

Annual Council Meeting Agenda

I hereby give notice that the Annual Council Meeting of Little Oakley Parish Council will be held on Wednesday 13th May 2026 at 7.15pm in the Millennium Room, St Michaels Church, Ramsey.

All Members 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. Members of the public and the press are cordially invited to attend.

1. **Election of Chairman**
To elect a Chairman for the 2026/27 year
2. **Acceptance of Office by Chairman**
Chairman to Sign Declaration of Acceptance of Office
3. **Election of Vice Chairman**
To elect a Vice Chairman for the 2026/27 year
4. **Acceptance of Office by Vice Chairman**
Vice Chairman to Sign Declaration of Acceptance of Office
5. **Apologies for Absence**
To receive and accept apologies for absence
6. **Declaration of Interests**
To note any Disclosable Pecuniary or Personal Interests of Councillors
7. **Signing of the Minutes**
 - To receive and approve as a correct record the Minutes of the previous Annual Council meeting on 14th May 2025
 - To receive and approve as a correct record the Minutes of the Council meeting on 8th April 2026
8. **Schedule of Meetings 2026/27**
To agree meeting dates, times and venue(s) for the forthcoming Municipal year
9. **Appointments of Representatives**
To discuss and approve any Sub Committees and Working Groups, to appoint Members and Chairmen any other representatives on outside bodies

Ms Lucy Ballard

Clerk and Responsible Finance Officer

8th May 2026

10. Public Speaking

In accordance with Standing Order 3f there will be 15 minutes allocated for public speaking. Members of the public wishing to speak may do so for no more than 3 minutes (Standing Order 3g).

If you wish to have an answer to anything you would like to raise under this item, please inform the clerk of your question by Monday prior to the meeting otherwise your questions may not be answered at the meeting.

11. Standing Orders

To review and adopt Standing Orders for 2026/27

12. Code of Conduct

To review and agree Code of Conduct

13. Scheme of Delegation

To adopt Scheme of Delegation

14. Finance

- To consider and adopt Finance Committee Terms of Reference
- To receive the Finance Report and approve retrospective payments for April, payments for May 2026 and any fund transfers required.
- To confirm receipt of £465 s106 monies in relation to LOMC playpark springer repairs and agree to transfer to Saver account and credit the s106 EMR.
- To consider and approve further actions required in relation to banking mandate application ref: APP-516693.

15. Planning

To receive and discuss the following planning applications and determinations, and agree any comments to be submitted to the Planning Authority.

Applications:

[26/00514/FUL](#) – Construction of a self-build detached two-storey dwelling with associated parking and private amenity areas. Site known as 21A Mayes Lane, Ramsey.

[26/00618/WTPO](#) – Works related to Tree Preservation Order (10/00013/TPO) – T1 and T2 – 2x lime trees to be reduced by 30% and have ivy server from trees. T3 – 1x lime to have epicormic growth removed and dead wooding. St Mary's House, Clacton Road, Little Oakley.

[26/00610/DISCON](#) - Discharge of conditions application for 25/01694/FUL - Condition 5 (Construction Management) and Condition 10 (Biodiversity Net Gain Plan). Land off Hammond Drive.

Determinations:

[26/00255/FULHH](#) - Householder Planning Application - Part two storey part single storey rear extension and front porch. 25 Harwich Road Little Oakley Harwich Essex CO12 5JF

16. Subscriptions

To consider subscriptions for the forthcoming year:
Dunmow Training Ltd (T/a Council Wise) - £150