

Minutes of Parish Council Meeting on 6th November 2025
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Cllrs Adam Gladwin (Chairman), Maxine Jeggo, Liz Richfield and Tony Sanders.
Also Present: Mrs Baxter (clerk) and two members of public.
District Councillor: Gary Scott.
County Councillor: Carlo Guglielmi
Absent: Cllrs Amanda Brennan, James Chable, Michael Hare and Martine Ward.

25/188 Chairman's welcome and notifications.

Cllr Gladwin welcomed everybody.

25/189 Apologies for Absence.

Apologies were received from Cllrs Brennan, Chable and Hare. Apologies were given for District Councillor who would be late due to attending another meeting.

25/190 Declaration of Pecuniary Interests and Personal Interests.

Cllr Richfield declared an interest in agenda item 25/200(iii) as her son in law is the current contractor.

25/191 Approval and signing of the minutes from 9th October 2025.

It was resolved to accept the minutes from 9th October 2025 as true and accurate.
Proposed: Cllr Sanders, Seconded: Cllr Richfield, all in favour.

25/192 To receive an update about the progress of resolutions from the meeting above not covered in this agenda.

There were some Charity Field items last month. The signage and pathway haven't been progressed so there is no update.

The works have started at Market Field School and the fencing has been put up in the community centre car park . We have received no complaints about the car park.

25/193 Public Speaking

None.

25/194 County Councillor report.

Cllr Guglielmi reported that the Colchester Road crossing will be started before the end of the financial year.

CG is trying to arrange a meeting with Lanswood to discuss the deed of variation required for the Charity Field open space contribution.

The next pothole scheme CG has is in January, we are to send details of any defects before mid-December.

CG will send a photo of Lawford PC's playing field noticeboard.

The clerk is to check if the drain outside Market Field School is still tarmacked over and let CG know. It was supposed to be temporary.

CG reported that they don't know until after the budget if they can get the additional funding required for the link road. He is not sure if the unused A12 funding (from the cancelled expansion) can be recycled.

Some Garden Community Committee meetings have been cancelled because the planning hasn't been submitted. There may be one in January.

The speed limit on the A133 should go back to the national speed limit now.

25/195

District Councillor report.

Cllr Scott read through the report. This can be viewed at

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<https://www.elmsteadparishcouncil.gov.uk/meeting-reports>.

GS reported that Ann attended a Konnect bus meeting and has forwarded comments from residents, and they should get back to Ann on those.

They have reported the broken trees at Pavilion View and are trying to get them reinstated. This is best to do in the winter months.

25/196 New Community Centre and Open Space land.

i) An update on the tender.

The tender notice is live on Find a Tender and the council is getting lots of questions, which are being forwarded to our architect. There is a lot of interest and we could be getting a lot of tenders. There have been surveyors looking at the land.

It was asked where and when the tenders will be opened. They'll be opened on Friday 21st November and the clerk has been advised to open them with one councillor as a witness. They will go to the architect to check that they have all met the requirements of the tender notice.

ii) To review a decision matrix for the tender. To decide the process for completing the matrix and achieving a score.

The council reviewed a scoring matrix. We need to decide how many and who the evaluators are. Once completed the matrix will provide a weighted score. We need to decide the scale. There is an accompanying document which provides references for the scorers to know what each score looks like for each criterion. This need to be completed. Cllr Sanders will help with completing these. The clerk went through the reasons that tenders can be rejected. It would be good to keep the final score as out of 100. The clerk received advice from SLCC on how to score the tenders and he advised that there are too many people across the committee and council for everyone to complete the matrices so he suggested either a small number of individuals or small working parties, and that we should be using the expertise of our architect and QS. It was asked how many we will pick to move forward with. DCB would value engineer with 2 or 3 to see how close we can get to our funding. The clerk will ask SLCC about value engineering with more than 1 tender.

SLCC advised that we should be anonymising the tenders for the scoring. This will remove bias.

It was resolved that Cllrs Gladwin, Sanders and possibly one other who is also on the committee will score the tenders. Proposed: Cllr Gladwin, Seconded: Cllr Sanders, all in favour.

The committee will choose its representatives at its next meeting.

iii) To discuss timing for meetings for upcoming decisions.

A committee meeting before the tender deadline, the regular PC meeting on the 4th and potentially another PC meeting on the 11th.

The decision date was discussed, it's currently 4th – 18th December. It was agreed to move that decision date to 15th January. We will need additional time if we get a lot of tenders and have questions for tenderers. Proposed: Cllr Gladwin, Seconded: Cllr Sanders, all in favour.

iv) Survey results. To review a summary for publication.

The summary had been circulated. The summary was agreed. Proposed: Cllr Sanders, Seconded: Cllr Gladwin, all in favour. This will go on the website and be sent to those who provided their e-mail addresses. Cllr Sanders will send the list to the clerk.

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v) *Funding. To review an application to the National Lottery.*

The working party has met and it is being worked on. It was asked what we will do when we contract with builders. We will separate out stages for separate contracts. It will take a while for the lottery application to be processed.

vi) *Timing of s106 drawdown requests to TDC.*

The clerk is concerned because where she has been making requests for a few hundred pounds from the open spaces funds TDC are holding it's taking months to get a decision. It's not clear what the process is for making a claim. She would like to meet the relevant people within TDC to get clarity before we start looking at larger projects. Cllr Scott suggested that we meet with Sharon Harwood-Bee. The clerk is to contact Cllrs Scott and Wiggins about the issue and they will arrange a meeting. Cllr Scott will speak to Mr Guiver. Cllr Gladwin will try and attend this meeting.

vii) *Any other updates.*

None.

25/197 Colchester Road Crossing

Any updates?

Cllr Guglielmi updated that it is likely to be before the end of the financial year. The deadline to spend the s106 funds is June 2029.

25/198 Allotments.

Any updates?

Cllr Richfield met with Cllr Sanders. They are in the process of getting quotes for the fencing with a concrete base. They have found out where the water pipe route is. They are speaking to Colchester City Council to see what they charge for their allotments. Can they have an updated waiting list for the allotments?

Cllr Sanders raised that the easement zone looks like it is to allow access to the pumping station. It would be difficult if we can't put our fence within 3 m of that zone.

The water supply is an unmetered supply. The builder had water and electricity, they capped off the electricity when they left but not the water.

The standpipe is a nylon pipe under the ground, it's just held up by a stick. It will need moving. It's 1m down. We will need a lockable case. It's off over winter.

Lots of councils are doing smaller allotments because there are a lot of people on waiting lists, and they suit more modern lifestyles.

Cllr Sanders is trying to get advice through Cllr Brennan's contact.

Cllr Sanders will try and speak to Mr Newell.

The clerk has heard from Boydens about trees from Elmcroft growing over onto Pavilion View land. Our handyman has started to work on it.

25/199 Finance.

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

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

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

The balances were reviewed. The clerk explained that a small petty cash balance has been started for events, because we get donations for teas and coffees, and may need to give change.

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25/200 Finance Committee

i) A report from the Finance Committee meeting of 21st October.

A budget was drafted but it won't be finalised until we get the tax base from TDC. Once we get that we'll review the budget and bring a recommendation to the council.

ii) To discuss Dene Park.

We are paying for grass cutting on land outside of our Parish (due to historical boundary changes). The land is included in the Wivenhoe Neighbourhood Plan. The clerk went through the history of previous discussions with Wivenhoe TC.

It would be good to know what the value is and whether WTC would be interested in it. The clerk is to approach WTC.

iii) To discuss appointing a grounds contractor for 2026 to assist with the handyman's duties.

Cllr Richfield left the room.

The Finance Committee recommends that a contractor does 5 hours a week from April to October as we have done this year. There is the extra work on Charity Field and in general. Our current contractor will keep his costs at £18 per hour and we've had excellent feedback on his work from the handyman, who has trained him how to do the job.

It was resolved to continue with our contractor in 2026. Proposed: Cllr Gladwin, Seconded: Sanders, all in favour.

Cllr Guglielmi left the meeting.

Cllr Richfield returned to the room.

25/201 Events

i) Wednesday hub.

Cllr Richfield reported that it's going very well, there are a few new members but sadly one of their regulars has passed away.

There will be a Christmas special on 3rd December.

Cllr Scott said let him know the next time the hub needs funding.

ii) A report from the Halloween event.

Cllr Jeggo reported that it went really well.

iii) Christmas.

We will have one more working party meeting before the event. There will be a market, Father Christmas, crafts.

iv) Any other event updates?

It has been suggested that we skip a year for Halloween next year, as the two events are so close together it's difficult. Perhaps we could do an easter event instead.

25/202 IT policy

This is a required policy. To review.

It was resolved to approve the policy. Proposed: Cllr Jeggo, Seconded: Cllr Sanders, all in favour.

The policy does require councillor training so the clerk will look for something relevant.

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- 25/203** **Items for the next agenda or for information only.**
Cllr Wiggins has been speaking residents about buses. AW then attended a meeting with Konnect buses. They are planning another meeting in 3-4 months. If there are any questions AW can pass them on at the next meeting.
A resident asked why there are no buses from Colchester through Elmstead past 7pm. It seems crazy when we're supposed to be encouraged to use public transport.
We are to put out a FB post about questions about the buses.
- 25/204** **Date of next meeting**
4th December 2025.

The meeting closed at 8.35pm.
There being no further business councillors were thanked for their attendance.
Minutes written by Mrs. A Baxter.