

Minutes of Parish Council Meeting on 3rd July 2025
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

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

Also Present: Mrs Baxter (clerk) and six members of public.

District Councillor: Gary Scott.

Absent: Cllrs James Chable and Tony Sanders.

25/126 Chairman's welcome and notifications.

Cllr Gladwin welcomed everyone and informed them that the meeting was being recorded.

25/127 Apologies for Absence.

Apologies were received from Cllrs James Chable and Tony Sanders, and Cllr Brennan would likely be late. Apologies were also received from District Councillor Ann Wiggins.

25/128 Declaration of Pecuniary Interests and Personal Interests.

None.

25/129 Approval and signing of the minutes from 5th June 2025.

It was resolved to accept the minutes from 5th June 2025 as true and accurate.

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

25/130 To receive an update about the progress of resolutions from the meeting above not covered in this agenda.

The clerk updated that we have not met with a Wivenhoe resident about the Garden Community yet. He will be dropping some information to us to share.

The final invoice has been sent to Reed Hall Sentinels.

Market Field School were advised that their request was approved for extended use of the field on 18th September.

The clerk has ordered the dog bins for Charity Field and Church Road but they haven't been dispatched because Glasdon are waiting for parts.

We sent a letter to the bus company about the reduction in the service.

25/131 Public Speaking

None.

25/132 County Councillor report.

Cllr Guglielmi was not present.

25/133 District Councillor report.

Cllr Scott reported that there is an ongoing issue with parking in the layby outside Poundfield House. Essex owns the layby, Tending owns Poundfield House. There have been discussions with North Essex Parking Partnership about a parking scheme but it can take up to 12 months to implement.

Cllr Wiggins got a fence put up at the property. Residents have suggested it might be better to get rid of the grass and have parking outside the front and the council is looking into that.

There is a problem with dog bins and waste bins being emptied across the District.

Cllr Scott has received an e-mail from the cricket club asking about the ownership of a fence that backs onto Holly Way. He has asked planning to look into it. The fence needs maintenance.

Cllr Scott has heard from a Lucerne Road resident with complaints about ball games and he has forwarded his e-mail to public realm. The matter has been referred to the antisocial behaviour team who will be making a visit. Public realm has had a look.

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The no ball games sign has been defaced and needs replacing. The handyman is struggling to cut the grass because of all the items left on the green. Cllr Scott will see if he can do anything about that and get a new sign.

Cllr Richfield raised the issue of an unoccupied property with an overgrown garden which has become a health hazard.

A Church Road resident has complained about some potholes being repaired, but not all.

Cllr Gladwin reported the worst 2 potholes to Cllr Guglielmi and ECC came and repaired 17. Cllr Guglielmi will have another pothole scheme in September/October so we can ask for more to be done then.

The Old School Lane play park improvements will be done mid-July.

25/134 New Community Centre and Open Space land.

- i) *A report from the committee meeting of 26th June 2025. Feedback on the question of football and changing rooms. Additional questions raised on the drawings from Brontide for the preliminary M&E designs and Superstructures for the preliminary foundation and steelwork designs.*

There was a long discussion at the committee meeting about football and the provision of changing rooms and questions were raised about the designs which have been responded to. There were representatives from Elmstead Market FC and Wivenhoe United FC, both very keen for football to continue in Elmstead and for it to be allowed to be played on the playing field now that RHS has left. They would like to keep the changing rooms in the NCC and have teams playing on both fields once Charity Field is ready.

- ii) *To review the first draft of the potential finishes schedule.*

The council reviewed the schedule. There is one query regarding the doors which are referred to as external but are UPVC. To confirm this isn't for external doors as they are to be metal. In the committee meeting it was discussed that it's the material which is important as the colour can be changed.

It was resolved to approve the schedule subject to the door query. Proposed: Cllr Gladwin, Seconded: Cllr Hare, all in favour.

- iii) *To consider a request from the committee that the council supports a youth team to play on the playing field for the upcoming season.*

A representative from Wivenhoe United spoke about expressing an interest in playing in Elmstead.

They did speak to Elmstead Market FC about the potential to join together but that didn't seem possible as there were different opinions on a change of name. Also their adult teams are in different leagues. Their youth teams don't need any changing rooms, they just need a home ground.

The club started playing at Elmstead Primary School and were there for six years but as it got bigger they had to move out of Elmstead.

They are looking for somewhere long term for their children to have somewhere safe to play.

They are able to get funding if they have a home ground. They are happy to add Elmstead to their Wivenhoe name. They don't charge subs and want to continue to provide free football.

Anyone can play no matter how good they are. If they can be based in Elmstead they can bring something to the community.

They also have adult teams and a women's team who need changing rooms who can utilise the NCC changing rooms in future.

It was explained that we have a joint user agreement (JUA) between the PC, ECC and MFS. It's not a lease though and doesn't give us an interest in the land, so we can't sublet the land. For

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RHS ECC were putting together another JUA to provide permission for that. This would allow RHS to play and pay a fee for doing so. This agreement was expensive for the PC. ECC has said that if another club wants to play on the field they need to get permission and another JUA needs to be in place first.

Wivenhoe United would just need the pitches on a Sunday. They were asked how much use it would get. They said it would be up to the PC. It can be limited to a certain number of games per day. If it's too wet they won't play. They can continue to use King George Fields as well. The PC needs to speak to ECC first to see if we can continue with football.

It was resolved that the PC will ask ECC what the options are for a year-long arrangement.

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

Cllr Brennan arrived.

All the members of public left.

iv) *Funding.*

The council viewed the current figures.

v) *Any other updates.*

Cllr Gladwin reported that a £500 survey for additional drainage details was approved today.

25/135 **Charity Field**

i) *Provision of a litter bin.*

It has been reported that there is lots of litter on the field. MFS staff are picnicking on the field. It was resolved to send a letter to the School asking that staff take their rubbish away with them. Cllr Brennan will draft it. Proposed: Cllr Brennan, Seconded: Cllr Gladwin, all in favour.

It was discussed that we need one bin now and potentially 2 in the long run. We may be able to use the s106 open space amount for the litter bin.

The clerk has been looking at vandalism proof bins. They are in the region of £500.

It was resolved to purchase a bin with a budget of £500. Proposed: Cllr Gladwin, Seconded: Cllr Hare, all in favour. There will be an annual cost for the emptying of the bin.

ii) *To review quotes for the works required to Charity Field to cover the stones and gravel, if available.*

It's very overgrown and Mr Dingwall is unable to mow it. Cllr Gladwin met with Wrights of Great Bentley and all of their tractors are too wide to fit down the strip of land that needs work. They have a contractor they use in Great Bentley who can work in smaller areas who met Cllr Gladwin and Mr Dingwall today. He suggested mowing the area first because the weeds are so high and then skim the top and break it up when the soil is softer. He will send quotes for those works.

It was resolved to delegate the decision on the contractor's quotes to the Finance Committee who are meeting soon. Proposed: Cllr Gladwin, Seconded: Cllr Hare, all in favour.

25/136 **Current Community Centre**

The lease with the charity ends in September 2025. Any update on options and costs for renewal.

Ellisons have quoted £800 for the lease. His recommendation is for a simple new lease, with the same split of obligations as the old one. They did look at a reference lease but the old lease has law in it which is out of date. He will also remove that the Charity pays for insurance on the building, which they don't do and is bad practise (the PC pays). If there are a lot of questions from the Charity then the fee may need to increase.

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It was resolved to approve the Ellisons quote and to have the lease for a period of 4 years. There will be a get out clause/notice period. Proposed: Cllr Gladwin, Seconded: Cllr Richfield, all in favour.

25/137 Transport – Bus service

District Cllr Wiggins will be putting a questionnaire together with some residents as it is felt that the ECC questionnaire misses the point and doesn't reflect the reductions in service in Elmstead. Cllr Wiggins asks if the questionnaire can be made and advertised in the PC's name.

Our District Councillors are getting complaints from residents. People are struggling to get back from Colchester because of the timing of the last buses back.

The clerk sent an e-mail to Cllrs Wiggins and Scott asking what would be expected of the council in terms of cost and time. Cllr Scott did not know at the time.

If it's just the matter of the name then there are no objections but the council will need more details in terms of delivery and potential costs.

25/138 Finance.

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

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

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

Council reviewed the current summary.

- iii) *To update the bank account internal transfer limit that can be made by the clerk/RFO. Financial Regulation 6.8 (iv)*

It was resolved to agree a change for the clerk/RFO to be able to make internal banking transfer of up to £100k. Proposed: Cllr Brennan, Seconded: Cllr Gladwin, all in favour.

- iv) *Financial Regulation 9.2 – to update the wording for the use of the Equals cards as recommended by our internal auditor.*

The above was approved. Proposed: Cllr Brennan, Seconded: Cllr Ward, all in favour.

25/139 Bus shelter by Budgens

To consider the provision of a seat or bench inside the shelter following requests made to our District Councillor.

A resident made a request to Cllr Scott for seating. People have been seen sitting on the floor or bringing their own chairs. The land is owned by an adjacent residence. Permission for seating has been refused in the past due to concerns about antisocial behaviour. It was resolved to write to the landowner about a 3 month trial run. Proposed: Cllr Brennan, Seconded: Cllr Ward, all in favour. We'll wait to hear back before we decide on a bench.

25/140 North Green

- i) *To consider the provision of posts or bollards to stop vehicles driving across the green to access Church Road.*

It was discussed that planters would be more attractive than bollards or posts. We also don't want to have to dig when we don't know where the utilities are. The landowner would prefer planters. They would need to be big and sturdy. It was resolved to use planters with drought resistant plants, possibly shrubs. Proposed: Cllr Gladwin, Seconded: Cllr Brennan, all in favour.

- ii) *To consider the provision of additional posts or signage to stop vehicles parking on the green.*

To wait and see what happens after the planters are installed. Mr Dingwall needs to access

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the green on the mower.

25/141 Events

i) *VJ Day on the 15th August. This is the 80th anniversary.*

Cllr Brennan has donated a flag and bunting. The working party will put them up.

ii) *Wednesday hub – an update on the food hygiene training. A final monitoring report will be due to the hyperlocal fund by the 31st July. Advertising needs to be updated to reflect our new funding partner, Galloper Wind Farm Community Fund. Any other updates?*

One volunteer has completed the training and two are still to complete it. Cllr Richfield will update the advertising. They will possibly be stopping the hub for August. The clerk will need to know so that she can cancel the hall booking.

The clerk will send the final monitoring report to Cllr Richfield.

iii) *Any other event updates?*

We need to hold an events working party meeting.

25/142 Items for the next agenda or for information only.

Allotments.

Crime/police.

25/143 Exclusion of press and public for private and confidential matters under Public Bodies (Admission to Meetings) Act 1960 s.1(2).

It was resolved to do that above. Proposed: Cllr Gladwin, Seconded: Cllr Richfield, all in favour.

Cllr Scott left the meeting.

25/144 An update on legal advice regarding the Garden Community DPD

There is a six-week period after the DPD is adopted when it can be challenged by judicial review. Feedback we have received from our consultant and their barrister colleague is that there is little ground for a legal challenge. Wivenhoe TC has decided not to pursue this. The planning application for Phase 1 should be made at the end of the year.

25/145 Date of next meeting.

As there is no planned meeting for August this will be 2nd September unless an extra ordinary meeting is required.

The meeting closed at 8.50pm.

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

Minutes written by Mrs. A Baxter.