



# 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 Annual Meeting of St Osyth Parish Council will be held at St Osyth Village Hall at **7.00 pm on Thursday 17<sup>th</sup> June 2021.**

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 10<sup>th</sup> June 2021

*[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)	21/00635/OUT Mr & Mrs Greig Martins Grove Frowick Lane, St Osyth	Proposed outline permission to construct 25 boarding kennels with ancillary storage and cleaning space.
b)	21/00713/FUL Mr Deadman Tudor Restaurant 1 Seaview Terrace, St Osyth	Proposed demolition of existing restaurant building and replace with 1.5 storey restaurant. Ground floor to contain restaurant and food preparation area and first floor ancillary storage area to restaurant.
c)	21/00740/LUEX Mr A Goode 1 North Wall Point Clear Bay	Lawful Development Certificate for the commencement of planning permission TEN/97/1533 for the demolition of existing house and the construction of a new house.
d)	21/00786/LBC Mr Jeskins St Osyth Historical Society St Osyth Priory The Bury, St Osyth	Re-open original opening in Colchester Road Wall, form gate opening and install oak gate of ledged, boarded and lattice-braced form similar to the gate from the Rose Garden onto the Bury.

e)	21/00798/LBC & 21/00799/FUL Messrs R.A T.R D.R & A.I Sargeant St Osyth Priory The Bury St Osyth	Proposed change of use of the historic buildings to form function/wedding venue with supporting kitchen/serving facilities and guest accommodation with associated works and construction of a new car park.
f)	21/00831/LUEX Bourne Leisure Ltd Orchards Holiday Village Colne Way, Point Clear Bay	Proposed continued use as required of the gates on Mersea Road to provide entry/egress to an area for any purpose associated with the use and/or operation of The Orchards Holiday Park.
g)	21/00869/FUL Mr & Mrs Green 77 Dumont Avenue, St Osyth	Proposed rear extension and roof alteration works to form gable.

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) 14<sup>th</sup> May 2020 to 4<sup>th</sup> June 2021 *encl*
- b) Correspondence of 30<sup>th</sup> May 2021 from WHP Telecoms Ltd re Installation of 5G Mast
- c) Correspondence of 1<sup>st</sup> June 2021 from The Longfield Solar Farm Team re Longfield Solar Farm Project, Chelmsford

**5. Approval of Minutes:**

To approve as correct the Minutes of the Annual General Meeting of 20<sup>th</sup> May 2021 *encl*

**6. Approval of Minutes:**

To approve as correct the Minutes of the Ordinary Meeting of 20<sup>th</sup> May 2021 *encl*

**7. 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> May 2021

**8. Finance:**

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

- a) Approval of cheques for April & May 2021 *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 9<sup>th</sup> June 2021 *encl*

**d) Internal Audit:**

To receive the following documentation as directed by the Internal Auditor on 19<sup>th</sup> May 2021:

- i) Internal Audit Report for 2020/2021 *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 19<sup>th</sup> May 2021:

- i) Accounting statements & Annual Governance Statement *encl*
- ii) Balance Sheet for Year Ending 31<sup>st</sup> March 2021 *encl*
- iii) Supporting Reserves Reconciliation as at 31<sup>st</sup> March 2021 *encl*
- iv) Trial Balance for Current Year *encl*
- v) Bank Reconciliation Statement as at 31<sup>st</sup> March 2021 *encl*
- vi) Income & Expenditure Account for Year Ending 31<sup>st</sup> March 2021 *encl*

**9. Public Participation**

**10. Correspondence:**

To hear correspondence as listed:

- a) Email of May 2021 from a resident re development in Point Clear
- b) Correspondence of 5<sup>th</sup> June 2021 from a resident re Removal of Unauthorised Items from the Cemetery
- c) Correspondence of 6<sup>th</sup> & 7<sup>th</sup> June 2021 from a resident re Removal of Unauthorised Items from the Cemetery

**When giving their respective reports, Cllr's are reminded to adhere to the following times:**

**Parish Councillors – 2 Minutes**

**District Councillors – 3 Minutes**

**County Councillors – 5 Minutes**

**11. Reports from Committees:**

- a) To receive (in draft format) the Minutes of the Cemetery Committee meeting of 25<sup>th</sup> May 2021 *encl*

**12. Updates from Working Groups:**

To receive reports from the following:

- a) Blooms in St. Osyth
- b) Highways Working Party
  - i) to receive a report on the meeting of 16<sup>th</sup> June 2021 *notes to be distributed for 15<sup>th</sup> July 2021*
- c) Martin's Farm Park
  - i) to receive the notes of the meeting of 18<sup>th</sup> May 2021 *to follow*
- d) Playground, Youth & Open Spaces
  - i) to receive an update from the Chairman and Clerk with regards to Public Open Spaces Contributions in respect of the developments on St John's Road

**13. 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 2021 *encl*
- c) Footpaths (Cllr. Quy)
- d) Benches & Litter Bins
- 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 (if applicable)

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

To receive reports from the following (if applicable):

- a) St Osyth Almshouse Charity (Cllr. Sinclair)
- b) St Osyth Playing Field Charity (Cllr. Thomas)
- c) Point Clear Community Association (Cllr. Blockley)
- d) St Osyth Village Hall Management Committee (Cllr. Thomas)
- e) St Osyth Priory & Parish Trust (Cllr. Grantham)

- 15. Outline Design for Safety Improvements to the Crossroads:**  
To receive a report from the Chairman and Clerk on the meeting of 15<sup>th</sup> June 2021 with Cllr. Alan Goggin, ECC, David Gollop & Tom Eng, Essex Highways and Ben Cook, Independent Highways Consultant, with regards to the Outline Design for Safety Improvements to the Crossroads
- 16. Highways Devolution Grant Scheme:**  
To receive suggestions of possible locations for footway and pavement repairs using the Highways Devolution Grant
- 17. Approval of Standing Orders:**  
To receive, review and ratify the adoption of Standing Orders (adopted 19<sup>th</sup> July 2018), as recommended by the Finance Committee at the meeting of 8<sup>th</sup> June 2021 *emailed to Cllr's*  
*[Clerk to provide hard copy]*
- 18. Approval of Financial Regulations:**  
To receive, review and ratify the adoption of Standing Orders (adopted 21<sup>st</sup> November 2019), as recommended by the Finance Committee at the meeting of 8<sup>th</sup> June 2021 *emailed to Cllr's*  
*[Clerk to provide hard copy]*
- 19. Approval of Financial Risk Assessment:**  
To receive, review and ratify the Financial Risk Assessment as recommended by the Finance Committee at the meeting of 8<sup>th</sup> June 2021 *emailed to Cllr's*  
*[Clerk to provide hard copy]*
- 20. Casual Vacancy - Co-option of a Parish Councillor:**  
To receive an update from the Clerk
- 21. Review of OM-19-252:**  
To consider the Council's decision of 23<sup>rd</sup> March 2020 (OM-19-252 refers) as to whether the Parish Council, in its capacity as Sole Trustee of St Osyth Playing Charity, should remove the cricket square from Cowley Park and consider the sale of assets, including a lightweight roller, mowers and the cricket practice nests
- 22. Allocation of Local Council Tax Support Scheme (LCTSS) Grant to St Osyth Playing Field Charity:**  
To consider the recommendation of the Finance Committee of 8<sup>th</sup> June 2021, that the sum of £3,908.00, received by way of the LCTSS grant, be paid to St Osyth Playing Field Charity to help offset the cost of repairs to the pavilion
- 23. Exterior Maintenance of Cowley Park Pavilion:**  
To receive, consider and approve the preferred quotation for the exterior maintenance of the pavilion
- 24. Further Parish Matters: (exchange of information only)**