



## 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> June 2023 at 7.00 pm



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

Cllr. Alan Goggin, Essex County Councillor

**APOLOGIES:** Cllr. Sue Ball (Holiday)  
Cllr. Jake Moore (Prior Engagement)

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

**PUBLIC PRESENT:** Two

#### **OM-23-041 CHANGE OF AGENDA ORDER:**

The Chairman informed the Council that as Cllr. Goggin was also required to attend the meeting of Brightlingsea Town Council, he [Cllr. Goggin] would give his report before any other matters were discussed. All agreed.

#### **OM-23-042 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-23-043 REPORTS FROM REPRESENTATIVES:**

- a. **Essex County Council:** Cllr. Goggin began his report by stating that whilst there had been changes at District Council level as a result of the elections, business at the County Council continued as normal. The following report was noted:
  - i. That he had received correspondence from the Automated Number Plate Recognition (ANPR) Manager for Kent Police and Essex Police outlining the proposal to install a permanent camera in the St Osyth area, which would require a consultation process with community partners as part of a Data Privacy Impact Assessment (DPIA).
    - a) Cllr. Goggin gave a brief outline of the ANPR system, before stating that he was in favour of the system, a view which was shared by those present.
  - ii. That all County and District Councillors received a copy of the Local Government Association (LGA) publication entitled 'First' which he had emailed to the Clerks within his Ward with the request that it be forwarded to all Parish Councillors.

- iii. That Martin's Farm Country Park had been identified as a potential site for the introduction of a Biodiversity Net Gain (BNG) scheme.
- iv. That it had been good to see Cllr. Ball at his New Councillors briefing on 31<sup>st</sup> May 2023, adding that the former had made a very good contribution to the briefing.
- v. That he had attended a brief on Climate Action and Green Growth, which had focused on the substantial grants and support available to treat climate changes as an opportunity for business growth, and employment opportunities.
- vi. That at a meeting to discuss School Places Planning & Forecasts, it had been ascertained that the County Council had a 'live' 10 year rolling plan based on estimates increases/decreases in pupil population.
  - a) In planning for 2033, there was an allowance for a lower birth rate, however, increased pupil population from extra housing was driving numbers up, with an increase in numbers already for Colne and planning for Great Bentley.
  - b) There had been a huge increase in numbers for children being "labelled" as in need of "light" "special needs", which had seen 100 new schools or expansions throughout the County. One such example was Market Fields, built in 2015 with a capacity for 198, the school now had 376 pupils plus a waiting list.
- vii. That the County Council was looking to 'mothball' a third of the County Hall building, due largely in part to the variation in the number of staff present daily, which ranged from 325 to 807.
- viii. That there would be an increase in the number of Highways Repair Teams, from 56 to 68, however, these teams faced an enormous challenge when taking into consideration that between January and March 2023, some 12,149 defects had been reported, of which 3,898 had been repaired.
- ix. Cllr. Thomas raised the subject of the safety improvements to the crossroads, stating that a third speed cushion was needed on each of the four approach roads, as some motorists were driving between the existing speed cushions.
  - a) Cllr. Goggin stated that he would look into Cllr. Thomas' concerns, however, it was unlikely that anything would happen before the County Council's review in December 2023, especially as there had not been any reportable road traffic collisions since the installation of the traffic calming measures.

Due to having to attend the meeting of Brightlingsea Town Council, Cllr. Goggin left the meeting at 7.25 pm.

#### **OM-23-044 FINANCE:**

- a. Approval of payments for April and May 2023, as per the circulated lists were agreed by the Council.
- b. The following balances were noted and agreed:
  - i. Current a/c: £196,320.44 (April 2023)  
£186,825.37 (May 2023)
  - ii. Deposit: £53,569.46 (April 2023)  
£53,569.46 (May 2023)

#### **OM-23-045 INTERNAL AUDIT & ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN:**

At the request of the Chairman, the Clerk gave an overview of the Internal Audit and Annual Governance & Accountability Return respectively.

- a. **Internal Audit:**

The following documentation as directed by the Internal Auditor, on 26<sup>th</sup> May 2023 was received:

  - i. Internal Audit Report for 2022/2023 - Accepted  
**RESOLVED:** That the Council accept the Internal Audit Report for 2022/2023. The motion was proposed by Cllr. Atkins and seconded by Cllr. Thomas. All agreed.
  - ii. Scope of Internal Audit for Parish & Town Councils - Agreed  
**RESOLVED:** That the Council agree the Scope of Internal Audit. The motion was proposed by Cllr. Cooper and seconded by Cllr. Ward. All agreed.
  - iii. Audit Plan - Approved  
**RESOLVED:** That the Council approve the Audit Plan. The motion was proposed by Cllr. Kelly and seconded by Cllr. White. All agreed.
- b. **End of Year Results:**

Having been previously circulated, the Council agreed the end of year figures as approved by the Independent Internal Auditor on 26<sup>th</sup> May 2023, in preparation for submission of the report to the Audit Commission:

  - i. Accounting Statements & Annual Governance Statement.  
**RESOLVED:** That the Council agree the Accounting Statements & Annual Governance Statement. The motion was proposed by Cllr. Atkins and seconded by Cllr. White. All agreed.
  - ii. Balance Sheet for Year Ending 31<sup>st</sup> March 2023.  
**RESOLVED:** That the Council agree the Balance Sheet for Year Ending 31<sup>st</sup> March 2023. The motion was proposed by Cllr. Blockley and seconded by Cllr. Thomas. All agreed.
  - iii. Supporting Reserves Reconciliation as at 31<sup>st</sup> March 2023.  
**RESOLVED:** That the Council agree the Supporting Reserves Reconciliation as at 31<sup>st</sup> March 2023. The motion was proposed by Cllr. Cooper and seconded by Cllr. Talbot. All agreed.

- iv. Trial Balance for Current Year.  
**RESOLVED:** That the Council agree the Trial Balance for Current Year. The motion was proposed by Cllr. French and seconded by Cllr. Kelly. All agreed.
- v. Bank Reconciliation Statement as at 31<sup>st</sup> March 2023.  
**RESOLVED:** That the Council agree the Bank Reconciliation Statement as at 31<sup>st</sup> March 2023. The motion was proposed by Cllr. White and seconded by Cllr. Ward. All agreed.
- vi. Income & Expenditure Account for Year Ending 31<sup>st</sup> March 2023.  
**RESOLVED:** That the Council agree the Income & Expenditure Account for Year Ending 31<sup>st</sup> March 2023. The motion was proposed by Cllr. Thomas and seconded by Cllr. Atkins. All agreed.

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

- i. **RESOLVED:** That the Council approve the Annual Governance & Accountability Return for 2022/2023, and that the Chairman and Clerk sign the relevant document. Both the Chairman and Clerk duly signed the Annual Governance & Accountability Return for the Year Ending 31<sup>st</sup> March 2023. The motion was proposed by Cllr. Talbot and seconded by Cllr. Blockley. All agreed.
- ii. **RESOLVED:** That the Council approve the Accounting Statements for 2022/2023, and that the Chairman and Clerk sign the relevant document, which had already been signed by the RFO. The Chairman duly signed the Accounting Statements for the Year Ending 31<sup>st</sup> March 2023. The motion was proposed by Cllr. Ward and seconded by Cllr. Cooper. All agreed.

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

**OM-23-046 PLANNING APPLICATIONS:**

	<b>APPLICATION &amp; ADDRESS</b>	<b>PROPOSAL</b>
a.	<a href="#">23/00542/FUL</a> Mr C Gibbs Land West of Clay Lane St Osyth	Proposed stationing of 5 self-contained holiday units, a reception pod (including dog washing facilities for guests) with associated parking, hard and soft landscaping and boundary fencing (resubmission of application 22/01991/FUL to allow for design, layout and landscaping additions, and the addition of a reception pod).  The Parish Council has no objections to the application, however, if granted, the Council would request that one of the conditions be that the reception pod should not be used as an independent commercial operation, i.e. dog grooming.
b.	<a href="#">23/00671/FUL</a> Mr C Gibbs The Little House Clay Lane, St Osyth	Proposed replacement dwelling.  No objections.

c.	<a href="#">23/00681/FUL</a> H Carter High Birch Farmhouse High Birch Road St Osyth	Construction of building containing two bedroom holiday let and two bedroom annexe (following demolition of existing redundant buildings).  No objections.
d.	<a href="#">23/00707/LBC</a> Messrs R.A T.R D.R & A.I Sargeant St Osyth Priory The Bury, St Osyth	Proposed internal fixtures and fittings pursuant to 22/00662/LBC.  No objections.
e.	<a href="#">23/00743/TCA</a> Mr D Ward 33 Mill Street St Osyth	5 No. Conifers and 1 No. Spruce - Reduce height to 6ft and 1 No. Conifer and 1 No. Walnut - Fell to ground level.  This application is referred to the TDC Tree & Landscape Officer for consideration.
f.	<a href="#">23/00749/NDPNOT</a> St Osyth C of E Primary School Norman Close St Osyth	Application under Part 14, Class J of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for proposed solar PV systems, approx 231 panels with a total DC capacity across roofs of around 100 kWp.  No objections.
g.	<a href="#">23/00750/FULHH</a> Mrs J Martin Oakwood, Rectory Road St Osyth	Proposed installation of single storey rear extension with flat roof.  No objections.
h.	<a href="#">23/00751/FULHH</a> Mr J Moore 46 Mill Street St Osyth	Increased soffit overhang to new rear extension (retention of works not in accordance with 22/01669/FULHH).  No objections.
i.	<a href="#">23/00754/FULHH</a> Mr Brown 15 Withrick Walk St Osyth	Proposed removal of existing garage and erection of single storey side extension.  No objections.
j.	<a href="#">23/00758/VOC</a> Mr Jordan The Coach House, 110 Colchester Road St Osyth	Application under section 73 of the Town and Country Planning Act, to allow a variation of condition 2 (Approved plans) of planning permission 19/00929/FUL to allow changes to approved landscaping.  No objections.

#### **OM-23-047 PLANNING CORRESPONDENCE:**

The following correspondence was noted:

- a. Tendring District Council (TDC) weekly Notifications of Decisions (Determinations) from 12<sup>th</sup> May 2023 to 2<sup>nd</sup> June 2023.

- b. Correspondence from the North Falls Offshore Wind Farm concerning the Statutory Consultation 16<sup>th</sup> May to 14<sup>th</sup> July 2023 - Section 42 of the Planning Act 2008 and/or Regulation 13 of the Infrastructure Planning (Environmental Impact Assessment) Regulations 2017.
- c. Correspondence from Tibbalds Planning and Urban Design Ltd with regards to the Hartley Gardens development.

**OM-23-048 APPROVAL OF MINUTES:**

**RESOLVED:** That having been previously circulated, the Minutes of the Annual General Meeting of the Council of 18<sup>th</sup> May 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. Kelly and seconded by Cllr. Talbot. All agreed.

**OM-23-049 APPROVAL OF MINUTES:**

**RESOLVED:** That having been previously circulated, the Minutes of the Ordinary Meeting of 18<sup>th</sup> May 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. French and seconded by Cllr. Atkins. All agreed.

**OM-23-050 SUMMARY OF ACTION:**

- a. OM-23-026 b ii p & t. The Clerk reminded the Council that the subject of Councillors' allowances would be discussed later in the meeting.
- b. OM-23-028 f i. The Clerk informed the Council that he had reported the overgrown vegetation obstructing the road signs along the verge at Pump Hill to Essex Highways.
- c. OM-23-029 b i a). The Clerk informed the Council that he had contacted both football clubs with regards to ensuring that they park on Cowley Park rather than on The Bury. The Clerk stated that he had received a response from Elmden Rovers Youth Football Club, the Vice-Chairman of which had confirmed that the matter would be raised at the club's forthcoming Annual General Meeting.
- d. OM-23-029 c ii. The Clerk informed the Council that he had spoken with the Chairman of the Point Clear Community Association (PCCA) with regards to the Council's support for the loss of income in respect of the bottle banks at Dumont Hall, and that the latter had informed the Clerk that the matter was currently being looked into by the Corporate Director of Operations & Delivery at Tendring District Council.
- e. OM-23-030 a. The Clerk reminded the Council that the subject of co-option of a Councillor would be discussed later in the meeting.
- f. OM-23-033 a v b). The Clerk informed the Council that he had collated information with regards to potholes to be submitted to County Councillor Alan Goggin as part of the Member-Led Repair Programme but had yet to submit the information.
- g. OM-23-034 a. The Clerk informed the Council that he had submitted a return to J S Wright & Sons Ltd, accepting their offer to fell trees within the Willow Plantation.

- h. OM-23-037 a. The Clerk informed the Council that he had discussed the purchase of the King's Coronation Commemorative Plaques, which would be mounted at the Village Hall and Dumont Hall with the respective Chairmen.

**OM-23-051 PUBLIC PARTICIPATION:**

- a. A member of the public addressed the Council on the potential use of an area within the Willow Plantation for 'wilderness therapy', which would see small groups taught bushcraft techniques, whilst using nature as a form of healing. The member of the public stated that they had already run several sessions, at a different location, which had benefitted the likes of foster children and those who had been subjected to abuse.
  - i. Cllr. Kelly stated that she was not happy with the proposal, especially as the use of fire, for cooking, was a key element of the therapy, which she considered to be dangerous in a woodland setting, especially as a firepit was a permanent feature.
  - ii. Cllr. Atkins enquired as to which area of the plantation the member of the public was suggesting could be used.
    - a) The member of the public provided the location of the suggested site.
  - iii. Cllr. Ward expressed the same concerns as Cllr. Kelly.
  - iv. Cllr. Thomas suggested that the Council visit the proposed location as part of the Annual Parish Appraisal.
    - a) The Chairman agreed that this was sensible and that any further discussion be deferred until such time as the Council had visited the proposed location. It was subsequently suggested that the subject be an item for discussion at the Council's meeting set for 17<sup>th</sup> August 2023. All agreed.

**OM-23-052 CORRESPONDENCE:**

The following correspondence was noted:

- a. Correspondence from a resident of St Osyth expressing an interest in the use of the Willow Plantation.
- b. Correspondence from a resident of Lee-Over-Sands to Giles Watling, Member of Parliament for Clacton on Sea, and Essex Police, copied to St Osyth Parish Council, concerning the anti-social use of off-road motorcycles along the sea wall between Jaywick and Lee-Over-Sands.
- c. Correspondence from Tendring District Council with regards to the untidy condition of a property owned by the District Council.
- d. Correspondence from a resident with regards to the appearance of the verges within St Osyth.

## OM-23-053 REPORTS FROM COMMITTEES:

### a. Cemetery Committee:

- i. The draft Minutes of the Cemetery Committee meeting of 30<sup>th</sup> May 2023 having been previously distributed, the Chairman invited questions. None were forthcoming.
- ii. Cllr. Sinclair gave a report on the Commonwealth War Graves Commission (CWGC) during which the following was noted:
  - a) That the ceremony to mark the mounting of the commemorative plaques was scheduled to take place in the Cemetery Chapel at 11 am on Friday 16<sup>th</sup> June 2023.
  - b) That the granddaughter of the late Major Wright MC would be in attendance.
  - c) That representatives of the St Osyth Branch of the Royal British Legion would be present, and that the wives of some of the members would be involved with the ceremony.
  - d) The Order of Service was passed around for Councillors to see.
  - e) Cllr. White stated that he had liaised with the District Council regarding the lack of a response to the invitation from the Parish Council, and that the Vice-Chairman of the District Council, Dan Casey, who was also the Council's Armed Forces Ambassador, and the Chairman of the Clacton Branch of the Royal British Legion would now be attending.
- iii. Cllr. Sinclair reported on the opening of the Chapel 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 both herself and Cllr. Ward would be in attendance, but that Councillors would be more than welcome should they wish to join them.
- iv. Cllr. Sinclair gave a report on a previous suggestion of the Cemetery Committee that 'woodland burials' be considered within the Cemetery. She continued that having visited Oakfield Wood, Wrabness, the site of a 7-acre green burial ground, it was apparent that there was insufficient space within the Cemetery to follow the system used at Wrabness, which required an area of 6 square metres around each grave.
  - a) Cllr. Sinclair added that the Community Warden was aware of a green burial site at Laindon, near Basildon, which operated a different method for the provision of green burials, which she [Cllr. Sinclair] would visit and report back to the Council.



b. **Finance Committee:**

- i. The draft Minutes of the Finance Committee meeting of 17<sup>th</sup> May 2023 having been previously distributed, the Chairman invited questions of Cllr. Cooper, in his capacity as Chairman of the Finance Committee. None were forthcoming.

At 8.00 pm, the meeting was paused to allow for a comfort break. The meeting resumed at 8.03 pm.

**OM-23-054 REPORTS FROM WORKING GROUPS:**

- a. **Blooms in St Osyth:** Cllr. Ward reported that whilst the summer blooms had been planted, due to a shortage of plants, there would be no hanging baskets this year.
  - i. Cllr. Ward stated that she would ensure that an order for plants suitable for hanging baskets would be submitted early in the new year.
  - ii. Cllr. Ward requested that the Clerk liaise with the contractor who watered the flowers at Mill Street and request that they also water the blooms at Chisbon Heath, as the resident who had previously undertaken the watering was now unable to do so.
  - iii. Cllr. Thomas stated that the new planter at Chisbon Heath was very small compared to the previous planter, and that it was obscured by grass.
- b. **Highways Working Party:** The Clerk reported that a meeting was to be arranged before the next Ordinary meeting of the Council.
- c. **Martin's Farm Country Park:** Nothing to report.
- d. **Playground, Youth & Open Spaces Working Party:** The notes of the meeting of 5<sup>th</sup> June 2023 having been previously distributed, the Chairman invited questions of Cllr. Ward, in her capacity as Chairman of the Working Party.
  - i. Cllr. Kelly stated that the decision of the District Council to allocate the Public Open Spaces Contribution (POSC) from the development at Melinda Lane to Priory Meadow, by way of a Variation of Condition, meant that there would be a considerable amount of funds available for that play area.
  - ii. Cllr. Sinclair stated that the Working Party had agreed that it should look at the possibility of additional equipment for younger children, especially as a gate was being put in to enable access to the Primary School, as previously agreed by the Council.

**OM-23-055 REPORTS FROM REPRESENTATIVES:**

- a. **Allotments:** Nothing to report.

- b. **Dumont Luncheon Club:** Cllr. Ward gave the following report:
- i. That she had now been attending the Luncheon Club, as a volunteer for 4 weeks.
  - ii. That the diners, who numbered approximately 65, enjoyed a 2 course meal, followed by tea and biscuits for £5.00.
  - iii. In the event that diners did not attend, the Club ran at a loss, as all meals were booked in advance. This meant that a meal which had been prepared would go to waste. To counter this, the Club had begun to offer any spare meals to the diners for £2.00, which they could then take home with them. For some this might be the only cooked meal they would have at home.
  - iv. The Chairman enquired as to the number of volunteers. Cllr. Ward stated that the numbers varied, as some would only be there for a few hours, whereas others would spend all day there, helping to prepare the meals and assist with the cleaning afterwards. Cllr. Ward stated that she attended for 2 hours, during which time it was lovely to see the diners enjoying each other's company, at what was an important social event for many. Cllr. Ward concluded by reporting that the cost of meat alone was approximately £600.00 per month.
- c. **Essex Police:** Having been previously circulated, the Council reviewed the crime statistics for April 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.
- d. **Footpaths:** Nothing to report.
- e. **Tree Warden:** Cllr. French reported that during a recent inspection of the Cemetery, Cllr. Ward had noticed that the Holm Oak looked to be in a poor condition.
- i. Having discussed the condition of the tree with the Chairman, Cllr. French had forwarded a link for the Forest Research website to the Clerk, who had subsequently reported the condition of the tree.
  - ii. The Clerk stated that having reported the tree, he had been advised to seek the services of an Arboricultural consultant, and that he had therefore requested the services of Tree Planning Solutions, who had conducted the survey of the Willow Plantation. The Clerk added that a survey had been scheduled for the week commencing 26<sup>th</sup> June 2023.
  - iii. Cllr. French concluded by reporting that there were a number of diseases which were currently affecting trees, particularly oak trees.

f. **Tendring District Association of Local Councils (TDALC):**

Cllr. Talbot gave the following report:

- i. The meeting of TDALC, on 24<sup>th</sup> May, was the first meeting following the Local Parish and District Council elections and was effectively an Annual General Meeting.
- ii. We had a comprehensive agenda of 16 items drawn up by Linda Belgrove, who had done the Chairman's job ever since Robert Taylor was forced to leave that role and Linda picked it up. She was standing down and we needed another Chairman. In the absence of a rush of volunteers, her husband, Frank Belgrove, said he would do the job.
- iii. Ian Davidson, Chief Executive of Tendring District Council, was our guest, giving members updates on current business, with John Pateman-Gee, Head of Planning, dealing with Planning Enforcement. As our Chairman, Frank introduced them to our new members.
- iv. It was a very good meeting with 17 members present, not including our guests. The meeting finished at 9.12 pm.

g. **District Councillor's Report:**

i. Cllr. White gave the following report:

- a) That 3 of the 9 members of the District Council's Planning Committee were new to the role, therefore, the Committee was conducting training and advisory sessions.
- b) That he had stood down as the Chairman of the Planning Committee and had effectively swapped with the Vice-Chairman.
- c) That the 2023 Airshow, which would take place on 24<sup>th</sup> and 25<sup>th</sup> of August, was expected to draw in the region of 250,000 visitors, who would see such aircraft as the Battle of Britain Memorial Flight and the Red Arrows.

ii. Cllr. Talbot gave the following report:

- a) The District Council is still settling down after its Annual General Meeting, at which following the election results, a totally new administration to lead Tendring's business for the next four years was appointed.
- b) The Council is now led by Mark Stephenson, an independent member from St. John's Ward in Clacton, who was elected to lead the Council by 29 votes to 19 and has appointed his own choice of those to be his Portfolio Holders and Cabinet members to lead us.
- c) This administration is one 'nicknamed' the ABC alliance, following a similar alliance in 2007, where the letters stand for 'Anything Bt Conservative.'

- d) From a business point of view, a whole series of training, meetings and visits have been laid on to benefit those elected for the first time, with former members invited to join if they so wish.
- h. **Website:** The Clerk informed the Council that he was liaising with Naglotech as to the requirements for the new website.

**OM-23-056 REPORTS FROM NOMINATED REPRESENTATIVES & TRUSTEES:**

- a. **St Osyth Almshouse Charity:** Nothing to report.
- b. **St Osyth Playing Field Charity:** Cllr. Thomas reported that Elmden Rovers Youth Football Club were continuing to park on The Bury at the front of The Priory or along Mill Street, and that there was a 'public car park' sign on the bend near the War Memorial.
  - i. Cllr. Blockley stated that the sign might be left over from the classic car show, which had been held on Cowley Park on 10<sup>th</sup> June 2023.
- c. **Point Clear Community Association:** Cllr. Blockley gave the following report:
  - i. Since the new Committee took over in January 2022, they have spent £44,353.00 on improving the hall for the benefit of its users and residents. This money has been achieved by fund raising but mainly through grant applications.
  - ii. Some of the big money items have been:
    - a) Solar panels giving 1SKW of electricity with 9KW battery storage.
    - b) The upgrading of the disabled toilet.
    - c) New guttering, soffits and barge boards.
    - d) Painting the outside, with new signage welcoming people to the hall.
    - e) A new alarm system.
    - f) Smart heating controls.

A total of 20 projects completed. All improvements have received very positive feedback from users of the hall and local residents.
  - iii. The PCCA still need to raise £25,000.00 to buy a green energy, air to air heating and cooling system for the hall. This will run predominantly on electricity from the solar panels and battery storage. The hall has a £15,000.00 shortfall for the project and some grant applications are still awaiting outcomes.
  - iv. Utility costs for electric and gas are the biggest cost by far for the hall and to keep the hall hire charges stable we need to reduce the utility costs. At this time the old gas boiler has failed and at 13 years old it has had a hard life. The PCCA have to make some difficult decisions, can they raise £15,000.00 before the heating season starts in September.

- v. A discussion ensued concerning the funds which were owed to the PCCA in respect of the bottle banks at the front of the hall, the amount believed to be in the region of £18,000.00 to £20,000.00.
- d. **Village Hall Management Committee:**  
Cllr. Thomas reported that the next meeting of the Management Committee was scheduled for August 2023.
- e. **St Osyth Priory & Parish Trust:** Nothing to report.

**OM-23-057 USE OF THE WILLOW PLANTATION:**

Item deferred until the Ordinary meeting scheduled for 17<sup>th</sup> August 2023.

**OM-23-058 MAINTENANCE OF GREENSWARDS & VERGES:**

Correspondence from a resident having been previously circulated, the Council discussed the appearance of the verges and greenswards in the centre of the village, which had not been cut by the District Council since the end of March/ beginning of April 2023. By way of a PowerPoint presentation, the Clerk produced a number of photographs of the areas for which the District Council was responsible.

- a. The Clerk informed the Council that having spoken with the officer responsible for Open Spaces with regards to the lack of grass cutting, it had been confirmed that the employee responsible for the 'rural round' had been on leave and would be instructed to prioritise St Osyth upon his return. This had resulted in the verges being cut on 12<sup>th</sup> and 13<sup>th</sup> June 2023.
- b. Cllr. White enquired as to whether the lack of grass cutting had been as a result of 'no mow May.' The Chairman suggested that it was down to a lack of staff at the District Council, adding that even when the grass had been cut it had not been particularly well done.
- c. The Chairman stated that it would be beneficial if the Clerk were to write to the District Council to express the concern of the Parish Council, and that the issue also be raised by Cllr's Talbot and White in their capacity as District Councillors, especially as the focus of the District Council seemed to be that of Clacton on Sea.

**OM-23-059 GENERAL POWER OF COMPETENCE:**

The Clerk gave an overview of the General Power of Competence, explaining that the Council met the necessary criteria of:

- a. a resolution being passed;
- b. at least two thirds of the Council holding office as a result of being declared elected;
- c. a qualified Clerk, holding the recognised module (General Power of Competence) of the Certificate in Local Council Administration (CiLCA).

**RESOLVED:** That from 15<sup>th</sup> June 2023 until the next relevant Annual General Meeting (following ordinary elections), having met the conditions of eligibility as defined in the Localism Act 2011, and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, St Osyth Parish Council adopt the General Power of Competence. The motion was proposed by Cllr. Ward and seconded by Cllr. Thomas. All agreed.

**OM-23-060 DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT 2011:**

The Clerk gave an overview of the dispensation procedure as issued by the District Council.

- a. **RESOLVED:** That the Parish Council delegate the power to grant dispensation to the Clerk, in accordance with section 33 (1) - (3) of the Localism Act 2011. The motion was proposed by Cllr. Blockley and seconded by Cllr. White. All agreed.
- b. This resolution will remain extant for a period not exceeding 4 years and is applicable to the incumbent Clerk only.

**OM-23-061 COUNCILLOR'S ALLOWANCES:**

Having been unaware of the meeting until that evening, Cllr. White stated that he had not prepared his proposal and requested that the item be deferred until the meeting scheduled for 20<sup>th</sup> July 2023. All agreed.

**OM-23-062 COMMITTEE MEMBERSHIP & NOMINATED REPRESENTATIVES:**

The revised list of Committee/ Working Party membership and nominated representatives as circulated, was agreed.

**OM-23-063 CO-OPTION OF A COUNCILLOR:**

The Clerk informed the Council that to date he had only received one enquiry with regards to co-option of a Councillor to fill the vacancy arising from insufficient candidates at the election, and that despite having forwarded an application form, there had been no further contact. The Clerk stated that he would re-advertise the vacancy.

**OM-23-064 ST OSYTH PRIORY & PARISH TRUST:**

The Clerk informed the Council that in accordance with the Business Plan and subsequent Section 106 Agreement, agreed following the 2016 Public Inquiry, the Parish Council was required to have a representative appointed to the St Osyth Priory & Parish Trust. The Clerk reminded the Council that the former Chairman had been the appointed representative, however, now that a new Council was in session, there was a need to appoint a new representative.

- a. A discussion ensued as to the frequency of Trust meetings, during which time Cllr. Thomas stated that she would be willing to be appointed as the Council's representative.
- b. **RESOLVED:** That Cllr. Thomas be appointed as the Council's representative to the St Osyth Priory & Parish Trust. The motion was proposed by Cllr. Ward and seconded by Cllr. Talbot. All agreed.

**OM-23-065 ANNUAL PARISH APPRAISAL:**

The Chairman informed the Council that due to unavailability, on Tuesday 25<sup>th</sup> July 2023, of Cllr. Ball, who had requested that the Council visit Stone Point as part of the Appraisal, it was suggested that the date of the Appraisal be changed to 4 pm on Tuesday 1<sup>st</sup> August 2023. All agreed.

- a. Due to a prior District Council commitment on 1<sup>st</sup> August 2023, Cllr. White offered his apologies in advance.

**OM-23-066 CLIMATE CHANGE:**

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

**OM-23-067 FURTHER MATTERS:**

- a. Cllr. Thomas reported that she was experiencing difficulties when using her Council allocated email address. Cllr's Atkins and Kelly added that they too were experiencing problems, with emails disappearing once read.
  - i. The Clerk stated that he would liaise with Naglotech, who hosted the Microsoft 365 accounts used by the Parish Council.

There being no further business the meeting was closed at 9.00 pm.

The date of the next meeting was set for 7.00 pm on Thursday 20<sup>th</sup> July 2023, at Dumont Hall, Point Clear.

<b>Summary of 'Action Required' from the Minutes of the Ordinary Meeting held on Thursday 15<sup>th</sup> June 2023</b>		
OM-23-051 a iv a)	Willow Plantation (Annual Appraisal)	PC to visit
OM-23-054 a ii	Chisbon Heath Blooms	Clk to action
OM-23-054 b	Meeting of Highways Working Party	Clk to action
OM-23-058 c	Maintenance of Greenswards & Verges	Cllr's Talbot & White & Clk to action
OM-23-061	Increase to Councillors Allowances	PC to discuss in July
OM-23-063	Co-option of a Councillor	Clk to action
OM-23-063	St Osyth Priory & Parish Trust	Cllr. Thomas appointed
OM-23-067 a i	Councillor's Email	Clk to action

Signature:  
KJE Sinclair  
Chairman

*[Signed on Original]*