

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 31st October 2024 at 7.15pm**

Present:	Councillors: P Clifton, A Cossens, M Platt (arrived at 7.45pm), R Morgan (left at 8.50pm), I Johnson, A Oxley, N Hayes, N Turner, P Oxley (left at 7.45pm), R Everett, D Land and J Robertson
In the Chair:	Mayor - Councillor M Cossens
Clerk:	M Townsend – Deputy Clerk
Also present:	7 members of the public and no press T Smith – Customer Services Assistant
Absent:	n/a

Mayor's Welcome

The Mayor welcomed all attendees and announced the following:

- 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/24/150	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Councillors Cllr ET Allen and Cllr F Robertson
FTC/24/151	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> <ul style="list-style-type: none"> • 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 on all planning matters. • Cllrs A Oxley and J Roberston declared an interest in relation to the grant application from Walton Forum and therefore abstained from voting.
FTC/24/152	<u>PUBLIC QUESTIONS</u> <p>In response to questions raised by the public:</p> <ul style="list-style-type: none"> • The Mayor confirmed that a by-election has been called for the 28th November, for the vacancy in the Hamford and Kirby le Soken ward. • A member of the public enquired as to whether we had a reply from Cllr Honeywood relating to the challenges being experienced in respect of unlawful parking and in Frinton during the busy summer months. The Mayor responded that once he has received a definite response as to how this matter will be addressed, he will report back. • Following his discussions with TDC, Cllr Turner reported an update regarding a more appropriate heritage design shop sign for Poundstretcher's shop front in Connaught Avenue. Poundstretcher has no set heritage design for their frontages to suit heritage locations. Cllr Turner awaits the design that is currently being prepared for consideration and will provide a further update in due course. • Cllr Iris Johnson raised her dissatisfaction relating to inappropriate data mining questions within online forms reporting potholes. Cllr Cossens requested that Cllr D Land raises this as a concern with ECC.

<p>FTC/24/153</p>	<p><u>MAYORS ANNOUNCEMENTS</u></p> <ul style="list-style-type: none"> •The Deputy Mayor and the Mayor attended the Institution and Induction event of the Revd Funmilayo Vaughan at St Mary's Parish Church, Frinton on Sea. •The Mayor recently attended the Britain In Bloom event for Frinton-On-Sea. He reported that the judges were very impressed. The Mayor invited Mr David Foster of Frinton In Bloom to update members. Overall, in the small town category, Frinton in Bloom were awarded Anglia, Silver Gilt award. Mr Foster thanked members for their support. Members demonstrated their appreciation to Mr Foster and the volunteers of Frinton in Bloom with a round of applause. •The Mayor said he would report on his meeting with Essex Police relating to the PCSO contract at the next meeting.
<p>FTC/24/154</p>	<p><u>GRANT APPLICATIONS</u></p> <p>The Mayor agreed to advance item 9 (grant applications), for earlier discussion.</p> <ul style="list-style-type: none"> •Concerns were raised by Cllr Everett to follow the council's grant policy and seek competitive quotes. After discussions, the Mayor concluded that it is not always possible for applicants to fully fit to the policy requisite, particularly if it is a specialist supplier. It is right that members challenge applications, and to remain as close to the policy as we can. Members must allow for flexibility, consider due diligence in their voting, considering local suppliers, specialisms, and competitive rates in their decision making. •Members reviewed the documents submitted from Walton Forum for the sum of £1981 in support of its late-night festive shopping event in Walton on 29th November 2024 RESOLVED: To award £1981 to be expended from budget 4151/108 'grants'. •Members reviewed the documents submitted from Frinton Business Group for the sum of £2216 in support of its late-night festive shopping event in Frinton on 7th December 2024 To be expended from 108/4151 Grants with Specific Powers - £10,203 available as at 30.09.24 RESOLVED: To award £2216 to be expended from budget 108/4151 Cllr N Turner declared an interest and therefore abstained from voting.
<p>FTC/24/155</p>	<p><u>TOWN PLANNING APPLICATIONS AS PER SCHEDULE ISSUED BY TENDRING DISTRICT COUNCIL</u></p> <ul style="list-style-type: none"> •The Town Council considered plans for development and recommended accordingly as detailed on the schedule. •Cllr Turner raised the concern that applications in a Conservation Area should be listed with C/A. This request was noted by the Council administration team.
<p>FTC/24/156</p>	<p><u>OTHER PLANNING MATTERS</u></p> <ul style="list-style-type: none"> • Members noted the following determination made at variance to the Town Council's recommendations: App No. 24/01079/FUL – Householding app – Two storey side extension - - 24 Village Close, Kirby Cross, CO13 0PF TDC refused – Town Council recommended approval on 30th August 2024 • Members reviewed and noted the following appeal notification: APP/P1560/W/24/3351623 On 16th May 2024, Town Council recommended refusal to application number 24/00019/FUL based 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.
<p>FTC/24/157</p>	<p><u>FINANCIAL MATTERS</u></p> <p>RESOLVED: To approve the schedule of accounts No. 10 in the total sum of £19,333.24 net (£20,924.27 gross) and Schedule 10A in the total sum of £22,896.28</p> <p>FURTHER RESOLVED to receive the Income & Expenditure Report with Investment & Bank Reconciliation Report for September 2024.</p> <ul style="list-style-type: none"> •Members noted the expenditure of £6583.83 debited to Election Expenses code 111/4300 IRO expenses incurred by the by-election for Walton ward in September 2024 – declared due to no budget provision.
<p>FTC/24/158</p>	<p><u>DEBIT EMR – HR COSTS</u></p> <p>RESOLVED: Members approved a transfer of £1000 from the EMR – 'HR Costs' to the 'Professional Services' budget 102/4056 to support expenditure required for HR consultancy services to assist the Clerk in responding to contractual matter queries raised by staff, a long-term absence case, plus any future requirements. Total EMR balance available is £1000 so it would then close the EMR now fully drawn down.</p>

FTC/24/159	<u>INVESTMENT POLICY</u> RESOLVED: To approve the new Investment Policy.
FTC/24/160	<u>COMPLAINTS POLICY</u> RESOLVED: To approve the revised Complaints Policy.
FTC/24/161	<u>VEXATIOUS COMPLAINTS POLICY</u> RESOLVED: To approve the revised Vexatious Complaints Policy.
FTC/24/162	<u>COUNCIL PRIORITIES & STRATEGY</u> RESOLVED: All members are welcome to join any working groups within Frinton & Walton Town Council relating to council priorities and strategy. FURTHER RESOLVED: Following the members briefing with Ian Davidson of TDC and to maintain momentum of actions, all members are invited to attend the first de-brief meeting on 7 th November where they will receive feedback of the meeting, discuss further actions required and agree working party membership thereof.
FTC/24/163	<u>EVENT WORKING PARTY UPDATE</u> The Mayor reported at the last meeting of the Event Working Party held on 16 th October 2024, which resulted in the creation of the Event Policy and the Event Management Plan. The Mayor concluded that the Event Working Party are now looking at the feasibility of what we might do at the skate park, how to develop it further as well as creating and supporting events in and around our community.
FTC/24/164	<u>EVENT MANAGEMENT POLICIES</u> Members discussed the new policy and documents and considered their approval. During discussions, concerns were raised relating to asking applicants to complete forms. Members were told that the council administration team would support applicants throughout the process if required. RESOLVED: To approve the new Event Policy FURTHER RESOLVED: To approve the new Event Management Plan FURTHER RESOLVED: To approve the Event Application Form and Terms and Conditions for Council Owned/Managed Land.
FTC/24/165	<u>MINUTES AND RECOMMENDATIONS OF THE RECREATION & AMENITIES COMMITTEE</u> •Members received the Minutes of the Recreation & Amenities Meeting of the 17 th October 2024 • Members considered the recommendations from the Recreation & Amenities Committee to claim on the Town Council's insurance. RESOLVED: Members agreed to allow the Clerk to pursue a claim on the Town Council's insurance for the replacement of the damaged bus shelter in Gt Holland.
FTC/24/166	<u>MINUTES OF THE LAST FULL COUNCIL MEETING</u> RESOLVED: That the minutes of the meeting of Frinton & Walton Town Council held 10 th October 2024 were approved as a correct record and signed by the Mayor.
FTC/24/167	<u>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 10th October 2024</u> None.
FTC/24/168	<u>DATE OF NEXT MEETING</u> 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 21st November 2024 at 7.15pm .

The Chair closed the meeting at 8.55pm.

CHAIR

DATE

**SCHEDULE OF PLANS SUBMITTED TO FRINTON & WALTON TOWN COUNCIL
FOR TOWN COUNCIL MEETING 31st October 2024**

APPLICATION NO./ APPLICANT	PROPOSAL	LOCATION
24/01433/FULHH Mr Stephen Lazell	Light grey render to front and part side of dwelling, replacement canopy above the front door.	33b The Esplanade Frinton-on-Sea
RECOMMEND APPROVAL		
24/01481/FUL Mr Michael Phillips	Conversion of land and building, demolition, rebuild and extension to provide 1 x live/work unit and associated works	Former Coastguard Clubhouse Hall Lane Walton-on-the-Naze
RECOMMEND APPROVAL subject to there being NO living accommodation on the ground floor.		
24/01410/FULHH Mr Keen	Side and rear extensions with changes to external façade	Timberley Edith Road Kirby Le Soken
RECOMMEND APPROVAL		
24/01449/FULHH Mr Peter Hummingford	New chrome handrails and transparent glass panels to existing balcony	6 The Crescent Frinton-on-Sea
RECOMMEND APPROVAL		
24/01470/FULHH Mr and Mrs Marshall	Extension and conversion of existing garage to form an annexe for a purpose ancillary to the existing dwellinghouse, alteration of planning approval 24/00860/FULHH	97 Pole Barn Lane Frinton-on-Sea
RECOMMEND REFUSAL on the grounds that this could become back-land development and fearful of the annexe becoming used for business use.		
24/01476/VOC Mr and Mrs Austin	Application under section 73 of the Town and County Planning Act for Variation of Conditions 2 (approved drawings) of application 22/01371/FULHH to enable/allow for solar panels on the garage roof.	17 Third Avenue Frinton-on-Sea
RECOMMEND APPROVAL		
24/01423/FULHH Mr Anthony Beckton	Porch to main front entrance	15 Holland Road Frinton-on-Sea
RECOMMEND APPROVAL		

24/01475/FULHH Mr & Mrs Austin	New Boundary front wall with sliding gates and dropped kerb to new access	17 Third Avenue Frinton-on-Sea
RECOMMEND REFUSAL on the grounds that it is not in keeping with the street scene, it has sliding gates and is within a conservation area.		
24/01486/FULHH Mrs Emma Buckley	Single Storey Rear Extension	27 Hadleigh Road Frinton-on-Sea
RECOMMEND APPROVAL		
24/01529/FULHH Householder	Erection of a single-storey side extension	Ferndene Main Road Great Holland
RECOMMEND APPROVAL		
24/01544/FUL Householder	Construction of single dwelling with associated parking and access	Land adjacent to 12 Warley Way, Frinton-on-Sea
RECOMMEND APPROVAL		
24/01498/TCA Miss Ercolani	Trees in a conservation area T1 Eucalyptus Tree – re-pollard to previous cutting points approx. 5m off. T2 Crab apple – reduce by 2m overall T3 Silver Birch – remove lowest branch growing towards the house	32 Fourth Avenue Frinton-on-Sea
RECOMMEND APPROVAL		
24/01471/TCA Mr Mork Shaer	Tree in a conservation area Lifting of canopy and crown pruning of 5 Yew Trees along the front boundary. Removal of existing sycamores, bays and shrubs within curtilage of the property to make way for new planting design.	33 Third Avenue Frinton-on-Sea
RECOMMEND APPROVAL		
24/01480/WTPO Mrs Ellinghouse	Works related to Tree Preservation Order (95/00038/TPO) T1 Hawthorn Tree – Front Garden – reduce by 1-2m overall.	53 Second Avenue Frinton-on-Sea
RECOMMEND APPROVAL		
24/01538/TCA Mr Bridgeman	Tree in a conservation area 1 Eucalyptus – re-pollard to previous cutting points at approx. 4m above ground level.	1 Garden Court The Esplanade Frinton-on-Sea
RECOMMEND APPROVAL		

24/01540/WTPO Mr Bridgeman	5 Silver Birch Trees – reduce by approx. 30-35% each	1 Garden Court The Esplanade Frinton-on Sea
RECOMMEND APPROVAL		
24/01370/TCA Householder	Tree in a conservation area. Walnut Tree to be re-pollarded. Buddleia to be felled to ground level. Pittosporum Tree to be felled to ground level. Encroaching Portuguese Laurel from neighbouring property to be pruned back to border.	22 Third Avenue Frinton-on-Sea
Town Council considered this application at the last Full Council meeting held on 10 th October 2024		
24/01564/TCA	1 Maple Fell	37 Fourth Avenue Frinton-on-Sea
RECOMMEND APPROVAL subject to a replacement tree being planted		

Schedule 10 - 31.10.2024

No:	Invoice	Purpose	Net (£)	Gross (£)	Office Use Only
1	Apollo Cloud	Telephone Services	123.92	148.70	DDR
2	Booker	Bar Supplies - Columbine	102.41	122.89	DDR
3	EE	Telecomms - 3 x Mobiles	171.54	205.85	DDR
4	Barclaycard	Ebay - Stickers £9.93, Nisbets - Glasswasher £1379.98, Amazon - Date Stamp £4.70, Amazon - Stamp £12.66, Indeed - Adverts £44.00, Amazon - Power Adapter £26.39, Adobe - Software Subscription £12.97	1251.19	1490.63	DDR
5	BT	Telephone Charges	69.97	83.96	
6	Castle Water	Water - Public Toilets	610.03	673.64	
7	Castle Water	Water - Public Toilets	593.61	655.51	
8	SEFE	Columbine - Elec. (02 - 30th Sept.)	718.08	861.70	
9	SEFE	Council House - Elec. (02 - 30th Sept.)	64.82	68.06	
10	SEFE	Council House - Elec. (01 - 27th Sept.)	122.76	128.90	
11	Corona Energy	Gas - Columbine	231.40	242.97	
12	A J Property Maintenance	Columbine Centre - Repair front wall	100.00	100.00	
13	ASL Limited	Copies Charge	271.52	325.83	
14	Birchwood Garden Services	Maintenance	1570.00	1570.00	
15	Bunzl Supplies	Cleaning Supplies -Columbine	65.88	79.06	
16	Mr C Halstead	Allotment Deposit Return	50.00	50.00	
17	Mr M Haines	Allotment Deposit Return	50.00	50.00	
18	Henry Martin & Sons Ltd	Columbine Centre - Various works	627.40	752.88	
19	Lambro Refrigeration Ltd	Columbine - Cellar Cooling system	140.00	168.00	
20	Mr C Nunn -Nunns Electrical	Bowls Club - Repair to light switch	60.00	60.00	
21	Mr C Nunn - The Hamford Handyman	Bowls Club - Fire Escape repair	375.00	375.00	
22	Printing on Sea Limited	Columbine Centre Uniforms	306.00	367.20	
23	Playquip Leisure	Play Equipment Works	2970.00	3564.00	
24	SLCC	Training Fee - K Milligan	60.00	72.00	
25	TDC	Election Expenses - 12.09.24.	6583.83	6583.83	
26	TDC	Land Rent	1625.00	1625.00	
27	Thorntons Decorating	Thinners & Cloths - Public toilets	17.80	21.36	
28	TJs Window Cleaning Serv.	Window Cleaning - 16.10.24.	20.00	20.00	
29	TTSS Ltd.	Annual Fire Maintenance & CSL DigiAir Pro 3 Annual Monitoring Fee	355.00	426.00	
30	Viking	Stationery	26.08	31.30	
Totals			19333.24	20924.27	

Signed:

..... **Chair**

Date:

SCHEDULE OF ACCOUNTS PAYABLE – NO. 10A

31st OCTOBER 2024

Salary Month 6 (SEPTEMBER) Payment Made on 26TH September 2024

Superannuation Payment For September, to be Made in the Month of October 2024

HMRC/PAYE Payment For September, to be Made in the Month of October 2024

Total salaries/wages/expenses (September 2024)	£ 17,911.45
Employers N.I. (September 2024)	£ 1,264.22
Superannuation – Employer contribution (September 2024)	£ 3,374.31

	£ 22,549.98
Member's car allowance claim	£ 00.00
Petty cash drawn 22.08.24 – 22.10.24	£ 346.30
Cumulative Total	£22,896.28