

FRINTON & WALTON TOWN COUNCIL

The Council House, Triangle Shopping Centre, Frinton-on-Sea, Essex, CO13 0AU
Tel: 01255 676666 email: clerk@fwtc.co.uk

MINUTES of the Meeting of FRINTON & WALTON TOWN COUNCIL held
at
The Council House, Triangle Shopping Centre, Frinton-on-Sea on
Thursday 17th November at 7.15PM

Present:	Councillors L Allen, A Oxley, F Robertson, C Keston, F Knowles, P Clifton, N Turner, T Abrahams, I Johnson Cllr D Miles from 1926hrs
Absent:	Councillor M Platt
In the Chair:	Mayor – Councillor ET Allen
Clerk:	Mrs J Woodland
Also present:	Deputy Clerk 6 members of the public. No members of the press.

FTC/22/170	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Councillors J Bray, D Oxley, A Davis, and P Walford.
FTC/22/171	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> Cllr C Keston declared an interest in relation to item 17.

<p>FTC/22/172</p>	<p><u>PUBLIC QUESTIONS</u></p>
	<p><i>Who is on the PCSO Working Party and what are their terms of reference?</i></p> <p>Cllr ET Allen advised that the PCSO Working Party had met, and a further meeting was planned. The PCSO Working Party is to be expanded to all Councillors who wish to take part.</p> <p><i>Can a member of the public who holds significant experience in policing be included on the PCSO Working Party?</i></p> <p>Cllr ET Allen advised the PCSO Working Party is not open to members of the public.</p> <p><i>Will the decision on the renewal of the PCSO contract renewal be resolved before the budget presentation?</i></p> <p>Cllr ET Allen advised that would not be the case. The Clerk explained the anticipated timescales for budget setting.</p> <p><i>Will a representative from this council be attending the forthcoming Planning Meeting at Tendring District Council to give the council's views on the solar farm planning matter relating to Kirby le Soken?</i></p> <p>Cllr ET Allen advised that correspondence has been received from TDC advising of the Council's right to speak on this application and that this will be discussed later in the meeting under Other Planning Matters.</p> <p><i>A resident from Kirby le Soken wished to be updated by Cllr M Platt on works he believes to be outstanding on non-functioning streetlights, and issues with vehicles being driven over a grassed area in Hillcrest.</i></p> <p>Cllr ET Allen advised that Cllr M Platt was absent but that the Clerk would contact Cllr M Platt for an update to be passed on to the resident.</p>
<p>FTC/22/173</p>	<p><u>MAYOR'S ANNOUNCEMENTS</u></p> <p>Cllr ET Allen provided an update on Mayoral engagements undertaken, including;</p> <ul style="list-style-type: none"> •Laying a wreath at the Remembrance Sunday service in Walton memorial gardens •Governance work at Tendring Technology College
<p>FTC/22/174</p>	<p><u>TOWN PLANNING APPLICATIONS AS PER SCHEDULE ISSUED BY TENDRING DISTRICT COUNCIL</u></p> <p>The Town Council considered plans for development and recommended accordingly as detailed on the schedule.</p>

<p>FTC/22/175</p>	<p><u>OTHER PLANNING MATTERS</u></p> <p>Determinations at variance to the Town Council’s Recommendations:</p> <p>Members noted the following planning applications which were at variance with the Town Council’s known recommendation:</p> <p>Application No. 21/02171/OUT – Outline application (access only) for proposed erection of up to four dwellings – Land rear of 19 The Street, Kirby Le Soken TDC approval outline – Town Council recommended refusal Planning Appeals:</p> <p>Appeal decision ref: APP/P1560/D/22/3301443 (Planning application no. 22/00085/FULHH) – Beccles, Rainham Way, Frinton – proposed extension and alterations – appeal was dismissed on 12th October 2022</p> <p>Appeal decision ref: APP/P1560/W/21/3285837 (Planning application no.21/00328/FUL) – Land adjacent to Pear Trees, Pork Lane , Great Holland – proposed erection of detached single storey dwelling and garage – appeal was dismissed on 12th October 2022</p> <p>Members agreed that Cllr N Turner would attend the forthcoming planning meeting at Tendring District Council to represent this council, by speaking in the allocated 3-minute section, and confirm this Council’s view that the solar farm in Kirby le Soken should not proceed. Deputy Clerk to provide Cllr N Turner with the information on the meeting.</p>
<p>FTC/22/176</p>	<p><u>BRIEF REPORTS BY MEMBERS APPOINTED TO OUTSIDE BODIES BY THE COUNCIL</u></p> <p>Cllr ET Allen advised he is on the Naze Management Board, a full meeting was held recently where good visitor numbers to the Naze Tower, the Essex Wildlife Trust including public and school visits were reported.</p> <p>Cllr F Robertson advised she had attended a meeting with the Home Support Group Trust, who take patients to hospital appointments. They are lacking in funds due to a lack of fundraising.</p>
<p>FTC/22/177</p>	<p><u>REGISTER OF MATTERS</u></p> <p>Members noted the Register of Matters.</p>
<p>FTC/22/178</p>	<p><u>OTHER LOCAL MATTERS WHERE ACTION MAY BE REQUIRED FROM OTHER ORGANISATIONS</u></p> <p>No matters raised.</p>
<p>FTC/22/179</p>	<p><u>FINANCIAL MATTERS</u></p> <p>There being no comments or questions, it was</p> <p>RESOLVED: that the schedule of accounts No.10 in the total sum of £11,763.24 net (£13,037.24 gross), be reapproved for payment.</p> <p>FURTHER RESOLVED: that the schedule of accounts No. 11 in the total sum of £94,811.88 net (£96,561.15 gross), be approved for payment and the schedule of accounts 11A in the total sum of £20,147.37 be approved for payment.</p>
<p>FTC/22/180</p>	<p><u>CLERKS REPORT</u></p> <p>Members received the Clerk’s report which included:</p> <ul style="list-style-type: none"> • One temporary traffic regulation order • Updates on preview actions requested of the Clerk • Notification that the Council office closure date will be moved from Wednesdays to Mondays, commencing 1st December 2022 • Notification of staff sickness and impact of workload and service levels
<p>FTC/22/181</p>	<p><u>MINUTES OF LAST MEETING</u></p> <p>RESOLVED: That the minutes of the meeting of Frinton & Walton Town Council held on 27th October 2022 were approved as a correct record and signed by the Mayor.</p>
<p>FTC/22/182</p>	<p><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 27th OCTOBER 2022</u> No matters raised.</p>

FTC/22/183	<u>MINUTES OF THE PERSONNEL COMMITTEE</u> Members received the minutes of the meeting of the Personnel Committee meeting held on 1 st November 2022.
FTC/22/184	<u>INTERIM INTERNAL AUDIT REPORT</u> Members considered the Internal Auditor's report following an Interim Audit on 11 th October 2022. Members noted the auditors' comments in relation to the Annual Town Council meeting and agreed to follow the recommendations. The Clerk confirmed that the Auditor had stated that her appreciation to the council staff and especially the quality of presentation of documents for the audit.
FTC/22/185	<u>NALC PAY AWARD 2022/23</u> Members received confirmation of the NALC Pay Awards for 2022/23 and that staff will, as per their staff contract, have the award backdated to its effective date of 1 st April 2022 (to include previously employed staff). Members also noted that the NJC has agreed that from 1 st April 2023, all employees on this national agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (prop rata for part timers) to their annual leave entitlement.
FTC/22/186	<u>BUS SHELTER & SEAFRONT SHELTER CLEANING CONTRACTS</u> Cllr C Keston declared an interest and vacated the room. Members reviewed the report detailing three quotations sourced. RESOLVED to award the 40-month contract commencing 1 st December 2022 for bus shelter and seafront shelter cleaning to Quote C (Keston Services Ltd).
FTC/22/187	<u>REMEDIALS TO HOT WATER SYSTEMS FOR LEGIONELLA COMPLIANCE</u> Members were advised of the need to spend £330 + VAT on remedials required to maintain legionella compliance on the following; •Council House - repair to the hot water outlet in the accessible toilet as not currently working •Council House - repair to the hot water outlet in the kitchen to reconfigure the expansion vessel and install a drain valve. Whilst these are running costs, Council noted that the budget for Buildings & Maintenance is overspent by 305% as of 30 th September 2022.
FTC/22/188	<u>DATE OF NEXT MEETING</u> The next meeting of Frinton & Walton Town Council will be held on Thursday 8th December 2022 at The Council House, Triangle Shopping Centre, Frinton-on-Sea , commencing at 7.15pm
FTC/22/189	<u>EXCLUSION OF PRESS AND PUBLIC</u> RESOLVED: Pursuant to Sub-Section 2 of Section 1 of the public Bodies (Admissions to Meetings) Act 1960, the meeting is closed to the Press and Public for the transaction of the under-mentioned business because of their confidential nature; •Post Office
FTC/22/190	<u>POST OFFICE</u> Members reviewed communication from Essex Legal Services which provided an update regarding the legal position of the council to run a Post Office. A further working party meeting open to all members is to be arranged for further discussion.

The chairman closed the meeting at 9.30pm.

CHAIRMAN

SUBMITTED TO FRINTON & WALTON TOWN COUNCIL

DATE SCHEDULE OF PLANS

FOR TOWN COUNCIL MEETING 17th NOVEMBER 2022

APPLICATION NO./ APPLICANT	PROPOSAL	LOCATION
22/01692/FULHH <u>AMENDED</u>	Proposed front two storey extension and front single storey extension.	Amen Corner Church Lane Great Holland
Recommend Approval		
22/01342/FUL <u>AMENDED</u>	Proposed demolition of all buildings and structures on the site, the closure of the existing access, the construction of two 3 bedroom bungalows and two double garages, formation of a new access and landscaping.	The Rose 63 The Street Kirby Le Soken
Recommend Refusal- Conservation area doesn't add to it. On basis of access design loss of pitch. Highways say entrance unsafe needs splay places services not in keeping.		
21/01345/FUL <u>AMENDED</u>	Proposed extension of caravan park to provide 62 Static caravans (New information: Revised flood risk & SUDS Assessment dated May 2021, Highways letter dated 23 Aug 2022 – FINAL RECONSULTATION).	Willows Caravan Park High Tree Lane Walton on the Naze
Recommend Refusal – have not produce impact survey. Bird survey needed. Habitat regulation assessment and needs special preservation and conservation area.		
22/01371/FULHH C/A <u>AMENDED</u>	Proposed single storey rear extension, including internal and external alterations.	17 Third Avenue Frinton on Sea
Recommend Approval – Ensure extension has wooden fenestration to remain in keeping with the house.		
22/01660/FULHH <u>AMENDED</u>	Proposed single storey detached outbuilding and creation of new vehicular access.	151 Frinton Road Frinton on Sea
Recommend Approval		
22/01640/VOC Taylor Wimpey UK Ltd	Application under Section 73 of the Town and Country Planning Act, to allow variation of condition 1 (Approved Plans) of 19/01269/DETAIL to allow the wording to be change to reflect the changes to the landscaping scheme.	Land to South of Thorpe Road Kirby Cross
Recommend Approval – however leave to opinion of officer at Tendring District Council. Too technical.		
22/01715/FULHH Mr Trevor Thomas-Impey	Proposed demolition of existing outbuilding. Installation of new timber frame annex with hipped roof and external timber cladding.	Popses 1 The Street Kirby Le Soken
Recommend Refusal – Opposite conservation area – more in keeping with the style and age of the house		

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22/01727/LUEX Mrs Tracy Hide	Lawful Use Certificate for existing residential dwelling to be used as nursery/childcare business.	19 Ashes Close Walton on the Naze
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Recommend Refusal – Planning have not enforced removal of shed or use of ground floor. Nothing was ever granted. 10 plus years deems auto-consent.

22/01731/VOC C/A Parkers Farms	Application under Section 73 of the Town and Country Planning Act, to allow a variation of condition 1 (Approved Plans) of 21/01482/DETAIL to allow the use of Natural Slate instead of Sandtoft Clay on the roof of plot 1.	Land adjacent 41 The Street Kirby Le Soken
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Recommend Approval

22/01725/TELLIC Information Only	Proposed upgrade to existing radio base station installation.	Walton on the Naze Rail Station The Parade Walton on the Naze
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Noted

22/01754/AGRIC Information Only	Prior Approval Application under Part 6, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for a proposed agricultural farm machinery store, workshop and lean to chemical store.	Dairy House Farm Little Clacton Road Great Holland
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Noted

22/01755/NMA Information Only	Non Material Amendment to application reference 21/02057/FULHH for omission of green roof finish for the proposed garage, retention of the existing internal layout of stairs, ground floor wc and first floor bathroom. Changes to fenestration on the north flank wall and widening of approved single storey front porch by 1m.	9 Ferndown Road Frinton on Sea
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Noted

22/01720/TCA Cochrane Tree Services Ltd	1 No. Crab Apple – remove. 1 No. Apple and Hazel – prune. 1 No. Hawthorne – reduce by 50%.	Barnfield House 119 High Street Walton on the Naze
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Recommend Approval

22/01724/TCA Mr and Mrs West	Unknow tree – prune lower branch by 2m.	11 Holmbrook Way Frinton on Sea
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Recommend Approval

22/01728/TCA Mr and Mrs Clarke	1 No. Macrocarpa – reduce by 50%.	41 Fourth Avenue Frinton on Sea
Recommend Approval		
22/01729/TCA Mrs Snell	1 No. Indian Bean, 1 No. Purple Prunus, 1 No. Oak – reduce to previous cutting points approx.. 2-2.5m off height and up to 2m off the side.	Oakwood 72 Second Avenue Frinton on Sea
Recommend Approval		
22/01747/TPO Mrs Snell	1 No. Horse Chestnut – reduce to previous cutting points approx. 2-2.5m off the height and up to 2m off the side.	Oakwood 72 Second Avenue Frinton on Sea
Recommend Approval		
22/01753/TCA T1- cypress Jack Hale - Heartwood Tree Company Ltd reduced in be reduced/ re-pollarded	trees to be trimmed to previous points. T2- mixed group to be height by up to 30%. T3- mixed species to previous points. T4- sweet gum trees to be reduced by up to 30%. T5- mature willow pollard to be re-pollarded to previous points. T6- semi-mature oak tree to be reduced by up to 30%. T7- box elder maple to be reduced by up to 30%. T8 and T9- alder trees to be reduced by up to 30%. T10- semi-mature twisted willow pollard to be re-pollarded to previous points. T11- mature black poplar pollard to be re-pollarded to previous points. T12- line of semi-mature willow pollards to be re-pollarded to previous points.	31 Second Avenue Frinton On Sea
Recommend Approval		
22/01758/TCA Mr Clive Young	3 No. Eucalyptus - remove down to ground level and grind down stump, 1 No. Oak - pollard and reduction of crown.	Copperfield Church Lane Great Holland
Recommend Approval		
22/01773/TCA Mrs Kim Fisher	1 No. Alder – fell.	16 Warley Way Frinton on Sea
Recommend Approval		

22/01834/TCA The Secretary Frinton Lawn Tennis Club	2 No. Willows – 1 to be removed and 1 to be pollarded.	36 Holland Road Frinton on Sea
Recommend Approval		

SCHEDULE OF ACCOUNTS - NO. 10

27 October 2022

£	£				Net	Gross
General:						
1.	Barclaycard	Headphones	34.99	34.99		
2.	Barclaycard	Drinks refrigerator	183.32	219.99		
3.	Barclaycard	Haberdashery	3.65	3.65		
4.	Barclaycard	Flowers	40.00	40.00		
5.	Barclaycard	Conference Folder	20.99	20.99		
6.	Barclaycard	Microsoft headphones	88.32	105.99		
7.	Barclaycard	Webcams	57.81	69.36		
8.	Gazprom	Utilities	53.38	56.07		
9.	Castle Water	Allotments	49.44	49.44	10. Tower Security	Security 35.63 42.76
11.	Birchwood	Ground Maintenance	1525.00	1525.00		
12.	BNP Paribas	Copier rental	414.00	496.80		
13.	Window Cleaning	Windows	20.00	20.00		
14.	A J Property Maint.	Hipkins Shelter repair	295.00	295.00		
15.	Accent Stationers	Stationery	65.27	78.32		
16.	Alex Robinson Elec.	Maintenance	45.00	54.00		
17.	RBS	Training	200.00	240.00		
18.	Bunzl	Cleaning items Toilets	67.13	80.56		
19.	Heelis & Lodge	Interim Internal Audit	300.00	300.00		
20.	TTSS	Replace front door reader	180.00	216.00		
21.	EALC	CiLCA	650.00	780.00		
22.	DKS-IT	IT maintenance	528.00	528.00		
23.	RBL	Poppy Wreaths	125.00	125.00		
24.	Defib Central	Replacement batteries	561.00	673.20		
25.	A J Property	Maintenance -notice board	125.00	125.00		
26.	TDC	Market rent	772.60	772.60		

£6440.53 £6952.72

Columbine Centre:

27.	Corona Utilities	2040.84	2449.01	28. Gazprom Utilities	828.75	994.50	29. Bunzl	Cleaning supplies	41.17														
				49.40	30. A J Property Maint.	Drains	95.00	95.00	31. Worldpay Card services	50.21	58.25	32. Tower Security	Security	211.11	253.33	33. Booker	Bar supplies	372.27	444.46	34. TDC	Bath House Meadow	1625.00	1625.00
35.	Bunzl			Cleaning Supplies			58.36	70.03															

Cumulative Total £11,763.24 £13,037.24 SCHEDULE OF

ACCOUNTS - NO. 11

17th November 2022

General:

			£	£
1.	Barclays BACS charges	9.00	9.00	
2.	Essex County Council Seasonal Decoration Application		200.00	200.00
3.	Thorntons Hammerite Primer	4.20	5.05	
4.	Barclaycard Tape, Sealant roof repair		14.16	16.99
5.	Barclaycard Galvanised Staples	2.54	3.05	
6.	Barclaycard Fabric to repair upholstery		44.94	53.94
7.	LexisNexis Arnold Baker	164.99	164.99	
8.	BT Sponsored Kiosk	300.00	360.00	
9.	ASL Photocopier service charge		187.78	225.34
10.	Aylesford Elec. Ltd Festive Lights	7493.40		8992.08
11.	Essex Police PCSO's	61762.43	61762.43	
12.	Essex Police PCSO's	22219.63	22219.63	
13.	Accent Stationers Stationery	65.93	79.12	
14.	Birchwood Services Maintenance	1560.00		1560.00
15.	1 st Step Management Payroll	297.50	357.00	
16.	Castle Water Wittonwood Allotments		49.63	49.63
			£ 94,376.13	£96,058.25

Columbine Centre:

17.	Alexandra Safety Shoe	25.68	30.82	
18.	Tower Security Security	211.11	253.33	
19.	AJ Property Maint. Drain clearance		90.00	90.00
20.	ASL Photocopier service charge	71.71	86.05	
21.	Worldpay Transaction charges	37.25	42.70	
		£435.75	£502.90	

Cumulative Total: £94,811.88 £96,561.15 SCHEDULE OF ACCOUNTS PAYABLE – NO.

11A

Thursday 17th November 2022

Salary Month 7 Payment Made on 26th October 2022

Superannuation Payment For October 2022, to be Made in the Month of November 2022

HMRC/PAYE Payment For October 2022, to be Made in the Month of November 2022

Total Salaries/Wages/Expenses (October 2022)	£16,608.69
Employers N.I. (October 2022)	£ 1087.14
Superannuation – Employer contribution (October 2022)	£ 2451.54

	£20,147.37
Member's mileage	£ 0.00
Petty Cash drawn 29.09.22 – 07.11.22	£ 0.00
Cumulative total	£20,147.37