



ST OSYTH PARISH COUNCIL

Minutes of the Annual Meeting of the Council held at St Osyth Village Hall on Thursday 15th May 2025 at 7.00 pm



PRESENT: Chairman: Cllr. Karen Sinclair, Vice-Chairman: Cllr David Cooper
Cllr's Clive Atkins, Alma Blockley, Harvey Cohen Ray French,
Michael Talbot, Michele Thomas, Catherine Venables & John White

APOLOGIES: Cllr. Susan Ball (Holiday)

NOT PRESENT: Cllr. Jake Moore

MINUTES: Neil Williams (Parish Clerk)

PUBLIC PRESENT: Four

AGM-25-001 ELECTION OF THE CHAIRMAN OF THE COUNCIL:

The Clerk called for nominations. Cllr. Talbot moved that Cllr. Sinclair be nominated as the Chairman of the Council. The nomination was seconded by Cllr. French. Members unanimously agreed that Cllr. Sinclair be elected Parish Council Chairman for 2025/2026. Cllr. Sinclair accepted the post and duly signed the Declaration of Acceptance of Office.

RESOLVED: That Cllr. Karen Sinclair be elected Chairman of the Parish Council for 2025/2026.

AGM-25-002 ELECTION OF THE VICE-CHAIRMAN OF THE COUNCIL:

The Chairman called for nominations for the appointment of Vice-Chairman. Cllr. Thomas moved that Cllr. Cooper be nominated as the Vice-Chairman of the Council, the nomination being seconded by Cllr. Venables. Members unanimously agreed that Cllr. Cooper be elected Vice-Chairman of the Parish Council for 2025/2026. Cllr. Cooper accepted the post and duly signed the Declaration of Acceptance of Office.

RESOLVED: That Cllr. David Cooper be elected Vice-Chairman of the Parish Council for 2025/2026.

AGM-25-003 WELCOME TO NEW COUNCILLORS:

The Chairman welcomed Cllr. Harvey Cohen to his first meeting as a member of the Parish Council.

- a. The Clerk informed the Council that due to having had holidays booked prior to applying for co-optation onto the Council, Mrs Judith Wall had offered her apologies for both the May and June meetings. The Clerk stated that Mrs Wall would sign her Declaration of Acceptance of Office at the meeting scheduled for 21st July 2025.

AGM-25-004 MEMBERS DECLARATION OF INTEREST:

The Chairman advised Councillors, that under Section 31 of the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, they had a responsibility to declare any Pecuniary or Non-Pecuniary Interests in any matter to be discussed.

AGM-25-005 MINUTES:

Having already been signed by the Chairman, at the Ordinary Council Meeting of 20th June 2024, as being a true and accurate record, the Minutes of the Annual Meeting of 16th May 2024 (OM-24-036 refers) were noted.

AGM-25-006 STATUTORY COMMITTEES, WORKING PARTIES & NOMINATED REPRESENTATIVES:

The list of Committee and Working Party membership, and Council representatives to other organisations, having been circulated prior to the meeting, the Chairman enquired as to whether any Councillors wished to change their membership or appointments as nominated representatives.

- a. Cllr. Thomas requested that she cease to be a member of the Public Realm Working Party.
- b. Cllr. Venables requested that she move from the Finance Committee to the Public Realm Working Party.
- c. Cllr. Cohen requested that he join the Finance Committee and the Highways Working Party.
- d. The Clerk informed the Council that having discussed membership of the Committees and Working Parties with Mrs Judith Wall, the later had requested to join the Cemetery Committee and Public Realm Working Party.
- e. The Chairman stated that she would discuss the requests with the Clerk and that an amended list would be published in due course.

Membership of Council Committees	
Ordinary Council Meetings	All Councillors
Cemetery Committee	Cllr's Sinclair, Atkins, Ball, Blockley, Thomas & Wall
Finance Committee	Cllr's Cooper, Cohen, French, Sinclair, Talbot & White
Personnel Committee	Cllr's Sinclair, Blockley, Cooper & Thomas

Working Parties	
Highways Working Party	Cllr's Cooper, Blockley, Cohen, French & Moore
Martin's Farm	Cllr's Atkins & Clerk
Public Realm	Cllr's Sinclair, Ball, French, Moore, Venables & Wall

Council Representatives	
Allotments	Cllr. Blockley
Community Matters & Well-being	Cllr. Venables
Footpaths	Cllr's Atkins & Wall
Parish Website	Clerk
Police Crime Statistics	Cllr. Cooper
Tendring District Association of Local Councils	Cllr's Sinclair & Talbot
Tendring District Council	Cllr's Talbot & White
Tree Warden	Cllr. Atkins & Deputy Clerk

Nominative Trusteeships / Representatives	
Almshouses	Cllr's Sinclair, Cooper, Venables & White
Bradwell Power Station	Cllr. White
Brightlingsea Harbour Commissioners	Cllr's Ball & Moore
Playing Field Charity	Cllr. Thomas
Point Clear Community Association	Cllr. Thomas
Village Hall	Cllr. Thomas
St Osyth Priory & Parish Trust	Cllr. Thomas

AGM-25-007 PAYMENT OF ANNUAL SUBSCRIPTIONS AND MEMBERSHIPS:
RESOLVED: That the list of annual subscriptions and memberships, as circulated, be approved. The motion was proposed by Cllr. Atkins and seconded by Cllr. White. All agreed.

AGM-25-008 PAYMENT OF COUNCILLOR'S ALLOWANCES:
RESOLVED: That the public notification of Councillor's allowances, as circulated, be approved. The motion was proposed by Cllr. Blockley and seconded by Cllr. French. All agreed.

AGM-25-009 REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS AND FINANCIAL RISK ASSESSMENT:
RESOLVED: That Standing Orders, Financial Regulations and the Financial Risk Assessment be referred to the Finance Committee for review, at its next meeting. The motion was proposed by Cllr. Thomas and seconded by Cllr. Cooper. All agreed.

AGM-25-010 REVIEW OF INSURANCE POLICY:
The Clerk informed the Council that the current Insurance Policy was due for renewal on 1st June 2025, and that despite an increase of £290.00 to the annual premium, it was still considered by the Clerk and Responsible Financial Officer (RFO) to be value for money, from a specialist provider.
RESOLVED: That the Council approve the recommendation of the Clerk and RFO, to accept the renewal quotation provided by Clear Councils. The motion was proposed by Cllr. Talbot and seconded by Cllr. Cooper. All agreed.

AGM-25-011 REVIEW OF PARISH COUNCIL DEEDS:
The Clerk informed the Council that the Deeds were available for inspection, should any Councillor wish to do so.

AGM-25-012 APPOINTMENT OF RESPONSIBLE FINANCIAL OFFICER AND INDEPENDENT INTERNAL AUDITOR:
The Chairman informed the Council of the statutory requirement to appoint a Responsible Financial Officer and Independent Internal Auditor.
RESOLVED: That Mr Martin Walsh be appointed as the Responsible Financial Officer and that Heather Heelis, Heelis & Lodge, be appointed as the Independent Internal Auditor. This was proposed by Cllr. Venables and seconded by Cllr. Atkins. All agreed.

The business of the Annual Meeting was concluded at 7.10 pm.

The Ordinary Meeting of the Parish Council followed.