



## ST OSYTH PARISH COUNCIL

**Minutes of the Ordinary Meeting of the Council  
held at the Village Hall, St Osyth  
on Thursday 18<sup>th</sup> May 2023 at 7.11 pm**



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

Cllr. Alan Goggin, Essex County Councillor (arrived at 8.35 pm)

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

**PUBLIC PRESENT:** One

### OM-23-019 PLANNING APPLICATIONS:

	<b>APPLICATION &amp; ADDRESS</b>	<b>PROPOSAL</b>
a.	<a href="#">22/01410/FUL</a> Mr & Mrs Highfield Elton Grange, Rectory Road St Osyth	Proposed new stables following demolition of existing stables.  No objections.
b.	<a href="#">23/00181/FUL</a> Environment Agency The Promenade Belsize Avenue Jaywick	Construction of a new sea wall and a rock revetment to address tidal flood risk to the village of Jaywick. The new sea wall will be approximately 330m long and will be integrated into the existing Cockett Wick Sea wall. The rock revetment will be installed on the seaward side of the sea wall along a length of approximately 140m in order to protect the existing revetment from further deterioration.  No objections.
c.	<a href="#">23/00495/FULHH</a> Mr Korf 345 Point Clear Road Point Clear	Proposed conversion and renovation of boathouse to accommodate ancillary living space with two storey rear extension and first floor balcony with raised replacement monopitched roof.  No objections.
d.	<a href="#">23/00517/LUPROP</a> Miss M Ibbotson 95A Dumont Avenue Point Clear	Proposed demolition of conservatory and replace with blockwork extension.  No objections.
e.	<a href="#">23/00527/FULHH</a> L Whitby Creek Cottage Dairy Farm Meadow Point Clear	Proposed new roof to form additional living space.  No objections.

f.	<a href="#">23/00542/FUL</a> Mr C Gibbs Land West of Clay Lane St Osyth	Proposed stationing of 5 self-contained holiday units and associated parking (resubmission of application 22/01991/FUL with design, layout and landscaping additions).  No objections.
g.	<a href="#">23/00547/FUL</a> Mr Hoult 225 Point Clear Road Point Clear	Proposed sub division of site to form building plot and erection of three-bedroom detached bungalow including new vehicular access to serve new dwelling and the host property.  Whilst the Parish Council have no objections with regards to the proposed development itself, Parish strongly object to this application on the grounds of highway safety, especially given the statement in the email of 16 <sup>th</sup> May 2023, from Essex Highways Strategic Development Officer, which states:  <i>No site visit was undertaken in conjunction with this planning application. The information submitted with the application has been thoroughly assessed and conclusions have been drawn from a desktop study with the observations below based on submitted material, google earth image dated April 2019.</i>  The creation of two new access and egress points from and onto Point Clear Road is totally unacceptable. Traffic is often observed travelling in excess of the posted 30 mph speed limit, and proposed entrance is only 140 metres from the site of a fatal traffic collision, which occurred on 11 <sup>th</sup> August 2019. It should also be noted that the proposed access is 90 metres from the entrance to a residential care home. For Essex Highways to approve the proposed access without even attending the site is an absolute disgrace, and the apparent lack of interest puts local residents at risk.
h.	<a href="#">23/00557/LUPROP</a> Mr G Ilott Edenhurst Oakmead Road Point Clear	Proposed single storey rear extension.  No objections. <b><i>For information only – no comment required.</i></b>

#### OM-23-020 PLANNING CORRESPONDENCE:

The following correspondence was noted:

- a. Tendring District Council (TDC) weekly Notifications of Decisions (Determinations) from 14<sup>th</sup> April 2023 to 5<sup>th</sup> May 2023.

**OM-23-021 APPROVAL OF MINUTES:**

**RESOLVED:** That having been previously circulated, the minutes of the Ordinary Meeting of 20<sup>th</sup> April 2023 be verified for accuracy by the Council and signed by the Chairman, as a true and accurate record. The motion was proposed by Cllr. Atkins and seconded by Cllr. Thomas. All agreed.

**OM-23-022 SUMMARY OF ACTION:**

- a. OM-23-006 c. The Clerk informed the Council that the purchase of stakes, for use by Cllr. Atkins along the footpaths, had been actioned.
- b. OM-23-007 a iii. The Clerk informed the Council that he had yet to write to the relevant authority with regards to concerns over the quality of the water in St Osyth Creek and Mill Dam Lake.
- c. OM-23-007 d i. The Clerk reminded the Council that the Code of Conduct and Pecuniary Interests would be discussed later in the meeting.
- d. OM-22-007 f i. The Clerk informed the Council that the District Independent Remuneration Panel Review had been discussed by the Finance Committee at its meeting of 17<sup>th</sup> May 2023.
- e. OM-23-010 b i a) i). The Clerk informed the Council that he had amended the notes of the Highways Working Party meeting of 15<sup>th</sup> March 2023, to reflect that Mrs Sonia Grantham had been invited to attend the meeting, and that members of the Working Party had agreed to her being present during the discussion in respect of the safety improvements to the crossroads.
- f. OM-23-010 b ii. The Clerk informed the Council that the Chairman was awaiting information from County Councillor Alan Goggin before writing an article on potholes for the Parish magazine.
- g. OM-23-011 c i. The Clerk informed the Council that the purchase of Permissive Footpath markers, for use by Cllr. Atkins along the footpaths, had been actioned.
- h. OM-23-011 g iv. The Clerk informed the Council that the subject of the Willow Plantation would be discussed later in the meeting.
- i. OM-23-011 j. The Clerk reminded the Council that former Councillor John Lockwood would be managing the existing website until such time as the new site was up and running.
- j. OM-23-012 b ii. The Clerk informed the Council that GCS Alarms had reviewed the activation of the CCTV system's alarm lights at Cowley Park, and that to the best of his knowledge the issue had been resolved.
- k. OM-23-013 c. The Clerk reminded the Council that Cllr. Talbot would be acting on behalf of the Parish Council with regards to the Community Reach Partnership Grant.
- l. OM-23-015 e. The Clerk informed the Council that the subject of the Annual Parish Appraisal would be discussed later in the meeting.

**OM-23-023 CORRESPONDENCE:** None

**OM-23-024 PUBLIC PARTICIPATION:** None

**OM-23-025 FINANCE:**

a. The Clerk informed the Council that as the RFO had yet to have the online Year End Closedown of accounts for the year ending 31<sup>st</sup> March 2023, he [the RFO] had been unable to provide any lists for income and expenditure. The Clerk continued that until such time as the accounts were audited by Rialtas Business Solutions (RBS), the RFO was unable to input any information onto the system. The Clerk informed the Council that they would therefore receive lists of income and expenditure for April and May 2023 at the June meeting.

b. The following balances were noted and agreed:

Current a/c	£196,320.44
Deposit	£53,508.53

**OM-23-026 REPORTS FROM COMMITTEES:**

a. **Cemetery Committee:** Cllr. Sinclair gave a report during which the following was noted:

i. Commonwealth War Graves Commission (CWGC)

a) That it was proposed to hold a small ceremony in the Chapel on Thursday 1<sup>st</sup> June, at either 11 am or 2 pm, to commemorate the mounting of the Commonwealth War Graves Commission plaque, in addition to four individual brass plaques naming each of the four Servicemen individually.

b) That in addition to members of the Parish Council, the Royal British Legion were to be invited, and that Cllr. Sinclair was in contact with the granddaughter of the late Major Wright MC, who was hoping to attend.

ii. Opening of the Cemetery Chapel

a) That the Chapel would again be open between 2 pm and 4 pm on Saturday 17<sup>th</sup> June 2023, for residents to lay flowers and reflect on loved ones, ahead of Father's Day. Cllr. Sinclair stated that she would be in attendance, but that Councillors would be more than welcome should they wish to join her.

b) Cllr. Sinclair stated that she would include information on the opening of the Chapel in her report for the Parish magazine.

b. **Finance Committee:**

i. Cllr. Cooper gave a report during which the following was noted:

- a) That the RFO had provided an overview of the Income & Expenditure for 2022/2023 as at 31<sup>st</sup> March 2023, together with a forecast of Income & Expenditure for 2023/2024. The RFO had reported that there was a surplus of £2,556.00 for the Financial Year ending 31<sup>st</sup> March 2023.
  - b) That having addressed certain items within the Income & Expenditure for 2023/2024, the RFO had provided details of accruals brought forward into 2022/2023, which were predominately for larger projects such as the replacement of the soffits and fascia on the Cemetery Chapel and Museum, and other projects such as the replacement of the safety surfacing at Dumont Avenue play area.
  - c) Cllr. White had raised the subject of the recent Tendring District Council Parish Independent Remuneration Panel Review, dated 31<sup>st</sup> March 2023. Cllr. White had stated that whilst there would be an 11% increase in administrative costs for the Parish Council, in 2023/2024, there had been no increase to Councillor's allowances for a considerable number of years.
  - d) That the Clerk had reminded the Committee that the Council had at its January 2023 meeting agreed to increase Councillor's allowances by 7%.
  - e) Cllr. White had stated that as the decision to increase the allowances by 7% had been taken before receipt of the Independent Remuneration Panel Review dated 31<sup>st</sup> March 2023, he felt this should be raised at the meeting scheduled for 18<sup>th</sup> May 2023.
  - f) That the meeting finished at 11.20 am.
- ii. Cllr. White addressed the Council on the subject of Councillor's allowances, during which the following was noted:
- a) Cllr. White stated that the Finance Committee had not been in possession of the Tendring District Council Parish Independent Remuneration Panel Review at its meeting in January 2023, and that the Committee did say that they were awaiting the Review, which was published at the beginning of March 2023, and which had now been received by the Committee.
  - b) Cllr. White gave an explanation of the Review, which was divided into 3 bands depending on population, with St Osyth Parish Council being in Band 1, for which the Panel had recommended the maximum allowance should be £1,200.00.
  - c) Cllr. White stated that he had at the Finance Committee meeting on 17<sup>th</sup> May 2023, raised a query with the RFO in respect of the agreed budget and the proposed increase, agreed by the Council, from £400.00 to £530.00.

- d) Cllr. White stated that whilst it might now be too late to increase the Councillor's allowances for 2023/2024, if the Council were to get the principal right, it could be introduced in the next financial year, with an increase in allowances to £600.00 and slightly more for the Chairman. Having calculated the increase, Cllr. White stated that the amount required would be in the region of £7,200.00. This, he stated, was not beyond the amount of work Councillors did for the Parish, especially as Councillors had been required to buy laptops or tablets, due to the Council no longer providing paper agendas. Cllr. White added that the District Council provided its Councillors with IT equipment and was soon to provide mobile phones.
- e) Cllr. White reported that it was the finding of the Review that Parish Councils should keep up with a percentage of the allowance received by District Councillors, the basic allowance for which was £6,600.00 without any special allowance for Cabinet or Committee membership.
- f) Cllr. White stated that given the amount of work Parish Councillors did, and now with having to print their own agenda packs, the allowance should be increased to at least £600.00.
- g) Cllr. Sinclair stated that the allowance of £400.00 had been kept artificially low for too long, which should not have happened, however, to increase the allowance now would be difficult to justify having already agreed a 7% increase, which the Parish Council had approved.
  - i) Cllr. Sinclair continued that she was open to suggestions, however, an increase of 50% could not be justified given the current financial climate, when energy costs were so high, people were receiving the bare minimum in wage increases or striking over pay.
- h) Cllr. White stated that there was a justification as the Council had not been in possession of the 2023 Review when the decision to increase allowances had been agreed.
- i) The Clerk informed the Council that neither himself or the RFO had been aware of the 2023 Review, until it was received via email on 31<sup>st</sup> March 2023.
- j) Cllr. Cooper stated that Cllr. White had informed the Parish Council that the District Council was increasing its allowances by 7%, and that to stay in line with TDC, the Parish Council had agreed likewise.
- k) Cllr. Ward stated that whilst she might be in the minority, she had joined the Council to help the residents and not just to be paid. Cllr. Ward added that she did not agree at all with the proposed increase to allowances.

- l) Cllr. Kelly stated that she agreed with the recommendation of Cllr. White to increase allowances, as the current allowance had been £400.00 for many years, and that whilst the public were aware of the work carried out by Councillors, many were unaware that Councillors received allowances. Cllr. Kelly continued that the public would not be up in arms were there to be a further increase to allowances, as the amount had been held at £400.00 for so long, it was unjustified not to increase the amount.
- m) Cllr. Thomas stated that one only had to see the criticism associated with politicians' allowances to realise that a 50% increase to Parish Council allowances would result in a major public backlash.
- n) Cllr. French stated that he agreed with Cllr. White, as the current Council had achieved a great deal in the past 4 to 5 years, citing the improvements to the crossroads as one such example.
- o) The Clerk stated that regardless of what was currently being discussed, should the Council wish to discuss the matter further it would have to be a formal agenda item.
  - i) The Clerk narrated an extract from the Finance Committee meeting of 27<sup>th</sup> May 2020, at which time Cllr. Talbot had stated:

*'that it was important for people to see that whilst St Osyth Parish Council had the option to increase its members yearly allowances, the Committee had recommended that the Council retain the current scale, being that of £400.00 per Councillor and £600.00 for the Chairman.'*
  - ii) The Clerk continued that it had been the recommendation of the Finance Committee that there should be no increase in allowances, a recommendation which had subsequently been endorsed by the Parish Council.
  - iii) The Clerk stated that the increase in allowances, as per the Review, to which Cllr. White had referred to earlier was in an increase of £140.00, from £840.00 in 2020 to £980.00 in 2023 for the Parish Basic Allowance, and an increase of £261.00, from £1,044.00 in 2020 to £1,305.00 for the Chairman's Enhanced Allowance.
  - iv) The Clerk stated that the Review cited the document from which any increases should be based as being the *'National Statistics estimated public sector regular average weekly earnings growth rate (before tax and after deductions from pay).'* Having read the document, the Clerk stated that it was interesting to see that the average increase to public sector pay had been 2.7% in December 2022, compared with 6.9% in the private sector, the figure against which TDC had increased their allowances.

- p) Cllr. Sinclair requested that the Clerk liaise with the RFO and ascertain the increased cost to the Parish Council were there to be a 50% increase in allowances.
- q) Cllr. Talbot stated that it was important to remember that whilst received at Christmas, allowances were meant to recompense individuals for expenses incurred as a result of paying for things themselves, such as paper and ink. Cllr. White continued that the Parish Council had some years ago made a decision not to reimburse Councillors for mileage incurred within the boundary of the Parish.
- r) Cllr. Blockley stated that she was regularly spending £50.00 on petrol per week as a result of travel within the Parish.
- s) Cllr. Sinclair stated that she used her allowance to balance the loss of earnings for undertaking Council business.
- t) Cllr. Sinclair reiterated that the subject of Councillor's allowances would be an agenda item at the Ordinary meeting on 15<sup>th</sup> June 2023.

#### **OM-23-027 REPORTS FROM WORKING GROUPS:**

- a. **Blooms in St Osyth:** Cllr. Ward reported that having been ordered on 17<sup>th</sup> May, she would be collecting the summer blooms on 23<sup>rd</sup> June, and that they would be planted in due course.
- b. **Highways Working Party:** No report received.
- c. **Martin's Farm Country Park:** The notes of the meeting of 11<sup>th</sup> April 2023 having been previously circulated, the Chairman invited questions of Cllr. Atkins.
  - i. A conversation ensued as to the use of the park by dog walkers, during which time the Chairman stated that she had stopped taking her grandchildren to the park, due to lack of ability of some walkers to control their dogs.
  - ii. The concerns of lone women walking on the site were noted.
  - iii. The Clerk gave an overview of the proposed areas to be used as part of the Biodiversity Net Gain (BNG) should it receive approval.
- d. **Playground, Youth & Open Spaces Working Party:** At the request of Cllr. Ward, the Clerk informed the Council of the request from a local resident to be able to use Cowley Park skate park for the purpose of teaching young children how to skate.
  - i. The Clerk informed the Council that the resident was known to some members of the Council, having previously been a member of the Youth Forum.



- ii. By way of a PowerPoint presentation, the Clerk was able to show the Council that the resident had all the requisite documentation required to teach children, including membership of Skate Board GB, Public Liability insurance and a valid DBS Certificate.
- iii. Following a discussion, the Council agreed that the resident could make use of the skate ramps until such time as they were able to construct their own at the rear of their respective business premises.

**OM-23-028 REPORTS FROM REPRESENTATIVES:**

- a. **Essex Police:** Having been previously circulated, the Council reviewed the crime statistics for February 2023.
  - 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.
  - iii. Cllr. Atkins enquired as to what was meant by 'local resolution.'
    - a) The Clerk reported that a local or community resolution provided a way to deal with an offence without formal actions. This could include having to help a community organisation, an offer of compensation or a simple apology.
  - iv. The Clerk informed the Council of recent changes to the Police.UK website, which had previously listed individual parishes, but which now grouped together parishes including St Osyth, Brightlingsea, Great Bentley, Thorrington, Alresford, Frating and Elmstead Market.
  - v. The Clerk informed the Council that whilst some crime statistics were listed as St Osyth Beach, the offences had actually occurred in the vicinity of Seaview Road, near The Essex Seagull.
  - vi. Cllr. Moore informed the Council that having been a victim of vehicle theft himself, he had received several enquiries as to whether there was any CCTV along Mill Street.
    - a) The Clerk informed the Council of the requirement for a Security Industry Authority (SIA) licence if carrying out surveillance of public space, such as a public highway, in addition to the difference between surveillance CCTV and Automatic Number Plate Recognition (ANPR) systems.
- b. **Footpaths:** Cllr. Atkins showed Councillors before and after photographs of the replacement of signs along some of the footpaths, including permissive footpaths, the signs for which had been purchased by the Parish Council, for use along the footpath leading from Dumont Avenue to the sea wall.
  - i. Cllr. Atkins informed the Council that he had also taken delivery of some new posts for use along the footpaths.

- ii. The Chairman thanked Cllr. Atkins for his work, adding that the Council now knew more about the public footpaths than it had prior to his involvement with the Council.
- c. **Benches:** The Chairman stated that the Council would have to appoint a new Councillor to monitor benches.
- d. **Litter Bins:** Nothing to report.
- e. **Planters:** Nothing to report.
- f. **Tree Warden:** Cllr. French stated that vegetation throughout the Parish was causing problems such as obscuring of road signs.
  - i. Cllr. French reported that vegetation around 2 signs near Pump Hill in particular was in need of cutting back. The Chairman requested that the Clerk report the matter to Highways.
  - ii. The Chairman stated that she had read an article indicating that the increase in vegetation was as a result of it being '*No Mow May*.'
- g. **Tendring District Association of Local Councils (TDALC):**  
Cllr. Talbot gave the following report:
  - i. The next meeting is the Annual General Meeting, which is next Thursday. There will be a number of changes to delegates present following the local elections on the 4<sup>th</sup> of May. A new Chairman will be elected at this meeting, as I understand that our current Chairman, Linda Belgrove, is not keen to stand again. More of this in next month's report.
- h. **District Councillor's Report:**
  - i. Cllr. White gave the following report:
    - a) That following the elections no one party had the required majority of 25 Councillors.
  - ii. Cllr. Talbot gave the following report:
    - a) The Local Elections held a fortnight ago are ancient history now, but it is very difficult to report anything of substance until the Council's Annual General Meeting on Tuesday 23<sup>rd</sup> May has taken place. It is at this meeting that the decisions about the governance of Tendring District for the next four years will be made, responding to the electors' choices.
    - b) The near three week period between the election results being known and the Council decisions being made next Tuesday, are a period of quite legitimate 'horse trading', as since no one Party or Group has the overall majority required of 25 seats, members and their groups are trading their support to one person or party in exchange for that parties support on another, with promised appointments to the Cabinet or Committees and so on, being bargaining chips, to establish the new administration's future.

- c) This has been the difficulty that John and I had in writing our Tending News and Notes article for the June issue of the Parish magazine, since all will be known, by the time the reader reads, but was not yet known to the writer at the time the copy had to be delivered to the printer.
  - d) So, no TDC business yet, but my thanks to the 24.2% of the St Osyth electors who voted, whosoever they voted for.
- i. **Website:** The Clerk informed the Council that he was liaising with Naglotech as to the requirements for the new website.

**OM-23-029 REPORTS FROM NOMINATED REPRESENTATIVES & TRUSTEES:**

- a. **St Osyth Almshouse Charity:** Nothing to report.
- b. **St Osyth Playing Field Charity:**
  - i. Cllr. Thomas informed the Council that Elmnden Rovers Youth Football Club were continuing to park on The Bury at the front of The Priory, as opposed to using Cowley Park as requested.
    - a) The Clerk stated that he would liaise with the management of Elmnden Rovers.
  - ii. Cllr. Thomas reported that the Playing Field Charity would be looking to secure funding towards matting for parking.
- c. **Point Clear Community Association:** Nothing to report.
  - i. Cllr. Talbot commented that he had expected Cllr. Blockley to report on the subject of the bottle banks at the front of Dumont Hall, the subject having been raised at the previous meeting. Cllr. Talbot reported that the District Council had stated that it was a private arrangement, as it had only ever been intended for use by those using the Hall and was not a recognised recycling centre.
  - ii. Cllr. Talbot stated that he would like to see the Parish Council take up the matter on behalf of the Point Clear Community Association, as the Hall had become a location used by residents of Point Clear for the disposal of bottles, not just those using the Hall. He continued that the PCCA should benefit financially from the income from the recycling of bottles in the same way in which the Village Hall received an income.
- d. **Village Hall Management Committee:**

Cllr. Thomas gave the following report:

  - i. That the last meeting of the Village Hall Management Committee (VHMC) had taken place on 27<sup>th</sup> April 2023.
  - ii. That the St Osyth Rotary Club was now a member of the Management Committee.

- iii. That the current Treasurer and Secretary, Stuart and Frances Brittain were standing down, with Colin Westripp replacing Stuart as Treasurer, however, there was as yet no volunteer to assume the role of Secretary.
- iv. That some 170 people had attended the Hall for Covid vaccinations in April, during which time the nurse had run out of vaccines. The next vaccination session was scheduled between 1 pm and 6 pm on 22<sup>nd</sup> May 2023.
- v. That there was a need to replace the flat roof on the Annex and that there was a problem with condensation in the main hall stemming from the design of the main roof.
- vi. That due to problems with water pressure and leaking radiators, all valves had been replaced.
- vii. That the Village Hall Open Day in May 2024 would coincide with the Horticultural Society show.
- viii. That a defibrillator was now in place in the foyer of the main entrance, with training sessions taking place on Wednesday evenings.
- ix. That since the introduction of the Flash Park, parking had generally improved.
- x. That a fault with the lighting had been resolved, due to it being under warranty.
- xi. That the main hall speaker system had been refurbished.
- xii. That there had been no interest in a Maypole this year, and that the Rotary Club were looking into the possibility of reviving the St Osyth Carnival.
- xiii. That the financial position of the VHMC was good, with a balance of £42,123.60, however, as the repair to the roof was likely to cost in the region of £48,000.00, there would be a need to apply for multiple grants.
- xiv. That gas consumption had reduced by 45% since the installation of the new boilers.
- xv. That there was a new online booking system, the link for which could be found on the Village Hall Facebook page. It was hoped that this link would be displayed on the new website and that it was still possible to book the hall via telephone.
- xvi. That a number of bookings had occurred which included shows, quizzes, elections, carers meetings, various clubs and the monthly Coffee & Chat.
- xvii. That the kitchen boilers had been descaled.

- xviii. That the caretaker was willing to attend the hall during silent hours if there was a need for the defibrillator in the immediate vicinity of the Hall.
  - xix. That the lines of the badminton court were to be renewed and coated with floor polish.
  - xx. That the next quarterly meeting was scheduled for 7 pm on Thursday 3<sup>rd</sup> August 2023.
- e. **St Osyth Priory & Parish Trust:** The Clerk reported that the picnic in the grounds of The Priory on 8<sup>th</sup> May 2023 had been very well attended, with approximately £2,400.00 being raised towards the Education Centre.

**OM-23-030 CO-OPTION OF A COUNCILLOR:**

The Clerk reported that as the Council was short of one Councillor following the elections, there would be a need to co-opt a Councillor. He continued that unlike the co-option process arising from a Casual Vacancy, there was no requirement to give 'public notice' but that the vacancy arising from insufficient candidates at the election would still need to be advertised within the Parish.

- a. The Clerk stated that the vacancy could be advertised on the noticeboards, website and social media, as ideally the vacancy should be filled within 35 days of the election.
- b. **RESOLVED:** That the Clerk advertise the vacancy for a Parish Councillor arising from insufficient candidates at the election. The motion was proposed by Cllr. Ward and seconded by Cllr. Thomas. All agreed.

**OM-23-031 CODE OF CONDUCT AND DISCLOSABLE PECUNIARY INTERESTS:**

- a. Having been previously circulated, the Clerk informed the Council of the recommendation from the District Council that all Town and Parish Councils adopt the new Model Code of Conduct for Members (revised April 2023), which had been adopted by the District Council with effect from May 2023. The Clerk reminded Councillors that there had already been a change to the previous Tendring Code of Conduct since the Parish Council had agreed to retain its current Code of Conduct of 2018, which had been endorsed as being a robust Code, by Lisa Hastings, TDC Deputy Chief Executive & Monitoring Officer.
  - i. **RESOLVED:** That St Osyth Parish Council adopt the new Model Code of Conduct for Members (revised April 2023), as recommended by Tendring District Council. The motion was proposed by Cllr. Talbot and seconded by Cllr. Atkins. All agreed.
- b. Having been previously circulated, the Clerk informed the Council of the recommendation from the District Council that all Town and Parish Councils use the updated Disclosable Pecuniary Interests (DPI) forms (Town and Parish Council) and guides, as distributed by Tendring District Council in accordance with the new Local Government Association's (LGA) Model Code.

- i. **RESOLVED:** That St Osyth Parish Council adopt the updated Disclosable Pecuniary Interests (DPI) forms (Town and Parish Council) and guides, as distributed by Tendring District Council in accordance with the new Local Government Association's (LGA) Model Code. The motion was proposed by Cllr. Talbot and seconded by Cllr. Blockley. All agreed.

**OM-23-032 ESSEX POLICE COUNCILLORS ADVISORY PACK:**

Having been previously circulated, the guidance as issued by Essex Police was noted.

**OM-23-033 REPORTS FROM REPRESENTATIVES:**

- a. **Essex County Council:** Having arrived at 8.35 pm, Cllr. Goggin began his report by congratulating Cllr's Ball and Moore for being elected onto the Parish Council and Cllr's Talbot and White for their re-election as District Councillors. He stated that there had been a total of 12 new Parish Councillors within his Electoral Ward, with 4 new Councillors at Brightlingsea and Great Bentley and 2 new Councillors at St Osyth and Alresford.
  - i. Cllr. Goggin stated that he would be hosting a new Councillors briefing on 31<sup>st</sup> May 2023 at Brightlingsea Town Hall. The Chairman added that she had attended a similar briefing when elected to the Parish Council, and that she had found it very useful.
  - ii. Cllr. Goggin reported that at the Annual Council Meeting, held on 16<sup>th</sup> May 2023, Cllr. Jill Reeves had been elected as the new Chairman of the County Council.
  - iii. Cllr. Sinclair informed Cllr. Goggin that at the Annual Parish Meeting in April, a number of residents had raised questions as to the number of and apparent lack of repair of potholes within the Parish, these included:
    - a) why do potholes take so long to repair?
    - b) why do the repairs break down so quickly?
    - c) what recourse do members of the public have who have incurred damage to their vehicles?
    - d) if a member of the public wishes to make a complaint is there a point of contact at County Hall?
    - e) how much is budgeted annually for road repairs?
    - f) can members of the public contact Councillor Goggin direct?
  - iv. Cllr. Goggin replied to the questions seriatim:
    - a) That weather conditions were a major contributing factor to why it took so long to carry out some repairs.
      - i) Cllr. Goggin provided an overview of how potholes were assessed using a matrix system, which took into account the size of the pothole and its location.

- ii) Cllr. Goggin explained how after having been assessed, potholes were allocated a priority, which ranged from 2 - 4 hours for an emergency through to being included on scheduled repairs.
  - iii) Cllr. Goggin stated that the best person to assess whether a pothole should be classed as an emergency was the Clerk, as his reputation was such that when he reported a pothole as an emergency, County Hall believed his assessment.
  - iv) Cllr. Goggin stated that a pothole reported as an emergency would be inspected by an Inspector, and that his involvement would commence if an emergency was overlooked, or a pothole reported as a 12 on the matrix had since deteriorated to become a 16.
  - v) Cllr. Goggin stated that Highways were soon to commence a programme of repairs ranging from surface dressing to full repairs.
- b) That the principal reason for why repairs broke down so quickly was in part a misunderstanding of terminology on the part of the public.
- i) Cllr. Goggin stated that the main priority for Highways was that of safety, which would negate major repairs, such as resurfacing works which would entail the use of traffic signals. Therefore, the correct term was a 'make safe' as this was literally what Highways were doing, i.e. making safe a safety concern. Cllr. Goggin continued that he had known some make safe repairs last 18 months, whereas others had only lasted 3 weeks.
  - ii) Cllr. Goggin stated that if a make safe failed then it should be reported again, and that there was no limit to how many times a make safe could be repaired. He continued that should a full repair, i.e. 50mm plus in depth fail, then Highways would bring back those responsible for the repair and have them reinstate the full repair at their cost.
  - iii) Cllr. Sinclair enquired as to whether it would be more cost effective to carry out full repairs in the first instance.
    - 1) Cllr. Goggin stated that that the simple answer was no, as there were currently 56 teams, of 2 to 3 people, in the county, who were responding to safety concerns ranging from kerb stone, to drains to potholes.
  - iv) Cllr. Ward enquired as to when following a make safe a full repair could be expected.

- 1) Cllr. Goggin stated that once a make safe was actioned, it was added to a list of required repairs, however, these were based on priority and therefore a repair could be anything up to or more than 6 months.
  - v) Cllr. Goggin reiterated that the majority of 'repairs' were in fact 'make safe.'
  - vi) The Clerk cited one example of a repair as being the pothole on Colchester Road near the end of the Priory Wall, which having been made safe, had since been cut out, a proper repaired carried out and the repair sealed so as to prevent future water ingress.
- c) That there was a system to claim for damage to vehicles arising from a highway defect.
- i) Cllr. Thomas stated that the system required photographs, estimates etc, which made claiming very difficult.
  - ii) Cllr. Goggin stated that motorists could also claim via their own motor insurance, however, the onus would be on the motorist to prove that the defect had been previously reported and that Highways had knowingly ignored the defect.
- d) That the best point of contact for members of the public was via the Essex Highways website, and that if deemed genuinely dangerous the concern should be reported via telephone to the emergency helpline.
- e) That the budget for Highways was £104 million, which was one of the smallest budgets within Essex County Council. Cllr. Goggin stated that the population of Essex paid in the region of £700 million, by way of Council Tax, of which £520 million alone was allocated to adult social care. A further £230 million was allocated to children with special needs, with a further £300 million allocated to people in actual care.
- i) Cllr. Goggin stated that he was not belittling the budget, but that the amount paid by residents did not even cover the cost of care within the county. The key point to remember that the Highways budget was about safety.
  - ii) Cllr. White stated that he recalled a Highways Depot at Thorrington, which Cllr. Goggin confirmed was still in existence. Cllr. White stated that he was aware that of 8 Highways teams allocated to the Tendring area, 1 would soon be operating from a car park in Holland on Sea, which was being divided to create space especially for the team.



- iii) Cllr. Goggin stated that there were currently 56 teams, but that following the receipt of £7.4 million from Central Government, to which the County Council was adding £3.7 million, a further 12 teams would be created for a period of 8 months. Of these 12 teams, 8 had already been employed and that the purpose of the additional teams was to catch up with make safe and repairs.
- v. Cllr. Goggin gave an overview of the Member-Led Repair Programme, which would see him able to report 36 potholes within his Electoral Ward. Whilst this number would be divided equally between the 5 Parishes, giving approximately 7 per Parish, there was the possibility that this could increase if some of the other Parishes did not use their full allocation, as had happened in 2022.
  - a) Cllr. Goggin stated that St Osyth had been among the first Parishes in Essex to submit its list of requested repairs.
  - b) Cllr. Sinclair confirmed that St Osyth Parish Council could submit 7 defect reports, requesting that the Clerk report any defects as soon as possible. The Chairman requested that Councillors report any potholes to the Clerk by 26<sup>th</sup> May 2023.

**OM-23-034 PROPOSAL FOR THE FELLING OF CRICKET BAT WILLOWS:**

The Clerk reminded the Council that at the previous meeting Cllr. Atkins had reported on the pending offer for the felling of willow trees by JS Wright & Sons Ltd. The Clerk reported that he had since received an offer from JS Wright & Sons which would see the creation of an access track into the Willow Plantation, the felling of 23 trees which would be replaced and maintained by JS Wright & Sons, for which the latter was willing to pay the Parish Council £9,550.00.

- a. **RESOLVED:** That St Osyth Parish Council accept the offer of £9,550.00 from JS Wright & Sons Ltd, to fell 23 willow trees, including all remedial work and replanting a double row in full in due season. The motion was proposed by Cllr. Atkins and seconded by Cllr. Ward. All agreed.

**OM-23-035 USE OF PERSONAL WATER CRAFT (PWC) IN POINT CLEAR BAY:**

Having been previously circulated, the notes of the meetings of 30<sup>th</sup> August and 13<sup>th</sup> September 2022 respectively were taken as read.

- a. The Clerk reminded the Council that following the decision of former Councillor John Lockwood not to stand for election, there was a need for the Council to appoint a serving Councillor as the representative at meetings with the Brightlingsea Harbour Commissioners, and any Personal Water Craft related meetings.
- b. A brief discussion ensued, during which it was suggested that Cllr's Ball and Moore be appointed as the Council's representatives, due to the former being a resident of Point Clear Bay, and the latter having experience of owning and operating PWC.
- c. **RESOLVED:** That Cllr's Ball and Moore be appointed the Parish Council's representatives for all future meetings in respect of the use of Personal Water Craft in the area of Point Clear Bay. The motion was proposed by Cllr. Thomas and seconded by Cllr. Ward. All agreed.

**OM-23-036 CORBEAU RALLY:**

The Clerk informed the Council of an incident whereby during the Corbeau Rally held on 23<sup>rd</sup> April 2023, a vehicle had driven through a hedge belonging to a local landowner. The Clerk reported that when contacting the organisers of the rally to claim for the damage, the landowner had stated that it would have been beneficial for the organisers to have informed landowners of the event. The landowner had subsequently been informed that the Parish Council had received an invitation for a representative of the organisers to attend a Parish Council meeting, however, the Council had not accepted the offer.

- a. The Clerk continued that no such offer had been received, and that the only communication he was aware of was an email from Essex Highways, entitled:

*The Essex County Council (Various Roads, District of Tendring) (Corbeau Seats Motor Rally Tendring & Clacton 2023) (Special Events) (Temporary Clearway) Order 2023 The Essex County Council (Various Roads, District of Tendring) (Corbeau Seats Motor Rally Tendring & Clacton 2023) (Special Events) (Temporary Prohibition of Traffic) Order 2023 The Essex County Council (Mill Lane, Bradfield) (Corbeau Seats Motor Rally Tendring & Clacton 2023) (Special Events) (Temporary One-Way Restriction) Order 2023 The Essex County Council (Footpath 29 and associated cycle path, Great Clacton) (Temporary Prohibition of Use) Order 2023,*

which he had located in his junk email folder having discussed the response from the rally organisers with the landowner.

- b. The Clerk stated that the landowner was not looking to apportion any blame to the Parish Council and, like the Clerk, considered the statement of the organisers an attempt to divert attention from the fact that damage had been caused by participants of the rally.
- c. The Clerk concluded by stating that it was the organisers responsibility to liaise with landowners, not the Parish Council. A statement which had been echoed by the landowner.

**OM-23-037 THE KING'S CORONATION COMMEMORATIVE PLAQUE:**

Information regarding the King's Coronation Commemorative Plaque having been previously circulated, the Council discussed the purchase of a plaque. The Chairman suggested that if agreed by the respective Management Committees, it would be good if the Parish Council contributed half to the purchase of a plaque for mounting at both the Village Hall and Dumont Hall.

- a. **RESOLVED:** That subject to the agreement from both the Village Hall Management Committee and the Point Clear Community Association, the Parish Council contribute half of the cost to the purchase of a King's Coronation Commemorative Plaque for mounting at the Village Hall and Dumont Hall respectively. The motion was proposed by Cllr. French and seconded by Cllr. Kelly. All agreed.

**OM-23-038 ANNUAL PARISH APPRAISAL:**

The Chairman informed the Council of the suggested date for the Annual Parish Appraisal, which she was suggesting take place on Tuesday 25<sup>th</sup> July 2023, commencing either in the late afternoon or early evening. Following a brief discussion, it was agreed that the Appraisal should commence at 4 pm.

- a. Having been asked the nature of the Appraisal by Cllr. Ball, the Chairman gave an overview of the annual event, which this year should include:
  - i. Stone Point.
  - ii. The play areas.
  - iii. The Willow Plantation.
  - iv. The Priory Museum (if possible).
  - v. Martin's Farm Country Park.

**OM-23-039 CLIMATE CHANGE:**

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

**OM-23-040 FURTHER MATTERS:** None

There being no further business the meeting was closed at 9.25 pm.

The date of the next meeting was set for 7.00 pm on Thursday 15<sup>th</sup> June 2023, at St Osyth Village Hall.

<b>Summary of 'Action Required' from the Minutes of the Ordinary Meeting held on Thursday 18<sup>th</sup> May 2023</b>		
OM-23-026 b ii p & t	Councillor's Allowances	Clk to action
OM-23-028 f i	Obstruction of Road Signs by Vegetation	Clk to action
OM-23-029 b i a)	Parking on Cowley Park	Clk to action
OM-23-029 c ii	Income from Bottle Banks	PC to liaise with TDC
OM-23-030 a	Co-option of a Councillor	Clk to action
OM-23-033 a v b)	Member-Led Repair Programme Potholes	Cllr's to inform Clk
OM-23-034 a	Acceptance of Offer to Fell Trees	Clk to action
OM-23-037 a	King's Coronation Commemorative Plaque	Clk to action

Signature: *[Signed on Original]*  
 KJE Sinclair  
 Chairman