



ST OSYTH PARISH COUNCIL

Minutes of the Ordinary Meeting of the Council
held at Dumont Hall, Point Clear
on Thursday 18th July 2024 at 7.00 pm



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

Cllr. Alan Goggin, Essex County Councillor (arrived at 7.40 pm)

APOLOGIES: Cllr. Clive Atkins

NOT PRESENT: Cllr. Jake Moore

MINUTES: Neil Williams (Parish Clerk)

PUBLIC PRESENT: Five

OM-24-052 IN MEMORIAM:

Following the passing of former Councillor Colleen Peverell, Cllr. Ward called for a minute's silence before commencing the meeting.

OM-24-053 PLANNING APPLICATIONS:

	APPLICATION & ADDRESS	PROPOSAL
a.	24/00548/FULHH Mrs J McGuinness 49 West Field Lane St Osyth	Householder Planning Application - installing two velux windows to facilitate a loft conversion including the provision of an en-suite on second floor. No objections.
b.	24/00856/FULHH Mrs C Hunt South Barn St Cleres Hall Lane St Osyth	Householder Planning Application - Retention of garden room to rear of property and fencing to front of the property. The Parish Council has no objection to the retention of the garden room, however, there are strong objections with regard to the recycled plastic fencing. The Council would question the applicants Heritage Statement which stated 'set within the existing planting, this fencing appears as a non-obtrusive and appropriate boundary treatment.' The Parish Council acknowledge that the County Council's Historic Buildings and Conservation Advice states 'there is no objection in principle to the installation of fencing as arranged within the setting of the listed buildings, or to the erection of the new modest sized outbuilding within the garden of the barn.'

		<p>The Parish Council fully supports the subsequent statement that 'similarly, the black coloured wood-grain effect plastic boarding used for the boundary fencing is inappropriate for the same reasoning, but also because the close-boarded fencing further domesticates the appearance and setting of South Barn' and 'the incongruous form of fencing is equally harmful to the setting of the St Cleres Hall, due to its prominent positioning the fencing is seen upon approach of both buildings, and so detracts from the appreciation of the building's relationship with one another.'</p> <p>The Parish Council would also refer to the letter of 22nd September 1999 from Essex County Council (I/HB&D/PJS/ refers) in respect of planning application 99/01164/FUL, which states 'the retention of the farm group is important insofar as the setting of the grade I listed St Cleres Hall is concerned' in addition to Condition 13 of the Permission granted on 1st February 2000, which states 'no walls, fences or other means of enclosure shall be erected within the site unless otherwise agreed in writing by the district planning authority.'</p> <p>The Parish Council strongly object to what is essentially a retrospective application for the erection of fencing, which significantly detracts from the historic setting of the farm group.</p>
c.	<p>24/00915/FULHH Ms C Burrows 100 Dumont Avenue Point Clear</p>	<p>Householder Planning Application - Alterations to existing fenestration and balconies, rear extension with balcony above, and loft conversion with rooflights, solar PV panels and large rear gable window within new roof.</p> <p>No objections.</p>
d.	<p>24/00952/TCA Estates Director St Osyth Priory The Bury St Osyth</p>	<p>Trees in a Conservation Area Notification - Oak - reduce canopy inwards approx. 4m. Lime - lifted to thin out and not block the gate house entrance.</p> <p>This application is referred to the TDC Tree & Landscape Officer for consideration.</p>
e.	<p>24/00979/VOC Mr C Gibbs Land West of Clay Lane St Osyth</p>	<p>Application under Section 73(a) of the Town and Country Planning Act for Variation of Condition 2 (Approved Plans) of application 23/00542/FUL to enable/allow the retention of a boundary treatment to the western boundary of the site adjacent to the highway and the retention of four CCTV poles with a proposed reduction in height.</p>

		Whilst the Parish Council have no objection with regard to the retention of the boundary treatment, or the reduction in height of the CCTV poles, it was suggested that perhaps the number of poles could be reduced were multiple cameras, such as 2 and 3, to be mounted on the same pole.
f.	24/01022/TCA Estates Director St Osyth Priory 22 West Field Lane St Osyth	Trees in a Conservation Area Notification - Position of Willow Tree to be reduced. Although this application is referred to the TDC Tree & Landscape Officer for consideration, the Parish Council acknowledge the public objections and the concerns raised therein.
g.	24/01039/WTPO Mr D Burton Haven Orchard Point Clear	Works related to Tree Preservation Order (95/00016/TPO) - Broadleaf black Poplar trees around Hollows 99 at Haven Orchard require re-pollarding. This application is referred to the TDC Tree & Landscape Officer for consideration.

OM-24-054 PLANNING CORRESPONDENCE:

The following correspondence was noted:

- a. Tendring District Council (TDC) weekly Notifications of Decisions (Determinations) from 14th June 2024 to 5th July 2024.
- b. Letter of 1st July 2024 from TDC regarding Breach of Planning Control – Alleged Works to Listed Building: Anvil Cottage, Church Square, St Osyth (24/00223/LB refers).
- c. Letter of 1st July 2024 from TDC regarding Breach of Planning Control – Alleged Unauthorised Works in Conservation Area: 20 Colchester Road, St Osyth (24/00219/BWK refers).
- d. Whilst not an agenda item, the Clerk informed Councillors of changes to planning laws which came into effect on 21st May 2024, which effectively removed restrictions allowing farmers to diversify and grow their business, without having to spend time and money submitting a planning application.

OM-24-055 APPROVAL OF MINUTES:

RESOLVED: That having been previously circulated, the Minutes of the Ordinary Meeting of 20th June 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. French. All agreed.

OM-24-056 SUMMARY OF ACTION:

- a. OM-24-040 b. The Clerk informed the Council that he would forward information regarding insurance cover for Councillors.

- b. OM-24-043 a i b). The Clerk briefed the Council with regard to the sale of motor vehicles on the public highway, in accordance with Section 3 of the Clean Neighbourhoods & Environment Act 2005.
- c. OM-24-046 g ii b) ii). The Clerk informed the Council that although a meeting of the Public Realm Working Party had been held on 26th June 2024, the District Council's Assistant Director Economic Growth & Leisure, had yet to be invited to a meeting of the Working Party, as the meeting on 26th June had primarily focused on the equipment to be installed at Priory Meadow.
- d. OM-24-046 g ii b) iii). The Clerk informed the Council that he had yet to arrange a liaison between Elmnden Rovers Youth Football Club and the District Council's Assistant Director Economic Growth & Leisure.
- e. OM-24-050 g i. The Clerk informed the Council that the vegetation around the bus stop opposite the entrance to Leisureglades Park had been removed by a contractor at the expense of the Parish Council.
- f. OM-24-050 h i. The Clerk informed the Council that the vegetation around the road signs at the junction of Colchester Road and the B1027 had been removed by a contractor, again at the expense of the Parish Council.

OM-24-056 PUBLIC PARTICIPATION:

- a. A member of the Point Clear Bay Interest Group (PCBIG) addressed the Council in respect of the formation and aims of the group. They continued that following the initial meeting in November 2023, attended by the founding members of the group, representatives of the Parish Council and the Management Team from the Orchards Holiday Park, there had, been some progress, with the reinstatement of two bins and an additional bin for dog's waste. However, despite assurances of assistance from the Orchards Management Team, there had been no response from the latter since the cancellation of a meeting planned for 15th May 2024.
 - i. The representative of PCBIG stated that the next meeting was provisionally scheduled for 18th September 2024, and that it was hoped that there would be some action on the part of the Orchards Management Team, especially where matters such as potholes and congestion at the roundabout leading to the Orchards and Point Clear Bay was concerned.
- b. A member of the public enquired as to whether they would be able to address the Council once Cllr. Goggin was present. The Clerk stated that the member of the public could address the Council, but should they wish to liaise with Cllr. Goggin, they would have to do so separately, or following the meeting, as the meeting itself was that of the Parish Council and not a County Councillor's surgery.
 - i. The member of the public subsequently addressed the Council in respect of the siting of security staff at the access ramp to Stone Point in order to prevent unregistered Personal Watercraft (PWC) being allowed to access the wates, and the increase in Harbour Dues charged by Brightlingsea Harbour Commissioners.

- ii. The member of the public continued that they were aware of the meetings of 'interested parties' which excluded PWC users such as themselves, and that they would like to be invited to the next meeting so as to be able to put forward constructive ideas. The member of the public concluded by stating that the Council and residents were sleep walking into a situation where the Brightlingsea Harbour Master would take control of and access to the land at Stone Point.
- c. A member of the public enquired as to whether 'No Mow May' was an official policy of Essex Highways.
 - i. The Clerk confirmed that it was.

OM-24-057 CORRESPONDENCE:

The following correspondence was noted:

- a. Correspondence of 24th June 2024 from Tendring District Council's Tree and Landscape Officer with regard to re Tree Preservation Orders (TPO's).
- b. Correspondence of 26th June 2024 from Bruno Peek LVO OBE OPR Pageantmaster with regard to VE Day 80th Anniversary on 8th May 2025.
- c. Correspondence of 27th June 2024 from Tendring District Council with regard to the proposed Witch Heritage Trail.
 - i. The Chairman requested that this be an agenda item at the August meeting.
- d. Correspondence of 28th June 2024 between Cllr. Talbot and TDC with regard to the condition of roads within Point Clear Bay.
- e. Correspondence of 28th June 2024 from a resident of Spring Road concerning the removal of tyres from greenswards.
- f. Correspondence of 1st, 2nd & 3rd July 2024 respectively between St Osyth Parish Council and Tendring District Council with regard to the use of the bridge between St Osyth Beach Holiday Park and Martello Beach Holiday Park.
 - i. Cllr. Cooper stated that given that the District Council's Enforcement Team was not fully staffed, it was poor that the use of the bridge was being overlooked.
 - ii. Cllr. White stated that the Clerk had been dealing with the Senior Enforcement Officer, and that he [Cllr. White] found it interesting that that reason for the bollards being inoperable was due to the 'high water table.
- g. Correspondence of 3rd July 2024 from St Osyth Parish Council to TDC in respect of Licencing Applications TENOP/5161/24 & TENOP/5162/24.
- h. Correspondence of 5th July 2024 from Essex County Council Passenger Transport with regard to summer meetings

- i. Correspondence of 9th July 2024 from The Local Government Boundary Commission for England with regard to Electoral Divisions in Essex.

OM-24-058 FINANCE:

- a. Approval of payments for June 2024, as per the circulated lists were agreed by the Council.
- b. The following balances were noted and agreed:
 - i. Current a/c: £151,581.27
 - ii. Deposit: £54,390.33

OM-24-059 REPORTS FROM WORKING GROUPS:

a. Public Realm Working Party:

- i. The notes of the Public Realm Working Party meeting of 26th June 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 stated that it had been a good meeting before asking the Clerk to report on the Section 106 (s106) process.
 - a) The Clerk stated that whereas it had previously been possible to submit a single quotation to request the release of s106 funding, the District Council now required three quotations. He continued that the downside of this was that companies no longer provided quotes without a site visit, and therefore he would have to meet with three sales reps in order to obtain the necessary quotes.
 - b) The Clerk informed the Council that he would liaise with the TDC s106 Officer, to raise concerns as to the process.
- iii. The Chairman informed the Council of the items to be installed.
- iv. Cllr. Ward reported that the Primary School pupils loved being able to use Priory Meadow.
- v. The Chairman then informed the Council of damage to the recently installed climbing wall at Cowley Park, in which the instructional sign had been ripped away from the equipment.

b. Highways Working Party: At the request of Cllr. Cooper, the Clerk reported on the meeting of 26th June 2024, attended by himself, Cllr. Cooper, Cllr. Goggin and James Drabwell, Essex Highways Liaison Officer.

- i. The Clerk reported that during the meeting, which had taken place on site, in Stone Alley, the group had introduced themselves to a parent who had been pushing a pram along the alley. The parent confirmed that they often struggled to negotiate the alley due to parked vehicles.

- ii. During the meeting James Drabwell had stated that he was in the process of obtaining a copy of the Traffic Regulation Order (TRO), which would detail the exact restrictions imposed on the alley. He continued that subject to the wording of the TRO there may be a number of options available to tackle the issue of parking.
 - iii. The Clerk reported that he had subsequently received a copy of the TRO dated 1972, which he narrated for the Council. The Clerk confirmed that there was no reference to the 'Except for Access' plates, which would be removed. He continued that he would also submit a request to Essex Highways to have the No Motor Vehicles signs replaced, as they were faded to the point of being unrecognisable.
 - iv. The Clerk informed the Council that once the plates were removed, the enforcement of vehicles in the alley would be a matter for the Police, however, they would have to physically observe the vehicles driving in the alley in order to take any action.
 - v. The Clerk reported that a number of options to prevent vehicles from using the alley had been discussed, including the implementation of parking restrictions and, subject to the approval of Highways, the placing of items, such as a planter. He continued that further discussion was necessary.
 - a) Cllr. Ward stated that whilst it would be nice to see a planter in the alley, there would be a need to retain access.
 - b) The Clerk agreed, stating that the stipulation of the TRO was absolutely clear.
 - vi. The Chairman requested that the Highways Working Party convene at its earliest opportunity to discuss the options available to the Council.
- c. **Martin's Farm Country Park:** The Clerk informed the Council that a meeting was scheduled for 13th August 2024.

OM-24-060 REPORTS FROM REPRESENTATIVES:

- a. **Essex County Council:** Having arrived at 7.40 pm, and his report having been previously circulated, Cllr. Goggin gave the following report:
 - i. That he wished to thank James Drabwell, Essex Highways Liaison Officer, for his assistance to date in dealing with the issue of parking in Stone Alley.
 - ii. That the current system of maintaining bus shelters did not offer value for money for the ratepayer, therefore, the County Council would be implementing a scheme whereby space in the shelters would be available to lease for advertising. Cllr. Goggin stated that although St Osyth Parish Council owned its bus shelters, the scheme should not be dismissed, as it could very well offer some benefit to the Council.

- iii. Cllr. Goggin reported on a care home in Brightlingsea, which in February had been rated as inadequate. He continued that the report which was likely to be featured in the local press was dated February 2024 and was not an accurate reflection of the present standard at the home. He concluded that following support from the NHS, improvements in staff training and mitigations in respect of concerns raised, the County Council would not be moving any of its placements from the care home.
- iv. The Chairman enquired of Cllr. Goggin as to the whether any of the Highways Gangs, about which he briefed the Council on 18th April 2024, which would be in the respective divisions for five days every six weeks, had visited the area yet, as they did not appear to have been any work carried out.
 - a) Cllr. Goggin stated that the gangs, which would be in the area every ten weeks, were only for relatively small schemes which could be completed quickly. He added that just because a defect had been reported and might be on the list, it did not necessarily mean that the defect would be repaired.
 - b) Cllr. Goggin stated that the aim was to group defects together, which would allow for more repairs to be carried out.
 - c) Cllr. Goggin stated that he was confident that some defects would be repaired in August.
- v. The Chairman informed Cllr. Goggin that due to the Council having received so many complaints, in addition to criticism on social media, as to the condition of some verges and the amount of weeds along footpaths, it had been necessary for the Parish Council to fund work at its own expense, which meant that as none of the work had been budgeted, the Council would more than likely have to move funds from reserves to offset the cost of the work
 - a) The Chairman enquired as to whether the Parish Council could be reimbursed and whether it would be possible for the Parish Council to receive funds from Essex Highways, in order to take on some of the maintenance which was supposed to be done by Highways.
 - b) Cllr. Goggin stated that he was not aware of such requests, but that if he was provided with the necessary information, he would look into the possibility of a Service Level Agreement (SLA) on behalf of the Council. The Clerk stated that he would provide Cllr. Goggin with the relevant information to enable him [Cllr. Goggin] to liaise with Highways.
 - c) The Clerk reminded all present of a similar situation in 2023, when having reported the growth of vegetation across the footpath at Wigboro Wick corner on Point Clear Road, the response of Highways had been that 'there is not currently a timescale for the work to be completed.' The Clerk continued that as the vegetation meant that residents were having to walk in the road, the Council had again paid a contractor to clear the vegetation.

- d) Cllr. Goggin acknowledged that 'No Mow May' had been a disaster, as the knock-on effect meant that the verges were now unsafe and untidy.
 - e) Cllr. White stated that he had been ready to congratulate Cllr. Goggin on how quickly the vegetation from around the bus shelter opposite Leisureglades Park had been removed, only to find out that the work had been undertaken by a contractor on instruction from the Parish Council. He continued that the amount of rubbish which had subsequently been exposed was a classic example of where the current system of maintenance was going wrong.
- b. **Allotments:** Nothing to report.
- c. **Community Matters & Well-being:** Cllr. Venables informed the Council that a Family Fun Day was being held at Cowley Park on Thursday 8th August, between 2 pm and 3.30 pm.
- d. **Essex Police:** Having been previously circulated, Cllr. Cooper briefed the Council on reported crime during May 2024 in St Osyth and Point Clear, by offence and location, and where practicable the status of the investigation. Cllr. Cooper added that violent and sexual offences accounted for 42% of all crimes reported during that period.
- e. **Footpaths:** No report given.
- f. **Tree Warden:** In the absence of Cllr. Atkins, the Clerk informed the Council that the felling of trees in the Willow Plantation, including a number which were unstable, would commence the week beginning 22nd July 2024.
- g. **Tendring District Association of Local Councils (TDALC):** Cllr. Talbot informed the Council that the next meeting was scheduled for Wednesday 24th July 2024.
- h. **District Councillor's Report:**
- i. Cllr. Talbot gave the following report:
 - a) The General Election taking place on 4th July, meant almost a total reorganisation of the District Council's schedule of meetings, because of the many additional duties TDC officers had, all connected with Election matters, quite outside their normal area of responsibility, over the whole of the Council's business. An example of this is that the District Council's full Meeting which was due to be held on Tuesday this week, which we would have normally reported on tonight, has been postponed until 6th August, so any important decisions made by that meeting will be reported at our next Parish Council meeting on 15th August.
 - b) Enough about the election. Did you know that Clacton's Princes Theatre has been handed a prestigious Travellers' Choice award by Tripadvisor the international review website. It is the ninth consecutive Travellers' Choice award, or its predecessor, the Certificate of Excellence, for the Tendring District Council run (TDC) theatre.

- c) By now you will all be aware of a new kerbside textile collection service that has been launched by TDC, whereby households will be able to put out unwanted items, such as clothing, shoes and any redundant textiles that you or your family may have, that previously would have gone in with your general waste. This is being run in partnership 'Essex Textiles' and will run quite separately from the normal Viola Collections. Blue bags are used for the collection of textiles and leaflets explaining how the news service works have been or are still being delivered to homes in the district.
 - d) Animal lovers in Tendring are being reminded to check that pet sellers and other animal enterprises, such as riding stables and animal boarding, are licensed before buying a pet or engaging services. Buyers should check that the seller, whether a business or an individual, holds the appropriate licence. This also applies to those offering animal boarding, day care services, riding lessons, pony rides, horses for loan, or animals for exhibition. You may not be aware of 'Lucy's Law', (*as I was*), which makes it illegal for anyone other than the breeder to sell a puppy or kitten in England. So, check that pet sellers, animal boarding and stables are licensed. A public register of licensed animal sellers and other licenced businesses can be found on the TDC website at <https://www.tendringdc.gov.uk/content/animal-licensing-registers>
- ii. The Chairman stated that the new textile recycling scheme would have an impact on the finances of both the Village Hall and Dumont Hall, which received income in the region of £200.00 for the clothing banks at each location.
- a) The Chairman added that it could also have an impact on charity shops.
 - b) Cllr. Venables stated that it could be helpful for those residents who were unable to take clothes to either of the halls or to charity shops.
 - c) Cllr. Talbot stated that he had objected to the scheme whilst the District Council's Portfolio Holder for Environment & Public Space. He continued that he did not disagree with the Chairman's comments as to how the scheme might impact charity shops, in addition to the possibility of the bags being taken by people other than the District Council.
- i. **Website:** The Clerk requested that those Councillors who had yet to do so attend the office in order to have their photos taken for inclusion on the website. The Chairman requested that all Councillors have their photographs taken by 31st July 2024.

OM-24-061 REPORTS FROM NOMINATED REPRESENTATIVES & TRUSTEES:

- a. **St Osyth Almshouse Charity:** Nothing to report.
- b. **St Osyth Playing Field Charity:** Cllr. Thomas gave the following report:

- i. That the grass in the Arboretum was now being mowed more than the specified four times a year, as the long grass made it difficult for the contractor to water the trees. Former Councillor, Sonia Grantham had sourced funding to pay for the additional mowing for the current financial year.
 - ii. That a dog, the pet of a member of the Parish Council, had run from Cowley Park onto Mill Street, where it was unfortunately hit by a vehicle and killed. Subsequently, there had been a lot of criticism of the Parish Council on social media, with residents demanding that gates be installed at the entrances along Mill Street. The Clerk had made inquiries into the cost of gates, which would have to comply with Health & Safety regulations in respect of play areas and that the cost was prohibitive, in addition to which it would make access to the park very difficult, if not impossible, for mothers pushing prams and wheelchairs.
 - iii. The Clerk informed the Council that despite the assumption that it was simply a case of placing gates at the respective entrances, as had been reported by Cllr. Thomas, the gates would have to be compliant with play area Health & Safety regulations, and that the cost would be in the region of £4,500.00.
- c. **Point Clear Community Association:**
Cllr. Thomas gave the following report on the meeting of 27th June 2024:
- i. That the meeting had been attended by the Chairman, Ken Belcher, following his recent surgery.
 - ii. That there had been positive feedback following the refurbishment of the snooker table.
 - iii. That the new Treasurer had completed his takeover, and that the Association was now using Hall Master for bookings and the issuing of invoices.
 - iv. That the Association had a new cleaner.
 - v. That the Association was still waiting for the District Council to advise on the outcome of the grant application submitted in January 2024. The Association was in need of an air-to-air heat pump in order to reduce gas bills. The delay is unacceptable.
 - vi. That bookings remain steady.
- d. **Village Hall Management Committee:** Cllr. Thomas reported that she had only been informed the previous week that the Committee's Quarterly Meeting was scheduled for 18th July 2024 and would therefore clash with the Council's meeting. Cllr. Thomas stated if the Management Committee continued to hold meetings on the third Thursday of the month there would be no representation from the Parish Council and that were she to continue as the Council's representative, she would not be able to attend meetings on the fourth Thursday of the month due to her PCCA/ Dumont Hall commitment.

- i. The Chairman requested that the Clerk liaise with the Chairman of the Management Committee to enquire as to whether the meetings could take place on a different evening, or indeed earlier in the month.

OM-24-062 LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND RE ELECTORAL DIVISIONS IN ESSEX:

By way of a PowerPoint presentation, the Clerk briefed the Council on changes to the County Councils Electoral Divisions, which as of May 2025, would see the Parish of St Osyth move from the Brightlingsea Division to that of the newly created division of West Clacton and St Osyth. The Clerk continued that aside from the obvious change of boundary, the Parish Council would also lose Cllr. Goggin as its County Councillor.

OM-24-263 ANTI-SOCIAL USE OF PERSONAL WATERCRAFT (PWC):

The Chairman informed the Council that a meeting was scheduled for Tuesday 30th July 2024 and that a report would be received at the August meeting.

OM-24-064 FURTHER MATTERS:

- a. Cllr. Venables informed the Council that there was roadworks in Colchester Road, and that having spoken to a workman, it had been ascertained that there was an electrical fault which might take anywhere from three to four days or three to four weeks to repair.
- b. The Clerk informed the Council that the District Council were arranging Members' Code of Conduct training sessions, the first of which was being held in Harwich on 19th August. The Clerk requested that any Councillors wishing to attend this session notify him by Monday 22nd July 2024.
 - i. The Chairman suggested that if numbers were sufficient, the Council could consider hiring a minibus to convey Councillors to and from the training.

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

The date and time of the next meeting was set for 7.00 pm on Thursday 15th August 2024, at St Osyth Village Hall.

Summary of 'Action Required' from the Minutes of the Ordinary Meeting held on Thursday 18th July 2024

OM-24-057 c i	Witch Heritage Trail	PC to discuss
OM-24-059 a ii b)	S106 Quotations	Clk to action
OM-24-059 b vi	Meeting of Highways Working Party	Mtg to be arranged
OM-24-060 a v b)	Service Level Agreement	Cllr. Goggin to action
OM-24-061 d i	Scheduling of VHMC Meetings	Clk to action
OM-24-064 b	Code of Conduct Training	Cllr's to action