

TOWN COUNCIL OF FRINTON AND WALTON

**MINUTES of an Ordinary Meeting of the Town Council
held at the Council House, Triangle Shopping Centre, Frinton on Sea,
on Wednesday 1st June 2022 commencing at 7.15pm**

Present:

Councillors	ET Allen	Town Mayor
	P Clifton	Deputy Mayor
	L Allen, I Johnson, D Miles, N Turner, F Robertson, P Walford, M Platt, A Oxley and A Davis	

Absent: J. Bray

In Attendance:

Mrs J Woodland– Town Clerk
Mrs M Townsend - Deputy Town Clerk
4 members of public

FTC/22/32

APOLOGIES FOR ABSENCE

Apologies were received from Cllrs F Knowles, T Abrahams, D Oxley, and C Keston

FTC/22/33

DECLARATIONS OF MEMBERS INTERESTS

None

FTC/22/34

TOWN MAYOR'S ANNOUNCEMENTS

- The Mayor wished to give thanks to all the local groups and organisations who have organised events for the local community to enjoy over the Platinum Jubilee weekend.
- The public meeting with Essex Police, arranged by the Town Council, was well attended, and allowed residents to voice their concerns regarding local policing matters.
- The Mayor, along with Councillors N Turner and M Platt attended a productive meeting of the local railway user group.

FTC/22/35

ADJOURNMENT OF MEETING

RESOLVED: that the Town Council be adjourned at 7.20pm to enable members of the public to ask questions and members to respond.

In response to questions raised by the public:

- The Mayor confirmed the contract for the PCSOs expires in March 2023 and therefore the Town Council will carry out a review of the contract and service provided later this year. Although Crime & Disorder expenditure is detailed as a separate cost centre code, the Deputy Clerk agreed to investigate creating a separate budget heading.
- The Clerk agreed to review salary costs expended in the financial year 2021/22 along with the budget originally set for salary costs relating to the Post Office for the financial year 2022/23.
- Cllr N Turner confirmed that he was still awaiting a response from Tendring District Council regarding the changes made to parking restrictions along the Esplanade.
- Members agreed that it would be most helpful to have a copy of the response, due to be received from Essex Police following a Freedom of Information request from a member of public.

RESOLVED: that the Town Council meeting be reconvened at 7.55pm.

FTC/22/36

TOWN AND COUNTRY PLANNING ACT 1990 – AREA 2

The Town Council considered plans for development and recommended accordingly as detailed on the schedule.

FTC/22/37

OTHER PLANNING MATTERS FOR INFORMATION ONLY

Determinations at Variance to the Town Council's Recommendation:

Members noted the following planning applications which were at variance with the Town Council's known recommendation:

- TDC App. No.22/00030/DETAIL**– Application for approval of all reserved matters; for the erection of 7 bungalows - Land adjacent to Hollyoak, Great Holland
Approval granted by Tendring District Council – Town Council recommended refusal
- TDC App. No./21/0184/FUL**– Application for construction of 1 new dwelling – Malting Forge, Kirby Le Soken
Approval granted by Tendring District Council – Town Council recommended refusal
- TDC App. No.22/00625/TPO**– Application to remove 2 oaks – 14 Buckfast Avenue, Frinton on Sea
Approval granted by Tendring District Council – Town Council recommended refusal
- TDC App. No.22/00085/FULH**– Proposed extension and alterations – Beccles, Rainham Way, Frinton on Sea
Refused by Tendring District Council – Town Council recommended approval

The Clerk agreed to write to Planning Services at Tendring District Council to highlight/query the following:

- Why is the Town Council being asked to comment/consider discharge of conditions?
- Request an explanation of what the changes are to amended planning applications put before the Town Council for consideration
- Clearer descriptions to be provided to assist with the knowledge required to consider the planning applications
- The reason why the applicant feels the work to trees is necessary is not detailed on all tree application forms

Cllr N Turner confirmed that there will be a 6-week window, starting at the end of July, for the consultation on the Frinton & Walton Conservation Area Character Appraisal and Management Plan. A second meeting is planned where a response will be compiled for the Town Council to consider submitting.

FTC/22/38

NAMING OF ROADS – PHASES 4&5 FINCHES PARK, KIRBY CROSS

Members reviewed the suggested road names provided by Tendring District Council.

RESOLVED: Clerk to advise Tendring District Council of the Town Council's suggestion to replace Maize Road with Borage Way.

FTC/22/39

NAMING OF ROADS – NEW DEVELOPMENT TURPINS FARM Information only

Members noted the suggested road names provided by Tendring District Council and agreed to forward any suggested to Cllr F Knowles (who Tendring District Council will be consulting with) as the local councillor that represents the Kirby-le-Soken and Hamford Ward.

FTC/22/40

COLUMBINE ROOF REPAIR

Members reviewed the report and quotations for work, provide by the Clerk, for urgent work to repair the Columbine guttering.

RESOLVED: Clerk to proceed with quotation A, at a cost of £5385 (plus VAT) to be expended from budget 201/4036 (Columbine Centre/Building Equipment Maintenance Renewal).

Members noted the advice from the Clerk that this expenditure will take this cost centre code overbudget (any overspend will ultimately come out of reserves) and consideration should be given to proactive future budget planning to mitigate unexpected costs. The Clerk also highlighted the need for roof coating works to be carried out within the next five years with costs in the region of £24k and the need for future earmarked reserves/budgeting. Due to rising costs of materials, Councillors asked the Clerk to source quotations for this work to take place earlier.

FTC/22/41

REPORT FROM REPRESENTATIVES ON OUTSIDE BODIES

•Cllr M Platt and Cllr N Turner met with an Essex County Council Officer to carry out a tree survey which highlighted 44 stumps and some dead trees. As a result, Essex County Council have agreed to plant 54 new trees in the area.

FTC/22/42

PARKING CONCERNS HAROLD GROVE/CONNAUGHT AVENUE

Further to minute reference 294, Members reviewed the response received from Ian Taylor, Tendring District Council, regarding the request for support from the District Council with parking issues identified at the junction of Harold Grove and Connaught Avenue.

RESOLVED: Members agreed for Cllr E T Allen to attend an on-site meeting with Ian Taylor.

FTC/22/43

SOCIAL MEDIA

Members considered the report suggesting the creation of a Facebook social media group for Frinton & Walton Town Council and the adoption of a social media policy. Members agreed that a Facebook group would be another means of communication and disseminating relevant information to residents.

RESOLVED: The Clerk to proceed with creating a Facebook group for Frinton & Walton Town Council.

FURTHER RESOLVED: To adopt the social media policy.

The Mayor asked Councillors to forward photographs and detail of projects/meetings with local organisations they have been involved with to help promote awareness and the services of local groups, for inclusion on social media.

FTC/22/44

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

Members reviewed the updated Register of Matters and Councillor M Platt provided the following additional information:

1. Network Rail has apologised for the lack of response and will investigate the request for permission to access the road.
4. 400sq metres of patching has been agreed for Naze Park Road, in front of the residential care home and bus stop. An overnight road closure is likely, and work is scheduled for early August.

Councillor M Platt provided details of the recently launched Essex Highways Member Led Pothole Scheme and asked each member to provide the Deputy Clerk with photographs and location details of one pothole they would like to be included on the priority repair list.

FTC/22/45

OTHER LOCAL MATTERS WHERE ACTION MAY BE REQUIRED FROM OTHER ORGANISATIONS

No matters raised.

FTC/22/46

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: Pursuant to Section 1 of the public Bodies (Admissions to Meetings) Act 1960, to exclude the Press and Public from the meeting for the following items of business because of their special and confidential nature;

- To receive and approve the confidential document System of Internal Control & Risk Assessment and note any recommendations

FTC/22/47

SYSTEM OF INTERNAL CONTROL & RISK ASSESSMENT

Members reviewed the arrangements which are in place to mitigate against the risks associated with the Council's finances, security, property, legal matters, IT, and reputation. In line with guidance from EALC, the District Council and GDPR, the Clerk advised that individual generic councillor e-mail addresses would shortly be introduced, solely for the use of Town Council business. Cllr M Platt felt that as this was not already in place when approving the System of Internal Control, he would abstain from voting on this item and approving the AGAR. Members agreed with the findings and that there are sufficient controls in place to effectively mitigate the risks to the Council.

RESOLVED: To approve the System of Internal Control & Risk Assessment and agreed that there are sufficient controls in place to effectively mitigate the risks to the Council.

FTC/22/48

TO RECONVENE THE PUBLIC MEETING OF THE TOWN COUNCIL

RESOLVED: To reconvene the public meeting of the Town Council at 9.25pm.

FTC/22/49

INDEPENDENT REVIEW OF ACCOUNTS

RESOLVED: To appoint Cllr I Johnson as an independent Member to periodically review the bank reconciliation in accordance with Financial Regulation 2.2.

FTC/22/50

FINANCIAL MATTERS

Schedule Of Accounts – No 3

There being no comments or questions it was

RESOLVED that the schedule of accounts No 3 in the total sum of £10,835.25 net (£12,391.64 gross), be approved for payment.

FTC/22/51

INCOME & EXPENDITURE REPORTS WITH INVESTMENT AND BANK RECONCILIATION REPORTS FOR APRIL 2022

RESOLVED: To approve the Income & Expenditure reports along with the Investment and Bank Reconciliation report for April 2022.

FTC/22/52

APPROVAL OF YEAR END ACCOUNTS 2021/22

Members reviewed the end of year accounts.

RESOLVED: To approve the end of year accounts 2021/22 and to be signed by the Mayor.

FTC/22/53

INTERNAL AUDIT

Members received the year end internal audit report, and the Mayor was pleased to note that the Town Council had adequate reserves. The Clerk confirmed that there were no recommendations made and therefore no plan of action required.

RESOLVED: To accept the internal audit report and agree that no further action is required.

FTC/22/54

APPROVE AND RE-APPOINTMENT OF HEELIS & LODGE

RESOLVED: To agree that the internal auditor adequately meets the requirements to be competent and independent and to reappoint Heelis & Lodge as the Town Council's internal auditor for the 2022/23 financial year.

FTC/22/55

ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN SECTION 1 – ANNUAL GOVERNANCE STATEMENT

Members discussed the assertions detailed in Section 1 of the 2021/22 AGAR and the requirements needed to provide a 'yes' response.

RESOLVED: To approve the Annual Governance Statement Section 1 of the AGAR.

FTC/22/56

ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN SECTION 2 – ACCOUNTING STATEMENTS

Members reviewed the accounting statements in Section 2 of the 2021/22 AGAR along with the completed explanation of variances pro forma.

RESOLVED: To approve the Accounting Statements in Section 2 of the 2021/22 AGAR and to be signed by the Mayor.

FTC/22/57

CLERK'S REPORT

Members received the Clerk's Report which included:

- Updates on actions and requests of the Clerk
- Publications received

FTC/22/58

MINUTES OF THE ORDINARY MEETING OF THE TOWN COUNCIL 12TH MAY 2022

RESOLVED that the minutes of the Ordinary Meeting of the Town Council held on Thursday 12th May 2022 (pages 7 - 17) be approved as a true record and signed by the Mayor.

FTC/22/59

MATTERS ARISING FROM THE MINUTES OF THE MEETING 12TH MAY 2022

Minute reference FTC/22/14 – Councillor N Turner advised that Taylor Wimpey would require the edge cut back prior to assisting with moving earth which has been washed out along the hedgerow and footpath in Kirby Road.

Minute reference FTC/22/19 - The Platinum Jubilee memorial coins will be delivered mid-June.

FTC/22/60

DATE OF NEXT MEETING

The next ordinary meeting of the Town Council will be held on Thursday 23rd June 2022, at the Triangle Shopping Centre, Frinton on Sea, commencing at 7.15pm

The Chairman closed the meeting closed at 9.50pm

TOWN MAYOR

SCHEDULE OF PLANS SUBMITTED TO FRINTON & WALTON TOWN COUNCIL

FOR TOWN COUNCIL MEETING 1st JUNE 2022

APPLICATION NO./ APPLICANT	PROPOSAL	LOCATION
22/00622/FUL Police, Fire & Crime Commission for Essex	Proposed change of use of former police station sui generis use to residential (C3) use (single residential dwelling).	Police Station Martello Road Walton on the Naze
Recommend APPROVAL		
22/00640/FUL Mr S Sibley	Proposed four town houses and one flat over carport.	Land at Arthur Ransome Way Walton on the Naze
Recommend REFUSAL, in line with Planning Policy PPL9 due to the proximity of a listed building, (the Martello Tower)		
22/00641/FULHH C/A Mr & Mrs T Dalton	Proposed demolition of existing shed and erection of an enlarged shed.	Red Roofs 81 Second Avenue Frinton on Sea
Recommend APPROVAL		
22/00660/ROC Mr P Smith	Removal of conditions 20 and 22 of approved application 17/01988/FUL.	Land off Kirby Road Great Holland
Recommend APPROVAL		
22/00690/FUL Kaizen UK Developments Ltd	Proposed one new dwelling.	211 Walton Road Walton on the Naze
Recommend APPROVAL		
22/00707/FULHH Mr James Dixon	Proposed roof and garage conversion with internal alterations.	118 Kirby Road Walton on the Naze
Recommend APPROVAL		
22/00718/DISCON Taylor Wimpey London	Discharge of condition 7 (Details of cycle parking for those properties without a garage) of application 20/00307/DETAIL.	Turpins Farm Elm Tree Avenue Kirby Le Soken
Recommend APPROVAL		
22/00722/FULHH C/A Mr David Slade	Proposed removal of existing flat garage roof and replace with new gable roof with velux window.	78 Third Avenue Frinton on Sea
Recommend APPROVAL		

22/00733/FULHH Mr Oxley	Proposed single storey rear extension following demolition of conservatory.	75 Clays Road Walton on the Naze
Recommend APPROVAL		
22/00241/FUL Walton Community Centre – Jonathan Geldard	Proposed application to site a second storage container adjacent to the existing container.	Walton Centre for Community Education Standley Road Walton on the Naze
Recommend APPROVAL		
22/00655/FULHH Mr Christopher Long	Proposed reposition of side fence to boundary line.	Seaville 78 Woodberry Way Walton on the Naze
Recommend APPROVAL		
22/00812/FULHH Mr Woolley	Proposed single storey front extension to replace existing porch, single storey rear extension to replace existing conservatory, replacement windows and doors and internal alterations.	3 Coastguard Cottages East Terrace Walton On The Naze
Recommend APPROVAL		
22/00819/FULHH Mr & Mrs Miles	Proposed single and two storey rear extension and porch to front elevation.	205 Halstead Road Kirby Le Soken
Recommend APPROVAL		
22/00826/FULHH Mr Robert Derrick	Proposed ground floor extensions and alterations to roof creating accommodation.	Canford Westbury Road Great Holland
Recommend APPROVAL		
22/00844/LBDISC SPS Building Company Ltd.	Discharge of condition 3(drawings to a scale of not less than 1:20 fully detailing the new windows, roof lights, doors and their surrounds) and 4 (sample of the coping stone demonstrating the colour, size and texture and details of the mortar) of application 20/01359/LBC.	Walton Hall Old Hall Lane Walton on the Naze
Unable to comment due to lack of clarity and explanation regarding the condition		

22/00143/FUL Mr Nikes Gami Amended	Proposed refurbishment of the existing Class E unit to form a new store unit with large storage area, including new shop front.	Unit 5A Claire Road Kirby Cross
Recommend APPROVAL		
22/00634/FULHH Mr Philip Walsh Amended	Proposed new rear balcony with side staircase.	103 Saville Street Walton on the Naze
Recommend APPROVAL		
22/00599/FULHH Amended	Proposed single storey rear extension.	Yonder House Little Clacton Road Great Holland
Noted – already approved by TDC		
22/00427/FULHH Amended	Proposed single storey rear extension and first floor extension	19 Holmbrook Way Frinton on Sea
Noted – already approved by TDC		
22/00757/HHPNOT Zoe Manning	Proposed single storey rear extension (3.5m depth and 3.6m height).	17 Woodside Walton on the Naze
Recommend APPROVAL		
22/00875/HHPNOT Information Only	Proposed single storey, flat roof rear extension (4.30m depth, 3.40m maximum height, 2.60m to eaves).	33 Baynards Crescent Kirby Cross
Noted		
22/00811/TCA Mr Steve Harrington	1 No. Norway maple tree approximately 5m in height – Selective branch removal. Small lateral branches overhanging patio to be removed to reduce bird mess. 1 No. Eucalyptus tree approximately 7m in height – Selective branch removal. Small lateral branches overhanging patio to be removed to reduce bird mess.	Windward House First Avenue Frinton on Sea
Recommend APPROVAL		
22/00829/TCA Barry Hersh	1 No. – Large Eucalyptus (E1) to front of the property to be pollarded back to previous points. Rear of property: 1 No. Eucalyptus (E2) to be reduced back to previous points.	Crossways 24 Holland Road Frinton on Sea
Recommend APPROVAL		

22/00830/TCA Cochrane Tree Services Ltd	1 No. Poplar – remove.	72 Third Avenue Frinton on Sea
Recommend APPROVAL		
22/00847/TCA Cochrane Tree Services Ltd	2 No. Sycamores – re pollard.	The Old Surgery 14 Holland Road Frinton on Sea
Recommend APPROVAL		
22/00885/TCA John Dyer	1 No. Unknown species (larger) – reduce by 70%, 1 No. Unknown species (smaller) – remove.	20 Holland Road Frinton on Sea
Recommend APPROVAL		
22/00903/TCA Douglas Adler	1 No. Monterey cypress – Fell to ground level.	30 Ashlyns Road Frinton on Sea
Recommend APPROVAL		

SCHEDULE OF ACCOUNTS - NO. 3

1 June 2022

			Net £	Gross £
<u>General:</u>				
1.	BT Telephone Services	Telephone Services	368.28	441.94
2.	Insignia Ltd.	Platinum Jubilee Coins	3228.00	3873.60
3.	Gazprom Energy	Electricity Meter 1	167.18	175.54
4.	Gazprom Energy	Electricity	213.51	256.21
5.	Birchwood Garden Services	Maintenance	1353.00	1353.00
6.	Bunzl Cleaning & Hygiene	Public Toilet Cleaning Supplies	136.43	163.72
7.	Design Clark Ltd.	Signwriting	90.00	90.00
8.	Essex Cleaning Services	Shelter Cleaning	520.00	520.00
9.	Euro Fire Ltd.	Supply Extinguishers & Service	361.24	433.48
10.	Tendring District Council	Market Rent & Rates	772.60	772.60
11.	TJ's Window Cleaning	Window Cleaning	20.00	20.00
12.	TTSS Ltd.	Out of Hours Call-Out	78.00	93.60
13.	TTSS Ltd.	Annual Fire & Intruder Alarm Service	529.00	634.80

			£7837.24	£8828.49
<u>Columbine Centre:</u>				
14.	Corona Energy Retail 2 Ltd	Gas	1058.59	1270.31
15.	Gazprom Energy	Electricity	821.44	985.73
16.	Worldpay	Credit Card Machine Fees	49.86	58.50
17.	Booker Ltd.	Bar Supplies	173.05	206.53
18.	Abbey Electrical; (Wholesale)	Technical Supplies	50.10	60.12
19.	Bunzl Cleaning & Hygiene	Cleaning Supplies	316.33	379.59
20.	A Joshua-AJ Property Maint.	Maintenance	160.00	160.00
21.	Tower Security (Tendring) Ltd.	Out of Hours Call-Out	164.34	197.21
22.	Tower Security (Tendring) Ltd.	Security	204.30	245.16

			£2998.01	£3563.15
		Cumulative Total	£10835.25	£12391.64