



# 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 19<sup>th</sup> June 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 12<sup>th</sup> June 2025

*[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. **Planning Applications** received and comments made thereon:

	APPLICATION & ADDRESS	APPLICATION DETAIL
a.	<a href="#">25/00510/ADV</a> City & Country St Osyth Priory, The Bury, St Osyth	Application for Advertisement Consent - Single 'Welcome' board behind railings on two posts displaying St Osyth Priory Logo and directions to main access and Marketing Suite.
b.	<a href="#">25/00664/FULHH</a> Mr S Levermore 37 Point Clear Road, St Osyth	Householder Planning Application - Single storey rear and side extension to form granny annexe.
c.	<a href="#">25/00685/FULHH</a> Mr C Bird 23 Tower Estate, Point Clear Bay	Householder planning application - First and second floor extension
d.	<a href="#">25/00701/FULHH</a> Mr & Mrs Dawson 241 Point Clear Road, Point Clear	Householder Planning Application - Single storey rear extension and relocation of front entrance door.
e.	<a href="#">25/00765/VOC</a> 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 Conditions 2 (Approved Plans), Condition 3, Condition 4, Condition 5 (Archaeological Works), and Condition 12 (Heritage) of application 24/01418/FUL to enable/allow adjustment to the planning consent to facilitate an area of hardstanding to the south of the Gatehouse and to discharge conditions relating to archaeology and fencing.
f.	<a href="#">25/00789/FULHH</a> E Sharp 115 Clacton Road, St Osyth	Householder Planning Application - Extensions and alterations to create two storey dwelling including raised roof, two-storey side extension, front bay and canopy.

g.	<a href="#">25/00797/FULHH</a> Mrs J Webb 18 D'arcy Road, St Osyth	Householder Planning Application - Single storey rear extension.
h.	<a href="#">25/00831/TCA</a> Ms L Unknown 7 Point Clear Road, St Osyth	Trees in a Conservation Area Notification - To reduce 2 x Willow Trees by 50%
i.	<a href="#">25/00845/TELLIC</a> OpenReach O/S 28 Manfield Gardens, St Osyth	Intention to install fixed line broadband apparatus. <b>For information only – no comment required.</b>
j.	<a href="#">25/00856/TELLIC</a> OpenReach O/S 35 Manfield Gardens, St Osyth	Installation of fixed line broadband apparatus. <b>For information only – no comment required.</b>
k.	<a href="#">25/00863/AGRIC</a> Mr C Gibson Land South of Heath Road St Osyth	Application to determine if prior approval is required under Part 6, Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for general purpose agricultural storage building. <b>For information only – no comment required.</b>

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

**4. Planning Correspondence:**

To hear correspondence in respect of Planning as listed:

- a. Tendring District Council (TDC) notification of Decisions (Determinations) for the period 9<sup>th</sup> May 2025 to 6<sup>th</sup> June 2025 **encl 2**
- b. Email of 14<sup>th</sup> May 2025 from Lighthouse Development Consulting re invitation to brief SOPC on the proposed Solar Farm at Clay Lane, St Osyth

**5. Approval of Minutes:**

To approve as correct the Minutes of the Annual Meeting of 15<sup>th</sup> May 2025 **encl 3**

**6. Approval of Minutes:**

To approve as correct the Minutes of the Ordinary Meeting of 15<sup>th</sup> May 2025 **encl 4**

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

To receive an update on matters arising from the meeting of 15<sup>th</sup> May 2025

**8. Public Participation:**

**9. Correspondence:**

To hear correspondence as listed (if applicable):

- a. Email of 9<sup>th</sup> May 2025 from Cllr. Mark Stephenson, Leader of TDC re update on Local Government Reorganisation **encl 5**
- b. Correspondence of 15<sup>th</sup> May & 5<sup>th</sup> June 2025 between St Osyth Parish Council (SOPC) and TDC re access to Martello Beach Holiday Park, Jaywick **encl 6 a-b**
- c. Emails of 15<sup>th</sup> May & 12<sup>th</sup> June 2025 from Chief Insp Stuart Austin, Tendring District Commander re introduction and visit to Great Bentley on 21<sup>st</sup> July 2025 **encl 7 a-b**
- d. Statement to the Members of 29<sup>th</sup> May 2025 from Charlene Slade, Chief Executive Officer of the Essex Association of Local Councils (EALC) **encl 8**
- e. Letter of 30<sup>th</sup> May 2025 from Essex County Council re Freedom of Information Request in respect of white lining **encl 9**
- f. Email of 4<sup>th</sup> June 2025 from Fisher Jones Greenwood Solicitors re change of status of St Osyth Village Hall Management Committee from Charity to a Charitable Incorporated Organisation (CIO) **see agenda item 14 d i**
- g. Letter of 4<sup>th</sup> June 2025 from SOPC to a resident re parking in the Cemetery **encl 10**
- h. Correspondence of 5<sup>th</sup> June 2025 between SOPC and a resident of Spring Road re voluntary clearance of litter in Church Square and Stone Alley
- i. Correspondence of 9<sup>th</sup> June 2025 from Karen Sinclair, Chairman of Point Clear Community Association (PCCA) re Annual Parish Grant
- j. Email of 11<sup>th</sup> June 2025 from TDC re Overview and Scrutiny at Tendring District Council **emailed to Cllr's on 13<sup>th</sup> June 2025**

**10. Finance:**

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

- |    |                          |              |                    |
|----|--------------------------|--------------|--------------------|
| a. | Approval of payments for | May 2025     | <b>encl 11 a-c</b> |
| b. | Balances                 | Current a/c: | £120,061.99        |
|    |                          | Deposit:     | £151,082.56        |

**c. Internal Audit:**

To receive and approve the following documentation as directed by the Internal Auditor on 16<sup>th</sup> May 2025:

- |      |  |                |
|------|--|----------------|
| i.   | Internal Audit Report for 2024/2025                | <b>encl 12</b> |
| ii.  | Scope of Internal Audit for Parish & Town Councils | <b>encl 13</b> |
| iii. | Audit Plan to be approved                          | <b>encl 14</b> |

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

To receive and agree the following documentation as directed by the Internal Auditor on 16<sup>th</sup> May 2025:

- |      |  |                    |
|------|--|--------------------|
| i.   | Annual Governance Statement & Accounting statements                      | <b>encl 15 a-b</b> |
| ii.  | Balance Sheet for Year Ending 31 <sup>st</sup> March 2025                | <b>encl 16</b>     |
| iii. | Supporting Reserves Reconciliation as at 31 <sup>st</sup> March 2025     | <b>encl 17</b>     |
| iv.  | Trial Balance for Current Year   | <b>encl 18</b>     |
| v.   | Bank Reconciliation Statement as at 31 <sup>st</sup> March 2025          | <b>encl 19</b>     |
| vi.  | Income & Expenditure Account for Year Ending 31 <sup>st</sup> March 2025 | <b>encl 20</b>     |

**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**

**11. Reports from Committees:**

- a. Cemetery Committee
- i. to receive (in draft format) the Minutes of the meeting of 4<sup>th</sup> June 2025 **encl 21 - to follow**

**12. Updates from Working Groups:**

To receive reports from the following (if applicable):

- a. Public Realm
- i. to receive the notes of the meeting of 4<sup>th</sup> June 2025 **encl 22**
- b. Highways Working Party
- i. to receive a report from the Clerk
- c. Martin's Farm Park
- i. to receive a report from the Clerk

**13. Updates from Representatives:**

To receive reports from the following (if applicable):

- a. Essex County Council (Cllr. Alan Goggin) **encl 23 - to follow**
- i. to receive an update on the surface repairs to Mill Street and Point Clear Road
- ii. to receive an update of the repair of the Vehicle Activated Sign (VAS) on Point Clear Road
- iii. to receive an update of the ownership of 2 x street lights in Chapel Lane
- iv. to receive an update on the access to Martello Beach Holiday Park, Jaywick via St Osyth
- b. Community Matters & Well-being (Cllr. Venables)
- c. Essex Police (Cllr. Cooper)
- i. to receive Crime Statistics for April 2025 **encl 24 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 on the meeting of 28<sup>th</sup> May 2025

- 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

**14. 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
- c. Point Clear Community Association (Cllr. Thomas)
  - i. to receive a report on the Annual General Meeting of 5<sup>th</sup> June 2025
- d. St Osyth Village Hall Management Committee (Cllr. Thomas)
  - i. as Custodian Trustee, to receive and consider the change of status of St Osyth Village Hall Management Committee from Chairty to a CIO

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

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

Month	Date	Time	Committee	Location
July	17 <sup>th</sup>	7.00 pm	Ordinary Council Meeting	Dumont Hall