



ST OSYTH PARISH COUNCIL



Minutes of the Ordinary Meeting of the Council held in the Village Hall, St Osyth on Thursday 17th May 2018 at 7.25 pm

PRESENT: Chairman: Cllr. Sonia Grantham, Vice-Chairman: Cllr. John Kemp
Cllr's Alma Blockley, David Cooper, Ray French, Mandy Kelly,
John Lockwood, Jean Smith, Michael Talbot, Michele Thomas,
Julie Ward & John White

Cllr. Alan Goggin, Essex County Councillor (Arrived at 8.20 pm)

Martin Walsh (Responsible Financial Officer (RFO))

NOT PRESENT: Cllr. Colleen Peverell

MINUTES: Neil Williams

PUBLIC PRESENT: None

G-18-018 PLANNING APPLICATIONS:

	APPLICATION & ADDRESS	PROPOSAL
a)	18/00495/FUL Mr D Piggott Belair Property Essex Ltd 3, 3A, 4, 4A Club Parade St Osyth	Proposal to construct extensions to form 2no. single storey flats. Objections on the basis the application seeks to construct a single storey ground floor extension, for use as accommodation, within Flood Zone 3. Additionally, as the previous permission for change of use was that of holiday use only (TEN/97/1058 dated 7 th October 1997 refers), the Parish Council would question the justification of need for further holiday accommodation.
b)	18/00566/FUL Ms L Knapp 25 Tower Estate Point Clear Bay	Proposal for replacement dwelling in keeping with neighbouring dwellings. No objections.
c)	18/00572/FUL Mr Robert Clarke R F Clarke Farms Blackwater Farmhouse Lee Wick Lane St Osyth	Variation of Condition 2 of 15/01760/FUL to replace plans numbered GP/1/2016 and GP/2/2016, and all plans and elevations relating to glamping pods. Discharge of conditions 3 (surface treatment), 8 (external lighting) and 9 (landscaping) of 15/01760/FUL. Following a discussion the Council voted in favour of the application, with 5 Councillors supporting, 4 objecting and 3 abstaining.

		Whilst it is accepted that the majority of the 'glamping pods' are 3.53 m in height, as 4 of the pods will be up to 4.35 m in height (as per planning application 15/01760/FUL), the Parish Council would seek to ensure that the lighting and landscaping as per conditions 8 (external lighting) and 9 (landscaping) are adhered too, so as not to have a detrimental effect on the residents of Point Clear Road, whose properties will overlook the site.
d)	18/00583/FUL Mr M Wisdom Rose Glen, Rectory Road St Osyth	Erection of a garage and car port. No objections.
e)	18/00592/FUL Mrs C Chester 18 Eastern Promenade Point Clear Bay	Replacement four bedroom dwelling. No objections.
f)	18/00641/LUEX Mr K Bickell 69 Colne Way Point Clear Bay	Use as private dwelling house. The Parish Council would possibly support this application, however, notwithstanding the approval of similar applications in recent years, together with the many variations of planning permissions imposed on similar properties, the Parish Council would request that any decision be deferred until such time as the District Council, or Planning Inspectorate, gives an overall decision in respect of the ongoing occupancy issues.
g)	18/00656/FUL Mr T Clark 19 Seawick Road St Osyth	Removal of condition 3 of application 97/01000/FUL to remove occupancy restriction. The Parish Council objects to this application on the basis that the single storey caravan is situated within Flood Zone 3. However, notwithstanding the approval of similar applications in recent years, together with the many variations of planning permissions imposed on similar properties, the Parish Council would request that any decision be deferred until such time as the District Council, or Planning Inspectorate, gives an overall decision in respect of the ongoing occupancy issues.
h)	18/00686/TCA Mrs Sarah Spark 45 Mill Street St Osyth	1 Row of Conifers circa 10 feet tall - remove. The Parish Council refers this application to the TDC Tree & Landscape Officer for consideration.

i)	18/00689/TCA Mr Tony Doyle 5 Point Clear Road St Osyth	1 No. Cherry, 1 No. Pine, 1 No. Lime and group of Conifers - fell. The Parish Council refers this application to the TDC Tree & Landscape Officer for consideration.
j)	18/00702/AGRIC FE Payne & Sons c/o Stanfords Land to the West of Clay Lane St Osyth	Proposal to erect an agricultural storage building. No objections. <i>For information only – no comment required.</i>

G-18-019 FINANCE:

At the request of the Chairman the RFO gave an overview of the financial position of the Council as a result of the Independent Internal Audit on 9th May 2018. The RFO informed the Council that there would be a surplus of approximately £13,600.00.

a. Internal Audit:

The following documentation as directed by the Internal Auditor, on 9th May 2018 was received:

- i) Internal Audit Report for 2017/18 - Noted
- ii) Scope of Internal Audit for Parish & Town Councils - Agreed
- iii) Audit Plan - Approved
- iv) **RESOLVED:** That the Council accept the Internal Audit Report for 2017/2018, agree the Scope of Internal Audit and approve the Audit Plan. The motion was proposed by Cllr. Ward and seconded by Cllr. Cooper. All agreed

b. End of Year Results:

Having been previously circulated, the Council agreed the end of year figures as inspected during the Independent Internal Audit of 9th May 2018, in preparation for submission of the report to the Audit Commission:

- i) Accounting statements & Annual Governance Statement
- ii) Balance Sheet for Year Ending 31st March 2018
- iii) Supporting Reserves Reconciliation as at 31st March 2018
- iv) Trial Balance for Current Year
- v) Bank Reconciliation Statement as at 31st March 2018
- vi) Income & Expenditure Account for Year Ending 31st March 2018
- vii) **RESOLVED:** That the Council agree the End of Year results as listed. The motion was proposed by Cllr. Kelly and seconded by Cllr. French. All agreed.

c. Annual Governance & Accountability Return:

- i) **RESOLVED:** That the Council approve the Annual Governance Statement for 2017/2018. The Chairman duly signed the Annual Governance Statement for the Year Ending 31st March 2018. The motion was proposed by Cllr. Ward and seconded by Cllr. Cooper. All agreed

- ii) **RESOLVED:** That the Council approve the Accounting Statements for 2017/2018. The Chairman duly signed the Accounting Statements for the Year Ending 31st March 2018. The motion was proposed by Cllr. Smith and seconded by Cllr. Kelly. All agreed.

The Chairman requested that the appreciation of the Council be recorded for the efforts of the RFO and Clerk, in their preparation for the Independent Internal Audit.

The RFO departed the meeting at 8.15 pm.

G-18-020 PLANNING CORRESPONDENCE:

The following correspondence was noted:

- a. Tendring District Council (TDC) Notification of Decisions (Determinations) 13th April 2018 to 4th May 2018.
- b. Correspondence from Ecotricity in respect of a future planning application.

G-18-021 APPROVAL OF MINUTES:

RESOLVED: That having been previously circulated, the minutes of the Ordinary Meeting of the Council of 19th April 2018 be verified for accuracy by the Council and signed by the Chairman as a true and accurate record. The motion was proposed by Cllr. Thomas and seconded by Cllr. Talbot. All agreed.

G-18-022 UPDATE ON SUMMARY OF ACTION:

- a. G-18-010 h. The Clerk reminded the Council that the suggestion of a small maintenance budget for the website would be discussed by the Finance Committee at its next meeting.
- b. G-18-010 i. The Clerk informed the Council that he had written to the Tendring Community Policing Team Inspector regarding the assistance of TruCAM trained Police Community Support Officers (PCSO's).
- c. G-18-013 b. The Clerk informed the Council that he was still investigating the recent movement of caravan transporters through the village. The Clerk added that the report of a transporter receiving a Police escort was incorrect and that the Police officers had merely been in the area at the same time.
- d. G-18-015. The Chairman informed the Council that she had written to residents living in the vicinity of the site of the proposed car park and that to date there had been two responses.
- e. G-18-016 c. The Clerk informed the Council that the invitation to appoint a member of the Council to the St Osyth Priory and Parish Trust would be discussed during the course of the meeting.

- f. G-18-017 a. The Clerk enquired if Cllr. Kelly had identified possible sites for salt bins. Cllr. Kelly stated that she hoped to join a Steering Group being set up by the Manager of the Orchards Holiday Park, and that she would raise the matter with the Steering Group.
- g. G-18-017 d. Cllr. Kelly informed the Clerk that employees of the Orchards Holiday Park would monitor the dog waste bins and arrange for them to be emptied as necessary.

G-18-023 FINANCE:

- a. Approval of payments for April 2018, as per the circulated lists were agreed by the Council.
- b. The following balances were noted and agreed:

Current a/c	£ 124,479.69
Deposit	£ 49,805.37
Special Project	£ 3,017.63

G-18-024 PUBLIC PARTICIPATION: None

G-18-025 CORRESPONDENCE:

The following correspondence was noted:

- a. Correspondence from Tendring District Council regarding changes to the Member's Code of Conduct. The Clerk informed the Council that this would be discussed during the course of the meeting.
- b. Correspondence from Essex Association of Local Councils (EALC) regarding the appointment of a Data Protection Officer. The Clerk informed the Council that this would be discussed during the course of the meeting.
- c. Correspondence from Royal Mail Group regarding the installation of a post box. The Chairman informed the Council that she had instructed the Clerk to write back to the Senior Public Affairs Manager requesting a site meeting, as the proposed location for the new box was not in the centre of the village and was only some 250m from an existing box. At the request of the Chairman and by way of a powerpoint presentation, the Clerk provided Councillors with information as to distances between existing post boxes within the village.

G-18-026 REPORTS FROM WORKING GROUPS:

- a. **Blooms in St Osyth:** The Chairman informed the Council that the blooms were a work in progress as the summer plants would be planted in the next few weeks.

- b. **Highways Working Party:** The Chairman informed the Council that a Traffic Speed & Density Survey had been requested for the junction of Clacton Road and the B1027, which she hoped would be in situ by the Bank Holiday weekend of 26th to 28th May 2018.
- c. **Martin's Farm Country Park:** The notes of the meeting of 19th April 2018 having been previously circulated, the Chairman invited questions from those present. None were forthcoming, although it was noted that two steers and a cow were now on site, as part of the Legacy Grazing scheme.
- d. **Playground, Youth & Open Spaces Working Party:** The Chairman informed the Council that a meeting of the Working Party was to be arranged.

G-18-027 REPORTS FROM REPRESENTATIVES:

- a. **Essex County Council:** Having arrived at 8.20 pm, Cllr. Goggin congratulated Cllr's Grantham and Kemp on their re-election as Chairman and Vice-Chairman respectively.

Cllr. Goggin then informed the Council of the following:

- i) That on 15th May 2018, Cllr. John Jowers had been elected as the new Chairman of Essex County Council, with Cllr. Eddie Johnson being elected as Vice-Chairman.
- ii) That Cllr. Kevin Bentley had assumed the appointment of Deputy Leader of the Council and Cabinet Member for Infrastructure, which now included Highways.
- iii) That Cllr. Gagan Mohindra had assumed the appointment of Cabinet Member for Economic Development, to whom Cllr. Goggin was now Deputy Cabinet Member.
- iv) The Parish Councils application to the Local Highways Panel in respect of improvements to bus stops in Point Clear had been successful.
- v) Cllr. Goggin gave an overview of expenditure in respect of Essex Highways.
- vi) Cllr. Goggin informed the Council that the 40 mph speed limit along a stretch of the B1027 had been removed as following a series of Road Traffic Collisions near Martin's Farm Country Park, the road surface had been renewed and the 40 mph limit implanted as a trial. He continued that as there had been no collisions since the road surface was renewed, the decision had been made to remove the temporary speed limit.

- b. **Essex Police:** Having been previously circulated, the Council reviewed the Crime statistics for March 2018.
- i) Cllr. Kelly informed the Council of offences within Point Clear by location and where practicable the status of the investigation.
 - ii) Cllr. Cooper informed the Council of offences within St Osyth by location and where practicable the status of the investigation.
 - iii) The Clerk then gave an overview of reported crimes for the months of January to March 2018.
- c. **Footpaths:** In the absence of Cllr. Peverell, the Chairman informed the Council that as part of the agreement with Essex Highways, KendallPlus had started cutting the grass on a number of footpaths.
- d. **Planters & Litter Bins:** Nothing to report.
- e. **Tree Warden:** Nothing to report.
- f. **TDALC:** Cllr. Talbot reported that the next meeting of the Tendring District Association of Local Councils (TDALC) was scheduled for Wednesday 23rd May, which was also the evening of a District Council Members briefing at 6.00 pm, which among other topics would include a Consultation with Affinity Water; an update on Mental Health services; a report on the North Essex Garden Communities development (on the boundary with Colchester) and an update on progress with the Local Plan. Cllr. Talbot added that he would attend both meetings, but he anticipated being late in attending the TDALC meeting on that occasion.
- g. **District Councillor's Report:**

Cllr. Talbot reported that the District Councils Annual General Council had been held on 24th April 2018. There was some controversy over the election of the Chairman and Vice Chairman, on which Cllr's Talbot and White would be reporting in the June edition of the Parish magazine. The meeting, which began the last year of the current Council, had also been the precursor of the new style Council to be elected in May of 2019, which in consultation with the National Boundary Commission would be a Council of 48 Members instead of the present 60 members. There had also been changes to the Committee structure, effective from the AGM, which would ease the transition in 2019.

Cllr. John White had again been elected as Chairman of the Planning Committee; visits to the application sites for that evenings Committee meeting, and any information briefing, really did take the whole of the meeting day.

At the meeting of 15th May, Cllr. Talbot had asked a formal question about residents of properties in Point Clear Bay, where additional Enforcement notices had been served. The total number of extant enforcement notices applied in Point Clear Bay to date was 67.

Cllr. Talbot enquired if he was correct in assuming that current owners and residents needed to wait until a Court ordered their eviction, before the Council would accept some responsibility for their housing, as if they leave earlier, just because a notice has been served, they could be judged to have left their last home voluntarily. The answer revolved around the expected decision of the Planning Inspectorate, who had received 50 notices of appeal. It is expected that a public enquiry may be held in the autumn, but no actual arrangement had yet been made.

On the same agenda, Cllr. White had sought permission to comment on the Community Governance Review report concerning St Osyth and Point Clear Ward boundaries. He explained his query as needing the proposed boundary line moving the thickness of a pencil lead, to prevent a farmer's house being in a different electoral and civil area to his farm and buildings, virtually on the other side of a road. Cllr. White said he would support the basic report, but reserved the right to contact the working party to secure the change he suggested.

h. **Website:** Cllr. Lockwood reported that there were some issues with the formatting of word documents, but that pdf documents could still be loaded without any problems. He continued that he had made a number of changes to the website.

i. **Community Speed Watch:** Cllr. Kemp informed the Council that speeding remained a concern, especially the increase in quad bikes travelling at speed through the village most evenings.

i) At the request of the Chairman, Cllr. Cooper gave a breakdown of the statistics:

Between 16th April 2018 and 14th May 2018, there had been 120 occurrences of drivers speeding along Clacton Road, with an average speed of 38.9 mph.

The highest recorded speed was 55 mph. Four vehicles had been observed travelling in excess of 50 mph and thirty one vehicles had been observed travelling in excess of 40 mph.

G-18-028 REPORTS FROM NOMINATED TRUSTEESHIPS REPRESENTATIVES:

a. **St Osyth Almshouse Charity:** Cllr. White reported that a window had recently been blown out by the wind, but that there had been no injuries.

b. **St Osyth Playing Field Charity:** Cllr. Thomas reported that several youths had been observed sitting on the roof of the Pavilion. The consensus was that all appropriate measures had been taken to prevent access to the roof. The Clerk stated that he would look at additional measures.

c. **Point Clear Community Association:** Cllr. Blockley reported that items discussed during the recent meeting of the PCCA had included the reading of the water meter and the need to replace the stop-cock.

Cllr. Blockley enquired as to whether the Clerk was aware of what was seemingly an abandoned horse box outside of Dumont Hall, The Clerk informed the Council that he had reported the matter to the District Council, Essex Police and the North Essex Parking Partnership. He added that as the horse box was laden with bags of rubbish, he had also reported it to TDC Environmental Services, and that he was awaiting a response.

- d. **Village Hall Management Committee:** Cllr. Kemp reported that the Annual General Meeting had been held on 30th April 2018, and that all members of the Management Committee had been re-elected, however, there were still no volunteers for Vice-Chairman or Secretary. He continued that the recent Open Day had been well attended and that an online booking system was now in operation. There were problems with the roof of the main hall, which would be investigated during the closure of the Village Hall in August.

G-18-029 CEMETERY COMMITTEE:

- a. The Minutes of the meeting of 4th April 2018 having been previously circulated, the Chairman invited comments from the Council. None were forthcoming.
- b. **RESOLVED:** That all charges remain extant for 2018/2019, as recommended by the Cemetery Committee at its meeting on 4th April 2018, under reference **C-18-005**. The motion was proposed by Cllr. Cooper and seconded by Cllr. French. All agreed.

G-18-030 MEETING DATES FOR MAY 2018 TO MAY 2019:

RESOLVED: That having been previously circulated, the Council approve the Council/Committee meeting dates as listed, for the period May 2018 to May 2019. It was proposed that due to the December meeting date being so close to Christmas, the Ordinary meeting of the Council for December be held on Thursday 13th December 2018. The motion was proposed by Cllr. Thomas and seconded by Cllr. Lockwood. All agreed.

G-18-031 ATTENDANCE AT MEETINGS:

The record of attendance for Council meetings for 2017/2018 having been previously circulated, the Chairman thanked Councillors for their attendance.

G-18-032 NOTIFICATION OF MOTIONS FOR EALC AGM:

The Clerk informed the Council that any motions to be put to the EALC AGM, to be held on 20th September 2018 would be required by 16th August 2018.

Cllr. White enquired as to the status of the motion put forward in 2015, that Co-Opted Councillors be entitled to allowances. The Chairman informed all present that the matter was still with the National Association of Local Councils (NALC) and the Ministry of Housing, Communities & Local Government.

G-18-033 MEMBERS' CODE OF CONDUCT:

The Clerk informed Councillors that the District Council had issued a revised Code of Conduct, and were encouraging Parish Councils to adopt the revision. The Clerk informed the Council that he had posed a number of questions to the District Councils Governance & Legal Services and was awaiting a response. The Chairman commented that the Code of Conduct should be relevant to the Parish Council and that the revised Code be referred to the Finance Committee for review. All agreed.

G-18-034 GENERAL DATA PROTECTION REGULATIONS:

The Clerk informed the Council that preparations for the implementation of the new regulations were in hand. Having been previously circulated, the Council approved the proposed email to be sent to all Organisations and Individuals with whom the Council had dealings. The Clerk continued that the Government had tabled an amendment to its own Data Protection Bill to exempt all Parish and Town Councils (in England) from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation.

G-18-035 PARKING ENFORCEMENT MEASURES:

The Clerk informed the Council that having agreed to commence a trial period of additional parking enforcement between May and August (inclusive); the Council would receive monthly reports from the North Essex Parking Partnership. The Clerk informed Councillors that since the beginning of May, Civil Enforcement Officers had patrolled St Osyth for a total time of 5 hours and 10 minutes. Some 57 separate locations had been checked with 45 separate observations being made.

A total of 9 Penalty Charge Notices (PCN) of £70.00 had been issued, which would reduce to £35.00, if paid within 14 days.

The Clerk informed the Council that the locations of where PCN had been issued:

- a. Clacton Road x 2
- b. Colchester Road x1
- c. Mill Street x 1
- d. Spring Road x 5

G-18-036 VILLAGE HALL HIRE CHARGES:

At the request of the Chairman, Cllr. Kemp informed the Council of increases to the renting of the Village Hall, which had been approved following a vote by Committee Members only, as opposed to representatives of Organisations. Cllr. Kemp continued that the increases, some of which were as much as 33% in the main affected affiliated groups and organisations rather than non-affiliated groups.

The Clerk was requested to obtain a copy of the increased hire fees.

G-18-037 SAVE OUR ST OSYTH:

The Chairman informed the Council of a meeting, held earlier that afternoon, during which time together with Cllr. White and the Clerk, she had met with representatives of Save Our St Osyth (S.O.S).

The Chairman explained that in order to avoid additional charges of 8% per day, in respect of the Costs Claims associated with the Public Inquiry, the four Executive Members of S.O.S had, with the help of several individuals, paid the amount of £56,000.00 from their own personal savings.

The Chairman continued that S.O.S were looking to take up the Councils offer of assistance, adding that to date some £9,000.00 had been repaid to some of those who had helped; however, there was very little chance of recouping the remaining £47,000.00 by way of fund raising.

It was subsequently agreed that, subject to the approval of the Council, the Chairman write to all residents of St Osyth and Point Clear (the correspondence to be delivered by volunteers from S.O.S) asking that they consider making a financial contribution.

The Chairman asked Councillors for their opinion. The consensus was that the Parish Council support S.O.S.

RESOLVED: That on behalf of the Parish Council, the Chairman write in support of S.O.S to all residents of St Osyth and Point Clear, The motion was proposed by Cllr. Talbot and seconded by Cllr. Ward. All agreed.

G-18-038 ST OSYTH PRIORY:

- a. The notes of the meeting of 12th April 2018, with Mr Tim Sargeant, having been previously circulated, the Chairman invited questions from those present. None were forthcoming.
- b. The Chairman reminded the Council of the recent invitation to appoint a member of the Parish Council to the St Osyth Priory & Parish Trust, which was part of the Section 106 Agreement.
RESOLVED: That Cllr. Grantham be put forward as the Parish Councils representative for appointment to the St Osyth Priory & Parish Trust.
- c. The Council discussed the desire of the St Osyth Priory & Parish Trust to appoint a member of the Business Community to the Trust. Several names were suggested, which it was agreed would be put to Mr Tim Sargeant.

G-18-039 FURTHER MATTERS:

The Chairman suggested that as the meeting was nearing 10 pm, a number of matters be deferred until the June meeting, these included:

- a. The meeting of 10th May 2018, between Mr Rob Turner, General Manager of the Orchards Holiday Park and residents of Point Clear Bay.
- b. The meeting of 16th May 2018, between the District Council Planning Enforcement Team Leader, the Chairman and the Clerk.

All Councillors present agreed to this course of action.

There being no further business the meeting was closed at 10.05 pm.

Summary of 'Action Required' from the Minutes of the Ordinary Meeting held on Thursday 17th May 2018		
G-18-028 c	Horse Box in Dumont Avenue	Clk to update Council
G-18-030	Meeting Dates	Clk to amend list of dates
G-18-033	Members' Code of Conduct	Finance Committee to review
G-18-037	Save Our St Osyth (S.O.S)	Chairman to write to residents

Signature: *[Signed on Original]*
SW Grantham
Chairman