

Minutes 18th January 2018
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

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

Also Present: District Councillor Rosemary Heaney, Mrs Baxter (Clerk) and 11 members of the public including Mr A Dingwall, the PC handyman.

18/001 Chairman's welcome

Cllr Beard welcomed everybody and updated those that did not already know with the news that Ron Fairweather has resigned from the council. Ron made a huge contribution to the council which is much appreciated and he will be sorely missed. Cllr Beard added that on a personal note he would really miss Ron.

Cllr Beard thanked our County Councillor, District Councillors, clerk and handyman for their work for the council over the last month.

Cllr Beard explained that our standing orders dictate that the meeting should not last longer than 3 hours and so we are trialling a new format with no tea/coffee break at 8pm but that there is a refreshments table where people are very welcome to help themselves.

18/002 Apologies for Absence

Cllrs Kavanagh and Ahmed sent their apologies as they are unwell. Cllr Triscott also sent her apologies as she is unable to make the meeting. District Councillor Nicholls sent his apologies as he has a clash of meetings.

18/003 Declaration of Pecuniary Interests and Non Pecuniary Interests

None

18/004 Approval and signing of the minutes from 21st December 2017.

It was resolved to accept the minutes from 21st December 2017 as true and accurate. Proposed Cllr Routledge, Seconded Cllr Bell, all in favour.

18/005 To receive an update about the progress of resolutions from the last meeting of the Council on 21st December 2017.

The clerk gave a brief verbal update regarding the delivery of the new bus shelter which will be after the 26th January.

18/006 Public Speaking

None

18/007 County Councillor report

Not present

18/008 District Councillor reports

Cllr Heaney: Regarding the TDC portion of council tax, a Band D property will have to pay £5/year more. ECC are increasing their piece by 5% and now includes social care. The PC (Police and Crime Commissioner) wants £12 per household per year to fund up to an extra 150 police officers. Cllr Nicholls asked Rosemary to pass on that if we want double yellow lines on Bromley Road we need to say exactly where they are to go, provide good reasons for them, send the information to Cllr Nicholls and he will forward the request to Ian Taylor.

18/009 Handyman

Mr Alan Dingwall is attending the meeting to answer any questions the councillors may have about the work he does and to make a request for the items in item 18/013ii).

Cllr Beard introduced Mr Dingwall and explained that the PC village maintenance working party had been round the village with Mr Dingwall to see what he does. He is doing a great job and we appreciate all his work.

Cllr Dingwall: Has had PROW 22 added to his round, it's very overgrown and he feels that the signs need repositioning. The clerk is to contact the PROW coordinator to see what she recommends.

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Mr Dingwall requested the purchase of a long handled pruning saw for £79.99 and a heavy duty lopping tool for £39.99. The saw can extend to 12 foot high and will make pruning easier. He would like to purchase triangular warning signs for when he is cutting grass and pruning trees but has not found any which will fold up to go on the mower. Cllr Bell asked if he had obtained any other prices for comparison. Mr Dingwall replied that these were not the cheapest but they were good quality and versatile, he will be able to change the attachments. In the past Mr Fairweather has taken green waste from the pruning/cutting in his van. Mr Dingwall asked what would happen now that he has resigned. There is a lot of green waste from Elmcroft, it is important that the trees are cut high enough for Mr Dingwall to drive under them on the mower. Cllr Beard suggested that we'll talk to Mr Fairweather to see if he will help and if not we'll find an alternative.

Cllr Beard: Has been talking to Go Homes about replacing the fencing at Elmcroft – it will be in line with what we've already got. Mr Dingwall stated that he can't get the mower heads under the current fencing to mow and asked if it could be out up to 2.5 feet. It was discussed that this might make it difficult for people to step over and access the green but that perhaps more gaps in the fencing could be put in.

18/010 Length and Format of Meetings

To discuss options to keep the PC meeting to a 3 hour limit.

It was discussed that (as being trialled) we could stop the 8pm break for drinks and help ourselves to drinks during the meeting. Other way to save time: Cllrs should put their views forward during the meeting rather than Cllr Beard asking everyone for their views. Cllrs need to read e-mails in advance of the meeting, to help with the briefing on each subject. The planning report should be kept brief. Council decisions need to be made quicker, groundwork should be done on agenda items before the meeting. The PC is short on councillors by 3, we need more to help share the workload. There's the option of going to 2 meetings a month but this will be reviewed at a later date. It was suggested that the meetings stop at 10pm wherever we are in the agenda. (The PC needs to resolve to continue to be able to carry on the meeting beyond 10pm).

18/011 Planning

To hear a report from the Planning Committee Meeting of 11th January 2018.

Cllr Routledge gave a verbal update: Mr Fairweather was the chair of the committee, Cllr Routledge was vice-chair. Cllr Routledge has agreed to chair the meetings as vice-chair but a new chair has not been decided until there are more people on the committee. There were a few minor applications where we decided not to comment. Tye Road had had a site survey done on the width of the road, and it's not thought that there is room for a footpath. We'll want to see what the formal outcome of that is. For the appeal on the 62 houses on School Road there was a deadline of 12th January for the developer to respond to TDC's representations. The application for a second bio-digester at Allen's Farm has been approved. We were not in favour because of the extra traffic it would generate.

Cllr Bell reported that the land for the Meadow Close development has been sold. The clerk is to invite the purchaser to the next PC meeting.

18/012 Church Road Development

To discuss the formation of a new committee, consisting of councillors and non-councillors. To agree the terms of reference for the new committee.

It was resolved to establish a committee to consist of councillors and non-councillors. The councillors are Cllrs Bell, Ward, Beard and Triscott. We are keeping a list of those members of the public who have volunteered to join the committee. The committee will be publicised in the March Upmarket giving volunteers until the 31st March to come forwards. The committee will choose its own chair. Terms of reference need to be decided and the clerk is to check into the voting rights of members of the public on committees.

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

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Does the Parish Council resolve to agree with the following recommendations arising from the planning committee meeting?

- i) That the PC arranges to meet with TDC representatives to seek advice regarding the current sec 106 agreement in place.*

It was resolved to agree that Cllr Beard and Mr Fairweather meet with Gary Guiver (Head of Planning, TDC). Proposed: Cllr Beard, Seconded: Cllr Routledge, all in favour.

- ii) Following on from that meeting for the PC to arrange a meeting with Newell Homes to discuss the sec 106 agreement and benefits.*

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

18/013 Finance

- i) 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 Bell, all in favour.

- ii) To consider a request from the handyman for the following items; a long poled cutting tool and fold up triangular warning signs. Costs to follow.*

It was resolved to approve the purchase of a long handled pruning saw for £79.99 and a heavy duty lopping tool for £39.99. Proposed: Cllr Routledge, Seconded: Cllr Beard, all in favour.

- iii) To approve a new signatory for the PC bank accounts following Mr Fairweather's resignation.*

It was resolved that Cllr Kirby be added as a signatory to the bank accounts.

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

18/014 Finance Committee – 2018/19 Budget and Precept and internal auditor.

- i) To hear a recommendation from the finance committee for the 2018/19 budget and the amount of precept to set for 2018/19.*

The budget has increased by £764 on the previous year. Because the TDC LCTS grant is reducing this results on an overall increase of 4.4% on a Band D property. The actual increase in budget is 2.4%. If the budget was kept at its 17/18 amount of £32,001 it would still result in an increase of £1.9% on council tax because of the reduction in the grant. It was resolved to accept the 2018/19 budget and set a precept of £32,765. Proposed: Cllr Routledge, Seconded: Cllr Ward, all in favour.

- ii) To hear a recommendation from the finance committee regarding our internal auditor for 2017/18.*

It was resolved to continue with Jan Stobart as our internal auditor for 2017/18.

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

- iii) To hear a recommendation regarding the St Anne and St Laurence request for a contribution to the upkeep of the churchyard in conjunction with consideration for a grant towards their noticeboard to be installed on the North Green.*

It was resolved to contribute £200 pa [under section 137 of the Local Government Act 1972] to the upkeep of the churchyard in lieu of the annual grant. The Finance Committee will review this annually. Proposed: Cllr Routledge, Seconded: Cllr Kirby, all in favour.

The recommendation for the noticeboard is in item 18/015.

- iv) Any further update from the Finance Committee Meeting held 15th January 2018?*

Cllr Routledge reported that the Finance Committee had compared the costs of continuing with our contractor for the grass cutting at Dene Park versus our handyman. There was no cost reduction by transferring the work to Mr Dingwall and so the committee decided to continue with the contractor.

Elmstead in Bloom has requested that they put their green waste in the community centre waste bin. It was decided to run a trial until the end of May to see if this results in any overweight charges. The alternative is to pay for the brown bin service from TDC, which may be cheaper.

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18/015 North Green

To look at options for replacement of the remaining street furniture on North Green, including a replacement bench and noticeboard.

Cllr Beard informed the PC that TDC has replaced the litter bin on the North Green and it has been put on concrete next to the phone box. Once the bus shelter is installed it will need to be moved and the concrete removed.

The PC discussed their preference of having a wooden noticeboard on the green and for the church's noticeboard to match ours. Cllr Routledge reported that the Finance Committee had agreed to recommend to the PC that we would fund the excess cost of the church noticeboard over the £1,400 quote given for a steel noticeboard. It was also discussed that the PC would prefer the purpose built oak noticeboards as made by the Parish Noticeboard Company out of the options.

It was resolved that the PC would request a quote for 2 noticeboards from the parish noticeboard company with the intention of purchasing both and receiving a donation towards the cost from the church of £1,400. Proposed: Cllr Beard, Seconded: Cllr Routledge, 4 in favour, 1 abstained.

The PC also considered several benches of varying prices and materials. It was resolved to purchase the Furnitube Eastgate bench at £493, which comes within the insured amount.

Proposed: Cllr Ward, Seconded; Cllr Kirby, 4 in favour, 1 abstained.

18/016 Committee personnel

To decide on additional member(s) for the following committees:

i) The finance committee is 2 members short

It was resolved to co-opt Cllr Kirby onto the finance committee. Proposed: Cllr Beard, Seconded: Cllr Ward, all in favour.

ii) The planning committee is 1 member short

It was resolved to postpone this decision until more councillors were present at a meeting. Proposed: Cllr Routledge, Seconded: Cllr Beard, all in favour.

18/017 Bluegates Donation

An update on the village gateways and VAS signs.

Cllr Routledge: Has ordered the VAS signs and is waiting for confirmation that solar will be OK with the usage that will be required. It comes on a massive pallet and we'll ask Steve Gove if he has an address it can be delivered to. They spoke to the clerk at Little Bromley PC and they are happy with their village gateways. We were ready to go with the gateways but the moving of the signage on Clacton Road (item 18/018) changes things, the location of the gateways will need to be at the start of the 40mph zone.

18/018 Signage on Clacton Road

Joe Hazelton (Essex Highways Liaison Officer) has contacted us to ask if the Council would be happy to relocate the Elmstead Market signage feature 175m southeast along Clacton Road to be at the start of a proposed new 40mph zone and adjacent to the new 40mph signage. This is to enable the developer (Go Homes) of the 32 houses on Clacton Road to provide visibility splays around the bell mouth entrance to the development.

It was discussed that it may help to reduce the speed through the village. Cllr Heaney added that TDC are looking at 30mph speed limits throughout villages so this may reduce to 30mph anyway.

It was resolved that the PC is in favour of Mr Hazelton's request. Proposed: Cllr Beard, Seconded: Cllr Routledge, all in favour.

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18/019 North Essex Garden Communities Consultation

The 'Issues and Options Consultation' starts on Monday 13th November 2017 and runs until Monday 22nd January 2018. To agree on a response to the consultation. Cllrs Routledge, Bell and Ahmed (working party) have prepared a report which has been circulated.

Cllr Routledge and Cllr Bell met to discuss the response and are proposing that the PC only respond to 4 relevant questions. See report at appendix 2.

Q8: It was suggested that regarding the green buffer, if the planning application for Tye Road fails because of the footpath that we request that the green buffer comes right up to Meadow Close. It was discussed that the open amenity space will offer protection against the land being built on in future.

Local residents reported at this stage that although they live on Tye Road, and there is a possibility there will be a compulsory purchase on their houses to enable the new link road, they had not heard of the proposed development before the Market Field School exhibition.

Q13: The issue is the size at 7,500 houses.

It was resolved that the PC is against the development and does not support the emerging approach or framework but will respond to the issues in question 8 as it believes the development is likely to proceed.

Proposed: Cllr Beard, Seconded: Cllr Ward, 3 in favour, 1 abstention and 1 against.

Q11: It was discussed that the development will be across TDC and Colchester. Cllr Routledge asked if the PC agreed that a separate council should be created for this community and that they should start organising this sooner rather than later.

Proposed Cllr Routledge, Seconded Cllr Bell, 2 in favour, 3 against. The resolution was not passed. The majority were not in favour of a council being across two borders. NEGC has set up a board and they are ready to oversee the development. A response to Q11 was not agreed and the PC moved on to the next agenda item.

18/020 Parking on Clacton Road

Does the PC support parking on the stretch of pavement outside Autumn House? The North Essex Parking Partnership (NEPP) has started issuing fines (due to receiving complaints) but historically TDC have allowed parking here with the support of the local community.

Mr Hilton reported that he had looked at the area and asked what legislation the NEPP (North Essex Parking Partnership) were using to issue tickets as he could not see a reason for ticketing. It was discussed whether cars parked there were obstructing the footpath with differing viewpoints. It was resolved that the PC would support parking in this location if the parking is considerate and does not obstruct the footpath.

Proposed: Cllr Beard, Seconded: Cllr Ward, 4 in favour, 1 against.

It was discussed that if there are any future issues with the parking here the PC will look at this again.

18/021 Parking on Bromley Road

Residents have brought it to the PC's attention that when cars are parked on the bend it is difficult for drivers to see the road.

Cllr Beard: Has spoken to Cllr Kavanagh who is the PC road safety officer. Cllr Kavanagh has taken a look and thinks that there should be double yellow lines. However we could look at a softer approach as putting down yellow lines may just move the problem elsewhere. It was discussed that we could put a flier through doors to say that if there continues to be a problem with parking on the bend then we would have to look at putting down double yellow lines. It may not just be local residents parking there though. Also that if people are parking inconsiderately a reasoned argument may not help. This matter will be raised again at the next PC meeting in February when there will be more councillors in attendance to provide their input.

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18/022 Communications *Items of interest for inclusion in our March Upmarket report in addition to the report of meeting.*

The PC needs more councillors. Cllr Routledge (as Speedwatch coordinator) will make a response to a previous article in upmarket about speeding through the village. This will explain what the speedwatch team are able to do and ask for more residents to volunteer.

18/023 Items for next agenda or for information only

Cllr Routledge raised the Greenvolt public meeting in the community centre on the 1st February. This is to consult with the public about a possible development north of Bromley Road. There has been no advertisement of the event so far.

**There being no further public business councillors were thanked for their attendance.
The meeting closed at 10.00pm.**

Date of next Parish Meeting: Thursday 15th February 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

Closing Balances to 31st December 2017 are:

Current Account to end of month	£32,015.27
Total Expenses unpaid at end of month	£211.85
Total of expenses below (January payments - request for approval)	£176.08
Balance in current account after monthly expenses	£31,627.34
Deposit Account to Bank Statement Ref 153	£27,719.51
Active Saver Account (Bluegates Donation)	£10,076.60
Estimated Overall Closing Balance - Current and Deposit	£69,423.45

Income Details for December 2017:

Business Premium interest	£4.86
Active Saver interest	£19.21
Total income for the month	£24.07

Approval is requested for the following payments:

Community Centre Hall Hire for December x 3	£48.00
Cllr Beard – 2 x airpot pump hot drink dispenser 5 litre capacity	£44.94
EALC training for Mrs Baxter – data protection regulations briefing (to be refunded 75% of costs)	£45.00
Mrs A Baxter – refreshments for Nov & Dec PC meetings £23.12, mileage to attend LHP training at TDC Weeley offices 12.8 miles @ £0.45/mile £5.76	£28.88
Cllr Ward – mileage to attend community resilience event at TDC Weeley offices 12.8 miles @ £0.45/mile £5.76, parking for EALC councillor training at Great Dunmow 22/11/17 £3.50	£9.26
Total	£176.08

Report prepared by A Baxter – Clerk & RFO
 17th January 2018

Signature

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Appendix 2

Tendring/Colchester Borders Garden Community
Issues and Options Report
Report from working party held on Tuesday 9 Jan 2018
Present: Nick Bell, Jean Routledge
Apologies: Solma Ahmed

The Report is the first in a series of 3 phases of consultation and the PC should respond with any concerns as this phase is likely to be the most fluid – further phases are unlikely to offer more than minor tweaks, as the plan becomes more fixed at each phase.

There is a total of 14 questions inviting responses, some of which we felt we did not wish to comment on, and others we felt we were not adequately qualified to comment on. We identified 4 questions where we felt the PC might reasonably wish to comment, placed in order of their relevance/importance to our parish, as follows:

Q8: Do you support the emerging approach to good design?

There are a number of issues we can comment on here:

1. The green buffers – are we happy that the proposed green buffer on the eastern edge will protect our village? It includes a small area of amenity open space (like, for example High Woods Country Park) and a larger area retained as agricultural land. The working party feels that this is suitable, as although a bigger amenity space might offer more protection against future development, we did not wish to see even more agricultural land converted to an alternative use.
2. The development edges need to be designed to prevent “urban sprawl” - we have been advised that the link road forming the eastern edge should achieve this. Does the PC agree?
3. We felt strongly that there is a need for good design for small, affordable (whether rented, for purchase or a hybrid arrangement) homes and that ¼ houses with small gardens and similar options should be considered rather than, or in addition to, blocks of flats.
4. Areas around current settlements such as Crockleford Heath should consist of the larger homes on the largest plots, to maintain, as far as is possible, the relative seclusion of the homes in these settlements.

Q13: Do you support the emerging Concept Framework for the site?

Here we can comment on the proposed size and any aspects that we feel ought to be changed. The working party cannot offer a consensus opinion on the size and requests that the PC takes a vote, bearing in mind that the current plan includes 7500 homes as well as ancillary services and employment opportunities, some of which may not be supported by a smaller development.

Q11: Do you support the emerging approach to corporate and political leadership?

The future governance of the development is very unclear, crossing the border between Colchester and Tendring and included within several local jurisdictions, including our own parish. The working party feels that as this development is supposed to become a cohesive community with its own identity it should have its own Town Council (or equivalent) under either Tendring or Colchester, but not split. Negotiations to achieve this could be protracted and delicate and should therefore be started immediately.

Q6: Do you support the emerging approach to the living environment?

If time permits the PC might wish to consider what facilities should be included in the new District Centre, such as:

- 24 hour walk in Health Centre
- Sports facilities
- Adult education provision
- Library

Signature

Date