

# ELMSTEAD PARISH COUNCIL

## Minutes of the Meeting held in the Community Centre, School Road, Elmstead Thursday 19<sup>th</sup> January, 2012

### Present:

Councillors: Cllr Bell, Cllr Lewis, Cllr Mason, Cllr Gray  
Clerk: Miss Burling  
District Councillor Heaney, District Councillor Nicholls,

Public; Mr. Wadham – Tree Warden for Elmstead Market.  
Mr. Sly  
Mr. Mason

**Meeting Chaired by Cllr Bell – Chair**  
**Meeting Commenced at 7.30pm**

### 1 APOLOGIES FOR ABSENCE

County Councillor Candy  
Councillor Phillips, Councillor Snowden, Councillor Hinchcliffe, Councillor Caruana

### 2 DECLARATION OF INTERESTS

None declared.

### 3 WELCOME TO NEW COUNCILLOR

Cllr Bell welcomed Cllr Gray as a co-opted Parish Councillor.  
All relevant documents have been completed and copies have been sent to Tendring District Council.

### 4 MATTER RAISED BY MEMBERS OF THE PUBLIC

Mr. Sly raised a concern regarding the scaffolding around the Old Post Office, Cllr Bell advised that this matter is on the Agenda item 10 and will be discussed later in the meeting.

### 5 TO APPROVE THE MINUTES OF THE MEETING DATED Thursday 17<sup>th</sup> November, 2011 and any matters arising;

*It was proposed that the minutes of the previous Parish Meeting of the Thursday 17<sup>th</sup> November, 2011 be agreed and accepted as a correct record.*

Proposed: Cllr Lewis

Second: Cllr Bell

Carried

Matters arising:  
None

### 6 COMMENTS FROM DISTRICT COUNCILLORS

District Councillor Heaney – Village Design Statements

A village Design Statement is a document that could provide Tendring District Council with the views and preferences of the Parish Council in relation to future village development.

DC Heaney advised that Gary Ashby at TDC would be able to provide more information if Councillors wished to submit a Village Design Statement for Elmstead.

Completed Statements to be submitted to; [enquiries@essexrcc.org.uk](mailto:enquiries@essexrcc.org.uk) – For the attention of Jan Cole

District Councillor Heaney – The Old Post Office

The building remains a serious problem for the village, and Dc Heaney is disappointed that no progress has been made.

Cllr Bell confirmed that it will be discussed further under agenda item 10.

**\*\* District Councillor Heaney and District Councillor Nicholls left the meeting at 7.40pm**

## **7 COUNTY COUNCILLOR REPORT**

None Present

## **8 UPDATE FROM VILLAGE TREE WARDEN**

Mr. Wadham – Elmstead Tree Warden, explained that following a meeting with Mr. Jennings to survey the trees on Elmcroft he agreed that there is overcrowding and that the area would benefit from thinning out to encourage healthy growth.

An article was placed in December's Upmarket to update the village, and The Clerk confirmed that there has been no public feedback on this matter and no concerns have been raised.

Cllr Mason suggested that information is placed on the Notice Boards to ensure that every effort has been made to keep the village informed before the work is carried out.

**Action: Clerk to put information on the Elmcroft trees in the village notice boards.**

Mr. Wadham suggested that all trees removed could be replaced with new trees around the village later in the year, and it may be possible to apply for a TDC Grant for this.

The Clerk to obtain three quotations for the Elmcroft Tree removal

**Action: Clerk to obtain three quotations**

Cllr Bell made a suggestion that as part of the Elms Project, perhaps one tree could be planted to celebrate the Diamond Jubilee year and a plaque put up showing the date of planting etc., It was suggested that the North Green could be a suitable position.

**Action: Clerk to contact Mr. Gooch as Land Owner of North Green for his view**

## **9 PROPOSAL FOR DEVELOPMENT OFF MEADOW CLOSE/CHURCH ROAD**

No update.

## **10 OLD POST OFFICE**

In an email to the Parish Council on Friday 13<sup>th</sup> January 2012, Mr. Richard Collins, Senior Planning Officer at TDC advised that he will now be dealing with the Old Post Office following the recent retirement of Mr. Hornby.

Mr. Collins advised that he held a meeting with the Owner of the Old Post Office - Mrs. Curtis and sent a letter on 5<sup>th</sup> December, 2011, giving guidance on acceptable drawings for re-submission..

Mr. Collins also advised in his email that he is not aware of Mrs. Curtis's view of de-listing the building and suggested that the Parish Council could contact the English Heritage directly regarding this matter.

**Action: Clerk to contact English Heritage for information on how to delist the building**

**Action: Clerk to write to Mrs. Curtis (Owner of the Old Post Office) to advice of the contact with English Heritage.**

**Action: Clerk to write to the Owner of the adjacent property to keep them informed.**

Frank Stilwell at TDC is responsible for ensuring that the scaffold is safe and checked regularly, and it was agreed for the Clerk to get an update on the last date this was carried out.

**Action; Clerk to ask for an update from Mr. Stilwell**

## 11 DRAFT STANDING ORDERS

The Clerk circulated a 'draft updated standing orders' to all Councillors on 12<sup>th</sup> January, a copy of which are attached to the original minutes.

All Councillors have looked through thoroughly and there remain two queries for clarification by EALC before a final draft can be produced and proposed for approval at a meeting.

**Action: Clerk to contact EALC for advice and clarification.**

The Standing orders were last updated in 1997.

## 12 EMCHAT

Cllr Gray as Chair of EMCHAT advised that the following fund raising events have been arranged by the EMCHAT Team for 2012

Jumble Sale – Sat 14<sup>th</sup> April

Garage Sale – Sat 14<sup>th</sup> July

Cllr Gray advised that jumble collections are being arranged around the village on the morning of Saturday 14<sup>th</sup> April.

No event has been arranged for the Diamond Jubilee but is still under discussion.

## 13 'NO PARKING ON THE GRASS' SIGN FOR THE SOUTH GREEN

Following the concerns raised at the January Estates Meeting, the Clerk sent a letter to 'Mr. Pools' to ask that customers are encouraged to use the car park at the rear of the premises.

The Clerk emailed Mr. Gooch for his view on a 'No Parking on the Grass' sign for the South Green tracks, and he has confirmed that he supports this idea.

Cllr Bell has an old 'No Parking on the Grass' Parish Council sign which he is willing to renovate for this purpose.

**Action: Cllr Bell to refurbish sign as discussed for positioning on the Green**

## 14 MOWER SERVICE AND ANNUAL MAINTENANCE

The Clerk has requested three quotes to carry out this year's annual service and maintenance; From GB Farm Services, Tuckwells and Tom Canham Plant and Hose. Tuckwells have not replied at the time of the meeting, and the Clerk will contact Ernest Does and request a quote.

The Handyman has expressed concerns that with the mild winter, the grass is already starting to grow.

The Clerk will circulate all the information regarding the quotes prior to the Estates Meeting to enable a decision.

**Action: Clerk to obtain a quote from Ernest Does, and circulate all information to Councillors.**

## 15 OLD BRUSH CUTTER.

In 2008 the Parish Council purchased a heavy duty Brush Cutter for the Handyman to carry out strimming around the village. This cutter was too heavy for the job, and subsequently a smaller more lightweight trimmer was purchased.

The heavy brush cutter cost £380 new, and the Parish Council have been approached to see if they would be prepared to sell it on second hand by the team that keep Brightlingsea Church Yard tidy.

The Clerk has looked on the internet and the price for these new ranges from £320 - £390.

Cllr Bell asked that the Brush cutter is tested to see if it is still in good working order, and assessed during this summer to see if it remains useful for the Footpaths that are overgrown. It was agreed that a decision should be made at the February Estates Meeting.

## **16 COMMUNITY CENTRE UNAVAILABLE ON THE 15<sup>TH</sup> NOVEMBER, 2012**

Due to elections being held in the Community Centre, on the 15<sup>th</sup> November, 2012 the hall will be unavailable for the Parish Council to use for a meeting.

It was decided that the Clerk should enquire if the hall is available any other night in that week.

**Action: Clerk to contact the Community Centre for alternative hall dates w/c 12/11/12**

## **17 SALT BINS FOR THE PRIMARY SCHOOL AND THE SOUTH GREEN**

Primary School ; In an email dated 10<sup>th</sup> January, Mr. Middleditch – Head teacher of Elmstead Primary School confirmed that it would be helpful for the Parish Council to provide a salt bin to enable the pavements outside the school to be kept safe in the winter months.

It was agreed that due to the location and taking the safety of the children into account a more expensive and hard wearing bin should be purchased.

It was proposed; *The Parish Council purchase a heavy duty lockable bin for the school £185 + VAT from Glasdon*

Proposer: Cllr Bell                                      Second Cllr Lewis  
Agreed by all Councillors present

South Green Tracks; It was requested by Cllr Snowden at the January Estates that consideration could be given to providing a salt bin for the South Green tracks.

Due to the fact that the South Green tracks are classed as a private road, and with concerns that the provision of the bin could set a precedent for other areas around the village it was agreed unanimously by all the Councillors present that it would not be possible to provide a bin for the South Green Tracks.

Prices of salt bins range from £87 + VAT for an economy bin to a £185 + VAT for a more heavy duty lockable one similar to type previously bought by the Parish Council from Glasdon.

## **18 COMMITTEE AND WORKING PARTIES**

### **FINANCE**

#### **18.1 Finance Report; including any recommendations and requests for payment contained therein. (Appendix (i) copy attached to Original Minutes)**

*It was proposed that the Financial Report, recommendations and requests for payments were agreed.*

Proposed: Cllr Lewis                                      Second: Cllr Bell                                      Carried

Update of the Budget requested by Cllr Bell

**Action; The Clerk to update the budget and circulate to all.**

### **PLANNING**

#### **a. Update on Planning Application 09/01208/FUL**

No update

#### **b. New Planning Applications Received**

12/00003/FUL – to Reposition a shed at the Bower, Clacton Road, Elmstead.  
EPC have no comments or objections to this application.

#### **c. Decisions in the month**

None.

- **Please note that all documents relating to planning applications are available on the Tendring District Council website.**

## **ESTATES**

Cllr Bell confirmed that the hole from Christmas tree has been filled and he is working on a more permanent solution.

**Action: Cllr Bell to obtain a hard wearing hole cover for the Christmas tree site on the North Green**

## **19 Publicity;**

The Clerk requested that all articles are provided before 7<sup>th</sup> February to appear in the March edition.

Articles to be placed for the following;  
Next Meeting Dates  
Results from activities survey

## **20 Community Centre**

The entrance hall, Parish office and toilets are due to be repainted in the near future.

## **21 Village Schools**

No report regarding the Primary School.

### Market Field School

Following an article in the Evening Gazette dated Wednesday 18<sup>th</sup> January in which the Head Teacher describes plans to sell the site for development; all Councillors agreed that the Clerk should write to Mr. Smith requesting an update on the Schools plans.

**Action: Clerk to contact Mr. Smith regarding the article.**

## **22 Personnel**

Cllr Lewis advised that Mr. Sly will be attending a Personnel Meeting immediately following this meeting to discuss his recent application to join the Parish Council as a co-opted Councillor.

## **23 Public Transport No. 77 and 76 bus change times.**

The Clerk has received complaints from residents that the No 76 bus times have been changed to clash with the No 77 service, and this has resulted in two buses within 5 minutes and then a 50 minute wait until another one comes through the village.

**Action: Clerk to inform Cllr Hinchcliffe as Councillor for Public Transport in the Elmstead**

## **24 Road Safety**

At the November Meeting Cllr Caruana agreed to contact ECC regarding the Crossing.

**Action; Clerk to request an update from Cllr Caruana**

## **25 Police Report**

PCSO Barnes provided the following report by email on the 7<sup>th</sup> January, 2012.

Elmstead Market -Police Report for December 2011

Obstruction - Holly Way - (Car parked over driveway)  
School Road - (Lorry parked on footpath)  
Nuisance Neighbour - Lucerne Road x 2  
RTC – 1 x Colchester Road x 2 Tye Road

## **26 Elmcroft**

### **27 Youth & Leisure**

Cllr Mason analysed the results from the completed Leisure and Activities survey – A copy of these results in attached to the original minutes

Cllr Mason explained that although the response was poor – less than 10% - the results were interesting and they showed that Elmstead has an active community, and it will help for future planning in the village.

A popular activity request was for the village to provide a drama and a dance group.

The survey showed that it is the younger people that attend activities outside the village and the older residents who stay within the village.

**Action; Clerk to contact Mrs Chubb and pass on the survey results**

**Action: Clerk to ask for the results to be published in the next Upmarket magazine.**

## **28 Dene Park**

### **29 P3**

Cllr Gray requested a map of the village footpaths and a list explaining the route.

**Action; Clerk to circulate a map and list of footpaths to all Councillors by email.**

## **30 Matters Raised by Councillors**

Cllr Bell confirmed that the residents of Alresford Road have informed the Parish Council that a bus shelter is to be provided for the Bus stop in that area by ECC.

Cllr Bell and the Clerk have received personal invitations from TDC to attend the 2012 New Years Honours Evening on Friday 10<sup>th</sup> February, 2012.

**There being no further business Councillors were thanked for their attendance.**

**Meeting closed at 9.17pm**

**Date of next Parish Meeting: Thursday 16<sup>th</sup> February, 2012**

**To be held in the Community Centre, School Road CO7 7ET**

**Minuted by Cathy Burling,**

**19<sup>th</sup> January, 2012**

**Contact: [elmsteadparish@btconnect.com](mailto:elmsteadparish@btconnect.com)**

**Telephone: 01206 827139**

### **Appendix to the original Minutes:**

Finance Report dated 19<sup>th</sup> January prepared by the Clerk

Draft updated standing orders for approval

Results of the Leisure and Activities survey produced by Cllr Mason.

All other relevant correspondence has been circulated prior to the meeting and available upon request.