

Little Oakley Parish Council

Email: clerk@littleoakleyparishcouncil.gov.uk

Minutes of the Parish Council Meeting held on Wednesday 8th April 2026 in the Millennium Room, St Michael's Church, Ramsey starting at 8:19pm.

Ms Lucy Ballard

Clerk and Responsible Finance Officer

Present: Cllrs Coates (Chair), Attrill, Griggs, Harbour, Lane, Pearce and Sanderson.

Clerk: Lucy Ballard (Clerk/RFO)

Also in attendance:

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

25/145 Public Announcements

There were no public announcements.

25/146 Apologies for Absence

It was proposed by Cllr Coates, seconded by Cllr Pearce and **RESOLVED:** to accept the apologies from Cllrs C Aubrey and J Aubrey.

25/147 Declarations of Interests

None

25/148 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 11th March 2026 as a true record.

25/149 Public Speaking

None

25/150 Report from District Councillor Bush

No report due to absence.

25/151 Report from County Councillor Land

No report due to absence.

25/152 Finance

Previously circulated.

- It was proposed by Cllr Coates, seconded by Cllr Pearce and **RESOLVED** to authorise the payments for April 2026.
- There was a requirement for £1000 to be transferred from the saver account to facilitate the above payments. Cllr Coates proposed, Cllr Attrill seconded and it was **RESOLVED** to authorise the transfer.

- It was proposed by Cllr Attrill, seconded by Cllr Pearce and **RESOLVED** to transfer the value of the CIF grant of £6992 from the current account to the saver account and earmark it for the OCP improvement works.
- Cllr Griggs updated members on the measures taken to update the banking mandate to add two new signatories. There has been little progress but he is working with Unity and councillors to ensure the correct process. One further signatory is required to ensure the requisite number which will then allow the council to add a third signatory which will require a new resolution for the bank's purposes.
- Members noted expenditure approved under delegated authority to the value of £250 for urgent works to the dangerous Lime Tree at St Mary's Churchyard. A date is awaited for the works.

25/153 Planning Applications

[26/00378/NOTIF](#) - Notification under the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for a small 5 pitch site taking caravans, motorhomes and trailer tents for members of the Caravan and Motorhome Club for recreational purposes only. Foulton Hall Farm 100 Harwich Road Little Oakley. Cllr Attrill confirmed that this property fell in the neighbouring parish of Ramsey and Parkeston.

Determinations

Members **noted** applications as determined by the Planning Authority:

[26/00378/NOTIF](#) – application closed

25/154 Policies for Review and Adoption

Members reviewed the following new policies for adoption by the council:

- IT Policy

It was proposed by Cllr Coates, seconded by Cllr Attrill and **RESOLVED** to adopt the revised IT Policy and to update the Social Media policy, if necessary, when it's reviewed in 2027.

25/155 Risk Assessment

Members reviewed the Risk assessment following corrections made under MIN 25/135.

It was proposed by Cllr Coates, seconded by Cllr Griggs and **RESOLVED** to adopt the Risk Assessment and accept the measures taken to mitigate risk.

25/156 Oakley Coronation Park

- Cllr Coates provided an update the proposals to address burrowing rabbits. Cllr Attrill has applied to Essex CC for permission to install the fencing required. An outcome is awaited and will be reported to members in due course.
- Cllr Attrill reported that he'd arranged a site meeting for a further quotation for play equipment but that had been postponed with a new date being arranged. A quote is expected in due course. He and the clerk have registered with the Contracts Finders service as it may be necessary to post the opportunity on there. In terms of planning permission, it was confirmed that play structures cannot exceed 4m in height or 200 cubic metres in capacity under Part 12 Class A of the General Permitted Development Order.
- Cllr Coates informed members that Cllr Land is pushing Essex CC legal team to engage with LOPC to address the various issues on the site.

25/157 St Mary's Churchyard

- Cllr Coates provided an update in relation to proposals to facilitate better accessibility of the site following a meeting with the occupants of St Mary's House on 20th February. With some concern over the proposals, it has become necessary to arrange a further site meeting with both the owner of St Mary's House and the landowner of the neighbouring land. It was agreed that in addition to any proposed works, further maintenance may be needed but without becoming a financial burden on the council.
- Members considered the quotation received for works to trees in the churchyard. In considering initial comments from the occupants of St Mary's House, including privacy, it was believed that this could be maintained by encouraging the hedgerow to thicken, which could be achieved by the removal of the small tree at the front of the churchyard. It was agreed to defer full consideration until a further site meeting had taken place.

25/158 Lodge Road/Recycling Area

The clerk has requested the bin is reinstated at the recycling area but a reply is yet to be received.

25/159 Little Oakley Memorial Club/Meeting Venue

A site visit was arranged with the clerk and Cllrs Coates and Attrill to view the premises, followed by a further visit to see the room all set up. The venue appeared to meet all the requirements for the council in terms of room size, layout and facilities and parking and it was unlikely to cost any more than the donation paid for the current venue.

25/160 Traffic in Mayes Lane

It was confirmed that the sensor strips had been sited and the speed survey was in progress. An outcome is awaited.

25/161 Litter Picking

The clerk sent a letter of thanks to Katy Cocker and a collection was organised to send some flowers as a gesture of the council's gratitude for her years of service to the village. Cllr Attrill was thanked for organising this and will follow up with Katy for the collection of the equipment.

25/162 Items for Next Agenda

- Scheme of Delegation
- Finance Committee Terms of Reference
- Electricity
- Code of Conduct
- Standing Orders
- Lone Worker Policy
- St Mary's Churchyard tree quotation.

The meeting was concluded at 9.15pm.

Date, Time and Venue of Next Meeting

Wednesday 13th May 2026, 7:15pm – Annual Meeting