



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 16th May 2024**

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 May 2024

[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 Meeting held 18th May 2023 *encl 2*
(Received & approved at the Ordinary Meeting of Thursday 15th June 2023)
- 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. To agree that Standing Orders, Financial Regulations and the Financial Risk Assessment be referred to the Finance Committee for review and consideration**
- 11. To review the Insurance Policy**
- 12. To review Deeds held by the Parish Council** *[available for inspection at meeting]*
- 13. To appoint a Responsible Financial Officer (RFO) and Independent Internal Auditor (IIA)**

14. Planning Applications received and comments made thereon:

	APPLICATION & ADDRESS	APPLICATION DETAIL
a.	24/00239/FULHH Mr P & Mrs C Harman 60 Oakmead Road, Point Clear	Householder Planning Application - single storey front extension and two storey side extension (re-submission of refused planning 23/01492/FULHH).
b.	24/00390/FUL Ms H Carter High Birch Farmhouse High Birch Road, St Osyth	Planning Application - Erection of two glamping pods together with associated hard and soft landscaping.
c.	24/00527/FULHH Miss Y Blunden 12 Longfields, St Osyth	Householder Planning Application - Single storey rear extension.
d.	24/00560/OUT Wellwick Farms Ltd c/o St Osyth Priory The Bury St Osyth	Outline Planning Application (Access/Layout/Design/Scale/Landscaping to be considered) - Outline planning application for the erection of 24 dwellings, with all matters reserved other than the use of access from Colchester Road (as consented under 20/01124/OUT), associated public open space, landscaping and all associated ancillary works.
e.	24/00636/FUL & 24/00619/LBC Mr R.A., T.R., D.R., A.I. Sargeant St Osyth Priory The Bury, St Osyth	Application for Listed Building Consent - taking down of a falling section of the boundary wall fronting the road in Mill Street and rebuilding it on a new reinforced concrete foundation to match the original appearance.
f.	24/00659/FULHH T Riley 9 Castle Way, St Osyth	Householder Planning Application - Rear dormer loft conversion and single storey rear extension (following demolition of existing conservatory).
g.	24/00623/AGRIC Mr C Gibbs The Stackyard Clay Lane, St Osyth	Prior Approval Application under Part 6, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for a basin-type design for the purposes of storing excess rainwater.
<i>For information only – no comment required.</i>		

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

15. Planning Correspondence:

To hear correspondence in respect of Planning as listed:

- a. Tendring District Council (TDC) notification of Decisions (Determinations) for the period 12th April 2024 to 3rd May 2024 *encl 6*
- b. Five Estuaries Offshore Wind Farm Project letter of 29th April 2024 re Registration as an Interested Party; Deadline - Friday 21st June 2024
- c. TDC email of 1st May 2024 re Appeal under Part 2 of the Town & Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009 re APP/P1560/W/24/3338935 (TDC 23/00924/TELCOM) Orchards Holiday Village, Point Clear Bay

16. Approval of Minutes:

To approve as correct the Minutes of the Ordinary Meeting of 18th April 2024 *encl 7*

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

To receive an update on matters arising from the meeting of 18th April 2024

18. Public Participation:

19. Correspondence:

To hear correspondence as listed (if applicable):

- a. Email of 30th April 2024 from Fenella Pearey, Senior Caseworker to Giles Watling, Member of Parliament for Clacton on Sea re fly-tipping
- b. Email of 8th May 2024 on behalf of TDC Corporate Information Manager re Freedom of Information (FOI) Response #2024-308 – Fly-tipping *encl 8*

20. Reports from Representatives:

To receive a report from Essex County Councillor Alan Goggin *encl 9 - to follow*

21. Finance:

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

- | | | | |
|----|--------------------------|--------------|--------------------|
| a. | Approval of payments for | March 2024 | <i>encl 10 a-c</i> |
| b. | Balances | Current a/c: | £197,375.36 |
| | | Deposit: | £53,950.78 |

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

22. Reports from Committees:

a. Finance Committee

- i. to receive (in draft format) the Minutes of the Finance Committee meeting of 24th April 2024
encl 11
- ii. to move acceptance of the recommendation in respect of staff salaries, as per F-24-007 c x

b. Personnel Committee

- i. to receive (in draft format) the Minutes of the Personnel Committee meeting of 1st May 2024
encl 12 – to follow

23. Updates from Working Groups:

To receive reports from the following (if applicable):

- a. Public Realm
- b. Highways Working Party
- c. Martin's Farm Park

24. Updates from Representatives:

To receive reports from the following (if applicable):

- a. Allotments (Cllr. Blockley)
- b. Community Matters & Well-being (Cllr. Venables)
- c. Essex Police (Cllr. Cooper)
 - i. to receive Crime Statistics for March 2024 *encl 13 a-b*
- d. Footpaths (Cllr. Atkins)
- e. Tree Warden (Cllr. Atkins)
- f. TDALC (Cllr's Sinclair & Talbot)
 - i. to receive a report from Cllr. Sinclair
- g. District Council Report (Cllr's Talbot & White)
 - i. to receive a report from Cllr's Talbot & White
- h. Website (Clerk)

- 25. Reports from Nominated Charity/ Trust Representatives:**
To receive reports from the following (if applicable):
- a. St Osyth Almshouse Charity (Cllr. Sinclair)
 - b. St Osyth Playing Field Charity (Clerk)
 - i. to receive a report from the Clerk on the Family Fun Day being held on Sunday 2nd June 2024
 - c. Point Clear Community Association (Cllr. Thomas)
 - i. to receive a report from Cllr. Thomas on the meeting of 25th April 2024
 - d. St Osyth Village Hall Management Committee (Cllr. Thomas)
 - i. to receive a report from Cllr. Cooper on the meeting of 25th April 2024
- 26. Use of Section 6 of the Cemetery:**
To receive a report from the Clerk
- 27. Anti-social Use of Personal Watercraft (PWC) in Point Clear Bay:**
To receive the notes of the meeting of 22nd April 2024 *encl 14 - to follow*
- 28. Witch Trial Memorial Campaign:**
To receive correspondence from the Manager of the Priory Education Centre, and, following the meeting of 18th April 2024, to consider supporting the campaign for a memorial within St Osyth *encl 15*
- 29. Village Litter Pick:**
To receive a report from the Clerk on the proposed litter pick on 18th May 2024, being organised by the St Osyth and Point Clear Rotary Club
- 30. D-Day 80 – 6th June 2024:**
- a. To receive a report from the Clerk on the lighting of the beacons at Cowley Park and Point Clear Bay, as part of the commemoration of the 80th Anniversary of the D-Day landings
- 31. Further Parish Matters: (exchange of information only)**

Future Meeting Dates: (information only)

Month	Date	Time	Committee	Location
May	20 th	9.30 am	Cemetery Committee	Committee Room
	29 th	9.15 am	Finance Committee	Committee Room
June	12 th	10.00 am	Public Realm	Committee Room
	20 th	7.00 pm	Ordinary Council Meeting	Village Hall Annex