



ST OSYTH PARISH COUNCIL



The Village Hall, Clacton Road, St. Osyth, Clacton-on-Sea, Essex, CO16 8PE

Tel: 01255 821447 E-mail: clerk@stosyth.gov.uk Web: www.stosyth.gov.uk

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 15th May 2025**

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 May 2025

[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 to 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 16th May 2024 **encl 2**
(Received & approved at the Ordinary Meeting of Thursday 20th June 2024)
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.	25/00541/LBC Mr A Ozerin AM Realty Ltd 2 Spring Road, St Osyth	Application for Listed Building Consent - Addition of extract flue to rear and internal changes to facilitate use as a pizzeria.
b.	25/00542/FUL Mr A Ozerin AM Realty Ltd 2 Spring Road, St Osyth	Planning Application - Change of use from Class E (butchers) to Sui Generis (takeaway pizzeria) and erection of extract flue to rear.
c.	25/00600/FUL Mr Capon Jingling Johnny Dairy Farm Meadow, Point Clear	Planning Application - Retention of holiday dwelling.
d.	25/00624/FULHH Mr & Mrs Walker The Old House 27 Spring Road, St Osyth	Householder Planning Application - Part conversion of existing oak framed cart lodge garage to form an annex ancillary to the dwelling
e.	25/00649/FUL Mr R Gibbs Land off Heath Road St Osyth	Planning Application - Demolition of barn and replacement with a one bed self-build bungalow (in lieu of deemed Prior Approval for conversion of a barn in to a dwelling subject of application 24/01519/COUNOT)
f.	25/00672/VOC St Osyth Priory Estate Limited St Osyth Priory The Bury, St Osyth	Application under Section 73 of the Town and Country Planning Act for Variation of Condition 2 (Approved plans) and Condition 3 (Materials) of application 18/01596/FUL to change approved garage doors.
g.	25/00674/VOC St Osyth Priory Estate Limited St Osyth Priory The Bury, St Osyth	Application under Section 73 of the Town and Country Planning Act for Variation of Condition 2 (Approved Plans); Condition 3 (Phase 1 Approved Drawings); Condition 4 (Phase 2 Approved Drawings) of application 18/01166/FUL to allow for alteration of details of garage doors.

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 11th April 2025 to 2nd May 2025 **encl 6**

16. Approval of Minutes:

To approve as correct the Minutes of the Ordinary Meeting of 17th April 2025 **encl 7**

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

To receive an update on matters arising from the meeting of 17th April 2025

18. Public Participation:

19. Correspondence:

To hear correspondence as listed (if applicable):

- a. Email of 4th May 2025 re Allotments
- b. Letter of 6th May 2025 from the Ministry of Housing, Communities & Local Government re Allowances for Co-opted Councillors **encl 8**

20. Finance:

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

- a. Approval of payments for April 2025 **encl 9 a-c**
- b. Balances Current a/c: £140,537.49
Deposit: £150,000.00

When giving their respective reports, Cllrs are reminded to adhere to the following times:

Parish Councillors – 2 Minutes

District Councillors – 3 Minutes

County Councillors – 5 Minutes

21. Updates from Working Groups:

To receive reports from the following (if applicable):

- a. Public Realm
- b. Highways Working Party
 - i. to agree a date to discuss issues affecting the Parish and to consider inviting a representative of Essex County Council/ Essex Highways
- c. Martin's Farm Park
 - i. to receive a report from the Clerk

22. Updates from Representatives:

To receive reports from the following (if applicable):

- a. Essex County Council (Cllr. Alan Goggin) **encl 10 - to follow**
 - i. to receive an update of the repair of the Vehicle Activated Sign (VAS) on Point Clear Road
 - ii. to receive an update of the ownership of 2 x street lights in Chapel Lane
 - iii. to receive an update on the surface repairs to Mill Street and Point Clear Road
- b. Community Matters & Well-being (Cllr. Venables)
- c. Essex Police (Cllr. Cooper)
 - i. to receive Crime Statistics for March 2025 **encl 11 a-b**
- d. Footpaths (Cllr. Atkins)
- 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)
 - i. to receive a report from the Clerk

23. 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 6th May 2025
- b. St Osyth Playing Field Charity (Clerk)
- c. Point Clear Community Association (Cllr. Thomas)
 - i. to receive a report on the meeting of 14th May 2025
- d. St Osyth Village Hall Management Committee (Cllr. Thomas)

24. Further Parish Matters: (exchange of information only)

Future Meeting Dates: (information only)

Month	Date	Time	Committee	Location
June	4 th	9.30 am	Cemetery Committee	Committee Room
	4 th	11.00 am	Public Realm Working Party	Committee Room
	15 th	7.00 pm	Ordinary Council Meeting	Village Hall Annex