

**Minutes of Parish Council Meeting on 9<sup>th</sup> October 2025**  
**Meeting of Elmstead Parish Council**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

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

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

District Councillors: Gary Scott.

Absent: Cllrs James Chable, Michael Hare and Liz Richfield.

**25/166 Chairman's welcome and notifications.**

Cllr Gladwin welcomed everybody.

**25/167 Apologies for Absence.**

Apologies were received from Cllrs Hare and Richfield. Apologies were also received from District Councillor Wiggins and County Councillor Guglielmi.

**25/168 Declaration of Pecuniary Interests and Personal Interests.**

None.

**25/169 Approval and signing of the minutes from 4<sup>th</sup> September 2025.**

It was resolved to accept the minutes from 4<sup>th</sup> September 2025 as true and accurate.

Proposed: Cllr Sanders, Seconded: Cllr Brennan, 4 in favour, 1 abstention.

**25/170 To receive an update about the progress of resolutions from the meeting above not covered in this agenda.**

The clerk updated that she sent all the parental feedback about the new school bus stop location to Cllr Guglielmi, and he contacted members' enquiries but hasn't heard back. He will write to Stephensons and the clerk will do the same.

Regarding the security at the entrance gate to Charity Field, the clerk has noticed large boulders on South Green which we could use as a barrier. It's on the Essex Highways section.

The clerk has requested a quote from Deans for the 10 x 1 tonne bags of topsoil but has not heard back yet.

We now have a .gov website and a .gov.uk e-mail address for the council and the chairman.

Cllr Sanders updated the hub poster so that it shows the current funder.

We have not done any posters for new councillors yet.

**25/171 Public Speaking**

A member of public asked if there was any way to know what is happening at the community centre as there is no longer an Upmarket. There is a timetable of events. The clerk can put it onto the council website and link it to the Facebook page.

A member of public asked about what has happened with Speedwatch. There are issues with the equipment and getting enough volunteers.

**25/172 County Councillor report.**

The clerk reported that Cllr Guglielmi has been chasing Essex Highways. We have received an e-mail from a Highways officer giving an estimated start date for the new crossing of April 2026. Cllr Guglielmi has reported to us that the Local Highways Panel will not be starting any new projects and is seeing the projects already in progress through. The current cost of the crossing is £375k.

Cllr Guglielmi has also been trying to assist with the deed of variation that is needed for the open spaces contribution from Lanswood for Charity Field. Cllr Guglielmi has spoken to Mr Shaikly who didn't think there were any issues with the change and that it is with Mr Board to deal with. Mr Shaikly will follow up.

Signature .....

Date .....

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Cllr Gladwin reported that we have had an e-mail to say that they do have more signs for the A133 and are changing the chevrons to a more obvious version. Cllr Gladwin will get back in touch with them to say that hedges are covering up signs.

### 25/173 District Councillor report.

Cllr Scott read through the report. This can be viewed at <https://www.elmsteadparishcouncil.gov.uk/meeting-reports>.

Cllr Scott added that there will be a consultation for the new Local Plan towards the end of November/December. Cllr Brennan asked how residents respond to that and how will they know about it. TDC will put adverts out and the consultation will be online. Parish Councils will be informed and Cllr Scott will let us know when the consultation goes live.

From January 2026 Tendring will need to build 1,063 houses every year.

The Gazette contacted Cllr Scott about speeding on the A133 and near misses at the new roundabout. Cllr Scott responded that there should be speed checks and warning signs about the new junction ahead. ECC are aware of the speeding problems.

Cllr Scott left.

### 25/174 New Community Centre and Open Space land.

i) *A report from the committee meeting of 25<sup>th</sup> September 2025.*

The committee recommended that with a few changes to the tender documents they go ahead. Mr Fairweather raised his concern regarding the estimate for the tender.

ii) *The tender documents have previously been received and circulated. Any additional comments? Can they be approved for use?*

It was resolved to approve the tender documents. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

iii) *Introduction to the tender.*

The council reviewed an updated tender notice to be submitted on Find a Tender. Cllr Gladwin went through the changes.

It was resolved that the tenders will be submitted electronically.

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

Nobody can look at the tenders until after the submission deadline. Someone will witness the clerk opening the e-mails. It will be a single e-mail address.

There are anti bribery regulations, if any builders contact councillors please direct them to the clerk. The tender notice will require tenderers to not contact councillors.

The first publication of the tender notice has to be on Find a Tender. You can then publish it in a newspaper, but you don't have to.

It was resolved to get in touch with the Gazette to see if they would be interested in an article.

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

We are obligated to consider barriers to SMEs, because we have designed it ourselves it has opened it up to builders who don't have internal design teams. The design will also help.

There was a discussion on how much the estimated cost should be advertised as.

It was resolved to include an estimated figure of £1.6 million. Proposed: Cllr Brennan, Seconded: Cllr Ward, all in favour.

We spoke to the architect about what we do if we don't have all the funding available when considering a contract. Our architect suggested that we break down the end stages, such as the car park, so that it can be taken out of the initial contract.

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The council reviewed the dates. The goal is to get the tender out by 16<sup>th</sup> October with a return deadline of 20<sup>th</sup> November. We can then have meetings end of November/start of December. The tender confirmation is estimated to be between 4<sup>th</sup> – 18<sup>th</sup> December.

It was resolved to approve the tender notice. Proposed: Cllr Gladwin, Seconded: Cllr Sanders, all in favour.

*iv) Decision matrix for the tender.*

To review for next month. This will be a further breakdown of the criteria.

*v) Survey results.*

We received 250 responses, in the whole they were very positive. One of the more popular requests was for a café. Cllr Sanders will circulate a condensed summary. This can also be sent to the respondents who provided contact details and indicated they are happy to be contacted. The working party will look at the next steps for the lottery application.

*vi) Funding.*

The council viewed the current figures.

*vii) Any other updates.*

There will be a meeting with Latimer early November to discuss our funding request. Cllr Brennan asked for the rest of the funding request letters to be sent.

### 25/175 Charity Field.

*i) To consider signage to limit usage to approved usage.*

The clerk is still waiting for the example signage from Cllr Guglielmi.

*ii) To consider changing the surface of the pathway.*

This is causing problems with the gravel spreading onto the grass. Cllr Gladwin will send the details of a groundworks company to the clerk.

*iii) To consider planting.*

This was suggested in response to a complaint received about the position of the dog bin. A big bush/ shrub or hedging could help cover up the view of the bin. There is already a tree close to the bin which will grow. We'd need to maintain anything additional being planted.

There is also a complaint about the smell. Councillors have visited the bin but not been able to detect a smell.

*iv) To consider any other works required.*

No other works raised.

*v) To consider the location of the dog bin following a complaint.*

Once the community centre is done we'll reconsider the bin locations. It is however in the position that TDC told us to put it.

### 25/176 Market Field School Request

*To consider a request from Market Field School to site a builder's compound on the strip of land from the School Road entrance of the playing field from October half term to Easter 2026.*

*To also consider a request to install temporary fencing in the community centre car park which will result in the loss of parking spaces near the gate.*

The school is having a replacement roof and it will require scaffolding. They will have staggered times for drop off and pick up to reduce pressure on the car park.

There will be fencing in the car park to maintain access to the builder's compound, this will take up 2 parking spaces.

It was agreed that we agree with the request subject to the following conditions:

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No contractors or school staff are to park in the community centre car park.  
The council will not be responsible for legal costs.  
There will be full reparation to the car park for any damage caused.  
Proposed: Cllr Gladwin, Seconded: Cllr Brennan, all in favour.  
The clerk will contact the school and ask them to contact Mr Fairweather directly about a contribution to the community centre for potential loss of income on hall hire.  
It was also resolved to request a £300 reduction in the annual rent for the inconvenience and loss of utility. Proposed: Cllr Sanders, Seconded: Cllr Ward, 4 in favour, 1 against.

**25/177 Colchester Road Crossing**

*Any updates?*

See County Councillor Report item 25/173.

The clerk will check the deadline on spending the s106 funds on the crossing.

**25/178 Planning Application**

*Reference 251938. Land South of, University Of Essex, Wivenhoe Park, Colchester CO4 3SQ. Environmental Impact Assessment Screening Request for a Solar Farm on land south of University of Essex.*

Wivenhoe Town Council are objecting to this application. The land is farmland and there is a concern that it will set a precedent on putting solar farms in green gaps. .

It was resolved that we will submit a response, Cllr Gladwin will draft and circulate it.

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

**25/179 Allotments.**

*Any updates?*

The clerk has been in communication with our solicitor to work through the concerns on the transfer document. The clerk has sent an e-mail to Mr Newell with a deadline for a response. If we don't hear back by the deadline the clerk is to contact TDC.

The working party is to meet.

**25/180 Elmcroft**

*The commemoration elm has died and been removed. To consider a replacement.*

We have been advised that even disease resistant elms die of Dutch Elm disease. Hedgerows are more resistant. There is to be no replacement for the time being. Perhaps we can consider an elm hedgerow at the New Community Centre.

**25/181 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 council reviewed the summary.

**25/182 Completion of the limited assurance review for the year ended 31 March 2025.**

*To note.*

It was noted and shared that there were no qualifications from the external auditor.

**25/183 TDALC Meeting**

*A report from the meetings held on 10<sup>th</sup> and 24<sup>th</sup> September 2025.*

Cllr Ward reported that it was a difficult meeting. There are many problems and no action from TDC. Attendees were upset.

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A Highways representative attended. Cllr Ward asked him about our crossing and expressed concerns that we would lose our funding with devolution. He was shocked at the idea and said that we were top of the list.

**25/184 Events**

*i) Wednesday hub.*

Cllr Ward reported that there are new people attending. It was discussed how we can let people know about the hub. We'll put the updated posters in the noticeboards and send an e-mail to the list of contact we have from the survey. Cllr Sanders will help with the posters.

*ii) Halloween.*

Cllr Jeggo reported that the events working party has met and it's all on track.

*iii) Christmas.*

As above. We have a Father Christmas booked in.

*iv) Any other event updates?*

The working party won't be doing the Christmas tree festival this year.

**25/185 IT policy**

*This is a required policy. To review.*

Held over until next month.

**25/186 Items for the next agenda or for information only.**

Cllr Ward suggested an emergency plan for a future meeting.

**25/187 Date of next meeting.**

*6<sup>th</sup> November 2025*

The meeting closed at 8.45pm.

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

Minutes written by Mrs. A Baxter.