

Minutes of Meeting on 5th September 2024
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

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

Also Present: Mrs Baxter and one member of public.

Absent: Cllrs Adam Gladwin, Sarah Donaldson, and Gill Williams.

24/186 Chairman's welcome and notifications.

Cllr Brennan explained that she would be chairing the meeting as Cllr Gladwin was not present.

Cllr Brennan reported that Cllr Gladwin has won EALC young councillor of the year. Councillors agreed that it was very well deserved.

24/187 Apologies for Absence.

Cllr Gladwin sent his apologies as he was at the Garden Community Committee meeting. Our District Councillors were both also at that meeting. Cllrs Sarah Donaldson and Gill Williams also sent their apologies.

24/188 Declaration of Pecuniary Interests and Personal Interests.

None.

24/189 Approval and signing of the minutes from 15th August 2024.

It was resolved to accept the minutes from 15th August 2024 as true and accurate. Proposed: Cllr Chable, Seconded: Cllr Hare, all in favour.

24/190 To receive an update about the progress of resolutions from the meeting above not covered in this agenda.

The objections to the Elmtree Garage planning application were submitted and Cllr Scott asked for the application to be called in if the officers are minded to approve it. A response to the Environmental Impact Assessment Scoping Opinion for the Tendring/Colchester Borders Garden Community was agreed and submitted. Cllr Gladwin has had some positive feedback from others about the response.

24/191 Public Speaking

A member of public reported that people (employees and parents at Market Field School) are parking in the Community Centre car park. It's stopping the community centre users parking there. Paid club organisers are losing money as people are having to drive home if they can't park. Cllr Chable has previously sent e-mails asking employees not to park there. They can park in Clacton Road car park if they need to get away quickly at the end of the day. The school car park is gridlocked at the start and end of the school day. Rope fencing and better signage were suggested. Also to use a 3rd party to issue fines. One member of staff who parks there said that the school headteacher has given permission. This is not correct.

The member of public was asked to record registration numbers during the Wednesday hub.

Cllr Brennan will draft an e-mail to the headteacher for the clerk to send.

24/192 County Councillor report. To include where relevant an update on items in progress.

Cllr Guglielmi was away.

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24/193 District Councillor reports. Written report – to take questions on the report and provide any additional information not on the report.

Both District Councillors were at the Garden Community Committee Meeting. The council reviewed the written report.

24/194 New Community Centre and Open Space land.

- i) *To receive an update from the New Community Centre Committee meeting held on 29th August 2024.*

Our architect has submitted the planning application and we are waiting for approval.

Our solicitor is working on the paperwork for the land transfer.

The owner's solicitor has confirmed that they could transfer the land without the parts where there have been incursions. The council previously decided that it wished to try and get the land back.

The solicitor's advice is that we don't take the land with incursions as it will cause issues with potentially needing solicitors to argue over it (and the expense of doing that), and potential negative publicity.

It was raised that if the land registry needs to be changed it could hold the transfer up.

The clerk will ask our solicitor if that would cause delays.

This will need to go onto the next agenda.

- ii) *Any further updates?*

It was asked about the timing for the owner's contribution. Under the current legal agreement it's 3 months and 10 days after the reserved matters are approved. As reserved matters are no longer relevant (the time period for submitting them having expired) TDC say that a new legal agreement will be required and it's likely that would change to "after the planning application is approved."

24/195 Neighbourhood Plan

An update.

We have a poster to put in the A-frame on the green to correct incorrect information that has been shared publicly. This has also been printed as a flier to go into Upmarket.

Councillors reported that some residents have voted no who wanted to support the Neighbourhood Plan as they didn't understand the question. The question has to be worded that way because the legislation on Neighbourhood Plan says so.

24/196 Tree survey

To review the completed tree survey and discuss a plan for tree works to include seeking quotes.

The tree survey was previously circulated.

Cllr Brennan reported that we need to get 3 quotes for the required works.

The clerk reported that there are 112 trees in total and 29 were identified as needing works sometime within the next 12 months as part of a managed maintenance plan. None were identified as being more urgent. It would help the council if we can spread the cost into the next financial year.

The clerk will seek quotes for the October meeting.

24/197 Allotments

- i) *TDC has informed us that they can't change description in the deed of variation from allotments to community garden as the planning documents refer to allotments. They have said that we can apply for a change of use after we receive the allotments but this needs to be investigated. To review the current draft deed of variation.*

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The draft deed of variation had not yet been circulated. The clerk updated that Mr Newell has asked for a meeting to discuss the transfer of the allotments. The clerk asked for one or two councillors to attend the meeting and review the paperwork in advance. A small working group was suggested. Cllrs Brennan, Richfield, Jeggo and Ward volunteered for the working group.

Mr Newell's solicitor has spoken to us (as he is our solicitor for the community centre land) and will contact our solicitor to see if he gets any response, as we have not had a response from them.

ii) *To discuss the possibility of a CIF grant application.*

The working party could look at whether this is an option.

iii) *To discuss available s106 agreements that could be changed to provide funding for the allotments.*

We'll need some funding to get the allotments ready for us. There is a £4,506 s106 open spaces contribution that TDC is holding which they have suggested we can use for this purpose.

It was resolved to make the request to TDC to use that s106 contribution for the allotments' expenses.

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

24/198 Playing Field

Football teams were using the field without permission, any updates?

Cllr Brennan has received calls from Reed Hall Sentinels about other teams playing on the field. Cllr Brennan and Mrs Baxter visited the field before the meeting and Elmstead FC were playing. They were told that they will need to stop after tonight. They said that they were only planning on 3 more training sessions and then they were going to a different pitch to play.

There was also a youth team playing who we told the same. They said that they'd been given permission by Mr Smith to play as long as it was not on the pitches, but they were on a pitch when we got there. They also said that they would only be training until October.

Reed Hall Sentinels have also contacted us about a grant they are seeking. They will need permission to use the field for the next 5 years to get the grant. It was discussed that it could be too long a time to commit to.

The clerk will check what she has been sent.

24/199 NALC Survey on proposed reforms to the NPPF and other planning reforms.

The NALC survey closes 9th September or you can respond directly to the consultation with a deadline of 24th September.

No proposals were made for a council response due to the time available, councillors are to respond individually.

24/200 Events.

i) *The social hub. Interim monitoring in respect of the Hyperlocal Fund will be due by 30 September. To include an update on the progress of this.*

The monitoring was discussed. The clerk is to resend the monitoring form to the hub councillors. It's very important that the form is submitted.

ii) *Halloween.*

Cllr Jeggo reported that the events working party will be meeting on 9th September. The clerk is to send the list of people who have paid for stalls to Cllr Jeggo. It will be similar to last year. The timing of the day was discussed.

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iii) *Christmas.*

We need a Santa, we have an elf. Cllr Brennan will check with last year's Santa.

iv) *Walking Group.*

Cllr Jeggo will start this this month but will do it as a non-council endeavour.

v) *Any others?*

Cllr Jeggo has noticed that the jubilee tree has been planted. She still has the plaque, it is to go to the handyman for putting up on the tree. Cllr Richfield asked about the bench. This originally started with the WI asking for a grant to put a bench up Church Road for those people that like to walk up there but need a rest. The WI has since been disbanded. The handman has suggested putting the bench in without the concrete plinth until we can budget for the plinth in a future financial year.

We have 3 benches that are being looked after in a resident's barn, but we will need to take them back soon. It was suggested that one or two could go on the allotment. It was also asked if one could go on Colchester Road next to the bus shelter. As the benches were originally earmarked for the New Community Centre that will need to be a future agenda item.

It was also asked about the parking spaces, the residents of the development think that it is their parking (for visitors etc). This will need to be clarified.

24/201 Finance.

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

The finance report was approved after some questions and answers. Proposed: Cllr Chable, Seconded: Cllr Jeggo, all in favour.

ii) *An update on banking (new accounts and deposits).*

The council viewed the current accounts and balances.

iii) *Cricket club grant application.*

After a discussion it was resolved to give the cricket club a grant of £400. Proposed: Cllr Brennan, Seconded: Cllr Ward, all in favour.

24/202 Items for the next agenda or for information only.

The crossing. The clerk is to ask Cllr Guglielmi for an update.

24/203 Next meeting.

3^d October 2024.

The meeting closed at 8.32pm.

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

Minutes written by Mrs. A Baxter