

Annual Council Meeting Minutes

Minute of the Annual Council Meeting held on Wednesday 13th May 2026 at 7.15pm in the Millennium Room, St Michaels Church, Ramsey.

Present: Cllrs Coates (Chair), Attrill, C Aubrey, J Aubrey, Griggs, Harbour, Lane, Pearce and Sanderson

Clerk: Ms Lucy Ballard

26/001 Election of Chairman

It was proposed by Cllr Griggs, seconded by Cllr Attrill and **RESOLVED** to elect Cllr Coates to the office of Chairman for the 2026/27 municipal year.

26/002 Acceptance of Office by Chairman

Cllr Coates accepted the position of Chairman and signed her Declaration of Acceptance of Office.

26/003 Election of Vice Chairman

It was proposed by Cllr Lane, seconded by Cllr Pearce and **RESOLVED** to elect Cllr Attrill to the office of Vice Chairman for the 2026/27 municipal year.

6/004 Acceptance of Office by Vice Chairman

Cllr Attrill accepted the position of Vice Chairman and signed his Declaration of Acceptance of Office.

26/005 Apologies for Absence

There were no absences. All present.

26/006 Declaration of Interests

None.

26/007 Signing of the Minutes

It was proposed by Cllr Attrill, seconded by Cllr Lane and **RESOLVED** to sign the minutes of the Annual Council Meeting held on 14th May 2025 as a true record.

It was proposed by Cllr Pearce, seconded by Cllr Attrill and **RESOLVED** to sign the minutes of the Council Meeting held on 8th April 2026 as a true record.

26/008 Schedule of Meetings 2026/27

It was proposed by Cllr Coates, seconded by Cllr Pearce and **RESOLVED** subject to the new venue cost for Full Council meetings being equal to or lower than the current venue donation, to agree the meeting dates, times and venue(s) for the forthcoming Municipal year. The new venue/times will be reviewed in November for the remainder of the year. Finance Committee meetings to remain at present venue.

Full Council:

10th June 2026; 8th July 2026; 9th September 2026; 14th October 2026; 11th November 2026; 13th January 2027; 10th February 2027; 10th March 2027.

Finance Committee:

7th October 2026; 5th May 2027.

Annual Parish Meeting: 7th April 2027

Annual Council Meeting: 12th May 2027

26/009 Appointment of Representatives

It was proposed by Cllr Coates, seconded by Cllr Harbour and **RESOLVED** to appoint members to the following roles and responsibilities:

Finance Committee – Cllrs Attrill, Coates, Griggs and Pearce
Planning – Cllrs Attrill, Coates and Pearce
Governance & Policy – Cllrs Attrill and Coates
Oakley Coronation Park – Cllrs Attrill, Coates, Griggs, Lane and Sanderson
Footpaths and Lighting – Cllrs Griggs, Harbour and Lane
Emergency Planning – Cllrs Attrill and Sanderson
LOMC Playground – Cllrs Attrill, Griggs, Lane, Pearce and Sanderson
TDALC – Cllr Harbour
Website & Social Media – Cllr Attrill

26/010 Public Speaking

There were no public present.

26/011 Standing Orders

Standing Orders were reviewed and updates discussed, which were amendments to sections 14 and 18 and to change the term 'chairman' to 'chair'. It was proposed by Cllr Coates, seconded by Cllr Attrill and **RESOLVED** to adopt Standing Orders as proposed for the 2026/27 municipal year.

26/012 Code of Conduct

The Members Code of Conduct was reviewed and acknowledged that the current code did not align with that of the district council owing to the need for mandatory training which members have yet been unable to partake in. It was proposed by Cllr Coates, seconded by Cllr Pearce and **RESOLVED** to continue with the current Code of Conduct for the 2026/27 municipal year with a view to seeking training to enable adoption of TDC's current Code.

26/013 Scheme of Delegation

Members reviewed a proposed Scheme of Delegation to the clerk. It was proposed by Cllr Coates, seconded by Cllr Lane and **RESOLVED** to adopt the Scheme of Delegation to be reviewed in May 2027.

26/014 Finance

- Members considered Terms of Reference for the Finance Committee. It was proposed by Cllr Coates, seconded by Cllr Attrill and **RESOLVED** to adopt the Terms of Reference to be reviewed in May 2028.
- Members received the Finance Report and it was proposed by Cllr Coates, seconded by Cllr Pearce and **RESOLVED** to approve retrospective payments for April, payments for May and a £1500 transfer of funds from the Saver Account.
- Members noted receipt of the s106 monies in relation to LOMC playpark springer repairs and it was proposed by Cllr Coates, seconded by Cllr Griggs and **RESOLVED** to transfer £465 to the Saver Account and credit the s106 EMR.
- Members considered further action needed in relation the banking mandate application APP-516693. It was proposed by Cllr Griggs, seconded by Cllr Pearce and **RESOLVED** to nominate Cllr Coates as a banking signatory.

26/015 Planning

Members discussed the following applications and determinations.

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. Members agreed to submit a comment of **No Objection** (Supportive stance).

[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. There was extensive discussion regarding land ownership and responsibility for maintenance of the trees and whilst only the T3 was scheduled for works, it was agreed the T1 and T2 would assist in reducing shading to the occupants of St Mary's House. Members agreed to submit a comment of **No Objection** (Supportive stance), with works on the T1 and T2 to be carried out and funded by the owners of St Mary's House with no works to commence prior to September.

[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. **Noted.**

It was proposed by Cllr Coates, seconded by Cllr Lane and **RESOLVED** to submit comments to the planning authority.

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. **Noted.**

26/016 Subscriptions

Members considered subscriptions for the forthcoming year and it was proposed by Cllr Coates, seconded by Cllr Attrill and **RESOLVED** Not to proceed.

The meeting closed at 8.47pm.