

Minutes 17th January 2019
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

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

Also Present: Mrs Baxter (clerk) and 1 member of the public

Absent: Councillors Jane Triscott and Mike Kirby

19/001 Chairman's welcome

Cllr Beard welcomed everyone and thanked the clerk, handyman and councillors for their work, it has been a busy month.

19/002 Apologies for Absence

Cllrs Triscott and Kirby sent their apologies, Cllr Triscott had another engagement and Cllr Kirby was unwell.

19/003 Declaration of Pecuniary Interests and Non Pecuniary Interests

None.

19/004 Approval and signing of the minutes from 20th December 2018.

It was resolved to accept the minutes from 20th December 2018 as true and accurate, subject to agreed amendments.

Proposed: Cllr Beard, Seconded: Cllr Routledge, all in favour.

19/005 To receive an update about the progress of resolutions from the last meeting of the Council on 20th December 2018 not covered in this agenda.

The clerk gave a verbal report.

19/006 Public Speaking

A resident raised that it would be good if the village could do something as part of the nationwide Great British Spring Clean which is on from 22nd March to 23rd April. It was discussed that the PC would ask for volunteers in Upmarket for a litter pick on Saturday 6th April with a response to the clerk of times available by Monday 18th March.

A resident raised that teracycle offer recycling of a wide variety of materials and there are various collections points. Beth Chatto is one and there are others in Colchester. Cllr Routledge will look into teracycle and will also let people know what's available and then we can look to see if there are any gaps we could try to fill. The ecobrick scheme was also brought up. There is a drop off post in Brightlingsea.

A resident asked if TDC has a pavement cleaner. We'll ask Cllr Nicholls next time he is here.

19/007 County Councillor report

Not yet received.

19/008 District Councillor reports.

Not in attendance.

19/009 New Community Centre Committee

Any updates?

Cllr Beard: The Committee has not met since the last PC meeting.

Cllr Gray: Met with Mr Wright and Mr Fairweather and looked at amendments to the positioning of the hall. Go Homes had provided a plan where they had changed it around. They are waiting for Go Homes to come back with a new plan.

Regarding financing, if the Church Road application goes to appeal and there is a delay with its £400k contribution, we could in the meantime try to raise the finance to go ahead with the build. Cllr Gray is willing to help to raise this additional finance. It was discussed that the New Community Centre Committee should discuss this and decide if a current working party is covering this or if a new one is needed to be formed. It was resolved to add this to the next NCCC agenda. Proposed: Cllr Beard, Seconded; Cllr Ward, all in favour.

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19/010 Finance Committee – 2018/19 Budget and Precept and internal auditor.

- i) *To hear a recommendation from the finance committee for the 2019/20 budget and the amount of precept to set for 2019/20. To agree a budget and precept for 2019/20.*

Cllr Routledge: The finance committee met and went through the budget line by line. It looked at the expenditure for the first 3 quarters of the current year and estimated the 4th quarter and used this as a basis for the budget. In some cases items were reduced, in some cases they were increased marginally. The best estimate went into the precept calculator.

The precept calculator was discussed in some detail and the council looked at the effect different increases had on the average increase in council tax to a band D property.

It was also discussed whether an amount could be added for the new community centre, but looking at the increase in precept that would produce it was decided that additional funding can't come from the precept.

The likely cost of a chainsaw training course for the handyman was discussed and the budget for that was increased to £400. All other items remained the same. It was resolved to approve the budget with an overall expenditure of £34,884.60. Proposed: Cllr Beard, Seconded: Cllr Gray, all in favour.

The result is an increase to precept for a band D property of 3% which equates to £1.47.

- ii) *To hear a recommendation from the finance committee regarding our internal auditor for 2018/19.*

It was resolved to appoint Mrs Jan Stobart. Proposed: Cllr Beard, Seconded: Cllr Gray, all in favour.

- iii) *Any further update from the Finance Committee Meeting held 10th January 2019?*

Cllr Routledge: The finance committee agreed to the purchase of the second hand push mower from Mr Fairweather.

19/011 Pavement safety outside the fish and chip shop

The owner of the fish and chip shop has suggested that a safety barrier be installed between the pavement and road to protect customers using her shop from the traffic. Does the PC wish to make an application to the LHP to investigate this matter?

Cllr Beard gave a recap. He initially went to see the shop owners about the issues. Then at the November PC meeting Cllr Nicholls suggested a meeting with Ian Taylor (TDC). Cllr Gray then visited the shop and Cllrs Nicholls updated by e-mail that he thought an application to the Local Highways Panel (LHP) would be made.

The shop is going to do some work to the interior and will include the outside area in their plans. They could add a ramp and handrail, although the pavement outside is narrow.

It was resolved to make an application to the LHP and ask them for solutions to make the shop access safer. Proposed: Cllr Beard, Seconded: Cllr Ward, all in favour.

The pothole by the bus stop outside Budgens was discussed, our District and County Councillors are aware of it. Cllr Bell will contact Cllr Nicholls about it.

19/012 Essex Libraries Consultation

ECC is carrying out a 12 week consultation on a draft 5 year strategy for future library services in Essex. The survey is open until 20th February 2019.

Cllr Gray: There is an exhibition at the Greenstead library on Monday.

Cllr Routledge: Will see Rosalind Scott at the weekend to see what's happening at the Wivenhoe library. The proposition for Manningtree and Wivenhoe is that a library facility will be maintained but that it will be run by the community.

A resident has heard that ECC plans to sell the library building and replace it with pop ups in community buildings. It was discussed that Wivenhoe currently has PCs and printing facilities which will be lost, it's well used. They are also educational facilities. The consultation wasn't clear as to what was being proposed for these libraries. Cllr Routledge will try to attend a drop in session at Wivenhoe library which runs 22nd – 26th January.

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19/013 Fly tipping

A resident has asked the council to consider the increased fly tipping on local roads.

It was discussed that we'll put an article in Upmarket to say that the PC is aware of the fly tipping and clarify to residents what they should do if they see any. They shouldn't touch it themselves as you have to have a license to do so. It was felt that the fly tipping had got worse since the changes with the waste stations. When it's reported TDC does collect it promptly. We'll request that Upmarket add the phone number to report fly tipping to the directory at the back of the magazine.

Although we may feel that the additional cost of TDC picking up fly tipping is unnecessary, we don't know the most cost effective manner of dealing with waste and the comparison to the savings at the waste centres. It was resolved to endorse the resident's e-mail to Essex waste and confirm that we have noticed an increase in fly tipping. Also to put the discussed information in Upmarket. Proposed: Cllr Routledge, Seconded: Cllr Beard, all in favour.

19/014 Finance

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

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

19/015 Annual Parish Meeting

In recent years this meeting has consisted of a Chairman's annual report and a Finance Report and has been held directly before the May Annual Parish Council Meeting. In 2018 it also included the presentation of grants. This meeting must be held between 1 March and 1 June. It must not start before 6pm. It is a meeting of local electors and can include business to be transacted to be voted on by the electors present. It can also include presentations and displays etc, for public interest and/or participation. To discuss the timing and format for this year's meeting and the timing of the grants process.

After discussion other options tot was resolved to follow the same format as last year.

Proposed: Cllr Bell, Seconded: Cllr Beard, all in favour.

19/016 Local Government Elections 2019

To discuss the possible advertising of this to the public.

Cllr Routledge will add information about this to the Upmarket article.

19/017 Code of Conduct

Elmstead Parish Council follows the Tendring District Council Code of Conduct. The TDC code has been updated since we last adopted it. Does the PC agree to adopt the revised Code of Conduct?

It was resolved to adopt the revised Code of Conduct. Proposed; Cllr Routledge, Seconded: Cllr Ward, all in favour.

19/018 Communications *Items of interest for inclusion in our March Upmarket report in addition to the report of meeting.*

Those items agreed in the meeting.

19/019 Items for next agenda or for information only

None

19/020 Exclusion of press and public

To resolve that pursuant to S.1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting be closed to the public and press for the following items of business.

The above was resolved. Proposed: Cllr Beard, Seconded: Cllr Routledge, all in favour.

The following is excluded from public Minutes.

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19/021 Staff salaries

To consider the recommendation of the Finance and Personnel Committee following on from the staff appraisals with respect to the clerk's and handyman's salaries for the year 2019/20.

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

Date of next Parish Meeting: Thursday 21st February 2019
To be held in the Community Centre, School Road, Elmstead
Minute written by Mrs. A Baxter
Contact: 01206 827139

Signature

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Appendix 1

Elmstead Parish Council Finance Report			
<i>Closing Balances to 31st December 2018 are:</i>			
Current Account to end of month	£ 3,092.74		
Total Expenses unpaid at end of month	-£ 978.00		
Total of expenses below (January payments - request for approval)	-£ 395.27		
Balance in current account after monthly expenses	£ 1,719.47		
Business Premium Account	£ 47,784.10		
Active Saver Account	£ 10,076.60		
Estimated Overall Closing Balance - Current and Deposit	£ 59,580.17		
<i>Income Details for December 2018:</i>			
Business Premium Interest	£ 20.64		
Total income for the month	£ 20.64		
Approval is requested for the following payments:	Net	VAT	Total
Community Centre Hall Hire for December x 2	£ 32.00	£ -	£ 32.00
Mr A Dingwall - Petrol can for push mower, teak oil for benches & black bin bags	£ 13.82	£ 1.17	£ 14.99
Mrs A Baxter - food and drink for December PC meeting	£ 6.65	£ -	£ 6.65
Zurich Municipal - insurance for mower	£ 291.63	£ -	£ 291.63
Expenditure already approved by the Finance Committee (meeting of 10th January 2019):			
Mr R Faiweather - second hand Mountfield HP470 push mower	£ 50.00	£ -	£ 50.00
Total	£ 394.10	£ 1.17	£ 395.27
Parish Council resolved to approve the above expenditure 17th January 2019 meeting item 19/014			
Signed			
Examined invoices			

Signature

Date