



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 21st May 2026**

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 15th May 2026

[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 for absence**
- 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 15th May 2025 *encl 2*
(Received & approved at the Ordinary Meeting of Thursday 19th June 2025)
- 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. Public Participation:

To receive representations (if any) from members of the public

Any representation from members of the public should relate to items listed on the agenda.

Matters raised which are not listed on the agenda may, at the discretion of the Council, be discussed at a future meeting.

Members of the public are not permitted to join discussions or debate with Councillors.

15. Planning Applications:

To receive planning applications and comment thereon:

	APPLICATION & ADDRESS	APPLICATION DETAIL
a.	26/00374/FUL InPost UK Dumont Hall Dumont Avenue, Point Clear	Planning Application - Siting of an InPost Parcel Locker.
b.	26/00546/FUL Bourne Leisure Orchards Holiday Village Colne Way Point Clear Bay	Planning Application - Relocated pitch and putt clubhouse building, enhanced fishing lake facilities and installation of 97 bases for the siting of static holiday accommodation caravans with associated decking, access roads, landscaping, BNG mitigation and infrastructure works.
c.	26/00680/FULHH Mr B Hunt 702 St Johns Road, St Osyth	Householder Planning Application - Single storey side extension and dormer windows.
d.	26/00644/WTPO Mr Ackers Land South of The Leys Clay Lane, St Osyth	Works related to Tree Preservation Order (26/00008/TPO) - 1 no. (T4) Oak Tree - Removal of lower limb, in order to implement Prior Approval 26/00289/AGRIC.
e.	26/00736/TCA c/o Absolute Tree Services 78 Clacton Road, St Osyth	Trees in a Conservation Area Notification - To fell 1 x Acer to ground level. To reduce 1 x Acer Sycamore by 50%
f.	26/00745/TCA c/o Paul Thomas Tree Surgeons 95 Mill Street, St Osyth	Trees in a Conservation Area Notification - Prunus Insititia (1) to be felled to ground level. Prunus Insititia (2) to remove secondary stem.
g.	26/00719/LUPROP Mr K Pasik 225 Point Clear Road Point Clear	Application for Lawful Development Certificate for Proposed Use or Development for Non-Material change of use from C3 single family dwelling to C3b small children's care home for 2 children.
		<i>For information only – no comment required.</i>

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

16. Planning Correspondence:

To hear correspondence in respect of Planning as listed:

- Tendring District Council (TDC) notification of Decisions (Determinations) for the period 10th April 2026 to 8th May 2026 **encl 6**
- Essex County Council email of 21st April 2026 re build-up of traffic arriving at the Orchards Holiday Park
- TDC email of 30th April 2026 re painting of buildings within the Conservation Area
- TDC email of 6th May 20226 re signs affecting visibility at Pump Hill Garage
- TDC email of 6th May 20226 re advertising and fly-posting

17. Approval of Minutes:

To approve as correct the Minutes of the Ordinary Meeting of 16th April 2026 **encl 7**

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

To receive an update on matters arising from the meeting of 16th April 2026

19. Correspondence:

To hear correspondence as listed (if applicable):

- a. Exchange of emails of 23rd March, 14th April, 24th April and 13th May 2026 between a resident of Spring Road, SOPC and Essex Police re movement of abnormal loads (static caravans)
- b. TDC email of 13th April 2026 re Overview & Scrutiny Consultation **emailed to Cllr's on 15th May 2026**
- c. Email of 20th April 2026 from a resident of Point Clear re planning application 26/00546/FUL
- d. Email of 27th April 2026 from a family member of a resident injured in a fall on The Bury and the response of St Osyth Parish Council (SOPC) dated 28th April 2026
- e. Email of 28th April 2026 from Hybrid Ecology re bat survey in respect of T31 beech tree at St Osyth Cemetery
- f. Emails of 7th May and 12th May 2026 between St Osyth Parish and Bidwells/Bennett Homes re New Strategic Policy SAH9 - Development of land south of Clacton Road, St Osyth
- g. Letter (received 12th May 2026) from St Osyth Priory to Essex Highways re Mill Street Wall **encl 8**

20. Finance:

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

- | | | |
|-----------------------------|--------------|---------------|
| a. Approval of payments for | April 2026 | encl 9 |
| b. Balances | Current a/c: | £132,128.10 |
| | Deposit: | £152,946.64 |

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

21. Updates from Working Groups:

To receive reports from the following (if applicable):

- a. Public Realm
 - i. to receive a report from the Clerk on the repairs to the skate park at Cowley Park
- b. Highways Working Party
- c. Martin's Farm Park

22. Updates from Representatives:

To receive reports from the following (if applicable):

- a. Community Matters & Well-being (Cllr. Venables)
- b. Essex Police (Cllr. Cooper)
 - i. to receive Crime Statistics for March 2026 **encl 10 a-b - to follow**
- c. Footpaths (Cllr's Atkins & Hall)
- d. Tree Warden (Cllr. Atkins)
- e. TDALC (Cllr's Sinclair & Talbot)
- f. District Council Report (Cllr's Talbot & White)
 - i. to receive a report from Cllr's Talbot & White

23. 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 (Cllr. Thomas)
- c. St Osyth Village Hall Management Committee (Cllr. Thomas)
 - i. to receive a report on the meeting of 30th April 2026
- d. Point Clear Community Association (Cllr. Thomas)
 - i. to receive a report on the meeting of 21st April 2026

24. Councillors Training

To receive a report from the Clerk

25. Meeting Dates for June 2026 to May 2027:

To receive dates of Council Meetings for June 2026 to May 2027 **encl 11**

26. Maintenance of Parish Street Signs:

To receive areas of responsibility for the inspection of street signs *encl 12 - to follow*

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

Future Meeting Dates: *(information only)*

Month	Date	Time	Meeting	Location
May	27 th	9.30 am	Cemetery Committee	Committee Room
May	27 th	10.45 am	Public Realm	Committee Room
May	27 th	1.30 pm	Finance Committee	Committee Room
June	18 th	7.00 pm	Ordinary Meeting	Village Hall Annex