

# Minutes of the Annual Parish Meeting 17<sup>th</sup> May 2018

## Elmstead Parish Council

Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Councillors Paul Beard (Chairman), Nick Bell, John Gray, Bob Kavanagh, Jean Routledge, Jane Triscott and Martine Ward

Also Present: Mrs Baxter (Clerk), District Councillors Rosemary Heaney and Fred Nicholls and 12 members of the public.

### 18/001 Apologies for Absence

Cllrs Mike Kirby and Solma Ahmed sent their apologies.

### 18/002 Approval and signing of the minutes from 18<sup>th</sup> May 2017.

It was resolved to accept the minutes from 18<sup>th</sup> May 2017 as true and accurate. Proposed: Cllr Bell, Seconded: Cllr Routledge, all in favour.

### 18/003 Chairman's Annual Report

Cllr Beard: Thank you to everyone for coming. Looking back on the last year it's been a disappointing but interesting year. Thank you to Mrs Baxter for her work as clerk, and to Mr Dingwall for his work around the village, it looks great.

Thank you to the councillors, they do a lot of work outside of the meetings.

Thank you to our District Councillors, and to Cllr Guglielmi for all their support.

Sadly a few of our councillors have left, thank you for their time. This is Cllr Kavanagh's first annual meeting, thank you for all his efforts. Thank you to the committees, they attend additional meetings and do additional work. Thank you to the Speedwatch team, they do a tough job. Speed is a major concern for our village and the team needs more members.

Regarding planning 269 new houses have been approved. Applications for an additional 108 are still in process. This is a bonus for clubs as they have the opportunity for new members. We welcome new residents and look to build on the community. It has been hectic with planning, it's been a tough fight. At the TDC planning committee meetings we learned which arguments don't work such as limited space at the doctors and schools. We learned some arguments do work. We wondered how some applications got passed but kept battling. We looked to grow amenities for example the community centre.

We wanted to engage more with the village, we haven't done so and apologise. There are reasons, there has been a lot of other work. The village needs more events, we've had the idea of a fun run.

Councillors have attended training. We have seen a defibrillator installed at Budgens, we thank Lanswood for providing this. The fence at Elmcroft has been replaced, thank you to Go Homes. Our handyman is spending more time on the footpaths, we should see an improvement in these.

Out of the blue we had the North Green project after a car drove onto the green. We have had to make an insurance claim to replace the bus shelter, noticeboard and seat.

Going forward the new committee centre is the major project. We have a committee which meets monthly and there is a lot of work to do.

The planning will carry on, we hope the 90 houses on Bromley Road is the last and we are hopeful it won't come off. Once the TDC Local Plan is in place it should reduce the number of applications.

### 18/004 Chair of Finance Committee – Annual Report

See attached report.

Cllr Routledge: Went through the report and added that the committee does a regular review of the budget.

Signature .....

Date .....

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### 18/005 Grants – To give out the annual PC grants.

Cheques were given out and representatives invited to say a few words:  
The knitting group - they are knitting blankets and hats for premature babies and teddies for the church. They would like more members, they have 10-11 at the moment. Upmarket – the grant is very much appreciated. The team enjoy producing the magazine, especially for those with no access to social media.  
Marketeers – had 80 attendees at their fish and chip lunch on Good Friday. There is a need in the village and the grant is much appreciated. The WI – the grant will go towards tablecloths and cake stands, they have 29 members.  
EMAG – has 22 members. Elmstead in Bloom – they will be meeting soon to discuss the planting of the South Green. Cllr Beard said that they are doing a great job, the village looks superb. They are struggling for members and help, volunteers would be welcome. The gardening club – has 18 members and is hoping to get more. They would like to invite speakers to their meetings which are the 2<sup>nd</sup> Wednesday of the month at 7.30pm. The scouts – they have more than 20 cubs and 16 scouts. They are going to buy a camp flag.  
Cllr Beard congratulated Mrs Ellen Chubb on being a worthy winner of the Pride of Tendring.

### 18/006 Public Question Time

No questions. Attendees were invited to join in with some drinks and nibbles. Cllr Beard thanked Cllr Triscott for making 2 lovely cakes.

The meeting closed at 7.40pm.

Minuted by Mrs. A Baxter

Contact: [elmsteadparish@gmail.com](mailto:elmsteadparish@gmail.com) 01206 827139

Signature .....

Date .....

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### Elmstead Parish Council – Finance Committee Report 2017 – 2018

The Finance Committee is a sub Committee of EPC, meeting separately as required and making recommendations to full council for discussion and final ratification. Every year we set the budget and calculate the annual precept required, then review expenditure on a regular basis. We also award grants to local organisations and charitable causes.

#### Overview

In the 2017/18 financial year EPC had a total income of £42,538. This was made up of TDC precept of £29,795, a LTCSS grant of £2,206, together with an insurance payout of £7,658 in respect of North Green and a donation of £1348 from St Anne and St Lawrence in connection with their new noticeboard, plus various other minor amounts.

Our total expenditure for the year amounted to £39,243 net of VAT (which is recoverable) but including an increase to our reserves of £1250. All our expenditure was close to or below the budget set at the beginning of the year, apart from repairs to the mower and strimmer (£713 over budget) and of course the replacement of the furniture on North Green destroyed in the traffic accident, the cost of which was covered by our insurance and donations. We did make significant savings in our electricity bill of £515 against the budget of £1,000 due to switching to LED lightbulbs. However we have not yet received our bills for emptying the dog bins (budgeted at £500) and for cutting the grass of the Playing Field (budgeted at £1,000). We also decided to give out grants to local clubs and organisations in May 2018 rather than in the previous December, thus delaying the expenditure into the next financial year, a coincidental saving of £3,000 against budget.

#### How the income was used.

- Administration costs e.g. clerk & handyman's wages, expenses, phone/broadband, insurance, auditing, office supplies, and membership fees.
- Maintenance costs e.g. grass cutting around village & Dene Park, mower servicing, Christmas tree & lights, waste collection (village, community centre & dog bins), community centre external maintenance and general day to day maintenance around village.
- Rent & Hire i.e. hire of community centre for meetings, Market Field School field rental.
- Highways & Street Lights costs i.e. electricity and maintenance for village street lights and also recalibration of "speed watch" camera.
- Increasing reserves to fund future capital expenditure projects. This includes the replacement of the mower and potential future legal costs.
- Capital expenditure - for the village gateways and Vehicle Activated Signs funded by the Bluegates donation, the replacement of the furniture on North Green as previously mentioned and the replacement of our street lighting with LED bulbs (funded from our reserves).

#### Summary

I feel the Finance Committee has acted very responsibly in setting a sensible budget, closely monitoring expenditure and seeking cost savings wherever possible. This is borne out by the actual expenditure closely matching, or being less than, the budget, except for those items which could not be foreseen.

Cllr Jean Routledge  
Finance Committee Chair

Signature .....

Date .....