



ST OSYTH PARISH COUNCIL



Minutes of the Ordinary Meeting of the Council held via Zoom on Thursday 16th July 2020 at 7.00 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 (joined at 8.15 pm)

APOLOGIES: Cllr. Mick Catt (Resignation submitted)

MINUTES: Neil Williams

PUBLIC PRESENT: One

OM-20-065 RESIGNATION OF COUNCILLOR:

The Clerk informed the Council that he had, on Tuesday 14th July 2020, received an email from Cllr. Mick Catt, in which the latter had submitted his resignation with immediate effect. The Clerk stated the resignation of Cllr. Catt and the process for filling the Casual Vacancy would be an agenda item at the August Ordinary meeting of the Parish Council.

OM-20-066 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. Grantham declared a Non-Pecuniary Interest in respect of Planning Applications 20/00755/COUNOT and 20/00719/FUL.

OM-20-067 FORMAT OF MEETING:

The Clerk informed the Council that as Mr Tim Sargeant, owner of St Osyth Priory, was present to comment on planning applications 20/00755/COUNOT and 20/00719/FUL, he [the Clerk] would brief Councillors, after which Mr Sargeant would address the Council, before a decision was made. All agreed.

OM-20-068 PLANNING APPLICATIONS:

By way of a Powerpoint presentation, shared electronically via Zoom, the Clerk briefed Councillors on planning applications 20/00755/COUNOT and 20/00719/FUL.

OM-20-069 PUBLIC PARTICIPATION:

Councillors having reviewed planning applications 20/00755/COUNOT and 20/00719/FUL, Mr Tim Sargeant addressed the Council, during which the following was noted:

- a. That the applications would see the recladding of the Atcost barn, and siting of glass sided shipping containers to form a farm shop, café, microbrewery and soft play area.

- b. That restraints on the funding of £175,000.00 from European channels, via a Rural Development Grant, meant that the application had to be agreed by the District Council before 31st August 2020.
- c. That whilst not as large as the Sargeant Family would have liked, the site would at least create an attraction for visitors and residents alike.
- d. That the proposed car park, which would cater for 20 vehicles, would be temporary, until such time as the approved car park in front of the Tithe Barn was completed. Mr Sargeant added that the location of the temporary car park would allow for a professional and finished approach to the car park and that overflow parking would be available on The Bury. This, he continued, would mean that visitors were also within walking distance of the village shops.
- e. That the farm shop would sell produce from local farms as well as from the Priory.
- f. That one of the shipping containers would include a ticket office for conducted tours of the park land.
- g. That the microbrewery would produce Mead, the honey for which would come from bees kept on the Priory estate.

Having reviewed the planning applications and heard from Mr Sargeant, Councillors were given the opportunity to comment:

- h. Cllr. Talbot commented that the proposals would see the Priory brought back to use in a way which the Parish Council had wanted all along. He added that the plans for the Priory would benefit both the Parish and surrounding area.
- i. **RESOLVED:** That the Parish Council support Planning Applications 20/00755/COUNOT and 20/00719/FUL. The motion was proposed by Cllr. Talbot and seconded by Cllr. Thomas. With the exception of Cllr. Kelly, who had been unable to view the presentation and therefore had to abstain, all Councillors were in favour of the applications.

OM-20-070 PLANNING APPLICATIONS:

	APPLICATION & ADDRESS	PROPOSAL
a.	20/00755/COUNOT Mr R.A., T.R., D.R., A.I. Sargeant St Osyth Priory The Bury, St Osyth	Change of use of existing Atcost barn for a microbrewery (B1c), cafe (A3) and play space (D2). No objections.
b.	20/00719/FUL Mr R.A., T.R., D.R., A.I. Sargeant St Osyth Priory The Bury St Osyth	Conversion of and external alterations to existing C20 barn and repositioning of 4no existing shipping containers to form mixed use visitor destination and community hub (comprising microbrewery, café, farm shop, interpretation & visitor reception and soft play) and construction of temporary 20 space car park. No objections.

Having heard the Councils decision in respect of planning applications 20/00755/COUNOT and 20/00719/FUL, Mr Sargeant logged off and departed the meeting at 7.25 pm.

c.	20/00767/FUL Mr C Bloyce 21 Johnson Road, St Osyth	Proposed two storey rear extension. No objections.
d.	20/00800/FUL C/O Agent (Grow Design Studio) 74 Colchester Road St Osyth	Proposed extension and alterations. The Parish Council would reaffirm its previous objections, submitted on 22 nd September 2017, in respect of planning application 17/01342/FUL, in that the Council has strong objections on the basis that this application is deemed a gross over development of a property, the design of which does little to enhance the character or appearance of the Conservation Area. The differing heights and bulk of the proposed extension and alterations would neither preserve or enhance the character of the area and would do little towards the street scene.
e.	20/00819/FUL Mr J Bolton 16 D'Arcy Road St Osyth	Proposed part rear ground & first floor extensions to form new living space. No objections.
f.	20/00875/TCA Mr A Smith 22 Colchester Road St Osyth	1 x Pittosporum - Remove and replace with a slower growing tree. 1 x Bay - trim top by approx 6ft. The Parish Council refers this application to the TDC Tree & Landscape Officer for consideration.
g.	20/00727/MMO Environment Agency Seawick Sea Defences Beach Approach St Osyth	Construction of two separate rock revetments (referred to as Hutleys Gap and the Secondary Area) which will be installed on the seaward side of two existing sea walls in order to protect the toe from further erosion. No objections.

OM-20-071 PLANNING CORRESPONDENCE:

The following correspondence was noted:

- a. Tendring District Council (TDC) weekly Notification of Decisions (Determinations) from 12th June 2020 to 3rd July 2020.
- b. Correspondence from a resident to TDC regarding the implementation of a Tree Protection Order (TPO).
- c. Correspondence from BT regarding the adoption of a Telephone Kiosk by U-Turn Recovery Project.

Having received a brief from the Clerk, the unanimous consensus of the Council was that the Clerk should write to both BT and the U-Turn Recovery Project, informing both that the Council would seek the retention of the phone within the listed telephone kiosk, and that consideration should be given to the provision of a defibrillator at either the Village Hall or Dumont Hall.

- d. Having been previously circulated, the Council noted the receipt of guidance in respect of Material Planning Considerations.
- e. Correspondence from Tendring District Council in respect of Planning Appeal APP/P1560/W/20/3249724 (TDC 19/01900/FUL) Wellwick Farm, Colchester Road, St Osyth.

The Clerk was requested to write to the Planning Inspectorate and reaffirm its comments of 20th January 2020.

OM-20-072 APPROVAL OF MINUTES:

RESOLVED: That having been previously circulated, the minutes of the Ordinary Meeting (held via Zoom) of 18th June 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. Thomas and seconded by Cllr. Kelly. All agreed.

OM-20-073 SUMMARY OF ACTION:

- a. OM-20-032 b iii. The Clerk informed the Council that he had written to Essex Highways in respect of planning applications along St John's Road, the draft of which had been submitted to the Chairman.
- b. OM-20-048 c. The Clerk informed the Council that he had written to the resident who had requested permission to metal detect on Council owned land, informing them of the decision of the Council, but that he [the Clerk] had not received a response.
- c. OM-20-055 d iii c. The Clerk informed the Council that having submitted a pre-application for funding by way of the Community Initiatives Fund (CIF) to the Essex Association of Local Councils (EALC), he [the Clerk] had been instructed to submit a full application for funding.
- d. OM-20-056 c. The Clerk informed the Council that Cllr. Quy would raise the subject of a footpath map during her report.
- e. OM-20-057 b ii. The Clerk reminded the Council that the response to the activation of the pavilion alarm was an agenda item for discussion during the meeting.
- f. OM-20-060 c v. The Clerk informed the Council that he had written to the District Council in respect of bonfires and nuisance smoke, the draft of which had been submitted to the Chairman.
- g. OM-20-060 c. The Clerk informed the Council that he had written to the District Council in respect of mobile catering businesses, the draft of which had been submitted to the Chairman.

- h. OM-20-064 a. The Clerk reminded the Council that the timings for Ordinary Meetings of the Council had reverted to evenings.

OM-20-074 CORRESPONDENCE:

The following correspondence was noted:

- a. Correspondence from Age Concern Colchester in respect of Dementia Awareness.

It was agreed that the Clerk should invite Christine Horn (Age Concern Colchester) to meet with the Council once social distancing measures were relaxed to the point where meetings in person were permissible.

- b. Correspondence from Brightlingsea Town Council in respect of the control/ use of jetskis in Brightlingsea Creek.

Following a discussion, during which time it was agreed that the Council should support both Brightlingsea Town Council and Brightlingsea Harbour Commissioners over their concerns about the use of jetskis, it was agreed that the Clerk should invite Cllr. Carr (Brightlingsea Town Council) to meet with the Council once social distancing measures were relaxed to the point where meetings in person were permissible.

- c. Correspondence from Brightlingsea Town Council in respect of the Heritage Cam project.

It was agreed that the Clerk should invite Cllr. Carr (Brightlingsea Town Council) to meet with the Council once social distancing measures were relaxed to the point where meetings in person were permissible.

OM-20-075 FINANCE:

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

- b. The following balances were noted and agreed:

Current a/c	£ 118,281.99
Deposit	£ 53,188.96

OM-20-076 REPORTS FROM WORKING GROUPS:

- a. **Blooms in St Osyth:** The Chairman reported that the blooms looked good and that Cllr. White had taken photographs for the Parish magazine.

- b. **Highways Working Party:** Having been previously circulated, the notes of the meeting of 13th July 2020 were received. The Chairman informed the Council that a request for the Parish Council to consider the lease of land at Warren Farm would be an agenda item at the August meeting of the Council.

- c. **Martin's Farm Country Park:** Nothing to report.

d. **Playground, Youth & Open Spaces Working Party:**

- i) At the request of the Chairman, Cllr. Ward, in her capacity as Chair of the Working Party, informed the Council that the repairs to both the aerial runway and basket swing at Cowley Park had been completed and that both pieces of equipment were now back in use.
- ii) Cllr. Ward informed the Council that following a financial contribution from the Hutley Family, by way of a payment from the Hutley's St Osyth Beach Trust, the installation of an aerial runway at Priory Meadow had been confirmed. The Clerk subsequently informed the Council that the installation was scheduled for the week commencing 3rd August 2020.
- iii) The Clerk reminded the Council that having submitted a pre-application for funding by way of the Community Initiatives Fund (CIF) to the Essex Association of Local Councils (EALC), he [the Clerk] had been instructed to submit a full application for funding by 16th August 2020.

OM-20-077 REPORTS FROM REPRESENTATIVES:

- a. **Essex Police:** No report given.
- b. **Footpaths:** Cllr. Quy informed the Council that she was awaiting an email from Sarah Potter, Essex County Council Public Rights of Way (PRoW) Officer, with regards to signs posts for the numerous footpaths within the Parish. The Chairman suggested that she or the Clerk email Sarah Potter to move this issue forward. All agreed.
- c. **Benches & Litter Bins:** No report given.
- d. **Planters:** Cllr. Ward reported that the planters had been cleaned, were being regularly watered and looked very good.
- 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 the Tendring District Association of Local Councils (TDALC) at all since lockdown.

There have been no meetings of the Essex Association of Local Councils (EALC); any decisions that must be made are being approved in all our names, by a small group including our Chairman and Vice- Chairman.

The fortnightly question and answer session for Parish Chairmen and Councillor's run by the Association using Microsoft Teams, which I have reported on before, has ceased with the last meeting being the one I reported to our last Council meeting. The Association is currently considering what is the best use of the various systems available for future meeting, and continues to send to Executive members the various papers on Coronavirus from other bodies in Essex, circulars on virtual courses currently being run and news reports from around Essex.

g. District Councillor's Report:

i) Cllr. Talbot gave the following report:

We 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.

I think many Council members are finding that far from our work drying up it has in fact increased, with whole days being spent on the computer and telephone. One reason is that residents now have time away from their normal work and some fill the time with complaints to their Councillors.

Next Tuesday, 21st July 2020, Tendring is having a Full Council meeting using Microsoft Teams at 4 pm. It has been agreed that all Group Leaders and their Deputies, plus the Council Chairman and Vice-Chairman will be voting members and are enough to form a Quorum. This would mean 18 Councillors being in attendance remotely which is just more than minimum number for the meeting to be quorate (12 Councillors).

This meeting will be live streamed and the remaining 30 Councillors that make up TDC may wish to watch. I have objected to this. How kind of someone to say that if I want to, I am permitted to watch, along with 29 other members, a full meeting of MY COUNCIL. I accept that decisions need to be made, but top of the list should be, that the procedure adopted must not attack, but support the preserving of our democracy. The Group Leaders are a consultative body of good Councillors, not having any party balance, known as Widdicombe, but they are NOT a decision-making body, elected to perform any decision on behalf of Tendring District Council.

Now to what is being done. Our public toilets are open once again, but only between 10 am. to 4 pm, to allow for a complete clean. Our open spaces are actually open once again; Shops and businesses are re-opening; the Tendring District Council's (TDC) Shop Safe campaign welcomes visitors and residents back to our high streets and town centres in the district; Businesses are adjusting to the new guidance and during this transitional period, we are asking everyone to support the NHS Track & Trace scheme if you are asked to; Maintain social distancing; Be patient when queuing; Avoid shopping at peak times; Keep your hands as clean as possible; If you can, wear a face mask.

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 like Cllr. Talbot, he felt very strongly that District Councillors were not part of a meeting during which Finance and the Constitution would be discussed.

- b) That a meeting of the Planning Committee had taken place on 14th July 2020, and that despite there only being 4 items on the agenda, the meeting had lasted 4 hours.
- c) Two of the applications had been controversial, and one in particular, an application relating to a caravan site in Weeley, had been refused by the District Council, as the applicants had been selling caravans whilst claiming that the site had year round occupancy.
- h. **Website:** Cllr. Lockwood informed the Council that he had modified a few the pages and that he was looking to change some of the photographs on the homepage. The Chairman suggested that Cllr. White forward the photographs taken for the magazine to Cllr. Lockwood.
- i. **Community Speed Watch:** No report given.

OM-20-078 REPORTS FROM NOMINATED REPRESENTATIVES & TRUSTEES:

- a. **St Osyth Almshouse Charity:** Cllr. Sinclair informed the Council that in order to facilitate the erection of scaffolding to progress repairs to the roof of one of the properties in Clacton Road, the flowerboxes, mounted on the ground floor windows, were being removed. It was hoped to reinstate the flowerboxes in 2021.

Cllr. Sinclair added that Government funding was available for repairs/improvements to Almshouses, and that if a grant could be secured, there was a possibility of the windows being replaced in the future.

- b. **St Osyth Playing Field Charity:** Cllr. Thomas informed the Council, that the Clerk had applied for a grant, and that the application having been successful had resulted in a payment of £10,000.00 being made to the Playing Field Charity.
 - i) The Clerk informed the Council of a recent request to use Cowley Park for Zumba classes. The Clerk continued that having discussed the request with the Chairman, it had been agreed that providing those attending any classes adhered to social distancing guidance, did not exceed the maximum number of people permitted and more importantly that the instructor had the necessary Public Liability insurance, there were no objections to the use of the field.
 - a) Cllr. Thomas informed the Council that Priory Meadow was being used by a fitness instructor, who was advertising on social media. The Clerk was requested to contact the instructor and discuss the use of the play area and relevant insurances requirements.
 - ii) The Clerk reminded the Council of a recent alarm activation at the pavilion, on a Sunday afternoon, which had resulted in both Cllr. Thomas and the Clerk having to attend the pavilion. He continued that as the Chairman had categorically stated that she did not want Councillors or members of staff responding to alarm activations outside of working hours, a suggestion had been made that the Council consider the possible use of a security company to respond to any activations.

The Clerk added that the Chairman has subsequently contacted the company responsible for the security of the Village Hall, and that a meeting with representatives of the company had been arranged for Tuesday 21st July 2020, which would be attended by the Chairman, Cllr. Thomas, Cllr. Blockley, the Clerk and the Community Warden.

- c. **Point Clear Community Association:** Cllr. Blockley reported that Mr Frank Hearn, Chairman of the Association had called for a meeting of the organisations and groups which regularly used Dumont Hall, to discuss the reopening and use of the Hall. A discussion ensued, during which concerns were raised as to the number of people who could attend such a meeting, if it were indeed to take place. It was agreed that the Clerk should contact Frank Hearn.
- d. **Village Hall Management Committee:** Cllr. Thomas reported that the Village Hall Management Committee were looking to conduct a Risk Assessment before any decision was made as to whether the Hall should reopen.
- e. **St Osyth Priory & Parish Trust:** No meetings until further notice.

OM-20-079 REPORTS FROM REPRESENTATIVES:

Having logged on at 8.15 pm, Cllr. Goggin gave an overview of the following:

- a. That having attended a virtual meeting of the Local Highways Panel (LHP) on 19th June 2020, he could confirm that all funding for 2020/2021 had been allocated. This he continued meant that if the design was to be considered in the current financial year, the Parish Council might have to consider funding the design phase, which would cost approximately £15,000.00.
 - i) Cllr. Goggin referred to the notes of the Highways Working Party meeting of 13th July 2020, which contained what he considered to be an accurate and excellent summary of his virtual meeting with the Chairman and Clerk, during which he had explained that if the Parish Council was able to fund the design in the financial year 2020/2021, then there could be a possibility of the work being completed in 2021/2022. Without any funding, it was more than likely that any design would be considered by the LHP in 2021/2022, with the work unlikely to start until 2022/2023.
 - ii) Having confirmed that the use of Section 106 funds was not possible, Cllr. Goggin stated that whilst there could be no guarantee, the fact that two other Councils had funded their own design phases, had resulted in the works being included on the list of approved projects.
 - iii) Whilst the Council agreed to investigate the possibility of the Parish Council self-funding the design phase of safety improvements to the crossroads, several Councillors remarked that it was scandalous that the Parish Council was having to pay for a service which should be provided by the County Council.

- b. That the Member-Led Repair Programme would be focusing on repairs to carriageways, and whilst it was acknowledged that the Parish Council would have preferred to continue with repairs to footways, the sooner information was submitted, the sooner he [Cllr. Goggin] could submit the request for works.
- c. Cllr. Goggin concluded his report by informing the Council of the passing of Cllr. Rodney Bass, former Cabinet Member for Highways and Transportation on Monday 13th July 2020.

OM-20-080 LOCAL GOVERNMENT ASSOCIATION - MODEL MEMBER CODE OF CONDUCT CONSULTATION:

The Clerk reminded the Council of the ongoing consultation by the Local Government Association in respect of the proposed Model Member Code of Conduct, a response for which was required by 17th August 2020. The Clerk subsequently requested that Councillors return any comments by 31st July 2020, so that he could compile a response on behalf of the Council.

The Clerk continued that having received notice of resignation from Cllr. Catt, it had been deemed an opportune time by the Chairman to review the Councils Appendix A (Expectations of Councillors serving on St Osyth Parish Council) to the Councils Code of Conduct. The Clerk informed the Council that this would be an agenda item for the August meeting.

OM-20-081 CEMETERY WORKING PARTY:

In her capacity as Chairman of Cemetery Committee, Cllr. Sinclair informed the Council of a request from the Committee for a working party to assist with the clearance of dead wood and removal of any items blown around by the wind from the Cemetery.

Following a discussion, it was agreed that the working party meet on Monday 3rd August 2020, between 2 pm and 4 pm.

All Councillors indicated that they would be able to assist, albeit some would only be able to dedicate an hour. Cllr. Lockwood stated that he would bring additional gardening bags with which to carry any wood and/or items.

It was requested that the Clerk ensure that the gates to the car park were open.

OM-20-082 MAINTENANCE OF PARISH STREET SIGNS:

The Chairman requested that those Councillors who had yet to submit their respective lists of street signs do so by Wednesday 22nd July 2020, as she had to prepare a list of signs to be inspected by Alan Howard, Tendring District Council Engineering Operations Assistant Manager.

OM-20-083 FINANCIAL DONATION TO THE PARISH COUNCIL:

The Chairman informed the Council that the Hutley family had, by way of a grant from Hutley's St Osyth Beach Trust, donated the sum of £10,000.00 towards the installation of an aerial runway (zipwire) at Priory Meadow.

Cllr. Ward stated that the Parish Council should write to the Hutley family to thank them for their very generous donation. The Chairman stated that she had already written a personal letter of appreciation, but that the Clerk would of course write on behalf of the Council.

OM-20-084 SMALL BUSINESS SUPPORT GRANT:

The Clerk reminded the Council that as previously reported by Cllr. Thomas, he had applied to the District Council for two grants. Based on the income of the Playing Field Charity, the first grant, the Small Business Support Grant, offered up to £10,000.00, whilst the second, the Discretionary Business Support Grant, offered up to £2,500.00. The Clerk continued that he had received confirmation from the RFO, that the Playing Field Charity had received a grant of £10,000.00. The Clerk stated that he had contacted the District Council with regards to any restrictions on how the funding could be spent, but that he had yet to receive a response.

OM-20-085 CHAIRMAN'S UPDATE:

The Chairman informed the Council of a number of incidents which had occurred during June and July, which included:

- a. The Chairman informed the Council of recent cases of fly-tipping, whereby bin bags were being left in Stone Alley, which on one occasion consisted of 6 bin bags of empty alcohol cans and cat litter. At the request of the Chairman, the Clerk informed the Council that he had spoken to the owners of the Premier Store, whose CCTV covered the location where the bags were being left. The Clerk added that the properties between the Premier Store and the former Post Office, having no wheelie bins, placed their rubbish bags at the entrance to Stone Alley, and that it might be possible that a resident was mistaken as to the collection days. The Clerk concluded that the next time bags were left other than on a collection day, the owner of the Premier Store would check the CCTV in an attempt to identify who was leaving the bags.
- b. The Chairman informed the Council of an incident during which the staff of the Domestic Abuse Legal Advice Service (DALAS) had entered their office during the early hours, following which a notice had been placed on the door informing residents that the staff were living onsite, and that any attempt to remove them would result in legal action being taken. The Chairman continued that given the wording of the notice, which she deemed to be unpleasant in its wording and tone, she had reported the matter to Chris Stathers, Tendring District Council Enforcement Team Leader, who having since visited the building had confirmed that the premises were now empty. The Chairman added that there was also a SORN vehicle left in Stone Alley, which the Community Warden had reported to the DVLA.
- c. The Chairman informed the Council that water had been seeping continuously from the building in which the doctor's surgery was located in Church Square. The Chairman continued that it was believed that the water was coming from a faulty toilet cistern or water tank, and that having tried to resolve the issue without success, the matter had now been forwarded to Jennifer Gudka, Essex Highways Enforcement Team Leader.

OM-20-086 FURTHER MATTERS:

- a. The Chairman informed the Council that following complaints from residents of Point Clear Bay as to the condition and appearance of the area, the Community Warden had walked the Bay together with Cllr's Talbot and Kelly. The Chairman continued that as the roads were private and that ownership of the land was either that of the residents or the Orchards Holiday Park, it was difficult to ascertain who was responsible for which area. The Chairman concluded that the Community Warden had compiled a detailed email report regarding the 'walkabout', which she [the Chairman] felt should be an agenda item for the August meeting of the Council.
- b. Cllr. Kelly informed the Council that a Steering Group meeting with members of the Orchards Holiday Park and residents was scheduled for September 2020.
- c. Cllr. Kelly requested that the Clerk provide a new sign warning residents and visitors of Adders along the sea wall at Point Clear Bay.
- d. Cllr. Kelly informed the Clerk that Hedingham Buses had changed their timetables from hourly to every 30 minutes and had introduced several new services. The Chairman suggested that Cllr. Kelly compile an article which could be included in the Parish magazine and posted on the Council's website and social media platforms.
- e. Whilst acknowledging that there were still obviously restrictions as to access and numbers on site, Cllr. Sinclair enquired as to whether the Recycling Centre at Rush Green Road was operating under its usual hours. Cllr. Talbot stated that although an Essex County Council site, he could confirm that the site was open, albeit extremely busy at times.
- f. The Chairman thanked Councillors for their conduct during the meeting, adding that she was grateful to all for their input.
- g. There being no further business the meeting was closed at 9.21 pm.

The date of the next meeting was set for 7.00 pm on Thursday 20th August 2020.

**Summary of 'Action Required' from the Minutes of the Ordinary Meeting
held on Thursday 16th July 2020**

OM-20-065	Casualty Vacancy	Clk to add to August agenda
OM-20-071 c	Adoption of Telephone Kiosk	Clk to liaise with TDC & U-Turn Recovery Project
OM-20-074 a	Meeting with Age Concern	Clk to action
OM-20-074 b	Meeting with Brightlingsea Town Council re Jetskis	Clk to action
OM-20-074 c	Meeting with Brightlingsea Town Council re Heritage Cam	Clk to action
OM-20-076 b	Lease of Land at Warren Farm Lane	Clk to add to August agenda
OM-20-076 d iii	CIF Application`	Clk to action
OM-20-077 b	Footpath Signs	Chairman/ Clk to action
OM-20-077 h	Photographs for Website	Cllr. White to forward to Cllr. Lockwood
OM-20-078 b i a	Use of Priory Meadow	Clk to action/contact instructor
OM-20-078 b ii	Security of Pavilion	Mtg scheduled for 21/7/20
OM-20-078 c	PCCA Meeting	Clk to action
OM-20-079 b	Member-Led Repair Programme	Cllr's to submit carriageway repairs to Clk
OM-20-080	Expectations of Parish Council	Clk to add to August agenda
OM-20-081	Cemetery Working Party	Cllr's to note/ Clk to open gate
OM-20-083	Donation from the Hutley Family	Clk to write letter of thanks
OM-20-086 c	Provision of Adder Sign	Clk to action
OM-20-086 d	Changes to Bus Timetables	Cllr. Kelly to action

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