



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 the Annual 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 19th May 2022**

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 12th May 2022

[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 20th May 2021 *encl 2*
(Received & approved at the Ordinary Meeting of Thursday 17th June 2021)
6. **To appoint Committees and Sub Committees** *encl 3*
7. **To appoint Representatives to Outside Bodies**
8. **To report the payment of Annual Subscriptions and Memberships** *encl 4*
9. **Payment of Councillors Allowances** *[draft copy of draft public notice] encl 5*
- 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)	22/00611/FULHH Mr Korf 345 Point Clear Road, St Osyth	Proposed erection of rear dormer for additional habitable rooms and conversion of existing garage and boathouse to accommodate new living spaces.
b)	22/00662/LBC Messrs R.A T.R D.R & A.I Sargeant St Osyth Priory The Bury, St Osyth	Proposed internal changes following the grant of 21/00798/LBC to consolidate the kitchen operations upstairs and WCs downstairs in Darcy House East Wing (west end), in response to structural review.
c)	22/00728/TCA c/o Absolute Tree Services 7 Point Clear Road, St Osyth	2 Willow - pollard.
d)	22/00731/DISCON Mr R Clarke Longbarn, Blackwater Farm Lee Wick Lane, St Osyth	Discharge of conditions 3 (Vehicular Turning Facility), 5 (Biodiversity Enhancement Layout), 6 (Lighting Scheme) and 7 (Electric Vehicle Charging Point) of application 21/01910/FUL.
e)	22/00739/FULHH Mr R Clarke 30 St Clairs Road, St Osyth	Proposed single storey side and rear extension.
f)	22/00742/TCA Mr M Osborne 95 Mill Street, St Osyth	1 No. Elder - fell.
g)	22/00762/FULHH Mr T Mitchell Longcroft House, Bentley Road, St Osyth	Proposed ground and first floor extension to existing dwelling and new garage.
h)	22/00777/FULHH Mr G Simon 36 Botanical Way, St Osyth	Proposed demolition of existing garage, erection of single storey rear and side extension, render external facade and replace roof tiles.

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.

14. Planning Correspondence:

To hear correspondence in respect of Planning as listed:

- a) Tendring District Council (TDC) notification of Decisions (Determinations) for the period 15th April 2022 to 6th May 2022 *encl 6*
- b) Letter of 20th April 2022 and emails of 9th & 10th May 2022 respectively between St Osyth Parish Council and TDC re development at Cow Lane
- c) Letter of 25th April 2022 from TDC to St Osyth Parish Council the Bel-Air Chalet Estate and subsequent response of the Parish Council of 12th May 2022 *encl 7*
- d) TDC Temporary Event Notice TENOP-4369-22 of 9th May 2022 re Big Jubilee Picnic
- e) Letter of 9th May 2022 from St Osyth Parish Council to TDC Planning Team Leader re Planning Application 21/01000/FUL, St John's Nursery
- f) Letter of 11th May 2022 from TDC to St Osyth Parish Council re Planning Application 22/00665/FUL, Proposed Erection of a New Beacon at Cowley Park
- g) Letter of 11th May 2022 from St Osyth Parish Council to Ian Taylor, TDC Head of Public Realm, re allocation of Public Open Spaces Contributions (POSC) (s106)

15. Planning Application 21/01000/FUL (St John's Nursery/ 700 St John's Roads):

To receive a report from the Chairman and Clerk

16. Approval of Minutes:

To approve as correct the Minutes of the Ordinary Meeting of 21st April 2022 *encl 8*

17. Matters arising from the Minutes of the Ordinary Council Meeting:
To receive an update on matters arising from the meeting of 21st April 2022

18. Public Participation

19. Correspondence:
To hear correspondence as listed:

- a) Email of 14th April 2022 from Hattie White, The Conservation Volunteers re potential projects within St Osyth
- b) Letter of 14th April 2022 from St Osyth Women's Institute re planting of trees at Priory Meadow
- c) Letter of 24th April 2022 from Mr James McColl Smith re Platinum Jubilee Celebrations and the Peoples Club
- d) Email of 28th April 2022 from Essex County Council (ECC) re Great Bentley Primary School Expansion Consultation *encl 9*
- e) Redacted email of 21st April 2022 from Essex Police re Police response to a serious incident *encl 10*
- f) Letter of 6th May 2022 from Essex County Fire & Rescue Service (ECF&RS) Community Speed Watch (CSW) Coordinator re Calibration and use of SL700 device
- g) Email of 6th May 2022 from ECC Library Service Team re Essex Libraries Outreach Service
- h) Email of 6th May 2022 from Cllr. Lynda McWilliams, TDC Cabinet Member for Partnerships re Tendring Community Fund
- i) Card of 10th May 2022 from Aiden Hargreaves-Smith, Registrar & Bishop's Legal Secretary re Consecration of the Cemetery

20. Finance:
To approve cheques and payments, and receive balances as listed:

- a) Approval of cheques for April 2022 *encl 11*
- b) Balances
Current a/c: £174,796.69 *encl 12*
Deposit: £53,259.79 *encl 13*

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

21. Reports from Committees:
To receive (in draft format) the Minutes of the Finance Committee meeting of 4th May 2022 *encl 14 – to follow*

22. Updates from Working Groups:
To receive reports from the following (if applicable):

- a) Blooms in St. Osyth
- b) Highways Working Party
- c) Martin's Farm Park
- d) Playground, Youth & Open Spaces
 - i) to receive an update from the Clerk with regards to Public Open Spaces Contributions in respect of the developments at Melinda Lane

23. Reports from Representatives:
To receive reports from the following (if applicable):

- a) Essex County Council (Cllr. Goggin)
 - i) to receive the monthly report from Cllr. Goggin *encl 15 – to follow*
- b) Essex Police
 - i) to receive Crime Statistics for March 2022 *encl 16*
 - ii) to receive comparison statistics for January to March 2022 *encl 17*
- c) Footpaths (Chairman & Clerk)

- 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)
- 24. 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)
 - i) to discuss acceptance of the retention of the pavilion cladding, following the 6 month 'fade' as outlined by the manufacturer and Kendall Facility Management Ltd
 - c) Point Clear Community Association (Cllr. Blockley)
 - d) St Osyth Village Hall Management Committee (Cllr. Thomas)
 - e) St Osyth Priory & Parish Trust (Cllr. Grantham)
- 25. Safety Improvements to the Crossroads:**
To receive a report from the Chairman
- 26. Consecration of the Cemetery:**
To receive a report from the Chairman
- 27. Request to film within the Parish Cemetery:**
To receive a report from the Clerk *encl 18*
- 28. Co-option of a Councillor:**
To receive a report from the Chairman and Clerk
- 29. Village Litter Pick:**
To receive a report from the Chairman on the event planned for Saturday 21st May 2022
- 30. The Queen's Platinum Jubilee:**
To receive a report from the Chairman on the following:
- a) The lighting of Beacon on Thursday 2nd June 2022, to celebrate Her Majesty The Queen's Platinum Jubilee
 - b) The Big Jubilee Picnic to be held on Sunday 5th June 2022 at Cowley Park
 - c) To receive an update from the Chairman on the proposed copse to be planted on Cowley Park
- 31. Proposed Visit to St Osyth Priory:**
To receive a report from the Chairman on the proposed visit to view the restoration of the Abbot Vyntoner Lodging's the D'arcy House
- 32. Climate Change:**
- a) To acknowledge the requirement of the Parish Council to respond to Climate Change
 - b) To receive and discuss the Essex Climate Action Commission Residents Advice Pack *encl 19*
- 33. Further Parish Matters: (exchange of information only)**