

## 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 21<sup>st</sup> September 2023 at 7.15PM**

<b>Present:</b>	<b>Councillors D Miles, ET Allen, I Johnson, F Robertson, A Oxley, J Robertson, N Turner, A Cossens, M Cossens, N Hayes, R Everett, R Morgan, L Jacobs, and D Land (left at 8.10pm)</b>
<b>In the Chair:</b>	<b>Mayor - Councillor P Clifton</b>
<b>Clerk:</b>	<b>Town Clerk – J Woodland</b>
<b>Also present:</b>	<b>30+ members of the public and no members of the press Deputy Clerk – M Townsend</b>
<b>Absent:</b>	<b>None</b>

<b>FTC/23/87</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Apologies were received from Councillor M Platt
<b>FTC/23/88</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 his position as Chairman of Governors AET (Tendring Technology College) – left the chamber during discussions regarding planning application 23/01191/FUL and abstained from voting. Cllr R Everett also left the Chamber for this discussion.</li> </ul>
<b>FTC/23/89</b>	<b><u>PUBLIC QUESTIONS</u></b> <p>A resident of Kirby le Soken expressed concerns over the lack of action to review the inadequate low and narrow footpaths which are regularly covered in mud. Although this is a county council issue, the Mayor agreed to organise a site meeting with the Ward Councillors L Jacobs and M Cossens and Essex County Councillor M Platt.</p> <p>There was strong representation from the public who wished their objections to be known in relation to planning application 23/01191/FUL. The general consensus was not in support of the application as it stands, and the following is a collective summary of comments made;</p> <ul style="list-style-type: none"> <li>• This is a commercial venture in a residential area with a facility that intends to open 365 days of the year, from 8am to 10pm.</li> <li>• There has been inadequate engagement with the community from Tendring District Council, (in particular the surrounding households where the lighting and noise pollution will have a major effect on their lives) and insufficient publicity of the application (neighbour letters and site notices).</li> <li>• Inadequate fencing and suggested use of bunding to create viewing area over the AGP by Sport England which will lead to unacceptable noise pollution, particularly during unsociable hours.</li> <li>• Height of floodlighting is excessively high in relation to the single storey properties surrounding the location.</li> </ul> <p>A resident highlighted the ongoing issue with the overgrown grassed area on Hillcrest, Kirby le Soken, which has not been cut for a long period of time and is now 2ft high. Members understood the concerns, however there is an ongoing issue with ownership of the land and it is not owned by the District Council.</p>

	Members congratulated Frinton in Bloom on their success in the recent Anglia in Bloom competition. Frinton in Bloom achieved gold award status and had been presented with the prestigious Mike Ames award.
<b>FTC/23/90</b>	The Deputy Mayor stated that it was a great privilege and pleasure to represent the town council at three local events.
<b>FTC/23/91</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/23/92</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>• <b>Application No. 23/00665/FUL</b> – Siting of single glamping pod for air BnB/short holiday lets – Land to the rear of 23 Manor Road, Great Holland TDC approval – Town Council recommended refusal</li> </ul> <p>Members noted the response received from Tendring District Council in relation to planning considerations requested on application 22/01333/FUL (land west of Turpins Farm). Members asked Cllr M Platt to enquire what has happened to the second public footpath on this land, which is detailed on the definitive footpath map.</p> <p>Cllr N Turner advised that an appeal has been lodged in relation to the solar farm application (Kirby le Soken) and confirmed that he would be happy to represent the Town Council.</p>
<b>FTC/23/93</b>	<b><u>Notice of Conclusion of Audit 2022/23</u></b> Members noted receipt of the conclusion of the audit for year ended 31 March 2023. The Clerk confirmed that there were no matters to address this year and therefore no plan of action was required. The necessary actions as instructed by the external auditor have been carried out. Members congratulated the team for their diligence and achievement.
<b>FTC/23/94</b>	<b><u>THE TOWN HARD</u></b> Members considered a request from Walton Town Hard Association for a contribution towards the cost to clear invasive Spartina Anglica grass from the Town Hard, which is owned by the Town Council and operated by the Walton Hard Association. <b>RESOLVED:</b> To approve expenditure up to £500 towards the cost of clearance of invasive Spartina Anglica grass from the Town Hard, to be expended from budget 4210/105 (£113 available – balance to be taken from reserves). Work to be arranged and carried out by Walton Town Hard Association.
<b>FTC/23/95</b>	<b><u>REVIEW OF GOVERNANCE &amp; PROCEDURES BY TENDRING DISTRICT COUNCIL</u></b> The Clerk provided an update following correspondence received from Tendring District Council along with details of her response questioning the modifications proposed by TDC. Members voiced their disappointment and agreed that a review would be advantageous. <b>RESOLVED:</b> Clerk to write to TDC Chief Executive Ian Davidson, expressing the Council's disappointment and that all members support a review to be carried out by the District Council, of the Town Council's governance and procedures.
<b>FTC/23/96</b>	<b><u>FESTIVE LIGHTING</u></b> <b>RESOLVED:</b> To continue with the contract with Aylesford Electrical to supply festive lights in Connaught Avenue and Walton High Street. <b>FURTHER RESOLVED:</b> The costs for supporting festive lighting to be taken from general reserves.

<b>FTC/23/97</b>	<p><b><u>FINANCIAL MATTERS</u></b></p> <p>There being no comments or questions, it was</p> <p><b>RESOLVED:</b> To ratify Schedules of Payments made under delegated authority in August 2023 under Minute # FTC23/86, specifically Schedules 6, 6A and 7.</p> <p><b>FURTHER RESOLVED:</b> that the schedule of accounts No. 8 in the total sum of £6191.52 net (£7018.10 gross), and schedule 8A in the sum of £20,950.68 be approved for payment</p> <p><b>FURTHER RESOLVED:</b> To receive the Income &amp; Expenditure reports along with the Investment and Bank Reconciliation report for July and August 2023.</p>
<b>FTC/23/98</b>	<p><b><u>FINANCE COMMITTEE</u></b></p> <p>Members considered the formation of a Finance Committee and reviewed the draft Terms of Reference.</p> <p><b>RESOLVED:</b> To approve the formation of a Finance Committee and the Terms of Reference. Membership shall comprise of the following six members, and in no case should the quorum of a meeting be less than three;</p> <p>Cllr P Clifton – Mayor Cllr D Miles – Deputy Mayor Cllr M Platt Cllr R Morgan Cllr I Johnson Cllr ET Allen</p>
<b>FTC/23/99</b>	<p><b><u>MINUTES OF LAST MEETING</u></b></p> <p><b>RESOLVED:</b> That the minutes of the meeting of Frinton &amp; Walton Town Council held on 20<sup>th</sup> July 2023 be approved as a correct record and signed by the Mayor.</p>
<b>FTC/23/100</b>	<p><b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 20<sup>th</sup> July 2023</u></b></p> <ul style="list-style-type: none"> <li>•The Clerk provided an update on the water charges/leak at Old Road Toilets and confirmed that the Deputy Clerk will be attending a site meeting with Affinity Water on 6<sup>th</sup> October 2023.</li> <li>•Cllr R Everett provided further advice for accessibility standards for the proposed Columbine website and suggested that the Council should aim to achieve 2.2 Wcag or 2.1 as a minimum.</li> </ul>
<b>FTC/23/101</b>	<p><b><u>CODE OF CONDUCT TRAINING &amp; DATE OF NEXT MEETING</u></b></p> <p>The Mayor advised members of the forthcoming Code of Conduct training to be delivered by TDC Monitoring Officer Lisa Hastings immediately prior to the Town Council meeting of the 12<sup>th</sup> October 2023, commencing at 5.30pm in the Chamber (closed session). All members are requested to attend in accordance with Clause 8.1 of the Code of Conduct, unless already undertaken with TDC since May 2023.</p> <p>The next meeting of Frinton &amp; Walton Town Council will be held at <b>The Council House, Triangle Shopping Centre, Frinton-on-Sea, on 12<sup>th</sup> October 2023, commencing at 7.15pm.</b></p>
<b>FTC/23/102</b>	<p><b><u>EXCLUSION OF PRESS AND PUBLIC</u></b></p> <p><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>•Columbine Centre Structural Survey Quotation</li> <li>•Resourcing</li> </ul> <p>The Mayor closed the public part of the meeting at 9.15pm</p>

<b>FTC/23/103</b>	<b><u>COLUMBINE CENTRE STRUCTURAL SURVEY</u></b> Members reviewed the 3 quotations sourced and agreed that it was necessary to obtain a survey that included approximate costs of proposed schedule of works to assist with budget management. <b>RESOLVED:</b> To instruct Ingleton Wood at a cost of £4995, to be expended from budget 4036/201.
<b>FTC/23/104</b>	<b><u>RESOURCING</u></b> The Clerk advised that there was still a member of staff off long term sick with an unknown return date. Existing staff are covering the workload via additional hours and advised that it would be prudent to call a Personnel meeting to establish the situation in more detail with the advice of the HR consultant Mrs M Fuller.

The Chair closed the meeting at 9.45pm

**CHAIRMAN**

**DATE**

**SCHEDULE OF PLANS SUBMITTED TO FRINTON & WALTON TOWN COUNCIL**  
**FOR TOWN COUNCIL MEETING 21<sup>st</sup> September 2023**

<b>APPLICATION NO./ APPLICANT</b>	<b>PROPOSAL</b>	<b>LOCATION</b>
23/01191/FUL Ian Dickinson	Proposed creation of a 3G Artificial Grass Pitch (AGP) with perimeter fencing, acoustic fencing.	Tendring Technology College Rochford Way Frinton on Sea
<p><b>RECOMMEND REFUSAL</b> on the following grounds:</p> <ul style="list-style-type: none"> <li>•Over development</li> <li>•This is a commercial venture in a residential area. The facility will be open 365 day of the year from 8am until 10pm</li> <li>•Hard urban solution for a rural area</li> <li>•Inadequate engagement with the community, in particular the surrounding households where the lighting and noise pollution will have a major effect on their lives</li> <li>•Inadequate fencing and suggested use of bunding to create viewing area over the AGP by Sport England, will lead to unacceptable noise pollution, particularly during unsociable hours</li> <li>•Height of floodlighting (43ft) is excessively high in relation to single storey properties surrounding the location</li> <li>•Poor scheme</li> <li>•Possible health concerns raised regarding the use of micro plastics</li> </ul> <p>Sound management – how will complaints be managed?</p>		
23/01081/FUL BP Pulse	Proposed works to car park including the installation of four electric vehicle charging bays and associated lighting electrical equipment, and two pole mounted CCTV cameras.	Marks and Spencer Car Park Arthur Ransome Way Walton on the Naze

<b>RECOMMEND APPROVAL</b>		
23/01202/FULHH Mr Mucklow	Proposed single storey rear extension.	8 Ashlyns Road Frinton on Sea
<b>RECOMMEND APPROVAL</b>		
23/00864/FUL Miss Yana Humphreys TDC	Extension to temporary period of relocation for 8 beach juts to remain on Eastcliff (remaining 9 beach huts to be replaced within empty beach hut plots in various locations).	Jubilee Ground Naze Park Road Walton on the Naze
<b>RECOMMEND APPROVAL</b>		
23/01123/FUL Mr Ed Hendry	Proposed existing workshop to be removed and a new 2-bedroom dwelling to be constructed with a new single storey separate workspace. Dwelling will consist of 1 ½ stories with box dormer to side elevations.	Land East of School Road Frinton on Sea
<b>RECOMMEND REFUSAL</b> on the grounds of policy LP8 as it constitutes a piecemeal development in that it does not form part of a large area allocated for development		
23/01204/FUL Mr Christopher Titchmarsh	Erection of prefabricated garage to store garden machinery.	Titchmarsh Marina Coles Lane Walton on the Naze
<b>RECOMMEND APPROVAL</b>		
23/01221/OUT	Outline planning application (Access to be considered) for the erection of up to 20 single storey dwellings with new vehicular access, open space and woodland walk.	Land to rear of 173-203 Thorpe Road Kirby Cross
<b>RECOMMEND REFUSAL</b> on the grounds that the site is outside of the settlement development boundary and it contradicts local plan policy on back-land development with regards to vehicle and pedestrian access to the site.		
23/01201/WTPO Mrs Cassidy	1 No. Poplar – reduce 40%.	50A Old Road Frinton on Sea
<b>RECOMMEND APPROVAL</b>		
<u>23/01254/TCA</u>	T1-T3 Purple Prunus - Reduce by 1-1.5m to previous cutting points. T4 Purple Prunus - fell to ground level for safety reasons.	81 Fourth Avenue Frinton on Sea

<b>RECOMMEND APPROVAL</b>		
<u>23/01252/TCA</u>	T1 Lime - Reduce (approx 1.5m). T2 Eucalyptus - Reduce (approx 2m). T3-6 Sycamore - Re-pollard, 2-3m reduction. T7 Silver Birch - Reduce by 1-2m. T8 Amelanchier - Reduce by 1-2m. T9 Parrotia - reduce by 1-1.5m. T10-T12 Group Holm Oak, Cupressus and Strawberry - approx 1m reduction. T13 Hawthorn - reduce by approx 2-2.5m. T14 Hawthorn - reduce by 3m or fell if dead. T15 Holm Oak - Remove epicormic growth from trunks	3 Raglan Road Frinton on Sea
<b>RECOMMEND APPROVAL</b>		
23/01258/TCA	T1 Purple Prunus Tree in rear garden – remove deadwood and reduce up to 1m. T2 – Overhanging Plum Tree – cut back overhanging growth from neighbours Trees by 1-1.5m.	62 Second Avenue Frinton on Sea
<b>RECOMMEND APPROVAL</b>		

**SCHEDULE OF ACCOUNTS NO. 6**  
**10<sup>TH</sup> AUGUST 2023**

		£	£
1. Bunzl	Cleaning supplies	72.84	87.41
2. Designclark	Signwriting Honours Board	90.00	90.00
3. Cllr L Jacobs	Councillor training mileage	86.90	86.90
4. Police&Crime Commissioner	PCSO's	29,660.00	29,660.00
5. SLCC	Clerks Conference	465.00	516.00
6. Tendring Dist. Council	Bath House Meadow	1,625.00	1,625.00
7. Tendring Dist. Council	Walton Market rates & rent	772.60	772.60
8. ASL	Copier service charge	15.31	18.37
9. ASL	Copier service charge	235.07	282.08
10. SLCC	Finance event	60.00	72.00
11. AJ Prop.Maintenance	Bus shelter repair	185.00	185.00
12. Window Cleaning	Cleaning	20.00	20.00
13. Alex Robinson Elec.	Replaced light switch	53.00	63.60
14. Tendring.Dist.Council	Inspection Pork Lane &Skate Park	109.90	131.88
15. Barclaycard	Adobe Acropro	16.64	19.97
	Decorators Caulk	10.02	12.03
16. BT	Telephone Services	125.83	151.00
17. Barclays	BACS charges	9.00	9.00
18. BT	Telephone services	270.06	324.07
19. Accent Stationers	Stationery	188.00	225.60
20. Tower Security Ltd	Security	232.19	278.63
21. Veolia	Duty of care	164.08	196.90
22. SEFE	Electricity	146.89	154.23
23. SEFE	Electricity	63.01	66.16
24. SEFE	Electricity	792.61	951.13
25. Worldpay	Card charges	45.76	52.14
26. Alex Robinson	Electrical maintenance	690.00	828.00
		<b>£ 36,204.71</b>	<b>£ 36,879.70</b>

In accordance with minutes reference FTC/23/86, payments requiring authorisation (schedule 6) have been checked and approved by:

Councillor R Morgan: \_\_\_\_\_ Date \_\_\_\_\_

Town Clerk/Deputy Clerk: \_\_\_\_\_ Date \_\_\_\_\_

Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHEDULE OF ACCOUNTS PAYABLE – NO. 6A**

**10<sup>th</sup> August 2023**

**Salary Month 4 (July) Payment Made on 26<sup>th</sup> July 2023**

**Superannuation Payment For July, to be Made in the Month of August 2023**

**HMRC/PAYE Payment For July, to be Made in the Month of August 2023**

Total salaries/wages/expenses (July 2023)	£19,273.28
Employers N.I. (June 2023)	£ 1,399.31
Superannuation – Employer contribution June 2023)	£ 2,584.74
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	£23,257.33
Member's car allowance claim	£ 86.90
Petty cash drawn 23.06.23– 04.08.23	£ 164.00
<b>Cumulative total</b>	<b>£23,508.23</b>



**SCHEDULE OF ACCOUNTS NO. 7**  
**31<sup>ST</sup> AUGUST 2023**

		£	£
1.	Bunzl                      Cleaning items	332.64	399.17
2.	Bunzl                      Cleaning items	261.42	313.70
3.	Birchwood Garden Serv. Maintenance	2090.00	2090.00
4.	Ofcom                      Microphone licence	84.00	84.00
5.	TTSS Ltd                   Service charge	199.00	238.80
6.	Ms F Fennell              Refund of allotment deposit 9a WWL	125.00	125.00
7.	Tower Security Ltd      Security	78.38	94.06
8.	Window Cleaning Serv. Window cleaning	20.00	20.00
9.	Tendring Dist. Council   Walton Market Rent & Rates	772.60	772.60
10.	Barclays                   BACS	9.00	9.00
11.	Henry Martin&SonsLtd Frinton Toilets Maintenance	471.50	565.80
12.	Henry Martin&SonsLtd Maintenance kitchen	318.00	381.60
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		£ 4,761.54	£5,093.73

In accordance with minute reference FTC/23/86, payments requiring authorisation (schedule 7) have been checked and approved by:  
Councillor R Morgan \_\_\_\_\_ Date \_\_\_\_\_

Town Clerk/Deputy Clerk \_\_\_\_\_ Date \_\_\_\_\_

Mayor: \_\_\_\_\_ Date \_\_\_\_\_

**SCHEDULE OF ACCOUNTS NO. 8**

**21<sup>ST</sup> SEPTEMBER 2023**

		£	£
1.	BT Telephone services	123.75	148.50
2.	BT Telephone services	280.99	337.19
3.	Barclaycard Signs	11.19	13.43
4.	Barclaycard Floor marking tape	4.96	5.95
5.	CloudyIT IT equipment	255.00	306.00
6.	CloudyIT IT equipment	924.00	1108.80
7.	Worldpay Transaction charges	36.05	41.26
8.	TendringDist.Cl Licence Columbine Centre	180.00	180.00
9.	PKF AGAR	1680.00	2016.00
10.	BirchwoodServ. Allotment clearance	160.00	160.00
11.	BirchwoodServ. Ground maintenance	1525.00	1525.00
12.	SLCC Practitioners conference	35.00	35.00
13.	Bunzl Cleaning supplies	348.73	418.48
14.	Bunzl Cleaning supplies	249.34	299.22
15.	Thorntons Beach hut cabin hook	6.75	8.10
16.	H Martin&sons Maintenance	172.50	207.00
17.	SSE Electricity Festive Lights	198.26	208.17
		£ 6,191.52	£ 7,018.10

**SCHEDULE OF ACCOUNTS PAYABLE – NO. 8A**

**21<sup>ST</sup> SEPTEMBER 2023**

**Salary Month 5 (August) Payment Made on 25<sup>th</sup> August 2023**

**Superannuation Payment For August, to be Made in the Month of September 2023**

**HMRC/PAYE Payment For August, to be Made in the Month of September 2023**

Total salaries/wages/expenses (August 2023)	£17,238.10
Employers N.I. (August 2023)	£ 1,184.43
Superannuation – Employer contribution August 2023)	£ 2,528.15
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	£20,950.68
Member's car allowance claim	£ 00.00

Petty cash drawn 05.08.23– 08.09.23

£ 00.00

**Cumulative total**

**£20,950.68**