

**Minutes 21<sup>st</sup> December 2017**  
**Meeting of Elmstead Parish Council**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

Present: Councillors Paul Beard (Chairman), Solma Ahmed, Nick Bell, Ron Fairweather, Bob Kavanagh, Mike Kirby, Jean Routledge, Jane Triscott and Martine Ward  
Also Present: District Councillors Fred Nicholls and Rosemary Heaney, Mrs Baxter (Clerk) and 9 members of the public including Robert Pomery of Pomery Planning Consultants and Gus Newell of Newell Homes Ltd

Cllr Beard opened the meeting with a thank you to the councillors for the work they have done over the last month, a thank you to our handyman Mr Dingwall for all his hard work and a thank you to Mrs Baxter for her work as clerk. He also thanked the members of public for attending.

**17/249 Apologies for Absence**  
None

**17/250 Declaration of Pecuniary Interests and Non Pecuniary Interests**  
None

**17/251 Approval and signing of the minutes from 16<sup>th</sup> November 2017.**  
It was resolved to accept the minutes from 16<sup>th</sup> November 2017 as true and accurate, with a change to item 17/239 Finch Lane to record that it was Cllr Beard who reported on this item, not Cllr Bell.  
Proposed Cllr Routledge, Seconded Cllr Bell, all in favour.

**17/252 To receive an update about the progress of resolutions from the last meeting of the Council on 16<sup>th</sup> November 2017.**  
The clerk gave a brief verbal overview.

**17/253 Public Speaking**  
It was reported that there is an issue with vehicles parking on a bend in Bromley Road which is blocking the view of the road for drivers. It is often a scaffolding lorry. It was discussed that this lorry used to park in Old School Lane until double yellow lines were introduced. Cllr Heaney reported that the scaffolding lorry should be parked on the forecourt where the driver works. Cllr Heaney is looking into the scaffolding company for Great Bromley and will add this parking issue into that. If the scaffolding lorry was moved it was felt there would still be an issue with the parking on Bromley Road, and it was also raised that vehicles are parking on the pavements around the village obstructing pedestrians, particularly those with prams, wheelchairs or the elderly.  
Councillors are to look at Bromley Road (Cllr Kavanagh is the PC road safety officer) and report back.

**17/254 County Councillor report**  
Cllr Guglielmi was not present but Cllr Beard wished to record his thanks for all his help in 2017.

**17/255 District Councillor reports.**  
Cllr Beard thanked our two district councillors who do a lot for the PC.  
Cllr Nicholls: A council tax increase is due to be approved at a full council meeting on 23<sup>rd</sup> January. The PCC (Police and Crime Commissioner) for Essex has asked for a £1/month increase.  
TDC now has a 6.2 year housing supply.  
Cllr Heaney: The Pride of Tendring nomination for Ellen Chubb has been put through and is well deserved. Cllr Heaney nominated Ellen at the PC's request for all the voluntary work she has done for the village over the years.  
The house at 19 Holly Way is deteriorating with the owner living in York and no-one maintaining it. Mr Pomery advised Cllr Heaney that she could ask planning enforcement to

Signature .....

Date .....

**Minutes 21<sup>st</sup> December 2017**  
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serve a section 215 notice on Holly Way as it is affecting the amenity of the area. Cllr Heaney will look into this.

Cllr Heaney will be meeting with TDC and Mr Gooch regarding complaints about the litterpicking along the A133.

**17/256 Church Road Development**

*Robert Pomery of Pomery Planning Consultants and Gus Newell of Newell Homes Ltd are attending to speak to the Parish Council about the community facilities proposed for this development. Newell Homes Ltd purchased the land on Church Road which has outline approval for a residential development of up to 20 homes, a community hall, green infrastructure open space including land for a sports field and allotments together with new vehicular and pedestrian accesses, parking, servicing, landscaping and utilities infrastructure.*

Mr Pomery: The section 106 agreement requires a hall so they need to submit a scheme to the local authority with the budget capped at £400,000. To construct the hall that the PC wants would cost up to £1million. For £400,000 it would be a much smaller building. They are looking into submitting a fresh planning application which would channel the £400,000 through TDC to the PC so that we can build the hall, and suggested that this could be done in conjunction with the section 106 funds from the Charity Field development. If the hall were to be built in an alternative location and the land then becomes available at the Church Road development they would make an application for 23-24 houses and the £400,000 for the hall would increase. The new scheme would still include the football pitch and the allotments. They are going to do the archaeology in the new year and then want to submit the new scheme as soon as possible.

They asked an architect to design a hall to a budget of £400,000, and then asked a quantity surveyor to price it. The results show a much smaller hall than the PCs specification discussed with the previous developer.

Cllr Beard commented that at present we do not have any alternative sites available and couldn't make a decision about location until there is an alternative site. It was discussed that we could raise extra funding to build the hall.

Mr Redding spoke about the Church Rod development being the preferred site for the village and that the tangibility of that site was for the community centre being there in a location close to the School and the Cricket Field and that everyone should consider the history of this site. Mr Pomery was asked how quickly he needs an answer and replied that it might be possible for them to retain the land for the hall and earmark the money and go ahead with building the houses. He said that Mr Newell could deliver the houses, allotments and land but that he is not in the business of building community centres. Mr Newell added that he wanted to be building by the middle of 2018.

Mr Pomery and Mr Newell left the meeting. It was discussed that it was urgent to discuss this in more depth and to add it to the planning committee agenda for the 11<sup>th</sup> January. It is also an urgent matter to follow up regarding the sale of the Charity Field development.

**17/257 Planning**

- i) To hear a report from the Planning Committee regarding planning discussed at the Committee Meeting of 14<sup>th</sup> December 2017.*

Cllr Fairweather went through the items, please refer to the planning committee minutes for full information. He also informed the PC that on there will be a TDC Planning Committee site visit to Tye Road on the 10<sup>th</sup> January at 11am. Essex Highways and the PC are invited and they will be looking at the road/pathway measurements.

The PC were asked if they wished to call in application 17/01260/FUL Land adjacent to Finch Lane Bromley Road Elmstead Detached dwelling and garage. A separate application for 9 dwellings adjacent to this site (17/01306/OUT) has been approved by TDC planning. It was agreed that as that is the case we would not call this application in.

- ii) To hear any update regarding the following developments: Charity Field and Meadow Close.*

There were no updates.

Signature .....

Date .....

**Minutes 21<sup>st</sup> December 2017**  
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**17/258 Handyman**

*Mr Alan Dingwall is attending the meeting to answer any questions the councillors may have about the work he does and to make a request for the items in item 17/259ii).*

Mr Dingwall was unwell so this item was held over. Cllr Beard wished to record his thanks to Mr Dingwall for all his work in 2017.

**17/259 Finance**

- i) *To look through the finance report and approve the payments for December. See appendix 1*

It was resolved to accept the finance report and approve the payments.

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

- ii) *To consider a request from the handyman for the following items; a long poled cutting tool and fold up triangular warning signs. Costs to follow.*

Held over.

**17/260 Personnel**

- i) *To hear a report from the Personnel Committee Meeting*

Cllr Routledge reported that Mrs Baxter's and Mr Dingwall's appraisal had been completed. The following points came out of Mrs Baxter's appraisal: In meetings whenever an action is agreed the chair of the meeting should ensure it is clear who is responsible for the action. As councillors don't know what the clerk is doing Mrs Baxter is keeping a record of work done and will share it at the end of each month with the Personnel Committee, Cllr Beard as chairman of the PC and Cllr Fairweather as chairman of the Finance Committee.

- ii) *To decide an additional member for the Personnel Committee. An additional member is required as Cllr Snowden resigned from the council and left a vacancy on this committee which requires 4 members.*

It was resolved that Cllr Ahmed joins the Personnel Committee. Proposed; Cllr Routledge, Seconded; Cllr Beard, all in favour.

**17/261 Bluegates Donation**

*An update on the spending of this donation; options/quotes for VAS signs and information regarding the installation of the gateway signs.*

Cllr Routledge: Has met with Steve Gove (Tendring Rangers) and his colleague Alan to survey the village. Steve recommended that the gates go immediately under the current speed limit signage and they agreed the locations for the solar powered VAS; outside White Barn Farm on Clacton Road and Partway on Bromley Road. The residence owners have been consulted and are happy. The Bluegates working party's preferred option for the VAS supplier is Thermotor. Two VAS with a 5 year warranty and delivery will cost £4,560 plus VAT. The Westotec cost would be £6,505 with a 6 year warranty. Mallatite is £5,350 with a 1 year warranty and £550pa maintenance contract. They all meet the legal requirements. The VAS will be fixed to poles and we have received a quote from a company in Clacton (Signs Made Easy) for £100/pole. Steve Gove is happy to do the installations, there will be a small charge. Cllr Routledge will ask Mr Gove if there need to be a ground survey and for the costs of installation.

We have also received fresh quotes for the gateways as it was decided that the maximum width should be 1300mm. Glasdon has quoted £2,562 for 4 gates at 130mm wide. Signs Made Easy have quoted £900 for 4 gates, made out of UPVC. This company made gates for Little Bromley so we will check with their PC that they are happy with their product. Steve Gove will install the gates for free. At this price there will be some funds left over from the initial £10,000 donation which could go towards the replacement of items on the North Green.

Signature .....

Date .....

**Minutes 21<sup>st</sup> December 2017**  
**Meeting of Elmstead Parish Council**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

It was resolved that subject to checking with Little Bromley PC, we will purchase 2 VAS signs from Thermometer, 2 poles from Signs Made Easy and 4 gateway signs from Signs Made Easy. Proposed: Cllr Routledge, Seconded: Cllr Ward, all in favour.

**17/262 North Essex Garden Communities Consultation**

*The 'Issues and Options Consultation' starts on Monday 13th November 2017 and runs until Monday 22<sup>nd</sup> January 2018. To receive feedback from the local exhibition event: on Thursday 14th December 16.00-20.00 at Market Field School. School Rd, Elmstead Market CO7 7ET.*

*What action does the PC wish to take regarding consultation?*

Cllr Routledge: Spoke of concerns regarding the future governance of the garden community. It has not been addressed but will be an issue with the development being split between Colchester and Tendring. This should be raised. The other 3 concerns are: that part of the development is being built over is grade 1 agricultural land; that the houses by Allen's farm will be swallowed up by the development and that Crockleford Heath will be partly swallowed up. Cllr Fairweather added the concern that on the maps Tye Road disappears.

It was resolved that a working party be raised to meet and draft a response to the consultation to be put to the PC for recommendation in the January meeting. It was agreed that the working party would consist of Cllrs Routledge, Bell and Ahmed. Proposed: Cllr Bell, Seconded: Cllr Beard, all in favour.

**17/263 North Green**

- i) *To look at options for replacement of street furniture on North Green. To receive the latest information on the offers from the insurance company. To discuss the option of making a claim to the Motor Insurers Bureau (more details to follow). To decide on a replacement bus shelter, bench and noticeboard.*

The favoured options from the November meeting were discussed and the costings reviewed. The insurer will cover the cost up to the amount for a like for like replacement. The quote we received for this is £6,275 plus VAT. Any additional cost will be funded out of the general reserve.

It was resolved that the PC purchase the Great Leigh bus shelter from Littlewoods.

Proposed: Cllr Bell, Seconded; Cllr Kavanagh, all in favour.

The cost is £6,650 plus delivery and VAT. Delivery is £650. It was agreed that standard laminated panels be used for the side panels with a solid back.

- ii) *Cllr Bell proposes that we agree to the St Anne and St Laurence Church request to install the noticeboard they have chosen.*

Some councillors preferred the idea of having 2 wooden noticeboards on the Green, rather than one aluminium and one wood. It was suggested that the PC consider paying the extra cost for the Church to purchase a wooden rather than aluminium board. Cllr Bell is to discuss this and ask them if the aluminium posts on their chosen noticeboard could be painted to match wooden posts.

**17/264 Parking on Clacton Road**

*Does the PC support parking on the stretch of pavement outside Autumn House? The North Essex Parking Partnership (NEPP) has started issuing fines (due to receiving complaints) but historically TDC have allowed parking here with the support of the local community. Ian Taylor (TDC) wishes to know where the PC stands on this issue.*

There was a discussion and there were differing views. Some of the councillors did not feel that they knew enough about the location and wanted to see for themselves. One resident

Signature .....

Date .....

**Minutes 21<sup>st</sup> December 2017**  
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**Community Centre, School Road, Elmstead Market, CO7 7ET**

reported that it can be difficult when exiting the fish and chip shop car park to see around the cars parked there and if they are to be allowed to park there could something be put in to keep them from parking so close to the edge. A councillor felt it was difficult at times to walk past the parked cars. It was brought up that the residents who live opposite have something in their deeds allowing them to park there so that needs looking into. It was resolved that the item be decided in January. Proposed Cllr Kavanagh, Seconded Cllr Bell, all in favour.

Cllr Ahmed left the meeting.

**17/265 Hearing Loop**

*To discuss installing a hearing loop for the small hall in the community centre.*

Cllr Triscott: Struggles to hear at the meetings. She will do some research and bring the information back to the council.

Cllr Kirby left the meeting.

**17/266 Clacton Road Car Park**

*We have received complaints about the fly tipping and overspill of recycling in this car park. To hear from Cllr Kavanagh who has spoken to the complainant.*

Cllr Kavanagh: The padlock on the entrance was changed due to a robbery at the housing development but TDC recycling were not informed and could not get in to empty the recycling containers. A resident complained and has asked that the containers be removed. As the problem has been resolved, and the car park belongs to TDC it was resolved that PC would not take this proposal forward. Cllr Kavanagh will inform the resident. Proposed: Cllr Kavanagh, Seconded: Cllr Bell, all in favour.

**17/267 Elmstead Playing Field**

- i) *There are issues with fly tipping of green waste on the playing field. Does the PC wish to write to adjacent residences regarding this?*

Cllr Beard: Grass cuttings are being dumped on the field which is causing problems for the school as the children play there. It was resolved that a request to cease doing this will be put in Upmarket. Proposed: Cllr Beard, Seconded Cllr Kavanagh, all in favour.

- ii) *Market Field School have made a request for a multi school council event on the field on Saturday 30<sup>th</sup> June 2018. Please see letter.*

The clerk is to ask for more details about the event, including who is running it.

**17/268 Communications** *Items of interest for inclusion in our February Upmarket report in addition to the report of meeting.*

None

**17/269 Items for next agenda or for information only**

None

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

**The meeting closed at 10.35pm.**

**Date of next Parish Meeting: Thursday 18<sup>th</sup> January 2018**

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

**Minuted by Mrs. A Baxter**

**Contact: [elmsteadparish@gmail.com](mailto:elmsteadparish@gmail.com) 01206 827139**

Signature .....

Date .....

**Minutes 21<sup>st</sup> December 2017**  
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 Community Centre, School Road, Elmstead Market, CO7 7ET

**Appendix 1**

**Elmstead Parish Council Finance Report**

*Closing Balances to 30<sup>th</sup> November 2017 are:*

Current Account to end of month	£35,072.89
Total Expenses unpaid at end of month	£1,436.73
Total of expenses below (December payments - request for approval)	£474.57
Balance in current account after monthly expenses	£33,161.59
Deposit Account to Bank Statement Ref 153	£27,714.65
Active Saver Account (Bluegates Donation)	£10,057.39
<b>Estimated Overall Closing Balance - Current and Deposit</b>	<b>£70,933.63</b>

*Income Details for November 2017:*

ECC - Grass Cutting	£683.02
<b>Total income for the month</b>	<b>£683.02</b>

Approval is requested for the following payments:

Community Centre Hall Hire for November x 2	£32.00
Deans' Nursery – Christmas Tree North Green	£108.00
The Royal British Legion – Poppy Wreath £17 and Optional Donation £50	£67.00
Unipar Services LLP – Service & Certification of Speed Radar Device	£243.60
Ernest Doe & Sons – 3 x High Vis Tabards	£23.97
Total	<b>£474.57</b>

Report prepared by A Baxter – Clerk & RFO  
 20<sup>th</sup> December 2017

Signature .....

Date .....