

**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 14<sup>th</sup> December 2023 at 7.15PM**

<b>Present:</b>	<b>Councillors D Miles, ET Allen, I Johnson, N Turner, A Oxley (left at 7.55pm), N Hayes, A Cossens, M Cossens, R Morgan and R Everett</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>Deputy Clerk – M Townsend 9 members of the public and no press</b>
<b>Absent:</b>	<b>Cllr D Land</b>

<b>FTC/23/148</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Apologies were received from Councillors L Jacobs, M Platt, F Robertson and J Robertson
<b>FTC/23/149</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> <ul style="list-style-type: none"> <li>•Cllr R Everett and Cllr M Cossens in relation to their positions as members of the Tendring District Council Planning Committee and therefore abstained from voting.</li> <li>•Cllr P Clifton - in relation to planning application 23/01380/FUL – He vacated the room and abstained from any discussions/voting.</li> <li>•Cllr N Turner – in relation to planning application 23/01627/FUL C/A – He vacated the room and abstained from any discussions/voting.</li> </ul>
<b>FTC/23/150</b>	<b><u>PUBLIC QUESTIONS</u></b> <ul style="list-style-type: none"> <li>•Following a request to move a bus stop located on the corner of Turpins Lane, Kirby le Soken, as it is not easily accessible due to excessive mud on the pathway and road, Cllr N Turner requested photographs and agreed to take this matter forward to Hedingham.</li> <li>•A member of the public asked when the King George V sign in Kirby Cross would be replaced. Cllr ET Allen agreed to support the resident with sourcing a replacement.</li> <li>•Members advised that although there has recently been some building activity on the site, they were not aware of the future plans for the Yew Trees Home in Kirby le Soken.</li> </ul>
<b>FTC/23/151</b>	<b><u>MAYORS ANNOUNCEMENTS</u></b> The Mayor thanked the organisers of the festive shopping event in Walton for his invitation to switch on the lights and congratulated them on a successful community event. Thanks were given to the Deputy Clerk and Cllr M Platt for their support with arranging the festive light installation in time for the late-night shopping events being held in Walton and Frinton.
<b>FTC/23/152</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/23/153</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:

	<p><b>Application No. 23/01428/FULH</b> – Use of existing flat roof extension as a new balcony balustrading – 21 Warley Way, Frinton TDC refusal– Town Council recommended approval</p> <ul style="list-style-type: none"> <li>• Members noted the tabled response from Tendring District Council relating to an alleged breach of conditions in respect of Turpins Farm Elm Tree Avenue Frinton.</li> <li>• The response from Tendring District Council, to the request from the Town Council seeking comprehensive information to support tree applications, was considered and noted.</li> <li>• Members reviewed the detailed response (tabled) from the Enforcement Team at Tendring District Council regarding a large static caravan which has been sited within a back garden, in an area where restrictive covenants are in place. The Town Council expressed concerns regarding the issues pertaining to planning (enforcement) at this property and possible non-compliance with conditions. The Clerk confirmed that the resident who originally raised this concern has been kept updated and will receive a copy of TDC’s response following today’s meeting.</li> </ul>
<b>FTC/23/154</b>	<p><b><u>PUBLIC TOILETS (OLD WAY) WATER LEAK</u></b> Members were advised that Affinity Water has attended the site and confirmed there is a leak, highlighting the suspected location, at the edge of the public footpath and public road. As the Town Council are not their commercial customer, they are unable to assist further. Castle Water has been asked to clarify who is responsible for this section of the pipework and the repair. A complaint has now been lodged with Castle Water due to the lack of assistance and information provided in order to resolve this situation. Members felt immediate action was necessary and to explore what powers the Town Council has to carry out a repair and recharge if possible. <b>RESOLVED:</b> Clerk to engage Essex Legal for support in finding a resolution. Budget agreed up to £1000 to be expended from 4012/113.</p>
<b>FTC/23/155</b>	<p><b><u>FINANCIAL MATTERS</u></b> There being no comments or questions, it was <b>RESOLVED:</b> to approve the Schedule of Accounts Payable 12 in the sum of £12,864.94 (net) and £14,787.44 (gross) and schedule 12A in the sum of £33,497.91 be approved for payment. A revised copy, to include a breakdown of individual expenditure costs on the Barclaycard, to be reviewed and noted at the next meeting <b>FURTHER RESOLVED:</b> To receive the Income &amp; Expenditure reports along with the Investment and Bank Reconciliation report for November 2023.  Cllr I Johnson gave a verbal update to members following the recent independent review of the accounts and bank reconciliation, carried out on 7<sup>th</sup> December 2023. Cllr Johnson confirmed all was found to be in order and complimented the team on the efficient processes in place.</p>
<b>FTC/23/156</b>	<p><b><u>NALC PAY AWARD 2023/24</u></b> Members noted the confirmation of NALC Pay Awards for 2023/24 and notification that staff, as per their contract of employment, will receive this award backdated to the effective date of 1<sup>st</sup> April 2023.</p>
<b>FTC/23/157</b>	<p><b><u>MINUTES OF THE LAST MEETING</u></b> <b>RESOLVED:</b> To approve as a correct record, the minutes of the Town Council meeting held on the 23rd November 2023 with an amendment from Roydon Way to Quendon Way (FTC/23/138).</p>
<b>FTC/23/158</b>	<p><b><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 23RD NOVEMBER 2023</u></b> None</p>
<b>FTC/23/159</b>	<p><b><u>MINUTES OF THE LAST RECREATION &amp; AMENITIES COMMITTEE MEETING</u></b> Members received the minutes of the meeting of the Recreation &amp; Amenities Committee meeting held on the 9<sup>th</sup> November 2023.</p>

FTC/23/160	<p><b><u>MINUTES OF THE LAST FINANCE COMMITTEE MEETING</u></b></p> <p>Members received the minutes of the meeting of the Finance Committee meeting held on 16<sup>th</sup> November 2023.</p> <p>The Mayor confirmed that the rescheduled meeting of the Finance Committee will be held on 10<sup>th</sup> January at 10.30am.</p>
FTC/23/161	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>The next meeting of Frinton &amp; Walton Town Council is scheduled to be held at <b>The Council House, Triangle Shopping Centre, Frinton on Sea CO13 0AU</b> on the <b>4<sup>th</sup> January 2024</b> at <b>7.15pm</b>.</p>
FTC/23/162	<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>•Post Office</li> <li>•Walton Market</li> <li>•Columbine Centre Communication</li> <li>•Staffing</li> </ul> <p>The Mayor closed the public part of the meeting at 9.10pm</p>
FTC/23/163	<p><b><u>REVIEW OF POST OFFICE INCOME &amp; EXPENDITURE</u></b></p> <p>Members reviewed the income and expenditure following the restructure of the Post Office in March 2023 and noted the current deficit of £9842 along with further costs due to the enhanced security measures, with a predicted year end loss of £16362.</p> <p><b>RESOLVED:</b> Full Council to conduct a review of the operational status of the Post Office, should financial losses exceed £20,000 in any given financial year.</p>
FTC/23/164	<p><b><u>REVIEW OF WALTON MARKET</u></b></p> <p>Members reviewed the income and expenditure for the current financial year. The reduction in income compared to the same period last year prompted discussions about the declining number of stall holders and its long-term viability.</p> <p><b>RESOLVED:</b> Not to renew the license with Tendring District Council after the expiry date of 31<sup>st</sup> March 2024. Furthermore, as part of this action, there will be no staff redundancies.</p>
FTC/23/165	<p><b><u>COLUMBINE CENTRE COMMUNICATON</u></b></p> <p><b>RESOLVED:</b> To refund TS Events in full for an event held on 4<sup>th</sup> November 2023, as a result of a heating system malfunction, that led to a loss of income, customer attendance and reduced customer satisfaction for the hirer.</p>
FTC/23/166	<p><b><u>STAFFING</u></b></p> <p>The Clerk advised that a new member of staff will be starting employment with the Council on a 1-year fixed term contract in the New Year to undertake outstanding legacy issues that need attention or resolution.</p>

The Chair closed the meeting at 9.50pm

CHAIR

DATE

**SCHEDULE OF PLANS SUBMITTED TO FRINTON & WALTON TOWN COUNCIL  
FOR TOWN COUNCIL MEETING 14<sup>th</sup> December 2023**

23/01517/FULHH <u>Amended</u>	Proposed garage conversion including new pitched roof over.	2 Halstead Road Kirby Cross
<b>RECOMMEND APPROVAL</b>		
23/01380/FUL Mrs Tracy Hide	Proposed change of use to C3 and proposed use of the outbuilding as a holiday let.	19 Ashes Close Walton on the Naze
<b>RECOMMEND REFUSAL</b> on the grounds of backland development (LP8), in particular the net loss of private amenity space serving an existing dwelling. The planning application states change of use to C3 but the Town Council believe this should be C1 use.		
23/01568/FUL Mr Thomas Chivers	Erection of two two-storey dwellings (partially in lieu of Prior Approval for the conversion of existing agricultural buildings to 5 No. dwellings, subject of application 22/01044/COUNOT).	Land East of Coles Lane Walton on the Naze
<b>RECOMMEND APPROVAL</b>		
23/01601/FUL Mr Michael Cross – Tendring District Council	Proposed modification to access arrangement to allow access to foreshore as result of erosion. Access required to carry out work.	The Naze Peninsular Old Hall Lane Walton on the Naze
<b>RECOMMEND APPROVAL</b> Cllrs ET Allen and D Miles requested their abstention to be noted.		
23/01614/FULHH Mr Sam Groves	Proposed single storey side/rear extension. (Following demolition of garage).	135 Frinton Road Kirby Cross
<b>RECOMMEND APPROVAL</b>		
23/01621/FULHH Mr Jeremy Wright	Proposed single storey rear extension and removal and rebuild of brick built garage.	97 Frinton Road Kirby Cross
<b>RECOMMEND APPROVAL</b>		

23/01627/FUL C/A Mr & Mrs W Robinson	Proposed change of use of existing annexe to self contained two bedroom dwelling.	21 Second Avenue Frinton on Sea
<b>RECOMMEND REFUSAL</b> on the grounds this is backland development and is located within a conversation area.		
23/01668/TELCOM Clarke Telecom Ltd	Proposed installation of telecommunications mast.	Telephone Mast Site CO0020 St Boltolphs Terrace Walton on the Naze
<b>RECOMMEND APPROVAL</b>		
23/01576/ADV C/A Mr James Platt	Consent to display steel letters spelling HARWOODS OF ESSEX on the rear elevation of the building.	112 Connaught Avenue Frinton on Sea
<b>NOTED</b>		
23/01599/FUL C/A M & M Realty Ltd	Erection of two storey detached building to form four flats.	152 Connaught Avenue Frinton on Sea
<b>RECOMMEND REFUSAL</b> on the grounds that it is not in keeping with the street scene and fails to meet the obligations set out within the National Planning Policy Framework 126,197 and 202.		
23/01628/TCA Mr Richard Whybrew	Reduction of Eucalyptus (T1) by one-third, reduction of Cherry (T2) by one-third, and reduction of Olive (T3) by one-third.	10 Holland Road Frinton on Sea
<b>RECOMMEND APPROVAL</b>		
23/01669/TCA Mr Ian Noble	Bay Tree – reduce crown by 30-40%. Bay Tree 2 – cut back to ground level.	60 Fourth Avenue Frinton on Sea
<b>RECOMMEND APPROVAL</b>		
23/01684/TCA Mrs Duckworth	T1 re-pollard Poplar. T2 remove declining Elm. Remove line of conifers.	St Annes 5 Fourth Avenue Frinton on Sea
<b>RECOMMEND APPROVAL</b>		

**Schedule 12 - 14.12.2023.**

<b>No:</b>	<b>Invoice</b>	<b>Purpose</b>	<b>Net (£)</b>	<b>Gross (£)</b>
1	EE	Mobile Phones - Nov	164.13	196.96
2	EE	Mobile Phones - Dec	159.00	190.80
3	Barclays	Bacs File Charges	9.00	9.00
4	Booker Limited	Bar/Catering Supplies	588.33	704.92
5	BT	Telephone Services	123.75	148.50
6	Castle Water	Water - Columbine	710.68	710.68
7	Access Automation Ltd.	Repair to Door	155.00	186.00
8	A Joshua - A J Property Maintenance	Waste Disposal	120.00	120.00
9	Aylesford Electrical Contractors Ltd.	Festive Lighting 2nd Installment	2497.80	2997.36
10	Birchwood Garden Services	Maintenance	1195.00	1195.00
11	Essex County Council	Festive Lighting Application	200.00	200.00
12	Gartec Limited	Service Plan - Lift	412.50	495.00
13	Goldacres Contracting	Hedge Cutting - Gt. Holland Play Park	480.00	576.00
14	Ingleton Wood	Survey of Columbine Centre	2497.50	2997.00
15	Morley Valentin Properties Ltd.	Service Charge - Council House	708.86	850.63
16	A. Robinson	Electrical Works - Post office	198.00	237.60
17	Signs Made Easy Ltd.	Signage - Columbine	21.25	25.50
18	The National Allotment Society	Membership Fee	55.00	66.00
19	TDC	Market Rates & Rent	772.60	772.60
20	TJ's Window Cleaning Services	Window Cleaning 14.11.23.	20.00	20.00
21	Tower Security (Tendring) Ltd.	Security - November	224.70	269.64
22	Tower Security (Tendring) Ltd.	Call-out	39.19	47.03
23	Veolia ES (UK) Ltd.	Empty of Bins	164.08	196.90
24	Viking	Stationery Supplies	300.15	360.18
25	Mrs J Woodland	Optical Expenses	100.00	100.00
26	Barclaycard	Prime Membership, Laptop Case, Hooks, File Organiser, Wall Clock, First Aid Kit, Indeed Charges, 3 x I-Phone Cases, Thermal Rolls, 2 x Defib Batteries, Monitor, Office Chair, Cable Clips, Number Stickers, Computer Mouse.	948.42	1114.14
<b>Totals</b>			<b>12864.94</b>	<b>14787.44</b>

**Signed:**

..... **Chair**

**Date:.....**

**SCHEDULE OF ACCOUNTS PAYABLE – NO. 12A**

**14<sup>th</sup> December 2023**

**Salary Month 8 (November) Payment Made on 24<sup>th</sup> November 2023**

**Superannuation Payment For November, to be Made in the Month of December 2023**

**HMRC/PAYE Payment For November, to be Made in the Month of December 2023**

Total salaries/wages/expenses (November 2023)	£27,012.25
Employers N.I. (November 2023)	£ 2,486.86
Superannuation – Employer contribution (November 2023)	£ 3,836.30
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	£33,335.41
Member’s car allowance claim	£ 00.00
Petty cash drawn 27.10.23– 05.12.23	£ 162.50
<b>Cumulative total</b>	<b>£33,497.91</b>