

# ST OSYTH PARISH COUNCIL

The Village Hall, Clacton Road, St. Osyth, Clacton-on-Sea, Essex, CO16 8PE

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Dear Councillor

## Notice of Annual Meeting of the Parish Council

I hereby give you notice that the Annual Meeting of the St Osyth Parish Council will be held at St Osyth Village Hall Annex at **7.15 pm on Thursday 18<sup>th</sup> May 2017**.

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

*Press and members of the public are invited to attend. Those members of the public who wish to speak during public participation are kindly requested to notify the Clerk of their intent prior to the commencement of the meeting.*

Dated 11<sup>th</sup> May 2017

*[Signed on Original]*

Neil Williams  
Parish Clerk

## AGENDA / BUSINESS TO BE TRANSACTED

1. **To elect the Chairman of the Council and receive the Chairman's Declaration of Acceptance of Office**
2. **To elect the Vice Chairman of the Council and receive the Vice Chairman's Declaration of Acceptance of Office**
3. **Apologies for Absence**
4. **Members Declarations of Interest:**  
To receive any Pecuniary or Non Pecuniary Interests for matters set out below
5. **Approval of Minutes:**  
To approve as correct the Minutes of Annual General Meeting held 19<sup>th</sup> May 2016 *encl*  
(Approved by the Council on 16<sup>th</sup> June 2016)
6. **To appoint Committees and Sub Committees** *[list as a guide] encl*
7. **To appoint Representatives to Outside Bodies** *[list as a guide] encl*
8. **To report the payment of Annual Subscriptions and Memberships** *encl*
9. **Payment of Councillors Allowances** *[draft copy of draft public notice] encl*
10. **To review Standing Orders, Financial Regulations, Financial Risk Assessment & Insurance Policy**
11. **To review Deeds held by the Parish Council** *[available for inspection at meeting]*
12. **To appoint a Responsible Financial Officer (RFO) and Independent Internal Auditor (IIA)**

**13. Planning Applications** received and comments made thereon:

	<b>APPLICATION &amp; ADDRESS</b>	<b>APPLICATION DETAIL</b>
a)	16/01985/FUL Mr M Skeels 138 Colne Way Point Clear Bay	Proposed replacement dwelling following demolition of existing.  <i>Amended Plans.</i>
b)	17/00049/FUL Mr R Clarke Blackwater Farmhouse, Lee Wick Lane St Osyth	Change of use of an area of farm yard to site shipping containers for use as self-storage.
c)	17/00195/FUL & 17/00196/LBC Miss N Ramanuj Spar Shop 1 Spring Road St Osyth	Proposed single storey extension (following demolition of existing timber framed outbuilding together with removal of existing garage doors and span of external wall).  <i>Amended Plans.</i>
d)	17/00598/COUNOT Mr D Highfield Rose Glen, Rectory Road St Osyth	Application for prior approval for the conversion of an agriculture building to a residential dwelling house.
e)	17/00608/FUL Miss L Pitman 172 Point Clear Road St Osyth	Sub division of site to form separate building plot, erection of detached bungalow and detached single garage.
f)	17/00674/LBC Messrs Sargeant St Osyth Priory The Bury, St Osyth	Demolition of pump-house building (including the removal of boilers and flue) and the erection of a building adjoining the bury boundary wall for use as a store.
g)	17/00669/FUL Mr & Mrs Collins Former Post Office 9 Spring Road, St Osyth	Change of use from retail shop to residential to be occupied in conjunction with 7 Spring Road.
h)	17/00712/TCA Mr Bruce Ellis - City & Country St Osyth Priory The Bury, St Osyth	4 No. Lime - Pollard and re-shape.
i)	17/00595/HHPNOT Mr M Dow 9 Withrick Walk St Osyth	Single storey rear conservatory 4 metres in depth and 4 metres in height.  <i>For information only – no comment required.</i>

Please note all applications can be viewed on the Tendring District Council website under the following [www.tendringdc.gov.uk/publicaccess](http://www.tendringdc.gov.uk/publicaccess) and will be available for viewing at the meeting from 7.00 pm.

**14. Approval of Minutes:**

To approve as correct the Minutes of the Ordinary Meeting of 20<sup>th</sup> April 2017 *encl*

**15. Matters arising from the Minutes of the Ordinary Council Meeting:**

To receive an update on matters arising from the meeting of 20<sup>th</sup> April 2017

**16. Public Participation**

**17. Correspondence:**

To hear correspondence as listed:

- a) Tendring District Council (TDC) notification of Decisions (Determinations) 14<sup>th</sup> April 2017 to 5<sup>th</sup> May 2017 *encl*
- b) Letter of 30<sup>th</sup> March 2017 from East Anglia's Children's Hospices (EACH) re funding

**18. Updates from Working Groups:**

To receive reports from the following:

- a) Blooms in St. Osyth
- b) Highways Working Group
- c) Martin's Farm Park – to receive notes of the meeting of 27<sup>th</sup> April 2017 *encl*
- d) Playground, Youth & Open Spaces

**19. Reports from Representatives:**

To receive reports from the following if applicable:

- a) Essex County Council (Cllr. Goggin)
- b) Essex Police
  - i) to receive Crime Statistics for March 2017 (Cllr's Cooper & Kelly) *encl*
  - ii) to receive comparison statistics for January 2017 to March 2017 *encl*
- c) Footpaths (Cllr. Peverell)
- d) Planters & Bins (Cllr. Ward)
- e) Tree Warden (Cllr. French)
- f) TDALC (Cllr. Talbot)
- g) District Council Report (Cllr's Talbot & White)
- h) Web Site (Cllr. Talbot)
- i) Community Speed Watch (Cllr's Kemp & Cooper)
  - i) to receive Statistics for 17<sup>th</sup> April to 15<sup>th</sup> May 2017 *encl*

*To expedite the meeting, Councillors are requested to keep their reports to a maximum of 2 minutes.*

**20. Reports from Nominated Trusteeships / Representatives:**

To receive reports from the following (if applicable):

- a) Almshouses (Cllr. White)
- b) Bradwell Power Station (Cllr. White)
- c) Playing Field Charity (Cllr. Thomas)
- d) Point Clear Community Association (Cllr. Blockley)
- e) Village Hall (Cllr. Kemp)

*To expedite the meeting, Councillors are requested to keep their reports to a maximum of 2 minutes.*

**21. Finance:**

To approve cheques and payments, and receive balances as listed:

- a) Approval of cheques for April 2017 *encl*
- b) Balances
  - Current a/c: £ 100,203.72
  - Deposit: £ 49,789.81
  - Special Project: £ 3,016.15

- c) To receive the Minutes of the Finance Committee Meeting of 26<sup>th</sup> April 2017 *encl*

**22. Cemetery Committee:**

- a) To receive the Minutes of the Cemetery Committee Meeting of 19<sup>th</sup> April 2017 *encl*
- b) To approve the increase in fees, as recommended by the Cemetery Committee

- 23. Meeting Dates for May 2017 to May 2018:**  
To receive and approve dates of Council / Committee Meetings for May 2017 to May 2018 *encl*
- 24. Dog Fouling / Use of Byelaws:**  
To receive a report from the Chairman & Clerk
- 25. Council Maintenance Employee:**  
To receive a report from the Chairman & Clerk
- 26. Village Car Park:**  
To receive a report from the Chairman (if applicable)
- 27. Priory Costs Claim:**  
To receive a report from the Chairman (if applicable)
- 28. St Osyth Priory:**  
To receive a report from the Chairman in respect of the Section 106 Agreement
- 29. Further Parish Matters:** (*exchange of information only*)