



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 St Osyth Parish Council will be held at St Osyth Village Hall at **7.00 pm on Thursday 15th June 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 8th June 2023

[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. Finance:

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

- a. Approval of payments for April 2023 *encl 2 a-c*
- b. Approval of payments for May 2023 *encl 3 a-c – to follow*
- c. Balances
Current a/c: £196,320.44 (April)
£186,825.37 (May)
Deposit: £53,569.46 (April)
£53,569.46 (May)

d. Internal Audit:

To receive the following documentation as directed by the Internal Auditor on 26th May 2023:

- i. Internal Audit Report for 2022/2023 *encl 4*
- ii. Scope of Internal Audit for Parish & Town Councils *encl 5*
- iii. Audit Plan to be approved *encl 6*

e. Preparation for Audit Commission Report:

To receive the following documentation as directed by the Internal Auditor on 26th May 2023:

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|--|----------------|
| i. Accounting statements & Annual Governance Statement | <i>encl 7</i> |
| ii. Balance Sheet for Year Ending 31 st March 2023 | <i>encl 8</i> |
| iii. Supporting Reserves Reconciliation as at 31 st March 2023 | <i>encl 9</i> |
| iv. Trial Balance for Current Year | <i>encl 10</i> |
| v. Bank Reconciliation Statement as at 31 st March 2023 | <i>encl 11</i> |
| vi. Income & Expenditure Account for Year Ending 31 st March 2023 | <i>encl 12</i> |

4. Planning Applications received and comments made thereon:

	APPLICATION & ADDRESS	APPLICATION DETAIL
a.	23/00542/FUL Mr C Gibbs Land West of Clay Lane St Osyth	Proposed stationing of 5 self-contained holiday units, a reception pod (including dog washing facilities for guests) with associated parking, hard and soft landscaping and boundary fencing (resubmission of application 22/01991/FUL to allow for design, layout and landscaping additions, and the addition of a reception pod).
b.	23/00671/FUL Mr C Gibbs The Little House, Clay Lane, St Osyth	Proposed replacement dwelling.
c.	23/00681/FUL H Carter High Birch Farmhouse High Birch Road, St Osyth	Construction of building containing two bedroom holiday let and two bedroom annexe (following demolition of existing redundant buildings).
d.	23/00707/LBC Messrs R.A T.R D.R & A.I Sargeant St Osyth Priory The Bury, St Osyth	Proposed internal fixtures and fittings pursuant to 22/00662/LBC.
e.	23/00743/TCA Mr D Ward 33 Mill Street, St Osyth	5 No. Conifers and 1 No. Spruce - Reduce height to 6ft. 1 No. Conifer and 1 No. Walnut - Fell to ground level.
f.	23/00749/NDPNOT St Osyth C of E Primary School Norman Close St Osyth	Application under Part 14, Class J of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for proposed solar PV systems, approx 231 panels with a total DC capacity across roofs of around 100 kWp.
g.	23/00750/FULHH Mrs J Martin Oakwood, Rectory Road, St Osyth	Proposed installation of single story rear extension with flat roof.
h.	23/00751/FULHH MR J Moore 46 Mill Street, St Osyth	Increased soffit overhang to new rear extension (retention of works not in accordance with 22/01669/FULHH).
i.	23/00754/FULHH Mr Brown 15 Withrick Walk, St Osyth	Proposed removal of existing garage and erection of single storey side extension.
j.	23/00758/VOC Mr Jordan The Coach House, 110 Colchester Road St Osyth	Application under section 73 of the Town and Country Planning Act, to allow a variation of condition 2 (Approved plans) of planning permission 19/00929/FUL to allow changes to approved landscaping.

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

5. Planning Correspondence:

To hear correspondence in respect of Planning as listed:

- a. Tendring District Council (TDC) notification of Decisions (Determinations) for the period 12th May 2023 to 2nd June 2023 *encl 13*
 - b. North Falls Offshore Wind Farm letter of 16th May 2023 re Statutory Consultation 16th May to 14th July 2023 - Section 42 of the Planning Act 2008 and/or Regulation 13 of the Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 *encl 14*
 - c. Email of 25th May 2023 from Tibbalds Planning and Urban Design Ltd re Hartley Gardens *emailed to Cllr's on 30th May 2023*
- 6. Approval of Minutes:**
To approve as correct the Minutes of the Annual General Meeting of 18th May 2023 *encl 15*
- 7. Approval of Minutes:**
To approve as correct the Minutes of the Ordinary Meeting of 18th May 2023 *encl 16*
- 8. Matters arising from the Minutes of the Ordinary Council Meeting:**
To receive an update on matters arising from the meeting of 18th May 2023
- 9. Public Participation:**
- 10. Correspondence:**
To hear correspondence as listed (if applicable):
- a. Email of 17th May 2023 from a resident of St Osyth re use of the Willow Plantation *encl 17 see agenda item 18*
 - b. Emails of 29th May and 7th June 2023 respectively from a resident of Lee-Over-Sands to Giles Watling, Member of Parliament for Clacton on Sea, and Essex Police re anti-social use of off-road motorcycles *encl 18*
 - c. Letter of 30th May 2023 from TDC re Garden Nuisance
 - d. Letter of 8th June 2023 from a resident re the lack of maintenance of verges within the village *encl 19 see agenda item 19*

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

- 14. Reports from Committees:**
- a. Cemetery Committee
 - i. to receive (in draft format) the Minutes of the Cemetery Committee meeting of 30th May 2023 *encl 20 to follow*
 - ii. to receive an update from Cllr. Sinclair on the Commonwealth War Graves Ceremony scheduled for Friday 16th June 2023
 - iii. to receive a report from Cllr. Sinclair on the opening of the Cemetery Chapel for Father's Day on Saturday 17th June 2023
 - iv. to receive a report from the Chairman in respect of Woodland Burials
 - b. Finance Committee
 - i. to receive (in draft format) the Minutes of the Finance Committee meeting of 17th May 2023 *encl 21*
- 15. Updates from Working Groups:**
To receive reports from the following (if applicable):
- a. Blooms & Planters
 - b. Highways Working Party
 - c. Martin's Farm Park
 - d. Playground, Youth & Open Spaces
 - i. to receive notes of the meeting of 5th June 2023 *encl 22*

16. Reports from Representatives:

To receive reports from the following (if applicable):

- a. Essex County Council (Cllr. Goggin) *encl 23 – to follow*
- b. Allotments (Cllr. Blockley)
- c. Dumont Luncheon Club (Cllr. Ward)
- d. Essex Police (Cllr's Cooper & Kelly)
 - i. to receive Crime Statistics for April 2023 *encl 24 a-c – to follow*
- e. Footpaths (Cllr. Atkins)
- f. Tree Warden (Cllr. French)
- g. TDALC (Cllr. Talbot)
- h. District Council Report (Cllr's Talbot & White)
- i. Website (Clerk)

17. 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 (Clerk)

18. Use of the Willow Plantation:

To discuss and consider the request to use an area of the Willow Plantation, as received

19. Maintenance of Greensward & Verges:

To discuss and consider how best to maintain the greenswards and verges within the village

20. General Power of Competence:

To agree that St Osyth Parish Council meets the eligibility criteria as set out in the Localism Act 2011 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, in order to exercise the General Power of Competence:

- a. the Council must resolve at a meeting that it meets the criteria for eligibility
- b. at the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected
- c. at the time that the resolution is passed, the Clerk must hold a recognised professional qualification (e.g. Certificate in Local Council Administration) and have passed the 2012 CiLCA (module 7) relating to the General Power of Competence

21. Dispensation Under Section 33 (a) to (e) of the Localism Act 2011:

To consider the delegation of authority to the Clerk for the granting of Dispensation in respect of Disclosable Pecuniary Interests *encl 25*

22. Councillor's Allowances:

To receive and consider a motion from Cllr. White for an increase to Councillor's Allowances

23. Committee/ Working Party Membership & Nominated Representatives:

To receive a report from the Chairman and to consider the revised membership and nominated representatives as listed *encl 26*

24. Co-option of a Councillor:

To receive a report from the Clerk and to agree the process for the co-option of a new Councillor

25. St Osyth Priory & Parish Trust:

To appointment a Councillor as the Council's representative to the Trust

- 26. Annual Parish Appraisal:**
To receive a report from the Chairman in respect of the Annual Parish Appraisal
- 27. Climate Change:**
To acknowledge the requirement of the Parish Council to respond to Climate Change
- 28. Further Parish Matters:** *(exchange of information only)*