



**Minutes of the Ordinary Meeting of the Council  
held at St Osyth Village Hall  
on Thursday 15<sup>th</sup> January 2026 at 7.00 pm**



**PRESENT:**

Chair: Cllr. Karen Sinclair, Vice-Chair: Cllr David Cooper  
Cllr's Clive Atkins, Susan Ball, Alma Blockley, Harvey Cohen,  
Ray French, Judith Hall, Michael Talbot, Michele Thomas  
& John White

Cllr. Alan Goggin, Essex County Councillor (arrived at 7.50 pm)

Martin Walsh (Responsible Financial Officer (RFO))  
(arrived at 7.40 pm)

**APOLOGIES:**

Cllr. Quinn Atkins (Holiday - Observing via Zoom)  
Cllr. Catherine Venables (Holiday)

**MINUTES:**

Neil Williams (Parish Clerk)

**PUBLIC PRESENT:** None

**OM-25-131 WELCOME TO NEW COUNCILLOR:**

Although not present in person, the Chair welcomed Cllr. Quinn Atkins, who was observing the meeting via Zoom whilst on holiday. The Chair stated that Cllr. Atkins, who was unable to take part in the meeting, would be introduced to members at the Ordinary meeting scheduled for 19<sup>th</sup> February 2026.

**OM-25-132 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.

- a. Cllr's Sinclair declared an Other Registerable Interest (ORI) in respect of the application for a Parish Council grant submitted by the Point Clear Community Association (PCCA).
- b. Cllr. Thomas declared an Other Registerable Interest (ORI) in respect of the application for a Parish Council grant submitted by the Point Clear Community Association (PCCA).

**OM-25-133 PUBLIC PARTICIPATION:** None

**OM-25-134 PLANNING APPLICATIONS:**

	APPLICATION & ADDRESS	PROPOSAL
a.	<a href="#">25/01815/FUL</a> Mr K Butcher Woodlands Farm, Rectory Road Weeley Heath, St Osyth	Proposed change of use to holiday lets.  Application withdrawn on 8 <sup>th</sup> January 2026

### **OM-25-135 PLANNING CORRESPONDENCE:**

The following correspondence was noted:

- a. Tendring District Council (TDC) weekly Notifications of Decisions (Determinations) for the period of 12<sup>th</sup> December 2025 to 2<sup>nd</sup> January 2026.

### **OM-25-136 APPROVAL OF MINUTES:**

**RESOLVED:** That having been previously circulated, the Minutes of the Ordinary Meeting of 18<sup>th</sup> December 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. Hall and seconded by Cllr. Thomas. All agreed.

### **OM-25-137 SUMMARY OF ACTION:**

- a. OM-25-120 f vii a). The Clerk informed the Council that following the visit of Chief Inspector Austin, Essex Police District Commander for Tendring, the Neighbourhood Policing Team had, on 3<sup>rd</sup> January 2026, conducted a traffic operation, during which time a number of offences had been recorded, including one arrest for drug driving.
  - i. The Clerk continued that he would be speaking to the Police Community Support Officers (PCSOs) when they next visited to provide locations of where speed checks could be conducted.
- b. OM-25-128 a ii b). The Clerk informed the Council that he had emailed UK Power Networks (UKPN) with regard to the implementation of a new Tenancy at Will Agreement in respect of the former substation at Cowley Park, but that he had yet to receive a response.
- c. OM-25-128 b vi. The Clerk informed the Council that a meeting to discuss the installation of an InPost Locker at the Village Hall was scheduled for 22<sup>nd</sup> January 2026.
  - i. The Chair requested that the matter be a topic for discussion at the Ordinary meeting scheduled for 19<sup>th</sup> February 2026.

### **OM-25-138 CORRESPONDENCE:**

The following correspondence was noted:

- a. Correspondence from Bruno Peek CVO OBE OPR, Pageantmaster with regard to the Lamp Light of Peace on 11<sup>th</sup> November 2026
  - i. The Clerk stated that he would research the origin behind and requirements for the event and report back to the Council at the February meeting.
- b. Correspondence from a resident of Mill Street following the setting off of fireworks at Cowley Park on New Years Eve, which resulted in a bin being set alight.
  - i. The Clerk gave an overview of the incident, adding that one of those responsible had dropped their keys near the scene, which he [the Clerk] would be handing to the PCSO's when they next visited.

- c. Correspondence from the Chair of the National Association of Local Councils (NALC) to all Town & Parish Councils.
- d. Correspondence from the Clerk of Weeley Parish Council Clerk concerning the purchase of land at Rectory Road, St Osyth by travellers.
- e. Correspondence from Essex Highways with regard to the closure of Church Square as of 2<sup>nd</sup> February 2026 for 5 days to facilitate works by Openreach.
- f. Whilst not listed on the agenda, the Clerk informed the Council of an invitation from The Bread & Roses Barge to attend the launch of the bakery on 31<sup>st</sup> January 2026.
  - i. The Chair stated that she had already been invited and would be attending.
- g. Whilst not listed on the agenda, the Clerk informed the Council that the Public Notice in respect of the lowering of the speed limit along the B1027, would be published in the Colchester Gazette on Thursday 22<sup>nd</sup> January 2026, as required by the Local Authority Traffic Orders (Procedure) (England and Wales).

**OM-25-139 FINANCE:**

- a. Approval of payments December 2025, as per the circulated lists were agreed by the Council.
  - i. Cllr. Cooper enquired as to the payment to Evolve Business Solutions.
    - a) The Clerk reported that the amount of £516.00 included the annual Network Support Control and Printer Control Warranty for the period November 2025 to November 2026.
- b. The following balances were noted and agreed:
  - i. Current a/c: £80,717.49
  - ii. Deposit: £151,082.56

**OM-25-140 REPORTS FROM COMMITTEES:**

**a. Finance Committee:**

- i. The draft minutes of the Finance Committee meeting of 5<sup>th</sup> January 2026 having been previously distributed, the Chair invited questions. None were forthcoming.

Having declared an ORI in respect of the grant application submitted by the Point Clear Community Association (PCCA), Cllrs Sinclair and Thomas departed the room at 7.11 pm, whilst grant applications were discussed.

As Vice-Chair, Cllr. Cooper assumed Chairmanship in the absence of Cllr. Sinclair.

- ii. Having been previously circulated, the Council reviewed the grant applications to be paid in October 2026, as recommended by the Finance Committee, during which time Cllr. Cooper gave an overview of the applications and the rationale for their approval, refusal or amendment.
  - a) **RESOLVED:** It was proposed by Cllr. Clive Atkins and seconded by Cllr. Hall, that St Osyth Parish Council approve the payment of grants to the amount of £16,434.60, payable in October 2026, as recommended by the Finance Committee at the meeting of 5<sup>th</sup> January 2026. All agreed.

Grant applications having been approved by the Council, Cllr's Sinclair & Thomas re-joined the meeting room at 7.25 pm.

#### **OM-25-141 REPORTS FROM WORKING GROUPS:**

- a. **Public Realm Working Party:** The Chair informed the Council that a meeting was scheduled for Monday 16<sup>th</sup> February 2026.
- b. **Highways Working Party:** The Clerk reported that a meeting was to be arranged.
- c. **Martin's Farm Country Park:** The Clerk reported that a meeting was to be arranged.

#### **OM-25-142 REPORTS FROM REPRESENTATIVES:**

- a. **Community Matters & Well-being:** No report given.
- b. **Essex Police:** Having been previously circulated, Cllr. Cooper briefed the Council on reported crime during November 2025 in St Osyth and Point Clear, by offence and location, and where practicable the status of the investigation.
  - i. Cllr. Cooper provided a comparison of crimes reported during November of 2024 and 2025, during which the following was noted:
    - a) September 2024: 41 reported crimes, of which 21 (51%) were classed as violent or sexual.
    - b) September 2025: 47 reported crimes, of which 27 (58%) were classed as violent or sexual.

An increase of 6 reported crimes or 15%, and an increase of 6 violent or sexual offences, which equated to 29%.
- c. **Footpaths:** Cllr. Atkins gave the following report:
  - i. That he was awaiting the confirmation of dates for a first aid course for volunteers.
  - ii. That Cllr. Hall had walked Footpath 11, during which time it had been noted that way marker signs were required.

- a) Cllr. Atkins stated that he had requested some signs but had yet to receive an acknowledgement from the Public Rights of Way (PRoW) Lead Officer.
- d. **Tree Warden:** Nothing to report.
- e. **Tendring District Association of Local Councils (TDALC):** Cllr. Sinclair reported that the next meeting was scheduled for February 2026.
- f. **District Councillor's Report:**
  - i. Cllr. Talbot gave the following report
    - a) May I wish all Parish Council members and officers a happy and successful new year in 2026.
    - b) One issue that I feel I must mention, albeit a political issue, is the fact that under government changed rules, residents who require a Postal Vote for the elections during the next three years, must reregister before the 1<sup>st</sup> of February.
      - i) Each current postal voter will have received, at their home address, a letter from TDC giving them all the information and an instruction to reply to the advice in the circular by registering.
      - ii) St Osyth is not any different to other authorities in the district, but here is the registration deficit list that has been prepared by our Electoral Services Department.
      - iii) The current number of St Osyth Postal voters is 570. The number who have not replied and will lose their postal vote is 149 electors, because to date only 421 or 73% of potential current Postal Voters have renewed their Postal Vote before the end of the deadline 31<sup>st</sup> January. Residents without a Postal Vote can of course vote in person. May I suggest that if you as Parish Council members have contact with a village organisation, you just give them a reminder for their benefit of their own members and friends.
    - c) We have now adopted new planning guidance that will shape the development of a major new neighbourhood on the edge of Clacton, over the coming decades.
      - i) Hartley Gardens, to the west of Brook Retail Park and north of St John's Road will deliver around 1,700 homes over the next 20 years. The Council's Cabinet has now approved guidance on how the site should be developed, including layout, design, infrastructure, green spaces, and community facilities. This is a long-term project, but very well planned.
    - d) Tendring District Council had launched phase II of its Community Governance Review following strong support in the Phase I consultation for creating new Community Councils for three areas.

- i) The proposals include establishing three new Community Councils: West Clacton and Jaywick Sands Town Council, Clacton-on-Sea Town Council, and Holland-on-Sea Village Council, with 12, 25 and 15 Councillors respectively.
  - ii) These areas are the only unparished areas of Tendring, and I think it would be good to get all the business finished before our Local Government reorganisation takes place, with a new Unitary Authority replacing TDC, led by an Executive Mayor.
- ii. Cllr. White gave the following report
  - a) That he was in possession of all (current) documentation in respect of the Hartley Gardens development, which would see a new road built from the roundabout at the junction of Jaywick Lane and St Johns Roads through land to the north west of Legerton Drive to the existing roundabout at the junction of the A133, St Osyth Road and Progress Way.
  - b) That together with Cllr. Talbot, he [Cllr. White] had nominated Jim Bligh, Robert Morton and Peter Tidy for the Pride of Tendring Award 2026, for their efforts in assisting with fund raising by way of organising quizzes. Cllr. White continued that group had raised in the region of £90,000.00 over the years.

#### **OM-25-143 REPORTS FROM NOMINATED REPRESENTATIVES & TRUSTEES:**

- a. **St Osyth Almshouse Charity:** Cllr. Sinclair reported that the next meeting was scheduled for Tuesday 17<sup>th</sup> February 2026.
- b. **St Osyth Playing Field Charity:**
  - i. The end of year accounts, as of 31<sup>st</sup> March 2025, having been previously circulated, the Clerk informed the Council that, in their capacity as Trustees of the Playing Field Charity, they were required to formally approve the accounts prior to the submission of the Annual Return to the Charity Commission. The following balances were noted and agreed:
    - a) Bank Statement (current account):                   £8,420.24
    - b) Cashbook (c/a):   £8,420.24
  - ii. **RESOLVED:** That the accounts as of 31<sup>st</sup> March 2025, as received, be agreed in preparation for the submission of the Annual Return to the Charity Commission. The motion was proposed by Cllr. French and seconded by Cllr. Cooper. All agreed.
  - iii. Cllr. Talbot enquired as to the reason maintenance costs for Point Clear were listed against Cowley Park.
    - a) The Clerk stated that the name of the contractor which had carried out works at Cowley Park as Point Clear Maintenance, and that the cost did not refer to maintenance at Point Clear.

- iv. Having been previously raised at the Finance Committee meeting of 5<sup>th</sup> January 2026, Cllr. Cooper noted that the accounts in respect of the Playing Field Charity listed expenditure against alarm maintenance and monitoring. Cllr. Cooper subsequently enquired as to whether this included the CCTV system.
  - a) The Clerk reported that the expenditure related only to the maintenance of the alarm system and fire extinguishers.
- c. **Village Hall Management Committee:** Cllr. Thomas reported that the next meeting was scheduled for February 2026.
- d. **Point Clear Community Association:** Cllr. Thomas reported on the Committee meeting of Tuesday 6<sup>th</sup> January 2026, during which the following was noted:
  - i. Discussions focused on reports from Committee members about the previous year, in particular the accounts that have been prepared for the Annual Audit. Finances, whilst not overly wealthy, remain stable under the management of our temporary treasurer.
  - ii. The installation of the Air-to-Air heating system and solar panels have had notable, positive impact on fuel bills.
  - iii. There has been consistent and positive feedback in respect of the location when used for children's parties. Bouncy castles are permitted indoors, which is popular.
  - iv. The hall remains free for hire on Mondays.
  - v. The Committee continue to upgrade facilities and deal with urgent maintenance/ damage when necessary.
  - vi. The Annual General Meeting (AGM) will take place on Monday 23<sup>rd</sup> February 2026 at 7pm. Any club members or residents who wish to support Dumont Hall and the PCCA or wish to stand for a Committee position are welcome to attend (clubs must be represented to maintain affiliated membership). In the event that nobody comes forward the current Committee have agreed to continue but we are in dire need of a treasurer.
  - vii. The next Executive Committee meeting is on Tuesday 24<sup>th</sup> March 2026 at 7 pm.

**OM-25-144 MANAGEMENT PLAN:**

- a. The Management Plan for 2026/2027 having been previously distributed, the Clerk informed the Council that the Plan, as approved in principle at the meeting of 20<sup>th</sup> November 2025, which had been fully costed ahead of the Finance Committee meeting of 5<sup>th</sup> January 2026, contained all projects/ items as submitted by the relevant Committees, Working Parties and responsible Councillors.

- b. **RESOLVED:** That having been agreed in principle at the Council meeting of 20<sup>th</sup> November 2025, costed by the RFO and Clerk and scrutinised by the Finance Committee at its meeting of 5<sup>th</sup> January 2026, the Management Plan for 2026/2027, as distributed, be formally approved. The motion was proposed by Cllr. Blockley and seconded by Cllr. Cohen. All agreed.
- c. On behalf of the Council, the Chair thanked the Clerk and RFO for their work in preparing the Management Plan.

#### **OM-25-145 APPROVAL OF THE BUDGET:**

- a. At the request of the Chair, the RFO, who had arrived at 7.40 pm, briefed the Council with regards to the budget for 2026/2027, during which the following was noted:
  - i. That the Finance Committee had been presented with the estimated end of year figures for the current financial year, in addition to the proposed budget for 2026/2027.
  - ii. That during what had been a lengthy meeting, the Committee had scrutinised the budget for the next financial year against the Management Plan for 2026/2027, and that as already stated by the Clerk, the budget contained all projects/ items as listed in the Management Plan.
  - iii. That there would be a larger surplus than originally forecast, which would therefore allow for some of the maintenance scheduled for 2026/2027 to be brought forward into the current financial year.
- b. **RESOLVED:** That the Parish Council approve the Budget for 2026/2027, as recommended by the Finance Committee on 5<sup>th</sup> January 2026. The motion was proposed by Cllr. Ball and seconded by Cllr. Thomas. All agreed.

#### **OM-25-146 SETTING OF THE PRECEPT:**

The RFO informed the Council that when taking into account planned expenditure for 2026/2027, as per the budget and Management Plan, and having used the Ready Reckoner to calculate necessary income for the same period, an increase of 4.6% would result in a Precept of £200,000.00.

- a. The Chair stated that whilst there would be an increase to the Precept, it represented a reduction of 1.5% from the previous year, when the increase had been 6.1%.
- b. **RESOLVED:** That the Parish Council ratify the recommendation of the Finance Committee, of 5<sup>th</sup> January 2026, that the Precept request to Tendring District Council for 2026/2027 be set at £200,000.00, resulting in an annual sum of £97.07 for a Band D property. This would represent an increase of £4.30 or 4.6% to the Precept from the previous year. The motion was proposed by Cllr. Thomas and seconded by Cllr. Cohen. All agreed.

The RFO departed the meeting at 7.55 pm.

## **OM-25-147 REPORTS FROM REPRESENTATIVES:**

- a. **Essex County Council:** Having arrived at 7.50 pm, Cllr. Goggin gave the following report:
  - i. That Essex County Council was amongst the top 16 authorities in the country for repairing potholes. Cllr. Goggin added that whilst the government had given additional funding to authorities to fund the repairs, some authorities had opted to use the funds for other projects.
    - a) Several Councillors remarked on the number of potholes, which were already failing, having only been repaired in late 2025.
    - b) Cllr. Goggin explained the difference between a 'make safe' and a 'proper fix' the latter of which should last for at least 2 years.
    - c) Cllr. Goggin requested that the Clerk forward a list of previously repaired potholes which were failing.
  - ii. That he had received an application for funding, by way of the Community Initiatives Fund (CIF), from The Bread & Roses Barge, which he would be supporting.
  - iii. That the notice advising of the changes to the speed limit in the vicinity of Flag Hill would be advertised in the Colchester Gazette on 22<sup>nd</sup> January 2026.

## **OM-25-148 FURTHER MATTERS:**

- a. Cllr. Cohen remarked on a recent news report in which it had been stated that local authorities were being given the power to prosecute pavement parking.
  - i. The Clerk stated that such a power would not be extended to Parish Councils.
- b. Cllr. Ball enquired as to whether there was a point of contact in respect of the traffic lights on Mill Street, adjacent to the Priory wall.
  - i. The Clerk stated that he would forward the information to Cllr. Ball.
- c. Cllr. Hall enquired as to when the yellow lines in the village, particularly in the vicinity of the crossroads were to be repainted.
  - i. The Clerk stated that he would liaise with the North Essex Parking Partnership (NEPP).
- d. Cllr. Atkins informed the Council that Nigel Farage, the Member of Parliament for Clacton on Sea would be holding a constituency surgery on 16<sup>th</sup> January 2026.

There being no further business the meeting was closed at 8.09 pm.

The date and time of the next meeting was set for 7.00 pm on Thursday 19<sup>th</sup> February 2026, at St Osyth Village Hall.

**Summary of 'Action Required' from the Minutes of the Ordinary Meeting  
held on Thursday 15<sup>th</sup> January 2026**

OM-25-137 a i	Speed Check Locations	Clk to action
OM-25-137 c i	Installation of an InPost Locker	PC to discuss
OM-25-138 a i	Lamp Light of Peace	Clk to action
OM-25-138 f i	Launch of The Bread & Roses Barge bakery	Chair to attend
OM-25-147 a i c)	List of Failed Pothole Repairs	Clk to action
OM-25-148 b i	Provision of Contact Details	Clk to action
OM-25-148 c i	Repainting of Yellow Lines	Clk to action