

Minutes of Meeting on 5th October 2023
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

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

Also Present:

Mrs Baxter

Absent: Cllrs Amanda Brennan, Sarah Donaldson, Michael Hare and Gill Williams.

23/194 Chairman's welcome and notifications.

Cllr Gladwin welcomed everyone.

23/195 Apologies for Absence.

Cllrs Amanda Brennan, Sarah Donaldson, Michael Hare and Gill Williams sent their apologies. County Councillor Carlo Guglielmi and District Councillors Gary Scott and Ann Wiggins also sent their apologies.

23/196 Declaration of Pecuniary Interests and Personal Interests.

None.

23/197 Approval and signing of the minutes from 7th September 2023.

It was resolved to accept the minutes from 7th September 2023 as true and accurate with the change requested.

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

23/198 To receive an update about the progress of resolutions from the meeting above not covered in this agenda.

The clerk went through the actions list.

The clerk has spoken to Barclays about adding Cllr Hare as a signatory. Barclays has sent some e documents to Cllrs Brennan and Gladwin to sign. Cllr Gladwin is still to get set up for online banking.

Two pallets of salt have been purchased.

The village working party took a look at the verges on Clacton Road today. It's a couple of hundred yards and may have been caused by the electricity board. Cllr Gladwin will provide details to the clerk.

The clerk will report both the verges and the crack on Church Road to Gigaclear when she has all the details. Cllr Gladwin has photos.

The clerk hasn't chased the bins in the bus shelters or reported the road sign, she needs to ask Mr Dingwall for photos.

Cllr Scott was trying to get stickers for dog bins.

The clerk is trying to set up a date for a planning committee meeting to meet with Latimer.

Cllr Gladwin has not finished the Upmarket article on speed cameras and Speedwatch. It won't make the November edition.

Mr Dingwall has the dashcams for the mower and is working on installation. We may need to find some extension cables.

The A frame has been purchased.

The clerk is still to see how much of the Beth Chatto donation is left for the hub.

The clerk is still to follow up on bench installations. The clerk is concerned about the funding for the concrete plinths and the Elmcroft path.

23/199 Public Speaking

No public present.

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23/200 District Councillor report

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

23/201 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>.

The clerk has followed up with Cllr Guglielmi regarding the meeting with the North Essex Parking Partnership to discuss lines at the A133/School Road/Church Road junction.

23/202 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.*

It is not known for sure who the new TDC councillor will be on the committee. When we know, we can send it. The council looked at the agenda, and Cllr Guglielmi is listed as a TDC councillor. The clerk will clarify.

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

Cllr Luxford-Vaughan has not called Cllr Gladwin yet.

- 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 reported that there have been a lot of developments. There is uncertainty around 15 minute cities and low traffic neighbourhoods and other principles on which a Garden Community depends. Cllr Gladwin will circulate a draft. The link road now costs more per foot than HS2.

- iv) *To discuss speaking at the Tendring/Colchester Borders Garden Community Joint Committee meeting on 9th October.*

Cllr Gladwin will speak about the Garden Community consultation; the clerk will let TDC know. Our full response to the consultation is still not on the website.

23/203 New Community Centre and Open Space land

An update from the New Community Centre Committee meeting held on 14th September. Any other updates?

Mr Beard, Mr Fairweather and Mrs Baxter met with Go Homes to speak about the state of the field. They did say that they would be treating for weeds and then seeding. It appears the weed treatment has been done, but the seeding is still to be done. It was discussed that there won't be enough water for the seed to take, and that we may have to do it again properly in spring. There has been no update from the solicitors. The clerk is to chase the solicitor.

We are waiting to get the funding from the Church Road development, Go Homes then have 100 days to give us their contribution. There is a discussion to be had around when to submit a planning application.

The building of the Church Road houses has now been completed.

23/204 Neighbourhood Plan and Neighbourhood Development Order

A report from the events held by TDC in the Community Centre, to include concerns raised regarding the NDO.

There was one busy and one quieter session. There were some misunderstandings about the NDO. This is from feedback at the event and in comments made on-line. Such as there won't be a garden, that it will be built before the new community centre, and concerns about the height. Cllr Gladwin has written some clarifying information about the NDO to be put into the November Upmarket.

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Cllr Gladwin was invited to and attended the Brightlingsea Neighbourhood Plan meeting because they had received good feedback on our NP, including from TDC.

23/205 South Green standpipe

An update.

Mr Dingwall has chosen a preferred standpipe from a number of options which were shared with the council. It was resolved to purchase his chosen option for £365 plus VAT. It's in a lockable box to deter vandalism.

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

The clerk has checked the cost of water, and it isn't a lot.

The timing on digging the trench and installing the standpipe was discussed. At a meeting with an Affinity officer, we were told that postcrete would be enough for installing the standpipe. He is going to send us a map of the services under the green.

Mr Dingwall has asked if a contractor with a digger can dig the trench, if they are contracted to install concrete plinths for any benches.

23/206 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) *Equals cards (pre-paid cash cards). To approve working balances for the clerk's card and for the handyman's card. To discuss how often to top those up and the approval process.*

It was resolved to keep a balance of £1,000 on the clerk's card and £250 on the handyman's card. These will be topped up monthly. The hub will receive the £100/week rolling grant less the cost of the hall hire, and that will only be topped back up to each month's maximum each month. The clerk will arrange a transfer of a total sum needed to top up the 3 balances for October as agreed above.

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

- iii) *To note the external auditor report received from PKF Littlejohn.*

It was noted that the PKF Littlejohn report stated that there were no concerns or issues.

- iv) *To consider quotes for improving the engraving on the war memorial.*

Three quotes were requested, however one of the business's stonemason has passed away so were not able to do the work. The other 2 businesses said different things about when they would be able to do the work, because of the dampness of the stone. We received a quote from someone who would be willing to do the work now and are still waiting for a quote from someone who would want to wait until spring. It was agreed that it should be done properly and that we need another quote for comparison, so the clerk will chase another quote and ask how long the lettering will last.

23/207 Playing Field (behind Market Field School)

- i) *An update on the clearing of the fly tipping being organised by Essex County Council.*

Cllrs Gladwin and Chable met an ECC contractor on the field to discuss the clearance. They have agreed to provide a quote to clear an area of 4m x 12m down to the ground. They will have a skip for concrete and other debris and then dispose of the asbestos separately. There seemed to be confusion about who they were working for and a worry that we might receive the invoice. The clerk has made it clear to ECC that the Parish Council won't be contributing to the clearance as it is not our responsibility. Cllr Ward raised that ECC should be paying towards the fencing. We can't clear it with the asbestos in it, and it's the landowner to who is legally responsible or clearing it.

There has been no more fly tipping there recently.

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- ii) *To discuss a traffic light system for dog mess found on the field and the closing of the field.*

Cllr Chable reported that the minority problem makers are affecting everyone who uses the field, it's not fair to those people. Some options were discussed, such as only banning dogs for a week, but that would be really difficult to enforce with the gate left open. Cllr Chable suggested that dogs are kept on their leads for the "red notice" period. Again, this will be difficult to police, perhaps not during daylight but after dark. We would also need to consider any risk for people approaching dog walkers who aren't following the rules, and their health and safety. Another option to consider is only to close it during the dark for a week. This may be when most mess is left.

The field is on "amber" at the moment, a warning that if any more mess is found then the field will be shut for a week.

It's been closed before, have people not got the message? It could be new people, and some people are driving into the village to walk their dogs.

The current system is no tolerance, so if any mess is found then the field is closed for a week.

The new system will have a green notice if no mess is found, amber if some is found as a warning and then red if more is found and the field is closed for a week.

The clerk will ask the dog walking team if they would be willing to close it during dark for the "red notice" week as extra manpower would be required.

The council has previously approved the purchase of 2 dog waste bag dispensers for each end of the field. She wasn't sure on what attachments would be needed. She will purchase them, and Cllr Chable and Mr Dingwall will work out how to attach them. We will ask Mr Dingwall to top up the dispensers when needed.

23/208 Events

- i) *Halloween.*

Cllr Jeggo reported that it has been advertised in Upmarket. Quite a few people have booked onto the event via the online booking app. We will need some manpower to help set up. This is on 29th October 3-5pm.

- ii) *Christmas.*

Posters will go out after Halloween. We have stalls for the community centre.

The working party needs to arrange another meeting, and we have a resident who is keen to event the planning meetings and help on the day.

- iii) *Christmas tree festival.*

We have an application form to send in. Cllr Jeggo will do this. It will be the same tree but with some updates.

- iv) *Remembrance Day.*

This is being organised by Mr Fairweather and Mrs Lewis. Cllr Gladwin has been asked to do the introduction.

- v) *The social hub.*

We have heard that the October session was quiet due to a funeral but they did have new attendees.

23/209 Tendring District Association of Local Councils

A report from the TDALC meeting held 27th September 2023.

Cllr Ward reported that the speed through the village was discussed, so TDALC will ask the police to attend the next meeting. We have had a speed survey done but don't have the results yet.

Cllr Ward spoke of fly tipping issues in the village, and how much additional litter is being picked up during the litter picks. It went from 23 to 30 bags. We will get 2 officers to work with us on the problem.

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For the faded street signs we can approach a business in Elmstead who can do that for us. Cllr Ward is trying to speak to them.
Cllr Ward has also spoken of the crossing.

23/210 Finance Training

A report from Cllr Ward on the Budget and Precept, and Council Finance Training she attended.
Cllr Ward reported that for the first part of the training the trainer couldn't share her slides so it was difficult. The second half they could see the slides, Cllr Ward learnt about many topics such as VAT and borrowing. If we have any issues we can ask them to help us.

23/211 Stone Benches

The council has been offered two stone benches by a Parishioner. Does the council wish to accept. Costs may arise on the removal of the benches to their new location and installing concrete plinths for the benches. Are there any suitable locations?

The council would like to accept but needs to think about the practicalities. They may possibly come apart into 3 pieces that would make it easier to move. There are concrete bases on Elmcroft that they could go on. Cllr Gladwin and Mr Dingwall will take a look at the benches, the clerk will speak to the Parishioner to organise this.

22/212 Items for the next agenda or for information only

Benches. Litter pick.

22/213 Next meeting

2nd November 2023.