



ST OSYTH PARISH COUNCIL



Minutes of the Ordinary Meeting of the Council held in the Village Hall, St Osyth on Thursday 13th December 2018 at 7.15 pm

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

Cllr. Alan Goggin, Essex County Councillor (Arrived at 8.25 pm)

Martin Walsh (Responsible Financial Officer (RFO))
(Arrived at 9.05 pm)

APOLOGIES: Cllr. John Kemp (Family Commitment)
Cllr. Michael Talbot (Prior Commitment)

NOT PRESENT: Cllr. Colleen Peverell

MINUTES: Neil Williams

PUBLIC PRESENT: None

G-18-162 MEMBERS DECLARATION OF INTEREST:

The Chairman advised Councillors, that under Section 31 of the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, they had a responsibility to declare any Pecuniary or Non-Pecuniary Interests in any matter to be discussed.

G-18-163 PLANNING APPLICATIONS:

	APPLICATION & ADDRESS	PROPOSAL
a)	18/01779/FUL Mr Alder-Barber 700 St Johns Road St Johns Nursery Site Earls Hall Drive Clacton On Sea	Demolition of nursery buildings and dwelling house. Erection 210 residential units including affordable housing (comprising 24 two bed houses, 88 three bed houses, 32 four bed houses, 22 five bed houses, 12 one bedroom apartments and 24 two bedroom apartments), and 8 live work units (mixed commercial units measuring 1064 square metres in total with flats above). Associated roads, open space, drainage, landscaping, and other infrastructure. Whilst it is noted that the proposed development is on a brown field site, the Parish Council has strong objections on the basis that this application would be an overdevelopment of a site, on which the layout and type of dwellings would have an adverse effect on the population density.

		<p>Pending the submission of consultee comments from Essex Highways, it would seem that the access to and egress from the site, from and onto the B1027, will be via a basic 't-junction'. Given the volume of traffic using the B1027, there are concerns that this would result in traffic delays, as vehicles wait to access the site.</p> <p>Furthermore, there are serious concerns that the development will have an effect on both medical and educational provision within the area.</p> <p>It is also known that the District Council already has a housing stock of 5.6 years.</p>
b)	<p>18/01852/FUL Haven Leisure Ltd Orchards Holiday Village Colne Way Point Clear Bay</p>	<p>Variation of condition 3 (Carried out in accordance with approved plan) of application 17/01931/FUL.</p> <p>No objections.</p>
c)	<p>18/01868/FUL Mr M Relph 37 Tower Estate Point Clear Bay</p>	<p>Roof conversion with rear dormer and new front terrace at first floor level.</p> <p>No objections.</p>
d)	<p>18/01903/FUL Mr Moore 3 The Bury, St Osyth</p>	<p>Proposed two storey rear extension.</p> <p>No objections.</p>
e)	<p>18/01904/FUL R.A, T.R, D.R, A.I Sargeant Land South of Bypass Road St Osyth</p>	<p>Proposed construction of 6 self-build and custom-built homes.</p> <p>Strong objections on the basis that this application would be an overdevelopment of a small site outside of the Settlement Development Boundary, and would be contrary to the District Councils draft Local Plan, in that the proposed development is on land listed as 'safeguarded local green space'.</p> <p>It is noted that Essex Highways have yet to submit a comment, but the Parish Council would question the access to the site, which is a matter of metres from a change in speed limits.</p> <p>Furthermore, it is not uncommon for vehicles exiting the village via the Clacton Road junction to have to queue from the junction back to the entrance to the allotments and beyond. Were the development to be permitted this would potentially cause further congestion for vehicles entering the village, as residents of the proposed site would have to wait to turn across the flow of traffic.</p>

f)	18/01938/FUL Mr & Mrs K Williams 22 Tower Estate Point Clear Bay	Demolition of existing dwelling and erection of replacement dwelling. No objections.
----	---------------------------------------------------------------------------	---------------------------------------------------------------------------------------------

G-18-164 PLANNING CORRESPONDENCE:

The following correspondence was noted:

- a. Tendring District Council (TDC) Notification of Decisions (Determinations) 9th November 2018 to 30th November 2018.
- b. Correspondence from TDC in respect of Planning Appeal APP/P1560/W/18/3202670 (TDC 16/01770/OUT).
- c. Correspondence from St Osyth Parish Council to TDC in respect of Planning Application 18/01476/DETAIL.

G-18-165 APPROVAL OF MINUTES:

RESOLVED: That having been previously circulated, the minutes of the Ordinary Meeting of the Council of 15th November 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. Cooper and seconded by Cllr. Kelly. All agreed.

G-18-166 SUMMARY OF ACTION:

- a. G-18-155 c. The Clerk informed the Council that he had confirmed with the Responsible Financial Officer (RFO) that whilst it was common practice for banks to reject a cheque which was more than six months old, cheques were valid for as long as the debt between the two parties (i.e. issuer and payee) existed, and were therefore deemed to have no expiration date.
- b. G-18-156 o. The Clerk informed the Council that he had yet to receive the contact details for the District Councils Estates Manager.
- c. G-18-159 c. The Clerk informed the Council that the matter of the need for additional office space would be discussed as a separate agenda item later in the meeting.
- d. G-18-160. The Clerk informed the Council that he had prepared a draft letter for the attention of Inspector Deex, highlighting a number of concerns raised by the Parish Council.

G-18-167 PUBLIC PARTICIPATION: None

G-18-168 CORRESPONDENCE:

The following correspondence was noted:

- a. Correspondence from the Essex & Herts Air Ambulance Trust thanking the Parish Council for a grant payment and confirming attendance at the 2019 Annual Parish Meeting.

G-18-169 REPORTS FROM WORKING GROUPS:

- a. **Blooms in St Osyth:** The Chairman informed the Council that the blooms were looking good.
- b. **Highways Working Party:** The notes of the meetings of 21st and 26th November 2018 having been previously circulated, the Chairman invited questions from those present. Cllr. Kelly noted that during the meeting of 21st November, at which Sonia Church, Essex Highways, Highways Liaison Manager, had been present, it had seemed that the latter had objected to all comments put forward by the Parish Council. All members of the Working Party, agreed that this had not been the case, and that the meeting had been very informative, giving an insight into problems faced by Highways Officers.
- c. **Martin's Farm Country Park:** The Chairman informed the Council that the meeting scheduled for 6th December 2018 had been postponed until January 2019.
- d. **Playground, Youth & Open Spaces Working Party:** Nothing to report.

G-18-170 REPORTS FROM REPRESENTATIVES:

- a. **Essex Police:** Having been previously circulated, the Council reviewed the Crime statistics for October 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.
- b. **Footpaths:** In the absence of Cllr. Peverell, the Clerk, by way of a PowerPoint presentation, gave an overview of the problem of scaling maps of the footpaths, so as to provide as much information as possible. Several Councillors stated that they would look for previous copies of footpath maps.

The Chairman informed the Council of recent correspondence from a specialist mapping company, adding that the Clerk would contact the company to request further information.
- c. **Planters & Litter Bins:** Nothing to report.
- d. **Tree Warden:** Nothing to report.
- e. **Tendring District Association of Local Councils (TDALC):**
In the absence of Cllr. Talbot, the Clerk gave the following prepared report:

On Wednesday 21st November TDALC met and heard from two invited members of the Chelmsford Motor Club who gave us a background talk on road racing in Tendring, planned for April 2019 and the various improvement they had made since 2018. A number of questions were asked and answered and the two gents left.

In response to the invitation to all Parishes to put forward a name for full membership of the Local Highways Panel, three member's names had been received. After a secret ballot Frank Belgrove from Alresford was declared elected.

A member asked a general question about litter clean ups by Parishes and lack of high visibility jackets for participants and two signs saying to motorists something like; 'Caution – Litter picking in progress ahead'. I said wearing my Tendring hat, I would take this up, as I greatly favour this contribution made by Parishes to our general clean-up efforts.

I attended the Essex Association of Local Councils (EALC) Executive Meeting in Great Dunmow the next day, 22nd November. Sonia had asked me to enquire if there was any news about Cllr Kevin Bentley and his 'Highway' devolution plans which called for volunteer Parishes to put their names forward to take part in trials. Joy Darby, EALC Chief Executive, said there were about 80 parishes that put themselves forward and the County has decided to accept them all, thus excluding no Parish that volunteered for the trial. Joy said she would contact me about St Osyth, which she subsequently confirmed was accepted as a trial Parish.

Joy referred at the meeting to the Legal position of Parishes giving grants to the Parish Church. She said this is illegal and was likely to be checked up on. She said she would be circularising Parishes soon, but basically when in 1894 major changes in the structure of Local Government were made, the Ecclesiastical Parish was separately defined and a Civil Parish created to deal with local business. The ability of the new Civic Parish was defined and it did not include the ability to fund payments to a Church.

Having heard the report Cllr. White responded that he was surprised to learn that the Council could not donate funds to the Church for maintenance. The Clerk was requested to confirm whether Tendring District Council had a responsibility towards the maintenance of a closed Churchyard.

- f. **District Councillor's Report:** In the absence of Cllr. Talbot, Cllr. White gave the following prepared report:

As you will have read in your local paper Tendring D.C. was prosecuted by the Health and Safety Executive after pleading guilty to a charge relating to a case of Legionnaire's Disease contracted by a customer at Walton-on-the-Naze Lifestyles leisure centre two years ago. Colchester Magistrates' Court fined TDC £27,000, and imposed costs of £7,197 and a statutory victim surcharge of £170

Our Chief Executive Ian Davidson apologised to the customer and said:

"I would like to reassure the public, and particularly our leisure centre customers that our leisure centres are safe. We deeply regret that standards fell below the high level that we hold ourselves to, and we know what the public expect from us".

The Council is continuing to prepare for the District Elections on May 2nd. New electoral rolls have been prepared. These will show any new boundaries, where changes have been made, and the electors within their new wards. For us in St Osyth we will welcome electors in St John's Road, previously outside of our Parish.

One effect of the reduction from 60 to 48 members is that some competitive action is taking place within political parties to choose candidates, where sitting members will be displaced because their seat has disappeared in an amalgamation with another area. Luckily we do not have that problem in St Osyth. Because of these boundary changes there will be experienced Councillors looking for seats in the District where they might contest a Council seat, following the loss of their present seat.

Having narrated Cllr. Talbot's report, Cllr. White informed the Council that he had recently attended a Members Briefing, during which the decline in physical activity had been discussed.

g. **Website:** Nothing to report.

h. **Community Speed Watch:** In the absence of Cllr. Kemp, and at the request of the Chairman, Cllr. Cooper gave a breakdown of the statistics:

Between 12th November 2018 and 10th December 2018, there were 7 occurrences of drivers speeding in the village, with an average speed of 39.1 mph.

1. Clacton Road:
7 recordings with an average speed of 39.1 mph

Total for St Osyth: 7 recordings (average speed of 39.1 mph)

The highest recorded speed was 45 mph.

3 Vehicles were observed travelling in excess of 40 mph.

G-18-171 REPORTS FROM NOMINATED TRUSTEESHIPS REPRESENTATIVES:

a. **St Osyth Almshouse Charity:** Cllr. White reported that more plants had been stolen from the recently planted 'flower benches'.

b. **St Osyth Playing Field Charity:** Cllr. Thomas reported that the Youth Club would be restarting in February 2019, with a view to using the pavilion.

- c. **Point Clear Community Association:** Nothing to report.
- d. **Village Hall Management Committee:** The Chairman informed the Council that the Village Hall would be discussed later in the meeting.
- e. **St Osyth Priory & Parish Trust:** The Chairman informed the Council that the grant application to the Heritage Enterprise Lottery Fund had been unsuccessful, adding that there had been 47 applications, with only 7 being awarded. The Chairman continued that the Trust would be resubmitting an application in due course.
- f. **Bradwell Power Station:** Cllr. White reported that Bradwell Nuclear Power Station was now officially in a 'Care & Maintenance State', the site having been cleared of all building less the two reactor buildings and a fuel store containing intermediate level waste. Cllr. White continued that Bradwell was the first of eight Magnox reactors to close, and that a Care & Maintenance certificate had been issued by the Office of Nuclear Regulation.

G-18-172 FINANCE:

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

Current a/c	£ 125,761.94
Deposit	£ 52,823.47
- c. The draft Minutes of the Finance meeting of 5th December 2018 having been previously circulated, the Chairman invited comments from the Council. None were forthcoming. The Chairman informed the Council that a number of finance issues would be discussed later in the meeting.

G-18-173 REPORTS FROM REPRESENTATIVES:

- a. **Essex County Council:** Having arrived at 8.25 pm, Cllr. Goggin informed the Council that Essex County Council was running a consultation on the use of public libraries, which would be ongoing until February 2019. Cllr. Goggin then gave an overview of the following:
 - i) That the use of public libraries had reduced by 50%.
 - ii) That the County Council was looking at libraries where there was little or no use, or where the presence of a library could not justify the retention of a building.
 - iii) That additional uses, such as community focused activities, were being considered, which would justify the retention of a library.
 - iv) Cllr. Goggin urged all Councillors to take part in the survey, which could be completed online, via telephone or in paper format.

- v) The Chairman requested that the Clerk forward details of the consultation to the Council and that Cllr. Blockley should give consideration as to a response on behalf of the Parish Council.

G-18-174 PERSONNEL COMMITTEE:

- a. **RESOLVED:** That having been previously circulated, the minutes of the Personnel Committee Meeting of 12th November 2018, be verified for accuracy by members of the Personnel Committee, accepted as read, approved 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. Ward. All agreed.
- b. Having been previously circulated, the Council reviewed the job description for the Community Warden/Open Space Manager.
 - i) The Chairman informed the Council that once approved the document would be forwarded to Vine HR in order to evaluate the role and set the remuneration level.
 - ii) Cllr. Ward enquired as to the educational qualifications. The Chairman stated that as the new post involved the writing of letters, preparation of reports and grant applications, the postholder would have to be literate, with good IT skills.
 - iii) **RESOLVED:** That the job description be approved and forwarded to Vine HR for evaluation. The motion was proposed by Cllr. Cooper and seconded by Cllr. Kelly. All agreed.

G-18-175 COMMUNITY SAFETY ACCREDITATION SCHEME:

The Clerk informed the Council that he had received vetting forms from Essex Police, and that he hoped to undergo training for the Community Safety Accreditation Scheme in February or March 2019.

G-18-176 LOCAL SERVICES FUND APPLICATION:

The Clerk informed the Council that he had earlier that day received confirmation that the Parish Council had been awarded £7,000.00 over three years towards the funding of a new employee. The Clerk continued that given the number of applications received, the panel had chosen to give more organisations a lesser amount, hence why the Council had received £7,000.00 as opposed to its original submission of £15,000.00.

G-18-177 APPROVAL OF MANAGEMENT PLAN:

Having reviewed the draft Management Plan on 15th November 2018, the Council received the approved document in its new format. Cllr. Cooper proposed acceptance of the Management Plan, which was seconded by Cllr. Ward. All agreed.

- a. The Chairman thanked the Clerk, who in turn thanked Cllr. Kelly for proofreading the Management Plan.

G-18-178 REQUIREMENT FOR ADDITIONAL PREMISES:

The Chairman reminded Councillors of the Village Hall Management Committee meeting of 29th October 2018, attended by Cllr's Thomas and Blockley, during which the request of the Parish Council for additional office space, specifically the snooker room, had been discussed.

- a. The Chairman continued that at a subsequent meeting between members of the Village Hall Management Committee and Parish Council, on Wednesday 7th November 2018, a number of options had been discussed, including alterations to the foyer of the Annex. The Chairman reminded all present that the Council did not wish to vacate the Village Hall, but that was wholly dependent on the provision of additional space.
- b. Councillors were briefed by the Clerk as to the space which would be available using either the snooker room or the foyer. The Clerk stated that having reviewed the amount of office equipment which would be required to cater for an additional member of staff, the foyer was not practicable. The Council then viewed the snooker room.
- c. Having returned to the meeting, Councillors were briefed by the RFO as to the costs associated with alterations to both the snooker room and foyer. The RFO continued that should the Councils request to make use of the snooker room be approved, it would result in an increase in rent of £4,232.00 per annum for the Village Hall.
- d. The Chairman informed the Council that at a further meeting of the Village Hall Management Committee, held on 10th December 2018, representatives of affiliated groups had voted by a margin of 15 to 3, in favour of the Council making use of the snooker room, with 2 abstentions being recorded. Cllr. Grantham added that during the meeting both the Chairman and Treasurer of the Village Hall Management Committee had made it clear to all present that were the Parish Council to have to find alternative office space and subsequently vacate the Village Hall, the likelihood would be that the Village Hall would cease to be a financially viable asset.
- e. At the request of the Chairman the Clerk informed the Council that having discussed the matter with the Rural Community Council of Essex Village Halls & Community Buildings Adviser, it had been confirmed that due to the potential change of use of the snooker room, and despite the vote of the affiliated groups, a public meeting would have to be held, at which there would have to be a majority vote in favour of the Councils request.
- f. The Chairman informed the Council that as the Council was intending to employ an additional member of staff as of 1st April 2019, and that the Council would need additional office space, a formal request would need to be made to the Village Hall Management Committee to proceed with the public meeting. The Chairman then invited comments from the Council:

- i) Cllr. Blockley stated that the role of the Parish Council had increased in recent years, as borne out by the need to move the office from what was for all intents and purposes a storage cupboard to its current location. Cllr. Blockley added that prior to making use of the storage cupboard the Clerk had worked from home.
- ii) Cllr. White stated that whilst he agreed that the Parish Council did need additional space, he could not understand why the Council was looking to enlarge its real estate, when authorities such as the District Council were looking to close various sites, and were considering options such as staff working from home on certain days. Cllr. White continued that his preference would be for the Council to make use of the foyer, adding that he had received numerous complaints about the Council looking to take over the Village Hall.
- iii) Cllr. French stated that given the limited number of residents who used the snooker room, and the fact that only members of the snooker club or affiliated groups were allowed to use the snooker table, the room could not be considered a community asset as it was effectively being commandeered by snooker players.
- iv) Cllr. Thomas stated that downsizing was not an option and agreed with Cllr. French that given its limited use the snooker room could not be deemed a community asset.
- v) Cllr. Kelly stated that the financial impact of the Council having to vacate the Village Hall against the additional income were the Council to make use of the snooker room needed to be presented at the public meeting.
- vi) At the invite of the Chairman, the Clerk expressed his disbelief that members of some affiliated groups had questioned the working practices of the Council, especially when the staff frequently worked additional unpaid hours.
- vii) The Chairman reminded the Council that for the Parish Council to remain at the Village Hall, additional space was required, and that the options available were for the Council to make alterations to the foyer of the Annex or make use of the snooker room. The Chairman subsequently asked Councillors to vote as to their preference:

Cllr's Smith and White voted in favour of alterations to the foyer.

Cllr's Blockley, Cooper, French, Kelly, Lockwood, Thomas and Ward voted in favour of the Council using the snooker room.

- viii) **RESOLVED:** That the Parish Council make a formal approach to the Village Hall Management Committee, for the sole use of the snooker room for use as a Parish Office, whilst retaining the existing office as a meeting room and that the Village Hall Management Committee proceed with a public meeting as required by the 1970 Trust Deed.

The motion was proposed by Cllr. Ward and seconded by Cllr. Kelly. All those who voted in favour of the motion agreed.

G-18-179 APPROVAL OF BUDGET AND PRECEPT:

The Chairman informed the Council that as the setting of the budget for 2019/2020 would result in a deficit, it would be advisable for an additional finance meeting at which the full Council could be briefed by the RFO. The RFO informed the Council that having received the new pay scales which would affect the proposed budget for 2019/2020, provided the Council had sufficient financial reserves, Councillors could set a deficit budget. After discussion, it was agreed that the meeting, which would be attended by all Councillors, be held on Thursday 10th January 2019 at 2.00 pm.

G-18-180 FURTHER MATTERS:

- a. Cllr. White expressed concern that a number of meetings had been rescheduled, or meetings added, which differed from the list of meetings set a year in advance.
- b. The Chairman informed the Council that the Clerk had received a copy of the Highways Devolution Grant Agreement, which had to be returned by Thursday 20th December 2018. The Chairman requested that the Highways Working Party convene a meeting on Tuesday 18th December 2018 to review the document and that with the prior approval of the Council, should the Working Party be satisfied with its content, St Osyth Parish Council agree to partake in the Devolution scheme. Cllr. Ward remarked that the Council had to trust Committees and Working Parties to make decisions on behalf of the Council. All agreed.

There being no further business the meeting was closed at 9.50 pm.

Summary of 'Action Required' from the Minutes of the Ordinary Meeting held on Thursday 13th December 2018		
G-18-170 b	Map of Footpaths	Cllr's to find previous maps
G-18-170 e	Closed Churchyard	Clk to liaise with TDC
G-18-173 a iv	Library Consultation	Clk to email Cllr's Cllr. Blockley to consider response
G-18-178 f viii	Additional Office Space	Approach to be made to VHMC
G-18-179	Finance Meeting	Set for 10 th January 2019
G-18-180 b	Highways Devolution Scheme	HWP to review

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