



**ST OSYTH PARISH COUNCIL**

**Minutes of the Ordinary Meeting of the Council  
held at Dumont Hall, Point Clear  
on Thursday 21<sup>st</sup> March 2024 at 7.00 pm**



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

Cllr. Alan Goggin, Essex County Councillor

**APOLOGIES:** Cllr. Catherine Venables (Holiday)

**NOT PRESENT:** Cllr. Jake Moore

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

**PUBLIC PRESENT:** Six

**OM-23-228 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.

**OM-23-229 PLANNING APPLICATIONS:**

	<b>APPLICATION &amp; ADDRESS</b>	<b>PROPOSAL</b>
a.	<a href="#">24/00256/FUL</a> St Osyth Priory & Parish Trust Land adjacent to the Garden Cottage Colchester Road St Osyth	Planning Application - for the temporary retention of a relocatable building as an education centre and local museum (use Class F1(a)/(c)).  No objections.
b.	<a href="#">24/00313/FULHH</a> Mr & Mrs M Ford The Old Yard Clay Lane, St Osyth	Householder Planning Application - erection of outbuilding.  No objections.

**OM-23-230 PLANNING CORRESPONDENCE:**

The following correspondence was noted:

- a. Tendring District Council (TDC) weekly Notifications of Decisions (Determinations) from 9<sup>th</sup> February 2024 to 8<sup>th</sup> March 2024.
- b. Letter of 13<sup>th</sup> March 2024 from North Falls Offshore Wind Farm with regard to the Targeted Consultation under Section 42 of the Planning Act 2008.

**OM-23-231 APPROVAL OF MINUTES:**

**RESOLVED:** That having been previously circulated, the Minutes of the Ordinary Meeting of 15<sup>th</sup> February 2024 be verified for accuracy by the Council and signed by the Chairman, as a true and accurate record. The motion was proposed by Cllr. Ball and seconded by Cllr. Talbot. All agreed.

**OM-23-232 SUMMARY OF ACTION:**

- a. OM-23-219 b i b). The Clerk informed the Council that he had raised the omission of a paragraph in the parking survey with TDC, informing the officer that it should read Cowley Park was only to be used by the football club, or indeed those hiring the recreation ground and/or pavilion, with the gate remaining closed at all other times.
- b. OM-23-219 b iii. The Clerk informed the Council that the subject of off-road parking had been referred to the Highways Working Party.
- c. OM-23-219 b iv d). The Clerk informed the Council that he would be writing to the Director of St Osyth Priory, to raise the subject of parking on The Bury.
- d. OM-23-220 e ii. The Clerk reminded the Council that the planting of saplings would be an item for discussion as the September meeting.
- e. OM-23-220 g i c) i). The Clerk informed the Council that Cllr. Talbot was to forward details of TDC staff expenditure to Cllr. Thomas.
  - i. Cllr. Talbot confirmed that he had forwarded the information to Cllr. Thomas.
- f. OM-23-220 g i c) i). The Clerk informed the Council that he had written to the Chairman of the St Osyth Priory & Parish Trust but had yet to receive a response.
- g. OM-23-222 a. The Clerk informed the Council that apart from one enquiry as to whether the vacant seat on the Council was a paid position, he had not received any requests for an application form.
- h. OM-23-226 c. The Clerk informed the Council that he had yet to speak to the contractor who had previously kept sheep in the Cemetery.
- i. OM-23-227 d i. The Clerk informed the Council that paper copies of the agenda packs had been made available to those Councillors who had requested one.
- j. OM-23-227 f i. The Clerk reported that he had yet to download a copy of the 2016 Joint Strategic Needs Assessment published by Essex County Council.

**OM-23-233 PUBLIC PARTICIPATION:**

- a. A member of the public addressed the Council in respect of the ornamental flower bed near the junction of Point Clear Road with Dumont Avenue. The member of the public, who reported that the bed was looking tired and was in need of new plants and shrubs, requested that the Council consider providing new plants and shrubs, which would be tended to by a member of their family.

- i. The Chairman stated that the request would be passed to the Public Realm Working Party for consideration.

**OM-23-234 CORRESPONDENCE:**

The following correspondence was noted:

- a. Correspondence of 22<sup>nd</sup> February 2024 from Tendring District Council in response to a Freedom of Information (Fol) request submitted by St Osyth Parish Council with regard to fly-tipping.
  - i. Cllr. Talbot stated that the correspondence from the District Council was a very poor response and did not set out to answer any of the questions put forward by the Parish Council.
  - ii. The Chairman informed the Council that she had already discussed with the Clerk, an appropriate response to the District Council, in the form of a new Fol request.
  - iii. Cllr. Cooper informed the Council that having recently paid for the services of a bona fide contractor to remove building waste, he could, given the cost, fully understand why people employed the services of rogue contractors who offered to dispose of waste at a significantly cheaper rate.
- b. Correspondence of 29<sup>th</sup> February 2024 from The Bread And Roses Barge Community Interest Company (CIC) requesting funding.
  - i. It was agreed that the Clerk should write to the Director of the CIC to advise them of the Council's process for applying for grants.
- c. Correspondence of 5<sup>th</sup> & 6<sup>th</sup> March 2024 from St Osyth CofE Primary School thanking the Parish Council for funding by way of the Annual Parish Grant.
  - i. The Clerk informed the Council of an offer by a representative of the Eco Council & Student Council to attend a Parish Council meeting, with some of the elder pupils.
  - ii. It was agreed that the Clerk should write to the school and invite the representative and pupils to the April meeting.
- d. Correspondence of 5<sup>th</sup> March 2024 from Giles Watling, Member of Parliament for Clacton on Sea with regard to support to constituents.
  - i. The Clerk informed the Council that the Chairman had already requested that he [the Clerk] write to Mr Watling on behalf of the Parish Council with regard to fly-tipping.
- e. Correspondence of 14<sup>th</sup> March 2024 from the Manager of the St Osyth Priory Education Centre requesting that she be allowed to address Council in respect of a proposed memorial for the Witch Trials.
  - i. The Clerk was requested to write to the Manager and invite her to the April meeting.

- f. Whilst not published on the agenda, the Clerk narrated an email received on 18<sup>th</sup> March 2024 from the Co-ordinator of the recently reformed Community First Responders. The Clerk informed the Council that he had, with the permission of the Co-ordinator, shared the information via social media.

#### **OM-23-235 REPORTS FROM REPRESENTATIVES:**

- a. **Essex County Council:** Having thanked the Council for accommodating his need for an early slot in the proceedings, Cllr. Goggin gave the following report:
  - i. That he was trialling a scheme of preparing a single report for the two meetings he was attending that night at St Osyth and Brightlingsea respectively.
  - ii. That the County Council was in the process of conducting a review of its Minerals Local Plan, which would see twenty sites selected from a total of fifty-two across the county. Of the twelve in the Colchester area, four were in his [Cllr. Goggin's] electoral division, with one at Thorrington, one at Great Bentley and two in Alresford.
  - iii. That having been briefed by the Clerk in respect of a meeting between representatives of the Parish Council and North Essex Parking Partnership (NEPP), for which he [Cllr. Goggin] had given apologies, he was happy to support the Parish Council with regard to its preferred course of action.
  - iv. That having attended a meeting with representatives of the Parish Council, Brightlingsea Harbour Master and Brightlingsea Town Council, he [Cllr. Goggin] was in favour of and fully supportive of the proposal of Colchester City Council to implement a Public Spaces Protection Order (PSPO) in respect of the River Colne, including Brightlingsea Harbour and Point Clear Bay, including Ray Creek.
  - v. That due to having to attend the meetings of Alresford and Thorrington Parish Councils on 3<sup>rd</sup> April 2024, he would have to offer his apologies for the Annual Parish Meeting.
  - vi. Cllr. Thomas enquired as to the environmental impact following the removal of sand and gravel from the respective sites.
    - a) Cllr. Goggin gave an overview of how the materials were required for the construction sector, adding that the County would need to be able to provide sand and ballast for the life of the Minerals Local Plan, expected to be fifteen years.
    - b) Cllr. Goggin stated that the sites were selected using a Red, Amber, Green (RAG) rating, and were subject to certain criteria being met, which included factors such as air pollution, impact on environment, flooding etc. The owners/ operators of the sites would have to submit a statement as to the intended use of the site following the extraction of the sand and/ or ballast, which could include options such as housing development or landfill sites.

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

**OM-23-236 FINANCE:**

- a. Approval of payments for February 2024, as per the circulated lists were agreed by the Council.
  - i. Cllr. Cooper enquired as to the expense in respect of Black Country Metal Works Ltd.
    - a) The Clerk stated that it related to the purchase of the two Coronation plaques, which had been erected at the Village Hall and Dumont Hall respectively.
  - ii. Cllr. Ball enquired as to where the dog fouling signs purchased from Signs Made Easy were to be placed.
    - b) Cllr. Ward stated that they were intended for the play areas.
- b. The following balances were noted and agreed:
  - i. Current a/c: £128,471.80
  - ii. Deposit: £53,950.78

**OM-23-237 REPORTS FROM WORKING GROUPS:**

- a. **Public Realm Working Party:**
  - i. The notes of the Public Realm Working Party meeting of 12<sup>th</sup> March 2024 having been previously distributed, the Chairman invited questions of Cllr. Ward in her capacity as Chair of the Working Party. None were forthcoming.
  - ii. Cllr. Ward subsequently narrated extracts from the following report:
    - a) When the resurfacing works were carried out at Dumont Avenue, two separate Section 106 (s106) amounts were used to offset the cost of the repairs.
    - b) The first amount was from a development in Norman Close, whilst the second amount of £3,301.71 was from the development in Oakmead Road. At the time of submitting the invoice to TDC, we were not aware of any other funds in respect of Dumont Avenue.
    - c) The amount of £3,301.71 was in fact an instalment from a total amount of £11,111.49, in respect of the development at Oakmead Road, which means that there is an additional £7,809.78 to spend at Dumont Avenue.
    - d) The Clerk has approached TDC with a view to establishing whether they would accept a retrospective application in respect of the gym equipment at Dumont Avenue, which was funded by the Parish Council.

- e) The response from TDC was *'we are aware that you have carried out more improvements at Dumont Avenue than was originally allocated. Please forward all the relevant paper work and we will process the request.'*
- f) The cost of the gym equipment was £6,342.00, which when received from TDC, will leave £1,467.78 available to spend at Dumont Avenue.
- g) The refund of £6,342.00 which we will receive can be spent anywhere, for example at Cowley Park.
- h) A second amount of £5,632.00 is also available, as a result of a planning application in respect of Lamb Farm. Because the application predates the system whereby funds were allocated to a specific play area, the funds can be spent wherever we want.
- i) So, to clarify, we will have £1,467.78 to spend at Dumont Avenue and £11,974.00 to spend where we want.
- j) We have also requested that all s106 funds in respect of Priory Meadow be grouped together to give us a larger pot to spend, rather than submit applications for individual funds.
- k) In total, following the amalgamation of all the funds, we had £30,077.03 to spend at Priory Meadow. If we subtract the cost of the gym equipment, which was £7,133.00 and the cost of the benches, which was £1,088.09, we still have £21,855.04 available to spend at Priory Meadow.
- l) TDC have confirmed that the Variation of Condition was received on Monday 18<sup>th</sup> March. It must be sealed and completed by TDC, so hopefully the process will be finalised by the end of this week.
- m) The total amount is £29,947.64, however, from this we will need to subtract the legal expenses of TDC, estimated at £1,000.00 in addition to the legal fees of Mr Rian O'Dell. These fees are not known at this time, however, if we assume that they will be similar to those of TDC, i.e. £1,000.00, we can expect to receive in the region of £27,947.64.
- n) Because the Variation of Condition deals with the allocation of the play area to which the funds are allocated, it is understood that all other clauses remain extant. The downside of this is twofold:
  - i) the money has to be spent at Priory Meadow.
  - ii) the money has to be spent by 7<sup>th</sup> November 2024.
- o) This is not necessarily a bad thing, as it will focus the Public Realm Working Party. To that end it is proposed that we hold an additional meeting of the Working Party on Monday 25<sup>th</sup> March at 9.30 am.

b. **Highways Working Party:**

- i. The notes of the Highways Working Party meeting of 6<sup>th</sup> March 2024 having been previously distributed, the Chairman invited questions of Cllr. Cooper in his capacity as Chair of the Working Party. None were forthcoming.
- ii. Cllr. Cooper raised the following point, which had been discussed by the Working Party (HWP 4 d ii refers):
  - a) That subject to the approval of the Council, the Clerk should again write to the Chief Executive of the District Council to request the assistance of the District Council in providing suitable parking within the village, especially as, on the advice of officers of both the County Council and District Council, the Parish Council had funded a parking survey.
  - b) **RESOLVED:** That the Clerk should again write to the Chief Executive of the District Council to request the assistance of the District Council in providing suitable parking within the village. The motion was proposed by Cllr. Thomas and seconded by Cllr. Ball. All agreed.
- iii. Cllr. Cooper raised the following point, which had been discussed by the Working Party (HWP 5 c refers):
  - a) That subject to the approval of the Council, the Clerk should amend the application to the Local Highways Panel, to request that a bollard or bollards be positioned in Stone Alley, so as to prevent vehicular access.
  - b) **RESOLVED:** That subject to the approval of the Council, the Clerk should amend the application to the Local Highways Panel, to request that a bollard or bollards be positioned in Stone Alley. The motion was proposed by Cllr. Thomas and seconded by Cllr. Ward. All agreed.
- iv. Cllr. Thomas enquired as to why red lines could not be implemented in the vicinity of Stone Alley and the crossroads.
  - a) The Clerk informed the Council that the red lines would only be effective if:
    - i) the area was regularly attended, and offences witnessed by a Civil Enforcement Officer (CEO); or
    - ii) the offence was captured by the NEPP camera car, which the District Council would not permit to operate in the District.
  - b) Cllr. Talbot stated that he had been one of the Councillors who had objected to the use of the camera car to enforce parking on red lines, which he stated was purely a money-making scheme by the NEPP.

- i) Cllr. Thomas stated that in the case of St Osyth the use of the camera car would be a safety issue rather than monetary, citing two examples of incidents whereby a child had been hit by a car whilst walking along Spring Road near the butchers, and an incident whereby a pedestrian had been hit by a car, which resulted in the pedestrian sustaining a broken hip.
  - ii) Cllr. White remarked that the area needed to be patrolled by CEO's or the NEPP needed to accept photographs submitted by the Council and/ or residents.
- c) Cllr. Ball enquired as to whether a zebra crossing could be considered.
- i) The Clerk reminded the Council that consideration had been given to a zebra crossing, however, it had not been possible due to the roads in the centre of the village not meeting the required criteria.

c. **Martin's Farm Country Park:**

- i. Having been previously circulated, the notes of the meeting of 27<sup>th</sup> February 2024 were taken as read.

**OM-23-238 REPORTS FROM REPRESENTATIVES:**

- a. **Allotments:** Nothing to report.
- b. **Community Matters & Well-being:** No report given.
- c. **Essex Police:** Having been previously circulated, Cllr. Cooper briefed the Council on reported crime during January 2024 in St Osyth and Point Clear, by offence and location, and where practicable the status of the investigation.
- d. **Footpaths:** Cllr. Atkins informed the Council that he had devised an advert for inclusion in the May edition of St Osyth Life.
  - i. By way of a PowerPoint presentation, the Clerk was able to show the advert to the Council.
- e. **Tree Warden:** Nothing to report.
- f. **Tendring District Association of Local Councils (TDALC):** Cllr. Sinclair reported that the next meeting of the Association was scheduled for 27<sup>th</sup> March 2024.
  - i. The following report was received from Cllr. Talbot:
    - a) As I reported at the last Parish Council meeting, our Parish Chair, Karen Sinclair, joined as our second Parish representative, and has agreed to make future reports to the Parish Council after the two monthly meetings.



- b) As it happens, the Associations meeting next Wednesday clashes with the first meeting of all the Party Groups Members forming the current Alliance, which is now leading the District Council, called the 'Administration Group' of which John and I are members. This has specially been requested to be a face-to-face meeting in the Town Hall at 6 pm, so I shall have to get back home from the Town Hall to go on line for the TDALC meeting at 7.30 pm, so I may be an hour late, if I make it at all.

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

- i. Cllr. Talbot gave the following report:
  - a) The Full Council met on Tuesday and yesterday was a Member's Briefing introduced by Ian Davidson, our Chief Executive, covering the Long-Term Plan for Clacton, including the establishment of a Town Board, a project led by Lee Heley, who is the Corporate Director Place & Economy.
  - b) There is a very considerable amount of money coming our way as a District. We are likely to receive £20 million next year as part of the 'Levelling-up' process.
  - c) There is also Long-Term Plan For Towns with a further £20 million over a ten year period to those Authorities chosen by the Government, to be part of the scheme for this additional funding, which lays out rules to follow including the setting up the Town Board composed of local businesses, organisations and with a minority District Council representation. The Board for Clacton is already set up, which is a first step forward. It appears to me that TDC has a credibility with Government bodies which is bringing its rewards.
  - d) The Council's Treasury position at the end of December 2023 was reported to Council. This report, prepared at the end of each year, was a 55-page report, from which I highlight the borrowing and investment statement:
    - i) General Fund borrowing from the Public Works Loan Board (PWLB) of £132,000.00 at fixed rates at an average rate of interest of 7.04%.
    - ii) Housing Revenue Account, borrowing from the PWLB, of £33.315 million at fixed rates at an average rate of 3.57%.
    - iii) Investments of cash flow surpluses, which include reserves and capital receipts, on a short-term basis (less than 1 year) totalling £80.644 million, at an average rate of interest of 4.61%. I print these, which are not confidential in any way, just to show the size of the financial commitment our Council has on its books.
- ii. Cllr. White gave an overview of a recent Government approved planning application at Bathside Bay, Harwich, which meant that the District Council had to consider alternate arrangements for wildlife.

- a) Cllr. White stated that the proposal was to break the sea wall at Little Oakley, to flood approximately 280 hectares of low-lying land, which would subsequently benefit from viewing platforms and vantage points for observing the wildlife in the new habitat.
- b) Cllr. Atkins enquired as to the nature of the development at Bathside Bay.
  - i) Cllr. White stated that the area was to be used for the construction of wind turbines, as part of the Government's Freeport scheme, which would see manufacturers benefit from tax rebates.
  - ii) Cllr. White stated that as with all of the District Councils Planning Committee meetings, the meeting could be viewed via youtube.
- h. **Website:** The Clerk informed the Council that he was liaising with the software developer from Naglotech on the content for the website.

**OM-23-239 REPORTS FROM NOMINATED REPRESENTATIVES & TRUSTEES:**

- a. **St Osyth Almshouse Charity:** Cllr. Sinclair gave the following report:
  - i. The Trustees held a meeting on 27<sup>th</sup> February. We were pleased to welcome a new Trustee, Danny Wright, who is a church nominated Trustee. Danny takes over the trusteeship from Rev Sharon Miles who has retired. Sharon will be greatly missed at our meetings for the care and compassion that she brought to the role.
  - ii. At our meeting we discussed and approved a 7% increase in the weekly maintenance charge which is in line with the increase in housing benefit.
  - iii. The survey has been carried out on the roof and it is good repair but does have some issues in the roof space with mould. This is going to be treated by a specialist company.
  - iv. We have a vacancy at Clacton Road and an advertisement will be placed in the parish magazine in April. The vacancy is open to residents of St Osyth who need social housing. If you are aware of anybody who you think may benefit from this property, then please do ask them to complete an application form.
- b. **St Osyth Playing Field Charity:** The Clerk gave the following report:
  - i. I met with Mark Cox, Chairman of Elmden Rovers, and Dave Cook, Vice-Chairman, on 19<sup>th</sup> March 2024.
  - ii. A number of issues were discussed, including:
    - a) Security of the pavilion.
    - b) Cleanliness & cleaning regime.
    - c) Parking.
    - d) Use of pavilion by Elmden Rovers.

- e) Use of the pavilion by other hirers.
- f) Electricity consumption.
- g) Hire fees.

### iii. **Security of the Pavilion**

- a) Mark expressed concern that on a number of occasions the showers appear to have been used, even though he had previously turned the water off at the mains. Mark reported that there was also a problem with the yale lock on the doors nearest the Priory end of the pavilion.
- b) It was agreed that two new yale locks be fitted, one on either set of doors. This will ensure that the only people who have access to the pavilion will be the Council and Elmden Rovers.
- c) Mark reported that there were still a lot of items belonging to the former St Osyth football club, which were in the changing rooms and behind the bar, which is padlocked.
- d) It was agreed that Elmden Rovers be permitted to cut the padlock and remove all items from the bar area, which are to be placed into the changing rooms with the other items. All St Osyth FC items are to be boxed and in the interim period stored in the Cemetery Museum. If they are not wanted by the former manager, they will be disposed of.
- e) Additionally, Elmden Rovers are keen to hire a skip and remove broken and/or unwanted items from within the pavilion, the garages and the former practice nets.
- f) It was also agreed that the cupboard which was used by the youth club will also be cleared out with part being retained by the Trustees (for cleaning items etc) with the other half being made available to Elmden Rovers if needed.

### iv. **Cleanliness & Cleaning Regime**

- a) Mark reported that the pavilion had not been cleaned for some considerable time, and that dirty water from several months ago was still evident in one of the sinks in men's toilets.
- b) I informed Mark and Dave that the pavilion had been subject to deep cleaning each month. Both were doubtful that this had happened.
- c) A new cleaning regime was discussed, which would see the pavilion deep cleaned once a month, with additional weekly cleans.
- d) Due to the use of the pavilion for matches on Saturdays and Sundays, and training on Tuesday, Wednesday and Thursday evening, Mark stated that the only time it could really be cleaned would be on a Monday or Friday evening.

- e) I informed Mark and Dave that I would be meeting with representatives of a cleaning company on Wednesday 20<sup>th</sup> March and would discuss available options.

NB. I met with representatives of a cleaning company, recommended by the Priory Education Centre, on Wednesday 20<sup>th</sup> March. The discussion focused on the areas to be cleaned on a monthly and weekly basis.

- f) Monthly cleaning will comprise of the main corridor, toilets (men's, ladies and officials), the main room and kitchen.
- g) Weekly cleaning will include the main corridor, toilets (men's, ladies and officials) and the main room.
- h) The cost of cleaning is £25.00 per hour, however, this is for two cleaners.
- i) Subject to the approval of the Trustees/ Council, I would like to implement this cleaning regime as soon as possible.
- j) If approved, weekly cleaning will be arranged for Monday afternoon/ evenings.
- k) Mark stated that if the pavilion was cleaned regularly there would be more of an incentive for Elmden Rovers to keep it tidy, and that this would then also enable them to decorate the inside of the pavilion.
- l) **RESOLVED:** That in its capacity as the Sole Trustee of the St Osyth Playing Field Charity, the Parish Council approve the monthly deep clean, and scheduled weekly cleaning of the pavilion. The motion was proposed by Cllr. Cooper and seconded by Cllr. French. All agreed.

v. **Parking**

- a) Mark reported that whilst not ideal, the current arrangement for parking is working. Elmden Rovers have had to cancel three Sunday fixtures, due to fear of vehicles becoming stuck on the grass.
- b) I reported that the Council are looking at all options, however, given that a plastic mesh which will cost in the region of £10,000.00 to £15,000.00 is only likely to have a lifespan of two or three years, the other options, which included concrete grass matting are likely to be in the region of £60,000.00 for material alone.

vi. **Use of Pavilion by Elmden Rovers**

- a) Mark reported that the club's annual running costs are approximately £26,000.00, as they pay for lining and replacement of topsoil, which can see up to 250 litres worth required on a single day to fill holes dug by rabbits.

- b) Mark enquired as to where topsoil, if bought in bulk, could be stored. It was agreed that the former electricity sub-station is too far. Consideration will be given to using the former practice nets area, if it is deemed unsuitable for a new surface.
- c) The use of the hardcourt was discussed. As this has lighting, it may present a better option. Elmden Rovers will investigate this further.
- d) Mark reported that Elmden Rovers do not use either the changing rooms or the kitchen. He stated that for reasons unknown the paint is coming away from the doors of the kitchen units, and that the plinths had been pushed over, presumably by rodents.
- e) Mark reported that there were a number of broken electrical items in the kitchen which could be removed.
- f) Elmden Rovers still intend to rotate the pitches, but this will take up to two weeks to achieve, as the ground will need to be aerated and topsoil and grass seed applied.
- g) Whilst Elmden Rovers will not have a men's team this season, they will be using the main pitch on Saturdays for their academy team. Mark reported that the goals used by the former St Osyth men's team are damaged, and that the only goals used now are owned by Elmden Rover themselves.

**vii. Use of Pavilion by other Hirers**

- a) Should another club wish to use the pitch on a Saturday when Elmden's academy team did not have a game, they [the hiring team] would need to provide their own posts and pay for line marking. This is deemed impractical.
- b) I informed Mark and Dave of events such as the Classic Car Show and Music of the Meadow (the latter, which is unlikely to proceed, due to the lack of parking). Mark stated that with sufficient notice he would be able to rearrange fixtures to accommodate other non-football hirers.
- c) I informed Mark and Dave of the use of the pavilion, during the Easter school holidays, by Child & Provide Active, between the dates of Tuesday 2<sup>nd</sup> and Friday 12<sup>th</sup> April. This does not include the weekend. The pavilion will be in use between 8.30 am and 2.30 pm daily. There will be no conflict between Child & Provide Active and Elmden Rovers.
- d) Mark stated that Elmden Rovers would be using the pavilion and pitches on Saturday 30<sup>th</sup> March, Tuesday 2<sup>nd</sup> April, Wednesday 3<sup>rd</sup> April, Thursday 4<sup>th</sup> April, Saturday 6<sup>th</sup> April, Sunday 7<sup>th</sup> April, Tuesday 9<sup>th</sup> April, Wednesday 10<sup>th</sup> April and Thursday 11<sup>th</sup> April.

- e) It was agreed that Elmden Rovers would do their best to ensure that the pavilion was left tidy for Child & Provide Active. I have since arranged for a cleaner to go into the pavilion each day before Child & Provide Active arrive to ensure that the pavilion is tidy.

viii. **Electricity Consumption**

- a) I informed Mark and Dave of the increase in electricity bills. Mark stated that this was down to the price per unit rather than use. Whilst this was acknowledged, I did advise them that we had recently had a smart meter fitted and that I would look to monitor electrical consumption.
- b) Mark stated that in addition to the security lights, there were a number of items that were on constantly which needn't be, such as a freezer in the kitchen. There is also the possibility that there are items plugged in behind the bar area, which Mark will investigate when he cuts the padlock off.

N.B. I will check the kitchen when I am next in the pavilion on Friday 22<sup>nd</sup> March. If there are any items which needn't be switched on, I will turn them off.

- c) Mark stated that Elmden Rovers had spent money from their own funds to replace items such as strip lights and batteries in the smoke alarms.

ix. **Hire Fees**

- a) Currently, Elmden Rovers pay a monthly direct debit of £312.50. Whilst taking into account the increase in utility costs, and proposed increase in cleaning costs, it is important to remember that if we increase our fees too much, then we will potentially price Elmden Rovers out of the market. In reviewing the income and expenditure, it is recommended that the monthly fee increase to £442.00.
- b) This is based on Elmden using the main pitch twice a month for home fixtures, with the cost of hire, set in 2018, for a visiting team at £65.00 per Saturday, this would amount to an additional £130.00 per month, and see the monthly direct debit increase from £312.50 to £442.00.
- c) This would give an annual income from Elmden Rovers of £5,304.00. It should be noted that Elmden Rovers pay for the line marking, and when necessary, additional cuts of the pitches.
- d) They also want to decorate the interior of the pavilion and have also suggested the installation of fish key fitting, which essentially prevent electrical sockets from being used without a special key. If such fittings were installed, they would be funded by Elmden Rovers, with the work being carried out by a certified electrician.

- e) In conclusion, Elmden Rovers are happy at Cowley Park and in wanting to improve the appearance of the pavilion, are happy to spend their own funds and time in creating a home for the club.
- x. The Clerk informed the Council that having been advised by Essex Police that the parents of the youths responsible for the damage to the bin at Cowley Park were prepared to make financial restitution, he [the Clerk] had to date not received any further information.
  - a) The Clerk subsequently narrated the following email to Essex Police.
- xi. The Chairman enquired as to whether the Playing Field Charity had considered installing solar panels on the pavilion.
  - b) The Clerk stated that he was not aware of any such consideration by the Council in its capacity as Sole Trustee, or indeed by the previous Trustees, prior to 2016.
- c. **Point Clear Community Association:** Cllr. Thomas reported that the next meeting was scheduled to take place on 28<sup>th</sup> March 2024.
- d. **Village Hall Management Committee:** Cllr. Thomas reported that the next meeting was scheduled to take place in April 2024.

**OM-23-240 ANNUAL PARISH MEETING:**

The Chairman reminded the Council that the Annual Parish Meeting was scheduled for Wednesday 3<sup>rd</sup> April 2024, beginning at 7 pm.

**OM-23-241 PREPARATION OF THE ANNUAL PARISH REPORT:**

The Chairman informed the Council that the Annual Report had been submitted for inclusion in the April edition of St Osyth Life. The Chairman thanked all those who had contributed towards the report.

**OM-23-242 CASUAL VACANCY - CO-OPTION OF A PARISH COUNCILLOR:**

The Clerk informed the Council that despite an advertisement in St Osyth Life, there had been no interest in the vacancy for a Councillor. The Clerk continued that he would readvertise the position in May or June.

**OM-23-243 ANTI-SOCIAL USE OF PERSONAL WATERCRAFT (PWC):**

The notes of the meeting of 4<sup>th</sup> March 2024, having been previously distributed were taken as read.

- a. The Chairman stated that it has been a very interesting meeting that that a further meeting was scheduled for Monday 4<sup>th</sup> April 2024.
- b. The Chairman informed the Council that a letter had been written to Blackstone, the owners of Bourne Leisure and the Orchards Holiday Park, to request that a senior member of Blackstone or Bourne Leisure be appointed to make decisions in respect of the issues surrounding the anti-social use of PWC in and around Point Clear Bay.

- c. Cllr. Cooper enquired as to how, if unable to attend a meeting on 4<sup>th</sup> March, having only been open for three days, the Management Team of the Orchards Holiday Park would be able to attend additional meetings as they became busier.
- d. Cllr. Ball stated that the Management Team had previously stated that they were unable to attend meetings on Mondays, nonetheless, they should have been able to send a representative to the meeting.
- e. Cllr. White questioned the number of prosecutions arising from the 300 plus reported incidents which had occurred since 2020.
  - i. The Clerk confirmed that at the meeting of 29<sup>th</sup> January 2024, the Harbour Master had provided an overview of prosecutions arising from an incident on the River Colne.

**OM-23-244 MAINTENANCE OF PARISH STREET SIGNS:**

The Chairman reminded Councillors that their respective lists of street signs were required by 12<sup>th</sup> April 2024, so that the Clerk could prepare a list of signs to be inspected by Alan Howard, Tendring District Council Engineering Operations Assistant Manager.

**OM-23-245 VILLAGE LITTER PICK:**

The Clerk informed the Council that the St Osyth and Point Clear Rotary Club were arranging a village litter pick for Saturday 18<sup>th</sup> May 2024, which to the best of his knowledge was being advertised in St Osyth Life. The Clerk added that the Deputy Clerk had arranged, on behalf of the Rotary Club, to borrow litter picking equipment from TDC.

- a. The Chairman suggested that the Primary School be invited to attend.
  - i. The Clerk stated that he would liaise with both the Rotary Club and the Primary School.
  - ii. Cllr. White informed the Council that the date of 18<sup>th</sup> May 2024, was the national Rotary Day of Action, and that branches throughout the country would be undertaking similar activities, adding that the Clacton Branch would be conducting a litter pick in Jaywick.

**OM-23-246 FURTHER MATTERS:**

- a. Cllr. Talbot informed the Council of a circular from the Chief Executive of the District Council, in which arrangements of how to secure a portrait of His Majesty The King, were detailed.
  - i. The Clerk stated that he had already ordered a portrait, which was expected to arrive in early April 2024.
- b. Cllr. Ball informed the Council of the formation of the Point Clear Bay Interest Group, about which an article would be published in the April edition of St Osyth Life.
  - i. The Chairman enquired as to the number of people involved.



- a) Cllr. Ball stated that the group currently comprised of four residents, including herself, who had to date held two meetings with the Grounds & Siting Manager of the Orchards Holiday Park, who was responsible for all maintenance on land owned by the Holiday Park within Point Clear Bay
  - ii. The Chairman enquired as to whether the group would be using Facebook.
    - a) Cllr. Ball stated that currently the group was using an email address, to which the four members had access, which enabled members of the public to raise concerns.
  - iii. The Chairman enquired as to what areas of Point Clear Bay the group would be focussing on, i.e. potholes.
    - a) Cllr. Ball stated that the group and Grounds & Siting Manager would be looking at all aspects of maintenance, and that whilst the latter was keen to support the residents, she needed the support of the hierarchy of the Orchards Holiday Camp, who in turn needed the support of Bourne Leisure.
    - b) Cllr. Ball informed the Council that concerns raised by representatives of the Council at a meeting in late 2023 had, seemingly, been forward to senior officers at Bourne Leisure.
  - iv. Cllr. Ball stated that the group would initially meet for a season, after which they would seek the support of the Parish Council if necessary.
    - a) The Chairman stated that the Parish Council would be willing to help with administrative support, such as photocopying flyers etc.
  - v. Cllr. Ball stated that the noticeboard on the greensward between Eastern Promenade and Western Promenade had already been removed for maintenance.
  - vi. The Chairman congratulated all those involved.
- c. Cllr. Atkins enquired as to the welfare of a resident whom he had seen being treated by paramedics when Cllr. Atkins had driven past.
- i. The Clerk informed the Council that the resident in question had medical conditions, which contrary to comments on social media, were genuine.
  - ii. The Clerk added that there had been numerous comments suggesting that the resident was always under the influence of alcohol and was aggressive. The Clerk stated that there were a number of medical conditions which could cause a person affected to be deemed as being under the influence of alcohol, when in fact they were in need of urgent medical assistance.
  - iii. The Clerk stated that he had seen the resident in question on 20<sup>th</sup> March and that all seemed to be well.

- d. Cllr. Thomas enquired as to whether the Point Clear Bay Interest Group should be included on the agenda.
  - i. It was agreed that unless there was sufficient time to prepare a report for inclusion with the agenda pack, Cllr. Ball should raise the quarterly meetings under Further Matters.
  
- e. The Chairman informed the Council that the Cemetery Committee meeting which was booked for 2<sup>nd</sup> April 2024, was being rescheduled to a date in May. The Chairman stated that the principal reason for the rescheduling of the meeting was that there was nothing to discuss at this time, added to which the new Management Plan for 2024/2025 would only have been in effect for a day.

There being no further business the meeting was closed at 8.25 pm.

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

<b>Summary of 'Action Required' from the Minutes of the Ordinary Meeting held on Thursday 21<sup>st</sup> March 2024</b>		
OM-23-233 a	Request for Plants/ Shrubs	Public Realm WP to action
OM-23-234 a ii	TDC Response re Fly-tipping	Clk to action
OM-23-234 b i	Grant Information	Clk to action
OM-23-234 c ii	Invitation to Primary School	Clk to action
OM-23-234 d i	Letter to Giles Watling MP	Clk to action
OM-23-234 e i	Invitation to April Meeting	Clk to action
OM-23-245 a i	Village Litter Pick	Clk to action