

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 17th May 2018**.

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 10th May 2018

[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 18th May 2017 *encl*
(*Approved by the Council on 15th June 2017*)
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.a **To agree that Standing Orders, Financial Regulations and the Financial Risk Assessment be referred to the Finance Committee for review and consideration**
- 10.b. **To review the 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:

	APPLICATION & ADDRESS	APPLICATION DETAIL
a)	18/00495/FUL Mr D Piggott - Belair Property Essex Ltd 3, 3A, 4, 4A Club Parade St Osyth	Proposal to construct extensions to form 2no. single storey flats.
b)	18/00566/FUL Ms L Knapp 25 Tower Estate, Point Clear Bay	Proposal for replacement dwelling in keeping with neighbouring dwellings.
c)	18/00572/FUL Mr Robert Clarke R F Clarke Farms Blackwater Farmhouse Lee Wick Lane, St Osyth	Variation of Condition 2 of 15/01760/FUL to replace plans numbered GP/1/2016 and GP/2/2016, and all plans and elevations relating to glamping pods. Discharge of conditions 3 (surface treatment), 8 (external lighting) and 9 (landscaping) of 15/01760/FUL.
d)	18/00583/FUL Mr M Wisdom Rose Glen, Rectory Road, St Osyth	Erection of a garage and car port.
e)	18/00592/FUL Mrs C Chester 18 Eastern Promenade, Point Clear Bay	Replacement four bedroom dwelling.
f)	18/00641/LUEX Mr K Bickell 69 Colne Way, Point Clear Bay	Use as private dwelling house.
g)	18/00656/FUL Mr T Clark 19 Seawick Road, St Osyth	Removal of condition 3 of application 97/01000/FUL to remove occupancy restriction
h)	18/00686/TCA Mrs Sarah Spark 45 Mill Street, St Osyth	1 Row of Conifers circa 10 feet tall - remove.
i)	18/00689/TCA Mr Tony Doyle 5 Point Clear Road, St Osyth	1 No. Cherry, 1 No. Pine, 1 No. Lime and group of Conifers - fell.
j)	18/00702/AGRIC FE Payne & Sons c/o Stanfords Land to the West of Clay Lane, St Osyth	Proposal to erect an agricultural storage building. <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 and will be available for viewing at the meeting.

14. Planning Correspondence:

To hear correspondence in respect of Planning as listed:

- a) Tendring District Council (TDC) notification of Decisions (Determinations) 13th April 2018 to 4th May 2018 *encl*
- b) Ecotricity email of 10th May 2018 re Replacement of Turbine Units at Lodge Farm, St Osyth

15. Approval of Minutes:

To approve as correct the Minutes of the Ordinary Meeting of 19th April 2018 *encl*

16. Matters arising from the Minutes of the Ordinary Council Meeting:

To receive an update on matters arising from the meeting of 19th April 2018

17. Finance:

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

- | | | | |
|----|-------------------------|------------------|--------------|
| a) | Approval of cheques for | April 2018 | <i>encl</i> |
| b) | Balances | Current a/c: | £ 124,479.69 |
| | | Deposit: | £ 49,805.37 |
| | | Special Project: | £ 3,017.63 |

c) Internal Audit:

To receive the following documentation as directed by the Internal Auditor on 9th May 2018:

- | | | |
|------|--|-------------|
| i) | Internal Audit Report for 2017/2018 | <i>encl</i> |
| ii) | Scope of Internal Audit for Parish & Town Councils | <i>encl</i> |
| iii) | Audit Plan to be approved | <i>encl</i> |

d) Preparation for Audit Commission Report:

To receive the following documentation as directed by the Internal Auditor on 9th May 2018:

- | | | |
|------|--|-------------|
| i) | Accounting statements & Annual Governance Statement | <i>encl</i> |
| ii) | Balance Sheet for Year Ending 31 st March 2018 | <i>encl</i> |
| iii) | Supporting Reserves Reconciliation as at 31 st March 2018 | <i>encl</i> |
| iv) | Trial Balance for Current Year | <i>encl</i> |
| v) | Bank Reconciliation Statement as at 31 st March 2018 | <i>encl</i> |
| vi) | Income & Expenditure Account for Year Ending 31 st March 2018 | <i>encl</i> |

18. Public Participation

19. Correspondence:

To hear correspondence as listed:

- a) Email of 9th April 2018 from TDC re Member's Code of Conduct – see agenda item 27
- b) Email of 26th April 2018 from Essex Association of Local Councils (EALC) re Data Protection Officer – see agenda item 28
- c) Letter of 30th April 2018 from Royal Mail Group re Installation of Post Box

20. 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 19th April 2018 *encl*
- d) Playground, Youth & Open Spaces

21. Reports from Representatives:

To receive reports from the following if applicable:

- a) Essex County Council (Cllr. Goggin)
 - i) to receive a copy of the notes of the Essex County Council (ECC) Local Highways Panel (LHP) review of 3rd April 2018 *encl*
 - ii) to receive an update on the LHP application in respect of the B1027 speed limit
 - iii) to receive an update on the removal of the 40 mph limit along the B1027 in the vicinity of Oaklands Holiday Park
- b) Essex Police
 - i) to receive Crime Statistics for March 2018 (Cllr's Cooper & Kelly) *encl*
 - ii) to receive comparison statistics for January 2018 to March 2018 *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) Website (Cllr. Lockwood)
- i) Community Speed Watch (Cllr's Kemp & Cooper)

To expedite the meeting the attention of Councillors is drawn to G-17-196 of 18th January 2018.

22. Reports from Nominated Trusteeships / Representatives:

To receive reports from the following (*if applicable*):

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

To expedite the meeting the attention of Councillors is drawn to G-17-196 of 18th January 2018.

23. Cemetery Committee:

- a) To receive the Minutes of the Cemetery Committee Meeting of 4th April 2018 *encl*
- b) To approve the fees, as recommended by the Cemetery Committee

24. Meeting Dates for May 2018 to May 2019:

To receive and approve dates of Council / Committee Meetings for May 2018 to May 2019 *encl*

25. Attendance at Meetings:

To receive records of attendance at Council / Committee Meetings for April 2017 to March 2018 *encl*

26. Advanced Notification of Motions for EALC AGM:

To allow Councillors to consider putting forward any Motions for inclusion at the EALC AGM, to be held on 20th September 2017, which must be received and discussed by the Council at the Ordinary meeting of the Parish Council on 16th August 2018

27. Members' Code of Conduct:

To receive a report from the Clerk in respect of the new TDC Code of Conduct – revised April 2018

28. General Data Protection Regulations:

To receive a report from the Clerk in respect of new legislation as of 25th May 2018

29. North Essex Parking Partnership (NEPP) Enforcement Measures:

To receive a report from the Clerk

30. Village Hall Hire Charges:

To receive information from Cllr. Kemp and consider the increase in Village Hall hire charges *encl*

31. Save Our St Osyth (SOS):

To receive a report from the Chairman on the meeting of 17th May 2018 with Bev Lynn, Chairman of SOS

32. St Osyth Priory:

To discuss:

- a) to receive the notes of the meeting of 12th April 2018 with Tim Sargeant *encl*
- b) the appointment of a Parish Council representative to the St Osyth Priory & Parish Trust

33. Further Parish Matters: (*exchange of information only*)