



ST OSYTH PARISH COUNCIL

Minutes of the Ordinary Meeting of the Council
held at St Osyth Village Hall
on Thursday 16th May 2024 at 7.11 pm



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

Cllr. Alan Goggin, Essex County Councillor

APOLOGIES: Cllr. Jake Moore (Holiday)

MINUTES: Neil Williams (Parish Clerk)

PUBLIC PRESENT: One

OM-24-015 PLANNING APPLICATIONS:

	APPLICATION & ADDRESS	PROPOSAL
a.	24/00239/FULHH Mr P & Mrs C Harman 60 Oakmead Road Point Clear	Householder Planning Application - single storey front extension and two storey side extension (re-submission of refused planning 23/01492/FULHH). No objections.
b.	24/00390/FUL Ms H Carter High Birch Farmhouse High Birch Road St Osyth	Planning Application - Erection of two glamping pods together with associated hard and soft landscaping. Given the Grade II listed status of High Birch Farmhouse, the Parish Council fully endorse the comments of Essex County Council. The Parish Council consider the site to have had significant development in recent years, resulting in the over intensification of the site, which compromise the setting of the historic farmhouse.
c.	24/00527/FULHH Miss Y Blunden 12 Longfields St Osyth	Householder Planning Application - Single storey rear extension. Due to there being no plans for this application, the Parish Council is unable to comment until such times as plans are made available.
d.	24/00560/OUT Wellwick Farms Ltd c/o St Osyth Priory The Bury St Osyth	Outline Planning Application (Access/Layout/Design/Scale/Landscaping to be considered) - Outline planning application for the erection of 24 dwellings, with all matters reserved other than the use of access from Colchester Road (as consented under 20/01124/OUT), associated public open space, landscaping and all associated ancillary works.

		Whilst in principle the Council would have no objections to this application, there are concerns that the area in which the proposed three storey dwellings are to be built is already raised. The Parish Council would therefore request sight of the full planning application before being able to comment further.
e.	24/00636/FUL & 24/00619/LBC Mr R.A., T.R., D.R., A.I. Sargeant St Osyth Priory The Bury St Osyth	Application for Listed Building Consent - taking down of a falling section of the boundary wall fronting the road in Mill Street and rebuilding it on a new reinforced concrete foundation to match the original appearance. Providing that the intended works are in keeping with the original wall, the Parish Council has no objections to this application.
f.	24/00659/FULHH T Riley 9 Castle Way St Osyth	Householder Planning Application - Rear dormer loft conversion and single storey rear extension (following demolition of existing conservatory). No objections.
g.	24/00623/AGRIC Mr C Gibbs The Stackyard Clay Lane St Osyth	Prior Approval Application under Part 6, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for a basin-type design for the purposes of storing excess rainwater. No objections. <i>For information only – no comment required.</i>

OM-24-016 PLANNING CORRESPONDENCE:

The following correspondence was noted:

- a. Tendring District Council (TDC) weekly Notifications of Decisions (Determinations) from 12th April 2024 to 3rd May 2024.
- b. Letter of 29th April 2024 from North Falls Offshore Wind Farm with regard to Registration as an Interested Party; Deadline - Friday 21st June 2024.
- c. Email of 1st May 2024 from TDC with regards to the Appeal under Part 2 of the Town & Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009 in respect of APP/P1560/W/24/3338935 (TDC 23/00924/TELCOM) Orchards Holiday Village, Point Clear Bay.

OM-24-017 APPROVAL OF MINUTES:

RESOLVED: That having been previously circulated, the Minutes of the Ordinary Meeting of 18th April 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-24-018 SUMMARY OF ACTION:

- a. OM-24-006 f. The Chairman informed the Council that the subject of a witches memorial was an item on the agenda for discussion later in the meeting.
- b. OM-24-011 b i. The Clerk confirmed that the flyer for the Village Hall's Coffee and Chat Morning had been posted on social media.
- c. OM-24-012 d ii. The Clerk informed the Council that Cllr. Cooper had attended the meeting of the Village Hall Management Committee, and that he [Cllr. Cooper] would give a report later in the meeting.

OM-24-019 CORRESPONDENCE:

The following correspondence was noted:

- a. Correspondence of 30th April 2024 from Fenella Pearey, Senior Caseworker to Giles Watling, Member of Parliament for Clacton on Sea with regard to fly-tipping.
- b. Correspondence of 8th May 2024 on behalf of TDC Corporate Information Manager with regard to the Freedom of Information (FOI) Response #2024-308, in respect of fly-tipping.

OM-24-020 REPORTS FROM REPRESENTATIVES:

- a. **Essex County Council:** Cllr. Goggin began by congratulating Cllr. Sinclair on her re-election as Chairman. Cllr. Goggin subsequently gave the following report:
 - i. That there was likely to be an article in the media about the County Council's library service, following the introduction of an electronic booking service, which enabled some people to reserve anywhere up to fifteen books at a time, which resulted in tens of thousands of books being out of circulation.
 - a) A new system whereby residents would be charged to reserve a book was being introduced, which would improve the service for all.
 - ii. The Chairman enquired as to whether Cllr. Goggin had received any update with regard to the proposed boundary changes.
 - a) Cllr. Goggin stated that he was unlikely to hear anything until July 2024 at the earliest.
 - iii. Cllr. Venables enquired as to whether Cllr. Goggin had received prior notification of the road works along Clacton Road, on 15th May 2024, which had resulted in absolute chaos.
 - a) Cllr. Goggin explained that the normal system was for the emergency services, bus companies and local Councils to be informed of pending works, so that, in the case of the latter, the public could be informed.

- b) The Clerk stated that he had not received any notification and had only known the roadworks were taking place when returning to the village from the Cemetery via the Clacton Road entrance.
- c) The Chairman informed Cllr. Goggin that it was the third occasion this year when roadworks had been carried out without any prior notification from Essex Highways.
- d) Cllr. French stated that although a number of potholes had indeed been repaired, a pothole less than ten metres from where the works had been carried out had been left.
 - i) Cllr. Goggin stated that it was dependent on the conditions of the licence granted for the works.
 - ii) Cllr. Ball enquired as to who was responsible for issuing the licences.
 - iii) Cllr. Goggin informed the Council of the process for the issuing of a licence for roadworks, by Essex Highways, which meant that works could be completed at any time within a specified timeframe. He continued that due to the requirement for a licence it was generally a one chance opportunity, which sometimes resulted in different utility companies taking the opportunity to work in the same area, so as to minimise disruption to motorists.
- e) The Clerk confirmed that the only works carried out had been the repair of potholes by Essex Highways.
- iv. Cllr. Cooper enquired as to the performance figures by Ringway Jacobs, referring to the email of 1st May 2024 from the Clerk in which the latter had confirmed that potholes in Colne View had not been repaired, despite Cllr. Goggin receiving an email from Essex Highways informing him that the repairs had been completed.
 - a) Cllr. Goggin explained the area where the work had been carried out consisted on both Point Clear Road and Colne View, and that whilst the potholes in Point Clear Road had been filled, those in Colne View had been overlooked.
 - b) Cllr. Cooper enquired as to whether the defect would have been logged by Ringway Jacobs as having been completed.
 - c) Cllr. Goggin stated that he would attempt to find out and that he would get Ringway Jacobs to return and complete the repairs.
- v. Cllr. Ward enquired as to whether there would be any job losses as a result of the new library service being implemented.
 - a) Cllr. Goggin stated that he was not aware of any. He added that with the drive to encourage the use of library buildings for other activities such as community hubs and the provision of banking facilities, there had been an increase in people using libraries, with book hire up 50%.

- vi. Cllr. Thomas informed Cllr. Goggin that having recently driven along the section of the A12 where roadworks were being carried out, she had observed workmen asleep in vehicles, or stood around talking and smoking.
- vii. Cllr. Venables enquired as to the restrictions for the movement of caravan transporters through the village following the blockage of Colchester Road by caravans which were so large that it was almost impossible for them to negotiate the carriageway.
 - a) The Clerk stated that this was a Police matter and that he would liaise with the Abnormal Loads Officer from the Commercial Vehicle Unit.

Due to having to attend the meeting of Brightlingsea Town Council, Cllr. Goggin left the meeting at 7.55 pm.

OM-24-021 FINANCE:

- a. Approval of payments for April 2024, as per the circulated lists were agreed by the Council.
 - i. Cllr. Cooper enquired as to the expenditure of £514.80 against A&J Lighting.
 - a) The Clerk reported that the expense related to the provision of a new LED lighting unit and ancillaries, inclusive of VAT.
 - ii. Cllr. Cooper enquired as to the expenditure of £477.18 against Amberol.
 - a) Cllr. Ward reported that the expense related to the purchase of a new self-watering planter for Chisbon Heath.
 - iii. Cllr. Cooper enquired as to the receipt of £463.87.
 - a) The Clerk reported that the income related to the cost of the damaged bin at Cowley Park.
- b. The following balances were noted and agreed:
 - i. Current a/c: £197,375.36
 - ii. Deposit: £53,950.78

OM-24-022 REPORTS FROM COMMITTEES:

- a. **Finance Committee:**
 - i. The draft Minutes of the Finance Committee meeting of 24th April 2024 having been previously distributed, the Chairman invited questions. None were forthcoming.
 - ii. Staff Salaries:

- a) The Chairman reminded the Council of the request from the Responsible Financial Officer (RFO) for an increase in weekly hours from six to seven hours.
- b) The Chairman reported on the discussion in respect of pay awards for members of staff, some of whom had not had an incremental rise since 2017. The Chairman stated that whilst some members of staff had received bonuses during the Coronavirus Pandemic, this was not a substitute for contractual Spinal Column Points (SCP) increases, which were separate from National Joint Council (NJC) pay awards.
- c) Cllr. White enquired as to whether the Council had appropriate funds to cover the cost of the increases.
 - i) The Chairman stated that the RFO had confirmed that the cost would be offset by way of the LCTSS.
- d) The Chairman stated that having been discussed by both the Finance Committee and Personnel Committee, it had been agreed to increase staff salaries with effect from 1st April 2024, together with the introduction of an appraisal scheme, to ensure that subject to a suitable appraisal, members of staff, if applicable, receive incremental pay awards with effect from 2025.
- e) **RESOLVED:** That the weekly hours of the RFO increase from six to seven hours, and that all members of staff receive a one-point incremental SCP pay award, backdated to 1st April 2024, and that the Parish Council implement an appraisal scheme to ensure that subject to a suitable appraisal, members of staff, if applicable, receive incremental pay awards with effect from 2025. The motion was proposed by Cllr. Ball and seconded by Cllr. Atkins. All agreed.

b. Personnel Committee:

- i. The draft Minutes of the Personnel Committee meeting of 1st May 2024 having been previously distributed, the Chairman invited questions. None were forthcoming.

OM-24-023 REPORTS FROM WORKING GROUPS:

a. Public Realm Working Party:

- i. Cllr. Ward reported that the planting of the summer blooms was dependent on the weather, but that she would be planting during the next few weeks.
 - a) Cllr. Ward informed the Council that the new self-watering planter for Chisbon Heath was expected within the next week.
 - b) The Clerk reported that Cllr. Thomas had taken the hanging baskets to Dean's Nursery to have them planted.
 - c) Cllr. Ward stated that in future she intended to plant blooms which would not require deadheading.

- d) The Chairman suggested that the flowerbed on the B1027 verge before the junction with Clacton Road could benefit from some new plants.
 - i) The Clerk stated that the bed had previously been tended to by the Smith Family, and that his recollection was that the family had requested some form of advertising adjacent to the bed.
 - ii) Cllr. Venables stated that she was sure the Smith Family would tend to the bed and that the advertising was more than likely for the Blue Garden Café.
 - iii) The Clerk was requested to liaise with the Smith Family.
- b. **Highways Working Party:** Nothing to report.
- c. **Martin's Farm Country Park:** Cllr. Atkins reported that a site meeting had taken place on 14th May 2024, the notes of which would be received at the June meeting.

OM-24-024 REPORTS FROM REPRESENTATIVES:

- a. **Allotments:** Nothing to report.
- b. **Community Matters & Well-being:**
Cllr. Venables gave the following report:
 - i. That TDC are looking to recruit paid staff for election days to man polling stations and to count ballot papers. The application process is simple with some training involved. For further information and to apply contact the Electoral Registration Team on 01255 686566 or email via elections@tendringdc.gov.uk
 - ii. That the Essex Local Nature Partnership, an organisation set up to drive positive change by protecting and restoring the local natural environment, wants to establish local nature recovery community groups to work together on nature projects and find out about groups who may already be doing this. There is a map on the community page on their website which they are encouraging groups to sign up to. www.essexnaturepartnership/community
- c. **Essex Police:** Having been previously circulated, Cllr. Cooper briefed the Council on reported crime during March 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 following the publication of an advert in the May edition of St Osyth Life, he had received one enquiry about the possibility of volunteering for a Working Party.
 - i. Cllr. Atkins stated that he would wait until the end of May and then consider posting an article on social media.

- a) Cllr. Thomas stated that any post would have to be worded carefully.
- ii. The Chairman suggested that a letter could be sent to organisations within the parish.
- iii. Cllr. Venables enquired as to the actual role of the Working Party.
 - a) Cllr. Atkins stated that once established, the Working Party would undertake such activities as pruning, replacing way-markers etc.
 - b) The Chairman suggested that it be an agenda item at the next meeting.
- e. **Tree Warden:** Nothing to report.
 - i. Cllr. Ward enquired as to whether the Council should consider submitting applications for Tree Preservation Orders (TPO) to protect a copper beech tree and a sycamore tree at the northern end of Colchester Road. Cllr. Ward cited the felling of the three trees at the junction of Clay Lane and the B1027, to facilitate the movement of the wind turbines at Earls Hall Farm.
 - ii. The Clerk was requested to liaise with the District Council's Tree & Landscape Officer.
- f. **Tendring District Association of Local Councils (TDALC):** Cllr. Sinclair reported that she had yet to be informed of the date of the next meeting.
- g. **District Councillor's Report:**
 - i. Cllr. Talbot gave the following report:
 - a) Much of the business nowadays in Councils, up and down the country, is concerned with being able to finance current activities, let alone their future plans.
 - b) Whilst not directly linked to the District Council, but of interest to all is the body known as SET (Southend, Essex and Thurrock) which examines and reports annually on suicides in the whole of Essex. I report the most important findings:
 - i) There were small but consistent increases in suspected suicide rates in the 65 to 74 age group (mostly driven by increases in men).
 - ii) There was a decrease in suspected suicides where there had been a previous attempt to commit suicide.
 - iii) There was an increase in suspected suicides where relationship, financial, or employment issues were given, in suicide notes, as the reason the action was being taken.

- c) The Stop Loan Shark Week 2024 campaign has a few more days to run until 19th May. This year's theme is to highlight that there is 'No Blame, No Shame' for anyone who has borrowed from a loan shark.
- d) The resurfacing works on the A12 northbound, between junctions 21 and 22, should have taken place last night between 9 pm and 5 am, weather conditions permitting. Let us hope it went as planned, and the closure is behind us.
- e) To find out more about road improvements across the East of England, residents and interested parties can visit the website at <https://nationalhighways.co.uk/our-work/east/>

ii. Cllr. White gave the following report:

- a) That following his report of 14th December 2023, in respect of enforcement statistics, he could now report that as a result of having a full enforcement team, statistics had dropped considerably.
- b) In the case of St Osyth, the number of enforcement cases had fallen from 86 to 15, and that whilst not all outcomes were satisfactory, two properties had been served with Enforcement Notices which would require action via the courts.
 - i) The Clerk stated that the two properties were already subject to an appeal via the Planning Inspectorate, therefore, any legal action would be deferred until such times as the appeal had been decided. The Clerk continued that the case should have been heard in October 2023, however, when he had last spoken with the Planning Directorate in January 2024, the case had yet to be appointed to an Inspector.
- c) Cllr. Cooper enquired as to whether any of the enforcement cases related to the Bel-Air Chalet Estate.
 - i) Cllr. White stated that whilst TDC had served notice against the owner of the site, the Council's KC had advised the Council that as it [TDC] was drawing taxes from individuals living on the estate, the notices would have to be served against the residents, not the owner.
 - ii) Cllr. White stated that he expected the notices to be served during the summer months.
- d) Cllr. White reported that following an appeal, the Planning Inspectorate had granted permission for the further development of 172 Point Clear Road, the site having already been divided twice. He continued that the primary reason for the appeal having been upheld was that the application had been submitted prior to the approval of the Local Plan.

h. **Website:** Nothing to report.

OM-24-025 REPORTS FROM NOMINATED REPRESENTATIVES & TRUSTEES:

- a. **St Osyth Almshouse Charity:** The Chairman reported that the next meeting of the Chairty was scheduled for 4th June 2024.
- b. **St Osyth Playing Field Charity:** The Clerk reported that the Classic Car Show and Family Fun Day scheduled for 2nd June 2024 had been cancelled, largely due to the planned closure of the A12 on that date.
- c. **Point Clear Community Association:**
Cllr. Thomas gave the following report on the meeting of 25th April 2024:
 - i. Having volunteered a new Executive Committee member was proposed and accepted. The member was subsequently appointed as Treasurer with effect from 9th May 2024.
 - ii. That the Association was awaiting a response from TDC with regard to the application for a grant in respect of an air-to-air heating system which is urgently required for sustainability.
 - iii. That three groups, one of which was a permanent attendee had cancelled future bookings.
 - iv. The snooker club is a steady success particularly now the table has been completely refurbished and a new set of balls provided.
 - v. The Annual General Meeting will be held on 30th May 2024
- d. **Village Hall Management Committee:**
Cllr. Cooper gave the following report on the meeting of 25th April 2024:
 - i. That the Village Hall Open Day was scheduled to take place between 10 am and 1 pm on Saturday 11th May 2024, coinciding with the Horticultural Society plant sale, between 10 am and midday. Attractions would include the Fantari Dance Club, Line Dancers and Twirlers. Everyone would be welcome with the aim of the day being to let people know what goes on in the hall.
 - ii. That Kevin (the Caretaker) is still poorly. Steve, the Chairman, is helping him out, but Kevin is looking for more help.
 - iii. That presently the Village Hall Management Committee is a registered Charity, managed by Trustees (i.e. the Management Committee). As Trustees, they all have legal and financial liabilities should there be a major problem. Changing to a Charitable Incorporated (CIO) Organisation, whilst reducing financial liabilities, would cost in the region of £300.00.
 - iv. The Committee has signed up to Multiply, a government scheme to improve numeracy. £506 million is available nationally and Essex County Council have £8 million. The Village Hall has received £6,000.00 and need to recruit 50 "students" who must be over the age of 18. A suggestion was made to ask the parents of the children at St Osyth Primary School. The Village Hall needs to find out what the "students" want.

- v. The Management Committee need to update the hire agreement and compile an Asset Register.
- vi. The current balance is £32, 542.34.
 - a) Expenditure on the roof was £33,816.00.
 - b) Expenditure on the water tank was £460.00.
 - c) Expenditure in respect of cleaning and cleaning materials amounted to £724.00.
 - d) Income received was £10,962.00.
 - e) The sum of £400 has been written off for a couple of debts where the hirers did not turn up.
 - f) £10,000 has been set aside for future works.
 - g) The Treasurer advised that he prefers not to take cash payments.
- vii. The Booking Officer is “clamping down” on hirers. There is no longer a confirmation of booking unless a deposit has been received and the hire fee paid one month before the event. The deposit will not be returned in the case of a “no show”.
- viii. The Premises Officer reported that work on the flat roof has been completed and that the condensation problem from the main roof had not been as bad this winter. New LED lights had been fitted, the fire alarm serviced and Portable Appliance Testing carried out by GH Electrical.
- ix. The Village Hall and Dumont Hall now have a reciprocal arrangement to display each other’s notices.
- x. St Osyth & Point Clear Rotary Club are holding a Litter Pick on 18th May, meeting at the Village Hall at 10 am.
- xi. The next meeting is scheduled for 18th July at 7.00 pm. I offered apologies for the Parish Council, as we shall be at Dumont Hall.

OM-24-026 USE OF SECTION 6 OF THE CEMETERY:

By way of a PowerPoint presentation, the Clerk briefed the Council as to the layout and orientation of Section 6 of the Cemetery, which was now in use following an interment on 29th April 2024.

OM-24-027 ANTI-SOCIAL USE OF PERSONAL WATERCRAFT (PWC):

The notes of the meeting of 22nd April 2024, having been previously distributed were taken as read.

OM-24-028 WITCH TRIAL MEMORIAL CAMPAIGN:

Having received a presentation from the Manager of the Priory Education Centre at the meeting of 18th April 2024, the Council agreed that any memorial, to be sited on The Bury, would require a planning application and would therefore be considered upon receipt of said application.

OM-24-029 VILLAGE LITTER PICK:

Having already been briefed as to the litter pick during the report from Cllr. Cooper, the Clerk reiterated the timings as well as confirming that all necessary equipment would be provided.

- a. Cllr. White informed the Council that having received its own Charter, the St Osyth & Point Clear Rotary Club could officially be welcomed into the world of Rotary.

OM-24-030 D-DAY 80 – 6TH JUNE 2024:

The Clerk briefed the Council on the lighting of the beacons at Cowley Park and Point Clear Bay, as part of the commemoration of the 80th Anniversary of the D-Day landings.

- a. The Clerk explained that the beacons at Cowley Park and Point Clear Bay, would be lit at 9.15 pm, and that representatives of the Parish Council and the Royal British Legion would be in attendance at both locations. In Point Clear Bay they would be joined by representatives of the Point Clear Community Association and the Orchards Holiday Park.
- b. The Clerk informed the Council that he had confirmed arrangements with the Head of Experience at the Orchards, so as to avoid any repetition of the unfortunate events of 2022.

OM-24-031 FURTHER MATTERS:

- a. The Chairman informed the Council of a recently received email from Essex County Council requesting the support of Parish and Town Council in the installation of Electric Vehicle (EV) charging points. Following a brief discussion as to possible locations, it was agreed that the Council should, subject to the agreement of the respective Committees and Associations, support the installation of charging points at the Village Hall and Dumont Hall.
- b. The Chairman requested that in the absence of the Community Warden who would be absent from work for at least six weeks, whilst he recuperated from surgery, Councillors monitored the areas usually looked after by the Community Warden.
- c. Cllr. Atkins enquired as to whether The Bury was common land. The Chairman stated that the land immediately in front of the Priory was privately owned.
- d. The Clerk informed the Council that having only received the email on 15th May 2024, he would forward to Councillors details of the development of community energy groups.

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

The date and time of the next meeting was set for 7.00 pm on Thursday 20th June 2024, at St Osyth Village Hall.

**Summary of 'Action Required' from the Minutes of the Ordinary Meeting
held on Thursday 16th May 2024**

OM-24-020 a iv c)	Repairs to Colne View by Ringway Jacobs	Cllr. Goggin to action
OM-24-020 a vii a)	Movement of Caravans	Clk to action
OM-24-024 d iii b)	Footpath Working Party	PC to discuss in June
OM-24-024 e ii	Tree Preservation Orders	Clk to action
OM-24-031 b	Areas Covered by Community Warden	Cllr's to action