



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 18th May 2023**

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 11th May 2023

[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. **To receive apologies absence & welcome new Councillors**
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 19th May 2022 *encl 2*
(Received & approved at the Ordinary Meeting of Thursday 16th June 2022)
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:

To receive planning applications as listed and comment thereon:

	APPLICATION & ADDRESS	APPLICATION DETAIL
a.	22/01410/FUL Mr & Mrs Highfield Elton Grange, Rectory Road, St Osyth	Proposed new stables following demolition of existing stables.
b.	23/00181/FUL Environment Agency The Promenade Belsize Avenue Jaywick	Construction of a new sea wall and a rock revetment to address tidal flood risk to the village of Jaywick. The new sea wall will be approximately 330m long and will be integrated into the existing Cockett Wick Sea wall. The rock revetment will be installed on the seaward side of the sea wall along a length of approximately 140m in order to protect the existing revetment from further deterioration.
c.	23/00495/FULHH Mr Korf 345 Point Clear Road Point Clear	Proposed conversion and renovation of boathouse to accommodate ancillary living space with two storey rear extension and first floor balcony with raised replacement monopitched roof.
d.	23/00517/LUPROP Miss M Ibbotson 95A Dumont Avenue, Point Clear	Proposed demolition of conservatory and replace with blockwork extension.
e.	23/00527/FULHH L Whitby Creek Cottage, Dairy Farm Meadow Point Clear	Proposed new roof to form additional living space.
f.	23/00542/FUL Mr C Gibbs Land West of Clay Lane, St Osyth	Proposed stationing of 5 self-contained holiday units and associated parking (resubmission of application 22/01991/FUL with design, layout and landscaping additions).
g.	23/00547/FUL Mr Hoult 225 Point Clear Road, Point Clear	Proposed sub division of site to form building plot and erection of three-bedroom detached bungalow including new vehicular access to serve new dwelling and the host property.
h.	23/00557/LUPROP Mr G Illott Edenhurst Oakmead Road, Point Clear	Proposed single storey rear extension. <i>For information only – no comment required.</i>

Please note all applications can be viewed on the Tendring District Council website.

14. Planning Correspondence:

To hear correspondence in respect of Planning as listed:

- a. Tendring District Council (TDC) notification of Decisions (Determinations) for the period 14th April 2023 to 5th May 2023 *encl 6*

15. Approval of Minutes:

To approve as correct the Minutes of the Ordinary Meeting of 20th April 2023 *encl 7*

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

To receive an update on matters arising from the meeting of 20th April 2023

17. Public Participation:

18. Correspondence:

To hear correspondence as listed (if applicable):

19. Finance:

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

- a. Approval of Income & Expenditure for April 2023
 - i. to receive a report from the Clerk
- b. Balances as at 30th April 2023
 - Current a/c: £196,320.44
 - Deposit: £53,508.53

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

20. Reports from Committees:

- a. Cemetery Committee
 - i. to receive an update from Cllr. Sinclair on the Commonwealth War Graves
 - ii. to receive a report from Cllr. Sinclair on the opening of the Cemetery Chapel for Father's Day
- b. Finance Committee
 - i. to receive a verbal report on the meeting of Wednesday 17th May 2023

21. 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
 - i. to receive notes of the meeting of 11th April 2023 *encl 8*
- d. Playground, Youth & Open Spaces
 - i. to receive a report from the Clerk on the use of Cowley Park skate park by Mr O Hulstrom

22. Reports from Representatives:

To receive reports from the following (if applicable):

- a. Essex County Council (Cllr. Goggin) *encl 9 – to follow*
- b. Essex Police (Cllr's Cooper & Kelly)
 - i. to receive Crime Statistics for March 2023 *encl 10 a-c – to follow*
 - ii. to receive comparison statistics for January to March 2023 *encl 10d*
- c. Footpaths (Cllr. Atkins)
- d. Benches (tbc)
- e. Litter Bins (Cllr. Ward)
- f. Village Planters (Cllr. Ward)
- g. Tree Warden (Cllr. French)
- h. TDALC (Cllr. Talbot)
- i. District Council Report (Cllr's Talbot & White)
- j. Website (Clerk)

23. 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)
 - i. to receive a report from Cllr. Thomas on the Quarterly Meeting of 27th April 2023
- e. St Osyth Priory & Parish Trust (Clerk)
 - i. to receive a report from the Clerk on the Priory Picnic held on Monday 8th May 2023

- 24. Co-option of a Councillor:**
To receive a report from the Clerk
- 25. Members' Code of Conduct and Disclosable Pecuniary Interests:**
- a. To receive and consider the invitation from Tendring District Council for all Town and Parish Council's to adopt the new Model Code of Conduct for Members (revised April 2023), adopted by the District Council with effect from May 2023 *encl 11a-b*
 - b. To receive updated Disclosable Pecuniary Interests (DPI) forms (Town and Parish Council) and guides, as distributed by Tendring District Council in accordance with the new Local Government Association's (LGA) Model Code *encl 12a-e*
- 26. Essex Police Councillors Advisory Pack:**
To receive guidance from Essex Police *encl 13*
- 27. Proposal for the Felling of Cricket Bat Willows:**
To receive a report from the Clerk and to consider the acceptance of a proposal from JS Wright & Sons Ltd
- 28. Use of Personal Water Craft (PWC) in Point Clear Bay:**
- a. To receive the notes of the meetings of 30th August and 13th September 2022 respectively *encl's 14 & 15*
 - b. To appoint a Councillor to act as the Council's representative in progressing the prevention of the anti-social use of Personal Water Craft (PWC) in the vicinity of Point Clear Bay, including Stone Point and Ray Creek
- 29. Corbeau Rally:**
To receive a report from the Clerk following the receipt of correspondence from Mr G Smith concerning a complaint in respect of the Corbeau Rally held on 23rd April 2023
- 30. The King's Coronation Commemorative Plaque:**
To receive information about, and consider the purchase of a Commemorative Plaque *encl 16*
- 31. Annual Parish Appraisal:**
To consider and agree a suitable date for the Annual Parish Appraisal
- 32. Climate Change:**
To acknowledge the requirement of the Parish Council to respond to Climate Change
- 33. Further Parish Matters:** (*exchange of information only*)