

# FRINTON & WALTON TOWN COUNCIL

The Council House, Triangle Shopping Centre, Frinton-on-Sea, Essex, CO13 0AU

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## MINUTES of the Meeting of FRINTON & WALTON TOWN COUNCIL

held at

The Council House, Triangle Shopping Centre, Frinton-on-Sea

on Thursday 20<sup>th</sup> July 2023 at 7.15PM

<b>Present:</b>	<b>Councillors D Miles, ET Allen, I Johnson, F Robertson, A Oxley, J Robertson, N Turner, M Platt, A Cossens, M Cossens, N Hayes, R Everett, R Morgan</b>
<b>In the Chair:</b>	<b>Mayor - Councillor P Clifton</b>
<b>Clerk:</b>	<b>Deputy Clerk – Mrs M Townsend</b>
<b>Also present:</b>	<b>6 members of the public and no members of the press</b>
<b>Absent:</b>	<b>Cllr D Land</b>

<b>FTC/23/69</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Apologies received from Councillor L Jacobs
<b>FTC/23/70</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> <ul style="list-style-type: none"> <li>•Cllr R Everett in relation to his position as a member of the Tendring District Council Planning Committee and therefore abstained from voting.</li> <li>•Cllr ET Allen – in relation to planning application <a href="#">23/00876/TCA</a></li> <li>•Cllr N Turner – in relation to planning application <a href="#">23/00922/FULHH</a></li> </ul>
<b>FTC/23/71</b>	<b><u>PUBLIC QUESTIONS</u></b> <ul style="list-style-type: none"> <li>•Members were asked for an update following a resident's request for signage to be considered to promote the Post Office. The Deputy Clerk advised that following a decision made at the last meeting to postpone the next two R&amp;A Committee meetings, this request has not been discussed by Council. The Deputy Clerk however has started to make enquires to the Co-Op and the management company responsible for the Triangle Centre, to determine whether it would be feasible to locate posters in the shopping centre and car park.</li> </ul>
<b>FTC/23/72</b>	<b><u>TOWN PLANNING APPLICATIONS AS PER SCHEDULE ISSUED BY TENDRING DISTRICT COUNCIL</u></b> The Town Council considered plans for development and recommended accordingly as detailed on the schedule.
<b>FTC/23/73</b>	<b><u>OTHER PLANNING MATTERS</u></b> <b>Determinations at variance to the Town Council's Recommendations:</b> Members noted the following planning applications which were at variance with the Town Council's known recommendation: <ul style="list-style-type: none"> <li>•Application 23/00692/FUL – proposal for temporary fencing to car parking area – The Lifeboat House, Walton on the Naze</li> </ul> TDC approval – Town Council recommended refusal
<b>FTC/23/74</b>	<b><u>CAPABILITY POLICY</u></b> <b>RESOLVED:</b> To approve the Capability Policy.
<b>FTC/23/75</b>	<b><u>ALLOTMENTS</u></b> Members reviewed the current tariff for allotments. <b>RESOLVED:</b> The charge per rod to increase from £9 to £10.50 with effect from October 2024. Allotment tenants will be advised no less than one year ahead of the increase as part of their invoice sent out in September.

FTC/23/76	<p><b><u>LEAD MEMBERS</u></b>  <b>RESOLVED:</b> To appoint Councillors M Cossens and A Oxley as lead members for the Columbine Centre.  <b>FURTHER RESOLVED:</b> To appoint Councillor R Morgan as lead member for the Post Office.</p>
FTC/23/77	<p><b><u>COLUMBINE CENTRE – ELECTRICAL FAULT</u></b>  Members noted the electrical repair required to the Columbine Centre following electrical failure, specifically to install new wiring from sockets in bar area to distribution board in plant room. Cost of £690 to be expended form 201/4036 Columbine Buildings &amp; Equipment Maintenance/Renewal.</p>
FTC/23/78	<p><b><u>FINANCIAL MATTERS</u></b>  The Mayor advised members of the revised schedule 5 (tabled).  There being no comments or questions, it was  <b>RESOLVED:</b> that the schedule of accounts No. 5 in the total sum of £7896.18 net (£8930.68 gross), be approved for payment.  <b>FURTHER RESOLVED:</b> To receive the Income &amp; Expenditure reports along with the Investment and Bank Reconciliation report for June 2023.</p>
FTC/23/79	<p><b><u>MINUTES OF LAST MEETING</u></b>  <b>RESOLVED:</b> That the minutes of the meeting of Frinton &amp; Walton Town Council held on 29<sup>th</sup> June 2023 be approved as a correct record and signed by the Mayor.</p>
FTC/23/80	<p><b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 29<sup>th</sup> June 2023</u></b></p> <ul style="list-style-type: none"> <li>• Cllr A Oxley advised that she had not been able to make enquiries yet with TDC regarding the resurfacing of the private road Rainham Way/Central Avenue but was due to meet with Damian Williams.</li> <li>• Councillor D Miles confirmed that no response had been received regarding the request made for a multi-agency community safety event in the area.</li> <li>• Councillor M Platt advised that there is a ‘meet and greet’ with the Police, Fire and Crime Commissioner for Essex, Roger Hirst, this Saturday 22<sup>nd</sup> July, at Frinton Community Association, commencing at 10am.</li> </ul>
FTC/23/81	<p><b><u>MINUTES OF LAST RECREATION &amp; AMENITIES COMMITTEE MEETING</u></b>  <b>RESOLVED:</b> That the minutes of the Recreation &amp; Amenities Committee meeting held on 25<sup>th</sup> May 2023 be approved as a correct record and signed by the Mayor.</p>
FTC/23/82	<p><b><u>WATER CHARGES &amp; ISSUES – OLD ROAD TOILETS</u></b>  The Mayor agreed to accept this matter as an emergency item, for the Council to consider due to the tight deadline set by Castle Water to respond.</p> <p>The Deputy Clerk reaffirmed that the Council had not paid for the water supply since taking on the responsibility of managing the public toilets in Old Road, Frinton and was still experiencing problems with the transfer of the account from TDC to the Town Council. Correspondence has been regularly submitted to Castle Water to request that this matter is dealt with urgently as well as investigating what appears to be a water leak. The charges currently stand at over £17,000. A technician from Affinity Water attended to investigate the leak on 13<sup>th</sup> July and confirmed that a leak check was done, but there was no leak on the Boundary Stop Tap or meter. Should the Council wish for them to attend for a customer side leak investigation, there will be a charge for this visit.  <b>RESOLVED:</b> To instruct Affinity Water to carry out the investigation and remediation.</p>
FTC/23/83	<p><b><u>DATE OF NEXT MEETING</u></b>  The next meeting of Frinton &amp; Walton Town Council will be held at <b>The Council House, Triangle Shopping Centre, Frinton-on-Sea</b>, on a date to be confirmed.</p>

<p><b>FTC/23/84</b></p>	<p><b><u>EXCLUSION OF PRESS AND PUBLIC</u></b>  <b>RESOLVED:</b> 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;</p> <ul style="list-style-type: none"> <li>• <b>Columbine Centre Website</b></li> <li>• <b>Staff Resource August 2023 and Impact on the Council</b></li> </ul> <p>The Mayor closed the public part of the meeting at 8.50pm</p>
<p><b>FTC/23/85</b></p>	<p><b><u>COLUMBINE CENTRE WEBSITE</u></b>  Members were advised that Great Danes &amp; Associates were no longer hosting the Columbine Website and that the domain names have now been transferred back to the Town Council. Members reviewed the quotation received from One Website Design at a cost of £350 plus £28 annual hosting fee. Cllr R Everett highlighted the need to ensure that accessibility requirements are met and will need to be considered prior to the construction of the website.  <b>RESOLVED:</b> To proceed with instructing One Website Design to construct a website for the Columbine Centre (home page and 2 inside page mock ups). Expenditure approved up to £850, to be expended from 4027/201, to cover construction of basic website (£350), design/content, hosting fee and any other associated costs.</p>
<p><b>FTC/23/86</b></p>	<p><b><u>STAFF RESOURCE JULY/AUGUST 2023</u></b>  The Deputy Clerk provided members with an update on staff resources and asked members to consider a suitable solution to an unavoidable impact to staffing during August.  <b>RESOLVED:</b> To postpone all Council meetings during August 2023 to alleviate the pressure on resources available.  <b>FURTHER RESOLVED:</b> In the absence of Full Council meetings during August 2023, to agree a temporary scheme of delegation to the Clerk (or Deputy Clerk in her absence), for the approval of the Council's schedule of payments requiring authorisation (including salary related expenditure), in consultation with Councillor R Morgan. Where required, in the Clerk's absence, once authorised, payments to be set up and paid by Councillors F Robertson and P Clifton who are authorised signatories.  <b>FURTHER RESOLVED:</b> Should these delegated powers need to be extended beyond August 2023, permission is granted through this decision, although councillors should be informed by the Clerk, following consultation with the Mayor, of the necessity to continue.  <b>FURTHER RESOLVED:</b> Clerk to review and ensure that the Council has adequate Business Continuity arrangements in place for emergency situations.</p>

The Chair closed the meeting at 9.25pm

**CHAIRMAN**

**DATE**

**SCHEDULE OF PLANS SUBMITTED TO FRINTON & WALTON TOWN COUNCIL**  
**FOR TOWN COUNCIL MEETING 20<sup>TH</sup> JULY 2023**

APPLICATION NO./ APPLICANT	PROPOSAL	LOCATION
<a href="#">23/00801/FUL C/A</a> Landvest Developments Ltd and Harding Homes (Essex) Ltd	Construction of 64-bedroom care home (Use Class C2) with associated parking and garden following demolition of existing garage and large areas of hardstanding. Relocation of vehicular access	132 - 136 Connaught Avenue Frinton On Sea
<b>RECOMMEND REFUSUAL</b> on the grounds of overdevelopment, severe lack of adequate parking (only 11 spaces showing on the plan although the application states 16) minimal recreation area, no turning circle for delivery vehicles and concerns for security. The council would look favourably on this proposal if the building was smaller with an increase in the number of parking spaces.		
<a href="#">23/00853/LUPROP</a> Mr Tim Cheeseman <b>INFORMATION ONLY</b>	Proposed roof enlargement for loft conversion including two rooflights to front and flat roofed dormer to rear	17 Naze Park Road Walton On the Naze
<b>NOTED</b>		
<a href="#">23/00857/FUL</a> Mr Spencer Brown	Proposed 4 bedroom detached dwelling with attached garage (following partial demolition of outbuilding)	Land adjacent 8 Chartfield Drive Kirby Le Soken
<b>RECOMMENDED APPROVAL</b> Councillors I Johnson and ET Allen requested their abstention to be noted.		
<a href="#">23/00862/VOC</a> Mr Carl Bernhardt W W Home Improvements	Application under Section 73 of the Town and Country Planning Act, to allow a variation of condition 2 (Approved Plans) of 19/01146/FUL to change approved polycarbonate roof to warm gardian roof	Ischia Cliff Parade Walton On the Naze
<b>RECOMMENDED APPROVAL</b>		
<a href="#">23/00866/OUT</a> Mr Ian Smith	Outline Planning Application (all matters reserved) for two detached self-build dwellings	Rear of 146 Thorpe Road Kirby Cross
<b>RECOMMEND REFUSUAL</b> and request that the revised application includes all matters including the access. Please refer to comments made by Essex Highways.		
<a href="#">23/00876/TCA</a> Mr and Mrs Allen	1 No. Prunus - remove to fence height, 1 No. Prunus - rebalance	53 Fourth Avenue Frinton on Sea
<b>RECOMMENDED APPROVAL</b>		
<a href="#">23/00937/FULHH</a> Md Mrs Widman	Proposed single storey rear extension.	27 Peake Avenue Kirby Cross
<b>RECOMMENDED APPROVAL</b>		

<a href="#">23/00897/FULHH C/A</a> Mrs Anne-Marie Shaer	Erection of replacement side extension, new single storey front extension, double doors to rear elevation and front dormer window	33 Third Avenue Frinton On Sea
<b>RECOMMENDED APPROVAL</b>		
<a href="#">23/00803/ADV</a> Admiral Taverns	Proposed erection of illuminated and non-illuminated signs to exterior of building, consisting of 1 No. set of individual letters, illuminated by new trough light, 2 No. sets of high level sign writing, 1 No. fascia with applied letters and new trough light, 2 No. poster cases, 7 No. LED floodlights, 3 No. sets of low level sign writing and 1 No. set of window vinyls	Walton Tavern 30 - 31 The Parade Walton On the Naze
<b>RECOMMENDED APPROVAL subject to the lights going off no later than the street lighting</b>		
<a href="#">23/00825/FULHH</a> Mr John Brand	Erection of outbuilding, shed, greenhouse, fence and tree house (retention of).	Windbourne 200 Halstead Road Kirby Le Soken
<b>RECOMMENDED APPROVAL</b>		
<a href="#">23/00904/OUT</a> Mrs Mandy Palfrey	Outline Planning Application (all matters reserved) for 1 No. single storey dwelling.	6 Bellamy Close Kirby Cross Frinton On Sea
<b>RECOMMENDED REFUSAL on the grounds of overdevelopment, shared driveway, loss of symmetry and open space.</b>		
<a href="#">23/00918/TCA</a>	1 No. Sycamore – remove limb closest to property and reduce crown by 2-3 metres.	14 Fourth Avenue Frinton On Sea
<b>RECOMMENDED APPROVAL</b>		
<a href="#">23/00922/FULHH</a> Mr M Miller	Proposed demolition of existing garden building and reconstruct as extension to existing bungalow	8 Central Avenue Frinton on Sea
<b>RECOMMENDED APPROVAL</b>		

**SCHEDULE OF ACCOUNTS – NO.5**  
**20 JULY 2023**

		<b>Net</b>	<b>Gross</b>
		<b>£</b>	<b>£</b>
1.	Abbey Electrical Fuses and batteries	13.00	15.60
2.	Accent Stationers Year planners	6.60	7.92
3.	BNP Paribas Copier lease	414.00	496.80
4.	Barclaycard Foam Filler	5.53	6.64
5.	Barclaycard Adobe Acropro	19.97	19.97
6.	Barclaycard Stapler & Staples	9.98	11.98
7.	Barclaycard Bin, cutlery, plates	47.00	47.00
8.	Barclaycard Labels & stickers	8.51	10.21
9.	Barclaycard Whiteboard tape	6.28	6.28
10.	Barclaycard Toilet roll	15.50	15.50
11.	Barclaycard Receipt books	34.95	34.95
12.	Barclays BACS charges	9.00	9.00
13.	Booker Bar provisions	404.10	483.68
14.	Booker Bar provisions	322.74	387.05
15.	Booker Bar provisions	418.48	501.06
16.	BT Telephone services	284.82	341.78
17.	BT Broadband services	123.75	148.50
18.	Dunmow Confidential waste	90.00	108.00
19.	DW Maintenance Manhole cover	410.00	410.00
20.	EALC Councillor Training Days	190.00	228.00
21.	E&J Fire&Security Annual Fire Extinguishers inspections	99.74	119.69
22.	A MackenzieMayor Photograph	120.00	120.00
23.	Henry Martin Ltd Wiring of heat pump	191.20	229.44
24.	SEFE Energy Electricity	77.99	81.89
25.	SEFE Energy Electricity	83.81	88.00
26.	SEFE Energy Electricity	804.21	965.05
27.	Tower Security Alarm activation	83.81	100.57
28.	Tower Security Patrol visits – security	224.70	269.64
29.	AJ Property maint. Repair to beach hut.	55.00	55.00
30.	TTSS Ltd CCTV service	50.00	60.00
31.	TTSS Ltd Re set alarm	75.00	90.00
32.	TTS Ltd Two keyfobs	127.64	153.17
33.	Ms R Levey Refund of hire deposit	185.00	185.00
34.	Veolia Refuse	201.29	241.55
35.	Window Cleaning Cleaning Windows	20.00	20.00
36.	Worldpay Card charges	35.42	40.50
37.	The Laundry Room Cleaning of tablecloths	75.50	75.50
38.	Birchwood Gdn. Maintenance	1575.00	1575.00
39.	Thorntons Paint	22.76	27.31
40.	Bunzl Cleaning products	300.87	361.05
41.	Bunzl Cleaning products	263.14	315.77
42.	Booker Bar provisions	389.89	466.63
	<b>Total:</b>	<b>7,896.18</b>	<b>8,930.68</b>