

Minutes of Annual Parish Council Meeting on 14th May 2026
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Cllrs Adam Gladwin (Chairman), Amanda Brennan, Michael Hare, Maxine Jeggo, Liz Richfield, Tony Sanders and Martine Ward.

Also Present: Mrs Baxter (clerk) and one member of public.

Absent: Cllrs James Chable.

26/102 Election of Chairman 2026-27.

It was resolved to elect Cllr Gladwin. Proposed: Cllr Ward, Seconded: Cllr Brennan, all in favour.

26/103 To receive the Chairman's declaration of acceptance of office.

The declaration of office was completed and signed.

26/104 Election of Vice-Chair 2026-27.

It was resolved to elect Cllr Sanders. Proposed: Cllr Brennan, Seconded: Cllr Ward, all in favour.

26/105 Chairman's welcome and notifications.

Cllr Gladwin welcomed everyone and added that the meeting is being recorded. Cllrs introduced themselves to Mrs Gargiulo who is interested in joining committees and working parties. Mrs Gargiulo introduced herself. She would have liked to join the council but as an American citizen with indefinite leave to remain she is not able to join. Cllr Gladwin thanked her for her attendance and representation at the planning committee meeting.

26/106 Apologies for Absence.

Apologies were received from County Councillor Keteca.

26/107 Declaration of Pecuniary Interests and Personal Interests.

None.

26/108 Approval and signing of the minutes from 2nd April 2026.

It was resolved to accept the minutes from 2nd April 2026 as true and accurate.

Proposed: Cllr Sanders, Seconded: Cllr Richfield, all in favour.

26/109 Approval and signing of the minutes from 25th April 2026.

Held over.

26/110 To receive an update about the progress of resolutions from the meetings above not covered in this agenda.

The clerk updated that we started a conversation with Cllr Guglielmi about double red lines for Church Road but we'll need to take it up with Cllr Keteca now that she is our County Councillor.

An income generation working party was established but has yet to meet. To arrange a meeting. Mrs Gaguilo suggested a bank account with a good interest rate, the clerk will get the details.

26/111 Public Speaking

None.

26/112 County Councillor report.

Cllr Gladwin has spoken to Cllr Keteca a few times and has updated her on some of our issues. She has a clash of meetings on the first Thursday but will come to every other

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meeting, and meet with Cllr Gladwin and the clerk every other month. Cllr Keteca is keen to be updated on the Garden Community, Cllr Gladwin will update her and potentially other new councillor.

26/113 District Councillor report.

A written update has been circulated.

26/114 Election of Officers, Committee Members and Working Party Members.

See appendix 1.

Appendix 1 was agreed with the following changes; To remove Cllr Ward as the transport officer. She didn't feel that her feedback was being heard, and they don't send Cllr Ward the invites to the meetings. The clerk is to feed this back to them.

To add Mrs T Garguilo (as a non-councillor member) to the Planning Committee, Garden Community Working Party, Events Working Party, and New Community Centre Funding Working Party. To add Cllr Ward to the Events Working Party.

Proposed: Cllr Gladwin, Seconded: Cllr Sanders, all in favour.

Cllr Hare raised that the Speedwatch coordinator is requesting the return of the equipment. However it is council property, it was not loaned to us. Cllr Hare will let her know we aren't doing Speedwatch anymore but it is our property.

Mrs Garguilo suggested a farmers' market. The events working party can discuss it and bring it back to council.

Mrs Garguilo also suggested an event with a raffle to raise funds for the NCC. The NCC Funding Party needs to meet and start planning.

26/115 Planning

26/00424/TCBGC Hybrid planning application for a phased mixed-use development (creating a new garden community).

Tending Colchester Borders Garden Community Land East of Colchester, West of Elmstead Market and North of Wivenhoe Between A120, B1028 Colchester Road, B1027 Brightlingsea Road and Elmstead Road Essex.

Deadline for comments: 22nd May 2026.

Cllr Gladwin has been making his way through the 400 documents. We will arrange a planning committee meeting next week (with Garden Community working party members) so that a resolution can be made on a response. The hall is free next Wednesday evening. It was pointed out that there is no information in the documents about GPs. Cllr Gladwin went through the headings for the response he is drafting. Cllr Gladwin will share a list of key documents.

It was asked if there us any updated on the link road. In theory they got the money to finish it a few months ago but the costs have gone up since. We'll push to ensure they complete the link road before they build any houses.

26/116 Estates

i) Allotments. Any updates?

Cllr Sanders reported that he has met with an allotments specialist. He said that we have decent soil. He has offered suggestions of how to set it up. We need to make sure we are ready to go with fencing etc and coordinate with Mr Newell to get remove the weeds. There are no invasive weeds. The working party needs to consider the size of the plots. The working party will put together a proposal for the council.

ii) North Green. Any updates?

Cllr Brennan has drafted a letter to Mr Gooch which has been sent to the clerk.

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Meeting of Elmstead Parish Council
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One of the concrete bollards is crumbling, the wooden post inside is rotten. To add this into the letter to Mr Gooch. Cllr Gladwin is keeping an eye on it.

26/117 Events

i) Wednesday hub.

Nothing new to report.

ii) Opening of crossing.

The working party met and made arrangements including ribbon and scissors. We are going to ask Mrs Bell to open it with Cllr Guglielmi. We don't know when it will be completed. It was discussed that we could send a photo to the Gazette (as they won't attend on a weekend).

iii) Any other event updates?

Cllr Jeggo reported that the working party has discussed doing something different for Christmas.

26/118 Finance.

i) To look through the finance report and approve payments. See appendix 2.

The finance report was approved. Proposed: Cllr Sanders, Seconded: Cllr Brennan, all in favour.

ii) An update on banking (accounts and deposits).

The council reviewed the summary. The clerk has moved the Redwood account to a higher interest rate. The Unity 6 month account funds were moved to CCLA when it matured.

iii) Insurance renewal.

We are on year two of a three year long term arrangement with Zurich. We have received the renewal documents and the invoice is on the Finance Report.

iv) An update to Financial Regulations for Barclaycard use.

It was resolved to agree the updates to the Financial Regulations. This added restrictions and limits to the use of the Barclaycard for the clerk, handyman and Wednesday hub as the only card holders. Proposed: Cllr Sanders, Seconded: Cllr Richfield, all in favour.

26/119 Charity Field

To consider quotes for removal of the dead oak tree.

The council reviewed 2 quotes. One is to reduce the tree to 10 foot and the other is to 2 foot. It was resolved for the clerk to ask for the second quote to be for 10 foot so that they are quoting on the same basis. The clerk will then appoint based upon the cheapest quote.

Proposed: Cllr Sanders, Seconded: Cllr Gladwin, all in favour.

26/120 Council vacancies and community engagement

Any updates on communications and vacancies.

The council agreed last month that it would do monthly updates on Facebook but didn't appoint someone to do that. Cllr Jeggo will do this. There was a discussion on using TikTok to get a younger audience.

The events help with community engagement. We need to advertise them sooner. The Facebook competitions help to increase the number of followers and we get good engagement but it doesn't translate to people attending meetings.

26/121 New Community Centre and Open Space land.

i) An update from a meeting with Lexden Contracts.

Cllr Gladwin reported the good news that the build should start in the next 3-5 weeks. There is currently a start date of 4th June with a completion date of 24th December. This will be subject to the BNG condition being discharged.

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A letter of intent has been completed, the contract still needs to be finalized. There will need to be a handover of the land, Mr. Dingwall would like to attend this. There will need to be a bollard to allow Mr. Dingwall to access the land on the mower but keep other vehicles off. He won't be able to access the land through the building site.

ii) S106 funding updates.

The clerk has been in communication with the TDC s106 funding officer. She has asked that in order for us to invoice for the full £198,345.21 for the changing rooms we minute that the council wishes to invoice for the full amount up front.

It was resolved that the council asks for the full £198,345.21 up front. Proposed: Cllr Gladwin, Seconded: Cllr Sanders, all in favour.

We received a split of the Phase 1 building costs to show what we can use the car park s106 funds for. These figures were updated when Cllr Gladwin and Cllr Sanders met with Lexden, the clerk will ask for an update to the split.

It was resolved that the council asks for the full amount that can be allocated to car park costs from TDC up front. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

iii) Biodiversity net gain planning condition.

We have all the BGN documents we need from the ecologist. Because we are purchasing offsite credits we needed to engage another company to do that. The clerk requested 3 quotes, one of which was from a company that the ecologist recommended as being reliable and trustworthy. This was £9,885 which is a lot of money but we are saving money but not having the BNG on site. We have to pay for the offsite units before TDC will discharge the condition. Once we've paid Wild Capital will complete the BGP form which will then go to DCB to submit the planning application to TDC.

iv) To make a plan for additional funding required.

This is to identify grants and make the applications. There are a couple of potential sources. Cllr Gladwin will follow up on the Tarmac fund and Cllr Sanders will follow up on the landfill fund. It was asked of we could go back to the Lottery, but as we were turned down for not having enough deprivations factors that won't change.

v) Any other updates.

No other updates.

vi) To discuss timing for meetings for upcoming decisions.

There isn't anything we know about at the moment.

26/122 Exclusion of press and public for private and confidential matters under Public Bodies (Admission to Meetings) Act 1960 s.1(2) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted for items 26/123.

No public present at this stage of the meeting.

26/123 New Community Centre.

To hear an update on Phase 1 costs and works to be included and the letter of intent.
There was nothing further to add.

26/124 Items for the next agenda or for information only.

None.

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26/125 Date of next meeting and meeting for 2026/27

4th June, 2nd July, August meeting?, 3rd September, 1st October, 5th November, 3rd December, 7th January 2027, 4th February 2027, 4th March 2027, 1st April 2027, 6th May 2027.

All dates were agreed apart from an August meeting which we'll leave off for now.

The meeting closed at 8.40pm.

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

Minutes written by Mrs. A Baxter.