

**TOWN COUNCIL OF FRINTON AND WALTON**

**MINUTES of an Ordinary Meeting of the Town Council  
held by Zoom,  
Thursday, 1st April 2021 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, J. Bray, P. Clifton, Mrs A. Davis, Mrs I. Johnson, Fiona Knowles, Mrs D Miles, D. Oxley, M. Platt, N.W. Turner, Miss P. Walford	

**Absent:**

Councillors C. Keston

**In Attendance:**

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

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

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**APOLOGIES FOR ABSENCE**

Apologies were received from Councillors C. Keston.

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**TOWN MAYOR'S ANNOUNCEMENTS**

The Town Mayor, Councillor Mrs F. Robertson advised Members that face to face meetings would need to resume after 7th May 2021 and that Homelands Church had been booked for Town Council meetings scheduled on Thursday 13th May and 3rd June 2021 following social distance guidelines and that it was anticipated the Recreation & Amenities Committee Meetings and Crime & Disorder Working Party Meetings after 7th May and Town Council meetings after 21st June 2021 would be held in the Council Chamber.

The Deputy Town Mayor, Councillor Mrs A. Oxley advised that she had been volunteering at the Columbine Centre which was currently being run as a vaccination centre, which was being run very well.

232

**ADJOURNMENT OF MEETING**

It was moved, seconded and

RESOLVED

that the Town Council be adjourned at 7.18pm to enable members of the public to ask questions and Members to respond.

In response to a questions in regard to prohibitive parking in Frinton-on-Sea, Councillors responded that it was hoped that the lines where required would be carried out in time for the summer months and that enforcement would be in place.

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

RESOLVED

that the Town Council be reconvened at 7.26pm.

233

**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.

234

**OTHER PLANNING MATTERS**

**PLANNING APPLICATIONS - FEBRUARY 2021**

It was once again noted with pleasure that from a total of 15 decisions made by Tendring District Council for the Town Council area in the month of February 2021 there were none at variance with the Town Council's recommendations.

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

Receipt of an appeal decision that appeal reference APP/P1560/W/20/3256288 by Mr Perry Hubble; the development proposed is the construction of 7 dwellings, land to the rear of Hollyoak, Pork Lane, Great Holland, Tendring District Council reference 20/00337/OUT, which the Town Council received during the COVID19 lockdown period in March 2020 has been ALLOWED and that a copy of the appeal decision is available on request from the Town Council offices was noted.

Councillor N.W. Turner advised that he could not give an update on the Local Plan as matters were on hold due to the forthcoming elections and the requirement of purdah.

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**REPORT FROM REPRESENTATIVES ON OUTSIDE BODIES**

Councillor Mrs F. Robertson advised that she had attended a zoom meeting of the Tendring District Association of Local Council where presentations were given by Tim Clark of Tendring District Council and Charlotte Fitzgerald of Clacton Voluntary Services Tendring both of which she was able to forward should other Members be interested.

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**REGISTER OF MATTERS FRINTON & WALTON TOWN COUNCIL MEMBERS HAVE RAISED WITH COUNTY COUNCILLOR MARK PLATT**

An updated register had been included within the papers circulated and Councillor M. Platt confirmed that he would investigate the matter Councillor Mrs D. Miles had reported to him.

237

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

There were no matters raised.

238

**SUPERFAST ESSEX PROGRAMME UPDATE & CREATING A PLACE FOR LIFE**

Councillor N.W. Turner asked Members to pass on the details of the Superfast Essex Programme to friends and family.

239

**SCHEDULE OF ACCOUNTS – NO 1 & 1A**

There being no comments or questions it was moved, seconded and

RESOLVED

that the schedule of accounts No 1 & 1A in the total sum of £49,830.75 nett and £50,893.94 (fifty thousand, eight hundred and ninety-three pounds and 94 pence) gross be approved for payment.

240

**TOWN COUNCIL INSURANCE PROVIDER**

Members acknowledged the information provided and circulated within the Town Council papers and concurred with the Town Clerk's recommendation, it was moved seconded and

RESOLVED

that the Town Council accept the 3 year Long Term Agreement Option with Pen Underwriting Limited (via Came and Company) from 1st April 2021 in the sum of £10,046.95 per annum.

241

**INCOME & EXPENDITURE AND BANK RECONCILIATION REPORTS**

Members received the Income & Expenditure reports along with the Investment and Bank Reconciliation report for February 2021.

**CLERK'S REPORT**

242

**PUBLICATIONS**

Receipt of the following were noted.

The Clerk – March 2021

Clerk's and Council's Direct – March 2021

243

**MINUTES OF THE ORDINARY MEETING**

It was moved, seconded and

RESOLVED

that the Minutes of the Ordinary Meeting of the Town Council held on 11th March 2021 (pages 151 - 163) be approved as a true record to be signed by the Town Mayor at the next possible opportunity.

244

**MATTERS ARISING FROM PREVIOUS ORDINARY MEETINGS**

Minute 219, page 154 – Crime & Disorder Working Party. It was agreed that a letter be sent by the Town Clerk on behalf of the Town Council to thank Chief Inspector Benbow and the Chief Executive of Tendring District Council in regard to the joint actions taken in regard to keep Members informed in regard to pro-active working with the Police Community Support Officers and Tendring District Council Ambassadors.

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

As there were no matters that were considered urgent, the Town Mayor thanked the member of the public present for their attendance.

246

**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 for the following items of business because of their special and confidential nature.

247

**TO RECEIVE THE MINUTES AND RECOMMENDATIONS OF THE PERSONNEL COMMITTEE**

The Minutes of the Personnel Committee meeting held by Zoom on Tuesday, 16th March 2021 (pages 4 – 6) were received and the RECOMMENDATION therein consider.

Minute 8.1 2020/2021 Staff Appraisals, page 4 and 5 was moved, seconded and

RESOLVED

that staff pay increases in line with the results of the appraisals that have been undertaken as outlined in section 2.1.2.

Minute 8.2 Succession Planning, page 5 was moved, seconded and

RESOLVED

that a Town Clerk (Designate) is recruited and the proposed succession plan, training programme and job description for this post is approved.

Minute 8.3 Annual Review of training, page 5 was moved, seconded and

RESOLVED

that the annual review of staff training is noted.

Minutes 8.5 Post Office Staff, page 6, was moved, seconded and

RESOLVED

that three experienced part-time staff are employed to work in the new Town Council Post Office, working to the job descriptions, part-time hours and hourly rates of pay shown within the report presented to the Personnel Committee.

The Town Mayor thanks those in attendance and closed the zoom meeting at 8.32pm.

TOWN MAYOR

**SCHEDULE OF PLANS SUBMITTED TO FRINTON & WALTON TOWN COUNCIL**

**FOR TOWN COUNCIL MEETING 1ST APRIL 2021**

<b>APPLICATION NO./ APPLICANT</b>	<b>PROPOSAL</b>	<b>LOCATION</b>
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**As a Member of Tendring District Council's Planning Committee, Councillor J. Bray abstained from voting on all plans put before the Town Council.**

21/00342/FUL Mrs M Westpfel	Erection of replacement garage (Resubmission of previously approved application 20/00729/FUL)	88 Walton Road Frinton on Sea
APPROVAL		
21/00339/FUL <b>C/A</b> Mr Richard Max	Erection of detached double garage (incorporating a car lift) single storey extension to utility room and enlargement of first floor window to side elevation.	St Michaels 37 Third Avenue Frinton on Sea
APPROVAL		
21/00222/FUL Mr D Akers	Erection of single storey rear extension with 2 no. glazed roof lanterns.	34 Branscombe Close Frinton on Sea
APPROVAL		
21/00273/FUL Mrs Everton	Erection of single storey rear conservatory extension.	5 Rex Mews Fourth Avenue Frinton On Sea
APPROVAL		

**SCHEDULE OF PLANS SUBMITTED TO FRINTON & WALTON TOWN COUNCIL**

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**As a Member of Tendring District Council’s Planning Committee, Councillor J. Bray abstained from voting on all plans put before the Town Council.**

21/00348/FUL Mr David Barrett	Proposed erection of two detached dwellings (variation of approved planning permission 19/00026/FUL to allow 2 identical plots).	Maltings Lodge Malting Lane Kirby Le Soken
<p>REFUSAL – Against backland development and shared drives. Poor access on a narrow/single track lane which is extremely busy as it leads to the local refuse site.</p> <p>Area prone to flood. Not in keeping within the village location.</p>		
21/00403/FUL Mr and Mrs R Roye	Erection of attached garage, garden room and porch. Proposed first floor extension to form habitable space in roofspace and internal and external alterations	Beccles Rainham Way Frinton On Sea
APPROVAL		
21/00404/FUL Mr Robert Steele	Erection of single storey rear conservatory extension	2 The Crescent Great Holland
APPROVAL		
21/00412/FUL Mr Andrew Fisher	Erection of roof extension with front and rear dormers	11 Ashes Close Walton On The Naze
APPROVAL		

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**FOR TOWN COUNCIL MEETING 1ST APRIL 2021**

APPLICATION NO./ APPLICANT	PROPOSAL	LOCATION
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As a Member of Tendring District Council's Planning Committee, Councillor J. Bray abstained from voting on all plans put before the Town Council.

21/00449/FUL Mr Belal Miah	Erection of single storey side/rear and rear extension with 2 no. glazed roof lanterns (following demolition of rear extension and conservatory).	110 Pole Barn Lane Frinton On Sea
APPROVAL		
21/00407/LUPROP Mr and Mrs Halls <b><u>Information Only</u></b>	Erection of single storey rear extension	271 Walton Road Walton On The Naze
NOTED		
21/00292/NDPNOT <b><u>Information Only</u></b>	Proposed installation of roof mounted solar PV panels with a system capacity of 74kWp, including all associated ancillary infrastructure.	Tendring Technology College Rochford Way Frinton on Sea
NOTED		
21/00349/COUNOT <b><u>Information Only</u></b>	Proposed conversion of former agricultural livestock building into a dwelling.	Land adjacent to The Willows Little Clacton Road Great Holland.
NOTED		
21/00359/LUPROP Mr Stephen Sibley - Highcroft Planning <b><u>Information Only</u></b>	Partial use of site for Boat Storage	Land adjacent 24 Mill Lane Walton On The Naze
NOTED		



**SCHEDULE OF PLANS SUBMITTED TO FRINTON & WALTON TOWN COUNCIL**

**FOR TOWN COUNCIL MEETING 1ST APRIL 2021**

<b>APPLICATION NO./ APPLICANT</b>	<b>PROPOSAL</b>	<b>LOCATION</b>
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**As a Member of Tendring District Council's Planning Committee, Councillor J. Bray abstained from voting on all plans put before the Town Council.**

21/00399/TCA Mr Andrew Davies - Bland Landscapes Ltd	1 No. Macrocarpa in rear garden of Windward house - fell to ground level. 1 No. Small Macrocarpa in rear garden of windward house - fell to ground level.	Windward House First Avenue Frinton On Sea
APPROVAL with a minimum of 1 replacement tree of a native species.		
21/00415/TCA Mr M Gent	1 No. Ash and 1 No. Hawthorn - fell.	48A Old Road Frinton On Sea
APPROVAL with a replacement tree planted in the garden.		
21/00475/TCA Mrs Margaret Cooper	Front garden - 1 No. Holly - overall reduction, 1 No. Lilac - reduce and thin. Rear Garden - 1 No. Damson Tree - remove, 1 No. Cherry Tree - pollard and thin, 1no. Holly - reduce and trim, 1 No. Bay - reduce to fence height.	2 Holly Tree House 27 Third Avenue Frinton On Sea
APPROVAL		
21/00493/TCA Mrs Annabel Sharman	Remove Bramley Apple/Pear and Plum Trees.	28 The Crescent Frinton On Sea
APPROVAL		

**SCHEDULE OF ACCOUNTS PAYABLE - NO. 1****1st April 2021**

		Net	Gross
<b><u>General:</u></b>			
1.	BT	Phone Services	104.54 125.45
2.	British Gas	Electricity - meter No. 2	358.74 430.48
3.	Castle Water	Water	293.99 293.99
4.	BT	Internet services	145.00 174.00
5.	Edf Energy	Electricity Council House	439.27 461.86
6.	Barclays Bank UK Plc.	Bacs File Charges x 2	6.00 6.00
7.	Frinton In Bloom	Grant	2000.00 2000.00
8.	Kirby In Bloom	Grant	500.00 500.00
9.	Walton In Bloom	Grant	1000.00 1000.00
10.	Birchwood Garden Services	Maintenance	1103.00 1103.00
11.	SJH Services	Maintenance Agar Road	200.00 200.00
12.	Matthew Gunning	Tourist Map & Cabinet install	180.00 180.00
13.	Vine HR Ltd.	HR Services	130.00 156.00
14.	DKS	Computer Equip. & support	2800.67 2800.67
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		9,261.21	9,431.45
<b><u>Columbine Centre:</u></b>			
15.	Worldpay (UK) Limited	Credit Card Machine Fees	35.00 40.00
16.	Charlie Osborne	Cancelled Hire-Deposit Refund	36.00 36.00
17.	Corona Energy Retail 2 Limited	Gas	1396.00 1675.20
18.	BT	Internet services	145.00 174.00
19.	Edf Energy	Electricity Columbine Centre	1665.78 1998.94
20.	Bunzl	Cleaning Supplies	124.72 149.67
21.	Bunzl	Cleaning Supplies	110.63 132.76
22.	Bowling Garrard Electrical	Fire Alarm Maintenance	168.00 201.60
23.	PPL PRS Ltd.	Licence	779.52 935.43
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		4,460.65	5,343.60
<b><u>NewYear 2021/2022</u></b>			
<b><u>General:</u></b>			
24.	TDC	Council House - Rates	6237.50 6237.50
25.	TDC	Beach Hut 1 – Rates	239.52 239.52
26.	TDC	Beach Hut 2 – Rates	239.52 239.52
27.	TDC	Beach Hut – site fees	318.00 318.00
28.	TDC	Beach Hut – site fees	318.00 318.00
29.	TDC	Rates – Public Toilets–FOS	1571.85 1571.85
30.	TDC	Rent – Public Toilets 1/4	1050.00 1050.00
31.	TDC	Rent/Rates–Market 1/12	772.60 772.60
32.	TDC	Rent-Skateboard Park 1/4	250.00 250.00
33.	EALC	Conference Fee (A.D.)	50.00 60.00
34.	Information Commissioners Office	Data Protection fee	60.00 60.00
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		11,106.99	11,116.99
<b><u>Columbine Centre:</u></b>			
35.	TDC	Columbine Centre – Rates	8,732.50 8,732.50
		=====	=====
	<b>Cumulative Total</b>	<b>£33,561.35</b>	<b>£34,624.54</b>

**SCHEDULE OF ACCOUNTS PAYABLE – NO. 1A**

**1st April 2021**

**SALARY MONTH 12 PAYMENT MADE ON 26 MARCH 2021**

**SUPERANNUATION PAYMENT MADE ON 31 MARCH 2021**

**HMRC/PAYE PAYMENT TO BE MADE ON 22 APRIL 2021**

Total Salaries/Wages/Expenses (March 2021)	£13604.14
Employers N.I. (March 2021)	£ 853.01
Superannuation – Employer contribution (March 2021)	£ 1301.75
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	£15758.90
Members Mileage	£ 0.00
Petty Cash drawn in March 2021	£ 510.50
Cumulative total	£16269.40