



ST OSYTH PARISH COUNCIL



Minutes of the Ordinary Meeting of the Council held at the Village Hall, St Osyth on Thursday 20th May 2021 at 7.00 pm

PRESENT:

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

Cllr. Alan Goggin, Essex County Councillor (arrived at 8.20 pm)

MINUTES:

Neil Williams (Parish Clerk)

PUBLIC PRESENT: Three

OM-21-022 PLANNING APPLICATIONS:

	APPLICATION & ADDRESS	PROPOSAL
a.	21/00473/FUL J Clark The Elms 216 Point Clear Road St Osyth	<p>Proposed extension and conversion of existing garage to form an annexe.</p> <p>Notwithstanding the concerns expressed by a resident of Cow Lane as to the ownership of part of the land to which this application refers, the Parish Council objects to the application on the basis that the proposed extension is, as far as can be determined from drawing P01, seen as an over development of a rear garden. The proposed extension would be in very close proximity to neighbouring properties</p> <p>Additionally, the private, narrow road, which is an unmade track, without any pedestrian footways leading to the proposed site, is only wide enough for a single vehicle. Access and manoeuvrability for construction traffic would be extremely difficult and would affect those wishing to travel further along the track.</p>
b.	21/00540/LBC Mr & Mrs Knight The Old House 27 Spring Road St Osyth	<p>Relocation of bathroom facilities from ground floor to first floor (retrospective application).</p> <p>No objections.</p>
c.	21/00593/FUL Mr and Mrs Akers The Leys Clay Lane St Osyth	<p>Erection of storey rear extension with first floor balcony (following demolition of existing extension and conservatory).</p> <p>No objections.</p>

d.	21/00624/FUL Mr & Mrs Youngman 14 Beacon Heights St Osyth	Proposed single storey rear extension with glazed roof lanterns. No objections.
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OM-21-023 PLANNING CORRESPONDENCE:

The following correspondence was noted:

- a. Tendring District Council (TDC) weekly Notification of Decisions (Determinations) from 9th April 2021 to 7th May 2021.
- b. Correspondence between St Osyth Parish Council and Tendring District Council with regards to the Bel Air Chalet Estate.
- c. Correspondence from St Osyth Parish Council to Tendring District Council with regards to Licensing Application 21/00184/PREMGR.
- d. Correspondence between St Osyth Parish Council and Tendring District Council with regards to the bridge between Martello Beach Holiday Park and St Osyth Beach Holiday Park.
- e. Correspondence from Tendring District Council concerning St John's Nursery.
- f. Correspondence from Tendring District Council with regards to Breach of Planning Control (21/00120/BLDOP3 refers).

OM-21-024 APPROVAL OF MINUTES:

RESOLVED: That having been previously circulated, the minutes of the Ordinary Meeting (held via Zoom) of 15th April 2021 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. Lockwood and seconded by Cllr. French. All agreed.

OM-21-025 SUMMARY OF ACTION:

- a. OM-21-010 b ii d. The Clerk informed the Council that the meeting with representatives of Essex Highways and Ben Cook, BMJC Consulting Ltd, to discuss the Outline Design for Safety Improvements to the Crossroads, had taken place and that a report would be given during the meeting.
- b. OM-21-010 d ii. The Clerk informed the Council that the Chairman had been in contact with Tendring District Council with regards to Public Open Spaces Contributions, and that a report would be received later in the meeting.
- c. OM-21-012 b i. The Clerk informed the Council that the repairs to Cowley Park Pavilion would be discussed later in the meeting.
- d. OM-21-015 b. The Clerk informed the Council that transport for the Annual Parish Appraisal would be confirmed in accordance with the Governments roadmap for easing of lockdown restrictions.

- e. OM-21-018. The Clerk reminded the Council that any suggested areas of footway for repair as part of the Highways Devolution Grant Scheme were to be forwarded to the Chairman.
- f. OM-21-019 e. The Clerk informed the Council that he had yet to write to Hutleys Caravan Park with regards to the improvements to the sea defences.
- g. OM-21-020 b i c. The Clerk informed the Council that the trial of paperless agenda packs would commence as of June 2021.
- h. OM-21-020 b iv a. The Clerk informed the Council that he had only requested information with regards to the District Councils Climate Change Policy from Cllr. Talbot earlier that day. The Clerk stated that he would expect a reply from Cllr. Talbot, who had been engaged in meetings throughout the day, within the next few days.
- i. OM-21-020 c. The Clerk reminded the Council that the subject of Climate Change would be discussed at the end of the meeting.

OM-21-026 PUBLIC PARTICIPATION:

- a. A member of the public expressed concern at the continued use of Western Promenade, Point Clear Bay as a road, despite its official designation as Footpath 25. The member of the public continued that they had been knocked over by a vehicle using the public footpath, which at some points was only just 9 feet in width, on 5th November 2020 which had resulted in 2 visits to hospital. He had also had another accident which had resulted in a further hospital visit.
- b. The same member of the public thanked the Parish Council for its assistance in the installation of the k-barrier, which had prevented cyclist and motorcycles and scooters from being able to speed along Footpath 29. They continued that despite a number of comments as to accessibility for those in wheelchairs or mobility scooters, they had a mobility scooter which was able to pass through the barrier with ease.
- c. A second member of the public addressed the Council on the following matters:
 - i. Whether the Council was aware of a possible application for another solar farm within the Parish?
 - ii. The continued use of Frowick Lane by heavy goods vehicles, mostly from TARS, from Wellwick Wharf, which had seen 23, 30 and 17 vehicles respectively on consecutive days. The member of the public added that the matter had been reported to Cllr. Goggin, Essex County Council, who was investigating the use of Frowick Lane.
 - iii. That the Parish Council was to be applauded for its efforts in improving safety at the crossroads.
 - iv. That shopkeepers and volunteers were to be congratulated in their support of residents during lockdown.

OM-21-027 CORRESPONDENCE:

The following correspondence was noted:

- a. Correspondence from a resident requesting the provision of a litter bin along St John's Road.
- b. Correspondence from residents with regards to speeding and excessively noisy vehicles.
- c. Correspondence from St Osyth Parish Council to Bourne Leisure with regards to Point Clear Bay.
- d. Correspondence from a resident with regards to the condition of Point Clear Road.
- e. Correspondence from Bradwell Power Generation Company Limited concerning Bradwell B Project. Cllr. White stated that whilst he was involved with Bradwell A, he did not receive information in respect of Bradwell B, and therefore requested that the Clerk forward any correspondence to him.
- f. Correspondence between St Osyth Parish Council and Park Holidays UK with regards to the bridge between Martello Beach and St Osyth Beach Holiday Parks.
- g. Correspondence from a recent visitor to St Osyth with regards to safety at the crossroads.

OM-21-028 FINANCE:

- a. Approval of payments for April 2021, as per the circulated lists were agreed by the Council.
- b. The following balances were noted and agreed:

Current a/c	£155,356.38
Deposit	£53,251.26
- c. Cllr. Kelly enquired as to the amount entered under reference PIS4. The Clerk stated that he would liaise with the Responsible Financial Officer (RFO) and report back to the Council at the June meeting.

Two members of the public departed the meeting at 8.00 pm.

OM-21-029 REPORTS FROM COMMITTEES:

- a. **Finance Committee:** The Minutes of the meeting of 28th April 2021, having been previously circulated, the Chairman invited questions from those present. None were forthcoming.
 - i. The Clerk subsequently informed the Council that one item which had been discussed at the Committee meeting warranted the attention of the Council, in that an additional grant payment of £50.00 be paid to the Badger Trust.

RESOLVED: That the Council ratify the recommendation of the Finance Committee to make a grant payment of £50.00 to the Badger Trust. The motion was proposed by Cllr. Sinclair and seconded by Cllr. Ward. All agreed.

The third member of the public departed the meeting at 8.05 pm.

OM-21-030 REPORTS FROM WORKING GROUPS:

- a. **Blooms in St Osyth:** The Chairman reported that all of the summer blooms had been planted, before thanking Cllr's Blockley and Ward for collecting the plants from Alresford.
 - i. Cllr. Sinclair reported that the recently sewn wildflowers in the Cemetery were beginning to grow.
- b. **Highways Working Party:**
 - i. The Chairman informed the Council that there would soon be a meeting of the Working Party to discuss matters other than the crossroads.
 - ii. Following the concerns expressed by the member of the public in respect of Footpath 25, Cllr. Thomas enquired as to whether the Parish Council could place signs along the footpath, which was used daily by vehicles to and from the Tower Estate. Cllr. Kelly stated that most people were unaware that it was actually a Public Right of Way (PRoW) footpath as opposed to being a road. The Chairman stated that the Council would need to liaise with Jim Bartley and Sarah Potter, both Essex Highways PRoW Officers, and that the matter should be an agenda item at the next meeting.
- c. **Martin's Farm Country Park:** The notes of the meeting of 13th April 2021, having been previously circulated, the Chairman invited questions from those present. None were forthcoming.
 - i. Cllr. Sinclair subsequently raised the subject of a recent dog attack at the Country Park, which although had been one dog on another, had resulted in people, including herself, being reluctant to take children to the park for fear of children being attacked by dogs which could not be controlled by their owners.
 - ii. The Chairman informed the Council that as soon as the Parish Council had been made aware of the incident, the Clerk had informed Andrew Brown, Essex County Council, and that a site meeting was to be held to discuss the possibility of a fenced off area for use by families or those without pets, from which dogs would be excluded. The Chairman continued that the County Council was responsible for any legal undertaking, guidance for which had been sought by Andrew Brown.
 - iii. Cllr. Ward commented that most people believed the park to be an area just for dogs, and that a number of years ago the Council had considered the installation of a viking style boat, for both educational and play purposes.

The Chairman stated that the provision of some play equipment was being considered and that the subject would be discussed at the next meeting, which was scheduled to take place on site.

- d. **Playground, Youth & Open Spaces Working Party:**
 - i. The Chairman reminded the Council of the pending Public Open Spaces Contribution of approximately £21,995.00 from the development at Pump Hill. The Chairman continued that as the amount was index linked, the Parish Council was actually going to receive in the region of £30,000.00, however, when informed of the increase to the contribution, the developer had informed the District Council that they were unable to pay until such time as all of the properties on the development had been sold. The Chairman stated that a compromise had been reached, in that the original amount would be paid, with the difference being paid upon the sale of all of the properties.

OM-21-031 REPORTS FROM REPRESENTATIVES:

- a. **Essex County Council:** Having arrived at 8.20 pm, Cllr. Goggin gave an overview of the following:
 - i. That the meeting with Ben Cook and representatives of Essex Highways to discuss the crossroads had been a good and productive meeting.
 - ii. That of the 75 elected members of the County Council, 52 were now Conservative, 10 were non-aligned, 8 were Lib-Dem and 5 were Labour.
 - iii. Cllr. Ward enquired as to whether Cllr. Goggin could do anything with regards to the amount of mud which was being left on the B1027 by vehicles exiting Wellwick Wharf. The Chairman requested that the matter be dealt with by the Clerk, who had previously contacted the Environment Agency following similar complaints.
 - iv. Cllr. Goggin reported that following his re-election, he had been appointed as Chairman of the Place Services and Economic Growth Policy Scrutiny Committee, with responsibility for:
 - a) environment;
 - b) economic growth and infrastructure;
 - c) sustainability;
 - d) highways and transportation;
 - e) libraries;
 - f) planning;
 - g) communities;
 - h) waste and recycling; and
 - i) trading standards.
- b. **Essex Police:** Having been previously circulated, the Council reviewed the Crime statistics for March 2021.

- i. Cllr. Kelly informed the Council of offences in Point Clear and Point Clear Bay by location and where practicable the status of the investigation.
 - a) Cllr. White informed the Council that the Clacton Gazette had featured an article on a male who had been sentenced to 10 years for sexual offences, who had been hiding on the Bel Air Chalet Estate for over 1 year.
- ii. Cllr. Cooper informed the Council of offences in St Osyth by location and where practicable the status of the investigation.
- c. **Footpaths:** Cllr. Quy reported that according to comments on social media, the PRoW sign on Wigboro Wick Lane was now at an angle, having been struck by something. The Chairman stated that the Community Warden would assess the sign and liaise with Essex Highways.
- d. **Benches & Litter Bins:** The Clerk informed the Council that the bench on the crossroads had been damaged as a result of a Road Traffic Collision (RTC), which had occurred on 16th May 2021. Cllr. Thomas enquired as to whether given the proposed improvements to the crossroads it was worth having the bench repaired/ replaced. The Chairman stated that some thought had already been given to the matter, and that given the historical significance of the bench, it might be an idea to erect a plaque, incorporating a photograph of the original bench. The Chairman concluded that the matter would be discussed at the next meeting of the Council.
- e. **Planters:** Nothing to report.
- f. **Tree Warden:** Cllr. French reported on the idea of planting trees, or possibly a small copse, to commemorate those who had lost their lives as a result of Covid-19. He continued that this would also go some way to helping with climate change. Cllr. French subsequently requested that Councillors give consideration as to where trees could be planted.
 - i. Cllr. Thomas informed the Council that according to a recent new article, the UK was some 25 years behind the curve in terms of tree planting, and that Colchester Borough Council had been giving trees away.
 - ii. Cllr. Ward commented that for some reason people were choosing not to plant trees in their gardens.
- g. **Tendring District Association of Local Councils (TDALC):**
Cllr. Talbot gave the following report:

The next TDALC meeting, which will be the AGM, is scheduled for Wednesday 26th May 2021. Communication about this meeting has come from what may well be our new clerk, Dr Benjamin Newman Wright. From the letters under his name, he is skilled in Philosophy and Psychology, but as he said with the agendas, Robert Taylor has guided him at this first meeting.

The Essex Association of Local Councils (EALC) met on 13th May using Zoom. We dealt with the Budget Report as of 31st March 2021; the Forecast trading as of March 2021, mostly from the Courses we run; a report on the Grants we give, both for ourselves and on behalf of the Essex County Council and various items of domestic business.

We had good contributions from speakers; first from Sonia Church the officer in charge of the Local Highways Panels, who gave a good PowerPoint presentation; Louise McKinlay, the new Deputy Leader of Essex County Council, who is also to be the ECC representative on the Essex Association, who when asked now that Kevin Bentley is Council Leader, who will be dealing with highways matters, responded Lee Scott. We had Jayne Moore, Senior Legal Officer of the National Association of Local Councils (NALC) talk about legal issues at national level, including the recent challenge in the High Court to the Government over the ending of remote meetings on 7th of May 2021.

One odd item that caught my eye was that the annual cost to rent our office building in Great Dunmow, which is £27,500.00, a large part of which is paid by way of a grant from the County Council.

h. District Councillor's Report:

i. Cllr. Talbot gave the following report:

The full District Council met on Tuesday 18th May 2021, which was the first 'Face to Face' meeting since February 2020. The Princes Theatre was laid out with tables and seats two metres apart. It was also used to test the new microphone system, where the microphone recorded who was speaking, and with the meeting being simultaneously broadcast on Facebook, viewers would get the correct name of the speaker appearing on their monitor.

The meeting itself really had no business of importance that could not have been dealt with by other means, but since it was to be a testbed for the new microphones, the meeting went ahead.

All Committee, Working Party and consultative meetings will now be held as close as possible to normal where the remaining Covid restrictions allow. The one exception seems likely to be the 'All Member Briefings' which are wholly held to inform members and not to make decisions.

ii. Cllr. White gave the following report:

That he had not been impressed with the meeting in the Town Hall, as together with a number of others, he had difficulty in hearing what was being discussed. He continued that as the new conference room was not complete, due to delays caused by Covid-19, the next meeting of the Planning Committee was to take place in the Town Hall.

- i. **Website:** Cllr. Lockwood reported that despite a few problems with WordPress, he had been able to make some changes to the appearance of the website, which meant that agenda and minutes were now more accessible.
- j. **Community Speed Watch:** Nothing to report.

OM-21-032 REPORTS FROM NOMINATED REPRESENTATIVES & TRUSTEES:

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

The Almshouse Charity held a meeting on 11th May 2021, during which the roll out of innovative care technology across Essex was discussed. The following announcement was given in a press release from the County Council.

Essex County Council has announced the successful bidders to deliver countywide care technology services following the conclusion of a tender process.

Care technology is the umbrella term which incorporates technology used to support adults in their own homes and can include:

Telecare – devices in the home which monitor the resident's safety and well-being including: personal sensors, wearable devices, door entry systems and other environmental sensors.

Assistive Technology – a wide range of other technologies that allow people with impaired mobility, with disabilities (physical or learning), and sensory impairments to live as independently as possible on a day to day basis. This might include: voice activated personal assistants such as Alexa or Google home, communication devices and technology to help with day to day activities such as switching on lights, cooking etc.

Remote monitoring and virtual solutions – for social interaction and to connect with professionals virtually (e.g. video / virtual calls through tablets or screens).

Apps for mobile devices – that promote independence, health and well-being may also be provided to target particular needs.

Provide CIC will deliver (in partnership with Millbrook Healthcare Ltd and Tendring District Council) a countywide monitoring and response service for Essex County Council. Provide will monitor, triage and respond to citizen's calls and alerts, received by the response centre from the adults' care technology.

As part of the procurement process both Millbrook Healthcare Ltd and Provide CIC have committed to providing a significant amount of social value as part of the delivery of these contracts, with a focus on maintaining and developing employment opportunities in Essex. Social value is an umbrella term for holistically taking account of the wider, economic, social and environmental effects.

The new contracts are effective immediately and will last for a minimum of three years. The initial combined call-off contracts are valued at £8.9m over three years.

The reason for informing the Parish Council is that Tendring District Council has been chosen as a main stake holder for this initiative. All residents will be able to benefit from care technology that will support independent living within their own home. It will not replace face to face care when needed but will complement it. It was noted that for St Osyth and Point Clear, who do not have the benefit of super-fast broadband, that we may not feel the full benefits of this service. However, the issue of broadband supply is being addressed by the service providers.

Cllr. Sinclair stated that this new technology service was intended to be provided free for life. The scheme should be up and running by 1st July 2021. Each resident that applied would be assessed to ensure that their needs were matched with the available technology.

Cllr. Sinclair concluded by informing the Council that she hoped to be able to provide more information in the coming weeks.

- i. Cllr. Sinclair then informed the Council of the sudden death of one of the Almshouse tenants.

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

- i. Cllr. Thomas informed the Council that following a recent meeting between herself, the Chairman, Clerk and Community Warden, the latter had compiled a schedule of works, which would need to be discussed and agreed by the Parish Council, in order to discuss repairs/ jobs required at the pavilion, a list had been compiled ready for a Consultation. Cllr. Thomas continued that it would be best if the necessary works were discussed on site, once the Council were able to meet in person.
- ii. The Chairman informed the Council that in preparation for the Consultation Paper, the Community Warden had obtained updated quotations and the RFO had prepared a forecast of Income and Expenditure for 2021/2022.
- iii. The Chairman proposed that the Council meet at 2.30 pm on Tuesday 8th June 2021. All agreed.

c. **Point Clear Community Association:** Nothing to report.

d. **Village Hall Management Committee:** Nothing to report.

e. **St Osyth Priory & Parish Trust:** The Chairman reported that the school visits were planned to commence on 8th June 2021, and that the Trust had a grant which would enable some 18 schools from within Tendring visit the Priory Education Centre at no cost. The Chairman stated that an Education Manager and 2 Sessional Leaders had been appointed, and that should any of the Council wish to visit the Education Centre she would be more than happy to show them around.

OM-21-033 SAFETY IMPROVEMENTS TO THE CROSSROADS:

The Chairman gave a résumé on the meeting of 5th May 2021, attended by herself, the Clerk and Community Warden, Cllr. Alan Goggin, David Gollop & Tom Eng, Essex Highways and Ben Cook, Independent Highways Consultant, at which the Outline Design for Safety Improvements to the Crossroads was discussed.

- a. The Chairman reminded Councillors that whilst the design had addressed the issue of speeding, insofar as speed cushions were to be installed on each approach to the crossroads, the issue of pedestrian safety had not been addressed. The Chairman stated that with this in mind, she had requested the Clerk and Community Warden to view the crossroads as laymen, in addition to measuring the footways, especially around The Hoy.
- b. At the request of the Chairman, and by way of a PowerPoint presentation, the Clerk briefed the Council on the assessment which he had carried out with the Community Warden, during which the following points were noted:
 - i. That an increase of 50 cm, as opposed to the measurement of 100 cm set by Essex Highways, would increase the footway around The Hoy to 90 cm.
 - ii. That an increase of 50 cm would significantly improve the view of approaching traffic from Colchester Road, and traffic pulling out from Clacton Road.
 - iii. That having monitored traffic, the majority of the drivers of vehicles turning left from Clacton Road into Spring Road positioned their vehicles near the central white line, which meant that they were unlikely to affect pedestrians moving around The Hoy.
 - iv. That whilst the improvements suggested by Essex Highways would address the issue of speed, there was no guarantee that having negotiated the speed cushion, drivers would actually stop at the junction.
 - v. That a concern of Essex Highways was the impact of the Swept Path Analysis (SPA), which effectively meant that the junction was unable to cater for the manoeuvring of two vehicles, or a single larger vehicle at any one time. This, added the Clerk, could potentially see a reduction in the width of the footway adjacent to the Priory Wall on Colchester Road, in addition to the removal of the bench.
 - vi. That having suggested the measurement of 50 cm to David Gollop, in addition to providing a copy of the presentation, the latter had agreed to re-run the calculations in respect of the SPA.
 - vii. The Clerk concluded by narrating a statement from Ben Cook:

I think overall the discussions were welcome, however, I do think the design proposal will still come back with concern for the swept path analysis. I think there could be further challenges around that element v's safety.

I don't believe the required swept path analysis figures are met as you travel south along Spring Road. For me, we should be looking at overall improvement for the junction as a whole, which may mean some areas may decline in favour of others where more risk resides. The net effect however should result in an improvement.

- c. The Chairman thanked the Clerk for his excellent presentation, adding that the main issue in respect of the Outline Design for Safety Improvements to the Crossroads was, as far as David Gollop was concerned, whether it would pass the requirements of both Policy and Safety teams.
- d. At the invitation of the Chairman, Cllr. Goggin addressed the Council, during which he made the following observations:
 - i. That the Clerk was to be congratulated on what was one of the best presentations he had seen.
 - ii. That the crossroads were not and never would be compliant from either a safety or policy perspective, and regardless of whatever was done, it would be at the expense of one, if not both.
- e. The Chairman informed the Council that a further meeting between all parties had been arranged for 25th May 2021.
- f. The Chairman invited comments from members of the Council:
 - i. Cllr. White requested that the Clerk forward a copy of the presentation to Councillors.
 - ii. Cllr. Blockley enquired as to whether any increase in width to the footway would include proper kerb stones. The Chairman stated that she would enquire of David Gollop.
 - iii. Cllr. Lockwood stated that the increase of the footway to 90 cm would still not cater for mobility scooters or wheelchairs.
 - iv. Cllr. Sinclair stated that whilst an increase to the width of the footway was welcome, she had concerns that it would be possible for a mobility scooter or wheelchair to tip into the road.
 - v. Cllr. Thomas enquired of the Clerk as to the minimum distance required between the step of the butchers to the kerb. The Clerk stated that he did not know and would obtain an answer from David Gollop.

OM-21-034 HIGHWAYS DEVOLUTION GRANT:

The Chairman reminded Councillors that they look at footways in need of repair within their respective areas, for consideration of repair as part of the Highways Devolution Grant scheme.

OM-21-035 FREEDOM OF INFORMATION REQUEST:

The Chairman informed the Council that despite fulfilling the definition of Anti-Social Behaviour, a recent investigation by the District Council into the frequent burning of pallets, as part of a commercial operation, had been adjudged to be acceptable. The Chairman continued that the District Council had compiled a report as to its decision, and that although redacted, it would be worth obtaining a copy of the report by way of a Freedom of Information request.

RESOLVED: That St Osyth Parish Council submit a Freedom of Information request to Tendring District Council in order to obtain a copy of the redacted report in respect of the burning of pallets in the Parish. The motion was proposed by Cllr. Sinclair and seconded by Cllr. Kelly. All agreed.

OM-21-036 CLIMATE CHANGE:

The Council discussed the trial for paperless agenda packs, which would commence from June 2021. The Clerk stated that all agenda items would be forwarded to the Council a week prior to the meeting and that he would have all documents, plans etc saved should there be a need to refer to them during the meeting.

- a. Cllr. Sinclair informed the Council that she had been using paperless agenda packs for a number of years now, and that, when necessary, she viewed the relevant document, report etc at the respective point during a meeting using a laptop or iPad. Cllr. Sinclair suggested that those Councillors with a laptop or iPad could bring them to the meeting, so that they would not have to view documents on the projector screen.
- b. The Chairman stated that in addition to the items previously submitted, one suggestion as to how the Council could encourage residents to help with climate change was to not have bonfires.
- c. The Chairman requested that Cllr. Talbot address the Council on the issue of Climate Change at its next meeting. Cllr. Talbot suggested that it would be more appropriate if an Officer from the District Council addressed the Parish Council. The Chairman concluded that the Clerk would write to the respective Officer at the District Council, as the Parish Council wanted to be proactive where Climate Change was concerned.

OM-21-037 FURTHER MATTERS:

- a. Cllr. Kelly informed the Council that the rubbish which had built up in the vicinity of 70 Colne Way, following the fire in 2019, had finally been removed.
- b. Cllr. Blockley enquired as to how long the Council would be using the main hall, as she had struggled to hear anyone other than the Chairman or Clerk during the meeting. The Chairman requested that the Clerk look at whether it was permissible to reduce the distance between Councillors at the next meeting.
- c. Cllr. Thomas informed the Clerk that it had been reported that mobile catering vendors were still trading from outside of the NISA Local on Point Clear Road every Friday and Saturday night. The Clerk stated that he would liaise with the District Council.

- d. Cllr. Thomas requested whether the Clerk could liaise with the owner of NISA Local on Point Clear Road and request that a daily litter pick was carried out, due to the amount of rubbish being dropped outside of the store, which subsequently ended up on the pavement or in the road.
- e. Cllr. Sinclair enquired as to whether the condition of the road at the junction of St Clairs Road and St Clairs Drive had been reported to Essex Highways. The Chairman informed the Council that the responsibility for the maintenance of the stretch of road where there were severe potholes was that of 2 residents. The Chairman continued that although Highways had repaired the road in the past, they had since refused further repair on several occasions. The Chairman requested that the Clerk write to Essex Highways.

There being no further business the meeting was closed at 10 pm.

The date of the next meeting was set for 7.00 pm on Thursday 17th June 2021.

**Summary of 'Action Required' from the Minutes of the Ordinary Meeting
held on Thursday 20th May 2021**

OM-21-026 c ii	Use of Frowick Lane by HGV	Cllr. Goggin to brief Council
OM-21-027 e	Bradwell B Project	Clk to fwd details to Cllr. White
OM-21-030 b ii	Use of Footpath 25	Chairman to liaise with Highways
OM-21-030 c ii	Control of Dogs at Martin's Farm	Andrew Brown to action
OM-21-031 a iii	Mud on B1027	Clk to liaise with EA
OM-21-031 c	Footpath 7 Sign	Clk to inform PRoW Offr's
OM-21-031 d	Crossroads Bench	Include on June agenda
OM-21-031 f	Commemorative Trees	Cllr's to consider locations
OM-21-032 b ii	Pavilion Consultation	Mtg arranged for 8 th June
OM-21-033 e	Crossroads Safety Improvements	Mtg arranged for 25 th May
OM-21-033 f i	Presentation to be sent to Cllr's	Clk to action
OM-21-033 f ii	Installation of Kerbs	Chairman to liaise with Highways
OM-21-033 f v	Minimum Distance from Steps	Clk to liaise with Highways
OM-21-035	Freedom of Information Request	Clk to action
OM-21-036 d	Climate Change	Clk to liaise with TDC
OM-21-037 b	Distance at Meetings	Clk to action
OM-21-037 c	Mobile Catering Vendors	Clk to liaise with TDC
OM-21-037 d	Litter outside of NISA Local	Clk to action
OM-21-037 e	St Clairs Drive	Clk to write to Essex Highways

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