

ELMSTEAD PARISH COUNCIL

Minutes of the Meeting held in the Community Centre, School Road, Elmstead Thursday 21st March, 2013

Present:

Councillors: Cllr. Bell, Cllr. Beecham, Cllr. Gray, Cllr. Sly, Cllr. Redding, Cllr. Brock, Cllr. Lloyd

District Councillor Rosemary Heaney

Clerk: Mrs. Baxter

Public: Mr. B Jennings, Mr. R Fairweather, Mr. T Vaughan, Mr. A Hopkins, Mr. R Hopkins

Police: PCSO Barnes

Meeting Chaired by Cllr. Bell – Chair

Meeting Commenced at 7.30pm

1 Chairman's welcome

2 Apologies for Absence

District Councillor Nicholls, Cllr. Mason, Cllr. Snowden

3 Declaration of Interests

Cllr. Beecham: item 21 (Secretary of the South Green Residents Association) and item 24 (Chairman of the Community Centre Committee)

Cllr. Gray: item 13 (Chair of EMCHAT)

4 Police Report

These are the incidents in Elmstead for February:

Theft - Colchester Road - (Spar Garage) x 2

Fly Tipping - Slough Lane

Suspicious Circumstances - School Road - (2 male acting suspiciously)

Nuisance Neighbour – Clacton Road - (Autumn House)

Criminal Damage - Clacton Road (White Barn Farm, car radiator damaged)

RTC - Holly Way

Cllr. Beecham has been trying to contact PC Dan Heard by telephone, PCSO Barnes suggested e-mail would be better.

Action: Clerk to forward PC Dan Heard's e-mail address to Cllr. Beecham.

Cllr. Bell said that he had complaints from residents of Hatchcroft Gardens that caravans are parking on the paths. PCSO Barnes went to Hatchcroft Gardens and returned later to say that there were no caravans parked on paths at the moment.

Cllr. Lloyd asked which number you should call if you see suspicious behaviour. PCSO Barnes said that if you see anyone involved in criminal behaviour or acting suspiciously call 999. For non urgent calls dial 101.

5 Comments from District Councillors

DC Heaney commented that she had not been sent the permanent application for the travellers site on Clacton Road. At the next TDC planning meeting they will be approving all travellers sites that are needed under the Local Plan for the next ten years. After that meeting they will not be open to any more sites. DC Heaney's opinion is that the Clacton Road travellers site application will not go any further.

6 Matters raised by Members of the Public

Mr. R Hopkins spoke about the St. Johns Works planning application, thanking EPC for their support and hoping

that the application will go through. The brethren have a general session in their Main Hall in Frating on Saturday which all are welcome to attend.

DC Heaney commented that the application is being progressed but that TDC are short of planning officers at the moment and they are outsourcing work to self employed planning officers. The planning process can take 3 months from start to finish.

7 To approve the Minutes of the Meeting from Thursday 21st February 2013.

It was proposed that the Minutes of the Parish Meeting of Thursday 21st February, 2013 be agreed and accepted as a correct record.

Proposed Cllr. Beecham Seconded Cllr. Gray Carried

8 Clerk's Report

No Questions. It was confirmed that Cllr. Gray is now a signatory for the EPC bank accounts.

9 Financial

9.1 Finance Report prepared by Clerk

It was proposed that the Finance Report (copy distributed to the Council and attached to Minutes) be agreed.

Proposed Cllr. Lloyd Seconded Cllr. Brock Carried

10 Personnel

10.1 Holiday Hours: Mrs Baxter will have holiday left at the end of the financial year. Council to decide how much can be carried over or be paid in lieu?

Proposal: That Mrs. Baxter is paid in lieu of her remaining holiday hours at the end of the financial year.

Proposed Cllr. Lloyd Seconded Cllr. Brock Carried

10.2 Clerk's training courses for April: Freedom of Information/Data Protection and Law and Procedures

It was agreed that the Clerk would attend these courses.

10.3 Councillors Training: Cllr Beecham has expressed an interest in attending the planning training.

EALC have some planning training coming up and Cllr. Beecham and Cllr. Gray are interested in attending. Cllr. Bell asked DC Heaney if TDC are planning to do any training on planning. DC Heaney will ask. The Clerk had also shared information about a community led network planning event held by RCCE (Rural Community Council of Essex). Cllrs Beecham, Gray and Redding would all like to attend.

Action: Clerk to find out how much the small fee to attend the RCCE event is.

11 Annual Parish Meeting

A meeting for electors to be held 1 March – 1 June. Do we want to create a working party or committee to be responsible for planning and running the meeting? When would be a good date to hold the meeting?

It was decided that Cllrs. Beecham, Sly and Brock would form a working party to organize the Annual Parish Meeting and decide a date.

12 Response to community infrastructure request. Questionnaire has been shared – should we create a working party?

Cllr. Bell explained that the questionnaire is to provide information to a Local Infrastructure Group which is being set up.

Part of the questionnaire has been completed, with Cllr. Bell delivering 72 short surveys to the outlying households

asking which services they are connected to (water, gas, electricity and sewerage).

It was decided that Cllr. Bell will take on the questionnaire with a view to completing as much of it as possible.

13 EMCHAT

Cllr. Gray: At the last meeting EMCHAT discussed fundraising events. They will arrange 2 car boot sales on 16th June and 14th July (subject to agenda point 29) and charge for the pitches. There will also be a quiz night in September. They would appreciate any help which can be offered for the fund raising events.

14 Planning

14.1 New Planning Applications Received

11/00853/FUL Appeal by Mrs. Ellen Curtis concerning **Post Office Clacton Road** for the erection of two storey dwelling (following demolition of fire damaged former shop and dwelling). Deadline for comments: 29th March 2013.

11/00854/LBC Appeal by Mrs. Ellen Curtis concerning **Post Office Clacton Road** for the demolition of fire damaged former shop and dwelling. Deadline for comments: 29th March 2013.

DC Heaney commented that the application would have to fit in with the Grade II listed building which was there before, which it doesn't. The exterior on the plans is a problem and they are not using an architect. The applicants have been told this before. The building can't be knocked down until English Heritage (EH) agrees.

Cllr. Sly asked that if the appeal is turned down can they be served with a purchase notice, would TDC be willing to purchase so that plans could be drawn up which do satisfy EH?

DC Heaney replied that TDC do not have the funds, it's too expensive. Also you can't do a compulsory purchase if it's not delisted.

With regards to communication with EH, DC Heaney has had no reply from Mrs. Gaynor Roberts. The Old Post Office was discussed in a meeting TDC held with EH and someone will be coming to look at the building in the next 6 weeks. EH have a charity which can fund the rebuilding of listed buildings. DC Heaney says that this is our best chance

Action: Write to EH, Peter Halliday (Leader of TDC) and Ian Davidson (Chief Executive of TDC) asking that a representative of EPC be present at the site viewing.

13/00249/FUL Extensions and alterations to existing bungalow. 29 Church Road, Elmstead.

No objections

13/00292/NMA 1. Move new access door to 2 storey elevation. 2. Reduce existing patio door width to 1.2m wide on same 2 storey elevation to accommodate new access door. 3. Move 1st floor dormer in roof to inline with new 1.2m wide doors. 4. Centralise new bi-fold doors to new lounge area (with new pitch roof) at ground floor. 5. Colour change to marley cladding. 31 Turnip Lodge Cottages, Turnip Lodge Lane, Elmstead

Action: Forward details to Council as we don't have the papers for this application yet.

14.2 Decisions in the Month

13/00062/FUL Rear extension, relocation of front door, removal of side flat roofed extension and removal of chimneys at Glenhurst, Bromley Road, Elmstead – Full Approval

12/00396/FUL Erection of two detached chalet bungalows, shared private access and garage (following demolition of existing garage and rear extension to Dianthus). Erection of single storey rear extension to Dianthus. Dianthus, Bromley Road, Elmstead – Full Approval

15 Old Post Office

See item 14.1

16 Travellers site in Clacton Road

We're waiting for the planning decision.

17 Village Plan working party update

The latest meeting was cancelled as Cllr. Beecham was in hospital. EPC have written to 3 villages asking for assistance. Martin Frostick helped with the Arlesford plan but is in Thailand at the moment. He will be back soon.

18 Communication

18.1 Quarterly Parish Council Newsletter: Some Councillors have volunteered to be involved. Do we want a Newsletter Committee or will be rotate the Councillors who are responsible for each quarter?

It was agreed that a Committee would be responsible for a year and then a new Committee would take over. It was also agreed that Cllrs. Beecham, Redding and Sly would make up the first Committee.

18.2 Publishing contact details for councillors: It is suggested we have names and e-mail addresses on noticeboards and names, e-mail addresses and addresses on the website. It is also suggested that we publish contact details in Upmarket.

It was agreed that names, telephone numbers and e-mail addresses would be published on the noticeboards and that names, e-mail addresses, telephone numbers and addresses be published on the EPC website. Details will also be published in Upmarket.

18.3 Elmstead Parish Council surgeries: It has been suggested monthly (one hour in the evening), bi-monthly or quarterly.

It was agreed that the EPC would do Saturday morning surgeries bi-monthly 10am – 12pm. EPC will trial this for 6 months with the first three dates being 11th May (attended by Cllr. John Gray and Cllr. Cathy Brock), 13th July and 14th September. Two Councillors will attend each session.

Action: Publish the information in Upmarket, on the website and check for the Essex County Standard and the Evening Gazette.

19 Community Centre Heating

An update from Cllr. Beecham (Chairman of the Community Centre Committee)

The boiler has been serviced. There was a day that the hall was freezing but that was because the pressure had dropped. All the radiators have been zoned so that all the heating circuits get hot all the way through. They are thinking of changing or getting rid of the thermostats. The boiler is adequate and in good condition, and the heating has been more efficient since the changes.

20 Notice boards

An update from Cllr. Beecham on a quote for the noticeboards.

Cllr. Beecham proposed to make two new noticeboards (for Harvest Way and North Green) and refurbish the noticeboard outside the Community Centre at the cost of materials. The quote for that cost is £300.

Proposed Cllr. Gray Seconded Cllr. Lloyd Unanimously agreed

21 South Green

Cllr. Beecham (secretary of the South Green Residents Association): An update on communication with DC Fred Nicholls regarding funding from the Highways Panel.

A discussion on the background information shared prior to the meeting.

Cllr. Beecham: The concern from the Residents Association is that something gets done. They are looking to get the road skimmed and the potholes filled in. Crushed hogging is the best thing for the holes and then hot tar and chippings over the top. It's not safe to walk on. Some of the previous communication about the South Green tracks states that the frontagers are the primary users but that's not true. It's the villagers who are the primary users.

Cllr. Beecham had some quotes: £3,600 + VAT for the preparation work. An additional £7,600 + VAT for one coat and £11,100 for two coats. The cost for 50m of tarmac would be £26,000. The residents would be happy to see the holes filled in.

Cllr. Bell mentioned that scalplings (the material planed off roads) are available from TDC. Cllr. Beecham replied that scalplings do not stay where they are put.

Cllrs were worried that they would be setting a precedent by funding the repairs and that EPC would then be liable for continuous maintenance on that road. Solicitors have previously advised against funding repairs of the tracks. Perhaps it would be possible to make a donation. It was also mentioned that there was previously a high emphasis on EPC with three quarters of the cost. It was suggested that the frontagers pay for the work done in their name and EPC make a donation which is more proportionate.

Cllr. Beecham replied that the precedent was already set. TDC widened the track in 1980 on behalf of EPC.

Cllr. Bell concluded that there would be no decision this evening and that the item be suspended until the next meeting.

22 Local Community Plan

To discuss information shared by Cllr. Sly.

Cllr. Sly: Do we wish to fit in to the TDC disaster response?

EPC do have a plan, it was suggested that plan be modified and submitted to TDC.

Action: Cllr. Sly and Cllr. Bell to modify the emergency plan.

23 Tidy Tendring Campaign

Would we like to register our interest in joining the campaign? We would need to do so, with our ideas, before 31st March 2013. We have received additional correspondence from TDC asking specifically about areas in our Parish where we have a problem with dog fouling.

Cllr. Bell: It would be good to get pro-active volunteers, not just PC members. We are interested.

Action: Clerk to confirm with TDC that we are interested and Cllrs to read the material and provide ideas and suggestions.

24 Community Centre Exterior

Cllr. Beecham asks the Council to agree to repair or replace the fascia boards to the exterior of the Community Centre and repair the entrance door as it is hard to open and does not close too well. Also as it is the Council's responsibility for the exterior of the building, to have the trees cut back at the rear of the building to facilitate a replacement container for the scouts as the existing container is now at the end of its life. Cllr Beecham is seeking quotes for the work.

Cllr. Beecham: The fascia boards are beyond repair, they either need to be replaced or have new ones put over the top. He had two quotes for £6,400 + VAT and £5,400 + VAT, or FV had quoted to replace all the fascias plus include new downpipes and guttering for £3,616 + VAT or £3,078 + VAT to put new boards on top of the old. That quote does not include felts; the possible total cost would be £3,400 + VAT.

Cllr. Beecham's recommendation is to put new boards on top of the old, considering the life of the Community Centre.

It was discussed that EPC would be spending money on the cosmetic appearance of a building that will eventually be replaced.

Cllr. Bell concluded that EPC should think about it.

Cllr. Gray said that an asbestos survey should be done.

Mr. Vaughan offered to fix the Community Centre door.

The three quotes for the cutting back of the trees were £360, £320 and £180.

It was proposed that EPC pay £180 to have the trees cut back at the rear of the building.

Proposed Cllr. Sly Seconded Cllr. Brock Agreed Unanimously

25 Forest School Fires on Elmcroft

Mrs Laura Hopkins (a Forest School teacher who has been conducting Forest School with the EPS reception class and Elmstead nursery) requests that we make an ongoing agreement for risk assessed fires at Forest School sessions held on Elmcroft. They propose a maximum of four fires a year (always informing the Parish Council of the proposed dates before hand). This would allow for two fires in the autumn/winter and two in the winter/spring shared between the nursery, school and informal sessions. Mrs Hopkins suggests a maximum of four fires/ year would not result in any adverse environmental impact on the site. The last thing she would want to do is cause any damage to such an important site in our village and she would personally monitor the impact to ensure her suggestion is correct for the site and be willing to adjust this accordingly.

This was agreed unanimously.

26 Councillor Discussion Sessions

When at monthly full meetings some items proposed do not give councillors time to digest information. Cllr. Beecham would like to propose that we have monthly, bi monthly or as required informal meetings for general discussion without making formal decisions, perhaps on the first Thursday in the month. This would alleviate the need for deferring decisions on matters and make the formal meetings shorter and more efficient.

Cllr. Redding explained that this would be a freeform dialogue meeting to explore issues and get a common level of understanding, not a return to the previous system of two meetings a month. They can be held as and when required.

Cllr. Bell said they could be held on an informal basis and start in May.

Cllr. Gray suggested that they start half an hour before the Council Meeting.

Action: Cllrs to provide the Clerk with their availability for May.

27 Whittings Site

The size and appearance/situation of the pile of metal scrap viewed from the main road coming into the village from Frating is a concern. Cllr. Bell proposes we write to the environmental department/health and safety at TDC to invite them to come and view the pile.

DC Heaney: We've tried to make a complaint before, unfortunately the Planning Commission did not put a height limit on the pile and she was told they could not do it retrospectively. Cllr. Heaney will ask again. Last time they called health and safety and were told it would only be a problem if it would fall on residents.

It was discussed that they are contravening the planning in not providing the screening for the site.

Action: DC Heaney suggested that we e-mail June Clair (TDC) and ask her to arrange a site visit. Also suggest that they view the pile from a neighbouring bungalow.

28 Dene Park

To share the discussion some of our Councillors had with Cllr Neil Lodge of Wivenhoe Town Council regarding Dene Park.

Cllr. Bell: This is land in another Parish which belongs to EPC. We should make the best possible use of that land for the residents in Elmstead. The proposal is that we sell or rent via a long term lease to Wivenhoe. We should be aware that the last time it was suggested EPC sell the land to Wivenhoe there was a big adverse reaction from the Wivenhoe residents, but that was for housing development. Also there are a group of people trying to register the site as a village green.

Cllr. Gray commented that a surgery is needed in Wivenhoe and as a good neighbour we should offer the possibility to them. The land would go to a community use.

It was discussed that in general EPC would be open to the idea if the residents of Elmstead were in agreement.

Action: Let Wivenhoe Town Council know that in principal and without prejudice we are interested provided that the residents of Elmstead agree.

29 Market Field

A request on behalf of EMCHAT: To have the use of the field behind the school/community centre, for a car boot sale on both Sunday 16th June and Sunday 14th July.

This was agreed unanimously.

30 Matters Raised by Councillors for the next agenda

None, but Cllr. Redding would like an understanding of the process as to how grants are allocated to village organisations.

**There being no further business Councillors were thanked for their attendance.
Meeting closed at 10.12pm**

**Date of next Parish Meeting: Thursday 18th April, 2013
To be held in the Community Centre, School Road CO7 7ET**

**Minuted by Angela Baxter,
21st March, 2013
Contact: elmsteadparish@btconnect.com
Telephone: 01206 827139
Appendix to the original Minutes:**

Clerk's Report for 21st March, 2013
Finance Report dated 20th March, 2013 prepared by the Clerk.

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