

Minutes 17th May 2018
Annual Meeting of 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, County Councillor Carlo Guglielmi and 12 members of the public.

18/095 Election of Chairman 2018-19

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

18/096 To receive the Chairman's declaration of acceptance of office

Cllr Beard signed the Chairman's declaration of office.

18/097 Election of Vice-Chairman

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

18/098 Chairman's welcome

Cllr Beard welcomed everyone to the Annual Parish Council Meeting.

18/099 Apologies for Absence

Cllrs Mike Kirby and Solma Ahmed sent their apologies. County Councillor Carlo Guglielmi let us know he would be late.

18/100 Declaration of Pecuniary Interests and Non Pecuniary Interests

None

18/101 Approval and signing of the minutes from 19th April 2018.

It was resolved to accept the minutes from 19th April 2018 as true and accurate.
Proposed: Cllr Beard, Seconded: Cllr Routledge, all in favour.

18/102 To receive an update about the progress of resolutions from the last meeting of the Council on 19th April 2018 not covered in this agenda.

The clerk gave a verbal update.

18/103 Public Speaking

A member of the public reported that the new bench installed on the North Green is not level. Another member of the public reported that they had seen that Essex Highways had commented on the application for 90 houses on Bromley Road and was against it.

18/104 County Councillor report

See separate report.

Cllr Guglielmi added that if we have any defects reported but not dealt with to let him know as ECC has a fund to make highway repairs.

Cllr Beard asked about the issues at the Colne School, but Cllr Guglielmi said that as they are an academy ECC has very limited input with them. He went on to say that there is a huge expansion of schools program in Essex which is causing traffic problems. He has written to the members of the cabinet about it.

18/105 District Councillor reports

Cllr Nicholls: Regarding the 20mph speed limit outside schools he had met with Cllr Ian Grundy who is no longer portfolio holder for highways. This is now Kevin Bentley who is also in favour of the speed limit. TDC has written to all schools asking the children to design a "20 is plenty" banner and there will be a prize for the best poster. Clacton Pier is giving wristbands for prizes. There is a sign which can go up outside schools which will cost £80-

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£90 and TDC will be suggesting schools go to their local PC to ask for them to pay for the sign. The speed limit will be advisory not compulsory. The 20mph limit will apply to Market Field School too.

It was also suggested that all villages have a 30mph speed limit.

Cllr Nicholls also reported that 2 people with responsibility for parking have been to see the parking outside Market Field School with a view to having zigzag lines.

At the Tendring AGM Cllr Mark Platt was voted as the chair and Cllr Karen Yallop as the vice-chair for the upcoming year.

There has been lots of issues with the Tendring motor rally. A committee is going to examine it.

The roundabout on the A120 is progressing. There has been problems with the diversion signs and they are now putting in more signs. It should be finished by the end of 2018.

Cllr Heaney: is still trying to get the kerbstone fixed outside the Primary School. She has now e-mailed Alan Goggin. Nothing has happened so far in the garden of a house on Holly Way which needs clearing, they have to allow a long time for it to be cleared. There is also a house on Colchester Road which needs clearing but it hasn't been done yet.

Cllr Beard told our District Councillors about a problem on Clacton Road. A new gas main was put in to service the new houses (Go Homes) on Clacton Road, but it has left rubble on the verges and we can't cut the grass along them now. It will get overgrown very quickly. Cllr Nicholls said that there is a company Tendring use, Peter Harvey engineering. He will look into it for us.

County Councillor Carlo Guglielmi arrived.

18/106 Planning – to discuss and decide if the PC wishes to return comments in advance of the June Planning Committee Meeting. If the PC wishes to make a request for the calling in of these applications to the TDC Planning Committee the expiry date to do this is before the next PC planning meeting:

Cllr Routledge: There was a planning committee meeting last week. The main item on the agenda was the application for 90 houses on Bromley Road and everyone was against it. A resident has made flyers and was organising volunteers to deliver them. It was agreed that the PC would object and had valid grounds. The Tendring Local Plan is a few months away from approval and what's in the plan should guide decision making, and this is not in the plan. We have asked others to object, the more the better to show that Elmstead does not want this development.

Cllr Guglielmi updated us that we should hear whether the Local Plan Part 1 has been approved in the next few weeks, and once that has happened Part 2 will be examined. This will happen later in Autumn. A recent Planning Inspectorate refusal was plan led.

- i) *18/00644/OUT- Grange Farm Bungalow Clacton Road Elmstead Essex CO7 7DF. Demolition of existing bungalow and erection of up to nine dwellings and associated garaging.*

It was resolved to hold this item over to the next planning committee meeting when it can be discussed in more detail. Proposed: Cllr Bell, Seconded: Cllr Triscott, all in favour. If we wish to call it in though (ask for the TDC planning committee to make the decision) we need to do it within 28 days.

- ii) *18/00681/DETAIL - Variation of condition 2 of the approved planning application, 16/00219/OUT. Land to The East of Tye Road Elmstead Colchester Essex CO7 7BB*

Cllr Nicholls informed us that this would be going back to the TDC planning Committee. It was discussed that we are concerned that there is not in fact room to put a path, and if the developer delays the installation until after the houses are built it will be too late.

It was resolved to object to the application on the grounds that the footway is crucial to the development and needs to be put in first to ensure that it is viable. Proposed: Cllr Routledge, Seconded: Cllr Kavanagh, all in favour.

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18/107 New community Centre and other community benefits

i) Update on the New Community Centre Project.

Cllr Fairweather: We have had two meetings as a committee. At the second meeting we discussed at length the two site options. The majority were in favour of the Charity Field site and voted to recommend this to the PC. We set up 2 working parties; one to look into funding and the experiences of other groups who have built new community centres, and the other to look at detailed designs for the new community centre. The sale of land for Charity Field has not gone through yet though.

ii) To hear a recommendation from the committee on the preferred site for the new community centre.

Cllr Beard thanked the committee and working parties for their work so far. He added that it is up to the PC to decide if they back the decision of the committee to prefer the Charity Field site. It is on the proviso that Go Homes purchases the land, no discussions with Newells will proceed until after that happens. Cllr Gray added that part of the reason for the decision was that one of the developers (Go Homes) wants to help us and the other (Newells) does not.

It was discussed that previously some residents of the village have been in favour of the Church Road site, should we be taking a softer approach involving the village. One response was that if we prolong the decision making we could lose the offer which is on the table now. It needs to be recognised that this will be our plan A, with Church Road still being plan B for now.

It was resolved that the PC agrees in principle with the recommendation from the committee that Charity Field is the preferred site subject to the purchase by Go Homes. Proposed: Cllr Kavanagh, Seconded: Cllr Triscott, 6 in favour, 1 abstention.

Cllr Beard: We have our preferred solution but if anything changes it will be brought back to the PC.

Cllr Beard presented Mr Fairweather with a gift from the Parish Council to thank him for his time spent as a councillor and all the hard work he put in. He would be welcomed back any day.

18/108 Speedwatch

To discuss ways to increase interest and membership of the Speedwatch Team. One suggestion is to ask if the PC can have a stand at the Primary School Summer fete and use it to promote Speedwatch and to share information about the PC.

The idea of a table at the school fete (7th July) was discussed. Cllr Beard has spoken to EPSA and they have agreed. Cllr Routledge will be away. We'd need 2 people to be at the table, something to say "Elmstead Parish Council", the speedwatch equipment and we could also advertise vacancies. Cllr Kavanagh will look into this.

18/109 Budgens Bus Shelter

Cllr Kavanagh expressed his concern that at the last PC meeting it was stated that the owners of Dormers say that the bus shelter is on their land, and that if a bench is put in they will remove the shelter. It was discussed that originally there had been a gap between the two buildings which ran through to the school. It was guessed that in the 1970s the council owned this wasteland and sold it. Cllr Beard explained that the Dormers owners were worried about kids congregating on the bench. Cllr Kavanagh replied that several people have said that they would like a bench.

It was resolved to confirm the land ownership of the bus shelter, first with ECC and TDC, and then with land registry. Proposed: Cllr Kavanagh, Seconded: Cllr Beard, all in favour.

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18/110 Bluegates Donation

To discuss options for the spending of the remainder of this donation.

Cllr Routledge: There is £1,822 left. At the last meeting we agreed to look into an additional VAS which would cost about £2,500 or a bus shelter on Clacton Road which would cost about £2,500 if it's a shed, and would cause the issue of having to get permission from Essex Highways, which would take a long time.

Cllr Triscott raised the option of purchasing chairs and tables for the community centre as the chairs need replacing and more tables are needed. Mr Fairweather brought a chair for people to try which cost £25. 72 would cost £1,800 but we could negotiate. Or if 4 tables were purchased for £400 it would leave £1,400 for chairs. There was a discussion over whether the PC would wish to purchase cheaper chairs from e-bay but it was resolved that with no VAT receipt available and less certainty about the company behind the sale that it would not do so. Proposed: Cllr Beard, Seconded: Cllr Routledge, 6 in favour, 1 abstention.

It was discussed that it would be preferable to spend all the money on chairs and replace all the chairs in the community centre so that they all match. It was resolved that the remaining £1,822 was to be spent on chairs for the community centre, Mr Fairweather is to look into the options and make the choice. Proposed: Cllr Routledge, all in favour.

18/111 Clacton Road – proposal for a 40mph speed limit order to act as a buffer before the 30mph speed limit starts

This was held over as there has been no consultation yet.

18/112 Finance

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 Triscott, all in favour.

18/113 Internal Audit Report and Annual Governance Statement

i) To receive Jan Stobart's internal audit report and discuss any questions.

There were no questions. It was resolved to accept the audit report. Proposed: Cllr Beard, Seconded: Cllr Routledge, all in favour.

ii) To approve the Annual Governance Statement (Annual Return Section 1 – Annual Governance Statement 2017/18).

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

18/114 Annual Return

i) To consider and approve Section 2 – Accounting Statements 2017/18.

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

ii) Signing of the Accounting Statements by the Chairman.

18/115 Election of Officers, Committee Members and Working Party Members

See appendix 2.

It was agreed to remove the footpaths officers as that role now comes under the village and PROW maintenance working party. For other changes see revised appendix 2. It was resolved to agree the changes. Proposed: Cllr Beard, Seconded: Cllr Bell, all in favour. There remains a vacancy on the planning committee.

18/116 Communications *Items of interest for inclusion in our July Upmarket report in addition to the report of meeting.*

None

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18/117 Items for next agenda or for information only

Cllr Kavanagh mentioned that he was concerned for the health and safety of people attending the garage sale crossing Colchester Road. He was informed that the event is run by the Community Centre rather than the PC so is not our responsibility.

Cllr Routledge suggested that we ask Essex Highways for a bus shelter and streetlights for Clacton Road.

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

The meeting closed at 10.00pm.

Date of next Parish Meeting: Thursday 21st June 2018

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

Minuted by Mrs. A Baxter

Contact: elmsteadparish@gmail.com 01206 827139

Signature

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Appendix 1

Elmstead Parish Council Finance Report	
<i>Closing Balances to 30th April 2018 are:</i>	
Current Account to end of month	£ 32,521.70
Total Expenses unpaid at end of month	-£ 157.34
Total of expenses below (April payments - request for approval)	-£ 5,547.52
Balance in current account after monthly expenses	£ 26,816.84
Deposit Account to Bank Statement Ref 153	£ 27,733.33
Active Saver Account (Bluegates Donation)	£ 10,076.60
Estimated Overall Closing Balance - Current and Deposit	£ 64,626.77
<i>Income Details for April 2018:</i>	
TDC Precept	£ 15,666.00
TDC LTCSS Grant	£ 716.00
Circus Petite - hire of playing field	£ 100.00
Total income for the month	£ 16,482.00
Approval is requested for the following payments:	
Community Centre Hall Hire for April x 2	£ 32.00
Glasdon UK Ltd - 50l fido dog bin	£ 248.13
Ernest Doe & Sons Ltd - litter picker for Mr Dingwall	£ 19.00
Furnitubes - bench for North Green	£ 651.60
Mrs J Stobart - internal audit 17/18	£ 160.00
Swarco Traffic Ltd - 70% balance for VAS signs & extended warranty	£ 4,273.06
Cllr Beard - maps for councillors, thank you gift for Mr Fairweather	£ 104.00
Cllr Kavanagh - cement for new noticeboards, cement & fixings for new bench on North Green	£ 53.23
Mrs A Baxter - copy paper for office	£ 6.50
Mr A Dingwall - petrol for strimmer	
TDC - Empty 1 additional dog bin 1/4/18-31/3/19	
Total	£ 5,547.52

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Appendix 2

Officers (Roles and Responsibilities) 2018/19

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

Working Parties:

Bluegates Solar Donation Working Party

Chair	Cllr. Jean Routledge
Member	Cllr. Mike Kirby
Member	Cllr. Nick Bell

Village and PROW maintenance Working Party

Member	Cllr. Paul Beard
Member	Cllr. Nick Bell
Member	Cllr. John Gray
Member	Cllr. Bob Kavanagh

Village Plan Events Working Party (formed Sept 17 to look at one or two events but not met as North Green repairs took over)

Member	Cllr. Paul Beard
Member	Cllr. Martine Ward
Member	Cllr. Bob Kavanagh

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Member	Cllr. Solma Ahmed
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Committees: **2018/19**

Finance Committee

Chair	Cllr. Jean Routledge
Vice Chair	Cllr. Nick Bell
Member	Cllr. Martine Ward
Member	Cllr. Mike Kirby
Member	Cllr. Solma Ahmed

Personnel Committee

Chair	Cllr. Jean Routledge
Vice Chair	Cllr. Nick Bell
Member	Cllr. Martine Ward
Member	Cllr. Solma Ahmed

Planning Committee

No Chair	
Vice Chair	Cllr. Jean Routledge
Member	Cllr. Mike Kirby
Member	vacancy
Member	Cllr. Nick Bell
Member	Cllr. John Gray

New Community Centre Committee

Chair	Cllr. Paul Beard
PC Member	Cllr. Jane Triscott
PC Member	Cllr. Martine Ward
PC Member	Cllr. John Gray
PC Member	Cllr. B Kavanagh
Non PC Member (Vice Chair)	Mr R Fairweather
Non PC Member	Mr P Saill
Non PC Member	Mrs C Brock
Non PC Member	Mrs J Grotier
Non PC Member	Mrs E Chubb
Non PC Member	Mrs D Stammers
Non PC Member	Mr S Wright
Non PC Member	Mrs H McGrath
Non PC Member	Mrs R Valentine

Signature

Date