



## ST OSYTH PARISH COUNCIL



### Minutes of the Ordinary Meeting of the Council held via Conference Call on Thursday 16<sup>th</sup> April 2020 at 2.30 pm

**PARTICIPANTS:** Chairman: Cllr. Sonia Grantham  
Vice-Chairman: Cllr. Alma Blockley, Cllr's, David Cooper,  
Ray French, Mandy Kelly, John Lockwood, Patricia Quy,  
Karen Sinclair, Michael Talbot, Michele Thomas, Julie Ward &  
John White

Cllr. Alan Goggin, Essex County Councillor

**APOLOGIES:** Cllr. Mick Catt (Working)

**MINUTES:** Neil Williams

**PUBLIC INVOLVEMENT:** None

#### **OM-20-001 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.

#### **OM-20-002 CONFERENCE CALL CHARGES:**

At the request of the Chairman, the Clerk informed the Council that a number of Councillors had been charged by their respective telephone providers for recent conference calls. The Clerk continued that having contacted the company providing the conference call system, it had been confirmed that guest calls were free of charge, however, where charges were likely to occur was where individuals had certain tariffs, which for example those which allowed free calls up to 60 minutes, with a charge being incurred thereafter. The Clerk stated that he had checked his mobile phone invoice, and that having hosted a number of conference calls in excess of 60 minutes, he had not been charged, due to his contract including unlimited minutes.

The Clerk suggested that the solution to avoid any further costs being incurred by Councillors, was to suspend the conference call just before the hour, so as to allow any Councillors with restrictive tariffs to ring off and reconnect to the call, thereby avoiding any charge for exceeding 60 minutes. All agreed. The Chairman concluded by informing those Councillors who had incurred costs that they would be reimbursed.

#### **OM-20-003 CHANGE OF AGENDA ORDER:**

Having been advised by the Clerk that Cllr. Goggin had a virtual meeting with his Portfolio Holder at 3.15 pm, and would therefore need to leave the conference call, the Chairman requested that Cllr. Goggin be permitted to speak following the receipt of planning correspondence. The Chairman also informed the Council that Cllr. Sinclair would address the Council under further matters with regards to her attendance at the Essex-Wide Bus Shelter Project. All agreed.

## OM-20-004 PLANNING APPLICATIONS:

	APPLICATION & ADDRESS	PROPOSAL
a.	20/00325/FUL Mr Irving Harris Land at the rear of 98 Point Clear Road, St Osyth	Proposed erection of a single storey 2 bedroom dwelling.  No objections.
b.	20/00272/LUPROP Mr Ciaran Nolan TLC Care Homes Ltd Wellwick House 100 Colchester Road, St Osyth	Proposed re-roofing and replacement of roof tiles.  <b><i>For information only – no comment required.</i></b>

## OM-20-005 PLANNING CORRESPONDENCE:

The following correspondence was noted:

- a. Tendring District Council (TDC) weekly Notification of Decisions (Determinations) from 13<sup>th</sup> March 2020 to 3<sup>rd</sup> April 2020.

## OM-20-006 REPORTS FROM REPRESENTATIVES:

- a. **Essex County Council:** Cllr. Goggin gave an overview of the following:
  - i) That the initial findings of Essex Highways was that the condition of the road had played no part in the Fatal Road Collision of 12<sup>th</sup> March 2020, nor had the road been a contributing factor in a recent collision at Ten Penny Hill, which had resulted in the deployment of the Air Ambulance. He continued that a similar survey would have taken place following the recent Fatal Road Collision on the B1027, near Rouses Lane, although he was unaware of the findings at this present time.
  - ii) That following a virtual meeting to discuss the future of Colne Community School & College, it had been confirmed that the school was to expand to cater for a further 300 pupils, which would necessitate the building of an additional 12 classrooms, at a cost of £5m.
  - iii) That during a recent transport meeting, it had been established that the bus companies were running at 5-10% capacity, of which the majority were key workers.
  - iv) That having attended a meeting of the County Councils Community Shield project, it had been established that residents of Essex who fell within the 1.5m vulnerable people, were to receive free food parcels. A conversation ensued during which time several Councillors knew of residents who had tried to stop receipt of the food parcels, but were unable to do so. The Chairman informed Cllr. Goggin that when 2 residents had contacted the District Council, having failed to get a response from the County Council, to stop receipt of the food parcel, they had been advised to donate the parcels to a local foodbank.

Cllr. Goggin suggested that any resident wishing to be removed from the scheme should contact the County Council on 0300 303 9988.

- v) That having been asked by the Clerk as to whether it was common practice for Cllr. Kevin Bentley, Essex County Councils Cabinet Member for Infrastructure to sign off Local Highways Panel (LHP) applications, he [Cllr. Goggin] confirmed that it was not normal practice. Cllr Goggin continued that where members of the LHP were in agreement applications were signed off, but in cases where the application was being, or was likely to be rejected, the report would go to Cllr. Bentley for approval or refusal.
- a) The Clerk reminded all present of the meeting of 7<sup>th</sup> January 2020, at which the Council, Cllr. Goggin, David Gollop, Essex Highways Design Manager and Ben Cook, BMJC Consulting Ltd, had all agreed the preferred options for the improvements to the crossroads, before he [the Clerk] narrated an email of 18<sup>th</sup> February from Tom Eng, Essex Highways, which stated the following:
- I am currently in the process of preparing a Cabinet Member Action (CMA) paper for Cllr Bentley to review in relation to the proposals. I am hoping that this will be returned by the Panel meeting on 19<sup>th</sup> March, then the Panel will be able to make a decision as to whether they wish to fund the design element in the 2020/21 financial year.*
- b) The Chairman reiterated that all present at the meeting of 7<sup>th</sup> January 2020 had been in favour of the improvements to the crossroads. Cllr. Goggin responded that the proposals went against the Officers recommendations, which had included improvements to the signage, lighting and road markings in the vicinity of the crossroads.
- c) Cllr. Goggin subsequently informed the Council that as the original works to improve the safety of the crossroads had been subject to a 12 month assessment, which Cllr. Bentley had reduced to progress the Feasibility Study, it was likely that this was the reason for the report being submitted to Cllr. Bentley.
- d) The Chairman stated that as this was not her understanding of the situation, the matter would require further investigation.
- vi) The Clerk enquired of Cllr. Goggin as to whether the Member-Led Repair Programme was likely to continue in 2020/2021. Cllr. Goggin responded that prior to the outbreak of COVID-19, he would have said yes, but given the additional expense being incurred by the County Council, he thought it now unlikely.

- vii) The Clerk enquired of Cllr. Goggin as to who would be collating the information from the Parish Councils, through which the B1027 passed. Cllr. Goggin responded that the information was being collated by Vicky Presland, Essex Highways Development Manager.
- viii) Cllr. Talbot expressed the concerns of residents following the decision of the County Council to close the civic amenity sites throughout the county. He continued that residents were now wanting to increase the amount of waste being placed out for the fortnightly rubbish collections, which was beyond the capabilities of the District Council. Cllr Talbot concluded by stating that there had been, albeit small, an increase in fly-tipping since the decision to close the civic amenity sites.

Cllr. Goggin responded that residents should retain their rubbish until such time as the sites reopened.

Having no further business for the attention of the Council, Cllr. Goggin logged out of the meeting at 3.07 pm.

#### **OM-20-007 APPROVAL OF MINUTES:**

- a. The Chairman reminded the Council that although the minutes of the Ordinary Meeting of 20<sup>th</sup> February 2020 had been agreed for both accuracy and content by the Council during the conference call of 23<sup>rd</sup> March 2020, they had yet to be signed. The Chairman continued that as measures were now in place, on which the Clerk would brief the Council during the course of the meeting, the minutes would have to be signed retrospectively once the Council met in person.  
**RESOLVED:** That having been previously circulated, the minutes of the Ordinary Meeting of the Council of 20<sup>th</sup> February 2020 be verified for accuracy by the Council and signed retrospectively by the Chairman as a true and accurate record, when the Council next meets in person. The motion was proposed by Cllr. Talbot and seconded by Cllr. Ward. All agreed.
- b. **RESOLVED:** That having been previously circulated, the minutes of the Ordinary Meeting of the Council of 19<sup>th</sup> March 2020 be verified for accuracy by the Council and signed retrospectively by the Chairman as a true and accurate record, when the Council next meets in person. The motion was proposed by Cllr. Ward and seconded by Cllr. French. All agreed.
- c. **RESOLVED:** That having been previously circulated, the notes of the conference call of 23<sup>rd</sup> March 2020 be verified for accuracy by the Council and signed retrospectively by the Chairman as a true and accurate record, when the Council next meets in person. The motion was proposed by Cllr. Talbot and seconded by Cllr. Kelly. All agreed.

Cllr. Talbot subsequently congratulated the Clerk on what he considered to be very good notes of the conference call.

**OM-20-008 SUMMARY OF ACTION:**

- a. OM-19-244 a. The Clerk reminded the Council that Cllr. Sinclair would brief on the meeting of the Essex-Wide Bus Shelter Project under further matters.
- b. OM-19-244 c. The Clerk informed the Council that the Community Warden was awaiting confirmation from Kendall's Facility Management Ltd that they were able to facilitate the repairs to the locks on the bins. The Clerk added that if this was not possible, the Council would have to go to the manufacturer for advice.
- c. OM-19-244 g. The Clerk informed the Council that he had drafted a letter to Brightlingsea Harbour Commissioners (BHC) regarding St Osyth salt marshes, which he would forward to the Chairman for approval.
- d. OM-19-46 a. The Clerk informed the Council that he had drafted a letter to QinetiQ regarding range activity at MOD Shoeburyness, which he would forward to the Chairman for approval.
- e. OM-19-249 b iii. The Clerk reminded the Council that the matter of the County Councils Member-Led Repair Programme had already been discussed during Cllr Goggin's report.
- f. OM-19-249 c. The Clerk informed the Council that a meeting of the Martin's Farm Country Park Working Group had been arranged for later in the month.
- g. OM-19-249 d. The Clerk reminded the Council that the Playground, Youth and Open Spaces Working Party had met via conference call on 7<sup>th</sup> April 2020, and that the notes of the meeting would be reviewed during the course of the meeting.
- h. OM-19-252 b. The Clerk informed the Council that the Community Warden was attempting to obtain quotations for the cladding of the pavilion, however, due to the COVID-19 pandemic, it was taking longer than anticipated.
- i. OM-19-252 c i - iii. The Clerk informed the Council that he had yet to write to the football club to raise a number of concerns regarding the use of the pavilion, but that he would do so in the near future.
- j. OM-19-252 d. The Clerk reminded the Council that the inspection of the pavilion would be arranged once social gathering restrictions were lifted.

**OM-20-009 PUBLIC PARTICIPATION:** None

**OM-20-010 CORRESPONDENCE:** None

**OM-20-011 FINANCE:**

- a. Approval of payments for March 2020, as per the circulated lists were agreed by the Council.

- b. The following balances were noted and agreed:

Current a/c £ 82,196.21  
Deposit £ 53,056.68  
Petty Cash: £12.70

- i) Cllr. Kelly enquired as to the reason for an income box. The Clerk informed the Council that the Responsible Financial Officer (RFO) held a cash float, which was secured in a cash box. This box was not allowed to be used to hold cash received as income, such as when food caddy liners were sold, therefore, the RFO had a second cash box used to secure cash received as income.
- c. The Clerk informed the Council that the RFO had completed the End of Year figures for 2019/2020, and that despite having originally forecast a deficit of £1,350.00, the RFO could now report, subject to audit, a surplus of £3,721.00.

#### **OM-20-012 REPORTS FROM WORKING GROUPS:**

- a. **Blooms in St Osyth:** The Chairman reported that together with Cllr's Blockley and Ward, she had been watering the blooms for the past 3 weeks.
- b. **Highways Working Party:**  
The notes of the meeting of 9<sup>th</sup> April 2020, having been previously circulated, the Chairman reminded the Council that the Working Party had discussed a number of matters, including:
- i) The progression of the Management Plan, by way of improvements to the signage and road markings in the vicinity of Five Stacks care home.
- ii) The recent refusal by the District Council of planning application 20/00035/FUL.
- iii) The recent refusal by the District Council of planning application 18/00958/OUT. The Chairman informed the Council that the Highways Working Party was very disappointed at the District Councils decision to refuse the application for a village car park, which had first been discussed as far back as 2000, when Cllr. White was the Chairman of the Council. Cllr. Grantham continued that the provision of a car park had been revisited in 2015, when a formal request was made to the District Council by Cllr's Talbot and White, in their capacity as District Councillors, and by the Parish Council.
- iv) The Chairman invited members of the Highways Working Party to address the Council in response to the District Councils refusal of the car park.

- a) Cllr. Lockwood stated that he could not understand the decision of the District Council.
- b) Cllr. French stated that together with other members of the Working Party, he had been of the belief that the District Council were in favour of a village car park. This was reiterated by Cllr. Blockley.
- c) The Chairman informed the Council that Mr Peter Bond, the owner of the land on which the houses and car park were proposed, had indicated that he would appeal the decision of the District Council, and that she [Cllr. Grantham] hoped that the Parish Council would support the appeal, in the same way in which it had supported the original applications by Mr Bond.

At 3.20 pm, the meeting was suspended in order to allow Councillors to ring off and reconnect to the conference call. The meeting resumed at 3.21 pm.

- c. **Martin's Farm Country Park:** The Chairman informed the Council that a meeting, via conference call, was scheduled for 28<sup>th</sup> April 2020.
- d. **Playground, Youth & Open Spaces Working Party:** The notes of the meeting of 7<sup>th</sup> April 2020, having been previously circulated, the Chairman invited Councillors to comment.
  - i) At the request of Cllr. Grantham, the Clerk informed the Council of the recent Community Initiatives Fund (CIF) application to ECC via the Essex Association of Local Councils (EALC). The Clerk continued that despite having been advised that applications were to be submitted by the end of the financial year for 2019/2020, when contacting EALC to enquire as to the status of the application, he had been advised that the funds had been allocated by 16<sup>th</sup> March 2020. The Clerk added that at no point had he been informed that the fund was considered on a 'first come, first served' basis. The Clerk concluded by informing the Council that he would be writing to both ECC and EALC with regards to the matter.

#### **OM-20-013 REPORTS FROM REPRESENTATIVES:**

- a. **Essex Police:** No report given, as Essex Police focusing on COVID 19.
- b. **Footpaths:** Cllr. Quy informed the Council that she had obtained a copy of the Definitive Maps from Sarah Potter, ECC Public Rights of Way (PRoW) officer, which highlighted the footpaths, in addition to providing information as to each footpath, such as start point, direction and end point.
- c. **Benches & Litter Bins:** No report given.

- d. **Planters:** The Chairman informed the Council that she would be liaising with Deans Garden Centre with regards to hanging baskets.
- e. **Tree Warden:** Nothing to report.
- f. **Tendring District Association of Local Councils (TDALC):**  
Cllr. Talbot gave the following report:

There have been no meetings of TDALC since our last meeting on 23<sup>rd</sup> March 2020.

There have been no quorate meetings of the Essex Association of Local Councils, but several changes to the constitution are to be put to the AGM to cover emergency situations, such as that currently being experienced. The inquorate meeting, as an emergency measure, did provisionally make some necessary changes, enough to keep the Association running, one of which was to ask Joy Darby to stay on beyond her planned retirement date, to assist her replacement as Chief Executive, Charlene Slade, during the crisis situation being faced by the whole country.

g. **District Councillor's Report:**

- i) Cllr. Talbot gave the following report:

As we reported at the last telephone conference call, the effect of the Governments advice, has led to the cancellation or deferment of almost all District Council Meetings.

- a) Yesterday we held the first 'virtual' Cabinet meeting Skype at 2.30 pm. A number of items were discussed, or should I say reported on, and the interesting bits I will report on today to our meeting.
- b) A new telephone help line has been set up on 01255 607700 from 9 am to 4 pm. In its first week it received 225 calls of which 60 were for food.
- c) In Tendring there are 196 Care Homes which are the residence of 2,500 people.
- d) A new restructuring of the office core, including the appointment of new Corporate Directors has now been published to members.
- e) Two committees of the Council MUST continue to function, but 'virtual' meetings have been approved by the Government. These are the Planning Committee and the Licensing Committee, and 'virtual' meetings for these are being planned to conduct their business which is time sensitive.



- f) Catherine Bicknell the present Head of Planning is leaving Tendring for pastures new.
- g) Both Clacton and Harwich Hospitals are now being used to take Coronavirus patients as an overflow from Colchester Hospital.
- h) 28 members of Tendring's Staff are in self-isolation currently, and on-line exercises are being sent to staff by members of the Leisure Centre staff.
- i) A special finance team was set up to distribute Government money to 'Small Businesses'. It is of note that in less than two weeks they passed on £12 million to help that sector of local business.

There was much else spoken of today, but I think the above are the most likely to interest Council members.

- ii) Cllr. Kelly enquired as to when Catherine Bicknell was leaving her appointment as Head of Planning. Cllr. White responded that she would be leaving at the end of April, and that Graham Nourse would assume the position of Acting Head of Planning, for a period of approximately 6 months. Cllr. White continued that the District Councils Planning Department would be split into two separate entities; one, headed by Gary Guiver, would be dealing with the Local Plan, the second, headed initially by Graham Nourse, would be responsible for planning applications.
- iii) Cllr. White subsequently gave the following report:
  - a) That the District Councils Planning Committee had met on 25<sup>th</sup> March 2020, during which time two applications had been deferred, due to the Councils requirement that Committee Members must have attended a site visit prior to making any decision with regards to planning applications.
  - b) That three meetings were to be held during May 2020, so as to catch up on the number of outstanding applications. This, Cllr. White reported was necessary to prevent applicants having the ability to submit an appeal to the Planning Inspectorate on the grounds of Non-Determination.
  - c) That together with Cllr. Talbot, he [ Cllr. White] had written to the village organisations, informing them of the possibility of funding, should they be involved with assisting the community during the Coronavirus pandemic. He continued that to date there had been no requests for funding. Cllr. Grantham enquired as to whether the Parish Council would be eligible to apply for funding to offset the cost of fuel contributions, should they be requested by the delivery volunteers. Cllr White stated that he would look into this.

- h. **Website:** Cllr. Lockwood informed the Council that he had carried out a lot of work on the website in the past 3 weeks, creating new menu headers, in addition to providing information on companies offering delivery services.

He continued that having contacted the Headteacher of the Primary School, Mark Carter-Tufnell, he [Cllr. Lockwood] had included a link to the schools you-tube page on the Councils website, as well as a number of local facebook pages.

Cllr. Grantham thanked Cllr. Lockwood for his work, adding that it was good to see a link between the Council and the school.

- i. **Community Speed Watch:** No report given as no activity allowed.

**OM-20-014 REPORTS FROM NOMINATED REPRESENTATIVES & TRUSTEES:**

- a. **St Osyth Almshouse Charity:** Cllr. Sinclair gave the following report:

Councillor White conducted a survey of all the tenants of the Almshouses to ensure that they were able to get shopping and prescriptions and they were being supported by their families.

One tenant has given us cause for concern as he has family but they do not support him. He has been visited at home and arrangements have been made through Essex Coronavirus Action Support Group to deliver emergency food supplies to the tenant. This service is provided by Essex Welfare Service. They will deliver today and then see what other support that they are able to provide.

The roof replacement will now be on hold until further notice.

- b. **St Osyth Playing Field Charity:** Nothing to report.
- c. **Point Clear Community Association:** No meetings until further notice.
- d. **Village Hall Management Committee:** No meetings until further notice.
- e. **St Osyth Priory & Parish Trust:** No meetings until further notice.

**OM-20-015 DISSEMINATION OF INFORMATION ON THE HOLDING OF MEETINGS:**

At the request of the Chairman, the Clerk informed the Council of the recent changes in legislation to allow Local Authorities, including Parish Councils, to continue to function during the Coronavirus pandemic, by way of the

The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police & Crime Panel Meetings)(England & Wales) Regulations 2020.

The Clerk continued by informing the Council of the key points of the new regulations, issued by the National Association of Local Councils (NALC) on 3<sup>rd</sup> April 2020, which included:

- a. Regulation 2: Enables all Local Authority meetings before 7<sup>th</sup> May 2021, to be held remotely and removes the requirement for the Annual Meeting this year.
- b. Regulation 3: In the view of NALC, the current Government guidance means that Parish Meetings should not take place in person, including the Annual Meeting of the electors (Annual Parish Meeting).
- c. Regulation 4: Provides that where an appointment would otherwise be made or is required to be made at an Annual Meeting of a Local Authority, the appointment continues until the next Annual Meeting of the authority or until such time as that authority may determine (Regulation 4 (2)). This would apply to the election of the Chairman, the first business at the Annual General Meeting, therefore the Chairman will remain in place until an Annual General Meeting is held, unless the Council decide to elect a replacement earlier.
- d. Regulation 5: Permits the holding of remote meetings, without the need for those in attendance to be in the same place.
- e. Regulation 5 (6): Enables Councils to make standing orders to specify:
  - i) how voting will be carried out:
  - ii) how Members and the public can access documents; and
  - iii) how remote access of the press and public by electronic means will take place.

Councils should make these decisions based on their own needs and capacity. Local factors such as broadband strength may also determine what methods they use.
- f. Regulation 6: Confirms that being present at a Council meeting includes being present through remote attendance. The Regulation also disapplies paragraph 7 of Schedule 12 to the 1972 Act. This means there is no requirement for a Parish Council to hold its Annual General Meeting.

The Clerk concluded by informing the Council that he would forward a copy of the NALC guidance concerning the 2020 Regulations to Councillors.

**OM-20-016 CANCELLATION OF THE ANNUAL GENERAL MEETING:**

The Clerk reminded the Council that in accordance with Regulation 2 of The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police & Crime Panel Meetings)(England & Wales) Regulations 2020, there was now no requirement to hold the Annual General Meeting this year, which would see Cllr. Grantham remain as Chairman until May 2021, or earlier, should further advice be issued by the Government.

**OM-20-017 CANCELLATION OF THE ANNUAL PARISH MEETING:**

The Clerk reminded the Council that in accordance with Regulation 3 of The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police & Crime Panel Meetings)(England & Wales) Regulations 2020, the view of NALC, was that the current Government guidance meant that Parish Meetings should not take place in person, including the Annual Meeting of the electors (Annual Parish Meeting). Therefore, there would be no Annual Parish Meeting in 2020, unless further advice was issued by the Government.

**OM-20-018 ASSISTANCE TO THE COMMUNITY:**

The Chairman informed the Council of the initiative whereby volunteers were delivering groceries and medication to elderly and vulnerable residents. The Chairman explained that Julia Smith was responsible for the allocation of prescription deliveries by the volunteers, and that Cllr's Thomas and Blockley were responsible for receiving the requests for groceries and medication respectively.

- a. At the request of the Chairman, Cllr. Thomas gave an overview of grocery deliveries, which included:
  - i) That at 2 pm each weekday, she rang the Premier Store to receive the list of orders requested between 10 am and 12 pm. Details of orders placed with NISA were emailed to Cllr. Thomas by Dollar Patel.
  - ii) Once in possession of the relevant orders, she [Cllr. Thomas] rang the two primary volunteers, who would deliver to addresses in St Osyth and Point Clear, including Flag Hill and St John's Road.
  - iii) That to date, 307 deliveries of 767 bags/ boxes had been made to 133 residents. This equated to 2½ bags per household, and that the highest number of deliveries in a single day had been 25, this had necessitated the use of the two volunteers in addition to the nominate reserve.
  - iv) That the initiative was a victim of its own success, however, none of the volunteers had complained or had any problems with the task in hand.

Cllr Talbot thanked Cllr. Thomas for an uplifting and magnificent report.

- b. At the request of the Chairman, Cllr. Blockley gave an overview of prescription deliveries, which included:
  - i) That four volunteers operated a rota of manning the Council Office telephones between 9 am and 10 am day each weekday.
  - ii) That despite some teething problems, the system was working well. She [Cllr. Blockley] continued that residents rang in, giving their details to the volunteers. Once collated this information was forwarded to Boots, with the prescriptions being collected later that day by the delivery volunteers.

Cllr. White informed the Council that having spoken to a senior representative of Boots, it had been established that Boots were very pleased with how the prescriptions were being dealt with, which was a credit to St Osyth.

- iii) That the Clerk maintained a 'live' spreadsheet of those who had requested and received their respective prescriptions. The Clerk subsequently gave an overview of the spreadsheet and how information was forwarded to both Boots and Julia Smith.

Cllr. Kelly informed the Clerk that a resident of Point Clear Bay had attempted to ring the Parish Office but had not been able to get through.

The Clerk stated that between 9 am and 10am each weekday, the telephones were manned by the volunteers, thereafter, he answered all calls, diverted to his mobile phone. Anyone contacting the Clerk with regards to a prescription was advised to ring back the following day between 9am and 10 am.

Cllr. Sinclair informed Cllr. Kelly that between 9 am and 9.15 am that morning, together with Cllr. Ward, she had answered 14 calls, which had seen the phone in constant use. Thereafter, the frequency of calls varied, so anyone trying to contact the office would have been able to do so.

- c. The Chairman informed the Council that to ensure residents were in receipt of their medication, or to resolve any issues, they [the residents] were being contacted the day following the receipt of their prescriptions by Lynda McClure, who then forwarded details to both the Clerk and the Chairman.
- d. The Chairman informed the Council that a donation of £500 had been received from a resident, who wished to help, but physically was unable to do so. The Chairman continued that this donation would cover the cost of the ID cards for the delivery volunteers and the additional cover for the Parish Magazine, £270 and £80 respectively. The Chairman added that Entrac had only charged for the orange paper, not the printing costs.

At 4.15 pm, the meeting was suspended in order to allow Councillors to ring off and reconnect to the conference call. The meeting resumed at 4.16 pm.

- e. Cllr. White informed the Council that he would ascertain whether any costs incurred as part of the delivery scheme could be covered by the District Councils funding in respect of the Coronavirus pandemic. Cllr. White continued that he would prepare a report for the District Council, which would explain that all deliveries were in the largest Parish in the District and that funds should be available to the Parish Council to forward onto the delivery volunteers.

The Clerk reminded the Council that as the majority of the Parish organisations were run by residents who were themselves classed as being elderly or vulnerable, it could be argued that the Parish Council, together with the Church, was acting on behalf of the organisations, in that they were ensuring residents who were in need of groceries or medication were able to receive them.

- f. The Chairman concluded by informing the Council that those Councillors involved with the scheme were doing the Council proud.

**OM-20-019 STAFF WORKING ARRANGEMENTS:**

The Clerk informed the Council that all members of staff had access to their respective emails at home, and that the Council's telephone was diverted to his [the Clerks] mobile phone. He added that staff also had access to the necessary files to enable them to continue to work from home. The Clerk concluded by informing the Council that he was in the office each weekday morning to collate prescription requests and that the RFO was working in the office on weekday afternoons, as he required access to paper files. This notwithstanding, there was no need for any member of staff to visit, however, if they did, they were observing social distancing, as well as disinfecting their respective work areas.

**OM-20-020 FURTHER MATTERS:**

- a. Having been agreed at the beginning of the meeting, Cllr. Sinclair gave the following report in respect of the Essex-Wide Bus Shelter Project:
  - i) I attended the meeting of the Essex Wide Bus Shelter Project on the 6<sup>th</sup> March 2020. The meeting took place at Colchester Town Hall. There were various officers from Essex County Council, Colchester Borough Council and Tendring District Council. Representatives from the three main bus providers were also present.

There was a discussion on Government funding of £220m for transport as extra money. Out of this funding is £20m which has been allocated to bus services. This means that for Essex there is £960,000. However, there was confusion over an email that should have been sent to all interested parties such as Parish Councils asking for their views on how best to spend this money. It was apparent that nobody had received this email. It has been left to Essex County Council to prioritise 6 options about local services and to place their bid for this extra pot of money. The bid had to be submitted by the 13<sup>th</sup> March so it was considered impossible to receive comments from all the various interested parties.

The bus providers then highlighted changes to the timetables which would come into effect at the end of March. Hedingham Buses explained that they have taken over the contract from the previous provider and were keen to leave the services as they are for the immediate future.

Hedingham Buses were the only provider to come in for particular praise and they said that they are very keen to listen to comments about the service they provide especially if any changes may be needed. Tendring Community Bus Service are now running a community bus to Clacton return. Concern was raised about patients that now have to travel to Ipswich Hospital from Colchester Hospital and the lack of integrated transport.

The Essex Bus Shelter Project was focused on raising revenue from advertisers in order to ring-fence this income to support and maintain the bus infrastructure network. This increase in advertising could include Parish Councils across the county who own 28% of bus shelters. Parish Councils were asked to check that any bus shelters on the highway that were owned by them had a consent to 'install and retain' certificate. If not then Parish Councils have to make an application and this has to be completed by the end of August 2020.

- ii) Cllr. Grantham enquired as to the requirement for the 'install and retain' certificate, as all of the Parish Council owned bus shelters were on the public highway. The Clerk was subsequently requested to ascertain whether there was a need for the Council to obtain a certificate.
- b. Cllr. French informed the Council that some village residents were among the 1.5 million UK residents to have received the Government letter regarding isolation. He continued that some of these residents were concerned about the increased prices in the village shops and the difficulty in getting delivery slots from the supermarkets.

The Clerk informed the Council that having spoken with the owners of the village shops involved with the delivery scheme, it had been established that they were doing their best to avoid any increase in the cost of goods. The only exception was where their respective suppliers were increasing their prices, which would have to be passed onto the consumer. The Clerk gave an example in which an item from the wholesaler usually cost £15.00 but had now increased to £20.00 or £25.00. In this case the owners of the shops would have to pass on the increase in cost.

- c. Cllr. White informed the Council that the recent Fatal Traffic Collision near Rouses Lane, highlighted the concerns of the Parish Council with regards to the increase in traffic and speed along the B1027.
- d. Cllr. Lockwood informed the Council that he was aware of anonymous pictures showing the work on a property at Dairy Farm Meadow, for which there was no planning permission. He continued that the 3 acre site had been covered in hardcore material and that there were concerns that the drainage was directly into the ditch opposite. The Chairman responded that the District Councils Enforcement Team Leader had been informed.

- e. Cllr. Kelly informed the Clerk that the timetable on the bus shelter outside of the National Association of Caravan Owners (NACO) was incorrect. The Clerk was requested to liaise with Essex County Council.

There being no further business the meeting was closed at 4.45 pm.

The date of the next meeting was set for 2.30 pm on Thursday 21<sup>st</sup> May 2020.

<b>Summary of 'Action Required' from the Minutes of the Ordinary Meeting held on Thursday 16<sup>th</sup> April 2020</b>		
OM-20-006 a v d	Local Highways Panel Application	Clk to liaise with ECC
OM-20-008 b	Repair of Bin Doors	C/W to action
OM-20-008 c & d	Correspondence to Brightlingsea Harbour Commissioners and QinetiQ	Clk to forward to Chairman
OM-20-008 i	Use of Pavilion by Football Club	Clk to write to St Osyth FC
OM-20-015	Dissemination of Information (Meetings)	Clk to fwd to Cllr's
OM-20-020 a ii	Install & Retain Certificate	Clk to liaise with ECC
OM-20-020 e	Bus Timetable	Clk to liaise with ECC

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