

**TOWN COUNCIL OF FRINTON AND WALTON**

**MINUTES of an Ordinary Meeting of the Town Council  
held at the Council House, Frinton-on-Sea,  
Thursday, 16th May 2019 commencing at 7.15pm**

**Present:**

Councillors Mrs F.D.A. Robertson, Town Mayor  
Mrs A. Oxley, Deputy Town Mayor  
T. Abrahams, E.T. Allen, Mrs L. Allen, P. Clifton, Mrs A. Davis,  
Mrs I. Johnson, C.S Keston, Fiona Knowles, Mrs D Miles, D. Oxley,  
Miss P. Walford

**Absent:**

Councillors J. Bray, M. Platt, N.W. Turner

**In Attendance:**

Mr J.S. Wedge – Town Clerk  
Ms D. Milnes - Deputy Town Clerk

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**APOLOGIES FOR ABSENCE**

Apologies were received from Councillors J. Bray, M. Platt and N.W. Turner.

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**TOWN MAYOR'S ANNOUNCEMENTS**

The Town Mayor, Councillor Mrs F. Robertson welcomed Members, the press and the public to the meeting.

The Town Mayor presented to the Deputy Town Clerk, Debi Milnes gifts from the Town Council in recognition of 25 years of service.

Ms Milnes thanked those present for the kind and unexpected gesture and remarked that the years had sped by having enjoyed working with colleagues, Members and residents enormously.

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**ADJOURNMENT OF MEETING**

It was moved, seconded and

**RESOLVED**

that the Town Council be adjourned to enable members of the public to ask questions and Members to respond.

The Town Mayor adjourned the meeting at 7.18pm

Councillor E.T. Allen referred to trees which had been removed from the High Street frontage of the Millennium Square, Walton-on-the-Naze to which Councillor Mrs D. Miles advised that the statement from Tendring District Council advised that the trees were dead or dying.

Councillor E.T. Allen asked that a request is made to Tendring District Council for an explanation as to how the decision was reached and why the Town Council was not informed of the decision or action.

The Deputy Town Mayor, Councillor Mrs A. Oxley advised that she had also been informed that the trees were damaged and needed to come down and that only one complaint had been received.

There being no further questions from the public it was moved, seconded and

**RESOLVED**

that the Town Council be reconvened at 7.21pm.

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**TOWN AND COUNTRY PLANNING ACT 1990 – AREA 2**

**Members indicated that they may be reconsidering this matter at District Council level.**

The Council considered a list of proposals for development and recommended accordingly as described on the schedule.

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**OTHER PLANNING MATTERS**

**PLANNING APPLICATIONS**

It was noted that the following planning applications from a total of 18 decisions made by Tendring District Council for the Town Council area in the month of April 2019 were at variance with the Town Council recommendations.

<b>REF.NO.</b>	<b>TOWN</b>	<b>DISTRICT</b>
<u>19/00034/FUL</u> Proposed replacement shop front at 109 Connaught Avenue, Frinton-on-Sea.	REFUSAL	APPROVAL
<u>19/00514/TCA</u> 1 No. Sycamore – fell, 1 No. Willow – fell at 2 Ashlyns Road, Frinton-on-Sea.	REFUSAL	APPROVAL

**TOWN AND COUNTRY PLANNING ACT 1990 – APPEAL DECISION**

It was noted that appeal reference APP/P1560/W/18/3202946 by Mr D Akers for the development proposed as ‘Outline planning application with all matters reserved for the residential development of 0.3 ha of land to create up to five detached bungalows’ land adjacent Hollyoak, Pork Lane, Great Holland - Tendring District Council reference 17/01700/OUT, which the Town Council recommended REFUSAL for at a meeting held on 2nd November 2017 has been ALLOWED.

### **TOWN AND COUNTRY PLANNING ACT 1990 – APPEAL UNDER SECTION 78**

Receipt of an appeal by Mr and Mrs Smith for a Proposed dwelling – to incorporate changes to approval 18/00428/FUL land adjacent 28 Ashlyns Road, Frinton-on-Sea. Tendring District Council reference 18/01489/FUL, which the Town Council recommended REFUSAL at a meeting held on 11th October 2018, that the appeal will be determined on the basis of written representation which must be received by 6th June 2019, for information the appeal reference is APP/P1560/W/19/3225929, a copy of the Appeal Notification is available on request from the Town Council offices was noted.

### **TOWN AND COUNTRY PLANNING ACT 1990 – APPEAL UNDER SECTION 78**

Receipt of an appeal by Mr I Hennan for Erection of a detached one and a half storey dwelling at Flemish House, 59 Second Avenue, Frinton-on-Sea. Tendring District Council reference 18/01322/FUL, which the Town Council recommended REFUSAL for at a meeting held on 20th September 2018, that the appeal will be determined on the basis of written representation which must be received by 6th June 2019, for information the appeal reference is APP/P1560/W/19/3226264, a copy of the Appeal Notification is available on request from the Town Council offices was noted.

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### **REPORT FROM REPRESENTATIVES ON OUTSIDE BODIES**

Councillor C. Keston advised that he had recently met with Great Holland Residents Association and that a meeting with the District Councillor would be arranged and open to residents.

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### **TOWN COUNCIL PROJECTS**

Members noted the report of the Town Clerk in regard to Town Council projects with the following updates.

Councillor E.T. Allen advised that **The Spinney** area was being well used and receiving positive comments, eight benches were due to be installed next week.

Councillor E.T. Allen thanked all involved in bringing the project to fruition.

The Deputy Town Clerk advised that a **defibrillator** had now been installed at Great Holland Village Hall bringing the number to five with one still outstanding to be located on the toilet block at the end of Connaught Avenue, Frinton-on-Sea.

It was noted that the defibrillator located at Pavey Estate Agents had today been accessed but was not used, to which Councillor P. Clifton advised that the defibrillator at the Pharmacy, Kirby Cross had also been accessed but not used.

The Deputy Town Clerk asked that the Town Council offices are informed when anyone hears of possible usage so that the defibrillator can be checked.

Councillor C. Keston advised that safety measures for users of the **Pork Lane play area** would need to be looked into.

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**LIBRARIES**

Councillor Mrs D. Miles advised that two meetings between the group trying to save Walton Library and Essex County Council had been cancelled at the 11th hour due to the County Councillor being unavailable and it was hoped to arrange a new date with or without the Member.

It was agreed that libraries provide a lifeline to residents for socialisation and fellowship.

Councillor Mrs Miles asked that the Town Council bear pressure on County Councillor Platt to explain to the Town Council as an Agenda item what he is doing on behalf of the residents.

In response to Councillor C. Keston, the Town Clerk advised that a letter had been written and forwarded to Essex County Council in regard to the Library consultation.

Councillor Keston asked why residents were still paying the same, if not more Council Tax – where is the money being spent?

In conclusion Councillor Mrs Miles requested and it was agreed that if no meeting can be secured within the next two months then the Town Council request the Essex County Council Cabinet Member for Libraries to attend a Town Council matter to discuss the matter.

It was further agreed that Libraries be included in the Agenda item for ‘Other Local Matters where action may be required from other Organisations’.

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**POLICIES**

Members acknowledged receipt of their individual policy folders containing twenty Town Council Policies (index attached).

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**OTHER LOCAL MATTERS WHERE ACTION MAY BE REQUIRED FROM OTHER ORGANISATIONS**

Councillor C. Keston advised that whilst out and about the same things are being raised as needing attention, pavements, potholes, tree matters, signs and lighting – why are they not being addressed?

The Town Mayor, Councillor Mrs F. Robertson advised that finally the street lights in Norwood Way were now working.

Councillor E.T. Allen asked how long it might be before Rainham Way is closed to traffic due to the condition of the road?

Councillor C. Keston referred to several incidences in Main Road, Great Holland and asked where was the County Council’s duty of care.

Councillor D. Oxley referred to the slip way opposite the Marine in Walton which was still in a terrible state, 75 planks missing from Groynes along with missing railings, which had all being reported 12 – 18 months ago with site visits from officers of the District Council.

Councillor Mrs D. Miles advised that she had a meeting arranged with officers from the District Council next week to look at these matters. It was agreed that the Town Clerk would forward a copy of the list which had been previously sent to the District Council for attention to Councillor Miles.

The Town Clerk advised that the above matters had also been raised at meetings he had attended along with the past Town Mayor and Deputy Town Mayor and senior officers of the District Council.

In response to Councillor C. Keston, Councillor P. Clifton offered (as a District Councillor) to contact the District Council and the developers in Halstead Road in regard to the parking area not being made available to school run vehicles when it was understood that it had been agreed as part of the planning permission.

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**SCHEDULE OF ACCOUNTS – NO 3 AND 3A**

There being no questions it was moved, seconded and

RESOLVED

that the schedule of accounts No 3 & 3A in the total sum of £35,677.74 nett and £37,061.81 (thirty-seven thousand, sixty-one pounds and 81 pence) gross be approved for payment.

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**INCOME & EXPENDITURE AND BANK RECONCILIATION REPORTS**

Members received the Income & Expenditure reports along with the Investment and Bank Reconciliation reports for April 2019.

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**BANK SIGNATORIES**

Councillors Mrs L. Allen, P. Clifton, Fiona Knowles, D. Oxley along with the Deputy Town Mayor, Mrs A. Oxley all offered to become bank signatories.

**CLERK'S REPORT**

**Councillors P. Clifton and Fiona Knowles both declared an interest in the next item only.**

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**WALTON CARNIVAL - ROLLING ROAD CLOSURE**

A Rolling Road Closure of various streets in Walton-on-the-Naze on Saturday 17th August 2019 in relation to Walton Carnival, under the Temporary Road Closure Town Police Clauses Act 1847 was noted without comment.

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**TEMPORARY ROAD CLOSURE**

A Temporary road closure of Upper Third Avenue due on 13th May 2019 for 5 days in accordance with the Road Traffic Regulation Act 1984 – Section 14(1) was noted.

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**PUBLICATIONS**

It was noted that the following publications had been received and were available for Members perusal at the Town Council offices.

Local Councils Update May 2019  
Clerks & Councils Direct May 2019  
Allotment & Leisure Gardener 2019

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**MATTERS ARISING FROM THE ORDINARY MEETING OF THE TOWN COUNCIL HELD ON 25TH APRIL 2019**

There were no matters arising from the above meeting.

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**ANY OTHER MATTERS WHICH THE CHAIRMAN CONSIDERS URGENT**

There were no matters that the Town Mayor considered urgent, the press and the public were thanked for their attendance.

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**EXCLUSION**

It was moved, seconded and

RESOLVED

that pursuant to Section 1 of the public Bodies (Admission to Meetings) Act 1960 to exclude the Press and the Public from the meeting of the following items of business because of their special and confidential nature.

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**COLUMBINE CENTRE - RENT REVIEW**

It was noted that there was nothing to report at this meeting.

There were no further matters that the Town Mayor considered urgent and the meeting closed at 8.30pm.

TOWN MAYOR

**SCHEDULE OF PLANS SUBMITTED - FRINTON & WALTON TOWN COUNCIL MEETING 16 MAY 2019**

<b>APPLICATION NO./ APPLICANT</b>	<b>PROPOSAL</b>	<b>LOCATION</b>	<b>RECOMMENDATION</b>
19/00661/FUL Mr Jeff Strachan	Proposed 3no. detached dwellings & garages – amendments to approved scheme 15/00965/FUL.	Viking Cottage Green Lane Walton on the Naze.	APPROVAL
19/00545/FUL Mr B Hall	Single storey rear extension.	30 Rochford Way Walton on the Naze	APPROVAL
<b>Councillors E. T. Allen and Mrs L. Allen both declared an interest and abstained from voting for the next item only.</b>			
19/00704/FUL C/A Mr & Mrs Pallemarts	Proposed first floor side extension.	73 Fourth Avenue Frinton on Sea	APPROVAL
19/00575/FUL Mrs Alison McGuinness	Proposed change of use from residential property to house of multiple occupancy.	32 Saville Street Walton On The Naze	REFUSAL – against properties being used for multiple occupancy.  Lack of parking.
19/00702/FUL C/A Mr & Mrs Kunzer	Proposed re-instatement of dormer windows.	73 Third Avenue Frinton On Sea	APPROVAL
19/00714/FUL Mr Andy Walsh - Pilgrims Friend Society	Proposed 2 storey extension.	Ernest Luff House Luff Way Walton On The Naze	APPROVAL

**SCHEDULE OF PLANS SUBMITTED - FRINTON & WALTON TOWN COUNCIL MEETING 16 MAY 2019**

<b>APPLICATION NO./ APPLICANT</b>	<b>PROPOSAL</b>	<b>LOCATION</b>	<b>RECOMMENDATION</b>
19/00624/HHPNOT <b><u>INFORMATION ONLY</u></b>	Single storey rear extension, 4m in depth.	3 Philip Close Walton on the Naze	NOTED
19/00708/TPO Mrs V Bell	1 No. Oak – remove.	The Acorns Turpins Lane Kirby Cross	REFUSAL – against the removal of trees where there is no clear evidence of professional advice that the tree is causing harm to life or that the tree is dead or dying.
19/00709/TCA Jeanie Notes	1 No. Acer – reduce by 30%, 2 No. Prunus – reduce by 30%.	12 Upper Third Avenue Frinton on Sea	APPROVAL
19/00712/TCA M Cochrane	2 No. Cedars – cut back overhang, 1 No. Prunus – reduce by 30%, 1 No. Eucalyptus – reduce by 30%.	Sherrington Cottage Old Road Frinton on Sea	APPROVAL



## **COUNCIL POLICIES**

### **INDEX:**

- 1. Constitution**
- 2. Code of Conduct**
- 3. Standing Orders**
- 4. Financial Regulations**
- 5. Disciplinary Procedure**
- 6. Grievance Procedure**
- 7. GDPR**
- 8. Publication Scheme**
- 9. Health and Safety**
- 10. Risk Assessment**
- 11. Pensions**
- 12. Equality and Diversity**
- 13. Grant Awarding**
- 14. Community Safety**
- 15. Community Engagement**
- 16. Terms of Reference of Committees**
- 17. Scheme of Members' Allowances**
- 18. Training and Development**
- 19. Member/Officer Protocol**
- 20. Bio-Diversity**

### SCHEDULE OF ACCOUNTS PAYABLE - NO. 3

16 May 2019

		Net	Gross
<b><u>General:</u></b>			
1.	Automated Systems Group Ltd. Copier Charges	81.29	97.55
2.	Automated Systems Group Ltd. Copier Service Charge	14.58	17.50
3.	British Telecommunications Plc. Internet Services	102.13	122.56
4.	Accent Stationers Ltd. Stationery	291.78	350.14
5.	Paul Baines Landscaping Design Services	1020.00	1020.00
6.	Bunzl Cleaning & Hygiene Supplies Toilet Cleaning Materials	242.19	290.63
7.	Graham Macnamara Architectural Services-Spinney	8435.78	8435.78
8.	Kirby Allotment Society Maintenance	65.00	65.00
9.	A Joshua Building Maintenance	585.00	585.00
10.	Rialtas Business Solutions Ltd Accounts Year end Closedown	688.20	825.84
11.	Vine HR Limited HR Services	292.50	351.00
12.	Tendring District Council Market Rent and Rates	747.60	747.60
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		12566.05	12908.60
 <b><u>Columbine Centre:</u></b>			
13.	Central Theatre Supplies Replacement Stage beam Lights	365.63	438.76
14.	Essex & Suffolk Institute of Licensing APLH exam fee	95.00	95.00
15.	Corona Energy Retail 2 Ltd. Gas	1045.89	1255.07
16.	British Telecommunications Plc. Telephone Services	190.24	228.28
17.	Affinity for Business Ltd. Water	457.69	457.69
18.	Bunzl Cleaning & Hygiene Supplies Cleaning Materials	187.65	225.18
19.	Ellisons Professional Services	962.00	1154.40
20.	Euro Fire Ltd. Fire Extinguisher Service	375.75	450.90
21.	Great Danes & Associates Ltd. Branding/Website/FB works	1897.50	2277.00
22.	Henry Martin & Sons Ltd. Call-out Fee for Heating system	182.95	219.54
23.	Tendring District Council Land Rent	1625.00	1625.00
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		7385.30	8426.82
		=====	=====
	<b>Cumulative Total</b>	£19951.35	£21335.42

**SCHEDULE OF ACCOUNTS PAYABLE – NO. 3A**

**16th May 2019**

Total Salaries/Wages/Expenses (April 2019)	£13360.29
Employers N.I. (April 2019)	£ 773.91
Superannuation – Employer contribution (April 2019)	£ 1125.54
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	£15259.74
Members Mileage	£ 0.00
Petty Cash drawn in April 2019	£ 466.65
Cumulative total	£15726.39