



**Minutes of the Ordinary Meeting of the Council  
held at Dumont Hall, Point Clear  
on Thursday 17<sup>th</sup> July 2025 at 7.00 pm**



**PRESENT:** Chair: Cllr. Karen Sinclair, Vice-Chair: Cllr David Cooper  
Cllr's Clive Atkins, Alma Blockley, Harvey Cohen, Ray French,  
Judith Hall, Michael Talbot, Michele Thomas & Catherine Venables

Cllr. Alan Goggin, Essex County Councillor (arrived at 8.10 pm)

**APOLOGIES:** Cllr. Susan Ball (Holiday)  
Cllr. Jake Moore (Family Commitment)  
Cllr. John White (Holiday)

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

**PUBLIC PRESENT:** One

**OM-25-043 WELCOME TO NEW COUNCILLOR:**

The Chair welcomed Cllr. Judith Hall to her first meeting as a member of the Parish Council. Councillors subsequently introduced themselves, in addition to stating which ward they represented.

**AGM-25-044 MEMBERS DECLARATION OF INTEREST:**

The Chair advised Councillors, that under Section 31 of the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, they had a responsibility to declare any Pecuniary or Non-Pecuniary Interests in any matter to be discussed.

**OM-25-045 PLANNING APPLICATIONS:**

	APPLICATION & ADDRESS	PROPOSAL
a.	<a href="#">25/00902/FULHH</a> Mr Liam Cutbush 102 Colchester Road St Osyth	Householder Planning Application - New enclosed porch formed to principal elevation. Porch finished with oak posts and new composite door.  No objections.
b.	<a href="#">25/00939/FUL</a> Clay Lane Solar Ltd Land to the East of Clay Lane St Osyth	Planning Application - Installation of a solar farm comprising ground mounted solar PV panels with an installed capacity of 20MW AC including mounting system, inverters, underground cabling, stock proof fence, CCTV, internal tracks and associated infrastructure, landscaping, biodiversity net gain and environmental enhancements for a temporary period of 50 years.  Whilst the Parish Council supports the

		application for the Solar Farm itself, the Council is apprehensive as to the proximity of the underground cable to Kiln Cottage, located on Clay Lane. The Parish Council supports the concerns documented by the owner of the property and would request that the developer investigates an alternative route for the cable, perhaps via the field to the northeast of the cottage, so as to avoid Kiln Cottage completely and thereby address the concerns of the owner.
c.	<a href="#">25/01010/LUEX</a> Mr C Capon Willow Falls Dairy Farm Meadow Point Clear	Application for Lawful Development Certificate for Existing Development for front porch and side extension to existing dwelling.  No objections.

#### **OM-25-046 PLANNING CORRESPONDENCE:**

The following correspondence was noted:

- a. Tendring District Council (TDC) weekly Notifications of Decisions (Determinations) for the period of 13<sup>th</sup> June 2025 to 4<sup>th</sup> July 2025.
  - i. Cllr. Talbot stated that the restrictions detailed in Condition 6 (Restriction on Development: Holiday Occupation) of planning application 24/01302/VOC were not fair to those with caravans or lodges at Oaklands Holiday Park.
- b. Correspondence from TDC outlining details of changes to the weekly lists of applications and determinations.

#### **OM-25-047 APPROVAL OF MINUTES:**

**RESOLVED:** That having been previously circulated, the Minutes of the Ordinary Meeting of 19<sup>th</sup> June 2025 be verified for accuracy by the Council and signed by the Chair, as a true and accurate record. The motion was proposed by Cllr. Thomas and seconded by Cllr. Cohen. All agreed.

#### **OM-25-048 SUMMARY OF ACTION:**

- a. OM-25-035 b ii. The Clerk informed the Council that he had forwarded correspondence to Cllr. Goggin enquiring as to whether Essex Highways had been consulted in respect of the closure of the entrance to Martello Beach Holiday Park, which had resulted in an increase in vehicle movements through St Osyth. The Clerk continued that he had yet to receive a response.
- b. OM-25-035 c ii. The Clerk informed the Council that he had written to the Tendring District Commander, inviting him to attend a meeting of the Parish Council, to discuss the level of crime within the parish.
- c. OM-25-035 h ii. The Clerk informed the Council that he had written to Tendring District Council with regard to the removal of litter by Veolia.

- d. OM-25-038 a iii. The Clerk informed the Council that the Chair had written about the damage to the basket swings, resulting from dogs biting the protective shroud, in her report in St Osyth Life.
- e. OM-25-041 a ii c) ii. The Clerk informed the Council that having looked through the original planning application in respect of the development at Brook Vale, he had been unable to locate any reference to street lighting. The Clerk continued that he had subsequently contacted UK Power Networks with regard to whether it would be possible to ascertain who was paying for the electricity consumed by the two street lamps in Chapel Lane.
- f. OM-25-041 a iv d) ii. The Clerk informed the Council that the tarmac left on the roadside verge following the patching of potholes along Point Clear Road had been removed and that those potholes which had been missed, predominantly at the junction of Point Clear Road and Colne View had been marked up for repair by Essex Highways.
- g. OM-25-042 a j. The Clerk informed the Council that he had liaised with the contractor responsible for the maintenance of the verge along the bypass. The Clerk added that until the nesting season had finished, it would not be possible for Essex Highways, the responsible authority, to cut back any of the overhanging or encroaching branches.

**OM-25-049 PUBLIC PARTICIPATION:** None.

**OM-25-050 CORRESPONDENCE:**

The following correspondence was noted:

- a. Correspondence from an allotment holder with regard to the provision of a second-hand defibrillator. The Clerk reminded the Council that this would be a matter for discussion later in the meeting.
- b. Correspondence from St Osyth Parochial Church Council with regard to the use of Cowley Park for car parking. The Clerk reminded the Council that this would be a matter for discussion later in the meeting.

**OM-25-051 FINANCE:**

- a. Approval of payments for June 2025, as per the circulated lists were agreed by the Council.
  - i. Cllr. Talbot enquired as to the fee of £15.59 in respect of Zoom. The Clerk stated that this was for the monthly use of Zoom, to facilitate online meetings, and where necessary for the Deputy Clerk to access/ host virtual meetings as part of her Certificate in Local Council Administration (CiLCA) qualification.
- b. The following balances were noted and agreed:
  - i. Current a/c: £76,117.05
  - ii. Deposit: £151,082.56

## **OM-25-052 REPORTS FROM WORKING GROUPS:**

### **a. Public Realm Working Party:**

- i. The Clerk informed the Council that the Community Warden had, during his weekly maintenance inspections, identified a split in one of the wooden posts of the activity tower at Priory Meadow. The Clerk added that he had contacted the company which had installed the equipment and was awaiting a response.

### **b. Highways Working Party:**

- i. The Chair requested that the CCTV footage of vehicles failing to stop at the crossroads, which was to be shown by the Clerk, be deferred until such time as Cllr. Goggin was present. All agreed.

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

- i. Having been previously circulated, the notes of the site meeting of 8<sup>th</sup> July 2025 were taken as read.
- ii. The Clerk informed the Council that the husband of the new Gate Monitor had been present at the site meeting.
- iii. The Chair stated that together with the Clerk and Community Warden, she had visited the previous Gate Monitor and had presented the latter with a Parish Council plaque and a potted plant.

## **OM-25-053 REPORTS FROM REPRESENTATIVES:**

### **a. Allotments:**

- i. The Clerk narrated an email from an allotment holder, in which they offered to provide a second-hand defibrillator, which would be sited within the compostable toilet on the allotment site.
- ii. The Clerk stated that whilst the allotment holder offering the defibrillator and another allotment holder were trained on the device, there was no service history/ record accompanying the device, nor was there any indication as to battery life etc. The Clerk stated that whilst it would be a good idea to have a defibrillator on site, that would need to come by way of a costed proposal from the Allotment Association, rather than the provision of a second-hand device, which may render the Council liable should there be any form of claim resulting from the use of the defibrillator.
- iii. A discussion ensued during which time Cllr. Thomas enquired as to how the defibrillator has been acquired. The Chair suggested that it might have been as a result of a device being upgraded elsewhere.
- iv. It was agreed that the Council politely decline the offer of the device.

- b. **Community Matters & Well-being:** Cllr. Venables gave the following report:
- i. That a charity called Access Social Care, which provided free legal advice for those with social care needs could be accessed via <https://www.accesscharity.org.uk/> or social media sites such as Facebook.
  - ii. Letter templates covering a variety of topics were available on the website, as was an advice chatbox.
- c. **Essex Police:** Having been previously circulated, the statistics for crime reported in St Osyth and Point Clear, during May 2025, were noted.
- d. **Footpaths:** Cllr. Atkins requested contact details for Cllr. Hall, who had offered to assist with footpaths.
- e. **Tree Warden:** Cllr. Atkins reported that some of the trees in the arboretum at Cowley Park were looking stressed due to the recent hot weather.
- i. The Clerk stated that the trees were being watered at least once a week, which took the contractor approximately two hours per session.
- f. **Tendring District Association of Local Councils (TDALC):** Cllr. Sinclair reported that the next meeting was scheduled for 23<sup>rd</sup> July 2025, and that Cllr's Alan Goggin and Mark Platt would be addressing the Association in respect of the Tendring Local Highways Panel (LHP).
- g. **District Councillor's Report:** Cllr. Talbot gave the following report
- i. Last night, via Teams, Members had a Councillor Development Session on "Members Security and Personal Safety". I must say that I personally have never felt insecure or under some threat, when doing my duty as an elected Councillor, but I suppose I must accept that we live in a more violent world today. The meeting did contain a good deal of special precautions that members could take, including some settings on their mobile phones that could be useful in an emergency and some useful measures to stop them being hacked.
  - ii. The government has produced a large number of items of Housing business recently which I think are interesting and I copy the headings of four of those items below:
    - a) Social and affordable Housing funding: including the new £39 billion Social and Affordable Homes Programme and ten-year rent settlement.
    - b) Council housing: covering the 'Right to Buy' reforms, Housing Revenue Account threshold review, and the new Council Housebuilding Support Service.
    - c) Homelessness prevention: changes to grant funding, Crisis and Resilience Fund, Fair Funding Review proposals, and ongoing Housing Benefit subsidy for temporary accommodation pressures.

- d) Housing standards: new requirements for energy efficiency, building safety funding, and updated Decent Homes Standards.
- iii. Following the announcement of the closure of the custody cells at Clacton Police Station and the subsequent closure of the front desk, our Chief Executive wrote to the Police, Fire & Crime Commissioner. A lengthy reply was received which changed nothing, but he will continue the dialogue to make sure that Tendring does have appropriate facilities.
- iv. The Ministry of Housing, Communities and Local Government (MHCLG) launched a consultation seeking views on proposals to modernise planning committees, including the national delegation of planning functions, the size and composition of planning committees and mandatory training for members of planning committees. In my 'personal view' this action under the guise of speeding up the planning process, will remove much of local views on some applications, particularly the larger ones, since local objections 'hold up the process'.
- v. If any member wants to know more then read the consultation document for more detail on the proposals and share your view.
  - a) The consultation closes in six days, on 23<sup>rd</sup> July. All member contact from [planningcommittees@communities.gov.uk](mailto:planningcommittees@communities.gov.uk) and there is also an Online survey at: <https://consult.communities.gov.uk/planning/reform-of-planning-committees-technical-consultati/>
- h. **Website:** The Clerk reported that a number of changes to the website, were being made by the developer and that he hoped to have the website up and running before the next meeting.

#### **OM-25-054 REPORTS FROM NOMINATED REPRESENTATIVES & TRUSTEES:**

- a. **St Osyth Almshouse Charity:** Cllr. Sinclair gave the following report:
  - i. The trustees met on Thursday 3<sup>rd</sup> July to discuss applications for the vacant property. Two applications had been received by the closing date.
  - ii. It was decided to offer the property to a young man but unfortunately, he has declined the property for financial reasons.
  - iii. The Trustees now need to consider the next steps in the allocation of this property.
  - iv. Cllr. Sinclair gave an overview as to the how rent was charged for the properties and how the Trustees would need to discuss the level of rent, given that the charity's properties were meant for social housing and should not be in line with the rent of private properties.

**b. St Osyth Playing Field Charity:**

**i. The Clerk gave the following report:**

- a) That he had, on 14<sup>th</sup> July 2025, met with the newly appointed Chair of Elmnden Rovers, who had reaffirmed that there would be seven children's teams in the 2025/2026 league, which would play their games on Sundays, in addition to an adult team who would be using Cowley Park on Saturdays. Training for both the children's and adult teams would be held on weeknights. The Clerk continued that the adult team was actually from Elmstead Market and whilst it would be under the umbrella of Elmnden Rovers, the two clubs would be administered separately.
- b) That having discussed issues such as the need for shower screens, as listed in the Management Plan following consultation with the previous Chair of Elmnden Rovers, the new Chair had questioned the need for shower screens, as the use of the showers by the children's teams would be a safeguarding issue. The Clerk added that Elmstead Market had already replaced the shower heads, which again were listed in the Management Plan, and would also be arranging to test the water for Legionnaires Disease.
- c) That a skip was currently on site and that Elmnden Rovers were in the process of removing old, broken and unwanted items from the garages and former practice nets. The new Chair was keen to make use of the old cricket screens, which would be adapted to hold advertising banners, which would be displayed on match days and then be returned to the enclosure.
- d) That Elmnden Rovers were making maximum use of self-help and that having repainted the interior corridor and bar area, were undertaking minor repairs, in addition to arranging a fire risk assessment.
- e) The Clerk reported that items belong to the former St Osyth FC had been removed and were temporarily being stored in the Chapel workshop until such time as they were collected or disposed of. The Clerk added that some old cricket equipment had been disposed of after James Handscombe had confirmed that it was of no real value and would not be of interest to other clubs.
- f) By way of a PowerPoint presentation, the Clerk showed a number of photographs which detailed the work undertaken by Elmnden Rovers to improve the pavilion.
- g) The Clerk reported that Elmnden Rovers were looking to decorate the serving area of the bar in order to provide refreshments, and that the Chair had stated that everyone involved with the bar would have the requisite licences for alcohol and food, such as a Personal Licence Permit and Food Safety & Hygiene Certificate respectively.

- h) Having informed the Chair of Elmden Rovers of the suggestion of the Trustees of the Playing Field Charity that the bar be converted to a disabled toilet, the Chair had commented that the officials changing room was larger than required and that the corner of the pavilion which housed the officials changing room and the ladies toilet could possibly be reconfigured so as to accommodate a disabled toilet.
  - i) The Clerk reported that Elmden Rovers and an organisation called Child & Provide Active, which ran activities clubs during school holidays, were working together and both wished to see the pavilion used for the benefit of local children with the possibility of re-establishing a youth club.
  - j) The Clerk informed the Council that having discussed the Management Plan with the Chair whilst inside the pavilion, it was evident that certain items such as repainting and the replacement of the shower nozzles could be deleted. The Clerk stated that when the subject of replacing the flooring had been discussed, the Chair had stated that it was not a priority and that a flooring contractor whose child played for the club had stated that it would be expensive to replace the existing flooring with a like for like replacement, given that the flooring itself had an anti-slip surface.
  - k) The Clerk stated that as Elmden Rovers undertook more of the items listed within the Management Plan, it meant that there could be more funding available for larger projects such as the replacement of the fixtures and fittings with the ladies' toilet. The Clerk suggested that as the primary user of the pavilion, Elmden Rovers should be given the choice as to what projects within the Management Plan should be prioritised.
  - l) The Clerk concluded that Elmden Rovers were keen to take ownership of the pavilion and make it their 'home.'
  - m) The Chair of the Council stated that it was marvellous that Elmden Rovers wanted to make use of the pavilion, however, she had concerns that it could become a de facto social club, and that a latest use time would have to be imposed, so as to avoid it becoming an unregulated drinking establishment. The Chair requested that the Clerk liaise with the Chair of Elmden Rovers.
  - n) Cllr. Cooper enquired as to the article in the Clacton Gazette following the damage to the pitches at Cowley Park. The Clerk stated that the story had been sensationalised and that there was speculation that it had been a deliberate act aimed at the previous Chair of the club.
- ii. At the request of the Chair, the Clerk narrated correspondence from the Parochial Church Council (PCC) in which it was requested that the church be permitted to use Cowley Park for parking, subject to bookings, when there were large events such as weddings, funerals or christenings.



- a) Cllr. Cooper stated that Elmden Rovers would have to be deemed the primary user, given that they paid for the use of the pitches at weekends.
  - b) Cllr. Thomas enquired as to who would be responsible for the opening and closing of the gate.
  - c) The Chair expressed concern over the possibility of vehicles churning up the pitches should there be no supervision if it was agreed that parking be permitted.
  - d) Cllr. Venables enquired as to the number of vehicles which were likely to use the area for parking. The Clerk stated that it had not been uncommon for fifty plus vehicles to have been parked on The Bury during some church events.
  - e) Following a conversation as to security and potential problems such as vehicles being left on the playing field, the Chair requested that the Clerk arrange a meeting with a representative of the PCC.
- c. **Village Hall Management Committee:** Cllr. Thomas reported that the Management Committee was meeting at the same time as the Parish Council and that she had advised the Chair of the Management Committee that if the meetings continued to be held on the same night as Parish Council there would be no representation from the latter.
  - d. **Point Clear Community Association:** Cllr. Thomas reported that the next meeting of the Executive Committee was on Monday 21<sup>st</sup> July 2025.

#### **OM-25-055 REPORTS FROM REPRESENTATIVES:**

- a. **Essex County Council:** Having arrived at 8.10 pm, Cllr. Goggin gave the following report:
  - i. That the cancellation of the widening of the A12 had been amongst the main items discussed at the County Council.
    - a) The Chair enquired as to the reason for the cancellation.
      - i) Cllr. Goggin stated that, in his opinion, the present Government wanted to spend the money elsewhere. He continued that prior to the General Election in 2024, the scheme, which had been five years in the making, had been a priority. He added that the County Council had been prepared for the scheme to be postponed following the election but given the number of ports and airports in the region, the cancellation of the scheme had not been considered.
    - b) The Chair enquired as to whether the cost of the project had been a contributing factor in its cancellation.
      - i) Cllr. Goggin stated that the funds had been available from a number of tracks, and that the scheme, up until its cancellation, could have cost in the region of £50m.

- ii. That he had again reported the potholes on the B1027 along the boundary of the Priory's deer park and had passed the reference number to the Clerk. Cllr. Goggin continued that he had been advised that the repair of the potholes, which were the top of his list, were to be scheduled but that he had no say over when they were to be repaired.
- iii. That he had no update as to the progress of the repair of the Vehicle Activated Sign (VAS) on Point Clear Road.
  - a) The Clerk reported that the VAS had been repaired.
- iv. That he had received a request from the Clerk for a representative of Essex Highways to meet with the Council's Highways Working Party (HWP). Cllr. Goggin stated that it was unlikely that such a meeting could be arranged as there were so many different departments within Highways, that it would not be possible for a single representative to be able to brief on the areas for which they were responsible. Cllr. Goggin added that he had sent an advisory link to the Clerk.
  - a) The Clerk used the recent white lining within the village as an example of the concerns of the HWP, in that the Parish Council had not been informed that the work was to take place, that whilst the central white lines had been done along some of the roads, junctions, including the crossroads, had been left. The Clerk continued that although some of the junctions had since been painted, the impression portrayed by Highways was that the left hand didn't know what the right hand was doing.
  - b) The Clerk stated that the potholes in Clacton Road, which had been repaired in 2024 were already failing and that whilst they had been marked for repair, there was no date as to when the repairs would be carried out.
  - c) The Clerk concluded that whilst the HWP, and indeed Council, appreciated that Cllr. Goggin was the de facto representative of Essex Highways, he could not always answer questions put to him and that it was unfair for the Council to keep chasing him for information.
    - i) Cllr. Goggin stated that the position filled by the likes of Sonia Church, Joe Hazelton and Tom Eng, no longer existed.
    - ii) The Chair stated that she would liaise with Cllr. Mark Platt, Chair of the Tendring LHP, at the next TDALC meeting, at which Cllr. Goggin would also be present.
  - d) Cllr. Thomas enquired as to how Highways had been able to approve the new entrance for site traffic at Oaklands Holiday Park, despite it conflicting with the concerns of the County Coroner. Cllr. Thomas asked whether the permission could be withdrawn?

- i) Cllr. Goggin stated that planning was one of the main problems, in that there were so many people involved. He continued that when considering planning applications, officers only looked at the respective application and the immediate area, not necessarily the surrounding area and existing road network.
  - ii) Cllr. Thomas remarked that Highways needed a joined-up approach where planning was concerned.
- e) Cllr. Cooper stated that whilst the likes of Ben Cook, David Gollop and Tom Eng had left Highways, he [Cllr. Cooper], together with Cllr. Goggin and the Clerk had met with a representative of Highways to discuss Stone Alley.
  - i) Cllr. Goggin stated that the officer in question was actually a Local Highways Panel Liaison Officer and had no involvement in day-to-day highways matters. Cllr. Goggin added that there was also a degree of uncertainty at Essex Highways as a result of the pending Local Government Reorganisation.
- v. The Chair commented on section twelve of Cllr. Goggin's report, in respect of the Tendring LHP, which had met for the first time in five months on 26<sup>th</sup> June 2025. The Chair enquired as to the impact of the sentence's *greater emphasis on shared funding wherever possible and plus match funding requests will be more normal in the future*, and what it would mean to parish councils.
  - a) Cllr. Goggin gave a brief explanation as to the membership of the Tendring Panel, before using the safety improvements at the crossroads as example, whereby the Parish Council had funded the feasibility report/ survey.
  - b) Cllr. Goggin stated that funding from respective parish councils would help progress a scheme, however, the LHP would only exist until such time as the Unitary Authority came into being.
  - c) Cllr. Thomas stated that parish councils would have little to no say in the progress of schemes, which would see the Highways appointed contractor dictate costs.
- vi. The Chair enquired as to whether Cllr. Goggin had received any update from Highways in respect of the access, via St Osyth, to the Martello Beach Holiday Park.
  - a) Cllr. Goggin stated that he had yet to receive a response.
- vii. Having been deferred from earlier in the meeting, the Clerk showed numerous clips of CCTV footage featuring vehicles failing to stop at the crossroads.

- a) The Clerk stated that there was also concern amongst residents as to the way in which vehicles driving past the Post Office were driving closer to the entrance door in order to avoid the speed cushions. The Clerk added that the consensus was that it was only a matter of time before someone exiting the Post Office was struck by a vehicle.

#### **OM-25-056 FURTHER MATTERS:**

- a. Cllr. Thomas enquired as to whether the grass around the trees at the jubilee copse was to be cut, as the rest of the area had been.
  - i. The Clerk stated that he had requested that the grass around the trees be cut as soon as possible.
- b. The Clerk reported that he had been informed that Essex Highways had declared the Priory wall along Mill Street as presenting a danger to life and that the carriageway closest to the wall was to be closed and traffic management, by way of traffic lights, implemented.
  - i. Following a conversation, during which concerns were raised as to the impact traffic lights would have on vehicles such as caravan transporters, the Clerk stated that St Osyth Priory Estate were going to submit an article for inclusion in the next edition of St Osyth Life.
- c. Cllr. Talbot reported that he had been made aware of an elderly resident in their 80's, who having visited the recycling centre at Rush Green Road had been informed that they could not dispose of paint at the site, and that only empty tins were accepted. Cllr. Talbot continued that the resident had been informed that they could dispose of paint at sites in Braintree, Saffron Walden and one other site, the location of which he [Cllr. Talbot] could not recall. Cllr. Talbot concluded that he had advised the resident that as they had used the paint at home it was classed as domestic waste and therefore could be placed in the fortnightly black bag collection.
- d. Cllr. Venables enquired as to whether there was any information with regard to the missing post box at the Kings Arms public house.
  - i. The Clerk stated that he had reported the incident to Royal Mail.

There being no further business the meeting was closed at 8.30 pm.

The date and time of the next meeting was set for 7.00 pm on Thursday 21<sup>st</sup> August 2025, at St Osyth Village Hall.

<b>Summary of 'Action Required' from the Minutes of the Ordinary Meeting held on Thursday 17<sup>th</sup> July 2025</b>		
OM-25-052 a i	Priory Meadow play equipment	Clk to action
OM-25-054 b i m)	Use of Cowley Park pavilion	Clk to action
OM-25-054 b ii e)	Meeting with PCC	Clk to action

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