

Minutes 19th April 2018
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Councillors Paul Beard (Chairman), Solma Ahmed, Nick Bell, John Gray, Bob Kavanagh, Mike Kirby, Jean Routledge, Jane Triscott and Martine Ward
Also Present: Mrs Baxter (Clerk) and 4 members of the public.

18/072 Chairman's welcome

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

18/073 Apologies for Absence

Cllr Kirby sent his apologies for a late arrival. Cllrs Nicholls and Heaney were unable to make the meeting.

18/074 Declaration of Pecuniary Interests and Non Pecuniary Interests

Item 18/089(ii) approval of grants; the following councillors declared interests as they are members of the groups that applied for grants: Cllr Routledge is a member of Elmstead in Bloom and Upmarket, Cllr Triscott is a member of the Marketeers and Cllr Ward is a member of the Elmstead Market Art Group.

Cllr Beard declared a non pecuniary interest in item 18/080(ii) due to a friendship with the landowner.

18/075 Approval and signing of the minutes from 15th March 2018.

It was resolved to accept the minutes from 15th March 2018 as true and accurate.
Proposed Cllr Kavanagh, Seconded Cllr Triscott, all in favour

18/076 To receive an update about the progress of resolutions from the last meeting of the Council on 15th March 2018 not covered in this agenda.

The clerk gave a verbal update: The dog bin approved in the March meeting has arrived. Cllr Kavanagh has put the spare dog bin in Tye Road, will put the new dog bin on Church Road (replacing the smaller one that is currently there) and then put that bin on Bromley Road. Cllr Beard stated that the installation of the Church Noticeboard on North Green is a priority.

18/077 Public Speaking

A resident reported that it is difficult to cross the central refuge at the traffic lights on Bromley Road as workmen have left a sandbag and traffic cone in the way. Cllr Kavanagh will check and remove them as long as they are not covering a hazard.

The state of the pavements outside Alfells Way was discussed. Essex Highways has been informed many times. The clerk is to ask the handyman to take photos to send to Essex Highways.

Cllr Ward reported that there is fly tipping in Chapel Lane.

18/078 County Councillor report

Not received

18/079 District Councillor reports

Not present

18/080 Planning – to decide if the PC wishes to return comments on the following:

- i) *18/00431/DETAIL Charity Field Land South of Colchester Road Elmstead Essex CO7 7ET. Reserved matters application following planning approval 14/01728/OUT - Provision of vehicular & pedestrian access from School Road to the application site in accordance with the Highway Authority's requirements.*

The proposed entrance is where the current entrance to the field is. There were no comments to return to TDC.

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- ii) *18/00512/OUT Land to the East of Tye Road Elmstead Colchester. Outline planning application for residential development of up to 18 dwellings and associated open space, car parking and infrastructure.*

Cllr Kavanagh reported that the developer has not yet attempted to put in a footpath for the adjacent approved 32 house development. Cllr Kavanagh has measured the road and does not believe that will be able to get a footpath in. The 5 year housing land supply was discussed and the fact that this application site is outside the development boundary. It was felt that the village is already overdeveloped and this rural boundary is important. It was resolved to object to this application. Proposed: Cllr Kavanagh, Seconded: Cllr Bell, all in favour. It was also resolved to request Cllr Nicholls to call this application in to the TDC Planning Committee. Proposed: Cllr Routledge, Seconded: Cllr Kavanagh, all in favour.

Any further planning updates – for information only?

Cllr Triscott asked if farms need planning permission for pop up shops. Cllr Kavanagh replied that they would probably have agreed use for barns which would cover this use.

18/081 New community Centre and other community benefits

Update on the New Community Centre Project.

Cllr Beard: There was an informal meeting a couple of weeks ago to get interested members together and bring them up to date. Mr Pomery (Church Road development) called today to ask if the PC wanted him to come along to this meeting. He is willing to attend at any stage. Newells and Go Homes have met with each other and with Mr Guiver (TDC planning) and agreed between themselves that Charity Field will be the site of the new community centre. Cllr Beard has said that the PC couldn't agree to this at this stage. The history of the planning for Elmstead explains the previous public momentum for Church Road. Cllr Beard asked Newells if they would build a hall on their site and their answer is no. They say that the PC can have the money and arrange for it to be built on their land or elsewhere. The sec 106 agreement says that the developer has to build it but their response is that they would put in a new application with no hall. Cllr Beard has checked with Mr Guiver and the planning history of the site would be taken into account if that happened.

There is good news in that Go Homes has confirmed that they will not be applying for additional houses on their site. They want to move quickly. They have agreed to build the hall and match the £400,000 on the Church Road agreement. We would therefore have £800,000 in total. They are willing to come to our meetings and design a hall together. They have said that we would have a new hall by the end of 2020.

- i) *To approve the terms of reference for the New Community Centre Committee*
It was discussed that the number of members required for a meeting to be quorate should be increased to 6 to ensure a good spread of councillors and non-councillors at a meeting. It was resolved to approve the terms of reference. Proposed: Cllr Kavanagh, Seconded: Cllr Triscott, all in favour.

- ii) *To approve the membership of the New Community Centre Committee*
Mrs Valentine volunteered to join the committee as a non-councillor. Cllr Kavanagh asked for his name to be added to the committee membership as the fifth councillor. It was resolved to approve the membership list. Proposed: Cllr Kirby, Seconded: Cllr Gray, all in favour.

- iii) *To approve the recommendation of the new committee for chairman and vice-chair.*
The committee recommended that Cllr Beard be chair and Mr Fairweather be vice-chair. It was resolved to approve this recommendation. Proposed: Cllr Triscott, Seconded: Cllr Gray.

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18/082 Hearing Loop for the community centre small hall.

To receive additional information regarding costings for the installation of a hearing loop.
Cllr Beard has received a quote for a second microphone for £30. The loop system in the small hall would need two microphones. It was resolved to purchase a loop system kit and additional items as quoted from Colchester Electrical Ltd. Total cost £280.88 excl VAT.
Proposed: Cllr Beard, Seconded: Cllr Ward, all in favour.

18/083 North Green

An update

Cllr Beard thanked Cllr Kavanagh for installing the noticeboard and said that the Green looks lovely. Cllr Kavanagh updated that he has met a church representative and agreed where their noticeboard will go. This is on the corner facing the Green. This is for safety purposes as if it was facing out people would have to stand on the verge which slopes down to the road. The new bench has been delivered and is a very bright green, so Cllr Kavanagh will repaint it a darker green. The front of the bench will be to the path with tubes of concrete under the feet. There was a discussion around getting the timetable moved nearer the shelter. Cllr Kavanagh prefers not to get a new salt bin, the clerk is to check with the handyman whether the salt bin at the community centre is adequate.

18/084 Clacton Road Parking

Any update on whether the NEPP are allowing parking on Clacton Road outside Autumn House. Also, a resident has requested that if the NEPP allows parking outside Autumn House, that parking bays be marked out to reduce inconsiderate and dangerous parking.
Cllr Beard: The PC voted to allow parking at this location. TDC then let us know that parking would be allowed so we shared this information, but people are still getting tickets. There has been a disagreement between TDC and NEPP but the NEPP are maintaining that they will ticket here. Where there are double yellow lines on the road it is illegal to park beyond those lines. They have also received complaints about the parking which they have to respond to. They are not going to ticket any blue badge holders. If anyone has received a ticket up to the date of this meeting then e-mail the clerk who will request that NEPP cancels it.
It was resolved that the PC steps out of the situation and lets the authorities deal with it.
Proposed: Cllr Bell, Seconded: Cllr Kavanagh, all in favour.

18/085 Bluegates Donation

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

Cllr Routledge: There is approximately £2,000 left to spend. The options put forward so far are:

- i) A noticeboard by the playground
- ii) A Bus shelter on Clacton Road at the bus stop opposite the new Go Homes houses
- iii) The hearing loop
- iv) Additional playground equipment
- v) Additional bench
- vi) Additional VAS on School Road

It was discussed that there is no room in the playground for more equipment. The PC voted item by item as to which should go forward for more consideration and decided on the bus shelter (with 7 votes) and additional VAS (with 7 votes).

A resident who lives close to that bus stop asked us to consider street lighting as there are none on that stretch of Clacton Road. The PC is to follow up on whether that would be part of the requirements for the new houses on Clacton Road.

18/086 Traffic and parking around the village and Primary School.

Cllr Bell is concerned with the speed of vehicles along Harvest Way and in general with road safety around the village. Cllr Beard recalled that our District Councillors informed us that

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there would be a 20mph zone near any primary school. The council is to follow up with Cllr Nicholls regarding this and to find out how far from the school this will extend.

18/087 Data Retention Policy and new Data Protection Regulations.

i) To approve a data retention policy.

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

ii) The new Data Protection Regulations will require the PC to assign a data protection officer and to perform a data processing audit. To hear an update on advice from EALC.

The advice we have received from EALC is not to rush to appoint a data protection officer. They are offering a course to look at the steps required to be compliant and the clerk will attend this.

Cllr Ahmed left the meeting

18/088 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, including the request from Mr Dingwall to purchase a rechargeable sander to assist with the refurbishing of the bus shelters.

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

It was discussed that the Budgens shelter is on private residential land and as such permission to put in a bench is not given.

18/089 Finance Committee Meeting

To hear a report from the above meeting on 12th April 2018 to include

i) Year-end income expenditure against the budget set for 17/18

Cllr Routledge: I have been appointed chair and Cllr Bell is vice-chair. At the meeting it was agreed that as we could pay less for our waste disposal if we went straight to CSH rather than through 707 Ltd so we will change this service provider. The committee agreed to purchase a fireproof safe for the office. At year end the expenditure against budget looks fine, other than an over spend on the mower it was all close to the budget amounts.

ii) A recommendation from the Finance Committee for the grants to be awarded for 18/19

The committee agreed to increase the maximum grant to £300 and looked to prioritise those groups that do something for the elderly or young, and those that help the most people.

It was resolved to agree the committee's recommendations for grants. Proposed: Cllr Routledge, Seconded: Cllr Bell, all in favour.

18/090 Risk Assessment

To approve an updated risk assessment.

The risk assessment was changed to say that the handyman's timesheet are checked by the clerk and chair, rather than the clerk and RFO. It was resolved to approve the risk assessment with this change. Proposed: Cllr Routledge, Seconded: Cllr Ward, all in favour.

18/091 Gift for ex-councillor

To discuss a thank you gift for Mr Fairweather.

It was resolved for Cllr Kavanagh to price a crystal decanter to say with thanks from the PC. Proposed: Cllr Triscott, Seconded: Cllr Kavanagh, all in favour.

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18/092 Footpaths

- i) *Proposed diversion of footpath 11 Elmstead District of Tendring Section 119 Highways Act 1980 – 28 day consultation ends 27th April 2018. Does the PC wish to make a comment on the proposed diversion?*

It was resolved that the PC wished to make no comment. Proposed; Cllr Beard, Seconded: Cllr Bell, all in favour.

- ii) *Wildlife and Countryside Act 1981, section 53 Allens Lane: Claimed upgrade of Footpath 36 Ardleigh and Footpaths 21 and part of Footpath 2 Elmstead to a restricted byway – comments to be returned by 15th May 2018.*

A letter to the PC from ECC legal services asks for evidence it feels would be helpful in deciding the application. It was discussed that this path is well used by a lot of people, it is a very popular walking and running route. It was felt that it would be dangerous for the path to be also used by horses and vehicles. It was resolved that the PC would provide the above evidence in response to this consultation for health and safety reasons.

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

18/093 Communications *Items of interest for inclusion in our June Upmarket report in addition to the report of meeting.*

None.

18/094 Items for next agenda or for information only

Cllr Kavanagh is concerned regarding the Budgens bus shelter and requested that it be on the next agenda. Cllr Ward has contacted a company who helps with grants. They do everything regarding the grant application and keep 25%.

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

The meeting closed at 9.58pm.

Date of next Parish Meeting: Thursday 17th May 2018

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

Minuted by Mrs. A Baxter

Contact: elmsteadparish@gmail.com 01206 827139

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Appendix 1

Elmstead Parish Council Finance Report	
<i>Closing Balances to 31st March 2018 are:</i>	
Current Account to end of month	£ 21,647.38
Total Expenses unpaid at end of month	-£ 83.31
Total of expenses below (March payments - request for approval)	-£ 2,616.52
Balance in current account after monthly expenses	£ 18,947.55
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	£ 56,757.48
<i>Income Details for March 2018:</i>	
Business Premium Account interest	£ 13.82
Total income for the month	£ 13.82
Approval is requested for the following payments:	
Community Centre Hall Hire for March x 1	£ 16.00
EALC/NALC Affiliation Fee 2018/2019	£ 446.83
Lambert Smith Hampton Rent in advance for Playing Field 25/3/18-18/09/18	£ 450.00
The Parish Noticeboard Company 50% balance due	£ 1,587.00
Mrs A Baxter - refreshments for March PC meeting £5.74 and laptop rucksack £30	£ 35.74
Mr A Dingwall - petrol for strimmer	£ 6.92
TDC - Empty 1 additional dog bin 1/4/18-31/3/19	£ 74.03
Total	£ 2,616.52
Mr Dingwall requests agreement to purchase a battery operated multi purpose tool for sanding (maintaining and refurbishing the bus shelters). The power tool is between £84-£95, and the battery is approximately £80. The more expensive option is a Bosch tool and would be a better option in Mr Dingwall's opinion.	

Signature

Date