

Little Oakley Parish Council

Email: clerk@littleoakleypc.org.uk

Minutes of the Parish Council Meeting held on Wednesday 11th February 2026 in the Millennium Room, St Michael's Church, Ramsey starting at 7:15pm.

Ms Lucy Ballard
Clerk and Responsible Finance Officer

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

Also in attendance: Lucy Ballard (Clerk/RFO) and County Councillor Dan Land

Members of the Public: There were no members of the public present.

25/103 Public Announcements

There were no public announcements.

25/104 Apologies for Absence

Retrospective apologies were received from Cllr Lane owing to a death of a friend.

25/105 Declarations of Interests

None

25/106 Signing of the Minutes

It was proposed by Cllr Coates, seconded by Cllr Griggs and **RESOLVED** to approve the minutes of the Full Council Meeting of Wednesday 14th January 2026 as a true record.

25/107 Public Speaking

There were no public present.

25/108 Report from District Councillor Bush

No report due to absence.

25/109 Report from County Councillor Land

Cllr Land introduced himself. He said it had been an interesting 5 years at ECC and had endeavoured work hard for the benefit of his residents. He has been focussing currently on the issues of concern at the Oakley Coronation Park in relation to access rights and encroachment of land. He's chased up ECC's agents but has received no response. In referencing the potential for raising a complaint, Cllr Land said there was a portfolio holder for legal and would investigate who that is as a potential avenue for further enquiry.

He reported that the county council elections will be taking place on 7th May, with elections for seats on the unitary council taking place in 2027.

Cllr Land reported that 'Pothole' season was upon us. He is happy to have any potholes referred to him for actioning, alternatively, residents and councillors can contact Essex County Highways directly to report them. Upon meeting set criteria, the teams will come out within 2 hours, even out of hours. An additional crew will be taken on to mobilise teams quickly and address the growing number of potholes on the roads. He's hoping to tackle resurfacing needs across his entire division and he's going to push for a stretch throughout Little Oakley to be resurfaced. He also sat on the CIF

panel which considered an application from the council, which he hopes will be viewed favourably. A response should be received by the council very soon.

25/110 SLCC Membership

It was proposed by Cllr Coates, seconded by Cllr Attrill and **RESOLVED** to renew the annual membership for the clerk at a cost of £56.88 and to reimburse this cost to Harwich Town Council since this has already been paid by that authority.

25/111 Finance

Previously circulated.

- It was proposed by Cllr Coates, seconded by Cllr Pearce and **RESOLVED** to approve the retrospective direct debits for January 2026 and authorise the payments and expenses for February and projected payments for March 2026.
- There was a requirement for £1000 to be transferred from the saver account to facilitate the above payments. Cllr Coates proposed, Cllr Pearce seconded and it was **RESOLVED** to authorise the transfer.
- Cllr Attrill had no further update on the CIF application, referred to by Cllr Land, which was submitted on 19th November for the sum of £6992 for a youth shelter. 27th February is the deadline for informing applicants and this will be reported on at the March meeting.
- Members reviewed the new draft Financial Regulations and following a number of checks and questions, it was proposed by Cllr Coates, seconded by Cllr Pearce and **RESOLVED** to adopt the Financial Regulations and review on an annual basis.
- Cllr Griggs briefed all on the measures needed to amend the banking mandate as per reference APP-493694, following the change in clerk. It is a requirement that two members sign to enact this amendment, following which two additional signatories will be added to the mandate as recommended by Unity. It was proposed by Cllr Coates, seconded by Cllr Attrill and **RESOLVED** to update the key contact to the current clerk, Lucy Ballard, as authorised by Cllrs Richard Griggs and Nicky Coates and nominate Cllrs Coates and C Aubrey as additional signatories to the account for authorisation purposes. This would be in addition to the clerk and Cllr Attrill's access for payment set up.

25/112 Planning Applications

[26/00021/FULHH](#) - Householder Planning Application - Proposed two storey and single storey rear extension, 35 Mayes Lane. This application was determined prior to the meeting so was **noted**.

[26/00003/FULHH](#) Householder Planning Application - Erection of single storey rear and side extension (following demolition of existing single storey rear extension), 112 Rectory Road.

A previous application for this property was determined as an overdevelopment and revised plans show a significant reduction in the size of the extension as well as an improvement in the finish. It was noted that the access for the neighbouring property was a civil matter and not for the planning authority. It was proposed by Cllr Coates, seconded by Cllr Pearce and **RESOLVED** To submit a supportive comment of no objection, particularly on the finishes, although to comment that the proposed build is very close to a river with the potential for flooding.

Determinations

None

25/113 Notification of Conclusion of Audit 2024/25

Members acknowledged the conclusion of the audit for 2024/25 and considered points raised under part 3 of the AGAR. The clerk briefed members on a suggested plan to address the points to ensure similar comments weren't received on the 2025/26 AGAR. It was proposed by Cllr Coates, seconded by Cllr Griggs and **RESOLVED** to accept the plan to address points raised by the external auditor.

25/114 Oakley Coronation Park

- Cllr Coates confirmed that a site meeting had been arranged with the headteacher of St Michael's Academy on 27th February, to discuss anti-rabbit fencing options and encourage engagement from the school council in relation to possible additions to the play area.
- Members considered a proposal by Finding Fitness to apply for funding for new play equipment. Members preferred the 'Monkey Challenge' and discussed the measures needed to proceed. It was proposed by Cllr Attrill, seconded by Cllr Pearce and **RESOLVED** to proceed with an application for funding for the 'Monkey Challenge' equipment and commence the with necessary community engagement.

25/115 St Mary's Churchyard

Cllr Coates briefed members on the curtailment of the clearance works and that a meeting had been arranged with the occupants of St Mary's House on 20th February to discuss concerns. The outcome of the meeting will be reported on at the next meeting.

25/116 Lodge Road/Recycling Area

The clerk has received no communication from TDC of their plans to repair the fencing or the timescale thereof and had chased up a response but no reply had yet been received. This can be reported as either fly-tipping or rubbish. The clerk agreed to chase up a response.

25/117 Electricity

There was no update and this would be deferred to the next meeting.

25/118 Little Oakley Memorial Club/Meeting Venue

Members discussed the potential new meeting space. Initial discussion took place in the latter part of 2025 but at present, the venue was in use at the usual time of the council meetings. (Wednesdays up to 8.30pm). Members discussed the possibility of moving the day of the meeting. It was proposed by Cllr Coates, seconded by Cllr Griggs and **RESOLVED** to follow up with the Memorial Club to discuss availability for Wednesday evenings at 7.30pm on at 7pm on any other day of the week.

25/119 Assertion 10

- Members were briefed on the new assertion which would feature on the AGAR for 2025/26 and the measures to be taken to ensure the council was compliant, including a quotation from the current web host to create a new gov.uk domain and individual councillor emails. It was proposed by Cllr Coates, seconded by Cllr Harbour and **RESOLVED** to proceed with the necessary measures at an initial cost of £320 with the annual web hosting cost increased to £325 to be expended from the IT budget with any overspends being expended from the EMR.
- Members reviewed the new draft IT Policy and it was proposed by Cllr Coates, seconded by Cllr Attrill and **RESOLVED** to adopt the IT Policy and review every 2 years.

25/120 Traffic in Mayes Lane

Members discussed concerns raised by a local resident regarding the increase in volume and speed of traffic with a suggestion for traffic calming measures to be implemented. The County Councillor could be approached to request a traffic survey as a first measure. With the new and proposed developments in the area, this issue can only be exacerbated. It was proposed Cllr Coates, seconded by Cllr Pearce and **RESOLVED** To write to Essex County Highways (via County Councillor Dan Land) to request a traffic survey in Mayes Lane.

25/121 Play Inspection

Members considered a quotation to carry out the annual play inspection for the Memorial Club Play Area and Coronation Park Play Area. It was proposed by Cllr Coates, seconded by Cllr Attrill and **RESOLVED** to accept the quote of £193 by The Play Inspection Company.

25/122 MHCLG Letter

Members acknowledged receipt of correspondence received via TDALC in relation to the Tendring District Local Plan, the targets for which were objected to via TDALC members. Cllr Harbour explained that the changes would see the number of new homes almost double. Cllr Coates said that whilst there are no additional properties planned for Little Oakley, the impact on the village from those being built in neighbouring parishes could be significant. She referred to the new standard of assessing housing needs and would be interested in the methods they're using to determine this. Cllr Harbour said they're using the latest census as well as council tax records to determine need in a particular area. The Senior Planning Policy Officer has been invited to attend the APM this year and the public consultation for Harwich is on 11th March at the 1912 Centre.

25/123 Items for Next Agenda

- Model Publication Scheme
- Data Protection Policy and Retention Policy
- CIF application
- Oakley Coronation Park meeting update
- St Mary's Churchyard meeting update
- Lodge Road/Recycling area
- Electricity
- Social Media Policy

25/124 Exclusion of Public and Press

It was agreed that there was no longer a requirement to move discussions into Confidential Business.

The meeting was concluded at 9.05pm.

Date, Time and Venue of Next Meeting

Wednesday 11th March 2026, 7:15pm – Full Council