



# 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 Ordinary Meeting of the Parish Council

I hereby give you notice that the Ordinary Meeting of the St Osyth Parish Council will be held at St Osyth Village Hall Annex at **7.15 pm on Thursday 20<sup>th</sup> June 2019**.

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 13<sup>th</sup> June 2019

*[Signed on Original]*

Neil Williams  
Parish Clerk

## AGENDA / BUSINESS TO BE TRANSACTED

1. **Apologies for Absence**
2. **Members Declarations of Interest:**  
To receive any Pecuniary or Non Pecuniary Interests for matters set out below
3. **Planning Applications** received and comments made thereon:

	<b>APPLICATION &amp; ADDRESS</b>	<b>APPLICATION DETAIL</b>
a)	19/00711/TCA Mr Lloyd 63 Clacton Road, St Osyth	1 No. Spruce - reduce by 40% & 1 No. Fir - fell.
b)	19/00755/FUL Mr & Mrs Clark 19 Seawick Road, St Osyth	Variation of condition 3 of application 97/01000/FUL to allow extension of occupancy for holiday purposes at weekends only from 14th January to 1st March every year.

*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.*

4. **Planning Correspondence:**  
To hear correspondence in respect of Planning as listed:
  - a) Tendring District Council (TDC) notification of Decisions (Determinations) 10<sup>th</sup> May 2019 to 7<sup>th</sup> June 2019 *encl*
  - b) TDC letter of 15<sup>th</sup> May 2019 re Appeal Under Section 74, Town & Country Planning Act 1990 Enforcement Notice - Breach of Conditions in Point Clear Bay
  - c) TDC email of 3<sup>rd</sup> June 2019 from TDC re APP/P1560/W/19/3226562 (TDC 18/01669/FUL) Heath Road, St Osyth

- d) Letter of 30<sup>th</sup> May 2019 from a resident of Point Clear Bay re Planning Application 19/00733/FUL, Boathouse opposite 8 Eastern Promenade (application since withdrawn)
  - e) Email of 13<sup>th</sup> June 2019 from Bidwells re Development
- 5. Approval of Minutes:**  
To approve as correct the Minutes of the Annual General Meeting of 16<sup>th</sup> May 2019 *encl*
- 6. Approval of Minutes:**  
To approve as correct the Minutes of the Ordinary Meeting of 16<sup>th</sup> May 2019 *encl*
- 7. Matters arising from the Minutes of the Ordinary Council Meeting:**  
To receive an update on matters arising from the meeting of 16<sup>th</sup> May 2019
- 8. Finance:**  
To approve cheques and payments, and receive balances as listed:
- a) Approval of cheques for May 2019 *encl*
  - b) Balances
 

Current a/c:	£145,922.73
Deposit:	£52,831.33
  - c) To receive (in draft format) the Minutes of the Finance Committee Meeting of 5<sup>th</sup> June 2019 *to follow*
  - d) **Internal Audit:**  
To receive the following documentation as directed by the Internal Auditor on 22<sup>nd</sup> May 2019:
    - i) Internal Audit Report for 2018/2019 *encl*
    - ii) Scope of Internal Audit for Parish & Town Councils *encl*
    - iii) Audit Plan to be approved *encl*
  - e) **Preparation for Audit Commission Report:**  
To receive the following documentation as directed by the Internal Auditor on 22<sup>nd</sup> May 2019:
    - i) Accounting statements & Annual Governance Statement *encl*
    - ii) Balance Sheet for Year Ending 31<sup>st</sup> March 2019 *encl*
    - iii) Supporting Reserves Reconciliation as at 31<sup>st</sup> March 2019 *encl*
    - iv) Trial Balance for Current Year *encl*
    - v) Bank Reconciliation Statement as at 31<sup>st</sup> March 2019 *encl*
    - vi) Income & Expenditure Account for Year Ending 31<sup>st</sup> March 2019 *encl*
- 9. Public Participation**
- 10. Correspondence:**  
To hear correspondence as listed:
- a) Letter of 7<sup>th</sup> May 2019 from SSAFA re VE Day 75 *encl*
- When giving their respective reports, Cllr's are reminded to adhere to the following times:***
- a) ***Parish Councillors – 2 Minutes***
  - b) ***District Councillors – 3 Minutes***
  - c) ***County Councillors – 5 Minutes***
- 11. Updates from Working Groups:**  
To receive reports from the following:
- a) Blooms in St. Osyth
  - b) Highways Working Party – to receive notes of the meeting of 29<sup>th</sup> May 2019 *to follow*
  - c) Martin's Farm Park – to receive notes of the meeting of 12<sup>th</sup> June 2019 *to follow*
  - d) Playground, Youth & Open Spaces

**12. 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 April 2019 (Cllr's Cooper & Kelly) *encl*
- c) Footpaths (tbc)
- d) Planters & Bins (Cllr. Ward)
  - i) to receive a report from Cllr. Ward regarding a request for additional dog bins
- 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. Cooper)

**13. 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 (tbc)
- e) St Osyth Priory & Parish Trust (Cllr. Grantham)

**14. Approval of Standing Orders:**

To receive, review and ratify the adoption of Standing Orders (adopted 21<sup>st</sup> August 2014) amended in accordance with NALC Legal Briefing L09-18, as recommended by the Finance Committee at the meeting of 5<sup>th</sup> June 2019 *emailed to Cllr's [Clerk to provide hard copy]*

**15. Approval of Financial Regulations:**

To receive, review and ratify the adoption of Standing Orders (adopted 21<sup>st</sup> August 2014), as recommended by the Finance Committee at the meeting of 5<sup>th</sup> June 2019 *emailed to Cllr's [Clerk to provide hard copy]*

**16. Approval of Financial Risk Assessment:**

To receive, review and ratify the Financial Risk Assessment as recommended by the Finance Committee at the meeting of 5<sup>th</sup> June 2019 *emailed to Cllr's [Clerk to provide hard copy]*

**17. Village Hall Lease:**

To receive, review and ratify the lease between St Osyth Village Hall Management Committee (VHMC) and St Osyth Parish Council, as recommended by the Finance Committee at the meeting of 5<sup>th</sup> June 2019 *emailed to Cllr's [Clerk to provide hard copy]*

**18. Councillors Contact Details, Committee & Working Party Membership:**

To receive an update from the Chairman *encl*

**19. Annual Parish Appraisal:**

To receive a report from the Chairman in respect of the forthcoming Annual Parish Appraisal, scheduled for 25<sup>th</sup> June 2019

**20. Memorial Application:**

To receive a report from the Clerk

**21. Meeting Dates for May 2019 to May 2020:**

To receive an update from the Clerk

**22. St John's Road:**

To receive a report from the Chairman and Clerk with regards to an existing Traffic Regulation Order

23. **Co-option of Parish Councillors:**  
To receive a report from the Clerk
24. **Pride of Tending Awards:**  
To receive information from Cllr's Talbot & White regarding the nomination process
25. **Parish Office:**  
To receive a report from the Clerk
26. **Enforcement Notice - Breach of Condition:** *(if applicable)*
27. **Further Parish Matters:** *(exchange of information only)*