



# 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 20<sup>th</sup> June 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 13<sup>th</sup> June 2024

*[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. **Presentation by St Osyth Primary School Eco Council:**  
To receive a presentation from appointed staff and pupils
4. **Planning Applications** received and comments made thereon:

	APPLICATION & ADDRESS	APPLICATION DETAIL
a.	<a href="#">24/00607/FUL</a> Executors of the Late Allen Powell Land at Lamb Farmhouse Colchester Road, St Osyth	Planning Application - Change of use of an agricultural building to be used ancillary to the adjacent dwelling known as 'Cheers Barn'
b.	<a href="#">24/00609/FULHH</a> Mr R Garwood 23 Johnson Road, St Osyth	Householder Planning Application - side extension to existing detached garage.
c.	<a href="#">24/00618/VOC</a> Mr Hooper Land adjacent to St Cleres Hall Lane St Osyth	Variation of Condition of 22/01100/FUL - New porch and window to existing approval.
d.	<a href="#">24/00633/FUL</a> Mr Capon Jingling Johnny, Dairy Farm Meadow Point Clear	Planning Application - Replacement dwelling and demolition of existing dwelling upon completion.

e.	<a href="#">24/00673/VOC</a> Wellwick Farm Ltd The Priory Estate, St Osyth	Application under Section 73 of the Town and Country Planning Act for Variation of Conditions 1 (Approved plans) and Condition 3 (Car parking and turning areas) of application 18/01476/DETAIL.
f.	<a href="#">24/00762/TCA</a> Ms J unknown 28 Point Clear Road, St Osyth	Trees in a Conservation Area Notification - Fell 1 x Holly Tree. Crown reduce 1 x Silver Birch Tree. Crown reduce 1 x Mountain Ash Tree. Fell 1 x Fir Tree.
g.	<a href="#">24/00795/TCA</a> Mr Smith 65 Clacton Road St Osyth	Trees in a Conservation Area Notification - To cut 1 x Holly Tree back to boundary.
h.	<a href="#">24/00796/WTPO</a> Mr A Herring Tan Cottage Daltes Lane St Osyth	Works related to Tree Preservation Order (94/00019/TPO) - To crown reduce 1 x Magnolia by 40%.
i.	<a href="#">24/00809/WTPO</a> Mr R unknown The Old Cottage, Daltes Lane St Osyth	Works related to Tree Preservation Order (94/00019/TPO) - To reduce 1 x Magnolia by 40%.
j.	<a href="#">24/00841/FULHH</a> Mrs Hyam & Mr Talbot 272 Point Clear Road, Point Clear	Proposed erection of single storey rear extension with 3no. glazed roof lanterns and flue (following demolition of conservatory).
k.	<a href="#">24/00803/OHL</a> Fisher German on behalf of UK Power Networks The Warren Cow Lane Point Clear	Overhead Lines Application - removal of multiple existing high voltage overhead lines and associated poles. Convert the existing pole into a H-pole by installing an additional pole adjacent to the existing with two new staywires.  <i>For information only – no comment required.</i>
l.	<a href="#">24/00807/OHL</a> Fisher German on behalf of UK Power Networks The Warren, Cow Lane, Point Clear	Overhead Lines Application - Install a new cable route.  <i>For information only – no comment required.</i>

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 10<sup>th</sup> May 2024 to 7<sup>th</sup> June 2024 *encl 2*

**6. Approval of Minutes:**

To approve as correct the Minutes of the Annual Meeting of 16<sup>th</sup> May 2024 *encl 3*

**7. Approval of Minutes:**

To approve as correct the Minutes of the Ordinary Meeting of 16<sup>th</sup> May 2024 *encl 4*

**8. Matters arising from the Minutes of the Ordinary Council Meeting:**

To receive an update on matters arising from the meeting of 18<sup>th</sup> May 2024

**9. Public Participation:**

**10. Correspondence:**

To hear correspondence as listed (if applicable):

- a. Email of 30<sup>th</sup> May 2024 from the Essex Association of Local Councils (EALC) re Essex County Council Climate Action Advice Packs *emailed to Cllr's on 14<sup>th</sup> June 2024*
- b. Email of 11<sup>th</sup> June 2024 from Clear Councils re cover in relation to employees/ volunteers and Council members

**11. Reports from Representatives:**

To receive a report from Essex County Councillor Alan Goggin *encl 5 - to follow*

**12. Finance:**

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

- |    |                          |              |                   |
|----|--------------------------|--------------|-------------------|
| a. | Approval of payments for | May 2024     | <i>encl 6 a-c</i> |
| b. | Balances                 | Current a/c: | £179,228.55       |
|    |                          | Deposit:     | £54,390.33        |

**c. Internal Audit:**

To receive and approve the following documentation as directed by the Internal Auditor on 17<sup>th</sup> May 2024:

- |      |  |               |
|------|--|---------------|
| i.   | Internal Audit Report for 2023/2024                | <i>encl 7</i> |
| ii.  | Scope of Internal Audit for Parish & Town Councils | <i>encl 8</i> |
| iii. | Audit Plan to be approved                          | <i>encl 9</i> |

**d. Preparation for Audit Commission Report:**

To receive and agree the following documentation as directed by the Internal Auditor on 17<sup>th</sup> May 2024:

- |      |  |                    |
|------|--|--------------------|
| i.   | Annual Governance Statement & Accounting statements                      | <i>encl 10 a-b</i> |
| ii.  | Balance Sheet for Year Ending 31 <sup>st</sup> March 2024                | <i>encl 11</i>     |
| iii. | Supporting Reserves Reconciliation as at 31 <sup>st</sup> March 2024     | <i>encl 12</i>     |
| iv.  | Trial Balance for Current Year   | <i>encl 13</i>     |
| v.   | Bank Reconciliation Statement as at 31 <sup>st</sup> March 2024          | <i>encl 14</i>     |
| vi.  | Income & Expenditure Account for Year Ending 31 <sup>st</sup> March 2024 | <i>encl 15</i>     |

**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:**

**a. Finance Committee**

- i. to receive (in draft format) the Minutes of the Finance Committee meeting of 29<sup>th</sup> May 2024 *encl 16*

**ii. Approval of Standing Orders:**

To receive, review and ratify the adoption of National Association of Local Councils (NALC) Standing Orders (as amended April 2022), adopted on 19<sup>th</sup> July 2018, as recommended by the Finance Committee at the meeting of 29<sup>th</sup> May 2024 *encl 17*

**iii. Addendum to Standing Orders:**

to receive, review and ratify the adoption of an addendum to Standing Orders in respect of Councillors attendance at meetings *encl 18*

**iv. Approval of Financial Regulations:**

to receive, review and ratify the adoption of new 2024 NALC Financial Regulations, as recommended by the Finance Committee at the meeting of 29<sup>th</sup> May 2024 *encl 19*

**v. Approval of Financial Risk Assessment:**

to receive, review and ratify the Financial Risk Assessment, approved by the Council on 17<sup>th</sup> August 2023, as recommended by the Finance Committee at the meeting of 29<sup>th</sup> May 2024 *encl 20*

**b. Cemetery Committee**

- i. to receive (in draft format) the Minutes of the Cemetery Committee meeting of 20<sup>th</sup> May 2024 *encl 21*

- ii. **Memorial Application:**  
to receive a report from the Clerk and to consider an application for a memorial (C-24-008 b refers)
- iii. to receive a report from the Clerk on the use of sheep within the Cemetery

**14. Updates from Working Groups:**

To receive reports from the following (if applicable):

- a. Public Realm
  - i. to receive a report on the installation of climbing walls at Cowley Park, Dumont Avenue and Priory Meadow
- b. Highways Working Party
- c. Martin's Farm Park
  - i. to receive the notes of the site meeting of 14<sup>th</sup> May 2024 *encl 22*

**15. 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 April 2024 *encl 23 a-b*
- d. Footpaths (Cllr. Atkins)
  - i. to discuss the formation of a Volunteer Working Party
- e. Tree Warden (Cllr. Atkins)
- f. TDALC (Cllr's Sinclair & Talbot)
  - i. to receive a report from Cllr's Sinclair & Talbot
- g. District Council Report (Cllr's Talbot & White)
  - i. to receive a report from Cllr's Talbot & White
- h. Website (Clerk)

**16. Reports from Nominated Charity/ Trust Representatives:**

To receive reports from the following (if applicable):

- a. St Osyth Almshouse Charity (Cllr. Sinclair)
  - i. to receive a report on the meeting of 4<sup>th</sup> May 2024
- b. St Osyth Playing Field Charity (Clerk)
- c. Point Clear Community Association (Cllr. Thomas)
- d. St Osyth Village Hall Management Committee (Cllr. Thomas)

**17. Request for a Sabbatical:**

- a. To receive and consider the request from Cllr. Moore that he be permitted to take a sabbatical from Council business until 1<sup>st</sup> October 2024

**18. Annual Parish Appraisal:**

To agree a date for the Annual Parish Appraisal

**19. Further Parish Matters: (exchange of information only)**

**Future Meeting Dates: (information only)**

Month	Date	Time	Committee	Location
June	26 <sup>th</sup>	9.15 am	Public Realm	Committee Room
July	17 <sup>th</sup>	9.15 am	Finance Committee	Committee Room
	18 <sup>th</sup>	7.00 pm	Ordinary Council Meeting	Dumont Hall