



ST OSYTH PARISH COUNCIL

Minutes of the Annual Meeting of the Council held at St Osyth Village Hall on Thursday 21st May 2026 at 7.00 pm



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

MINUTES: Neil Williams (Parish Clerk)

PUBLIC PRESENT: Two

AM-26-001 ELECTION OF THE CHAIR OF THE COUNCIL:

The Clerk called for nominations. Cllr. Talbot moved that Cllr. Sinclair be nominated as the Chair of the Council. The nomination was seconded by Cllr. Cohen. Members unanimously agreed that Cllr. Sinclair be elected Chair of the Parish Council for 2026/2027. Cllr. Sinclair accepted the post and duly signed the Declaration of Acceptance of Office.

RESOLVED: That Cllr. Karen Sinclair be elected Chair of the Parish Council for 2026/2027.

AM-26-002 ELECTION OF THE VICE-CHAIR OF THE COUNCIL:

The Chair called for nominations for the appointment of Vice-Chair. Cllr. French moved that Cllr. Cooper be nominated as the Vice-Chair of the Council, the nomination being seconded by Cllr. Thomas. Members unanimously agreed that Cllr. Cooper be elected as the Vice-Chair of the Parish Council for 2026/2027. Cllr. Cooper accepted the post and duly signed the Declaration of Acceptance of Office.

RESOLVED: That Cllr. David Cooper be elected Vice-Chair of the Parish Council for 2026/2027.

AM-26-003 MEMBERS DECLARATION OF INTEREST:

The Chair 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.

AM-26-004 MINUTES:

Having already been signed by the Chair, at the Ordinary Meeting of the Council on 19th June 2025, as being a true and accurate record, the Minutes of the Annual Meeting of 15th May 2025 (OM-25-031 refers) were noted.

AM-26-005 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 Chair enquired as to whether any Councillors wished to change their membership or appointments as nominated representatives.

- a. Cllr. Ball enquired as to whether she should remain as the Councils representative to the Brightlingsea Harbour Commissioners (BHC).

- i. Cllr. Ball added that the next meeting of the Harbour Commissioners was scheduled for August 2026 and that a new Harbour Master had been appointed as of April 2026.
 - ii. The Chair stated that it would be beneficial if Cllr. Ball was to remain as the Councils representative and that by attending the meeting scheduled for August, it would be a good opportunity for her [Cllr. Ball] to meet the new Harbour Master.
 - iii. Cllr. Ball agreed to remain as the representative to the Harbour Commissioners.
- b. The Chair requested that should any Councillor wish to change their respective roles or membership, they should inform her at the earliest opportunity.

Membership of Council Committees	
Full Council	All Councillors
Cemetery Committee	Cllr's Sinclair, C Atkins, Ball, Blockley, Hall & Thomas
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, Q Atkins, Blockley, Cohen & French
Martin's Farm	Cllr's Atkins & Clerk
Public Realm	Cllr's Sinclair, Q Atkins, Ball, French, Hall & Venables

Council Representatives	
Allotments	Cllr. Blockley
Community Matters & Well-being	Cllr. Venables
Footpaths	Cllr's C Atkins & Hall
Parish Website	Clerk & Cllr. Q Atkins
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. C Atkins

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

AM-26-006 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. Talbot and seconded by Cllr. Venables. All agreed.

AM-26-007 PAYMENT OF COUNCILLOR'S ALLOWANCES:
RESOLVED: That the public notification of Councillor's allowances, as circulated, be approved. The motion was proposed by Cllr. White and seconded by Cllr. Blockley.
 All agreed.

AM-26-008 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 the meeting scheduled for 27th May 2026. The motion was proposed by Cllr. Cooper and seconded by Cllr. Talbot. All agreed.

AM-26-009 REVIEW OF INSURANCE POLICY:

The Clerk informed the Council that the current Insurance Policy, by a specialist provider, was due for renewal on 1st June 2026, and that it was still considered by the Clerk and Responsible Financial Officer (RFO) to be value for money.

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. Cohen and seconded by Cllr. Thomas. All agreed.

AM-26-010 REVIEW OF PARISH COUNCIL DEEDS:

The Clerk informed the Council that the Deeds were available for inspection, should any Councillor wish to do so.

AM-26-011 APPOINTMENT OF RESPONSIBLE FINANCIAL OFFICER AND INDEPENDENT INTERNAL AUDITOR:

The Chair 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. Hall and seconded by Cllr. Q Atkins. All agreed.

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

The Ordinary Meeting of the Parish Council followed.