

**TOWN COUNCIL OF FRINTON AND WALTON**

**MINUTES of an Ordinary Meeting of the Town Council  
held at the Council House, Frinton-on-Sea,  
Thursday, 30th April 2015 commencing at 7.15pm**

**Present :**

Councillors	Mrs I. Johnson	Town Mayor
	J. Robertson	Deputy Town Mayor
	E.T. Allen, R.J. Bucke (except minutes 364-366 and part 367), J.L. Halls MBE,	
	B. Johnson, C.S. Keston (except minutes 364-366 and part 367), Mrs J. King,	
	Mrs D. Miles, A. Moss, N.W. Turner,	

**Absent:**

Councillors Mrs A. I. Cossens, M.A. Cossens, D.J. Lines, Mrs V. Watling, G. Watling

**In Attendance**

Mrs M. Liles - Town Clerk  
Mrs D. Milnes - Deputy Town Clerk

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**APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Mrs V. Watling and G. Watling.

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**MAYOR'S ANNOUNCEMENT**

The Town Mayor welcomed Members, the press and the public to the meeting and took the opportunity to thank Councillor Mrs J. King, J. Halls MBE, D. Lines and G. Watling (who were not standing in the forthcoming election) for their years of service as Councillors during their terms of office and wished them well.

**366**

**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

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

RESOLVED

that the Town Council be reconvened immediately.

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

All 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.

368

**OTHER PLANNING MATTERS**

**PLANNING APPLICATIONS**

It was noted that the following planning applications from a total of 33 decisions made for the Town Council area in the month of March 2015 were at variance with the Town Council recommendations.

<b>REF.NO.</b>	<b>TOWN</b>	<b>DISTRICT</b>
<u>14/01644/ADV</u>	REFUSAL	APPROVAL
1 no. freestanding, non illuminated sales sign; Land to the North of Wittonwood Road, Frinton-on-Sea.		
<u>15/00071/FUL</u>	REFUSAL	APPROVAL
Amendment to 14/01442/FUL providing a 1m gap between the conservatory and vehicle access; The Elms, 70 Third Avenue, Frinton-on-Sea.		
<u>15/00144/FUL</u>	REFUSAL	APPROVAL
Change of use of pavement to place table and chairs with barriers; 66 Connaught Avenue, Frinton-on-Sea.		
<u>15/00125/DETAIL</u>	REFUSAL	APPROVAL
Erection of 3 detached dwellings served by a new vehicular access (existing access to be closed); land North of Walton Road, Kirby-le-Soken.		
<u>15/00282/TCA</u>	SPLIT DECISION	APPROVAL
T1 – Poplar, T2 – Lime, T7, T8 – Sycamore – fell. T3 – Lime – reduce by 30%. T4 – Elm – reduce by 30%. T5 Poplar – reduce below decay approximately 50% reduction. T6 Yew – reduce and re-shape by 30%; St. Annes, 5 Fourth Avenue, Frinton-on-Sea.		
<u>14/01303/FUL</u>	REFUSAL	APPROVAL
Three storey, 60 unit extra care unit, comprising of 46 single bed apartments & 14 two bed apartments; Martello Caravan Park, Kirby road, Walton-on-the-Naze.		

Concern in regard to the site at the Martello, Walton-on-the-Naze where a fence had been erected and it was believed concrete crushing was being undertaken on site. Further concern was expressed in regard to the flood plain ditches, which appear not to have been maintained. Following discussion it was agreed that a letter be sent to ask that the site be inspected and every effort be made to either relocate the fence to the other side of the hedge or replaced with one that is not so obtrusive to the street scene.

**369**

**WALTON MARKET WORKING PARTY**

The report of the Walton Market Working Party meeting held on 14th April 2015 were received and it was moved, seconded and

RESOLVED (unanimously)

that a suitable casual employee be found to work as required.

that a Market Fund Day be organised for the 25th May 2015 and that an allocation of £100 be made for the expenditure of a DJ.

Councillor Mrs D. Miles confirmed that Tendring District Council would allow use of electricity for this event.

**370**

**RECREATION & AMENITIES COMMITTEE MEETING**

The minutes of the Recreation & Amenities Committee held on 16th April 2015 were received and it was moved, seconded and

RESOLVED (unanimously)

that all bookings at the Columbine Centre for events be risk assessed and deposits taken. A policy for this would be drawn up and agreed at a future date.

that the hire charges for the Columbine Centre be left as they currently are but to risk assess bookings for damage deposits to be charged where necessary.

that the plans for a new Play Area at Walton-on-the-Naze be accepted and two other quotes be sought in order to pass to the District Council for 106 funding.

Councillor C.S. Keston advised that he is due to meet with representatives of Great Holland in regard to the upgrade/replacement of play equipment at Pork Lane.

that the sheds at Wittonwood Road allotments that were erected off of the actual allotment plots be allowed to stay until plot holders relinquish the plots when new plot holders would be expected to put any sheds etc. within the plot boundary.

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**CRIME AND DISORDER WORKING PARTY MEETING**

The report of the Crime and Disorder Working Party held on 20th April 2015 were received.

It was noted that Sergeant Gale was currently managing the Police Community Support Officers by remote supervision. The opportunity was taken to offer thanks to Sergeant Gerard for his past service to the Town Council area.

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**TO RECEIVE THE MINUTES OF THE ANNUAL TOWN MEETING**

The minutes of the Annual Town Meeting held on Thursday 23rd April 2015 were received, there were no matters arising.

373

**SCHEDULE OF ACCOUNTS – NO 2**

In response to Councillor Mrs J. King, the Deputy Town Clerk advised that item 9 were replacement signs at the Skate Park due to the previous being damaged and defaced.

There being no further questions it was moved, seconded and

RESOLVED

that the schedule of accounts No 2 in the total sum of £8976.13 nett and £9878.01 (nine thousand, eight hundred, seventy-eight pounds and 1 pence) gross be approved for payment.

The schedule was ruled off and signed by the Chairman.

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**INCOME & EXPENDITURE AND BANK RECONCILIATION REPORTS**

Members received the Income & Expenditure report along with the Investment and Bank Reconciliations report for March 2015 (year end).

375

**INTERNAL AUDITORS REPORT**

Members received the Internal Auditors Report for the period up to 31st March 2015, which was undertaken on 10th April 2015 and the Clerk read out the Recommendations therein.

**Financial regulations** - to review Standing Orders, in particular Standing Order 71 which should reflect the latest legislation regarding recording of meetings. It is noted that the review of Standing Orders was an action recommended by the 2013-2014 Internal Auditor.

**Risk Assessment** - to enable clear identification of Internal Controls, and in turn the mandatory review of Internal Controls, it is suggested that the 'Action' column could be renamed 'Internal Controls'.

**Risk Assessment** - to include clear identified risks – this could be achieved by renaming the ‘Comments’ column as ‘Risks Identified’.

**Risk Assessment** – the details with regards to Internal Controls could be more detailed to reflect how the identified risks are minimised. Guidance is available from the Governance and Accountability Practitioners’ Guide (March 2014).

**Risk Assessment** - it is a requirement for the Council to review the Risk Assessment and Internal Controls during the year. The Risk Assessment and Internal Controls should be reviewed prior to 31 March 2016. The Clerk is aware of this requirement.

**Risk Assessment** – when minuting the reviews ensure that minutes include specific reference to the review of Internal Controls in addition to the Risk Assessment (Ref: Annual Return 2013-2014, Section 2).

**Asset Control** – to expand on the details of the assets held by the Council.

**Bank Reconciliation** – to ensure that in future years bank balances are taken at 31 March so all transactions during that financial year are included.

**External Audit** – to note any recommendations made in the Internal and External Audit reports in the minutes alongside any actions that are agreed to address the recommendations, even if it is resolved not to take any action.

**Additional Comments/Recommendations** – that the first item of business is the Election of Town Mayor, in accordance with Standing Orders (Ref 12. a). Current practice is to 1. Receive apologies 2. Town Mayor Announcements and 3. Election of Town Mayor.

No comments were made except with regard to the last recommendation, when it was considered that current practice continue, with the relevant Standing Order being amended when the Standing Orders are reviewed.

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**TO APPROVE THE YEAR END ACCOUNTS FOR 2014/2015**

The Town Clerk read Section 2 – Annual Governance Statement 2014/15 and with Members agreement the Clerk ticked the yes boxes for statements 1 to 8, it was noted that statement 9 was not applicable to the Town Council. There being no questions in this regard it was moved, seconded and

RESOLVED

that the Town Council approve the Year End Accounts 2014/2015 and that the Town Mayor and Town Clerk/Responsible Financial Officer sign them accordingly.

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**CODE OF CONDUCT**

A reviewed Members Code of Conduct had been issued and a further updated version of Appendix A circulated at the meeting. It was agreed, moved, seconded and

RESOLVED

that the revised Members Code of Conduct including National Association of Local Councils Legal Briefing L09-12 (original date of issue: 29 June 2012; Updated: 9 August 2012) Appendix A and National Association of Local Councils Legal Briefing L09-12 (21 June 2012) Appendix B be adopted.

The Clerk advised that this document would now be forwarded to the Monitoring Officer at Tendring District Council.

**CLERKS REPORT**

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**TENDRING DISTRICT COUNCIL – NOTICE OF PLANNING APPEALS**

Receipt of notification of a Planning Appeal for application 14/01297/FUL at 157 Frinton Road, Kirby Cross for the Erection of single dwelling and garage by South East Development Ltd – Mr John Lynch. Appeal reference APP/P1560/W/15/3009018 – all representation must be received by 8 May 2015.

Receipt of notification of a Planning Appeal for application 14/01192/FUL at 21 Manor Road, Great Holland for proposed 3 no. residential dwellings (following the demolition of 2 dwellings) with garaging, parking and other associated works by Penny Investments Ltd. Appeal reference APP/P1560/W/14/3001151 – all representation must be received by 20 May 2015.

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**FRINTON IN BLOOM**

Letters from Frinton in Bloom and the Triangle Traders thanking the Town Council for donations were noted.

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**ESSEX ASSOCIATION OF LOCAL COUNCILS**

It was noted that an invoice for Affiliation Fees for 2015/2016 for Essex Association of Local Councils and the National Association of Local Councils in the sum of £1,436.12 had been received and it was agreed to continue the Town Council's membership with approval for the invoice to appear on the next schedule of accounts.

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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:-

Action Essex, Newsletter of the Essex Branch of the Campaign to Protect Rural England  
Tendring Technology College News issues 66

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**MINUTES OF THE ORDINARY MEETING**

It was moved, seconded and

RESOLVED

that the minutes of the Ordinary meeting of the Town Council held on 9th April 2015 (pages 173 – 184) be approved as a true record and signed by the Chairman.

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**MATTERS ARISING FROM PREVIOUS ORDINARY MEETINGS**

There were no matters arising.

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

Councillor J. L. Halls MBE raised concern in regard to uneven pavements outside Walton Library and Old Pier Street and it was agreed that a letter be sent to Essex County Council and copied to County Councillor Page in this regard.

There were no further matters that the Town Mayor considered urgent; the public and the press 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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**THE COUNCIL HOUSE**

The Town Mayor advised that she continued to pursue this matter and was extremely disappointed that progress had not been made and has been advised that the matter should be concluded by the end of May.

Members concurred that it was disappointing that the matter had been so protracted.

Councillor J.L. Halls MBE offer thanks to the Town Mayor for her endeavour to date, to his fellow Members and Officers for making his time as a Town Councillor so enjoyable. Councillor E.T. Allen offered thanks to both Councillors Mrs J. King and J. Halls for their dedication to Walton-on-the-Naze during their time as Town Councillors.

There being no further matters the meeting closed at 9.30pm.

TOWN MAYOR

**SCHEDULE OF PLANS SUBMITTED – AREA 2E – FRINTON & WALTON TOWN COUNCIL MEETING 30TH APRIL 2015**

APPLICATION NO./ APPLICANT	PROPOSAL	LOCATION	RECOMMENDATION
15/00477/OUT Mr Thomas Dormant	Erection of a domestic dwelling.	Land adjacent Trees Edith Road Kirby-le-Soken	APPROVAL
15/00491/FUL C/A Mr G Knight	Variation of Condition 1 of 14/01270/FUL. To amend the appearance of the approved shop front and inclusion of maintenance access panel to first floor roof. To replace drawing of the approved scheme with drawings CHQ.13.10385.PL08D and CHQ.13.10385-PL04C	70 - 72 Connaught Avenue Frinton-on-Sea	REFUSAL – unattractive in a conservation area and conflicting information in regard to whether it is a door or a panel and the depth away from the front edge. If this is for maintenance purposes – there is a lack of a handrail.  The Town Council would have appreciated this information being made available at an earlier opportunity within the development.
15/00494/FUL FGH (Essex) Ltd	Demolition of existing derelict barns and erection of 8 single storey, 2 bedroom, dwellings with associated access, garages, parking, landscaping and ancillary works.	Site to South of Walton Road Kirby-le-Soken	REFUSAL – out of keeping with the street scene, the gateway to Kirby-le-Soken and the village layout.  Overdevelopment of the site, poor design, bland and characterless.  Concern in regards to the single access road to the properties at the rear.



**SCHEDULE OF PLANS SUBMITTED – AREA 2E – FRINTON & WALTON TOWN COUNCIL MEETING 30TH APRIL 2015**

APPLICATION NO./ APPLICANT	PROPOSAL	LOCATION	RECOMMENDATION
15/00495/FUL Mrs Olivia Hearn	First floor extension over existing garage conversion of existing garage to bedroom/en suite and additional parking (Resubmission of 15/00099/FUL - Change of materials from brick to weather boarding).	12 Hunt Way Kirby Cross	APPROVAL
<b>Councillor E.T. Allen declared an interest, remained in the chamber and abstained from voting on the next item only</b>			
15/00506/FUL Mr A Redmond	The erection of a new single storey detached library building	Hamford C P School Elm Tree Avenue Walton-on-the-Naze	APPROVAL
15/00514/FUL Walton Pre School	Retention of external storage container to rear of building.	Walton Centre For Community Education Standley Road Walton-on-the-Naze	APPROVAL
15/00532/FUL Mr T Ward	Conversion of garage into gymnasium.	23 Peake Avenue Kirby Cross	APPROVAL
<b>Councillor J. Robertson declared an interest, remained in the chamber and abstained from voting on the next item only</b>			
15/00547/FUL <u>C/A</u> Mr & Mrs S O'Donnell	Proposed garage to side of existing house.	175 Connaught Avenue Frinton-on-Sea	APPROVAL

**SCHEDULE OF PLANS SUBMITTED – AREA 2E – FRINTON & WALTON TOWN COUNCIL MEETING 30TH APRIL 2015**

<b>APPLICATION NO./ APPLICANT</b>	<b>PROPOSAL</b>	<b>LOCATION</b>	<b>RECOMMENDATION</b>
<b>Councillor E.T. Allen declared an interest, remained in the chamber and abstained from voting on the next item only</b>			
15/00551/FUL Mr Martin Hurn	Demolition of existing garage and erection of new detached four bedroom dwelling, parking, access and turning area in the grounds of the existing property, 169 Connaught Avenue.	Gainsboro Lodge 169 Connaught Avenue Frinton-on-Sea	REFUSAL – overdevelopment of the site and out of keeping with the street scene. Parking provision is not in line with the Essex Parking Standards and parking in a front garden is not in keeping with a conservation area.
15/00563/FUL Mr & Mrs E Patient	Proposed rear extension and canopy to front.	74 Fourth Avenue Frinton-on-Sea	APPROVAL
<b>Councillor C.S. Keston declared an interest, remained in the chamber and abstained from voting on the next item only</b>			
15/00568/FUL Mr & Mrs K Moule	Extension and alteration.	Tiverton Main Road Great Holland	APPROVAL
15/00562/FUL Mr R Trinder	Proposed rooms in roofspace, dormer and velux windows.	5 Branscombe Close Frinton-on-Sea	APPROVAL
15/00328/ADV East of England Co-Op <b><u>AMENDED</u></b>	Remove the existing signage and Replace with new signs incorporating The new company logo.	77-79 High Street Walton-on-the-Naze	APPROVAL

**SCHEDULE OF PLANS SUBMITTED – AREA 2E – FRINTON & WALTON TOWN COUNCIL MEETING 30TH APRIL 2015**

<b>APPLICATION NO./ APPLICANT</b>	<b>PROPOSAL</b>	<b>LOCATION</b>	<b>RECOMMENDATION</b>
15/00400/FUL Mr & Mrs Ioh  <b><u>AMENDED</u></b>	Proposed single storey rear extension With new dormer to rear elevation. Alteration to existing front dormer With change of existing windows and external appearance	21 Winchester Road Frinton-on-Sea	APPROVAL
15/00585/TELLIC  <b><u>INFORMATION ONLY</u></b>	Proposed 6 no. antenna on existing pole, installation of a Dorset Cabinet and link A/C cabinet on new bases	Telephone Mast Site ESX0435 Frinton Service Station Kirby Road Frinton-on-Sea	NOTED
15/00560/HHPNOT  <b><u>INFORMATION ONLY</u></b>	Proposed rear extension 5m in depth and 3.9m in height	55 Horsey Road Kirby-le-Soken	NOTED
15/00446/NMA Smart Planning  <b><u>INFORMATION ONLY</u></b>	Adjustment to the window detail of the front elevation & the addition of a small obscure-glazed window to the west side elevation.	18 Percival Road Walton-on-the-Naze	NOTED
15/00534/NMA  <b><u>INFORMATION ONLY</u></b>	Proposed revisions to approved floor plans, roof and elevations to comply with the relevant sporting assoc. guidelines and Building Regulations	Frinton on Sea Cricket Club Ashlyns Road Frinton-on-Sea	NOTED

**SCHEDULE OF PLANS SUBMITTED – AREA 2E – FRINTON & WALTON TOWN COUNCIL MEETING 30TH APRIL 2015**

<b>APPLICATION NO./ APPLICANT</b>	<b>PROPOSAL</b>	<b>LOCATION</b>	<b>RECOMMENDATION</b>
15/00617/TCA Mr Stevenson	1 No. Lime - reduce by 40%, remove lowest branch over lawn. 1 No. Sycamore - reduce by 30-35%	50 Second Avenue Frinton-on-Sea	APPROVAL
15/00557/TCA Mr D Chitty	1 No. Silver Birch 30% reduction. 1 No. Fir fell	Star Cottage 75 Third Avenue Frinton-on-Sea	APPROVAL – would have preferred to have known which type of fir this is to make an informed recommendation.
15/00499/TCA Mr M Cochrane	Eucalyptus to be reduced back to previous points	Marconia 34 Upper Third Avenue Frinton-on-Sea	APPROVAL
<b>Councillor E.T. Allen declared an interest, remained in the chamber and abstained from voting on the next item only</b>			
15/00501/TCA Mr M Cochrane	4 Macrocarpa - Fell. Area to be re-planted	Woodlands First Avenue Frinton-on-Sea	APPROVAL
15/00503/TPO Mr Paul Roberts	Walnut (T1) - Crown reduction back to previous pruning points. The branches removed will be cut back to suitable lateral unions, not greater than 2 metres in length	181 Thorpe Road Kirby Cross	APPROVAL

## SCHEDULE OF ACCOUNTS - NO. 2

30 April 2015

	Net	Gross
	£	£
<b><u>General:</u></b>		
1. Automated Systems Group Ltd. Copier Service Charge	86.77	104.12
2. Gotelee Solicitors Legal Services	250.00	300.00
3. E.ON Electricity	586.33	703.60
4. SLCC Annual Subscription	187.00	187.00
5. Frinton Bowls Club Grant	200.00	200.00
6. Birchwood Garden Services Maintenance	235.00	235.00
7. Heelis & Lodge Audit Services	300.00	300.00
8. Rialtas Business Solutions Ltd Accounts - year end	567.20	680.64
9. Signs Made Easy Ltd. 2 X Signs – Skate Park	240.00	288.00
10. Tendring District Council Council House Maint. Recharge	966.99	966.99
11. Tendring District Council Market Rent & Rates	747.60	747.60
12. Veolia ES (UK) Ltd. Empty of Market Bins	241.57	289.88
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	4608.46	5002.83
 <b><u>Columbine Centre:</u></b>		
13. Automated Systems Group Ltd. Copier Service Charge	76.40	91.68
14. Corona Energy Retail 2 Ltd. Gas	1494.78	1793.74
15. Abbeygate Audit Stocktaking Services	150.00	150.00
16. Bunzl Cleaning & Hygiene Supplies Cleaning Supplies	84.06	100.87
17. Newsquest Media Group Advertising	329.38	395.24
18. Rialtas Business Solutions Ltd. Bookings System Support	265.00	318.00
19. Selects Drinks Limited. Vending Machine Call-out Fee	68.95	82.74
20. Swisher Hygiene Sani-Service x 2	99.84	119.80
21. Tendring Magazines Ltd. Advertisement	55.00	55.00
22. Tendring District Council Land Rent	1625.00	1625.00
23. Veolia ES (UK) Ltd. Empty of Bins	119.26	143.11
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	4367.67	4875.18
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<b>Cumulative Total</b>	£8976.13	£9878.01