



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 16th June 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 9th June 2022

[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. **Co-option of Vacant Seat:**
To receive an application and vote the candidate to the vacant seat on St Osyth Parish Council *encl 2*
4. **Internal Audit:**
To welcome Mr Martin Walsh, Responsible Financial Officer (RFO) to St Osyth Parish Council
5. **Finance:**
To approve cheques and payments, and receive balances as listed:
 - a) Approval of cheques for May 2022 *encl 3*
 - b) Balances

Current a/c:	£159,689.88	<i>encl 4</i>
Deposit:	£53,268.77	<i>encl 5</i>
 - c) **Internal Audit:**
To receive the following documentation as directed by the Internal Auditor on 13th May 2022:
 - i) Internal Audit Report for 2021/2022 *encl 6*
 - ii) Scope of Internal Audit for Parish & Town Councils *encl 7*
 - iii) Audit Plan to be approved *encl 8*
 - d) **Preparation for Audit Commission Report:**
To receive the following documentation as directed by the Internal Auditor on 13th May 2022:

- i) Accounting statements & Annual Governance Statement encl 9
- ii) Balance Sheet for Year Ending 31st March 2022 encl 10
- iii) Supporting Reserves Reconciliation as at 31st March 2022 encl 11
- iv) Trial Balance for Current Year encl 12
- v) Bank Reconciliation Statement as at 31st March 2022 encl 13
- vi) Income & Expenditure Account for Year Ending 31st March 2022 encl 14

6. Planning Applications received and comments made thereon:

	APPLICATION & ADDRESS	APPLICATION DETAIL
a)	22/00474/FULHH Ms K Routledge 8 Broadstrood, St Osyth	Proposed single storey rear extension, dropped kerb and garage to side (including the relocation of the side boundary fence).
b)	22/00696/FUL Haven Leisure Limited Orchards Holiday Village Colne Way Point Clear Bay	Proposed planning application for a new Burger King, a Container Bar, the erection of a jump tower and climbing wall and bungee trampolines.
c)	22/00730/FULHH Mr & Mrs Highfield Elton Grange, Rectory Road, St Osyth	Proposed erection of new workshop and new track to rear field.
d)	22/00817/DISCON 34 Broadstrood St Osyth c/o Bocking Homes, Thorpe Le Soken	Discharge of condition 3 (Hard and soft landscaping) of application 21/00375/FUL
e)	22/00884/DISCON Messrs R.A T.R D.R & A.I Sargeant St Osyth Priory The Bury, St Osyth	Discharge of conditions 3 (Car park and entrance landscaping), 10 (No water on highway), 16 (CMP) of application 21/00799/FUL.
f)	22/00908/FULHH Mr Sawyer 33 Eastern Promenade, Point Clear Bay	Proposed extensions and alterations to form first floor living accommodation overlooking the sea.

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.

7. Planning Correspondence:

To hear correspondence in respect of Planning as listed:

- a) Tendring District Council (TDC) notification of Decisions (Determinations) for the period 13th May 2022 to 3rd June 2022 encl 15

8. Approval of Minutes:

To approve as correct the Minutes of the Annual General Meeting of 19th May 2022 encl 16

9. Approval of Minutes:

To approve as correct the Minutes of the Ordinary Meeting of 19th May 2022 encl 17

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

To receive an update on matters arising from the meeting of 19th May 2022

11. Public Participation

12. Correspondence:

To hear correspondence as listed (if applicable):

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

- 13. Reports from Committees:**
To receive (in draft format) the Minutes of the Cemetery Committee meeting of 31st May 2022 *encl 18 – to follow*
- 14. Updates from Working Groups:**
To receive reports from the following (if applicable):
- a) Blooms in St. Osyth
 - b) Highways Working Party
 - i) to receive notes of the meeting of 24th May 2022 *encl 19 – to follow*
 - c) Martin's Farm Park
 - d) Playground, Youth & Open Spaces
 - i) to receive notes of the meeting of 31st May 2022 *encl 20 – to follow*
 - ii) to inform the Council of the request from Mr S Talbot to make representation to the Council at the meeting scheduled for 21st July 2022, in respect of Dumont Avenue Play Area
- 15. 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 21 – to follow*
 - b) Essex Police
 - i) to receive Crime Statistics for April 2022 *encl 22*
 - c) Footpaths (Chairman & Clerk)
 - i) to receive an update from the Clerk on the cutting of footpaths within the Parish
 - 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)
- 16. 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)
- 17. Safety Improvements to the Crossroads:**
To receive a report from the Chairman
- 18. Village Car Park:**
To receive a report from the Chairman & Clerk
- 19. The Queen's Platinum Jubilee:**
To receive a report from the Chairman and Clerk on the contribution of St Osyth Parish Council to the Queen's Platinum Jubilee in St Osyth
- 20. Proposed Visit to St Osyth Priory:**
To receive an update from the Chairman on the proposed visit to view the restoration of the Abbot Vyntoner Lodging's the D'arcy House
- 21. Sale of Playing Field Charity Assets:**
To receive a report from the Clerk on the possible sale of assets from Cowley Park

- 22. Potholes:**
To discuss the ever-increasing number of potholes within the Parish and discuss possible courses of action
- 23. Annual Parish Appraisal:**
To receive a report from the Chairman in respect of the Annual Parish Appraisal, scheduled for August 2022
- 24. Climate Change:**
 - a) To acknowledge the requirement of the Parish Council to respond to Climate Change
- 25. Further Parish Matters:** *(exchange of information only)*