



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 via **Video Conference Call (Zoom) on Thursday 18th June 2020 at 2.30 pm**

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.

This meeting will be held via Video Conference Call. 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 contact the Clerk no later than 11 am on Thursday 18th June 2020.

Dated 11th June 2020

[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:

	APPLICATION & ADDRESS	APPLICATION DETAIL
a)	20/00381/FUL Mr R.A., T.R., D.R., A.I. Sargeant Land adjacent to Howlands Marsh Nature Reserve Mill Street, St Osyth	Creation of 5 parking spaces for visitors to the Howlands Marsh nature reserve.
b)	20/00517/FUL K Gill Wensley Stud Rectory Road, St Osyth	Proposed alteration to approved planning (19/00045/FUL) to allow for home office space above.
c)	20/00573/OUT Mr & Mrs Mockford 9 Dumont Avenue, St Osyth	Proposed demolition of existing dwelling and erection of 9 dwellings.
d)	20/00580/FUL Environment Agency Seawick Sea Defences Beach Approach, St Osyth	Construction of two separate rock revetments to improve the sea defences.

e)	20/00613/FUL Mr R.A., T.R., D.R., A.I. Sargeant St Osyth Priory The Bury, St Osyth	Conversion of the West Barn from one dwelling to 1 x two bedroom house, 1 x one bedroom flat and 1 x two bedroom flat
f)	20/00624/TCA Mrs Lloyd c/o Absolute Tree Services 63 Clacton Road, St Osyth	1 No. Blue Atlas Cedar - Reduce by 40%.
g)	20/00631/FUL Mr Sharpe Rosewood, 6 Dumont Avenue, St Osyth	Proposed outbuilding to create annexe.
h)	20/00634/TPO Hannah Kavanagh 211 Point Clear Road, St Osyth	1 No Oak - Crown reduce height and spread by approximately 3 - 3.5m. Crown lift to approximately 4.5m.
i)	20/00692/TPO Mr L Smith 98A Colchester Road, St Osyth	Crown lift and thin.

Please note all applications can be viewed on the Tendring District Council website via the following link: <https://idox.tendringdc.gov.uk/online-applications/> and will also 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) 15th May 2020 to 5th June 2020 *encl*
- b) Email of 26th May 2020 from TDC re Planning Application 19/01946/OUT, land to the south of Clacton Road and east of Rochford Road
- c) Email of 1st June 2020 from TDC re street naming suggestion for the development on land to the rear of 820 St John's Road

5. Approval of Minutes:

To approve as correct the Minutes of the Ordinary Meeting, held via Conference Call, of 21st May 2020 *encl*

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

To receive an update on matters arising from the meeting of 21st May 2020

7. Public Participation

8. Correspondence:

To hear correspondence as listed:

- a) Email of 27th May 2020 from a resident re cycling infrastructure within the Parish
- b) Email of 1st June 2020 from a resident re nuisance caused by smoke *encl*
- c) Email of 5th June 2020 from a resident re use of Parish Council owned land for metal detecting

8. Finance:

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

- a) Approval of cheques for May 2020 *encl*
- b) Balances

Current a/c:	£128,161.44
Deposit:	£53,188.96

- c) To receive (in draft format) the Minutes of the Finance Committee Meeting of 27th May 2020 *encl*

- d) **Internal Audit:**
To receive the following documentation as directed by the Internal Auditor on 20th May 2020:
- i) Internal Audit Report for 2019/2020 *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 20th May 2020:
- i) Accounting statements & Annual Governance Statement *encl*
 - ii) Balance Sheet for Year Ending 31st March 2020 *encl*
 - iii) Supporting Reserves Reconciliation as at 31st March 2020 *encl*
 - iv) Trial Balance for Current Year *encl*
 - v) Bank Reconciliation Statement as at 31st March 2020 *encl*
 - vi) Income & Expenditure Account for Year Ending 31st March 2020 *encl*
9. **To appoint a Responsible Financial Officer (RFO) and Independent Internal Auditor (IIA)**
10. **Approval of Standing Orders:**
To receive, review and ratify the adoption of Standing Orders (adopted 19th July 2018), as recommended by the Finance Committee at the meeting of 27th May 2020 *emailed to Cllr's*
11. **Approval of Financial Regulations:**
To receive, review and ratify the adoption of Standing Orders (adopted 21st November 2019), as recommended by the Finance Committee at the meeting of 27th May 2020 *emailed to Cllr's*
12. **Approval of Financial Risk Assessment:**
To receive, review and ratify the Financial Risk Assessment as recommended by the Finance Committee at the meeting of 27th May 2020 *emailed to Cllr's*
13. **Reports from Committees:**
- a) To receive (in draft format) the Minutes of the Cemetery Committee meeting of 27th May 2020 *encl*
14. **Updates from Working Groups:**
To receive reports from the following:
- a) Blooms in St. Osyth
 - b) Highways Working Party
 - i) to receive notes of the meeting of 2nd June 2020 *to follow*
 - c) Martin's Farm Park
 - i) to receive notes of the meeting of 9th June 2020 *to follow*
 - d) Playground, Youth & Open Spaces
 - i) to receive notes of the meeting of 26th May 2020 *encl*
 - ii) to receive an update from the Clerk regarding repairs to the aerial runway and basket swing
 - iii) to receive an update from the Clerk regarding the Community Initiatives Fund (CIF) application
15. **Reports from Representatives:**
To receive reports from the following (if applicable):
- a) Essex County Council
 - i) to receive a report on the status of the application to the Local Highways Panel in respect of the crossroads
 - b) Essex Police – Temporarily suspended (Covid-19)
 - c) Footpaths (Cllr. Quy)
 - i) to receive a report from Cllr. Quy and the Chairman regarding the footpaths guide

- d) Benches & Litter Bins (Cllr. Catt)
 - e) Village Planters (Cllr. Ward)
 - f) Tree Warden (Cllr. French)
 - g) TDALC (Cllr. Talbot)
 - h) District Council Report (Cllr's Talbot & White)
 - i) Website (Cllr. Lockwood)
 - j) Community Speed Watch (Cllr. Cooper) – All activities suspended (Covid-19)
- 16. Reports from Nominated Trusteeships / Representatives:**
To receive reports from the following (if applicable):
- a) Almshouses (Cllr. Sinclair)
 - b) Playing Field Charity (Cllr. Thomas)
 - c) Point Clear Community Association (Cllr. Blockley)
 - d) Village Hall (Cllr. Thomas)
 - e) St Osyth Priory & Parish Trust (Cllr. Grantham)
- 17. Footpath 29:**
To receive a report from the Chairman
- 18. Local Government Association - Model Member Code of Conduct Consultation**
To receive a report from the Clerk
- 19. Bonfires:**
To discuss bonfire nuisance and any action that could be taken
- 20. Mobile Food Vendors:**
To discuss mobile food vendors currently operating in the village and what action, if any, may be taken
- 21. Assistance to the Community:**
To receive reports from the Chairman, Cllr's Blockley and Thomas with regards to the deliveries to vulnerable people of prescriptions and groceries
- 22. Sponsorship of Hanging Baskets:**
To receive details of the sponsorship of the hanging baskets and information re the mounting of the pole baskets and the plinth of the village sign
- 23. Further Parish Matters:** *(exchange of information only)*