

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 16TH May 2024 at 7.15PM

Present:	Councillors: ET Allen, A Cossens, R Everett, I Johnson, A Oxley, M Platt (arrived 7.33pm), R Morgan, D Land, P Clifton, J Robertson, N Turner, N Hayes (arrived 7.20pm)
In the Chair:	Mayor - Councillor M Cossens
Clerk:	M Townsend - Deputy Town Clerk
Also present:	T Smith, Customer Services Assistant 8 members of the public and no press
Absent:	
Mayor's Welcome The Mayor welcomed all attendees and announced the following: <ul style="list-style-type: none">•During public question time, the public may ask a question and speak for no longer than 3 minutes. Questions will be considered for answering however there is no right to reply or to start a debate.•All Members of the Town Council are bound by the Code of Conduct which asks all members to be mindful of their conduct to ensure it is appropriate and in line with the expectations of the Code of Conduct.•The Mayor pointed out the fire exits and fire safety procedures.•Council meetings held in public are all audio recorded for the purpose of minute taking, training and the wellbeing of all attendees.	

FTC/24/12	<u>APOLOGIES FOR ABSENCE</u> Cllr D Miles, Cllr F Robertson and Cllr L Jacobs
FTC/24/13	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> •Councillor R Everett declared an interest in relation to his position as a member of the Planning Committee at Tendring District Council, and therefore abstained from voting.
FTC/24/14	<u>PUBLIC QUESTIONS</u> In response to questions raised by the public: <ul style="list-style-type: none">•A representative from Featherhaven Bird Sanctuary was in attendance and referred to his planning application and email to members clarifying points within the application and offered to answer any questions. In response to Cllr Cossens query, the representative of FBS confirmed that the application was re-presented due to a mistake relating to the size of the site. 1.2 acres is being used for the initiative and the remainder of the site is being put back to wild planting and wildlife. A Councillor from Wivenhoe Town Council who has been working with the representative of the Featherhaven Parrot Sanctuary (FPS) spoke in support of the (FPS) application. He told members he had visited the site, stated it is very secluded and in his opinion has a massive ecology opportunity. He feels it will better enhance the area supported by the planting schedule plans. He concluded that he feels this initiative will support the 'BNG' (Biodiversity Net Gain) located near to the 'SSSI' area (Site of Special Scientific Interest) and helps retain the green space around us.

<p>FTC/24/15</p>	<p><u>MAYORS ANNOUNCEMENTS</u></p> <ul style="list-style-type: none"> •The Mayor announced the sad passing of ex Cllr Alan Wallace Large and invited Cllr ET Allen to say a few words. Cllr Allen explained that Mr Large passed at the age of 92. He was a lovely man and an excellent and devoted councillor. He worked on this council amongst 15 conservatives. He was a teacher, started the resident’s association, had an excellent singing voice and was a member of the Tendring Male Voice Choir. Members and attendees observed a 1-minute silence as a mark of respect to Mr Large. •The Mayor offered his belated thanks to the previous Mayor, Cllr P Clifton and thanked him for his contribution and effort during his time in office. •Ian Davidson Chief Executive of Tendring District Council will attend a private informal meeting with members on 18th July at 6pm.
<p>FTC/24/16</p>	<p><u>TOWN PLANNING APPLICATIONS AS PER SCHEDULE ISSUED BY TENDRING DISTRICT COUNCIL</u> The Town Council considered plans for development and recommended accordingly as detailed on the schedule.</p>
<p>FTC/24/17</p>	<p><u>OTHER PLANNING MATTERS</u></p> <ul style="list-style-type: none"> •The following determination was noted at variance to the Town Council’s recommendation: App No. 22/01333/FUL – Proposed re-plan of part of site to provide 21 additional smaller units increasing total from 210 approved to 231 - Land West of Turpins Farm Walton Road Kirby Le Soken TDC approved - Town Council recommended refusal •Cllr Turner updated members on the 3G Pitch planning application recently discussed at TDC Planning Committee which has been deferred so that two further surveys can be carried out. Cllr Everett advised members that he was a speaker at TDC when this application was being considered. He was concerned that proper procedure was not followed by the district council and appropriate reports were not provided. •Cllr Turner told members he was looking at works to support Jubilee Playing Field drainage.
<p>FTC/24/18</p>	<p><u>PAYMENT BY DIRECT DEBIT</u> RESOLVED: To approve the use of variable Direct Debit for the payment of utilities, non-domestic rates and credit card where applicable.</p>
<p>FTC/24/19</p>	<p><u>PAYMENT BY BACS AND CHAPS</u> RESOLVED: To approve the use of BACS and/or CHAPS payment methods where applicable.</p>
<p>FTC/24/20</p>	<p><u>REGULAR PAYMENTS & SUBSCRIPTIONS</u> RESOLVED: To authorise regular payments (including those by Direct debit) for the 2024/25 financial year FURTHER RESOLVED: To approve annual subscriptions which become payable during the 2024/25 financial year</p>
<p>FTC/24/21</p>	<p><u>FINANCIAL MATTERS</u> There being no comments or questions, it was RESOLVED: that the schedule of accounts No. 2 in the total sum of £15750.07 net (£17753.58 gross) and Schedule 2A in the total sum of £27,308.52 be approved for payment. FURTHER RESOLVED: To receive the Income & Expenditure reports with Investment and Bank Reconciliation reports for April 2024</p>
<p>FTC/24/22</p>	<p><u>PUBLIC CONVENIENCE – OLD WAY, FRINTON</u> Despite efforts, we still have not received a response to the council’s stage 2 complaint, lodged with Castle Water. The Deputy Clerk will make further contact with CCW (Consumer Council for Water) to seek assistance and guidance with progressing the complaint with Castle Water. The Deputy Clerk reported that Castle Water has advised that they will not permit the Town Council to move the meter until the complaint is resolved. A lengthy debate followed regarding concerns of</p>

	<p>wasted water, expensive costs, and frustrations that the water company is not resolving the complaint and issues.</p> <p>RESOLVED: The Clerk to investigate and action, if necessary, the installation of a water meter for evidential purposes. The meter is to be fitted to an approved standard by an approved contractor.</p>
FTC/24/23	<p><u>END OF YEAR INTERNAL AUDIT REPORT</u></p> <p>Members reviewed the end of year internal audit report and considered any necessary action. Members congratulated the Deputy Clerk and the team for the results of the audit. The Deputy Clerk reported that work will start on the suggested Reserves Policy, in conjunction with an Investments Policy and EMR Policy (Earmarked Reserves).</p>
FTC/24/24	<p><u>GRANT REQUEST – FRINTON IN BLOOM</u></p> <ul style="list-style-type: none"> •Members received a letter of thanks from Frinton in Bloom for their grant in support of their campaign in the Anglia in Bloom competition. •Members reviewed the grant application submitted from Frinton in Bloom for the sum of £3000 to support Frinton’s participation in the National Britain in Bloom Finals 2024. <p>Cllr Platt declared an interest and abstained from voting. Cllr Turner offered to leave the room, declared an interest and abstained from voting. All members offered Frinton in Bloom their support and best wishes for a good result.</p> <p>RESOLVED: To approve a grant award of £3000 to Frinton in Bloom, to be expended from 4151/108 ‘grants with specific powers’.</p>
FTC/24/25	<p><u>MEMORIAL BENCHES – CONNAUGHT GARDENS</u></p> <p>Members received a report regarding the condition of benches sited in Connaught Gardens and considered the quotes to either repair, replace or return to Tendring District Council. The Deputy Clerk highlighted that the benches have exceeded their 25-year life and would therefore be due to be handed back to TDC. TDC confirmed that when these benches are handed back, they would not be replaced straight away, nor would they be like for like. Members were advised that after pursuing quotes from contractors, Mr David Foster had come forward with a solution to repair some of the benches. Members discussed the possibility of a scheme for bench sponsorship in the future.</p> <p>RESOLVED: Members approved delegated authority to the Clerk, to authorise up to £1000 towards:</p> <ul style="list-style-type: none"> •the cost of materials via the Town Council’s account held at Thorntons of Frinton • and/or make direct payment to the contractors for supplying and installing the wooden slates as necessary. <p>Should it come to light that the above is not feasible, it is FURTHER RESOLVED: that the Town Clerk has delegated authority to instruct ‘Company A’ to repair the 2 curved benches at the cost of £1,957.00.</p>
FTC/24/26	<p><u>MINUTES OF THE PERSONNEL COMMITTEE MEETING – 18th APRIL 2024</u></p> <p>RESOLVED: To receive the minutes of the Personnel Committee meeting held on 18th April 2024.</p>
FTC/24/27	<p><u>MINUTES OF THE LAST MEETING</u></p> <p>RESOLVED: That the minutes of the meeting of Frinton & Walton Town Council held on 18th April 2024 were approved as a correct record and signed by the Mayor.</p>
FTC/24/28	<p><u>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 18th April 2024</u></p> <p>A update regarding a matter discussed in the confidential part of the meeting held on 18th April, is to be provided during the confidential part of this meeting.</p>
FTC/24/29	<p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting of Frinton & Walton Town Council is scheduled to be held at The Council House, Triangle Shopping Centre, Frinton on Sea CO13 0AU on the 6th June 2024 at 7.15pm.</p>

<p>FTC/24/30</p>	<p><u>EXCLUSION OF PRESS AND PUBLIC</u> Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from the meeting for the transaction of the under-mentioned business because of the confidential nature:</p> <ul style="list-style-type: none"> •Confidential Staffing Update (this was discussed under exclusion due to sensitive information contained within, that may have an impact on identifiable individuals) •Fire Risk Assessment – Columbine Community Centre <p>The Mayor closed the public part of the meeting at 8.50pm</p>
<p>FTC/24/31</p>	<p><u>CONFIDENTIAL STAFFING UPDATE</u> Members were advised the Town Clerk had returned to work and that the Deputy Clerk will now resume her usual responsibilities after covering all required duties in her absence.</p> <ul style="list-style-type: none"> •Members noted that interviews are taking place for the Part Time Job share vacancy for Administrative Officer, and we aim to appoint the candidate next week. •Customer Services Assistant role was filled by an existing staff member, taking on this permanent role, alongside their existing fixed term contract. Members were required to approve a variance from the Green Book Terms of Employment as they exceed the standard 37 hours a week due to holding two roles. <p>RESOLVED: To approve a variance from the Green Book Terms of Employment and that additional hours would be paid at the basic rate of pay.</p> <ul style="list-style-type: none"> •Members were informed of a vacancy at the Columbine Centre due to a recent resignation of a key member of staff. The Deputy Clerk confirmed that the council will take the opportunity to review the needs of the business and review the job roles of the Columbine team.
<p>FTC/24/32</p>	<p><u>FIRE SAFETY RISK ASSESSMENT – COLUMBINE CENTRE</u> Members received a Fire Risk Assessment Action Plan following a recent assessment carried out at the Columbine Community Centre. Urgent actions identified, were already in hand to address the key priorities of the plan.</p> <p>RESOLVED: To remove the use of kitchen facilities for Columbine hirers and for the terms and conditions to be amended accordingly.</p> <p>FURTHER RESOLVED: To dispose of the commercial microwave and oven.</p>

The Chair closed the meeting at 9pm

CHAIR

DATE

**SCHEDULE OF PLANS SUBMITTED TO FRINTON & WALTON TOWN COUNCIL
FOR TOWN COUNCIL MEETING 16th May 2024**

APPLICATION NO./ APPLICANT	PROPOSAL	LOCATION
24/00443/FULHH Hayley Turnbull	Single storey rear extension with garage, front porch and re-roofing works.	164 Thorpe Road Kirby Cross
Recommended: Approval		
24/00460/FULHH Mr & Mrs Mack	Single storey rear extension.	Brigadoon 36 Upper Fourth Avenue Frinton on Sea
Recommended: Approval		
24/00513/FULHH	Erection of a three-storey extension and lookout tower.	The Nest Green Lane Walton on the Naze
Recommended: Approval		
24/00549/FULHH Mr John Burnett	Single storey rear and side extension.	6 Harold Road Frinton on Sea
Recommended: Approval		
24/00519/FULHH Mr Craig Strachen	Conversion of existing garage into habitable space.	49 Hadleigh Road Frinton on Sea
Recommended: Approval		
24/00019/FUL Mr Carl Chapman	Proposed change of use from agricultural land to a bird sanctuary and rescue including a maximum of 12 portacabins and aviaries with hardstanding, parking and planting.	Featherfields Maltings Lane Kirby Le Soken
Recommended: Refusal on the grounds of poor quality and design of site. The location of steel containers is too near to a Site of Special Scientific Interest and concerns over an element of residential use.		
24/00503/LUPROP Information Only	Single storey rear extension.	Hawthorns Church Lane Great Holland
Noted		
24/00502/LUPROP C/A Information Only	Single storey rear extension.	17 The Esplanade Frinton on Sea

Noted		
24/00569/LUPROP Information Only	Single storey extension with permitted development under Schedule 2 Part 1 Class A.	10 Bernard Close Kirby Cross
Noted		
24/00525/WTPO Mr Mike Tibbles	Works related to Tree Preservation Order (16/00001/TPO) – T2 Oak tree to reduce by up to 3m.	Russett 121b Thorpe Road Kirby Cross
Recommended: Approval		
24/00555/TCA M/s Thomson	Silver birch (T1) – reduce crown by circa 2m.	46 Third Avenue Frinton on Sea
Recommended: Approval		
24/00562/TCA Mrs Julie Reid	T1 Cherry – light crown reduction up to 1 metre. T2 Eucalyptus – re pollard back to previous points. T3 Prunus – light crown reduction up to 1 metre.	10 The Crescent Frinton on Sea
Recommended: Approval		
24/00643/WTPO	Works related to Tree Preservation Order (99/00029/TPO) – T2 Poplar – Thinning with the crown reduced, pollarding the tree.	Dennenboom Westbury Road Great Holland
Recommended: Approval		
24/00646/TCA Cochrane Tree Services Ltd	T1 reduce Plum tree by 40%.	Flat 1 The Elms 70 Third Avenue Frinton on Sea
Recommended: Approval		

Schedule 2 - 16.05.2024.

No:	Invoice	Purpose	Net (£)	Gross (£)
1	Booker Ltd.	Columbine Bar Supplies	88.34	106.01
2	Booker Ltd.	Columbine Bar Supplies	488.68	572.99
3	Apollo Cloud	Telephone Services	118.85	142.62
4	Grenkeleasing Ltd.	Telecomms equipment protection	186.59	186.59
5	Grenkeleasing Ltd.	Documentation Fee	150.00	180.00
6	Grenkeleasing Ltd.	Telecomms Rental - March	135.60	162.72
7	Grenkeleasing Ltd.	Telecomms Rental - April	135.60	162.72
8	Barclays	Bacs File Charges	9.00	9.00
9	BNP Paribas	Lease for Photocopiers	495.00	594.00
10	EE	Mobiles - May	171.54	205.85
11	Castle Water	Water - WWL adjustment invoice	0.23	0.23
12	Corona Energy	Columbine - Gas	3366.07	4039.28
13	SEFE	Council House - Elec.	181.34	190.41
14	SEFE	Council House - Elec.	130.36	136.88
15	SEFE	Columbine - Elec.	994.83	1193.80
16	BT	Phone Charges - Mobiles	133.14	159.77
17	BT	Phone Charges	175.85	211.02
18	TTSS Ltd.	Columbine - Fobs	203.00	243.60
19	Rialtas Business Solutions	Accounts System EOY Closedown	825.00	990.00
20	Castle Water	Water - Toilets	1628.08	1628.08
21	Bowling Garrard Electrical	Fire Alarm Maint. - Columbine	168.00	201.60
22	PPL PRS Ltd.	Live Music Licence Fees	280.88	337.06
23	Tower Security (Tendring)	Call-out Fee - Council House	61.50	73.80
24	TDC	Land Rent	1625.00	1625.00
25	Tower Security (Tendring)	Security Patrols	232.19	278.63
26	P Clifton	Mileage	9.81	9.81
27	Veolia ES (UK) Ltd.	Empty of Bins - April	174.28	209.14
28	Birchwood Garden Services	Maintenance	1525.00	1525.00
29	Tj's Window Cleaning Services	Window Cleaning - 30.04.24.	20.00	20.00
30	SLCC	Membership Fee - J Woodland	403.00	403.00
31	SLCC Essex	AGM & Training Day - J Woodland	25.00	25.00
32	E & J Fire & Security Ltd.	Annual Fire Extinguisher Inspection	712.65	855.18
33	E & J Fire & Security Ltd.	Fire Marshal Training	590.00	708.00
34	Viking Office UK Ltd.	Hand Towels & Toilet Paper	63.97	76.76
35	Viking Office UK Ltd.	Stationery	241.69	290.03
Totals			15750.07	17753.58

Signed:

..... **Chair**

Date:.....

SCHEDULE OF ACCOUNTS PAYABLE – NO. 2A

16th May 2024

Salary Month 1 (April) Payment Made on 26th April 2024

Superannuation Payment For April, to be Made in the Month of May 2024

HMRC/PAYE Payment For April, to be Made in the Month of May 2024

Total salaries/wages/expenses (April 2024)	£ 22,271.93
Employers N.I. (April 2024)	£ 1,735.03
Superannuation – Employer contribution (April 2024)	£ 3,130.95

	£ 27,137.91
Member’s car allowance claim	£ 9.81
Petty cash drawn 01.04.24 – 03.05.24	£ 160.80
Cumulative total	£27,308.52