

**Minutes 16<sup>th</sup> May 2019**  
**Annual Parish Council Meeting of Elmstead Parish Council**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

Present: Councillors Paul Beard (Chair), Nick Bell, Sally Fairey, John Gray, Mike Kirby and Martine Ward

District Councillors: Gary Scott and Ann Wiggins

Also Present: Mrs Baxter (clerk) and 11 members of the public

**19/079 Election of Chairman 2019-20**

It was resolved that Cllr Beard will continue to be chairman for the forthcoming year.  
Proposed: Cllr Ward, Seconded: Cllr Bell, all in favour.

**19/080 To receive the Chairman's declaration of acceptance of office**

Cllr Beard signed the Chairman's declaration of office.

**19/081 Election of Vice-Chairman**

It was resolved that Cllr Gray will be vice-chairman for the forthcoming year.  
Proposed: Cllr Beard, Seconded: Cllr Kirby, all in favour.

**19/082 Chairman's welcome**

**19/083 Thank you and welcome**

*To thank Mrs Jean Routledge (ex Parish Councillor), Mr Fred Nicholls and Mrs Rosemary Heaney (ex District Councillors).*

*To welcome Cllrs Gary Scott and Ann Wiggins, our new District Councillors.*

Cllr Beard welcomed our new District Councillors in our Annual Parish meeting. He thanked Jean for all her hard work and the council presented her with a thank you gift and card. Cllr Beard also thanked Fred Nicholls and Rosemary for all they have done for us in the past.

**19/084 Apologies for Absence**

None

**19/085 Declaration of Pecuniary Interests and Non Pecuniary Interests**

None

**19/086 Approval and signing of the minutes from 18<sup>th</sup> April 2019.**

It was resolved to accept the minutes from 18<sup>th</sup> April 2019 as true and accurate.  
Proposed: Cllr Bell, Seconded: Cllr Ward, all in favour.

**19/087 To receive an update about the progress of resolutions from the last meeting of the Council on 18<sup>th</sup> April 2019 not covered in this agenda.**

All updates are on this agenda.

**19/088 Public Speaking**

*There is 5 minutes of public speaking*

A resident asked if there was any update on the new A120 roundabout. District Councillor Scott: An engineer has reported a delay due to technical problems. It should be completed mid to end June.

A resident reported a hole in the pavement on Old School Lane, The clerk has reported this to Essex Highways and will follow up on their response.

Cllr Beard reported that the lump of gravel in Slough Lane is still there. Cllr Scott has reported it to Cllr Cory who is the councillor for the Colchester side of the road.

Cllr Beard reported a fridge on Wivenhoe Road.

Mrs Routledge reported that the 97A bus route has been withdrawn. It's all 97 buses now and all go up Hythe Hill, none go up East Hill. This information will go in upmarket. There's an app to show you when your bus is due.

Signature .....

Date .....

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**19/089 County Councillor report**

Cllr Guglielmi not present.

**19/090 District Councillor reports**

Cllr Scott: The wheelie bins are coming in for mid-June. There will be a separate switchboard for questions about the new system, with additional staff to man them. The 180l bins hold 5 black bags and will be collected fortnightly. District Councillors can add or remove residents from the list of those who will not receive the wheelie bins. Recycling will continue as usual. The new system is trying to encourage more recycling. Cllr Scott was asked why TDC don't collect glass. If TDC recycled glass and green waste the contract costs would more than double. Colchester does their recycling in house. The waste collection costs would have gone up by £450k/year without the changes being made.

The new make up of TDC is 16 conservatives, 6 labour, 5 UKIP, 4 Tendring First and several independents.

**19/091 New Community Centre Committee**

i) *Any updates?*

There is a meeting next week with Go Homes to discuss the following recommendation.

ii) *To consider a recommendation from the committee regarding the request that Nigel Tedder (Go Homes) made for a 3 way meeting with Go Homes, the parish council and TDC to discuss a deed of variation to the existing s106 agreement for the Charity Field development. See attached document.*

Cllr Beard went through the changes recommended by the committee to the Go Homes suggestions.

It was resolved to agree with the recommendations made by the committee. Proposed: Cllr Gray, Seconded: Cllr Ward, all in favour.

**19/092 High Vis Jackets**

*Cllr Ward proposes the purchase of high vis jackets with "Elmstead Parish Council" written on the back – possibly to be financed by a group she works with.*

Cllr Ward: has spoken to the Neighbourhood Action Panel and they will pay for the printing of Elmstead Parish Council on the back of 10 of the high vis tabards we already have.

It was resolved to print the tabards at a cost of £50 inc VAT with the financing to come from the Neighbourhood Action Panel. Proposed: Cllr Ward, Seconded: Cllr Gray, all in favour.

**19/093 Insurance Renewal**

*The 3 year long term agreement with Zurich expires at the end of May. To consider quotes.* We have received 2 out of 3 quotes so far. Zurich has quoted £1,224.52 for a one year policy and £1,173.79 for a 3 year long term arrangement. Community Action Suffolk has quoted £897.69 for a one year policy and £852.81 for a 3 year long term undertaking. The clerk and Mrs Routledge will meet to compare all 3 quotes once we receive them all and review the coverage of each.

It was resolved to delegate authority to the clerk to decide on the insurance renewal. Proposed: Cllr Beard, Seconded: Cllr Fairey, all in favour.

**19/094 New Councillors**

*To discuss how to find new councillors for the Parish Council.*

There are currently 5 vacancies. Cllr Beard made a poster. Cllr Fairey suggested delivering fliers door to door. Cllr Ward added speaking to people door to door. Cllr Scott said that Alresford did an exhibition for all the organisations and groups and did a leaflet drip to advertise it. We could do this and have a PC stall. We have previously done this for our Annual Parish Meetings but attendance was falling. A resident suggested we do an article for Upmarket to explain what would happen if the PC stops. Mrs Ward said that a flier could go into Upmarket for £25 to save door to door delivery. Cllr Beard suggested that we speak to people at the New Community Centre exhibition, and added that we took the gazebo to the fete last year and could do that again. Once we have our welcome pack we can get new

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residents interested early. Mrs Routledge suggested that for a leaflet drop it would be a good idea to invite people to something. To go out with the July Upmarket the deadline would be mid-June. A Saturday morning was suggested and to check with Mr Fairweather the dates free for the small hall. Mrs Ward suggested attending the Elmstead Art exhibition at the Church in June, we'll check the dates.

**19/095 Internal audit report and Annual Governance Statement**

i) *To review a report from our internal auditor for 2019/20.*

It was noted that the PC has received the report and had the opportunity to review it. There were no questions.

ii) *To review the Annual Governance Statement (from the Annual Return to be approved in the June 2019 council meeting).*

Held over to be approved in the June meeting.

**19/096 Finance**

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

It was resolved to accept the finance report and approve the payments. Proposed: Cllr Beard, Seconded: Cllr Bell, all in favour.

ii) *To approve appendix 1 of the Financial Regulations.*

It was resolved to approve the above. Proposed: Cllr Bell, Seconded: Cllr Ward, all in favour.

**19/097 Election of Officers, Committee Members and Working Party Members**

See appendix 2 for agreed officers and membership.

It was resolved to agree the changes to appendix 2. Proposed: Cllr Beard, Seconded: Cllr Kirby, all in favour.

Cllr Gray mentioned nominated substitutes which are named councillors used as substitute members for committees if the meeting is not going to be quorate. It was also discussed that members of the public can be members of committees (except finance) and suggested that the planning committee would be a good one for a resident to join.

**19/098 Communications** *Items of interest for inclusion in our July Upmarket report in addition to the report of meeting.*

**19/099 Items for next agenda or for information only**

Cllr Beard reported that Market Field School need the playing field closed for 2 nights on the 12<sup>th</sup> and 13<sup>th</sup> June for their camping event. One night has previously been authorised.

Councillors agreed to this but said to stipulate that the School puts a notice on the gate a fortnight before to inform the public of the dates of closure and to emphasise that this is the last time an agreement will be made without proper notice for inclusion on a Parish Council agenda. Proposed: Cllr Beard, Seconded: Cllr Ward, all in favour.

**There being no further public business councillors were thanked for their attendance.  
The meeting closed at 9.56pm.**

**Date of next Parish Meeting: Thursday 20<sup>th</sup> June 2019  
To be held in the Community Centre, School Road, Elmstead  
Minute written by Mrs. A Baxter  
Contact: 01206 827139**

Signature .....

Date .....

# Minutes 16<sup>th</sup> May 2019

## Annual Parish Council Meeting of Elmstead Parish Council

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### Appendix 1

Elmstead Parish Council Finance Report					
Invoice Date	Method	Payee	Net	VAT	Total
<b>Approval is requested for the following payments:</b>					
01/05/2019	BT	Community Centre Hall Hire for April x 4	£ 64.00	£ -	£ 64.00
Receipts	BT	Mr A Dingwall - cement for sign on Lucerne Green, black bin bags	£ 8.60	£ 1.73	£ 10.33
24/04/2019	BT	Stanfords - market appraisal for land registry purposes	£ 150.00	£ 30.00	£ 180.00
09/05/2019	102670	Mrs J Stobart - Internal audit 2018/19	£ 175.00	£ -	£ 175.00
<b>Direct Debits</b>					
10/05/2019	DD	Talk Talk - phone and internet	£ 24.50	£ 4.90	£ 29.40
01/05/2019	DD	707 Resource Management - emptying of skip	£ 50.94	£ 10.19	£ 61.13
01/05/2019	DD	707 Resource Management - emptying of skip overweight charges	£ 13.37	£ 2.67	£ 16.04
01/05/2019	DD	Eon - street lighting	£ 31.74	£ 1.59	£ 33.33
03/05/2019	DD	Nest - pension contribution	£ 46.70	£ -	£ 46.70
01/04/2019	DD	A&J Lighting - street lighting maintenance	£ 31.63	£ 6.33	£ 37.96
<b>Grants - approved in April meeting</b>					
16/05/2019	102671	1st Alresford & 1st Elmstead Scout Group	£ 300.00	£ -	£ 300.00
16/05/2019	102672	1st Elmstead Brownies	£ 100.00	£ -	£ 100.00
16/05/2019	102673	1st Elmstead Rainbows	£ 100.00	£ -	£ 100.00
16/05/2019	102674	The Elmstead Gardening Club	£ 100.00	£ -	£ 100.00
16/05/2019	102675	Elmstead in Bloom	£ 250.00	£ -	£ 250.00
16/05/2019	102676	Elmstead Market Art Group	£ 150.00	£ -	£ 150.00
16/05/2019	102677	Elmstead Market Women's Institute	£ 300.00	£ -	£ 300.00
16/05/2019	102678	Mrs A Goody (The knitting group)	£ 150.00	£ -	£ 150.00
16/05/2019	102679	The Marketeers (The Local History Group)	£ 50.00	£ -	£ 50.00
16/05/2019	102680	The Marketeers	£ 300.00	£ -	£ 300.00
16/05/2019	102681	Trinity Methodist Church	£ 100.00	£ -	£ 100.00
16/05/2019	102682	Upmarket	£ 300.00	£ -	£ 300.00
16/05/2019	102683	Mr M Laws (War memorial planting)	£ 100.00	£ -	£ 100.00
16/05/2019	TBA	Elmstead Baby & Toddler Group	£ 200.00	£ -	£ 200.00
<b>Total</b>			<b>£ 3,096.48</b>	<b>£ 57.41</b>	<b>£ 3,153.89</b>
<b>For information</b>					
29/04/2019	BT	April salaries	£ 1,351.78	£ -	£ 1,351.78
Parish Council resolved to approve the above expenditure 16th May 2019 meeting item 19/096i)					
Signed _____					
Examined invoices _____					
<i>Closing Balances to 30th April 2019 are:</i>					
Current Account to end of month			£ 5,684.83		
Total Expenses unpaid at end of month			-£ 1,912.48		
Total of expenses below (May payments - request for approval)			-£ 3,153.89		
Balance in current account after monthly expenses			£ 618.46		
Business Premium Account			£ 47,307.17		
Active Saver Account			£ 10,096.86		
<b>Estimated Overall Closing Balance - Current and Deposit</b>			<b>£ 58,022.49</b>		
<i>Income Details for April 2019:</i>					
TDC Precept			£ 17,156.00		
TDC LTCSS Grant			£ 287.00		
Playing field rental (Circus Petite)			£ 100.00		
<b>Total income for the month</b>			<b>£ 17,543.00</b>		

Signature .....

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**Appendix 2**

**Elmstead Parish Council – agreed 16<sup>th</sup> May 2019**

**Officers (Roles and Responsibilities) 2019/20**

<b>TDALC</b>	Cllr. Nick Bell
<b>Community Centre</b>	vacancy
<b>Public Transport</b>	Mrs Jean Routledge
<b>Road Safety</b>	Cllr Nick Bell vacancy
<b>Dene Park</b>	Cllr. Nick Bell Cllr. Paul Beard
<b>Flag Officer</b>	Mrs. Cathy Brock (Principle) Cllr. Nick Bell (Standby) Cllr. Martine Ward (Standby)
<b>Health and Safety</b>	Mr. Alan Dingwall Cllr. J Gray
<b>Village Schools</b>	Cllr. Mike Kirby
<b>Fundraising</b>	Cllr Martine Ward

**Working Parties:**

**Village and PROW maintenance Working Party**

<b>Member</b>	Cllr. Paul Beard
<b>Member</b>	Cllr. Nick Bell
<b>Member</b>	Cllr. John Gray
<b>Member</b>	Cllr. Martine Ward

Signature .....

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**Committees:**

**2018/19**

**Finance Committee**

<b>Chair</b>	To be decided
<b>Vice Chair</b>	Cllr. Nick Bell
<b>Member</b>	Cllr. Martine Ward
<b>Member</b>	Cllr. Mike Kirby
<b>Member</b>	Cllr. Sally Fairey

**Personnel Committee**

<b>Chair</b>	To be decided
<b>Vice Chair</b>	Cllr. Nick Bell
<b>Member</b>	Cllr. Martine Ward
<b>Member</b>	Cllr. Sally Fairey

**Planning Committee**

<b>No Chair</b>	To be decided
<b>Vice Chair</b>	To be decided
<b>Member</b>	Cllr. Mike Kirby
<b>Member</b>	Cllr. Nick Bell
<b>Member</b>	Cllr. John Gray
<b>Member</b>	Cllr. Paul Beard

**New Community Centre Committee**

<b>Chair</b>	Cllr. Paul Beard
<b>PC Member</b>	vacancy
<b>PC Member</b>	Cllr. Martine Ward
<b>PC Member</b>	Cllr. John Gray
<b>PC Member</b>	vacancy
<b>Non PC Member (Vice Chair)</b>	Mr R Fairweather
<b>Non PC Member</b>	Mrs J Triscott
<b>Non PC Member</b>	Mrs C Brock
<b>Non PC Member</b>	Mrs J Grotier
<b>Non PC Member</b>	Mrs E Chubb
<b>Non PC Member</b>	Mrs D Stammers
<b>Non PC Member</b>	Mr S Wright
<b>Non PC Member</b>	Mrs H McGrath
<b>Non PC Member</b>	Mrs R Valentine
<b>Non PC Member</b>	Mr S Higgins

Signature .....

Date .....