



# ST OSYTH PARISH COUNCIL



## Minutes of the Ordinary Meeting of the Council held via Zoom on Thursday 18<sup>th</sup> June 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

Martin Walsh (Responsible Financial Officer)

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

Cllr. Alan Goggin, Essex County Councillor

**MINUTES:** Neil Williams

**PUBLIC PRESENT:** None

### OM-20-040 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-20-041 ADDITIONAL AGENDA ITEM:

The Chairman requested that the timings of Council meetings be discussed under further matters. All agreed.

### OM-20-042 CONDOLENCES:

The Chairman requested the Clerk formally minute that the condolences of the Parish Council be extended to the Community Warden, Ken Belcher and his family, following the passing of his Mother. All agreed.

### OM-20-043 PLANNING APPLICATIONS:

	APPLICATION & ADDRESS	PROPOSAL
a.	20/00381/FUL R.A., T.R., D.R. & A.I. Sargeant Land adjacent to Howlands Marsh Nature Reserve Mill Street St Osyth	Creation of 5 parking spaces for visitors to the Howlands Marsh nature reserve.  Whilst the Parish Council has no objections to this application, members of the Council would question whether the number of proposed car parking spaces is sufficient?
b.	20/00517/FUL K Gill Wensley Stud Rectory Road St Osyth	Proposed alteration to approved planning (19/00045/FUL) to allow for home office space above.  The Parish Council would reaffirm its objection of 26 <sup>th</sup> February 2019, in that the size and design of the approved property were deemed to be of little benefit to the countryside setting.

		<p>The amended alterations, as submitted, do nothing to enhance the appearance of the building, nor is there a justified need for such a building.</p> <p>If the District Council is minded to approve this application, the Parish Council would request that a condition of approval be that the 'home office' can only be used for its intended purpose, so as to avoid this building becoming yet another dwelling in the countryside.</p>
c.	<p>20/00573/OUT Mr &amp; Mrs Mockford 9 Dumont Avenue, St Osyth</p>	<p>Proposed demolition of existing dwelling and erection of 9 dwellings.</p> <p>Very strong objections on the basis that a considerable part of the proposed site lies outside of any Settlement Development Boundary as defined within both the adopted Tendring District Local Plan (2007) and the emerging Tendring District Local Plan 2013-2033 and Beyond Publication Draft (2017).</p> <p>Emerging Policy SPL2 defines settlement boundaries and states that development outside of those boundaries will be considered in relation to the settlement hierarchy and any other relevant policies within the plan. Given the size of the proposed housing development in relation to the scale of housing anticipated in St Osyth, it is considered that this element of the proposal conflicts with Policy SPL2.</p> <p>Concerns have been raised in respect of the total number of new dwellings that have already gained planning permission on sites around St Osyth in recent years, and which have either been built out or remain extant, together with the cumulative impact that any additional homes and population over and above this could have on local services, traffic, other infrastructure and the character of the village</p> <p>The 9 proposed dwellings proposed represent a gross overdevelopment of a site which would also see the felling of an established ash tree, which adds significantly to the street scene. This purely residential scheme has no exceptional economic, social or environmental benefits over and above any other scheme with planning permission. It is considered that this is an unnecessary and unwanted development that is contrary to the development plan and would exacerbate the disproportionate level of housing growth either built or subject to extant permissions in St Osyth over recent years.</p>

d.	20/00580/FUL Environment Agency Seawick Sea Defences Beach Approach, St Osyth	Construction of two separate rock revetments to improve the sea defences.  No objections.
e.	20/00613/FUL Mr R.A., T.R., D.R., A.I. Sargeant St Osyth Priory The Bury, St Osyth	Conversion of the West Barn from one dwelling to 1 x two bedroom house, 1 x one bedroom flat and 1 x two bedroom flat.  No objections.
f.	20/00624/TCA Mrs Lloyd c/o Absolute Tree Services 63 Clacton Road, St Osyth	1 No. Blue Atlas Cedar - Reduce by 40%.  Approved by TDC on 15 <sup>th</sup> June 2020.
g.	20/00631/FUL Mr Sharpe Rosewood, 6 Dumont Avenue St Osyth	Proposed outbuilding to create annexe.  Objections on the basis that this application seeks to create an 'annexe' which is for all intents and purposes a separate dwelling away from the existing property.  It is the opinion of the Parish Council that this application could be deemed an attempt at 'backland' development, in that it is in the back gardens of an existing dwelling, would be located behind the line of existing frontage, would have no access to existing public highway and could constitute piecemeal development in that it does not form part of a large area allocated for development.
h.	20/00634/TPO Hannah Kavanagh 211 Point Clear Road St Osyth	1 x Oak - Crown reduce height & spread by approximately 3 - 3.5m. Crown lift to 4.5m.  Approved by TDC on 15 <sup>th</sup> June 2020
i.	20/00692/TPO Mr L Smith 98A Colchester Road St Osyth	Crown lift and thin.  The Parish Council refers this application to the TDC Tree & Landscape Officer.

#### OM-20-044 PLANNING CORRESPONDENCE:

The following correspondence was noted:

- a. Tendring District Council (TDC) weekly Notification of Decisions (Determinations) from 15<sup>th</sup> May 2020 to 5<sup>th</sup> June 2020.
- b. Correspondence from TDC regarding Planning Application 19/01946/OUT, land to the south of Clacton Road and east of Rochford Road.

The Clerk informed the Council that the applicants had requested an extension of time until 7<sup>th</sup> July 2020, owing to a number of outstanding issues.

- c. Correspondence from TDC in respect of the public consultation for the naming of a street on the new development at 820 St John's Road.

At 3.26 pm, the meeting was suspended in order to allow Cllr. Ward to ring off and reconnect to the meeting. As Cllr. Ward was unable to reconnect to the meeting, Cllr. Sinclair invited Cllr. Ward to join her in her home, so that Cllr. Ward could continue to take part in the meeting. The Clerk relayed this message to Cllr. Ward who accepted the invite from Cllr. Sinclair, and having joined the latter (ensuring social distancing guidelines were adhered to), the meeting resumed at 3.31 pm.

**OM-20-045 APPROVAL OF MINUTES:**

**RESOLVED:** That having been previously circulated, the minutes of the Ordinary Meeting (via conference call) of 21<sup>st</sup> May 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. Sinclair and seconded by Cllr. Quay. All agreed.

**OM-20-046 SUMMARY OF ACTION:**

- a. OM-20-032 b ii. The Clerk informed that Council that Highway Design Guidance defined a 'ghosted turn' as an at-grade junction, usually a 'T' or staggered junction, within which an area was marked on the carriageway, shaped and located so as to direct traffic movement.
- b. OM-20-032 b iii. The Clerk informed the Council that the response from Essex County Council in respect of planning applications along St John's Road, had been reviewed by the Highways Working Party, and that he would be writing to Essex Highways on behalf of the Parish Council, as requested by the Highways Working Party.
- c. OM-20-032 b v b. The Clerk informed the Council that the Highways Working Party had discussed the response from Cllr. Kevin Bentley, Essex County Council Cabinet Member for Infrastructure, in respect of the Member-Led Repair Programme, and that the focus of the scheme would now be the repair of carriageways.
- d. OM-20-032 d i d. The Clerk informed the Council that the Community Warden had arranged for the repairs to items of play equipment at Cowley Park, which were to be carried out later in the month.
- e. OM-20-037. The Clerk informed the Council that he had written to QinetiQ regarding the visit of two representatives of the Parish Council to MOD Shoeburyness, once social distancing restrictions were lifted.
- f. OM-20-039 j. The Clerk informed the Council that he had received confirmation from Essex Highways regarding the reinstatement of several road signs near the junction of Colchester Road and the B1027. Cllr. Lockwood informed the Council that the 30-mph sign had already been reinstated.
- g. OM-20-039 k. The Clerk reminded the Council that the subject of bonfires would be discussed during the meeting.
- h. OM-20-039 l. The Clerk reminded the Council that the subject of mobile food vendors would be discussed during the meeting.

**OM-20-047 PUBLIC PARTICIPATION:** None

**OM-20-048 CORRESPONDENCE:**

The following correspondence was noted:

- a. Correspondence from a resident re cycling infrastructure within the Parish.

The Chairman reminded the Council that when this matter had been raised in 2017, it had been ascertained that the County Council would not give permission to use existing Public Rights of Way (PRoW) as cycle paths, as there was 'no public right to do so'. The Chairman continued that whilst permissive access could be granted by individual landowners, when previously asked, all had rejected the idea of a permissive cycle path, as they [the landowners] would be responsible for the upkeep of any path, and would be putting themselves in a potentially libellous position.

- b. Correspondence from a resident of St John's Road regarding the nuisance caused by smoke. The Clerk reminded the Council that this would be discussed during the meeting.
- c. Correspondence from resident requesting permission to carry out metal detecting on Council owned land.

Following a lengthy discussion as to whether such an activity should be permitted, the Council voted against the request, by a margin of 8 objecting, 2 in favour and 2 abstaining.

The Clerk was requested to notify the resident of the Councils decision.

**OM-20-049 FINANCE:**

- a. Approval of payments for May 2020, as per the circulated lists were agreed by the Council.
- b. The following balances were noted and agreed:  

Current a/c	£ 128,161.44
Deposit	£ 53,188.96
- c. Having been previously circulated, the draft Minutes of the Finance Committee meeting of 27<sup>th</sup> May 2020, were noted. The Chairman invited comments from the Council. None were forthcoming.

At the request of the Chairman the RFO gave an overview of the financial position of the Council following the Independent Internal Audit on 20<sup>th</sup> May 2020. The RFO continued the Council had ended the Financial Year 2019/2020, with a trading surplus of £3,270.00, against a budgeted deficit of £1,350.00, which was primarily due a reduced number of grass cuts during 2019/2020.

Cllr. White enquired as to the difference between the total assets of £137,216.00 as listed on the Balance Sheet as at 31<sup>st</sup> March 2020, against the total assets of £135,265.59 as listed on the Supporting Reserve Reconciliation as at 31<sup>st</sup> March 2020.

Cllr. Sinclair noted that the difference was due to the Balance Sheet including debtors of £1,950.61, whereas the Supporting Reserve Reconciliation did not. This was confirmed by the RFO.

Having informed the Council as to the composition of the Councils reserves, the RFO explained that the Annual Governance & Accountability Return would have to be signed by the Chairman, himself and the Clerk, the latter having to insert minute references.

d. **Internal Audit:**

The following documentation as directed by the Internal Auditor, on 20<sup>th</sup> May 2020 was received:

- i) Internal Audit Report for 2019/2020 - 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 2019/2020, agree the Scope of Internal Audit and approve the Audit Plan. The motion was proposed by Cllr. Thomas and seconded by Cllr. Ward. All agreed

e. **End of Year Results:**

Having been previously circulated, the Council agreed the end of year figures as inspected during the Independent Internal Audit of 20<sup>th</sup> May 2020, in preparation for submission of the report to the Audit Commission:

- i) Accounting statements & Annual Governance Statement
- ii) Balance Sheet for Year Ending 31<sup>st</sup> March 2020
- iii) Supporting Reserves Reconciliation as at 31<sup>st</sup> March 2020
- iv) Trial Balance for Current Year
- v) Bank Reconciliation Statement as at 31<sup>st</sup> March 2020
- vi) Income & Expenditure Account for Year Ending 31<sup>st</sup> March 2020
  
- vii) **RESOLVED:** That the Council accept and agree the End of Year results as listed. The motion was proposed by Cllr. Talbot and seconded by Cllr. Ward. All agreed.

f. **Annual Governance & Accountability Return:**

- i) **RESOLVED:** That the Council approve the Annual Governance Statement for 2019/2020, and that in light of current Government guidance with regards to social distancing, both the Chairman and Clerk sign the Annual Governance Statement for the Year Ending 31<sup>st</sup> March 2020 retrospectively and independently of each other. The motion was proposed by Cllr. Sinclair and seconded by Cllr. Cooper. All agreed.
  
- ii) **RESOLVED:** That the Council approve the Accounting Statements for 2019/2020, and that in light of current Government guidance with regards to social distancing, both the Chairman and RFO sign the Accounting Statements for the Year Ending 31<sup>st</sup> March 2020, retrospectively and independently of each other. The motion was proposed by Cllr. Blockley and seconded by Cllr. French. All agreed.

The Chairman requested that the appreciation of the Council be recorded for the efforts of the RFO in his preparation for the Independent Internal Audit.

**OM-20-050 APPOINTMENT OF RESPONSIBLE FINANCIAL OFFICER AND INDEPENDENT INTERNAL AUDITOR:**

The Clerk informed the Council that whilst The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 had removed the requirement for Councils to hold an Annual Meeting in 2020, he [the Clerk] still believed that the Council had a statutory requirement to appoint a Responsible Financial Officer and Independent Internal Auditor.

**RESOLVED:** That Mr Martin Walsh be appointed as the Responsible Financial Officer and that Heather Heelis, Heelis & Lodge, be appointed as the Independent Internal Auditor. The motion was proposed by Cllr. Kelly and seconded by Cllr. Lockwood. All agreed.

**OM-20-051 APPROVAL OF STANDING ORDERS:**

**RESOLVED:** Having been previously circulated, it was proposed by Cllr. Quy and seconded by Cllr. Kelly, that Standing Orders, as reviewed and recommended by the Finance Committee on 27<sup>th</sup> May 2020, be approved. All agreed

**OM-20-052 APPROVAL OF FINANCIAL REGULATIONS:**

**RESOLVED:** Having been previously circulated, it was proposed by Cllr. Cooper and seconded by Cllr. Sinclair, that Financial Regulations, as reviewed and recommended by the Finance Committee on 27<sup>th</sup> May 2020, be approved. All agreed.

**OM-20-053 APPROVAL OF FINANCIAL RISK ASSESSMENT:**

**RESOLVED:** Having been previously circulated, it was proposed by Cllr. Blockley and seconded by Cllr. French, that the Financial Risk Assessment, as reviewed and recommended by the Finance Committee on 27<sup>th</sup> May 2020, be approved. All agreed. It was agreed that the Financial Risk Assessment be signed retrospectively by the Chairman when the Council next meets in person.

The Chairman expressed the gratitude of the Council to the RFO and Clerk for their work and preparation for the Internal Audit.

The RFO departed the meeting at 4.00 pm.

**OM-20-054 REPORTS FROM COMMITTEES:**

- a. **Cemetery Committee:** The Minutes of the meeting of 27<sup>th</sup> May 2020, having been previously circulated, the Chairman invited Councillors to comment or ask questions of Cllr's Thomas and Sinclair, in their capacities as incumbent and designated Chair of the Cemetery Committee respectively. None were forthcoming.

**OM-20-055 REPORTS FROM WORKING GROUPS:**

- a. **Blooms in St Osyth:** The Chairman reported that the summer blooms had all been planted and that the hanging baskets were now up.
- b. **Highways Working Party:** The notes of the meeting of 2<sup>nd</sup> June 2020, having been previously circulated, the Chairman invited questions from those present. None were forthcoming.

- c. **Martin's Farm Country Park:** The notes of the meeting of 9<sup>th</sup> June 2020, having been previously circulated, the Chairman invited questions from those present. None were forthcoming.
- d. **Playground, Youth & Open Spaces Working Party:**
- i) The notes of the meeting of 26<sup>th</sup> May 2020, having been previously circulated, the Chairman invited Councillors to comment or ask questions of Cllr. Ward, in her capacity as Chair of the Working Party. None were forthcoming.
  - ii) The Clerk gave an overview of the planned repairs to both the aerial runway and basket swing at Cowley Park., during which the following was noted:
    - a) That the repair of the decking of the aerial runway was scheduled for 24<sup>th</sup> June 2020.
    - b) That the company which would be installing the safety surfacing underneath the aerial runway, was hoping to do so in July or early August. The Clerk stated that once the surfacing was laid, the seat could be reattached, and the runway brought back into use.
    - c) That the Dutch manufacturer of the universal joint used on the basket swing was sending a replacement unit, despite the warranty having expired. The Clerk continued that once PlayQuip had received the part, they would arrange to fit it.
  - iii) The Chairman informed the Council that having contacted the Essex Association of Local Councils (EALC) with regard to the submission of an emergency application for funding for the basket swing at Priory Meadow, via the Community Initiatives Fund (CIF) to the County Council, the Clerk had been advised that were the Parish Council to apply for an emergency grant, it would preclude the Council for applying for any further funding from CIF, for Priory Meadow, for the 3 years.
    - a) At the request of the Chairman, the Clerk explained that CIF guidelines meant that only 1 application for a specific site could be submitted in a 3 year period, which meant that were the Council to proceed with the application for emergency funding of £5,000.00, not only would the Council have to prove that the grant was considered an emergency, but that as previously stated by the Chairman, the Council would not be able to make any further application for 3 years. He continued that as opposed to the emergency application, a full application for funding by way of CIF, could if successful, result in a grant of £10,000.00.
    - b) The Clerk informed the Council that having informed both the Chairman and Cllr. Ward of the difference in funding available, the two Councillors had agreed that it would be sensible for the Parish Council to forego the application for emergency funding and instead resubmit a full application for funding of £10,000.00, the Parish Council to pay the balance of the money for the basket swing.



- c) Cllr. Ward recommended that the Parish Council submit an application to CIF for £10,000.00 All agreed.

#### **OM-20-056 REPORTS FROM REPRESENTATIVES:**

- a. **Essex County Council:** In the absence of Cllr. Goggin, the content of his report, which the Clerk had forwarded to all Councillors was noted.
- b. **Essex Police:** No report given.
- c. **Footpaths:** Cllr. Quay informed the Council that the Chairman had received a bespoke map from the Women's Institute (WI), detailing the footpaths circling the village, which highlighted points of interest along the walk. Cllr. Quay continued that she would liaise with Sarah Potter, Essex County Council Public Rights of Way (PRoW) Officer, as to how a similar style map could be reproduced.
- d. **Benches & Litter Bins:** No report given.
- e. **Planters:** Nothing to report.
- f. **Tree Warden:** Nothing to report.
- g. **Tendring District Association of Local Councils (TDALC):**  
Cllr. Talbot gave the following report:

There have been no meetings of the Tendring District Association of Local Councils (TDALC) at all since lockdown and no attempt made to hold any alternative style of meeting. It is not a decision-making meeting, except for the AGM, so I guess meetings are not necessary.

Yesterday, I attended a Microsoft Teams meeting set up by the Essex Association of Local Councils. As I reported to the last meeting, they have arranged several separate groups to meet and the one I attend is for Towns and Parishes in Colchester and Tendring. The meeting started at 11 am and finished at 12.14 pm.

In my report from St Osyth, I spoke of the success of a Zoom meeting for the Finance Committee and that we now planned for the full Parish Council meeting to be held using Zoom. I spoke of agendas being circulated as usual for the meeting and with the Clerk able to call up the District's planning application plans and maps, taking members through them.

I reported that with the progress with shops now being able to open, we were effectively closing the brilliant support system organised by the Parish Church and Parish Council, to collect and deliver prescriptions and to collect and deliver pre-paid food supplies to locked down households. This has been organised by a small team led by our Chairman and including some Parish Councillors. I said the emergency has thrown up the 'Milk of Human Kindness', existing within the population that emerges to help others in need.

- h. **District Councillor's Report:**
- i) Cllr. Talbot gave the following report:

It was reported at the last meeting, that the effect of the Governments advice, had led to the cancellation or deferment of almost all District Council Meetings. This continues today.

There have been no further meetings that have concerned me and the Public Cabinet meeting that was scheduled on Skype for tomorrow has been cancelled.

For me, meetings seem to have been replaced with correspondence on issues from District residents in quantities which are difficult to handle, and I am often still writing replies into the early hours.

For John, his Planning Meetings are videoed and available on the TDC Web Site at <https://www.tendringdc.gov.uk/livemeetings> which I have no doubt he will speak about.

- ii) Cllr. White gave the following report:
  - a) That the backlog of planning applications for consideration by the District Councils Planning Committee meant that there was a possibility that 2 meetings would have to be held each month to clear the backlog.
  - b) That as the Chairman of the District Councils Planning Committee, he found virtual meetings difficult due to the system used by the District Council only allowing 4 people to appear onscreen at a time. This, he continued, was especially difficult given the number of people attending the virtual meetings, which included Committee Members, Planning Officers as well as members of the public.
  - c) That meetings of the Local Plan Committee and Planning Committee had lasted for 4¾ hours and 3 hours respectively.
  - d) That the District Council had yet to ratify the decision of the Planning Inspector in relation to the Inquiry in respect of the Breach of Condition Notices (BoCN) at Point Clear Bay. Cllr. White continued that this was likely to be discussed in July or early August.
  - e) That it had been confirmed that due to Covid-19, the Clacton Air Show had been cancelled. Cllr. White stated that the loss of revenue from the Air Show would affect Parishes in Tendring.
- i. **Website:** Cllr. Lockwood informed the Council that in addition to a number of changes to the website, he had added a number of new pages.
- j. **Community Speed Watch:** No report given.

#### **OM-20-057 REPORTS FROM NOMINATED REPRESENTATIVES & TRUSTEES:**

- a. **St Osyth Almshouse Charity:** Cllr. Sinclair informed the Council that whilst there had been no formal meetings, members of the Charity kept in touch, discussing any matters which might arise. She continued that there was to be a survey of all tenants in respect of service provision.

b. **St Osyth Playing Field Charity:**

Cllr. Thomas gave the following report:

- i) That following an alarm activation at the pavilion on a Sunday afternoon she had attended Cowley Park in order to check the area and reset the alarm. Cllr. Thomas continued that as she did not hold all of the keys for the pavilion, it had been necessary for the Clerk to attend, at which time it was ascertained that one of the bolts on the maintenance shed doors had dropped, causing the top of the door to separate from the sensor.
- ii) The Chairman informed the Council that she did not want Councillors or staff having to attend the pavilion for alarm activations at weekends or during silent hours, and that she had instructed the Clerk and RFO to both check the insurance policy and investigate how the alarm could be reset without a member of the Council having to attend the pavilion. The Chairman added that further information would be presented to the Council at the July meeting.

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-20-058 FOOTPATH 29:**

The Chairman informed the Council that having received further correspondence from a resident of Point Clear Bay, in respect of Footpath 29, all details had been forwarded to Jim Bartley, Essex County Council Senior Public Rights of Way (PRoW) Engineer, for his information and action as necessary. The Chairman informed the Council that the matter was now being dealt with in its entirety by Essex County Council.

**OM-20-059 LOCAL GOVERNMENT ASSOCIATION - MODEL MEMBER CODE OF CONDUCT CONSULTATION:**

The Clerk briefed the Council that the Local Government Associations was holding a consultation in respect of the Model Member Code of Conduct. The Clerk continued that as a response was required by 17<sup>th</sup> August 2020, he would add the matter to the agenda for the July 2020 meeting. All agreed.

**OM-20-060 BONFIRES:**

The Council discussed the content of correspondence from a resident of St John's Road, in which concerns were expressed at the continued nuisance caused by smoke from wood-burners, used by a property along St John's Road, of which the District Councils Environmental Services were aware.

- a. A Councillor stated that the frequent actions of residents having bonfires during the daytime or burning waste created black clouds of smoke in addition to emitting persistent noxious odours. There appeared to be no consideration for neighbours, and that the better the weather the more risk that someone would have a bonfire, often whilst neighbours had open windows or doors, or washing was on the line. These actions made life completely miserable for other residents.

- b. The Councillor suggested that the District Council should introduce a Byelaw that bonfires on residential properties would not be permitted until after 5 pm during the winter and 8 pm during the summer (the dates to coincide with that of the opening hours of the Rush Green Recycling Centre).
- c. A discussion ensued during which the following points were noted:
  - i) That as one matter related to the use of wood-burners, whereas the concerns of the Councillor related to bonfires, the matter should be referred to the District Council.
  - ii) That action should be taken by the District Council to tackle cases where a persistent nuisance was present, including the use of the Environmental Protection Act 1990, or the possible creation of a Byelaw.
  - iii) A Councillor stated that if the property on St John's Road was the one, they were aware of, it had already been the subject of a District Council notice not to receive wood for burning.
  - iv) Cllr. Talbot confirmed that both instances were a matter for the District Council and that those affected by smoke, be it from wood-burners or bonfires must keep a diary of events in order to prove a continuous problem.
  - v) The Clerk was requested to write to the District Council, expressing the concerns of the Council and residents alike, and to request that the District Council review how it dealt with matters such as those discussed.

**OM-20-061 MOBILE FOOD VENDORS:**

A Councillor reported that on behalf of a resident, they had on 20<sup>th</sup> August 2019, approached Tendring Council Planning Department concerning the regular presence of a food van on Friday and Saturdays along Point Clear Road, during the previous month. It had taken until 19<sup>th</sup> March 2020 to be informed that if the van was in the same place for more than 28 days during a year its activities were illegal. It was subsequently confirmed that the food van had indeed been trading for at least 40 days, but that to date no action had been taken.

The Councillor reported that there was now another food van trading every day on Oakmead Road, and that like the other vendor, this too was advertised on social media.

- a. It was established that following a conversation with a member of the District Councils Planning Department, mobile catering vans were subject to Schedule 2, Part 4, Class B of the Town and Country Planning (General Permitted Development) (England) Order 2015.
- b. This schedule stated that the siting of a mobile catering van does not require planning permission provided it does not exceed 28 days in total in any calendar year. Should the use of a van in one location exceed the 28 days, the owner would either need to cease use or submit a planning application to change the use.

- c. The Clerk was requested to write to both the District Councils Planning and Licencing Departments, to raise concern as to the continued presence of the mobile catering vans.

**OM-20-062 ASSISTANCE TO THE COMMUNITY:**

The Chairman informed the Council that the initiative whereby elderly and vulnerable residents had received groceries and/or medication, delivered by volunteers would end on Friday 19<sup>th</sup> June 2020. The Chairman continued that on 8<sup>th</sup> June 2020, letters had been sent to all those who had received either groceries or medication, to not only inform them that the initiative was coming to an end, but more importantly, how they could continue to receive grocery and/or medication deliveries.

- a. At the request of the Chairman, Cllr. Thomas informed the Council that during the past 12 weeks, the number of volunteers had reduced from 13 to 10, but that during that time 885 deliveries, of some 2,212 bags or boxes had been made. Cllr. Thomas suggested that together with a volunteer, she might visit those who had received grocery deliveries, to ensure that they were aware of how they could continue to receive deliveries, be that from NISA, Premier Stores, or local supermarkets.
- b. At the request of the Chairman, Cllr. Blockley informed the Council that a total of 699 prescriptions had been delivered, many of which were repeat prescriptions.
- c. The Chairman thanked all those involved for their time and effort in ensuring that the elderly and vulnerable residents had been able to continue to receive groceries and/or medication.

**OM-20-063 SPONSORSHIP OF HANGING BASKETS:**

The Chairman informed the Council that the poles intended for the planters on The Bury had now been installed. The Chairman continued that the poles which had been made by Tiny, of Flintlock Forge, had been installed by Roger Brown, a former allotment holder, who in using bricks from the plinth of the village sign to help fill the holes dug for the poles, had identified signs of rot to the post supporting the sign. This the Chairman added would be an item for inclusion in the Management Plan for 2021.

**OM-20-064 FURTHER MATTERS:**

- a. As requested at the beginning of the meeting, the Chairman stated that as a member of the Council was working and had therefore had to submit apologies for being unable to attend the meeting, the Council should consider reverting to evening meetings. It was agreed that the Ordinary Meetings of the Council should be held on the evening of the third Thursday of each month, the start time to be brought forward to 7 pm.
- b. Cllr. Kelly informed the Council that from 1<sup>st</sup> June 2020 Hedingham Buses had changed their timetable from 2 hourly to every hour.

There being no further business the meeting was closed at 5.00 pm.

The date of the next meeting was set for 7.00 pm on Thursday 16<sup>th</sup> July 2020.

<b>Summary of 'Action Required' from the Minutes of the Ordinary Meeting held on Thursday 18<sup>th</sup> June 2020</b>		
OM-20-032 b iii	St John's Road Planning Applications	Clk to write to ECC
OM-20-048 c	Metal Detecting on Council Land	Clk to notify resident
OM-20-055 d iii c	CIF Application	Clk to action
OM-20-056 c	Footpath Map	Cllr. Quy to liaise with PRow
OM-20-057 b ii	Pavilion Alarm	Include on July agenda
OM-20-060 c v	Bonfires & Nuisance Smoke	Clk to write to TDC
OM-20-061 c	Mobile Catering Vendors	Clk to write to TDC
OM-20-064 a	Ordinary Meetings of the Council	To revert to evenings (7pm)

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