

Annual Meeting of Tiptree Parish Council Minutes

The meeting of the Full Council took place on Tuesday 5th May 2026 at 18.48 in the Small Hall, Tiptree Community Centre, 1A Caxton Close, Tiptree CO5 0AH.

Councillors Present:

Cllr J Greenwood - Chair	Cllr D Webb – Vice Chair	Cllr S Allen-Shepherd
Cllr T Leech	Cllr C Osborne	Cllr M Hatton
Cllr M Woodcraft	Cllr S Akano	Cllr C Kitley

Also in attendance: Cllr. Paul Dundas, The Clerk to Tiptree Parish Council.

1/26 Election of Chair of the Council:

After discussion it was proposed, seconded, unanimously **resolved** that Cllr J Greenwood would be the Chair of the Parish council.

2/26 Election of Vice-Chair of the Council:

After discussion it was proposed, seconded, unanimously **resolved** that Cllr D Webb would be the Vice Chair of the Parish council.

3/26 Apologies for absence:

Apologies for absence from Cllrs Peck, McNulty and Wood who were unable to attend due to private matters proposed, seconded, and unanimously accepted.

4/26 Declarations of interest:

There were no Declarations of interest made.

5/26 Chairs Announcements:

The Chair announced his thanks for all who were involved in the Annual Parish meeting it was a successful evening even if there were fewer members of the public at this year's event.

He would like to record his thanks to KYDs for their three musical items, Jane Hens who spoke about the Tiptree Hub, and the organisations that turned up to support the event, the Tiptree Tipplers, the Tiptree volunteers and the U3A.

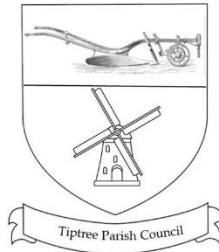
Thank you also to the Council staff and to the councillors who attended the event.

6/26 Minutes of Meeting:

The minutes of the meeting held on 7th April 2026 were proposed, seconded, and unanimously **Resolved** as being an accurate record and duly signed.

7/26 Public questions:

There were no questions from the public.



8/26

Receipt of Approved Minutes:

Council **unanimously** determined to receive and note the following minutes in full:

Minutes of the Planning & Highways Committee	3 rd of March 2026
Minutes of the Amenities Committee	31 st of March 2026
Minutes of the Community youth hub Sub-committee	5 th March 2026
Minutes of the Annual Parish Meeting	29 th April 2025

9/26

County and City Councillor reports:

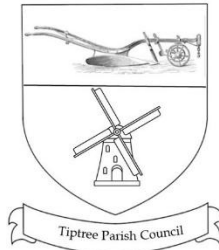
Cllr Dundas reported on the following items:

- Colchester City Council are looking to forming a civic trust that is a statutory container of the current civic roles of Colchester City Council. It would have a ceremonial Mayor elected from among the 39 Unitary councillors that represent areas within the boundary of Colchester City as granted by the monarch.
- Colchester City Council is also looking into parishing the non-parished areas of Colchester.
- Tiptree Parish Council needs to keep its eyes open for City and County assets to ensure that some of the value should continue to come to Tiptree.
- 7th of May elections, the Colchester City Votes will be counted on the night so a result will be in by the early hours on the 8th of May and the County Council count should be completed by the afternoon, on the 8th of May.
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10/26

Payment List:

The payments for the month of April were Proposed, seconded and **unanimously** approved, having been previously approved by email.



11/26

Consideration of viability of Committees and assigning members to Committees.

It was proposed seconded and **Resolved** by Majority that under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the consideration of the remaining items of business on the grounds they involve the likely disclosure of exempt information falling within Schedule 12A (S5) of the Local Government Act 1972.

After this act was approved the Clerk stopped the voice recording according to council policy and informed members of the public they would need to wait until this item was finished before being let in to the meeting room.

After discussion it was proposed, seconded, **resolved** by majority that the council would disband the Community and indoor spaces committee.

After discussion it was proposed, seconded, unanimously **resolved** that the Amenities and Environment committee would have the following Councillors as members, Webb, Peck, Kitley, Greenwood and Wood.

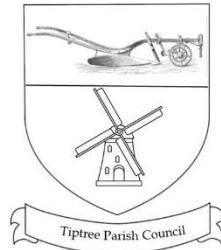
After discussion it was proposed, seconded, unanimously **resolved** that the Planning & Highways committee would have the following Councillors as members, Allen-Shepherd, Greenwood, Webb, Hatton, and Peck.

After discussion it was proposed, seconded, unanimously **resolved** that the Policy & Finance committee would have the following Councillors as members, Greenwood, Wood, Osborne, and the new Chairs from the other standing committees once elected.

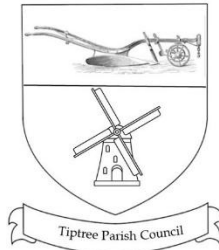
After discussion it was proposed, seconded, unanimously **resolved** that the Community youth hub sub-committee would have the following Councillors as members, Kitley, Hatton, Greenwood, Woodcraft and Osborne.

After discussion it was proposed, seconded, unanimously **resolved** that the Staffing sub-committee would have the following Councillors as members, Greenwood, Osborne, Allen-Shepherd, Webb, McNulty and Leech.

After discussion it was proposed, seconded, unanimously **resolved** that the Consultation working group would have the following Councillors as members, Greenwood, Allen-Shepherd and Osborne.



- 12/26 **Notice of Public rights to inspect the end of year accounts 2025-2026:**
After discussion it was proposed, seconded, unanimously **resolved** that the council approved the dates for Notice of Public rights to inspect the end of year accounts 2025-2026 to commence - Wednesday 3rd June 2026 to Tuesday 14 July 2026.
- 13/26 **Consideration of Grant request from KYDS:**
After discussion it was proposed, seconded, unanimously **resolved** that the council approved the £1000. Grant for the KYDS organisation.
- 14/26 **Consideration of the council meeting schedule for the second half of 2026:**
After discussion it was proposed, seconded, unanimously **resolved** that after an amendment was made the council approved the dates.
- 15/26 **Consideration of council's internal auditor for 2026/2027:**
After discussion it was proposed, seconded, unanimously **resolved** that the Council would continuing using Heelis & Lodges as its internal auditor.
- 16/26 **Consideration for Colchester City councils Tiptree action day to use the Community centre on the 21st of May:**
After discussion it was proposed, seconded, unanimously **resolved** that Colchester City Council Action day team can use the Tiptree Parish Councils facility free of charge.
- 17/26 **Consideration of use of General reserves for funding replacement parts to replace items in Grove road playing field.**
After discussion it was proposed, seconded, unanimously **resolved** that a budget of £6658.80 would be allocated for the purchase of the replacement parts needed for the play equipment.
- 18/26 **Consideration of Scout hut location being on the Nine acres land:**
This Item was moved to next month due to the disbandment of the community and indoor spaces committee.
- 19/26 **Consideration of use of Earmarked Marked Reserves for funding Scout hut budget to go to tender:**
This Item was moved to next month due to the disbandment of the community and indoor spaces committee.
- 20/26 **Consideration of subscriptions for the Rialtas Allotment and Sales ledger packages:**
After discussion it was proposed, seconded, unanimously **resolved** that the council would purchase the licenses for the sales ledger and the allotments packages of Rialtas.



- 21/26 **Consideration of training course for Cllr Allen-Shepherd.**
After discussion it was proposed, seconded, unanimously **resolved** that the Cllr Allen-Shepherd could attend the Emotional Intelligence in Practice: Resilience, Conflict and Communication in Council Roles course.
- 22/25 **Chair closed the meeting at 20.19.**
Date of next meeting 2nd June 2026.

Signed

Date: 2nd June 2026