

# ELMSTEAD PARISH COUNCIL

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

### Present:

Councillors: Cllr Bell, Cllr Sly, Cllr Snowden, Cllr Phillips, Cllr Brock, Cllr Mason, Cllr Lloyd, Cllr Lewis

Clerk: Miss Burling

District Councillors: District Councillor Nicholls

Public: Mr. Wadham - Tree Warden for Elmstead Market.  
Mr. Mason  
Mr. Horn  
Mr. Mitchell

Police None present

Meeting Chaired by Cllr Bell – Chair

Meeting Commenced at 7.30pm

### 1 APOLOGIES FOR ABSENCE

District Councillor Heaney  
Councillor Caruana, Councillor Hinchcliffe, Councillor Gray

### 2 DECLARATION OF INTERESTS

None

### 3 MATTERS RAISED BY MEMBERS OF THE PUBLIC

None

### 4 TO APPROVE THE MINUTES OF THE MEETING DATED Thursday 15<sup>th</sup> March, 2012 and any matters arising;

*It was proposed that the minutes of the previous Parish Meeting of the Thursday 15<sup>th</sup> March, 2012 be agreed and accepted as a correct record.*

Proposed: Cllr Phillips

Second: Cllr Snowden

Unanimously Carried

Matters arising from the previous meeting not included in this agenda:

None

### 5 COMMENTS FROM DISTRICT COUNCILLORS

District Councillor Nicholls;

Draft Local Plan will be presented before the members of TDC next week, for approval in Sept/Oct and then sent to Government.

Highways Panel is still being formed, Cllr Nicholls will keep EPC informed.

Cllr Phillips enquired if there is an enquiry into the A120 Harwich Road/Bromley Road junction and Pelham Corner road changes which have made the area extremely dangerous.

DC Nicholls confirmed that a meeting is being held on the 20<sup>th</sup> April to discuss the problems along the A120 following the recent road alterations.

Cllr Lewis asked if the Parish Council could make a representation to be heard at the meeting.

**Action: Clerk to send an email to DC Nicholls immediately after this meeting.**

Cllr Sly explained that a village residents has been injured attempting to cross the A133 this week, and he would like to see this item to be considered by the ECC Budget for the future.

DC Nicholls assured Cllr Sly that all possible efforts will be made to obtain a crossing, and will be discussing the matter with MP Bernard Jenkin.

Councillor Mason explained to DC Nicholls that ECC has a duty to provide a crossing under the Traffic Management Act 2004, Sections 16 and Section 31.

Dc Nicholls is aware of this Traffic Management Act and will utilize this as part of the case to achieve the crossing.

## **6 COUNTY COUNCILLOR REPORT**

None Present

## **7 UPDATE FROM VILLAGE TREE WARDEN**

Mr. Wadham has provided an update on his activities in the village for April attached to the minutes.

The Clerk confirmed that the plaque has been received for the Elm Tree at Elmcroft.

The Clerk confirmed that the public consultation forms have been distributed to the properties surrounding the Elmcroft area to obtain their view on the thinning of the trees.

**Action: Clerk to pass on the results to the Council and Mr. Wadham – closing date for replies 1<sup>st</sup> May 2012**

Mr. Wadham arranged for the Elmstead primary school to hold an Elm tree planting event today ( Thursday 19<sup>th</sup> April) at 1.30pm at Elmcroft. To make it more interesting for the children two members of the Roman Re-enactment society also attended.

**Action: Clerk to ask Mike if he could contact the ‘Romans’ to see if they would be prepared to produce an article for the Upmarket magazine**

Cllrs Bell, Mason, Sly and Phillips joined the planting and it was felt to be a really successful afternoon.

Cllr Bell gave his full and sincere thanks to Mike Wadham for arranging this tree planting event.

## **8 FUTURE VILLAGE DEVELOPMENT PRPOSALS ; BEHIND MEADOW CLOSE/CHURCH ROAD/ CHARITY FIELD**

### **Church Road Proposal**

No update

### **Charity Field Proposal**

No update

### **Meadow Close**

No update

### **Local Plan for Tendring**

Mr. Gary Guiver of TDC attended an informal meeting on Tuesday 10<sup>th</sup> April to discuss the future development plans for the Tendring area.

Mr. Guiver will be contacting the Parish Council to update on the TDC plans so far and to seek views from the Parish Council.

## **9 OLD POST OFFICE**

On the 16<sup>th</sup> April, 2012, the Clerk se-sent a copy of the email previously sent to the English Heritage to the South East English Heritage on 8<sup>th</sup> March, 2012 – no response has been received to date.

Cllr Sly has obtained information on how to de-list a building. (copy attached to the original minutes) and he has suggested that the Parish Council speak to Mr. & Mrs. Curtis to explain the benefits of de-listing, and to advise that this is the action EPC would like to take and why. After a discussion it was decided the Clerk should contact English Heritage by telephone before contacting the Owners.

De-listing applications take between 5- 6months.

**Action: Clerk to telephone to English Heritage for advice next week**

#### **10 EMCHAT**

Cllr Sly: Approximately £500 was raised from the recent EMCHAT Jumble sale.

#### **11 ROAD SAFETY ISSUES ALONG THE COLCHESTER ROAD/A133**

MP Bernard Jenkin has sent a second invitation to Mr. Overall of ECC to visit the site, no response has been received to date

#### **12 ELM TREE AND GUARD ON THE ELMCROFT AREA.**

The Elm and guard are in position at Elmcroft, and are looking lovely.

The plaque has arrived and thoughts will be given to how to erect it.

**Action: All Councillors and Tree Warden to consider how to erect the plaque for further discussion at the May Estates Meeting.**

#### **13 MUGS FOR THE DIAMOND JUBILEE UPDATE**

The Diamond Jubilee mugs to distribute at both of the Elmstead Schools have arrived today.

Cllr Lewis to obtain exact numbers and Cllr Bell to deliver to the Schools next week.

**Action: Cllr Lewis to contact the school for exact numbers of mugs required, and Cllr Bell to deliver the mugs next week.**

#### **14 DIAMOND JUBILEE CELEBRATIONS UPDATE**

Cllr Phillips provided an update:

Plans are progressing well.

The Clerk has received a pro-forma invoice from TDH Promotions for the Bunting, Flags and other decorations.

A further pro- forma invoice has been received from Gifts to Impress to cover the Jubilee coins that are to be given out as prizes.

These items are included within the Finance Report for full Council approval.

All the posters are now complete and will be put up around the village.

A star prize is still required for the raffle.

Cllr Mason questioned where the funds from the raffle prizes would be distributed, and Cllr Phillips explained that it is being looked into by the Jubilee Committee. The current suggestion is that any funds raised are given to village organisations such as Upmarket, but that will be discussed at the next Jubilee Celebration meeting.

#### **15 VILLAGE TIME CAPSULE**

The village response to the Upmarket article is awaited before further action can be taken.

Cllr Mason suggested that a photograph could be taken of each organisation to go into the capsule.

This was felt to be a very good idea by all Councillors present.

Cllr Snowden asked that the Parish Council give some consideration for things to put in the capsule.

#### **16 AGM AND ANNUAL MEETING FOR 2012**

##### AGM

The Elmstead Parish Council AGM Meeting will be held on: **Wednesday 9<sup>th</sup> May at 7pm.**

All Councillors are required to attend if at all possible, at this meeting all Committees and Responsibilities will be proposed and agreed for the forthcoming year.

The AGM meeting lasts approximately half an hour.

#### Annual Meeting

The Elmstead Parish Council Annual Meeting will take place at **7pm** prior to the main May meeting on the **17<sup>th</sup> May, 2012**.

All Councillors are required to attend if at all possible. Chair of the Parish Council, and Chairs of the Estates, Planning, Financial and Personnel Committees will need to prepare an update to present to the Village, and all the village organisations will be invited to attend and give an update on their year if they wish.

Refreshments to be provided, and Cllr Brock has kindly offered to make some cakes.

## **17 COMMITTEE AND WORKING PARTIES**

### **FINANCE**

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

**Cllr Bell gave his thanks to the Clerk for the finance work for the year.**

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

Proposed: Cllr Phillips

Second: Cllr Snowden

Carried

Following the Audit of the 2011/12 Accounts, Financial Papers and Parish Records for the year ending 31<sup>st</sup> March, 2012. I am pleased to confirm that Mr. Turner has given a favourable view on the accounts, and has signed the declaration on the Annual Return.

The following proposal has therefore been made:

*The accounts for the year ending 31<sup>st</sup> March 2012 have been checked and audited by Mr. Turner, and the annual return for 2011/12 may now be signed in the presence of the Council by Councillor Bell at this meeting, and sent to the Audit Commission.*

Proposed: Cllr Lewis

Second: Cllr Mason

Unanimously Carried.

**Action: Clerk to send the 2011/12 Annual return to the Audit Commission with all supporting documentation required.**

#### **17.2 PLANNING**

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

No update

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

No New applications

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

None.

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

#### **17.3 ESTATES**

. No additional items since the last Estates Meeting.

## **18 Publicity;**

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

Next Meeting Dates, Annual Meeting update to the Village from Chair of Committees

**Action: Clerk to send articles to the Upmarket Team and Councillors to prepare articles for submission.**

**19 Community Centre**

No update

**20 Village Schools**

No update

**21 Personnel**

No update

**22 Public Transport**

No update

**23 Road Safety**

No update

**24 Police Report**

PCSO Barnes provided the following report by email on the 1<sup>st</sup> April, 2012

Criminal Damage - Holly Way - (Car scratched)

Hate Crime - Clacton Road

Theft Other - Clacton Road - (Lead flashing taken)

Burglary Other - Colchester Road - (FV Conservatories, nothing taken)

Contact Details for Village PCSO as follows:

Les Barnes PCSO 71909

Thorpe Le Soken NPT Eastern

Mobile 07967466876

Tel:- 101 Ext 487603

Email: [leslie.barnes@essex.pnn.police](mailto:leslie.barnes@essex.pnn.police)

website : [www.essex.police.uk](http://www.essex.police.uk)

**25 Elmcroft**

No update

**26 Dene Park**

Cllr Sly asked that the Parish Council consider negotiations with Wivenhoe Town Council to have a short term lease on this area, to reduce the maintenance costs for the cutting costs annually.

Cllr Bell explained that many options have been discussed with Wivenhoe over the years, and agreed that another attempt to resolve the matter should be looked into.

**27 P3**

ECC have explained that Path 2 – Through Church Road into Allens Farm has been diverted to avoid the farm buildings.

**28 Matters Raised by Councillors**

Cllr Mason: Enquired if the skate park option in the village could be discussed again and put on a future agenda for discussion.

**Action: Clerk to put this item on the next agenda.**

Cllr Snowden explained that the parking on the South Green is a real problem and that recently the cars from Mr. Pools have been parking on the grass and driving over this area.

**Action: Clerk to write to Mr. Gooch and explain the ongoing problem.**

Cllr Lloyd explained that many vehicles have parked at the narrow point in Church Road which prevents the farm vehicles getting down the road.

The Clerk advised Cllr Lloyd to contact PCSO Barnes when this obstruction is in place.

Cllr Phillips: Asked if the Clerk could send the details of the big Society Grant Funding to the Cricket Club for their clock tower.

**Action: Clerk to forward the TDC Big Society funding details onto Mrs. Vaughan.**

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

**Meeting closed at 9pm**

**Date of next Parish Meeting: Thursday 17<sup>th</sup> May, 2012**

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

**Minuted by Cathy Burling,**

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

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

**Telephone: 01206 827139**

**Appendix to the original Minutes:**

Finance Report dated 19<sup>th</sup> April, 2012 prepared by the Clerk

Mr. Turner, Auditor Reports for the year ended 31<sup>st</sup> March 2012

English Heritage – information on de-listing properties provided by Cllr Sly

April Update from the Tree Warden

Traffic Management Act 2004 – Information provided by Cllr Mason

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