

**Minutes 18<sup>th</sup> April 2019**  
**Meeting of Elmstead Parish Council**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

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

District Councillors: Fred Nicholls and Rosemary Heaney

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

**19/060 Chairman's welcome**

Cllr Beard thanked Cllrs Guglielmi, Nicholls and Heaney, the Parish councillors, handyman and clerk for their support and work since the last meeting.

Cllr Beard announced that Cllr Routledge decided not to stand for the Parish election and this will be her last meeting as a councillor. He thanked Jean on behalf of the council and parishioners for all the time and effort she has put in and added that we would welcome her back any time, she has been a pleasure to work with.

Cllr Bell seconded Cllr Beard's words adding that she will be missed.

Cllr Routledge added that she would like to continue to support the PC. She will still work on Speedwatch, come to the monthly PC meetings and write the Upmarket article and carry on being the transport representative, She is also happy to help the clerk with one-off projects.

**19/061 Apologies for Absence**

Cllr Gray sent his apologies.

**19/062 Declaration of Pecuniary Interests and Non Pecuniary Interests**

Councillor Routledge declared a non pecuniary interest in item 19/074(ii) due to being a member of Elmstead in Bloom and Upmarket.

**19/063 Approval and signing of the minutes from 21<sup>st</sup> March 2019.**

It was resolved to accept the minutes from 21<sup>st</sup> March 2019 as true and accurate.

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

**19/064 To receive an update about the progress of resolutions from the last meeting of the Council on 21<sup>st</sup> March 2019 not covered in this agenda.**

The clerk gave a verbal update. Cllr Beard has spoken to the South Green resident who has agreed to provide water for the watering of the containers. The fly tipping on Slough Lane is still there. The clerk has not heard back from Essex Highways regarding the bus stop on Colchester Road (whether it would be possible to install a shelter).

**19/065 Public Speaking**

None.

**19/066 County Councillor report**

Not received.

**19/067 District Councillor reports**

Cllr Heaney: There's nothing to report.

Cllr Beard wished Cllr Nicholls and Heaney good luck for the upcoming election.

**19/068 Planning**

*To hear a report from the planning committee meetings of 11<sup>th</sup> April and 15<sup>th</sup> April.*

Cllr Routledge: 11<sup>th</sup> April – The committee decided there was no problems with a 300m<sup>2</sup> warehouse Beth Chatto has applied for. There was nothing contentious for the Hills office development, Clacton Road. A bungalow on Church Road has applied for an extension and we made the comment that provided the neighbour didn't object we had no objections as the proposed garage and workshop are up against the boundary. 18<sup>th</sup> April – The committee met to discuss the appeal made for the Grange Farm bungalow development of up to 9 houses. The committee reiterated Clive Dawson's wording about it not being appropriate to the area, agreed the need for smaller houses but commented that it's the wrong location for the elderly

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or families due to having to cross the busy A133 to access the footpath with the national speed limit applying at that location. We also commented on the fact that for a development of less than 10 houses no section 106 agreement is necessary, but there are adjacent developments and the access road was built for them all so they should be treated as one development of over 10 houses.

Cllr Beard thanked the planning committee for a job well done.

**19/069 New Community Centre Committee**

*i) Any updates?*

Cllr Beard: There have been some plans from Go Homes. They should complete on the purchase on 1st May.

*ii) To consider a recommendation from the committee to agree in principle that the new community centre will be managed under a leasehold agreement between the council and the Community Centre Committee (the charity that holds the lease on the current community centre). Also that this lease will be of a minimum of 25 years.*

The PC has a lease on the current community centre with "The Community Centre" charity which expires in 6 years. The committee recommends that we continue the arrangement with the new community centre. We have received advice from Sue Sheppard (RCCE) that in order to make funding applications a letter from the PC confirming that a new lease arrangement of a minimum of 25 years will be in place should be sufficient guarantee to the funder. We don't know if "The Community Centre" charity will continue as long as the lease but there will be a clause in the new lease that if it's necessary we can bring the management back to the council.

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

*iii) Nigel Tedder (Go Homes) has requested that the council assist in arranging 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.*

Cllr Beard: In the current s106 there is a contribution towards the playground. It is suggested that this is redirected to the community centre. We don't have a figure from Go Homes for the full project but Mr Tedder has said recently about £900k. It is also suggested that GO Homes keep the land that is to be given for allotments to further fund the community centre.

Councillors were asked for their thoughts and responded that it was more important to complete the community centre, that we need to focus on that and be sensible about the allotments. The Church Road planning does include allotments as part of its s106, if that is agreed. There is also some wording about if the additional funding (to come from the Church Road s106) is not being within 12 months of the 1<sup>st</sup> occupancy then the land will be transferred to the parish, this will need to be looked at. Having spoken to Mr Fairweather this need to be more like the 20<sup>th</sup> occupancy.

The New Community Centre Committee will discuss this at the next meeting and make a recommendation to the PC.

**19/070 Great British Spring Clean**

*To discuss whether and when a litter pick will be arranged.*

*i) Where will the litter pick be done?*

*ii) Time.*

*iii) Meeting point.*

*iv) Welcome briefing and safety talk.*

*v) Where we will leave the sacks to be collected?*

*vi) What equipment is needed?*

*vii) Risk assessment before the event.*

The clerk passed on that Cllr Gray would be happy to do the safety briefing. Areas to cover would be Clacton Road, Colchester Road, Alresford Road, Tye Road, Bromley Road (as far as Finch Lane) and Turnip Lodge Lane. It will be on the 30<sup>th</sup> June from 10am-12pm, to meet at the community centre at 10am for the safety briefing.

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Cllr Gray provided a risk assessment and safety briefing signature form for the council's review. Cllr Ward will contact TDC for equipment nearer the time, when we know numbers. Add to the June agenda for further discussion.

**19/071 Bootcamp on Dene Park**

*To discuss as request the council has received to use this land for a bootcamp.*  
The clerk sent a list of questions to the applicant but we have not heard back.

**19/072 Family Trail**

*To discuss whether to hold this event and preparations for it.*

It was agreed that as the council is short staffed and there is a lot of work on that we would not hold this event this year.

**19/073 New Councillors**

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

- i) A rota for elections day to hand out leaflets (to be written)*
- ii) Attendance at the school fete*
- iii) A poster for noticeboards*
- iv) Any other ideas*

Our District Councillors were asked if they had any advice. They told us that many local councils are having difficulty with councillor numbers. Cllr Beard offered to put together a leaflet to hand out on election day in the community centre.

There was a discussion about what might put people off joining, should we bring committees back into the council to reduce the number of meetings, how could we shorten the meetings? Cllr Heaney suggested keeping the public speaking to the specific agenda item for it. It was suggested that we don't spend time on planning, and there was a long discussion on options (keep it with the committee, bring it back to council, do nothing at all). The majority thought that we should keep it as it is.

There was a suggestion for a public meeting to try and obtain more councillors. This could be combined with the new community centre presentation/exhibition. We could leaflet drop for those who don't read Upmarket.

**19/074 Finance Committee Meeting**

*To hear a report from the above meeting on 17<sup>th</sup> April 2019 to include*

- i) Year-end income expenditure against the budget set for 18/19*

Cllr Routledge: The committee compared the actual figures with the budget and where there were variances there were good reasons. There were 1 or 2 unexpected items. The committee was happy that it had fulfilled the budget. It decide to move £2,000 from the general reserve to the legal fees reserve in anticipation of the legal fees for the new community centre. The general reserve will be down to £22,000 which is lower but acceptable.

- ii) A recommendation from the Finance Committee for the grants to be awarded for 19/20*

Following a discussion with councillor questions to the finance committee it was resolved to approve the grant awards as recommended by the finance committee.

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

- iii) A recommendation from the Finance Committee for new Financial Regulations to be approved and adopted by the council.*

Cllr Routledge: These were updated for statutory changes. The committee has approved them and as the terms of reference give the committee powers to do this there is no need for the council to also approve.

- iv) A recommendation from the Finance Committee that after its annual review of its terms of reference no changes need to be made.*

No changes accepted.

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**19/075 Finance**

*To look through the finance report and approve the payments for April. See appendix 1.*  
It was resolved to accept the finance report and approve the payments. Proposed: Cllr Routledge, Seconded: Cllr Ward, all in favour.

**19/076 Risk Assessment**

*To approve an updated risk assessment.*  
It was resolved to approve the updated risk assessment.  
Proposed: Cllr Beard, Seconded: Cllr Routledge, all in favour.

**19/077 Communications** *Items of interest for inclusion in our June Upmarket report in addition to the report of meeting.*  
None

**19/078 Items for next agenda or for information only**

Cllr Beard reported that the playing field looked good after the circus event.  
It was requested that when draft minutes are sent out for committees, that all councillors are copied in.

**There being no further public business councillors were thanked for their attendance.  
The meeting closed at 9.45pm.**

**Date of next Parish Meeting: Thursday 16<sup>th</sup> May 2019  
To be held in the Community Centre, School Road, Elmstead  
Minute written by Mrs. A Baxter  
Contact: 01206 827139**

Signature .....

Date .....

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**Appendix 1**

<b>Elmstead Parish Council Finance Report</b>			
<i>Closing Balances to 31st March 2019 are:</i>			
Current Account to end of month	£ 5,084.81		
Total Expenses unpaid at end of month	-£ 2,297.05		
Total of expenses below (April payments - request for approval)	-£ 514.02		
Balance in current account after monthly expenses	£ 2,273.74		
Business Premium Account	£ 32,307.17		
Active Saver Account	£ 10,096.86		
<b>Estimated Overall Closing Balance - Current and Deposit</b>	<b>£ 44,677.77</b>		
<i>Income Details for March 2019:</i>			
Business Premium interest	£ 23.07		
<b>Total income for the month</b>	<b>£ 23.07</b>		
Approval is requested for the following payments:	Net	VAT	Total
Community Centre Hall Hire for March x 1	£ 16.00		£ 16.00
Mr A Dingwall - Hedge cutters and wheel for bin trolley	£ 26.17		£ 26.17
EALC & NALC affiliation fees for 2019/20	£ 449.12		£ 449.12
TDALC affiliation fee 2018-19	£ 10.00		£ 10.00
Mrs A Baxter - car park (£1.20) and mileage (25.62 miles @ £0.45/mile) for meeting with TDC elections officer at Clacton Town Hall 3/4/19	£ 12.73		£ 12.73
<b>Total</b>	<b>£ 514.02</b>	<b>£ -</b>	<b>£ 514.02</b>
Parish Council resolved to approve the above expenditure 18th April 2019 meeting item 19/075			
Signed			
Examined invoices			

Signature .....

Date .....