

**Minutes 21<sup>st</sup> January 2016**  
**Elmstead Parish Council**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

Present: Councillors Bell (Chair), Beard, Beecham, Fairweather, Kirby, Routledge, Redding and Ward

Also Present: District Councillors Rosemary Heaney and Fred Nicholls, Mrs Baxter (Clerk), and 4 members of the public

**16/001 Apologies for Absence**

Essex County Councillor Carlo Guglielmi apologised for his absence. He has a clash of meetings but hopes to make our February meeting.

**16/002 Declaration of Pecuniary Interests and Non Pecuniary Interests**

None

**16/003 Approval and signing of the minutes from 17<sup>th</sup> December 2015**

It was resolved to accept the minutes from 17<sup>th</sup> December 2015 as true and accurate.

Proposed: Cllr Redding, Seconded: Cllr Routledge

**16/004 Public Speaking**

None

**16/005 County Councillor report**

See appendix 1

**16/006 District Councillor reports**

Cllr Nicholls: There is a local plan meeting tonight at Weeley. All meetings are now held at Weeley. The plan is moving forward at a reasonable speed. There is talk of the housing numbers being 550/year which is less than previously.

TDC will not be providing black bin bags any more, but you will get caddy liners.

One UKIP member (of TDC) has resigned from UKIP and will be unaligned.

As Chair of TDC Cllr Nicholls supports a charity and his chosen one is Mayflower.

On the 19<sup>th</sup> February they are holding a pub quiz at the Courthouse in Great Bromley to raise money. It will be teams of 6. On the 15<sup>th</sup> April there will be a charity supper in the Great Bromley Village Hall. Cllr Nicholls to e-mail details to the clerk.

Cllr Heaney: Has returned after an enforced absence (due to knee surgery). Cllr Heaney disapproved greatly of the decision to not provide black bin bags any more.

Regarding the caravan residing on Bromley Road, the owner previously applied for planning approval for the caravan which was refused. They have gone past the 6 month window for appeal so TDC planning will have to enforce the removal of the caravan.

Cllr Bell: The owner told EPC about 2 years ago that he would live in the caravan temporarily and then put in a planning application to build a house.

Cllr Heaney: When the TDC officer goes to visit him she never sees him so they don't know what is going on.

Cllr Bell will try and see the owner to find out.

Cllr Bell asked about Whittings scrap yard and the fact that as it's winter you can see onto the site through the bare hedging and see piles of rubbish, brickwork and earthworks. It's so unsightly, with the scrap heap too.

Cllr Heaney: Called health and safety national headquarters about the height of the cars and that it's dangerous as a footpath runs up the side. H&S said that you would have to prove that a car will fall on someone on the path. The risk of fire is not relevant.

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Cllr Bell said he thought that the trees planted around the site should be evergreen but they are deciduous.

Cllr Heaney thinks it may be a technicality and that they didn't specify evergreen in the planning. She will send an e-mail to planning to check the planting conditions.

16/007

### Planning

#### Applications:

*15/01874/OUT Hills Group Blue Barn Farm Clacton Road Elmstead. Erection of seven detached dwellings and associated garaging served by new vehicular and pedestrian access.*

*To discuss and agree a response to TDC with respect to this planning application.*

Cllr Bell asked if the fact that the site is outside the planning envelope is still being taken under consideration and Cllr Heaney answered yes, to a point. There was a discussion around the issue of setting a precedent for planning applications to be agreed outside the planning envelope and that once you have a precedent then planners can allow a bit more and a bit more. There was concern about the speed of traffic at the location and the fact that the greatest housing need is for one or two bedroom houses, perhaps starter homes, not necessarily 4 or possibly 3 bedroom properties. It was recognised that the build would bring benefits to the neighbouring residents in terms of access, water supply and improving the look of the site.

It was resolved to object to the increase from 3 to 7 houses in this planning application for the following reasons: It is outside the planning envelope, it would set a precedent for other planning outside the village envelope, the speed of the traffic at that location (would a crossing even be allowed by Essex Highways), and the lack of sustainability given that most journeys from that location would be made by car.

The clerk is to draft the objection to circulate to the councillors for review.

#### Determinations:

*15/01532/LBC Tudor House Chapel Lane Elmstead. Remove existing boiler which is not fit for purpose. Re-site new boiler in existing airing cupboard upstairs.*

*Provision of ventilation of exhaust gasses by way of 4 inch pipe horizontal through first floor wall. Provision of services to new boiler. The only alteration proposed is a 4 inch hole in wall and discreet external flue. Approval - Listed Building Consent*

*15/01800/TPO 49A Church Road Elmstead. 1 No. Large Oak in rear garden - crown reduce by 25% Approval – Full*

*14/01728/OUT Charity Field Land South of Colchester Road Elmstead. Erection of up to 50 dwellings and a new community building, provision of dual-purpose car park, new village allotments and public open space. Refusal - Outline*

#### Any other applications or determinations received after the agenda was issued?

#### Broad Lanes – 4 eco friendly detached houses

*What is the PC view of this development, what is our response to TDC with respect to the planning application? What s106 equivalent should the PC be seeking?*

Advice from Tendring planning has been to leave the setting of a s106 payment to themselves. We have received a hard copy of the application which has now gone

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in to Tendring planning so it was decided that this will be circulated for councillors to form an opinion.

### 16/008 **Market Field Lease**

*To discuss the feedback received from the residents of Elmstead regarding ECC's proposals for the field. To decide a next course of action based upon that feedback. To discuss any further updates or communication from ECC.*

There was no response to our latest e-mail to ECC.

Cllr Beard: Regarding the feedback we received there was one in favour and the rest against, some of those passionately so. We need to have a public meeting, invite people so they can ask questions, as some of the feedback showed that there was more information needed.

Cllr Bell was concerned at the number of people who responded, it does not give us a broad response. We could target people, for example the organisations we know about who use the field, such as the scouts, to see what their thoughts are. A resident who lives on Clacton Road commented that the School already has a larger footprint than they had before, with secure fencing all around it. The students are always supervised on the field so he doesn't understand the need for an additional security fence on the field.

Another resident uses the field twice a day every day and will move if he can't use the field. The outside area will become muddy and unusable under the proposed changes and he is in favour of fighting the proposal.

Cllr Beard commented that he has found out that the School would not be able to look at CCTV footage without a license and that they would not legally be able to prosecute.

Cllr Fairweather has been shown around the School and commented that they have lots of outside space/areas within the School perimeter.

There was a discussion around when the best time for a public meeting would be. It was agreed that we would obtain legal advice as soon as possible regarding our rights as a leaseholder and that we would make our plans for a meeting from there.

### 16/009 **Finance**

*To see if there are any questions regarding the finance report and approve the payments for January. See appendix 2.*

It was resolved to accept the finance report and approve the payments for January. Proposed Cllr Beecham Seconded Cllr Redding

Cllr Bell had contacted Deans' about the cost of the Christmas tree and they said it was more expensive because as we were late in ordering it had to be a special delivery. We have made a note to order earlier this year and will look at alternatives.

### 16/010 **Finance Committee – 2016/17 Budget and Precept and auditors.**

*To hear a recommendation from the finance committee for the 2016/17 budget and the amount of precept to set for 2016/17.*

*To hear a recommendation from the finance committee regarding our internal auditor for 2015/16.*

*To hear a recommendation from the finance committee regarding our external auditor from 2017/18.*

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Cllr Redding provided a short summary of the finance committee meeting. The finance committee met the previous week and reviewed the third quarter actual spend against 2015/16 budget. There are no issues, where items are higher than 75% of the budget it's because they are one off payments, or there is a reason that more of the amount has been spent already. For example the handyman's wages includes the summer grass cutting hours.

The finance committee went through the budget for 2016/17. They have added a reserve item to the budget of £400/year to go into a legal fees reserve. That is bearing in mind potential expenses which may need to be incurred possibly for Market Field or Dene Park.

It was recommended to approve the budget for 2016/17 – see appendix 3. It was recommended to set the precept at £30,780 for 2016/17.

It was recommended that we retain Mrs Jan Cole as our internal auditor for 2015/16.

It was recommended that we do not opt out of having our external auditor procured for us by Smaller Authorities' Audit Appointments Limited. This company was created to take the place of the Audit Commission who ceased to exist on the 1 April 2015.

It was resolved to accept and approve all recommendations from the finance committee.

Proposed Cllr Redding, Seconded Cllr Beard, all in favour.

**16/011 Clerk's report and correspondence**

No discussion

**16/012 Bluegates Donation**

*An update regarding research into the cost of village improvements.*

Cllr Routledge provided a short summary of where the Bluegates donation working party are with their research: additional seating (benches), additional bus shelters, refurbishing the village sign and a defibrillator. Cllr Routledge has sourced a bench made of recycled plastic on a steel base, it's a 3 seater with 2 arms and it is vandal proof. It costs £545 delivered not fitted.

We are awaiting a brochure on bus shelter costs. For village gate signage we are not able to get any sourcing information from St Osyth. Cllr Beecham will look into this. Cllr Bell is looking into refurbishing the village sign and it's possible we can get a grant for a defibrillator. Cllr Beecham will look into this.

**16/013 Black Bin Bags**

*TDC will no longer be providing black bin bags to residents. To discuss a complaint from a parishioner and any ideas.*

Cllr Bell said that this was discussed at the TDALC meeting and the people present there were adamant that this decision will not be reversed.

In general the PC were against the decision but felt that there was nothing to be gained by pursuing it. It was decided to forward the parishioner's complaint to TDC.

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### 16/014 Personnel Committee

*The personnel committee currently has two members so needs an additional two members. To seek volunteers and vote for new members.*

It was resolved that Cllr Beecham and Cllr Ward be voted on to the Personnel Committee.

Proposed Cllr Bell, Seconded Cllr Routledge

### 16/015 Outstanding jobs for the working party

*An update on any outstanding work to be done such as maintenance of the noticeboards.*

Cllr Beecham: the bus shelter opposite Oatlands still needs a window fitted, the seats on South Green need painting, the village sign needs refurbishing, the noticeboards need some maintenance work (cleaning, sanding and varnishing), and they are turning black at the bottom and the posts on Elmcroft need replacing. This last item should be in hand, it is intended that the Community Payback Team will do this work but EPC will need to purchase the posts.

It was queried if all the posts need replacing and Cllr Beecham replied yes, as they are all to be a height of 700mm so that the mower can get under them.

### 16/016 Communications

*Items of interest for inclusion in our March Upmarket report.*

Share the information about how to check if your e-mail has been hacked.

Information regarding TDC and the black bin bags. Cllr Ward to forward the clerk a piece about neighbourhood Watch.

### 16/017 Items for next agenda or for information only

*To hear from councillors any items that they would like on the next agenda or of interest only.*

Cllr Fairweather mentioned the lighting of a beacon on the 21<sup>st</sup> April to celebrate the Queen's birthday – was there any interest?

Cllr Redding followed up with it being discussed by the finance committee in its last meetinh that if there are any Queen's birthday celebration which the PC contributes to, this will come out of general reserves. It was decided not to include it in the budget as it is not known if there will be any.

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

**The meeting closed at 9.59pm.**

**Date of next Parish Meeting: Thursday 18<sup>th</sup> February 2016.**

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

**Minuted by Mrs. A Baxter**

**21<sup>st</sup> January 2016**

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

**01206 827139**

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**Appendix 1**

## ECC report January 2016

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**Royal honour for Council Officer**

An officer at Essex County Council has been honoured in the Queen's New Year's Honours list.

Lorraine King, Civic Services Officer at Essex County Council has been made a Member of the Royal Victorian Order for her work on behalf of the Lieutenancy in Essex, in particular her role making arrangements for numerous Royal visits.

The award is given by the Queen to people who have served her or the Monarchy in a personal way.

Lorraine, who has worked for the County Council since 1973, is also Deputy Clerk to the Lieutenancy of Essex and has helped arrange numerous Royal visits for the County.

She said: "I was very surprised and never even thought about receiving an award but it is a real honour. I was allowed to tell my family in advance and they were all really pleased for me."

During her career she has met the Queen several times and has also arranged visits for the Prince of Wales and the Duchess of Cornwall, Princess Diana, Princess Margaret, the Duke of York, The Earl and Countess of Wessex, the Duke and Duchess of Kent, Princess Michael of Kent and the Duke and Duchess of Gloucester.

Each visit takes about three months to plan with Lorraine visiting each location advising hosts on what can and cannot be done, before liaising with the Palace and Lord Lieutenant to finalise a programme.

Lord Petre, Lord Lieutenant of Essex, said: "Lorraine has provided invaluable support to a succession of Lord Lieutenants of the County of who I am but the most recent. Apart from her key role in making the arrangements for Royal visits, the depth of knowledge of protocol and proper procedure that she has acquired over many years make her an invaluable source of advice and assistance in all sorts of official matters. I do not know what I would do without her."

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**Save hundreds in the Essex Energy Switch**

A ground-breaking energy-saving initiative which has already saved Essex residents almost £1 million is reopening for new applications.

Essex residents and small businesses are being encouraged to register for the switch from 1st December 2015 to potentially save hundreds of pounds on their energy bills.

Once the registration process closes, an auction will take place where energy providers bid against one another. The winning bidder will be the company offering the lowest price to all applicants.

During last year's Essex Energy Switch, residents saved approximately £263 per household resulting in a total savings across the county of a staggering £948,792.

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This scheme is an unmissable opportunity, even for those who believe they are already getting the best prices available to them; it is completely free and registration takes just five minutes. There is no obligation to switch providers following the auction so it really is a win-win for all involved.

From the nationwide sign-up last year, over 27 percent of participants were from Essex which was more than any other count and it is hoped that this figure can be improved upon this year so that even more Essex residents give themselves the opportunity to save on energy bills and spend their hard-earned money elsewhere.

Please visit [www.essex.gov.uk/energyswitch](http://www.essex.gov.uk/energyswitch) for more information and to find out how to take part.

- Alternatively, residents can call Contact Essex on 0345 743 0430 or 01245 430 430 (if they prefer to dial a geographically-routed number).
- Residents can also speak to their local library or a friend/ family member to gain support to sign up to the scheme. Additional advice is also available from Age UK or Citizens Advice Bureau.
- Essex as a county (including district and borough council's) has had 9,000 households sign up to the Essex Energy Switch during the past two switch auctions.
- Essex County Council recommends that all householders review their energy bills and conduct their own price comparison annually.

**Don't miss the deadline to save hundreds of pounds on your energy bills**

Following on from the previous report above, there is still time for Essex residents to register on the Energy Switch website to be included in the energy auction in February 2016.

It only takes five minutes to fill in the online form, so register for free before the closing date of 1 February 2016.

Once the registration closes there will be an auction between the energy suppliers. The company offering the lowest price to all applicants will be the winner.

So far 1,186 Essex householders have signed up to make potential saving of £263 on their energy bills. This ground-breaking energy-saving initiative has already saved Essex residents almost £1 million.

All residents and householders have a great opportunity to save money on their energy bills. Even if people think they are already on a good deal, it is worth finding out if this is a better one.

This really is an unmissable opportunity with no risk to signing up as there is no obligation to switch providers.

Essex is at forefront of bringing residents a better deal on their energy, with over 27 percent of national applicants coming from Essex, more than any other county.

For anyone interested to signing up visit [www.essex.gov.uk/energyswitch](http://www.essex.gov.uk/energyswitch) for more information and to find out how to take part.

**Primary school places deadline**

Parents who haven't yet applied for their children's primary school places have now missed the deadline.

All children are entitled to start primary school in the September after their fourth birthday. Parents and carers of children born during the period 1 September 2011 and 31 August 2012 should have applied by 15 January 2016 for primary school places for the 2016-17 intakes.

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Any applications submitted after the deadline on 15 January 2016 will be considered once all on-time applications have been determined; for latest information go to [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

**Essex to continue to play its part in supporting refugees**

Essex will continue to play its part in supporting Syrian refugees, Council leader David Finch has said. Just before Christmas four families arrived into Colchester, helping to meet the Government's commitment of welcoming 1,000 refugees into the UK before the end of 2015. Cllr Finch, Leader of Essex County Council, said: "Essex has a long and proud history of stepping up to support those in need, and I would like to thank all of our district and borough council partners who have worked with us to ensure we can provide assistance.

"We made a commitment that Essex would play its part to help people fleeing from the humanitarian crisis in Syria, and I am delighted that we have been able to work together, along with local faith leaders and charities, to welcome four families in time for their first British Christmas.

"You cannot underestimate or begin to understand some of the horrors that these families had endured, and it is only right that we continue to show the compassion that they so badly need."

It is expected that 20 more families will be arriving in the county during 2016, and UNHCR, the UN's refugee agency, are identifying specific families who have been displaced, and ensuring they are security checked before travelling into the country.

Richard Harrington, Minister for Syrian Refugees, added: "I am delighted we have reached the Prime Minister's target to resettle 1,000 Syrian refugees by Christmas. This has been possible because of an incredible amount of effort and support from local authorities across the UK, including Essex. "There is still a great deal of work to do as we offer protection and a new start to a total of 20,000 vulnerable Syrians over the course of this Parliament.

"The ongoing support and co-operation of local authorities, non-governmental organisations and others will be essential as we expand the resettlement scheme further in the coming months."

**New foster families urgently needed for 2016**

At least 40 new foster families are needed across Essex in 2016 to provide stable and loving homes to children and young people according to figures provided today by Essex County council.

With a number of foster families retiring from service every year there is a need to replace these carers as well as to recruit for new specialist schemes for children with specific needs. 50% of the young people coming into care in Essex are aged 14 and above and therefore the County Council particularly needs to recruit for foster carers who can provide homes for teenagers. Providing safe and secure homes for children with disabilities as well as large sibling groups also remains a priority for 2016.

The Council is recruiting carers for its new Therapeutic Fostering Scheme aimed at children who have experienced significant trauma or neglect. Foster carers on this scheme will receive considerable support to help these young people to achieve their potential.

Carers are also needed to provide Short Breaks to children with disabilities so that families can benefit from some respite while their child enjoys fun activities outside of the home. The County Council is particularly seeking carers with experience of disabilities for this fulfilling

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role. There are number of schemes offered ranging from one weekend a month through to a full-time fee paid short break scheme.

Foster carers come from all walks of life but will need the space in their home and right personal qualities to care for these groups of children. In return the County Council offers full training, local support and advice and a competitive financial package.

Councillor Dick Madden, Essex County Council's Cabinet Member for Children said that many people often think about fostering for a long time before getting in touch, so why not use the start of the New Year to finally make that telephone call or attend an information event and find out more about fostering? The Council is particularly keen to hear from people who are able to consider teenagers, children with disabilities or large sibling groups.

To find out more about fostering visit [www.essex.gov.uk/fostering](http://www.essex.gov.uk/fostering) or call 0800 801 530.

A local information event will be held at 6.30pm on Wednesday 27<sup>th</sup> January at Essex House, 200 The Crescent. Colchester CO4 9YQ

**Chelmsford prisoners complete 'life-changing' library challenge**

Prisoners at HMP & YOI Chelmsford are being given a unique opportunity to turn their lives around thanks to a Reading Agency initiative backed by Essex Libraries.

Reading Ahead, formerly known as the Six Book Challenge, offers offenders a chance to improve their reading skills through six books of their own choosing.

Inmates can choose from a wide selection of books in the prison library. A number of prisoners revealed it gave them their first opportunity to read a book cover to cover.

Hundreds of prisoners signed up for the initiative, with 104 men completing the course resulting in a silver award for the library at Her Majesty's Prison and Youth Offenders Institute (HMP & YOI) Chelmsford.

One prisoner said that before coming to prison he had never read a book start to finish, and after this initiative It feels like to have actually accomplished something very positive.

Others spoke of the life-changing effect the simple course had had on their lives by saying that it has totally helped them to learn to read and slowly to improve their spelling and keep busy rather than watching TV. Once out of prison they would carry on reading and get books from libraries .

Library staff at Essex County Council worked in partnership with prison staff at HMP & YOI Chelmsford to encourage as many inmates as possible to sign up.

The challenge complements Adult Literacy classes within the prison in a bid to help prisoners develop key life skills, such as reading and writing, to reduce the likelihood of reoffending.

Prisoners are encouraged to complete a reading diary with their thoughts and reviews during the challenge and receive a mini English dictionary on completion to help continue to improve their literacy skills.

Prison is often seen as a punishment, as the main reason to be locked up, but it can be used as a force for good, offering inmates a chance to reflect on their past mistakes and learn new skills to help provide positive input into society on their release.

.Reading and writing skills are often something we take for granted, but they can be critical when it comes to rebuilding a life. Skills learnt in prison can help inmates reconnect with family through letters home and apply for jobs once back in the community.

The Reading Ahead challenge is not just restricted to prisons, with organisations across the country encouraged to get involved.

To find out more please visit

<http://readingagency.org.uk/adults/quick-guides/reading-ahead/>.

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**Recruitment campaign launched in attempt to draw teachers to Essex**

A new campaign which seeks to attract teachers to Essex has been launched.

With schools across the Eastern region reporting that recruitment is increasingly challenging and Essex County Council planning to spend about £200 million over the next five years to meet the need for thousands of new school places, the demand for teachers in the county is likely to continue to grow.

To help schools, the council has launched the Teach in Essex campaign, which aims to promote the county as an excellent place to both teach and live.

The council is working closely with the Association of Secondary Head teachers in Essex (ASHE) and Essex Primary Head teachers' Association (EPHA) and the campaign will primarily target areas of the country where there is a known surplus of teachers.

The stories of two teachers who have moved into the county in recent years will be used as case studies to encourage others to do the same.

The campaign will initially run until the end of March, although it is anticipated that there will be further phases in the future.

With more than four in five of the county's schools are now rated as good or outstanding by Ofsted\*, Essex is on an impressive school improvement journey, and exam results are also continuing to improve.

A good supply of quality teachers is imperative if that progress is to continue and all pupils are to receive the best possible education.

A surplus of teachers has been identified in the North of England and ECC will work with all its District and Boroughs to insure that key-workers housing is delivered through the planning system.

Vacancies and more information about teaching in Essex can be found at

<http://www.essexschoolsjobs.co.uk/>

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**Appendix 2**

**Elmstead Parish Council Finance Report**

*Closing Balances to 31<sup>st</sup> December 2015 are:*

Current Account to Bank Statement Ref 772	£25,117.81
Total uncashed cheques	£3,556.37
Total of cheques below (January payments - request for approval)	£887.31
Balance in current account after cheques	£20,674.13
Deposit Account to Bank Statement Ref 145	£27,700.85
<b>Estimated Overall Closing Balance - Current and Deposit</b>	<b>£48,374.98</b>

*Income Details for December 2015:*

Saver Account interest	£3.45
<b>Total income for December 2015</b>	<b>£3.45</b>

Approval is requested for the following payments:

Elmstead Community Centre – Hall Hire December x 1	£15.00
Upsons – Service and repairs of mower	£859.35
Mrs A Baxter – stamps	£12.96
Total Cheques	<b>£887.31</b>

Report prepared by A Baxter – Clerk & RFO  
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