



ST OSYTH PARISH COUNCIL



Minutes of the Ordinary Meeting of the Council held in the Village Hall, St Osyth on Thursday 17th January 2019 at 7.15 pm

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

Cllr. Alan Goggin, Essex County Councillor (Arrived at 8.50 pm)

APOLOGIES: Cllr. Michael Talbot (Tendring District Council (TDC) meeting)
Cllr. John White (Tendring District Council (TDC) meeting)

MINUTES: Neil Williams

PUBLIC PRESENT: One

G-18-181 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.

Cllr. Peverell declared a Non-Pecuniary Interest in respect of St Osyth Priory.

G-18-182 PLANNING APPLICATIONS:

	APPLICATION & ADDRESS	PROPOSAL
a)	18/01977/FUL Mr Michael Mestre Land adjacent to 2 Martins Gate Cottage Colchester Road	Proposed 3 bedroom detached house. No objections.
b)	18/02018/FUL Mr H Quilter 23 Colne View St Osyth	Proposed alterations and additions. Whilst the Parish Council has no objections to the application, it should be noted that when edited for presentation via projector, the plans are faded and extremely difficult to view.
c)	18/02067/OUT Mr and Mrs R Parrish Holiday Inn Amusement Arcade Seaview Road, St Osyth	Proposed extensions to existing amusement arcade. No objections.
d)	18/02085/FUL Park Holidays UK Ltd Seawick Holiday Village Beach Road, St Osyth	Construction of Multi-Use Games Area (MUGA). No objections.

e)	18/02096/TCA Mrs Grimwood Robins Acre 70 Colchester Road St Osyth	1 No. Thuya tree - Trim back to 15ft over roadway and 10-12ft over pavement. The Parish Council refers this application to the TDC Tree & Landscape Officer for consideration.
f)	18/02105/DETAIL Footings Direct Developments Ltd Land to the rear of 104 & 106 Point Clear Road St Osyth	Reserved matters application following the outline planning approval of 16/01479/OUT - Erection of two detached single storey dwellings with associated garaging and parking. No objections.
g)	18/02111/FUL Miss C Hussein 1 Braziers Farm, Beach Road St Osyth	Change of use from existing B1 to A1. No objections.
h)	18/01993/NMA Mrs E Kingston 15 Tower Estate St Osyth	Non material amendment to 18/00975/FUL - Reduce the area of the lower ground floor storage, and insert high up ventilation window into South side and change large window for stable door to North side. <i>For information only – no comment required.</i>
i)	18/02056/LUPROP Mr D Hawkes 79 St Clairs Road St Osyth	Single storey rear extension to existing bungalow. <i>For information only – no comment required.</i>
j)	18/02070/TELLIC CATSURVEYS Group Limited (CSG) Outside of 84 Dumont Avenue St Osyth	Installation of high speed broadband cabinet. <i>For information only – no comment required.</i>
k)	18/02119/TELLIC UK Power Networks Chisbon Substation Frowick Lane, St Osyth	Replace transformers T1 and T2 with associated circuit breaker and switchgear. <i>For information only – no comment required.</i>

G-18-183 PLANNING CORRESPONDENCE:

The following correspondence was noted:

- a. Tendring District Council (TDC) Notification of Decisions (Determinations) 7th December 2018 to 4th January 2019.

G-18-184 APPROVAL OF MINUTES:

RESOLVED: That having been previously circulated, the minutes of the Ordinary Meeting of the Council of 13th December 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. Lockwood and seconded by Cllr. Ward. All agreed.

G-18-185 SUMMARY OF ACTION:

- a. G-18-170 b. The Clerk informed the Council that the topic of footpath maps would be discussed during Reports from Representatives, later in the meeting.
- b. G-18-170 e. The Chairman informed the Council that she would be meeting with the District Councils Open Space Manager on 31st January 2019, to discuss the maintenance of the Closed Churchyard.
- c. G-18-173 a iv. The Clerk reminded the Council that he had emailed the link for Essex County Council (ECC) Library Consultation to all Councillors.

The Chairman enquired of Cllr. Blockley, as to how long it had taken her to complete the consultation form. Cllr. Blockley stated that it had taken approximately twenty five minutes, and that based on the information contained within the consultation, she [Cllr. Blockley] considered the Clacton on Sea library to be well used and its services unlikely to be withdrawn at this time.

- d. G-18-178 f viii. The Clerk informed the Council that the subject of the need for additional office space would be discussed during the course of the meeting.
- e. G-18-179. The Clerk reminded the Council that the Finance Committee meeting had taken place on Thursday 10th January 2019, the draft minutes of which had been forwarded to Councillors.
- f. G-18-180 b. The Clerk informed the Council that as approved at the meeting of 13th December 2018, the Highways Working Party had met on 18th December 2018, to discuss the Highways Devolution scheme proposed by ECC. The Clerk added that the Working Party had recommended partaking in a trial of one year, and that he was awaiting further correspondence from the County Council.

G-18-186 PUBLIC PARTICIPATION: None

G-18-187 CORRESPONDENCE:

The following correspondence was noted:

- a. Correspondence from the National Association of Local Councils (NALC) with regards to Council Tax Referendum Principles.
- b. Correspondence from Essex County Council with regards to Local Bus Consultation.

G-18-188 REPORTS FROM WORKING GROUPS:

So as to ensure that the length of reports did not overrun, the Chairman reminded Councillors of their allotted time for delivering their respective reports. The Chairman continued that those giving reports should not be interrupted, as it resulted in reports taking longer to deliver than was necessary.

- a. **Blooms in St Osyth:** Nothing to report.
- b. **Highways Working Party:** The notes of the meetings of 18th December 2018 and 8th January 2019 having been previously circulated, the Chairman invited questions from those present. None were forthcoming.
- c. **Martin's Farm Country Park:** The Chairman informed the Council that a meeting was to be scheduled, the previous meeting having been postponed.
- d. **Playground, Youth & Open Spaces Working Party:** The Clerk informed the Council that he was investigating funding options for the proposed play equipment at Priory Meadow.

G-18-189 REPORTS FROM REPRESENTATIVES:

- a. **Essex Police:** Having been previously circulated, the Council reviewed the Crime statistics for November 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) It was suggested that both Cllr. Cooper and Cllr. Kelly attend the next 'Coffee with a Cop' event at the Village Hall.
- b. **Footpaths:** Cllr. Peverell began her report by apologising to Councillors for her recent lack of attendance, citing personal reasons as the cause. Cllr. Peverell informed the Council that the Chairman had received a number of very useful documents and maps from Mrs Hazel French, which would be utilised to aid in the preparation of a new map by the Parish Council, detailing places of interest and walks within the Parish. Cllr. Peverell continued that following a number of comments about overhanging vegetation from hedges along Footpath 25, she had arranged with Essex Highways, to have vegetation cut back at the earliest opportunity.

Cllr. Ward informed Cllr, Peverell that a number of residents had expressed concern as to the condition of Footpath 5, especially in the vicinity of Curve Wakeboarding. Cllr. Peverell stated that old road planings had been used to cover areas which were muddy. The Chairman suggested that Cllr. Peverell obtain photographs for the next meeting.
- c. **Planters & Litter Bins:** Nothing to report.
- d. **Tree Warden:** The Chairman reported that a new *Betula Jacquemontii* had been planted at the end of Rochford Road, to replace the previous tree which had died.

- e. **Tendring District Association of Local Councils (TDALC):**
No report received.
 - f. **District Councillor's Report:** No report received.
 - g. **Website:** Cllr. Lockwood informed the Council that due to a temporary lack of broadband at home, he had nothing to report.
 - h. **Community Speed Watch:** Cllr. Kemp informed the Council that there had been little activity over the Christmas / New Year period, but that having been out on two consecutive days, on 16th and 17th January 2019, some 36 vehicles had been recorded travelling in excess of the 30 mph speed limit, and that the fastest recorded speed had been 48 mph.
- Cllr. Kemp concluded by reporting that the numbers of volunteers was slowly reducing and that new members were required.

G-18-190 REPORTS FROM NOMINATED TRUSTEESHIPS REPRESENTATIVES:

- a. **St Osyth Almshouse Charity:** Cllr. Cooper reported that the Constitution was being amended to allow for an increase of Trustees from five to seven, and that the two new Trustees would be as a result of co-option.
- b. **St Osyth Playing Field Charity:** Nothing to report.
- 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 reminded the Council that the application for funding from the Heritage Enterprise Lottery Fund had not been successful. The Chairman continued that together with Tim Sargeant, owner of St Osyth Priory and Ian Davidson, Tendring District Council Chief Executive Officer, she would be attending a meeting with representatives of the Heritage Enterprise Lottery Fund, in Cambridge on 29th January 2019.

G-18-191 FINANCE:

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

Current a/c	£ 113,880.94
Deposit	£ 52,831.33
- c. Having been previously circulated, the draft Minutes of the Finance Committee meeting of 10th January 2019, were reviewed. The Chairman invited comments from the Council. None were forthcoming.

G-18-192 PERSONNEL COMMITTEE:

The Chairman informed the Council that there were no minutes from the Personnel Committee meeting of 10th January 2019, as having previously approved the advertisement for the position of Community Warden; the decision had been made not to advertise in the Clacton Gazette, due to the cost. It had however been agreed that an advertisement be placed in the Parish Magazine and on the Parish Council's social media accounts.

G-18-193 CEMETERY COMMITTEE:

- a. Having been previously circulated, the draft Minutes of the meeting of 9th January 2019, were reviewed. The Chairman invited comments from the Council. Cllr. Smith, in her capacity as Chair of the Cemetery Committee, informed the Council of a recent application for the erection of a memorial, which due its design had been rejected by the Cemetery Committee. Cllr. Smith added that the applicant had since written to the Clerk, requesting that the Council reconsider the application.
- b. In her capacity as Vice-Chair of the Cemetery Committee, Cllr. Ward informed those present that members of the Committee had agreed that were the application to be approved, it would set a precedence which would result in the Parish Council being unable to reject similar applications, the design of which could be deemed by some to be offensive.
- c. The Chairman suggested that as the next meeting of the Cemetery Committee was in April, the Committee convene an extraordinary meeting to discuss the request to reconsider the application. Cllr. Smith requested that with the approval of the Committee, the matter be referred to the Council for consideration at the meeting scheduled for 21st February 2019. All agreed.

G-18-194 REPORTS FROM NOMINATED TRUSTEESHIPS REPRESENTATIVES:

- a. **Village Hall Management Committee:** Cllr. Kemp gave a report on the meeting of Monday 14th January 2019, during which the following points were noted:
 - i) That the account balance was looking better than it had in previous months, but that the winter energy bill had yet to be received and that several hirers were in arrears.
 - ii) That Management Committee would continue to use the services of 'Community Guard' at a cost of £39.00 per month, as there had been a significant decrease in the number of vehicles parking at the rear of the hall during the hours of darkness, from which it was suspected drugs were being dealt.
 - iii) That the Management Committee were trying to clear areas to create additional space, which included the disposal of a number of the older plastic chairs, some of which could possibly be used by the Playing Field Charity.

- iv) That the Women's Institute (WI) had received a presentation from Sue McAree, St Osyth & Point Clear First Responders with regards to the possible siting of a defibrillator within the Village Hall. As the cost of the equipment (approximately £1,400.00) would have to be borne by the Village Hall Management Committee, together with the lack of use and problems encountered as a result of using similar devices, the consensus had been that the Hall forego the need for a defibrillator.
- v) That the next meeting of the Management Committee was scheduled for Monday 25th March 2019.
- vi) That whilst the use of the snooker room had not been an agenda item, it had been discussed; during which time it was noted that the snooker club had relocated to Dumont Hall. Cllr. Kemp concluded by informing the Council that the Public Meeting to discuss the use of the snooker room by the Parish Council was scheduled for 28th February 2019.

G-18-195 REQUIREMENT FOR ADDITIONAL PREMISES:

- a. The Chairman informed the Council that she was concerned regarding comments from a number of residents which had been passed to her by a Councillor as to why the Parish Council was looking to take on a new member of staff. The Chairman reminded the Council of the additional responsibilities taken on by the Parish Council in recent years, which included:
 - i) Cowley Park Recreational Ground
 - ii) Allotments
 - iii) Martin's Farm Country Park (10 meetings per year)
 - iv) Footpaths (Public Rights of Way)
 - v) Willow Plantation
- b. The Chairman continued that the Parish Council had, since their inception, been involved with a number of County Council schemes, which included:
 - i) Winter Salt Bag scheme
 - ii) Maintenance of roadside verges
 - iii) Maintenance and cleaning of bus shelters
 - iv) Cleaning of road signs and street signs
- c. That the Parish Council had assumed responsibility for Blooms in St Osyth, which included the planting, watering and maintenance of the plants.
- d. That the Parish Council was responsible for:
 - i) Maintenance and cleaning of the litter bins
 - ii) Maintenance and cleaning of benches and seats

- e. That since its inception, the Parish Council had been involved with the Community Speed Watch initiative, in support of Essex Police and Essex County Fire & Rescue Service.
- f. The Chairman reminded the Council that as Ray De'ath was no longer employed by the Council, the Clerk was now responsible for liaising with and the supervision of all relevant contractors.
- g. The Chairman commented that the Parish Council had taken on many of these additional responsibilities for the good and benefit of residents.
- h. That the Parish Council was looking to be part of the County Councils Highways Devolution pilot scheme.
- i. That during the December meeting of the Council, a comment had been made as to why the Parish Council was looking to expand, when authorities such as Tendring District Council were downsizing. The Chairman continued that during a subsequent meeting with the Clerk, the latter had referred to the additional hours worked by the staff. The Chairman had enquired as to the number of hours, at which point the Clerk, who had maintained a record of hours since commencing work for the Council, was able to produce a list of additional **UNPAID** hours work during 2018, details of which were:
 - i) Clerk – 95 (equivalent of 3 weeks)
 - ii) Responsible Financial Officer – 41 (equivalent of 6½ weeks)
 - iii) Administrator 24½ (equivalent of 1½ weeks)

The Chairman continued that had the staff been paid for the additional hours it would amount to £2,454.10.

- j. Cllr. Ward was outraged by the additional hours worked by the staff and questioned the Clerk as to why the staff worked additional unpaid hours. The Clerk responded that all three members of staff were prepared to work additional hours so as to ensure that the Council, but more importantly the residents, received a good and reliable service. He added that without working additional hours, the work would not be done. The Clerk continued that one aspect of his employment in particular had grown, in that he now had to complete weekly inspections of the play equipment, a function which had previously been conducted by Ray De'ath.
- k. The Chairman informed the Council that following the 2010 Audit, a recommendation had been made that the Parish Council required a full time Clerk, and that the financial aspects of the Council would need a further 10 – 15 hours per week, ideally by a separate Financial Officer.
- l. The Chairman stated that the additional hours worked by the staff alone was justification for an additional member of staff, yet alone the responsibilities of the Parish Council, if the Parish was to remain looking well kept.

- m. The Chairman concluded by stating that the Parish Council had a duty of care to its staff and reiterated that she was concerned that the need for an additional member of staff and therefore additional office space was being questioned by some residents.
- n. At the request of the Chairman, the Clerk addressed the increase to the population, which had been dismissed during the December meeting of the Council. The Clerk stated that whilst not entirely accurate, in that the information he was about to provide, received from Tendring District Council, reflected the number on the Electoral Register, NOT the actual number of residents, it would support an increase to the population of the Parish since the 2011 Census, which was recorded as 4,277:
 - i) Electoral Register as of 2011 – number of voters 3,546
 - ii) Electoral Register as of 2019 – number of voters 3,946

The Clerk continued that if the population had increased at a similar rate to that of the Electoral Register, the population would now be in the region of 4,677, which did not take into account the developments likely to begin next year, at West Field or Wellwick, nor did it include the possibility of a further 210 dwellings on the site of St John's Plant Centre, which together with the existing properties along St John's Road, would be part of the Parish of St Osyth.

These developments/existing properties, numbering some 570+ could potentially see an increase of between 1,144 and 1,716 based on two or three people respectively per property.

- o. In conclusion, the Chairman stated the Parish Council was looking to 'future proof' itself, adding that Councillors could not continue to 'live in a bubble' where the needs of the Council were concerned, and that an additional member of staff would necessitate additional space, with the snooker room being the only viable option were the Parish Council to remain at the Village Hall. The Chairman informed the Council that as the likelihood of the Village Hall ceasing to function, were the Council to have to relocate was very real, the Village Hall Management Committee had requested a representative of the Parish Council to address those attending the Public Meeting on 28th February 2019. The Chairman subsequently requested that Councillors attend the meeting.

G-18-196 APPROVAL OF BUDGET AND SETTING OF THE PRECEPT:

- a. The Chairman drew the attention of all present to paragraphs F-18-053 a - F-18-053 e of the Finance Committee meeting of 10th January 2019, at which the Committee had made its recommendation that the Budget for 2019/2020 be approved. A recommendation which was subsequently ratified by the full Council at that same meeting.
RESOLVED: That the Parish Council approve the Budget for 2019/2020, as recommended by the Finance Committee on 10th January 2019. The motion was proposed by Cllr. Kelly and seconded by Cllr. Thomas. All agreed

- b. The Chairman drew the attention of all present to paragraphs F-18-053 d of the Finance Committee meeting of 10th January 2019, at which the Committee had made its recommendation for an increase to the precept. A recommendation which was subsequently ratified by the full Council at that same meeting.

RESOLVED: That the Parish Council ratify the recommendation of the Finance Committee, in that the Precept request to Tendring District Council for 2019/2020 be set at £129,104.00 (exclusive of LCTSS), giving an annual payable sum of £69.68 for a Band D property. This would represent an increase of £3.02 or 4.5% to the Precept from the previous year. The motion was proposed by Cllr. Peverell and seconded by Cllr. Ward. All agreed.

G-18-197 COUNCIL ELECTIONS:

At the request of the Chairman, the Clerk gave an overview of the timeline for the elections to be held on 2nd May 2019, in addition to briefing members of the Council as to 'purdah' and the process for nominations. The Clerk stated that he would forward relevant information to Councillors as and when received.

The Chairman suggested that an advertisement be included in the March edition of the Parish Magazine, thereby affording residents interested in standing for the Parish Council, the opportunity to seek further advice from the Clerk or District Council.

G-18-198 REPORTS FROM REPRESENTATIVES:

- a. **Essex County Council:** Having arrived at 8.50 pm, Cllr. Goggin gave an overview of the following:
- i) That he had earlier that day attended a meeting of the Local Highways Panel, which had approved a Volume, Speed & Density survey of the B1027, in the vicinity of Westwood Park.
 - ii) That the County Council was looking to develop the site of the former Essex County Hospital, which would see some 100+ homes built on the site.
 - iii) That having attended a County Council briefing with regard to the budget on 11th January, the Full Council would meet on 12th February 2019, to approve the budget, which would likely include a 1% increase for Social Care, in addition to an increase of 2.9% (the maximum amount permitted before the requirement for a referendum).
 - iv) That the 'Go Ride' bus service which served St Osyth, Brightlingsea, Thorrington and Great Bentley, would cease to operate as of 25th February 2019. It was suggested that if there was enough interest the areas served by the bus service could negotiate with the company, in order to continue the service.

- v) That following an article in a national newspaper, during which the energy provider used by the County Council's Energy Switch scheme had been criticised for incurring considerable debt, a review had been undertaken by the County Council, during which 'So Energy' had scored especially high on operational and customer service. As a result of the review the provider would continue to be used by the County Council, which would monitor the situation carefully.

G-18-199 FURTHER MATTERS:

- a. Cllr. Kemp informed the Council that St John's Plant Centre had seemingly filed for insolvency.
- b. Cllr. Kelly informed the Council that the Planning Appeal in respect of Enforcement Notices, served against residents of Point Clear Bay, was unlikely to take place before the summer, as some residents had until March in which to lodge their respective appeals against the District Council.

There being no further business the meeting was closed at 9.20 pm.

Summary of 'Action Required' from the Minutes of the Ordinary Meeting held on Thursday 17th January 2019		
G-18-189 b	Footpath 5	Cllr. Peverell to obtain photograph
G-18-193 c	Memorial Application	Council to review & consider
G-18-194 a iii	Disposal of plastic chairs	Clk to enquire on behalf of PFC
G-18-197	Local Elections	To be advertised in Parish Magazine

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