

ELMSTEAD PARISH COUNCIL

Minutes of the Annual General Meeting held in the Community Centre, School Road, Elmstead Thursday 16th May, 2013

Present:

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

District Councillor Fred Nicholls

Clerk: Mrs. Baxter

Public: 4 members of the public

Meeting opened by Cllr. Bell – Current Chair

Meeting Commenced at 7.00pm

1. Election of Chairman

Cllr. Bell stood down as Chair. The only nomination for Chair was Cllr. Bell and he was voted Chair unanimously.

2. Election of Vice-Chairman

The only nomination for Vice-Chairman was Cllr. Gray and he was voted for unanimously.

3. Apologies for Absence

District Councillor Heaney and Cllr. Lloyd.

4. Resignation of Councillor Mason

Cllr. Mason has resigned for personal reasons. It was agreed to send a letter of thanks and a bunch of flowers to Mrs. Mason and Mrs. Snowden (who resigned last month) to thank them for their time and efforts for the Parish Council.

5. Declaration of interests in items on the agenda

Cllr. Beecham: item 22 (Secretary of the South Green Residents Association)

Cllr. Gray: item 16 (Chair of EMCHAT)

6. Police Report

It was discussed that PCSO Barnes replacement is part time so we have less cover. DC Nicholls suggested that we invite PC Dan heard or Police Sergeant Simon Tatershall to our meetings now that PCSO Barnes will not be attending.

Action: Write to the Police Commissioner to express our concern in our level of PCSO cover.

7. Comments from District Councillors

DC Nicholls: TDC have a new Chairman, Neil Stock (from Ardleigh and Little Bromley). Carlo Guglielmi is our County Councillor and promises to go to 2 Parish Council meetings a year for each of his 14 parishes.

It's quiet at TDC, the first proper meeting will be next Tuesday.

Action: Send EPC meeting dates to Carlo Guglielmi

8. Matters raised by Members of the Public

An update on the development plans in Elmstead was requested.

DC Nicholls: There's no official information, nothing has been decided. The plans should go before the planning inspector in October and receive full approval next year.

Cllrs: Mr. Guiver said that TDC are broadly on time and that Elmstead market had had a high level of objections. It was also commented that EPC had never made a decision to forward a particular site.

9. To approve the Minutes of the Meeting from Thursday 18th April 2013.

It was proposed that the Minutes of the Parish Meeting of Thursday 18th April, 2013 be agreed and accepted as a correct record:

Proposed Cllr. Gray Seconded Cllr. Beecham Carried

10. Clerk's Report

No questions.

11. Review and Adoption of Financial Regulations, Standing Orders and Register of Members Interests

Review and adoption of Financial Regulations, last adopted November 2009 to be deferred until later in the year.
Review and adoption of Standing Orders, adopted February 2012. Councillors are responsible for reviewing and declaring their own interests – the Clerk has forms available for any changes needed.

It was proposed to defer the above until later in the year.

Proposed Cllr. Beecham Seconded Cllr. Brock Carried

Action: Circulate the code of conduct and the changes that will be required

12. Appointment of Members to Committees and Working Parties

Currently as follows: (Chair of each committee/working party to be decided by that committee/working party at their next meeting)

Committees

Finance: Cllr. Bell, Cllr. Sly & 3 vacant places (inc. Chair)

It was agreed that Cllr. Redding and Cllr. Beecham would join the Finance Committee.

Personnel: Cllr. Brock (Chair)

It was agreed that Cllr. Bell, Cllr. Sly and Cllr. Lloyd would join the Personnel Committee

Planning: Cllr. Gray, Cllr. Bell, Cllr. Sly & 2 vacant places (inc. Chair)

It was agreed that Cllr. Brock would join the Planning Committee

Working Parties:

Village Plan: Cllr. Gray, Cllr. Redding and Cllr. Beecham

It was agreed that there should be no changes to the Village Plan Working Party.

Special Responsibilities:

Special Responsibilities were agreed as follows:

TDALC: Cllr. Bell
Community Centre: Cllr. Beecham
Village Schools: Vacant
Public Transport: Cllr. Beecham
Road Safety: Cllr. Bell and Cllr. Beecham
Dene Park: Cllr. Bell and Cllr. Gray
Parish Paths: Cllr. Bell and Cllr. Sly
Flag Officer: Cllr. Lloyd
Health and Safety: Cllr. Gray

In addition to the above it was agreed to form a Communications Committee with Cllr. Redding, Cllr. Brock, Cllr. Sly and Cllr. Gray.

13. Financial

13.1 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. Sly Seconded Cllr. Brock Carried

13.2 2012/13 Return and supporting financial reports. The accounts for 2012/13 have been checked and audited by our internal auditor, Mr. John Turner and he has given a clean audit and signed the declaration on the annual return. Council are asked to approve the statements in order for the Annual return to be sent to the Audit Commission.

It was proposed to agree the Annual Return and statements.

Proposed Cllr. Beecham Seconded Cllr. Gray Carried

Action: Scan and share the auditor's letter with Council.

Cllr. Bell asked it to be recorded that the internal audit results were an excellent endorsement of the very good work the Clerk has been doing as RFO.

13.3 Council Insurance renewal 1st June 2013.

Cllr. Sly offered to look through the quotes and assist the Clerk.

14. Risk Assessment

Our internal auditor noted that we had not completed a risk assessment in 2012/13 and advised strongly that we complete one as soon as possible. A risk assessment was prepared in 2009 which we can review and update. Would any Councillors like to take on that role to complete with the Clerk?

Action: Cllr. Redding and Cllr. Gray will look at it. Cllr. Bell asked for some urgency.

15. Personnel

15.1 Upcoming courses: Councillor Training Day 1 - 6th June, Chairmen's Day 1 – 26th June, Councillor Training Day 2 – 27th June, Chairmen's Day 2 - 24th July. All full days (£65). Roles and Responsibilities 3rd July, Budget and Precept 10th July. Both half days (£43).

Cllr. Redding and the Clerk are interested in Budget and Precept.

Action: Circulate details of the courses.

16. EMCHAT

Cllr. Gray: There was a meeting last Thursday. They confirmed the late risers' car boot sales will go ahead on 16th June and 14th July. There are still looking for volunteers to help on the day. Volunteers will be meeting at 9am.

17. Planning

17.1 New Planning Applications Received

13/00488/FUL 36 Church Road, Elmstead Proposed Rear Extension

Cllr. Gray was concerned with the finish on the extension and it was agreed that we would ask for an extension to the response deadline.

13/00496/TPO Elmstead Cricket Club, Oak, Ash and Sycamore (approx 23 trees) on boundary of cricket field. Selectively lifting the branches overlaying the playing area to give good clearance above ground level and removing epicormic growth.

No objections

18. Old Post Office

Cllr. Bell read out the latest e-mails from TDC regarding a site visit with English Heritage. It was thought that TDC were stalling.

Action: Write and circulate a letter to EPC for agreement which will go to Bernard Jenkin MP with a copy of the two photos of the Post Office (then and now) as featured on the EPC newsletter.

19. Travellers site in Clacton Road

DC Nicholls: TDC Planning Committee has approved another travellers site in the area. They are waiting for a letter to confirm the number of pitches. This decision will take the level of requirement for travellers sites through to 2021. There is a delay as they are seeking legal advice. After this the Elmstead site will have a decision. It should be within 2 weeks. The owner of the site will have the appeal process available. There's no point taking any action at the moment, TDC know the views of EPC and DC Nicholls and DC Heaney very well.

20. Village Plan working party update

Report from Village Plan working party.

Cllr. Gray: Attended RCCE meeting with Cllr. Beecham, it was very informative and productive. There are subgroups of RCCE that will be very useful for us but we would need to join those separately eg. For access to an on-line development planning website, a free legal advice helpline and for assistance with obtaining grants for village halls.

They discussed the Community Centre and were advised as a Parish Council we should be talking as early as we can to developers about requirements for a new hall. Find out how much the developer is paying and it is possible to get a grant for the shortfall.

Cllr. Beecham: It is also possible to get a grant for repairs to the current Community Centre. This will be put at the next Council Meeting. It was queried whether the cost of repairing the fascias could come under that funding and Cllr. Beecham replied yes but it would take time.

Cllr. Gray: The application date is August and the decision is made in November. We need to identify what's needed.

It was proposed that EPC join to additional subgroups of RCCE at £40 each to assist with the development of the village plan and obtaining grants.

Proposed Cllr. Gray Seconded Cllr. Beecham Carried

21. Communication

21.1 EPC Surgery 11th May: How did it go?

Only one person came, but this is to be expected, we need to give it time. Cllr. Bell thanked Cllr. Gray and Cllr. Brock for running the surgery.

22. South Green

Cllr. Beecham (secretary of the South Green Residents Association):

EPC had received some advice from EALC that the Residents Association approach Essex Highways with this problem.

Cllr. Beecham: If Essex Highways repaired the road it would be vastly in excess of the amount they want to pay for the repairs. It's Mr. Gooch's land but his answer is that under the Highways Act it's the frontagers' responsibility to pay.

Cllr. Sly: There's no responsibility for EPC to pay either. He will not vote to pay ratepayers money to resurface a private road.

Cllr. Gray: suggests writing to Mr. Gooch and letting him know the Resident's Association are willing to pay towards the repair. Cllr. Beecham: Most frontagers accept they have to pay something. The plan is to repair it now and upkeep in the future.

CD Nicholls: suggests writing to our new County Councillor (Carlo Guglielmi) and asking for his advice.

Action: A two prong attack – Contact Mr. Gooch and request a meeting with the Residents Association and write to Mr. Guglielmi for advice.

23. Tidy Tending Campaign

Cllr. Bell: Thanks to Mr. Fairweather for accompanying Cllr. Bell on a bicycle ride to see where the litter problems in Elmstead are.

The campaign is not something we can be involved in as we do have a handyman who clears the main parts of the village. However on cycling around the surrounding roads and lanes they found 11 areas that have had rubbish dumped including corrugated roofing, exhausts, tvs, videos etc. These areas have been highlighted to TDC on a map.

Cllr. Redding: The Plymouth Brethren have done tidy days in Bromley and Alresford and are willing to help.

24. Whittings Site

An update from Cllr. Bell

Cllr. Bell: This has been a defeat. It's legal for them to stack sky high. There have been no accidents. The environmental people go in regularly.

Action: Write a letter to the owner suggesting a meeting for one or two Councillors to speak to him about the concerns of the village.

25. Dene Park

Results from village survey and update.

67 yes, 4 no and 1 spoilt.

Cllr. Bell will give the results to Wivenhoe surgery.

26. Rope for Flagpole

Cllr. Bell: There are problems with the rope. It needs replacing before it breaks. Cllr. Bell will pursue this by contacting a Brightlingsea sail maker.

27. Caravans parking on driveways/pavements

Cllr. Bell: We've received a complaint that caravans in Hatchcroft Way are causing an eyesore and are not being parked properly. Cllr. Beecham: If the vehicles are on the footpath then it's an obstruction. If so it's a police matter.

Action: Put an article in Upmarket requesting consideration in parking.

28. Pavements Holly Way

Cllr. Sly: The pavements in Holly are getting worse. Also there is a bad pothole right outside the surgery on Chapel Lane. Cllr. Beecham: Chapel Lane is a private road owned by Mr. Gooch. Cllr. Sly: Have we registered the holes in Holly Way?

Action: Cllr. Sly to take photos of the pothole outside the surgery to send to Essex Highways. Follow up on whether the Holly Way problems are still registered.

29. Matters Raised by Councillors for the next agenda or for information only

Cllr. Beecham: What happened to the posts going in on North Green? Cllr. Bell: They have not been done yet.

Cllr. Beecham: We need to organize a Finance Committee Meeting. Cllr. Redding will provide dates he's free to get that started.

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

Meeting closed at 9.50pm

Date of next Parish Meeting: Thursday 20th June, 2013

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

Minuted by Angela Baxter,

16th May, 2013

Contact: elmsteadparish@btconnect.com

Telephone: 01206 827139

Appendix to the original Minutes:

Finance Report dated 16th May, 2013 prepared by the Clerk.

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

