

**Minutes 15<sup>th</sup> March 2018**  
**Meeting of Elmstead Parish Council**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

Present: Councillors Paul Beard (Chairman), John Gray, Bob Kavanagh, Mike Kirby, Jane Triscott and Martine Ward

Also Present: District Councillor Fred Nicholls, Mrs Baxter (Clerk) and 8 members of the public.

**18/049 Chairman's welcome**

Cllr Beard thanked all the councillors for their work in between meetings and thanked the handyman, Mr Dingwall and clerk, Mrs Baxter too. He also thanked District Councillor Nicholls and sent thanks in their absence to District Councillor Heaney and County Councillor Guglielmi.

**18/050 Apologies for Absence**

Cllrs Bell and Routledge had sent their apologies. Cllr Bell is in hospital and Cllr Beard wished him a speedy recovery. County Councillor Guglielmi had informed us that he would be away.

**18/051 Declaration of Pecuniary Interests and Non Pecuniary Interests**

None

**18/052 Approval and signing of the minutes from 15<sup>th</sup> February 2018.**

It was resolved to accept the minutes from 15<sup>th</sup> February 2018 as true and accurate. Proposed Cllr Triscott, Seconded Cllr Ward, all in favour

**18/053 To receive an update about the progress of resolutions from the last meeting of the Council on 15<sup>th</sup> February 2018 not covered in this agenda.**

The clerk informed the council that we had received no update regarding the parking situation outside Autumn House on Clacton Road. We have received an e-mail from a concerned resident raising issues of safety and inconsiderate parking if parking is once again allowed there. Councillors are to read this e-mail. Attending residents expressed their concerns that having lived there for 40 years and always having been able to park there they are no longer able to. Local businesses are losing business. Cllr Beard updated them with the situation, that North Essex Parking Partnership started ticketing after receiving complaints. The council has been asked by TDC if we support parking there and we have replied yes if the parking is considerate and not obstructing the footpath. A resident later asked who owns the land in question. The clerk is to ask Mr Ian Taylor (TDC) if he knows who owns the land.

Cllr Nicholls updated the PC that the application for double yellow lines on Bromley Road is with the NEPP and will take several months. They will do a site visit first.

The fencing around Elmcroft should be replaced by Go Homes after Easter.

**18/054 Public Speaking**

Residents informed the council that there is a notice to say Bromley Road will be closed 27<sup>th</sup> March and that Clacton Road will be closed 26<sup>th</sup>/26<sup>th</sup> due to micro surfacing.

A resident queried why only one streetlight on Bromley Road hasn't been changed to LED. The clerk is to find out and let him know.

**18/055 County Councillor report**

None received

**18/056 District Councillor reports.**

Cllr Nicholls: The Tendring car rally will not come through Elmstead. The consultation for the proposed wheelie bins ends tomorrow. The proposal is that from summer 2019 TDC will introduce wheelie bins for a fortnightly waste collection. The recycling collections will remain as they are. There will be exceptions to the wheelie bins for people in flats or with no room for the bins. This will save TDC over £400,000. If the changes are not brought in then council tax will have to increase.

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**18/057 Post Office**

*To hear an update regarding the provision of a Post Office in Elmstead, and discuss any other options.*

Mr Bob Button attended to explain that he runs outreach (mobile) post offices and has been asked if he can temporarily provide a post office to be located in the FV Conservatory premises for 2 hours a week. It will possibly be on a Monday from 2-4pm but he's waiting for confirmation from the post office. If it's really busy then the hours might increase. The outreach post office does everything a regular post office does apart from process passports. If the Post Office cannot source permanent premises then it's likely the mobile post office will continue. It's not financially viable for businesses to run post offices anymore and there are several other villages which Mr Button attends; Great Bromley, Birch, Fingringhoe and Great Tey included.

Cllr Beard has been speaking to Mr Vaughan of FV conservatories to discuss possibilities if the mobile post office does not provide enough hours. There are spare units at FV and if it could be run as a voluntary/community enterprise then it would not be so financially unviable. The potential problems were discussed; volunteers having to deal with technical problems, training and the responsibility involved.

It was resolved to ask EALC if they know of any other villages who run a community post office. Proposed: Cllr Beard, Seconded: Cllr Gray, all in favour.

A resident with a background in the post office said that he would speak to some Suffolk post offices where he thinks they might be doing something similar.

**18/058 Planning**

*To hear an update from the planning committee or otherwise regarding planning. Any significant updates?*

- i) *17/00927/DETAIL Reserved matters application for construction of new access to serve housing development approved under 16/00219/OUT. The TDC Planning Committee met on the 6<sup>th</sup> January and this decision was an item on their agenda.*

The TDC Planning Committee approved the application provided that the footpath along Tye Road was built before the development was started. There is some disagreement about whether a 1.5m width footpath can be built without narrowing the width of the road. Cllr Nicholls said that once it is constructed they will tell planning and planning will inspect it. If they have narrowed the width of the road then enforcement will take action. Mr Hills will need to go through the proper procedure before he starts.

- ii) *Does the PC wish to write to Bernard Jenkin MP to make a complaint around the impact of government planning policy on the growth of the village?*

Cllr Nicholls doubted that Mr Jenkin MP would get involved in planning matters. At the next conservative group meeting of TDC there will be a proposal to make contact with the Planning Inspectorate to make a formal complaint.

It was proposed, but not resolved, that the council write to Mr Jenkin MP. Proposed: Cllr Ward, Seconded: Cllr Gray, 2 in favour, 4 against.

- iii) *Tendring Local Plan. At the February meeting Cllr Heaney advised that the PC write to Mr Guiver at TDC planning regarding speaking at the next hearing for the Local Plan.*

Cllr Nicholls: If the PC wishes to make a representation then we just need to write and say we'd like to go and speak. Cllr Nicholls thinks that the next hearing will be in September.

**18/059 Church Road Development – New community Centre and other s106 benefits**

*Update on the New Community Centre Project.*

Cllr Beard: Since meeting Mr Gary Guiver (TDC planning) not a lot has happened. The Charity Field site is still not sold. Newell's contacted us back in December to see if the PC would take the money in lieu of them building the community centre, and there will be a meeting with them, Cllrs Kavanagh and Beard and Mr Fairweather to keep them updated.

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**18/060 Pride of Tendring Awards**

*To hear from Cllr Bell regarding the ceremony*

As Cllr Bell was in hospital award winner Mrs Ellen Chubb spoke about the ceremony. It was a well organised, really lovely evening with fantastic entertainment. Tendring brass band played for the arrivals and as a fanfare for the awards. There were also children signing. It was resolved to ask Cllr Heaney for another photo of the event to display in the community centre. Proposed: Cllr Beard, Seconded; Cllr Triscott, all in favour.

It was agreed to add this item to the August agenda to think about nominations for the next awards.

Cllr Beard asked Cllr Nicholls to pass on his thanks to TDC.

**18/061 Hearing Loop for the community centre small hall.**

*Cllr Triscott has been investigating options for the installation of a hearing loop and has obtained two quotes for different systems which have been circulated.*

Mr Fairweather has spoken to the manufacturer and thinks that he can install it himself. One option has the microphone on the ceiling to pick up the sound, but Mr Fairweather thinks that we'll need 2 or 3 microphones. The cost with one is £250.80, we're waiting to see how much with the extra microphone. The other option is for several microphones to be placed in front of the councillors and these are to be turned on and off. This has a cost of £1,870. The community centre team has been asked if they will share the cost. The answer is no but they will install it free of charge. It was asked whether we should be installing it when we will be getting a new community centre but as it is portable it will be moved to the new hall. This item is to go on the April agenda.

**18/062 North Green**

*An update and locations for the noticeboards.*

Cllr Kavanagh: The proposal is for the Church noticeboard to go on the south-west corner of the green and for the PC noticeboard to go on the south-east corner. The middle part of the green will then remain open. It will also help Mr Dingwall to cut the grass easily. These locations were agreed. Proposed: Cllr Beard, Seconded: Cllr Ward, all in favour.

**18/063 Clacton Road Car Park**

*A resident has complained about the amount of fly tipping and rubbish in this car park. To discuss possible ways to improve the situation.*

Cllr Beard informed the council that a resident has complained of litter, drugs and adult activity. He had 2 suggestions for the PC;

- 1) Install lighting in the car park to deter the above.
- 2) Trim the shrubbery so that the car park can be viewed through the bushes and trees from the main road.

A resident attending the meeting said that she had lived opposite the car park for 25 years and had never had any issues. Also that the construction of the new houses may help as they overlook the car park. It was discussed that some councillors did not want the shrubbery cut back, and that although TDC own the car park it would be the PC who would have to pay for the light. Cllr Nicholls advised that all the fly tipping in the car park should be reported and will be dealt with by TDC. Cllr Beard proposed the above two suggestions but nobody seconded the proposals.

**18/064 Bluegates Donation**

*An update on the village gateways and VAS signs. To approve an alternative supplier for the VAS signs as the previously agreed supplier is no longer in business.*

Cllr Kirby explained that the working party has looked at some options and quotes and chosen a preferred supplier which is very similar and has an extended warranty available. The overall cost will be £500 over that previously agreed for the original supplier. It was resolved to approve the working party's choice of supplier and the purchase of the 2 VAS signs. Proposed: Cllr Kirby, Seconded: Cllr Kavanagh, all in favour.

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Cllr Kirby said that there will be about £2,000 left from the donation to spend and it must be of general benefit to the village. Ideas suggested were an extra item for the playground and a shelter for a bus stop. Councillors are to think of other ideas before the next meeting.

**18/065 Traffic and parking around the village and Primary School.**

As Cllr Bell is absent this item was held over until April.

**18/066 School Road Traffic and Parking**

*Does the PC wish to request a traffic restriction order to restrict parking along School Road?*

It was discussed that this is the only School with no parking restrictions round the entrance. Councillors had observed the parking during a school run and felt it was an accident waiting to happen. The school may not want the restrictions, they say their car park is full and they have expressed a preference for an overflow car park. Cllr Nicholls suggested that the PC send him an e-mail asking if the NEPP will do a survey to come up with a scheme to prevent parking on School Road. The above was resolved. Proposed: Cllr Kavanagh, Seconded: Cllr Ward, all in favour.

**18/067 Dog Bins Update**

There was a discussion about purchasing an additional dog bin for Bromley Road, and some options were reviewed. It was resolved to agree to purchase a Glasdon Metal Fido dog waste bin 50l in red with an extended base post. The total cost is £206.78 excl VAT. Proposed Cllr Beard, Seconded: Cllr Kavanagh, all in favour.

**18/068 Data Retention Policy and new Data Protection Regulations.**

i) *To approve a data retention policy.*

Held over to the April meeting.

ii) *The new Data Protection Regulations will require the PC to assign a data protection officer and to perform a data processing audit. We are awaiting further information from EALC.*

To include on the April agenda.

**18/069 Finance**

*To look through the finance report and approve the payments for March. See appendix 1*

It was resolved to accept the finance report and approve the payments.

Proposed: Cllr Triscott, Seconded: Cllr Kirby, all in favour.

**18/070 Communications** *Items of interest for inclusion in our May Upmarket report in addition to the report of meeting.*

The clerk mentioned that Mr Dingwall has suggested including a handyman's piece in Upmarket. The clerk is to ask Mr Dingwall to forward it to her for circulation along with the PC article for approval.

**18/071 Items for next agenda or for information only**

None

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

**The meeting closed at 9.23pm.**

**Date of next Parish Meeting: Thursday 19<sup>th</sup> April 2018**

**To be held in the Community Centre, School Road, Elmstead**

**Minuted by Mrs. A Baxter**

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

Signature .....

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**Appendix 1**

<b>Elmstead Parish Council Finance Report</b>	
<i>Closing Balances to 28th February 2018 are:</i>	
Current Account to end of month	£ 35,659.86
Total Expenses unpaid at end of month	-£ 1,156.89
Total of expenses below (March payments - request for approval)	-£ 9,565.55
Balance in current account after monthly expenses	£ 24,937.42
Deposit Account to Bank Statement Ref 153	£ 27,719.51
Active Saver Account (Bluegates Donation)	£ 10,076.60
<b>Estimated Overall Closing Balance - Current and Deposit</b>	<b>£ 62,733.53</b>
<i>Income Details for February 2018:</i>	
EALC Clerk's Bursary (75% refund of Data Protection Briefing)	£ 33.75
Zurich Insurance (30% balance of bus shelter, and full amount noticeboard and bench)	£ 3,365.34
St Anne & St Laurence Church	£ 1,348.50
<b>Total income for the month</b>	<b>£ 4,747.59</b>
Approval is requested for the following payments:	
Community Centre Hall Hire for February x 1	£ 16.00
Littlethorpe Great Leigh Bus Shelter for North Green	£ 8,760.00
Lambert Smith Hampton Rent in advance for Playing Field 25/3/17-24/3/18 = £900. Total is net of a £128.77 refund for 13/8/14-28/9/14	£ 771.23
Mrs A Baxter - refreshments for Jan & Feb PC meetings and 2nd class stamps for office	£ 18.32
<b>Total</b>	<b>£ 9,565.55</b>

Signature .....

Date .....