



## ST OSYTH PARISH COUNCIL



### Minutes of the Ordinary Meeting of the Council held at the Village Hall, St Osyth on Thursday 15<sup>th</sup> December 2022 at 7.00 pm

**PRESENT:** Vice-Chairman: Cllr. Alma Blockley  
Cllr's Clive Atkins, David Cooper, Ray French, Mandy Kelly,  
John Lockwood, Karen Sinclair, Michael Talbot, Michele Thomas,  
Julie Ward & John White

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

**APOLOGIES:** Cllr. Gary Coe (Work Commitments)

**MINUTES:** Neil Williams (Parish Clerk)

**PUBLIC PRESENT:** Two

#### **OM-22-165 RESIGNATION OF THE CHAIRMAN:**

The Clerk reminded the Council that following receipt of a letter of resignation from the former Chairman, Cllr. Sonia Grantham, several hours before the meeting of 24<sup>th</sup> November 2022, it had been his recommendation that the Parish Council formally accept the resignation at the meeting scheduled for 15<sup>th</sup> December 2022.

- a. **RESOLVED:** That the Parish Council formally accept the resignation of Cllr. Sonia Grantham. The motion was proposed by Cllr. Ward and seconded by Cllr. French. All agreed.
- b. It was requested that the Clerk formally minute the appreciation of the Parish Council for all that former Cllr. Grantham had done, both for the Council and more importantly for the residents of the Parish of St Osyth, during her tenure as Chairman of the Parish Council.

#### **OM-22-166 ELECTION OF THE CHAIRMAN OF THE COUNCIL:**

The Clerk called for nominations. Cllr. Talbot moved that, provided she was prepared to accept the nomination, Cllr. Blockley be elected Chairman of the Council until the elections in May 2023. The nomination was seconded by Cllr. Thomas. Members unanimously agreed that Cllr. Blockley be elected Parish Council Chairman.

Cllr. Blockley accepted the appointment as Chairman and duly signed the Declaration of Acceptance of Office.

**RESOLVED:** That Cllr. Alma Blockley be elected as Chairman of the Parish Council until the elections to be held in May 2023.

#### **OM-22-167 ELECTION OF THE VICE-CHAIRMAN OF THE COUNCIL:**

The Chairman called for nominations for the appointment of Vice-Chairman. Cllr. White moved that Cllr. Sinclair be elected as the Vice-Chairman of the Council until the elections in May 2023. The nomination was seconded by Cllr. Ward. Members unanimously agreed that Cllr. Sinclair be elected Vice-Chairman of the Parish Council.

Cllr. Sinclair accepted the appointment as Vice-Chairman and duly signed the Declaration of Acceptance of Office.

**RESOLVED:** That Cllr. Karen Sinclair be elected as Vice-Chairman of the Parish Council until the elections to be held in May 2023.

**OM-22-168 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-22-169 PLANNING APPLICATIONS:**

	<b>APPLICATION &amp; ADDRESS</b>	<b>PROPOSAL</b>
a.	<a href="#">22/01629/FULHH</a> Mr White Suffolk House Daltes Lane St Osyth	Proposed side and rear two storey extensions to form additional living space and new garage (resubmission of approved planning 21/01944/FULHH to allow for alterations).  <b>Approved on 23<sup>rd</sup> November 2022.</b>
b.	<a href="#">22/01830/FULHH</a> L Whitby Creek Cottage Dairy Farm Meadow Point Clear	Proposed erection of cart lodge/garage with home office above.  The Parish Council reaffirms its comments of 28 <sup>th</sup> November 2022, in that whilst the Parish Council have no objection to the application, it is requested that a condition of approval, if granted, is that it shall not be permissible for the cart lodge to be converted to any form of accommodation, so as to prevent future backland development.
c.	<a href="#">22/01878/FUL</a> Mr N Young Land between The Hawthorns & 1 Heath Road St Osyth	Proposed erection of an agricultural barn and stables.  Whilst the Parish Council have no objection to the application, it is requested that a condition of approval, if granted, be that it shall not be permissible for either the stable or barn to be converted to any form of accommodation, so as to prevent future backland development.
d.	<a href="#">22/01959/FULHH</a> Ms K Purkis 167 Point Clear Road Point Clear	Proposed front infill extension to create porch, garage conversion, single storey rear extension and extension to existing rear dormer.  No objections.
e.	<a href="#">22/02016/TCA</a> Mr S Grimwood 70 Colchester Road St Osyth	1 No. Pine - crown thin and reduce (remove dead wood).  <b>Approved on 7<sup>th</sup> December 2022.</b>

**OM-22-170 PLANNING CORRESPONDENCE:**

The following correspondence was noted:

- a. Tendring District Council (TDC) weekly Notifications of Decisions (Determinations) from 18<sup>th</sup> November 2022 to 2<sup>nd</sup> December 2022.
- b. Correspondence from TDC with regards to the closure of Planning Enforcement Enquiry 21/00231/ENFENQ, Breach of Condition in respect of Martello Beach Holiday Park.

**OM-22-171 APPROVAL OF MINUTES:**

**RESOLVED:** That having been previously circulated, the minutes of the Ordinary Meeting of 24<sup>th</sup> November 2022 be verified for accuracy by the Council and signed by the Chairman, as a true and accurate record. The motion was proposed by Cllr. Lockwood and seconded by Cllr. Ward. All agreed.

**OM-22-172 SUMMARY OF ACTION:**

- a. OM-22-141 b. The Clerk reminded the Council that the resignation of the former Chairman, Sonia Grantham, had been resolved.
- b. OM-22-146 c. The Clerk informed the Council that together with Cllr. Lockwood, he had yet to meet with Andy Booth of Naglotech to discuss the website.
- c. OM-22-146 h. The Clerk reminded the Council that Cllr. Thomas would be compiling an article for inclusion in the Parish magazine about the cost of vandalism at Cowley Park.
- d. OM-22-146 i. The Clerk informed the Council that the subject of CCTV at Cowley Park would be discussed later in the meeting.
- e. OM-22-150 a i e). The Clerk reminded the Council that the management of memorials would be discussed later in the meeting.
- f. OM-22-150 a ii c). The Clerk reminded the Council that the use of sheep in the Cemetery would be discussed later in the meeting.
- g. OM-22-150 b i a). The Clerk informed the Council that following the recent meeting of the Finance Committee, he would be discussing the replacement of the safety surfacing at Cowley Park with the Responsible Financial Officer (RFO).
- h. OM-22-150 b ii a). The Clerk informed the Council that following the recent meeting of the Finance Committee, he would be discussing the use of a TDC Rapid Deployment Camera with the RFO.
- i. OM-22-153 b i a). The Clerk informed the Council that the maintenance of the effluent pump at Cowley Park would be discussed later in the meeting.
- j. OM-22-153 b ii. The Clerk informed the Council that the subject of parking on Cowley Park would be discussed later in the meeting.
- k. OM-22-159 c ii a). The Clerk reminded the Council that following the decision of the Council to proceed with the improvements to Dumont Avenue play area, the Playground, Youth & Open Spaces (PYOS) Working Party would look to progress the improvements in the new year.

**OM-21-173 PUBLIC PARTICIPATION:** None.

**OM-22-174 CORRESPONDENCE:**

The following correspondence was noted:

- a. Correspondence from Bruno Peek LVO OBE OPR Pageantmaster, with regards to the Coronation of His Majesty King Charles III, and the lighting of Beacons to commemorate the 80<sup>th</sup> Anniversary of D-Day.

**OM-22-175 FINANCE:**

- a. Approval of payments for November 2022, as per the circulated list were agreed by the Council.
- b. The following balances were noted and agreed:

Current a/c	£158,880.29
Deposit	£53,268.77

**OM-22-176 REPORTS FROM COMMITTEES:**

- a. **Finance Committee:** The Clerk informed the Council that the draft Minutes of the Finance Committee meeting of 14<sup>th</sup> December 2022 would be received at the meeting scheduled for 19<sup>th</sup> January 2023. As the newly appointed Chairman of the Finance Committee, Cllr. Cooper gave the following report:
  - i. That the Committee had received a brief on income and expenditure as at 30<sup>th</sup> November 2022.
  - ii. That the RFO had forecast a small deficit for the year ending 31<sup>st</sup> March 2023.
  - iii. That the total sum of the Annual Parish Grant applications received amounted to £15,177.00.
  - iv. That the RFO and Clerk had costed all items within the Management Plan, the vast majority of which related to ongoing maintenance, as opposed to capital expense.
  - v. That the RFO's primary aim had been the avoidance of setting a deficit budget for 2023/2024. The RFO had reported that the figures within the draft budget for 2023/2024 had been calculated using the figures from 2022/2023, to which an increase of 4.9% had been added. The tax base figures and Ready Reckoner (calculation of the Precept) had only been received from TDC shortly before the meeting, which meant that the RFO had recalculated the budget for 2023/2024.
  - vi. That an increase to the Precept of 4.5% for 2023/2024, would enable the Council to stay below the tolerated Precept request of 4.9%, to meet the requirements within the Management Plan and to achieve a 'breakeven' budget for 2023/2024.

- vii. That the Committee had in principle agreed to the approval of the Management Plan, in addition to the budget and Precept request for 2023/2024.
- viii. That the Clerk had reported that there would be a need for a further meeting in January, ahead of the Ordinary meeting, so that the Finance Committee could formally recommend the budget and Precept for 2023/2024, which the Council would then need to ratify. This would enable the RFO and Clerk to 'fine tune' the budget once the confirmed figures were received from TDC.
- ix. That the Clerk had provided a comparison of quotes received in respect of the installation of CCTV at Cowley Park, and that given his involvement in liaising with the respective providers, it was agreed that the Community Warden should brief the Committee when it next met.
- x. That the Committee had received the TDC Remuneration Panel Report, which it was agreed would be discussed at the January meeting, with a recommendation to be made to the Council thereafter.

Cllr. Cooper thanked both the RFO and Clerk for their efforts in ensuring that the Finance Committee had received the most accurate information available at the time of the meeting.

#### **OM-22-177 APPROVAL OF THE BUDGET FOR 2023/2024:**

The Clerk informed the Council that whilst the tax base figures and Ready Reckoner had yet to be confirmed by the District Council, it would, in principle, be prudent to agree the budget for 2023/2024. The Clerk continued that, as reported by Cllr. Cooper, the Finance Committee would meet again in January, once the figures had been confirmed, and that the formal recommendation for the approval of the budget would be presented to the Council on 19<sup>th</sup> January 2023.

- a. **RESOLVED:** That the Parish Council approve, in principle, the Budget for 2023/2024, subject to the confirmation of the tax base and Ready Reckoner, by the District Council, as recommended by the Finance Committee on 14<sup>th</sup> December 2022. The motion was proposed by Cllr. Ward and seconded by Cllr. Kelly. All agreed.

#### **OM-22-178 REPORTS FROM WORKING GROUPS:**

- a. **Blooms in St Osyth:** Cllr. Ward reported that a new planter had been placed at Chisbon Heath, due to the previous planter having to be replaced because of rot.
- b. **Highways Working Party:** The Clerk informed the Council that a meeting was to be arranged for early 2023.
- c. **Martin's Farm Country Park:** The Clerk informed the Council that a meeting was to be arranged for early 2023.
- d. **Playground, Youth & Open Spaces Working Party:** The Clerk informed the Council that a meeting was to be arranged for early 2023.

## OM-22-179 REPORTS FROM REPRESENTATIVES:

- a. **Essex Police:** Having been previously circulated, the Council reviewed the crime statistics for October 2022.
  - i. Cllr. Kelly informed the Council of offences in Point Clear by location and where practicable the status of the investigation.
  - ii. Cllr. Cooper informed the Council of offences in St Osyth by location and where practicable the status of the investigation.
- b. **Footpaths:** Nothing to report.
- c. **Benches:** No report given.
- d. **Litter Bins:** Nothing to report.
- e. **Planters:** Nothing to report.
- f. **Tree Warden:** Nothing to report.
- g. **Tendring District Association of Local Councils (TDALC):** Cllr. Talbot reported that there had not been a meeting of the Association since 23<sup>rd</sup> November and that the next meeting was scheduled for January 2023.
- h. **District Councillor's Report:** Whilst neither Cllr. White or Cllr. Talbot had a formal report, the latter gave an overview of the District Council's intention to provide charging points for electric vehicles.
- i. **Website:** Cllr. Lockwood reported that he had updated some of the information on the website, including the Councillors new email addresses, and that he would, once received in January, post the Chairman's Report.

## OM-22-180 REPORTS FROM NOMINATED REPRESENTATIVES & TRUSTEES:

- a. **St Osyth Almshouse Charity:** Nothing to report.
- b. **St Osyth Playing Field Charity:**

The Clerk gave the following report:

  - i. The Clerk reported that the effluent pump had been replaced at a cost of £4,711.84, inclusive of VAT. He continued that having applied for funding to the Essex Community Foundation, he had received confirmation that the application had been successful, and that the Charity would receive £2,000.00 towards the cost of the new effluent pump.
  - ii. The Clerk reported that he would be completing a risk assessment in respect of parking on Cowley Park, and that he would be meeting with representatives of St Osyth FC and Elmnden Rovers Youth Football Club in the New Year.

- c. **Point Clear Community Association:** Whilst Cllr. Blockley did not have a report, the Community Warden, who was present as a member of the public, and who is the Chairman of the Point Clear Community Association reported that the Committee were moving forward with plans to improve the heating, and that some 100 residents had attended the Dumont Luncheon Club's Christmas Dinner earlier that day.
- d. **Village Hall Management Committee:** Cllr. Thomas reported that so as to avoid a clash with the Parish Council, the meeting scheduled for 19<sup>th</sup> January 2023 had been rescheduled for 2<sup>nd</sup> February 2023.
- e. **St Osyth Priory & Parish Trust:** The Clerk reported that the Trust's Annual General Meeting (AGM) had taken place on 14<sup>th</sup> December 2022, however, he had no further information.
  - i. Cllr. White enquired as to whether the Trust's Income & Expenditure could be made available for viewing. The Clerk stated that he would liaise with Mrs Sonia Grantham.

**OM-21-181 PREPARATION OF THE MANAGEMENT PLAN:**

The Clerk informed the Council that sections of the Management Plan, for 2022/2025, had been forwarded to respective Councillors for comment, and that having received the relevant feedback, the plan would be reviewed in conjunction with the draft budget by the Finance Committee, at its meeting in January 2023.

- a. **RESOLVED:** That the Council approve the Management Plan, in principle, for 2022/2025 and beyond. The motion was proposed by Cllr. Ward and seconded by Cllr. Thomas. All agreed.
- b. It was agreed that the Clerk should write to the former Chairman of the Council, Mrs Sonia Grantham, to thank her for her time and effort in preparing the Management Plan for the benefit of the Council.

**OM-22-182 PLACEMENT/ USE OF SHEEP IN THE CEMETERY:**

A report on the use of sheep in the Wildflower Meadow area of the Cemetery having been previously circulated, Cllr. Sinclair invited comments from those present. The following comments were noted:

- a. Cllr. Sinclair stated that she was not against the sheep being placed in the Cemetery provided that the appropriate insurance measures were in place, and that it would be the owner of the sheep and not the Council who would be liable in the event of any third-party claim.
- b. Cllr. Ward stated that having visited the Cemetery to view the moveable pen in which the sheep would be placed, she now had no objections to the sheep being allowed to graze in the Wildflower Meadow.
- c. Cllr. Kelly stated that the information provided by the owner of the sheep was contradictory in that it had been stated that the sheep would not be placed in the Cemetery during the winter, however, the owner was now looking to place the sheep in the Wildflower Meadow.

- d. Cllr. Atkins informed the Council that in terms of grazing and the clearance of grass in the areas where wildflowers had previously been sown, the best time for the sheep to be in the Cemetery would be between now and April.
- e. Cllr. Thomas expressed concern as to any insurance liability were the sheep to damage any property or injure any visitors to the Cemetery. Cllr. Thomas also expressed concern as to the size of the pen to be used.
- f. Cllr. Ward reminded the Council that the owner of the sheep would only be placing them in the Cemetery when he or his wife were at home, that the sheep would be withdrawn from the Cemetery each night they were present, that the pen would be moved daily and that the gates leading to the Wildflower Meadow would be covered by CCTV.
- g. Cllr. Thomas reiterated her concerns in respect of insurance and public liability.
  - i. The Clerk stated that he would contact the Council's insurance provider to confirm whether the Council would have any liability.
- h. Cllr. White stated that sheep had previously been permitted to graze within the Churchyard, therefore there must be some form of insurance in place to enable such activity.
- i. Cllr. Ward moved that the Council permit the grazing of two sheep within the Wildflower Meadow area of the Cemetery. A vote ensued, as a result of which the following motion was resolved.
  - i. **RESOLVED:** That subject to the appropriate insurance being held by the owner, so as to ensure no liability on the part of St Osyth Parish Council, and in keeping with the guidance issued by the owner, two sheep be permitted to graze within the Wildflower Meadow area of the Cemetery until April 2023. The motion, proposed by Cllr. Ward and seconded by Cllr. White, was carried by a margin of 8 in favour, 2 against with 1 abstention.

### **OM-22-183 MANAGEMENT OF MEMORIALS:**

A report by Cllr. Sinclair having been previously circulated, the Council discussed the management of memorials within the Cemetery. Cllr. Sinclair acknowledged that the subject was contentious, to which Cllr. Talbot stated that it was pleasing to see several choices being presented to the Council.

- a. Cllr. Sinclair reminded the Council that the proposals for the type of memorials to be permitted within Sections 6 and 7 of the Cemetery were:
  - i. Proposal 1:  
Headstones only in Section 6, with full kerb sets permitted in Section 7.
  - ii. Proposal 2:  
Headstones only in Sections 6 and 7.
  - iii. Proposal 3:  
Both headstones and full kerb sets be permitted in Sections 6 and 7.



- b. Cllr. Ward stated that the Cemetery Committee had previously discussed the subject of memorials and had at that time agreed that full kerb sets should not be permitted within Sections 6 and 7, due largely to the overall appearance of the existing Sections, and the difficulty encountered in reaching some of the plots during burials. She continued that if the recommendations of the Committee were overturned or negated, there was little point in having a Committee.
- i. Cllr. Ward proposed that the Council endorse Proposal 2, and that only headstones be permitted in Sections 6 and 7.
  - ii. Cllr. Thomas proposed that the Council endorse Proposal 1, and that headstones only be permitted in Section 6, with full kerb sets permitted in Section 7.
  - iii. Cllr. Lockwood proposed that the Council endorse Proposal 3, and that both headstones and full kerb sets be permitted in Sections 6 and 7.
  - iv. A vote ensued, during which time 7 Councillors voted in favour of Proposal 2, 3 Councillors voted in favour of Proposal 1 and 1 Councillor voted in favour of Proposal 3.
  - v. **RESOLVED:** That the only form of memorial to be permitted in Sections 6 and 7 be that of headstones, and not full kerb sets. The motion, proposed by Cllr. Ward and seconded by Cllr. Kelly was carried by a margin of 7 in favour to 4 against.

#### **OM-22-184 REPORTS FROM REPRESENTATIVES:**

- a. **Essex County Council:** Having arrived at 8.20 pm, Cllr. Goggin gave an overview of the following:
  - i. That 2022 had been an eventful year, politically, economically and globally, for reasons both good and bad. However, the one constant throughout had been the resolve of local Councils, which remained the backbone of the British political system.
  - ii. That following a report from a resident concerning a 12-month delay for the approval of a planning application for sewage, he [Cllr. Goggin] had been advised by the ECC Members Enquiries Team, that the reason for the delay was actually the failure of the resident to sign and return forms required to progress the application.
  - iii. That there had, on 5<sup>th</sup> December, been a fatal Road Traffic Collision (RTC) at Flag Hill, about which he had no further details, other than the fact that the Police were investigating the collision.
  - iv. That ECC Members had received a briefing in respect of Devolution, following the recent move towards Devolution by Suffolk and Norfolk, which would see the counties receive £600m over the next 30 years. Given that the County of Essex was the second largest county in England, in terms of both population and revenue, there would, at this time, be no advantage for the residents of Essex.

- v. Cllr. Goggin then briefed the Council as to the progress for the safety improvements to the crossroads, during which the following was noted:
- a) That due to the works having originally been planned for May/ June and November 2022 respectively, the licence issued to permit the works had now expired and that process would have to be restarted. Additionally, the firm which would be fitting the speed cushions was not able to carry out the installation until the week commencing 6<sup>th</sup> March 2023 at the earliest.
  - b) That fingers of blame were being pointed at those who had left Essex Highways, and that he [Cllr. Goggin] was disgusted that the scheme had ground to a halt.
  - c) Cllr. Thomas stated that the entire scheme, which had been poorly planned and badly executed by Essex Highways was down to a case of 'bureaucracy gone mad.'
  - d) Cllr. Goggin stated that when the resurfacing works had actually been carried out, the efficiency in how the work had been completed was due to additional manpower being positioned on each of the approaches to the crossroads, in order to brief drivers as to the reason for any delays, none of which had exceeded 20-25 minutes.
  - e) Cllr. White confirmed that he had witnessed the additional Highways staff interacting with drivers, and that they had been polite and courteous. Cllr. White continued that despite the additional manpower, he agreed with Cllr. Thomas' statement that the scheme had been badly handled, especially given that the Parish was home to two of the largest holiday parks in Tendring.
  - f) Cllr. Goggin informed the Council that he would like the same team who had been seconded to liaise with drivers during the resurfacing works to be involved with the installation of the speed cushions.
  - g) A discussion ensued, during which numerous questions were raised, including had a Project Manager had been appointed to oversee the scheme and were both a Risk Assessment and Method Statement completed prior to the commencement of the scheme.
  - h) **RESOLVED:** Cllr. White moved that Cllr. Goggin should investigate the matter further on behalf of the Parish Council and that the Clerk should write to the Cabinet Member for Highways. Cllr. Sinclair seconded the motion. All agreed.

**OM-22-185 CLIMATE CHANGE:**

The continued commitment of the Parish Council towards Climate Change was noted.

**OM-22-186 FURTHER MATTERS:** None

There being no further business the meeting was closed at 8.55 pm.

The date of the next meeting was set for 7.00 pm on Thursday 19<sup>th</sup> January 2023.

**Summary of 'Action Required' from the Minutes of the Ordinary Meeting  
held on Thursday 15<sup>th</sup> December 2022**

OM-22-172 b	Meeting with Naglotech re Website	Clk to action
OM-22-180 b ii	Parking on Cowley Park	Clk to action
OM-22-180 e i	St Osyth Priory & Parish Trust Accounts	Clk to action
OM-22-181 b	Letter of Appreciation to Mrs Grantham	Clk to action
OM-22-182 g i	Insurance in Respect of Grazing Sheep	Clk to action
OM-22-184 a v h	Letter to ECC Cabinet Member for Highways	Clk to action