public for private and confidential matters under Public Bodies (Admission to Meetings) Act 1960 s.1(2) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The above was resolved. Proposed: Cllr Gladwin, Seconded: Cllr Hare, all in favour. Members of the public and District Councillors left the meeting.

24/082 Staff salaries and contracts

- i) *To consider the recommendation of the Personnel Committees following on from the staff appraisals with respect to the handyman's salary for the year 2024/25.*

It was resolved to accept the recommendation with respect to the increase from SCP 18 to SCP 19. Proposed: Cllr Brennan, Seconded: Cllr Gladwin, all in favour.

- ii) *To consider the recommendation of the Personnel Committees following on from the staff appraisals with respect to the clerk's salary for the year 2024/25.*

It was resolved to accept the recommendation with respect to the increase from SCP 26 to SCP 27. Proposed: Cllr Brennan, Seconded: Cllr Ward, all in favour.

- iii) *To consider an additional 6 hours of flexible overtime (there is currently 10) for the extra work on current projects as recommended by the Personnel Committee.*

It was resolved to agree an additional 6 hours of flexible overtime for the year 2024/25. Proposed: Cllr Brennan, Seconded: Cllr Ward, all in favour.

The meeting closed at 8.55pm.

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

Minutes written by Mrs. A Baxter