



## ST OSYTH PARISH COUNCIL

Minutes of the Ordinary Meeting of the Council  
held at the Village Hall, St Osyth  
on Thursday 14<sup>th</sup> December 2023 at 7.15 pm



**PRESENT:** Chairman: Cllr. Karen Sinclair, Vice-Chairman: Cllr. Julie Ward  
Cllr's Clive Atkins, Sue Ball, David Cooper, Ray French,  
Jake Moore, Michael Talbot, Catherine Venables & John White

Cllr. Alan Goggin, Essex County Councillor (via Zoom)

**APOLOGIES:** Cllr. Alma Blockley (Unwell)  
Cllr. Michele Thomas (Unwell)

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

**PUBLIC PRESENT:** Six

### OM-23-169 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, Other Registerable or Non-Registerable Interests in any matter to be discussed.

Cllr. Ball declared an Other Registerable Interest (ORI) in respect of Point Clear Bay.

### OM-23-170 PLANNING APPLICATIONS:

	APPLICATION & ADDRESS	PROPOSAL
a.	<a href="#">23/01649/FULHH</a> Mr & Mrs Routledge 24 Oakmead Road Point Clear	Ground and first-floor extension to existing bungalow utilising new asymmetric roof. Existing garage to be removed.  Whilst the Parish Council has no objections to the application itself, the Council would ask that should the District Council be minded to approve this application, then at the very least, the windows which will overlook the neighbouring property should be fitted with obscured glass.
b.	<a href="#">23/01639/LBC</a> Messrs R.A T.R D.R & A.I Sargeant The Gatehouse St Osyth Priory, The Bury, St Osyth	Installation of door to second floor.  No objections.
c.	<a href="#">23/01688/OUT</a> Mr K Linton Maldon Wood Farm House Rectory Road St Osyth	Outline planning permission for the erection of 1no. single storey one bed annexe dwelling with all matters reserved.  The Parish Council objects to this application on the basis that the proposed extension is detailed as being an annexe, yet is not only detached, but is also a considerable distance from the existing dwelling.

		There are concerns that the proposed annexe has the potential to become a separate dwelling, independent from that of the main residential property, and that it approved the result will see another dwelling built outside of the recognised Settlement Development Boundary.
d.	<a href="#">23/01709/FULHH</a> Mr R Barker 28 Mill Street St Osyth	Conversion of existing garage and workshop to 2no. bedrooms including the removal of existing garage door and replace with new window and new rendered wall underneath.  No objections.

#### **OM-23-171 PLANNING CORRESPONDENCE:**

The following correspondence was noted:

- a. Tendring District Council (TDC) weekly Notifications of Decisions (Determinations) from 10<sup>th</sup> November 2023 to 1<sup>st</sup> December 2023.

#### **OM-23-172 APPROVAL OF MINUTES:**

**RESOLVED:** That having been previously circulated, the Minutes of the Ordinary Meeting of 16<sup>th</sup> November 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. Venables and seconded by Cllr. Cooper. All agreed.

#### **OM-23-173 SUMMARY OF ACTION:**

- a. OM-23-153 a i a). The Clerk informed the Council that he had received the Essex County Council (ECC) publication on Safe Cycling from Cllr. Goggin, which he [the Clerk] had forwarded to the resident who had raised the issue.
- b. OM-23-164 a i. The Clerk informed the Council that the Deputy Clerk had prepared a sign requesting that residents not place food near the bin.
- c. OM-23-164 e iii. The Clerk informed the Council that the Chairman would raise the subject of the Tendring District Association of Local Councils (TDALC) later in the meeting.
- d. OM-23-168 ai. The Clerk reminded the Council that the subject of Point Clear Bay was, as requested, an item on the agenda to be discussed during the meeting.
- e. OM-23-168 c. The Clerk informed the Council that signs requesting that dog owners pick up after their animals were being prepared for each of the play areas.

#### **OM-23-174 PUBLIC PARTICIPATION:**

- a. A member of the public thanked the Council for allowing Cllr. Ball to raise a question on their behalf in respect of Public Spaces Protection Orders (PSPO) at the November meeting, given that they had been unable to attend the meeting.

- i. The member of the public stated that they took issue with the report at the November meeting that the problems associated with the anti-social use of Personal Watercraft (PWC) were not as bad as reported, especially as the subject had been the topic of a report on BBC Look East.
  - ii. The member of the public continued that there was no evidence to support the statement that some residents did not want to see PWC on the water in front of their properties, or that there were concerns over the point of launch. The member of the public stated that the main concerns of residents was that of the anti-social behaviour of some PWC owners/ riders and the issue surrounding the safety of other water users.
  - iii. The member of the public addressed the Council stating that they took exception to a statement at the November meeting, in which it had been suggested that people who were against the use of PWC should not move to the area.
    - a) The Clerk, for reasons of clarification, stated that the comments referred to by the member of the public had not been made by any of the Councillors, and had in fact been made by another member of the public.
    - b) The Chairman stated that whilst the member of the public might take exception over the comments, the member of the public who had made them was within their rights to express their view.
- b. The member of the public informed the Council that they [the member of the public] had now attended numerous Council meetings, and that more people attended the meetings held at Dumont Hall. The member of the public subsequently enquired as to whether additional meetings could be held at Dumont Hall.
- i. The Chairman informed the member of the public that the Parish Council had previously agreed to hold three meetings per year at Dumont Hall, and that the cost of hire meant that for every meeting at Dumont Hall, the Council could hold three meetings at the Village Hall. The Chairman continued that it was unlikely that this would change in the foreseeable future, due largely to financial constraints, which would become clear later in the meeting.
- c. A second member of the public thanked Cllr's Ball and Talbot, and the Clerk for meeting with them, and the Grounds & Siting Manager from the Orchards Holiday Park, to discuss a number of issues affecting the residents of Point Clear Bay. The member of the public enquired as to whether a report on the meeting could be included in the Parish magazine.
- i. The Chairman stated that the deadline for the next edition of the magazine, which would not be published until February 2024, had passed.
  - ii. The member of the public enquired as to whether details of such meetings could be included in future editions of the magazine.

- a) The Chairman stated that there was nothing preventing the member of the public submitting their own article for inclusion in the magazine to the Editorial Team, and that content for the magazine did not have to come via the Parish Council.
- b) The member of the public asked whether issues affecting the residents of Point Clear Bay could be included in the Parish magazine.
  - i) The Chairman stated that if she was aware of such issues, and if she had space, perhaps she could, however, as space in the magazine was limited, there was no guarantee that anything she wrote would be included. The Chairman cited a recent incident whereby some of her report had been omitted due to a decision by the magazine's Editorial Team.
- c) The member of the public stated that it would be good to have some form of report on Point Clear Bay included in the magazine, so that residents did not feel forgotten.
  - i) The Chairman stated that residents of Point Clear Bay were certainly not forgotten, and that if there was something of note she was more than willing to try to include it in her monthly report, however, the space she was allocated was limited.
- d) The member of the public stated that if an issue was discussed at a Parish Council meeting, it would be good to have it included in the Parish magazine.
  - i) The Chairman stated that not every matter discussed at Parish Council meetings was included in the Parish magazine.
  - ii) The member of the public stated that when residents had discussed matters affecting Point Clear Bay, which had been raised at Parish Council meetings, there had been no mention of the discussion in the Parish magazine, nor had it been included in the subsequent issue.
  - iii) The Chairman stated that content was the responsibility of the Editorial Team and that whilst she could write about Point Clear Bay, there was no guarantee it would be included. The Chairman reiterated that previous reports had been reduced, purely for the reason of saving space.
  - iv) The Chairman again stated that there was nothing preventing the member of the public from submitting an article for inclusion in the magazine, monthly if needs be.
  - v) The resident implied that the Chairman was not prepared to write about Point Clear Bay. The Chairman stated that was not the case and that she was willing to write, provided she had sufficient space, and that she did not write about everything which was discussed at a Parish Council meeting. The Chairman continued that she wrote about the wider issues within the Parish, such as fly-tipping.

- vi) The Chairman reiterated that she was willing to write about specific issues which would be of interest to the majority of residents, and again stated that there was nothing to prevent the member of the public submitting their own article.
  - vii) The member of the public stated that in their opinion as Point Clear Bay was now being discussed at Parish Council meetings, and that a meeting had recently taken place between residents and representatives of both the Orchards Holiday Park and Parish Council, it would be good to have some support by way of an article in the magazine.
  - viii) The Clerk stated that one point for consideration was that before anything could be included in the magazine, it would have to be submitted to the General Manager of the Orchards Holiday Park, in order to approve any content. The Clerk continued that the Parish Council was not in a position to be able to 'promise' anything, and that whilst the Council could say that a meeting had taken place, any article would first have to be given the green light by the General Manager.
  - ix) The Chairman added that by the time she submitted her next article, it would have been two months since the meeting, and that anything she included in her report must be timely, so as not to be out of date by the time the relevant edition of the magazine was published.
  - x) The member of the public stated that they hope the General Manager would agree to any content, as he [the General Manager] seemed very positive.
- iii. A member of the public stated that it would be useful for residents of Point Clear Bay to know that Cllr. Ball, the Clerk, the Grounds & Siting Manager and a resident had met and identified areas of concern.
  - iv. The member of the public continued that even though the next edition of the Parish magazine would not be published until February 2024, the next meeting was scheduled for February, so details could be included in the following edition of the magazine.
  - v. The member of the public stated that residents were keen to talk about issues affecting them and to be involved, added to which there was an 'awful lot of groundswell' of people who wanted to have a 'little moan' and if they found out what was happening it might have a positive effect.
  - a) The Chairman stated that it begged the question as to whether it was more effective coming from residents themselves as opposed to the Chairman.

- b) The member of the public stated that as Cllr. Ball, the Clerk and another resident would be attending a meeting in February, it would be good to have feedback from that meeting.
  - i) The Chairman stated that attendance at the meeting had not yet been decided.
  - ii) The member of the public stated that it would be better coming from the Council, as representatives at the meeting would have the relevant information.

#### **OM-23-175 CORRESPONDENCE:**

The following correspondence was noted:

- a. Correspondence from members of the Hutley family regarding the tenancy of the allotments.
  - i. The Clerk informed the Council that whilst the Hutley family were willing to renew the lease of the land for use as allotments, there could be changes to the length of the lease, which would see the lease renewed annually rather than for a particular length, such as the current five-year agreement.
- b. Correspondence from a resident of Point Clear Road with regards to speeding and noisy vehicles.
- c. Correspondence from the Essex & Herts Air Ambulance Trust (E&HAAT) thanking the Parish Council for the Annual Parish Grant.
- d. Redacted correspondence from a resident with regards to the Police response to a serious incident.

#### **OM-23-176 REPORTS FROM REPRESENTATIVES:**

- a. **Essex County Council:** Cllr. Goggin informed the Council that having tested positive for Coronavirus, his attendance at the meeting, via Zoom, was the first Parish Council meeting he had attended via virtual means.
- b. Cllr. Goggin subsequently gave the following report:
  - i. That 2023 had been a busy and good year, with the installation of the speed cushions at the crossroads being one of the highlights.
    - a) Cllr. Goggin stated that it was too early to make any assumptions as to the effectiveness of the speed cushions, but to date there had only been two incidents of which he was aware, one of which could not be attributed to speed.
  - ii. That at a recent full County Council meeting, which he had attended remotely, the most contentious item was a move by a particular political party to implement a blanket 20 mph speed limit wherever there were houses. Whilst an interesting proposal, the majority of Councillors, although in favour of lower speed limits, wanted the option to be able to set selective limits.

- iii. That Cllr. White had contacted him [Cllr. Goggin] with regard to the proposed boundary changes. Cllr. Goggin stated that he was due to attend a meeting on 19<sup>th</sup> December 2023, at County Hall, and that as it currently stood, it was likely that he would lose St Osyth from his division.
- iv. That together with the Clerk, he [Cllr. Goggin] was providing Essex Highways with information about the Vehicle Activated Sign (VAS) on Point Clear Road, which had not been working for several years.
- v. That he was liaising with the Director of St Osyth Priory, who had raised concerns with regard to the condition of the Priory Walls on both Colchester Road and Mill Street, as a result of blocked drains resulting in standing water being splashed onto the walls. Cllr. Goggin stated that having recently been jetted, an inspection of some sections of the drainage system had identified a build-up of clay within the pipes. This, he continued, would have to be investigated further by Highways.
- vi. That he had received correspondence from a resident about the response of Essex Police to a number of incidents. Cllr. Goggin stated that his hands were tied in that the resident had not made a formal complaint. Cllr. Goggin stated that he had assured the resident that the Police, Fire & Crime Commissioner for Essex (PFCC) would be made aware of the complaint, but at this time there was no complaint to bring to the attention of the PFCC.
- vii. That during a recent meeting of the District Council's Planning Committee, the Committee had considered and approved an application for Enabling Development linked with Market Field School. This, stated Cllr. Goggin, was a fantastic and game changing decision, which would enable the school to run a farm, shop and café, which would enable former pupils to have a concept of being employed, especially as only 1 in 10 of those with special needs were able to gain employment.
  - a) Cllr. Goggin stated that having heard from the father of a 19-year-old pupil, those present were in tears. Cllr. Goggin stated that he believed it to be one of the best decisions the Planning Committee had ever made.
- viii. Cllr. White raised concerns over a street light, in South Close, which had been defective for well over a month. The Clerk stated that he would forward the necessary information to Cllr. Goggin.

Due to having to attend the meeting of Brightlingsea Town Council, Cllr. Goggin logged off at 7.50 pm.

#### **OM-23-177 FINANCE:**

- a. Approval of payments for November 2023, as per the circulated lists were agreed by the Council.
  - i. Cllr. Ward enquired as to the fees charged by TDC in respect of election costs.

- a) The Clerk informed the Council that albeit the elections had been uncontested, the fees related to the administration carried out by the District Council such as publication of notices, production of candidates' packs etc. The Clerk added that had there actually been contested elections, the fees would have been in the region of £4,000.00 plus.
- b. The following balances were noted and agreed:
  - i. Current a/c: £149,253.50
  - ii. Deposit: £53,569.46

#### **OM-23-178 REPORTS FROM COMMITTEES:**

- a. **Finance Committee:**
  - i. The draft Minutes of the Finance Committee meeting of 6<sup>th</sup> December 2023 having been previously distributed, the Chairman invited questions of Cllr. Cooper, in his capacity as Chairman of the Finance Committee. None were forthcoming.
  - ii. The Chairman thanked members of the Committee, the Responsible Financial Officer (RFO) and the Clerk for their work in preparing the draft budget for 2024/2025.

#### **OM-23-179 REPORTS FROM WORKING GROUPS:**

- a. **Public Realm Working Party:**
  - i. Cllr. Ward informed the Council that outdoor gym apparatus had been installed at each of the three play areas. For the benefit of those Councillors who had yet to visit the play areas, the Clerk produced photographs of the equipment.
    - a) Cllr. Ward stated that the Clerk would be obtaining detailed instruction sheets on how to use the equipment, as although there was information on the equipment itself, it was very small and therefore difficult to read.
    - b) The Chairman commented that the installation of the equipment had been featured in an article in the Clacton Gazette.
    - c) The Chairman thanked the Working Party and those involved with the project to install the equipment, which had taken a long time to achieve. The Chairman added that there was a lot of positive feedback on social media in respect of the equipment.
- b. **Highways Working Party:** Whilst there was no report, Cllr. Venables enquired as to whether litter was considered a highways related matter.
  - i. The Clerk stated that if litter on the roadside verge was reported to the District Council it would be cleared by Veolia.



- ii. A conversation ensued as to the date of the last litter pick carried out by members of the Parish Council, organisations and residents, which most agreed had been in 2022.
  - a) The Chairman enquired as to whether Cllr. White could raise the subject with his wife, who was a member of the Women's Institute, which had organised the last litter pick.
  - b) The Clerk informed all present that should they see any accumulations of litter they should notify him.
  - c) Cllr. Talbot stated that whilst Veolia might clear litter from the road or a verge, the responsibility for the removal of litter from a gateway would rest with the landowner, unless there was an environmental hazard.
- c. **Martin's Farm Country Park:** Nothing to report.

#### **OM-23-180 REPORTS FROM REPRESENTATIVES:**

- a. **Allotments:** No report given.
- b. **Community Matters & Well-being:** Cllr. Venables gave the following report.
  - i. That she had been liaising with a resident who was suffering from loneliness, and who required modification to their property, having been unable to make use of their bath for some considerable time.
    - a) Cllr. Venables stated that the resident had been referred to Essex Wellbeing and their doctor, who would be arranging an assessment by an Occupational Therapist.
  - ii. That earlier that day, she [Cllr. Venables] had attended a presentation on fuel poverty. Cllr. Venables provided some statistics and advised all present that Citizens Advice Bureau (CAB) Essex was a good point of contact for anyone in need of advice.
  - iii. That the closing date for booking anyone who would be alone at Christmas to book a meal at Clacton County High School, via Community Voluntary Services Tendring (CVST) was 15<sup>th</sup> December 2023.
- c. **Essex Police:** Having been previously circulated, Cllr. Cooper briefed the Council on reported crime during October 2023 in St Osyth and Point Clear, by offence and location, and where practicable the status of the investigation.
- d. **Footpaths:** Cllr. Atkins reported that he had received a response from the new Public Rights of Way (PRoW) officer with regards to funding production of a footpaths map. He continued that the Council could get up to 50% of the design costs but would not receive any funding towards production. Additionally, to qualify for funding, the Parish would have to have a volunteer group affiliated to the Parish Paths Partnership (P3) scheme.

- i. Cllr. Atkins stated that he would draft an article for inclusion in the Parish magazine, to gauge interest in establishing a P3 working party.
- e. **Tree Warden:** Nothing to report.
- f. **Tendring District Association of Local Councils (TDALC):**  
Cllr. Talbot gave the following report:
  - i. The Tendring District Association meets next year, on Wednesday 24<sup>th</sup> January, by Zoom.
  - ii. The last meeting on 22<sup>nd</sup> November 2023, was time well spent with a very capable lady reporting about the Rural Community Council of Essex (RCCE) and its role in Rural Housing.
  - iii. Mark Stevenson, our District Council Leader, was also a guest and spoke briefly about current events, before inviting questions from members presents, which he answered spontaneously.
  - iv. There was a lot of general discussion on subjects such as fly-tipping, the planned pylons, roadside trees and planting of new trees, and highways, during which I mentioned potholes and how they can be dangerous for pedestrians where there is no footpath.
  - v. The meeting finished at 9.03 pm.
- g. **District Councillor's Report:**
  - i. Cllr. Talbot gave the following report:
    - a) The new Cabinet is getting its feet under the table, as the saying goes, but with the most difficult set of financial circumstances, that both the British public and Public Authorities in general are currently facing, the main task they are dealing with is the Budget for 2024/2025.
    - b) The Administration, of which John and I are Members, has decided to adopt a policy, now allowed by the Government, for charging a penalty Council Tax of 100% on homes which are not a person's permanent residence but are a holiday property occupied intermittently. This double tax is not something I like, as many good friends are holiday visitors. In fact some of the properties in my road are 'second homes', with good 'Summertime' neighbours.
    - c) Dovercourt has been chosen as one of ten areas in the country to take part in a new national pilot scheme. The town's High Street was chosen by the Department for Levelling Up, Housing and Communities (DLUHC) to be part of the new High Street Accelerator Pilot Programme, giving powers to those who live and work in town centres to bring about improvements. They will receive £237,000 to spend by March 2025 to establish a proposed forum to set a vision and deliver agreed projects. This forum will run alongside the present £9 million Dovercourt Capital Regeneration Project around Kingsway, Milton Road and more widely in the town.

d) Just a reminder to Members that Christmas is the only time nowadays, that rubbish and recycling collection days are changed from their normal collection days. The full details are on the TDC web site [www.tendringdc.uk/pages/christmas](http://www.tendringdc.uk/pages/christmas) but for St Osyth Wednesday 27<sup>th</sup> and Thursday 28<sup>th</sup> collections are TWO days later, and Friday 29<sup>th</sup> will be collected on Tuesday 2<sup>nd</sup> January. For the first black bin collection after Christmas each home can put out an extra two black bags of side waste. There are other changes after Christmas, with a one day delayed collection, with normal service returning from Monday 15<sup>th</sup> January 2024.

ii. Cllr. White gave the following report:

a) That he had recently been appointed to the Harwich Freeport Working Party, which would oversee arrangements for the new Government Freeport scheme.

b) That as mentioned by Cllr. Goggin, the recent Planning Committee meeting had discussed a single item, the development of Market Field School.

i) Cllr. White stated that whilst there had been unanimous support for the scheme which would see training for young adults (18 – 20 years of age) with special needs, the funding of the project would be by way of an Enabling Development, (ED) which would see an additional 70+ properties being built in Elmstead Market.

ii) Cllr. White informed the Council that ED had always been used to fund the restoration of historic buildings, such as St Osyth Priory, and not to support the expansion of educational facilities. He continued that as the land on which the ED would take place was outside of the Settlement Development Boundaries, as defined by the District Council's new Local Plan, it had the potential to open the flood gates for similar applications.

iii) Whilst a split vote, the decision meant that development would take place at Elmstead Market.

c) That he had received the quarterly enforcement statistics, which included information such as:

i) That TDC were on average closing 28 enforcement cases per month, they were opening 31 new cases in the same timeframe.

ii) That whilst most Parishes had between 10 and 20 outstanding enforcement cases, St Oyth was the highest in the District with 86 cases. This was only just lower than Clacton on Sea, which had 97 cases (including 57 untidy sites in Jaywick).

iii) TDC would be looking to progress the enforcement cases, which in the case of St Osyth included winter occupation cases.

- iv) The Chairman enquired as to the number of enforcement officers employed by the District Council. Cllr. White stated that there were 4 officers for the entire District.
- h. **Website:** The Clerk informed the Council that he would be liaising with Naglotech the week commencing 20<sup>th</sup> November 2023, for a progress report.

**OM-23-181 REPORTS FROM NOMINATED REPRESENTATIVES & TRUSTEES:**

- a. **St Osyth Almshouse Charity:** Cllr. Sinclair gave the following report:
  - i. That the findings of a recent survey had established the roof to be in good order, despite there being a considerable amount of mould and signs of water ingress.
  - ii. Whilst work would be necessary to repair/ replace tiles, lead flashing and some of the timbers, the Trust now had sufficient money having been bequeathed funds.
- b. **St Osyth Playing Field Charity:** Nothing to report.
- c. **Point Clear Community Association:** No report given.
- d. **Village Hall Management Committee:** No report given.
- e. **St Osyth Priory & Parish Trust:** No report given.

**OM-23-182 CASUAL VACANCY - CO-OPTION OF A PARISH COUNCILLOR:**

The Clerk informed the Council that one application had been received, however, this had subsequently been withdrawn. The Clerk informed the Council that he would submit another advertisement for inclusion in the February 2024 edition of the Parish magazine. The Clerk added that notices would also be affixed to the Parish Council's notice boards.

**OM-23-183 APPROVAL OF THE BUDGET:**

- a. The Chairman gave the following report:
  - i. At the meeting of 6<sup>th</sup> December, the Finance Committee were presented with a budget for 2024/2045 showing a Precept requirement for £170,485.00. This figure accounts for all ongoing costs such as administration, street lighting, grounds maintenance etc and all costings contained within the Management Plan. There is, however, a forecast deficit of £2,504.00.
  - ii. As a Parish Council we are not permitted to set a deficit budget. There is a legal obligation to set a balanced budget.
  - iii. Whilst we have yet to receive figures relating to the Tax Base from TDC, it is hoped that the increase in this year's figures will negate the deficit of £2,504.00, and possibly see a small increase to the amount which we can request by way of the Precept.

- iv. If this is the case then all well and good, if not, there will be a need for the Finance Committee to scrutinise further the budget. There are for instance two items within the Management Plan, which if deferred for a year would remove the deficit.
  - v. The motion is that the Council approve, in principle, the budget for 2024/2025, on the basis that it will be a balanced budget, subject to the receipt of the Tax Base, or the Finance Committee having scrutinised further the budget, to ensure a balanced budget.
  - vi. Both the approval of the budget and setting of the Precept will need to be formally moved at the Council meeting on 18<sup>th</sup> January 2024, and it is at this meeting that the Council will receive a balanced budget and Precept demand to be submitted to the District Council.
- b. **RESOLVED:** That St Osyth Parish Council approve, in principle, the draft budget for 2024/2025 in conjunction with the Management Plan for the same period, on the proviso that upon receipt of the updated TDC Tax Base figures and Ready Reckoner, a balanced budget is presented to the Parish Council. The motion was proposed by Cllr. Ward and seconded by Cllr. Venables. All agreed.

**OM-23-184 POINT CLEAR BAY:**

The notes of the meetings of 15<sup>th</sup> and 29<sup>th</sup> November 2023, recorded by the Clerk and Cllr. Ball respectively, having been previously distributed, the Chairman invited Cllr. Ball to elaborate on the details of the meetings.

- a. Cllr. Ball informed the Chairman that she wished to provide an update, following the receipt of information from the Orchards Holiday Park Grounds & Siting Manager.
  - i. Cllr. Ball subsequently narrated a series of emails from the Grounds & Siting Manager, which addressed a number of issues including litter, the condition of roads, overgrown vegetation and drains.
  - ii. Cllr. Ball informed the Council that the Grounds & Siting Manager had requested a meeting on 15<sup>th</sup> February 2024, to discuss some of the issues previously mentioned, and further actions.
  - iii. Cllr. Ball stated that although she was able to attend, she was aware that some of those who had attended the meeting might struggle to attend meetings arranged for a Thursday.
- b. Cllr. Ward enquired as to whether there was a resident's association in Point Clear Bay, to which Cllr. Ball stated there was not.
  - i. Cllr. Ward stated that she felt it would be sensible for those living within Point Car Bay to form a resident's association, being that the land within the Bay was privately owned, either by the Orchards Holiday Park or the residents themselves. She continued that the Parish Council had no authority to intervene in matters within the Bay, and that whilst the Council could support residents, the easiest option would be to form a resident's association which could then liaise directly with the Orchards Holiday Park.

- ii. As both a Councillor and resident, Cllr. Ball enquired as to whether the residents' association would be responsible for arranging meetings, recording notes etc.
  - a) The Clerk suggested that Cllr. Ball liaise with Cllr. Blockley on how to set up a resident's association, being that the latter was part of the Alpha Road Resident's Association.
  - b) The Clerk stated that were a resident's association to be set up, the association could request a regular update from the Grounds & Siting Manager, which could also be included in the Parish magazine as part of a resident's association page.
- iii. Cllr. Talbot stated that care should be taken to separate the Parish Council from any organisation in Point Clear Bay, adding that he had attended the meeting on 15<sup>th</sup> November 2023 as a District Councillor, having been invited by Cllr. Ball.
  - a) Cllr. Talbot subsequently provided an overview of recent correspondence from himself, in his capacity as a District Councillor, to the General Manager of the Orchards.
  - b) Cllr. Talbot stated that by inspecting the roads and drains and liaising with Cllr. Ball, the Orchards Holiday Park were not providing him with a response to his letters which had been addressed to the General Manager.
  - c) Cllr. Talbot stated that the suggestion of Cllr. Ward, that residents form their own association was quite right. Cllr. Talbot subsequently gave an overview of how, in the 1990's, he had formed the Western Promenade Resident's Association to deal with issues which he felt were being overlooked and/or ignored. He continued that the Western Promenade Resident's Association had no association with the Parish Council.
  - d) Cllr. Talbot reiterated that the advice of Cllr. Ward was clearly what was needed. He added that if formed, the residents could then elect their own Chairman, hopefully Cllr. Ball, to act on their behalf and with the authority of the residents.
  - e) Cllr. Tabot provided instances of when the former Chairman of the Council had attended meeting with the Orchards Holiday Park, but at which other organisations, such as the Tower Estate Resident's Association had been present.
- c. Cllr. Ball enquired as to why the Parish Council could not form a working party to deal with matters within Point Clear Bay.
  - i. The Chairman stated that it was not a function of the Parish Council to form a working party, especially as the area was privately owned, and therefore the Council had no powers.
  - ii. The Clerk explained how the Parish Council's existing Working Parties functioned in their decision-making process and liaison with other Public Bodies, such as the District or County Council.

He continued that all of the Council's Working Parties were answerable to the Council and that even if part of a working party with the Orchards Holiday Park, it would be the latter, as landowner, who had the final say in any matters raised.

- iii. Cllr. Venables enquired as to whether residents paid a ground rent or service charge to the Orchards Holiday Park. Cllr. Talbot confirmed that the privately owned properties were all freehold.
  - a) Cllr. Venables enquired as to why if residents paid Council Tax, they did not, apart from refuse collection, receive any Council services such as road repairs, street lighting etc.
  - b) For clarification, the Clerk stated that as soon as one entered the roundabout at the bottom of Point Clear Road, from there on in, all land was owned either by the Orchards Holiday Park or by the residents themselves.
  - c) Cllr. Venable enquired as to why it was in the interest of the Orchards Holiday Park to own all of the land within Point Clear Bay.
    - i) Cllr. Ball stated that the Orchards Holiday Park had numerous caravan pitches throughout the Bay.
- iv. Cllr. Ball enquired as to whether, if a resident's association were to be formed, she would be representing the Parish Council.
  - a) The Chairman stated that if nominated by the Council to act as the Council's representative to the resident's association, Cllr. Ball would be able to report back to the Council but would not be able to make any decision on behalf of the Council. The Chairman added that any matter which required a response from the Council would have to be raised by Cllr. Ball, at a meeting of the Council, for discussion and/or approval by the Council.
- v. Cllr. Ball stated that as parishioners, the residents of Point Clear Bay could be supported by the Parish Council, therefore, it affected the Council.
  - a) The Clerk stated that the Parish Council had limited powers and functions, and that whilst the Council could support individual residents or groups, in many cases all he could do was to write on behalf of the Parish Council. The Clerk continued that were a resident's group to be formed, he could, on behalf of the Council, write in support of the group, however, whilst the group might be in a position to escalate matters, the Parish Council could not, which is why resident's associations often carried more weight.
- vi. Cllr. Ball enquired as to whether she should instruct the Grounds & Siting Manager not to email her.

- a) The Chairman stated that any emails should be forwarded to the Clerk, who would then decide whether they should be raised with the Chairman, for information purposes, or whether they should be brought to the attention of the Council.
  
- d. Cllr. Talbot stated that the Council should act with caution in how it dealt with the subject of Point Clear Bay, adding that to date, he had not had a response to his correspondence in which he, in his capacity as a District Councillor, raised concerns over the condition of the roads within Point Clear Bay. He continued that he had forwarded copies of his correspondence to residents of Point Clear Bay whose email addresses he had.

**OM-23-185 CLIMATE CHANGE:**

- a. The Chairman informed the Council that by dispensing with Christmas cards, the Council was saving paper.

**OM-23-186 FURTHER MATTERS:**

- a. Cllr. Atkins enquired as to whether the Clerk was aware that another vehicle had driven through the fence of a property at Wigboro Wick Corner. The Clerk stated that he was not aware.

There being no further business the meeting was closed at 8.50 pm.

The date of the next meeting was set for 7.00 pm on Thursday 18<sup>th</sup> January 2024, at St Osyth Village Hall.

<b>Summary of 'Action Required' from the Minutes of the Ordinary Meeting held on Thursday 14<sup>th</sup> December 2023</b>		
OM-23-176 b vii a)	Defective Street Light	Cllr to action
OM-23-179 a i a)	Outdoor Gym Instruction Sheets	Cllr to action
OM-23-179 b ii a) & b)	Litter	Cllr. White / Cllr to action
OM-23-180 d i	Article for Parish Magazine	Cllr. Atkins to action