

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 21st November 2024 at 7.15pm

Present:	Councillors: P Clifton, A Cossens, R Morgan, I Johnson, A Oxley, N Hayes, ET Allen, P Oxley, D Land, F Robertson and J Robertson
In the Chair:	Mayor - Councillor M Cossens
Clerk:	J Woodland – Town Clerk
Also present:	5 members of the public and no press M Townsend – Deputy Clerk
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/24/169	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Councillors N Turner, R Everett and M Platt.
FTC/24/170	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> <ul style="list-style-type: none">• Cllr P Oxley in relation to planning application 24/01575/FUL - Tesco Store Ltd
FTC/24/171	<u>PUBLIC QUESTIONS</u> In response to questions raised by the public: <ul style="list-style-type: none">• Cllr M Platt provided a written response, which was read aloud by the Mayor, addressing a complaint about the number of defective streetlight columns. He confirmed that the county council have been notified as they fall within their remit.
FTC/24/172	<u>MAYORS ANNOUNCEMENTS</u> <ul style="list-style-type: none">• The Mayor expressed his gratitude to the organisers and residents for the well-attended Remembrance Sunday Service in Walton, as well as other services held across the parish to commemorate the occasion. He also acknowledged the dedication and work undertaken by the organisers, extending his thanks for their efforts.
FTC/24/173	<u>TOWN PLANNING APPLICATIONS AS PER SCHEDULE ISSUED BY TENDRING DISTRICT COUNCIL</u> <ul style="list-style-type: none">• The Town Council considered plans for development and recommended accordingly as detailed on the schedule.• The Mayor highlighted the two planning applications (tabled), to be considered at this meeting due to the target deadline date.
FTC/24/174	<u>OTHER PLANNING MATTERS</u> <ul style="list-style-type: none">• There have been no variances to the council's recommendations since the last Full Council meeting.

	<p>•Cllr M Cossens agreed to contact Planning Services to make enquires regarding the advertising signage for the café at Frinton Railway Station.</p>
FTC/24/175	<p><u>INTERNAL AUDIT INTERIM REVIEW REPORT</u> Members noted the Internal Auditor report from the interim review conducted October 2024 and considered the recommendations provided. The Town Clerk has considered the suggestion to implement a Statement of Internal Controls but concluded that it would not add significant benefit, as the council already has an internal risks and control document which is reviewed regularly. Members agreed that no further action was necessary and expressed their thanks to the team for their hard work and dedication.</p>
FTC/24/176	<p><u>BIODIVERSITY POLICY</u> RESOLVED: To approve the revised Biodiversity Policy with an amendment to section 5 from ‘within Frinton & Walton’ to ‘within the Town Council area’.</p>
FTC/24/177	<p><u>PUBLICATION SCHEME POLICY</u> RESOLVED: To approve the revised Publication Scheme Policy.</p>
FTC/24/178	<p><u>GENERAL DATA PROTECTION REGULATION (GDPR) POLICY</u> RESOLVED: To approve the revised General Data Protection Regulation (GDPR) Policy.</p>
FTC/24/179	<p><u>LONE WORKING POLICY</u> RESOLVED: To approve the revised Lone Working Policy with an amendment to section 14 ‘12 months’ to ‘3 years’.</p>
FTC/24/180	<p><u>SCHEME OF DELEGATION POLICY</u> RESOLVED: To approve the new Scheme of Delegation Policy.</p>
FTC/24/181	<p><u>FINANCIAL MATTERS</u> RESOLVED: To approve the schedule of accounts No. 11 in the total sum of £40,146.26 net (£42,851.33 gross) and Schedule 11A in the total sum of £26,038.43. FURTHER RESOLVED: To receive the Income & Expenditure Report with Investment & Bank Reconciliation Report for October 2024.</p>
FTC/24/182	<p><u>PCSO CONTRACT</u> The Mayor and Town Clerk attended a meeting with Essex Police to discuss PCSO coverage in accordance with the contracted terms. A discussion took place relating to PCSO staffing challenges and it was reaffirmed that PCSOs are highly valued and supported by the command team. The recruitment and training process is the primary issue and attempts have been made to relocate a PCSO from another area, but this has not been successful so far. Recruitment requires a sufficient number of candidates to run a training programme. A suggestion to run smaller training groups was explored but raised funding challenges (county wide). Efforts to address the staffing gap for the third PCSO is on-going. The Clerk and Mayor have written formally to Essex Police to reconfirm the council’s request to maintain 3 PCSOs in the area.</p>
FTC/24/183	<p><u>WATER LEAK – OLD WAY PUBLIC CONVENIENCES</u> The Deputy Clerk provided the following update: The Council has engaged Wellers Hedley, submitting signed Terms and Client Care documents and correspondence regarding the water leak. While awaiting further updates, Affinity Water has confirmed the leak is on a supply pipe, placing responsibility for repairs and water costs on the council. Affinity Water also clarified that relocating the water meter will not alter this responsibility and suggested a survey (costing up to £300) to explore alternative solutions, including a new mains connection. The Town Clerk has approved proceeding with this survey following consultation with Wellers Hedley. Tending District Council officers previously indicated their insurance likely does not cover repairs due to the policy excess, but the Council’s lease specifies that TDC’s insurance has coverage for “escape of water.” The Deputy Clerk advised that she would investigate a potential insurance claim from TDC. Meanwhile, Castle Water has not yet resolved the Council’s stage 2 complaint, and further engagement is underway. The Deputy Clerk is coordinating efforts to address repair options and insurance matters while ensuring continued communication with all involved parties. Cllr D Land agreed to source a map of the pipe network in this location, from Essex County Council.</p>

FTC/24/184	MINUTES OF THE LAST FULL COUNCIL MEETING RESOLVED: That the minutes of the meeting of Frinton & Walton Town Council held 31 st October 2024 were approved as a correct record and signed by the Mayor.
FTC/24/185	MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 31st October 2024 None.
FTC/24/186	DATE OF NEXT MEETING 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 12th December 2024 at 7.15pm .

The Chair closed the meeting at 8.40pm.

CHAIR

DATE

SCHEDULE OF PLANS SUBMITTED TO FRINTON & WALTON TOWN COUNCIL
FOR TOWN COUNCIL MEETING 21st November 2024

APPLICATION NO./ APPLICANT	PROPOSAL	LOCATION
24/01490/FULHH Keen	Proposed side extensions and changes to roof profile	Sprit Sail Edith Road Kirby Le Soken
RECOMMEND APPROVAL		
24/01599/FULHH C/A Mr & Mrs Butcher	First floor rear extension alteration to existing front dormer, new render and alteration to existing fenestration.	18 Harold Road Frinton-On-Sea
RECOMMEND APPROVAL		
24/01605/OUT Messers Picket, Brown & Low	Outline Planning Application (Access to be considered) Erection of 3 detached self-build bungalows with garaging and access	Land South of Chartfield Drive Kirby Le Soken
RECOMMEND REFUSAL on the grounds that the development sits outside the village boundary located in the strategic green gap (as marked in the Local Plan) and therefore is to be protected.		
24/01645/NDPNOT Aldi Food Store	Application to determine if prior approval is required under Part 14 of the Town and Country Planning (General Permitted Development) (England) Order (as amended) for installation of 208 solar PV panels onto the roof of the existing Aldi food Store.	Aldi Food Store Kirby Road Walton-On-The-Naze
RECOMMEND APPROVAL		
24/01581//WTPO Mrs McNulty	1 No. Sycamore - re pollard	70 Pole Barn Lane Frinton-On-Sea
RECOMMEND APPROVAL		

24/01595/TCA C/A Walduck	1 No. Re-pollard Poplar 1 No thin and re-balance Poplar 2 No Yew trees – shape and trim. Prune cluster of Pear trees.	St Annes 5 Fourth Avenue Frinton-On-Sea
RECOMMEND APPROVAL		
24/01601/WTPO Mr Kandiah	Works relating to TPO Order (94/00002/TPO) T1 reduce large oak tree by 30% T2 remove previously pollarded oak tree showing large defect at base of stump.	The Acorns Turpins Lane Kirby Cross
RECOMMEND APPROVAL but request that the Tree Officer visits the site prior to making a decision		
24/01604/TCA C/A Mr David Cairns	Tree in a conservation area, Lime Tree to be re-pollarded Horse chestnut tree to be re-pollarded Bay tree to receive 2m height reduction	20 The Crescent Frinton-On-Sea
RECOMMEND APPROVAL		
24/01606/TCA C/A Mr Marcus Eatherton-Green Robins	Trees in a conservation area (T1) Small Cherry tree to be felled to ground level. (T2) Crab Apple tree to be felled to ground level. (T3) Holly tree to be reduced 2 m in height. (T4) Conifer tree to be reduced by 2m in height (T5) Yew tree to receive 1m height reduction. (T6) Blue Cedar to be crown thinned	29 Third Avenue Frinton-On-Sea
RECOMMEND APPROVAL		
24/01609/TCA C/A	Tree in a conservation area. (T1) Reduce and shape cherry tree by circa 2m.	Brierley First Avenue Frinton-On-Sea
RECOMMEND APPROVAL		
24/01663/TCA C/A Householder Application	Trees in a conservation area T1 Eucalyptus Tree - remove the bough/stem on the right hand side of the tree and the bough/stem on the left hand side of the tree. Re-pollard the remainder of the tree to previous cutting points approx. 3m off.	55 Second Avenue Frinton-On-Sea
RECOMMEND APPROVAL		

24/01521/FULHH (tabled) Mrs Devlin	Householder planning application – proposed extension	10 Saville Street Walton on the Naze
RECOMMEND APPROVAL		
24/01575/FUL (tabled) Tesco Store Ltd	Part demolition of existing commercial space and canopy and implementation of new publicly accessible plaza alongside car park re-configuration and implementation of click and collect facilities.	The Triangle Shopping Centre Rochford Way Frinton on Sea
RECOMMEND APPROVAL		

Schedule 11 - 21.11.2024

No:	Invoice	Purpose	Net (£)	Gross (£)
1	Apollo Cloud	Telephone Services	123.76	148.51
2	Barclays	Bacs File Charges	9.00	9.00
3	EDF	Council House, Elec (01 - 31 Oct.)	238.44	250.36
4	EDF	Council House, Elec (01 - 31 Oct.)	125.65	131.93
5	EE	Telecoms - 3 x Mobiles	171.54	205.85
6	Grenkeleasing Ltd.	Telecomms Rental - November	135.60	162.72
7	Yorkshire Gas and Power	Electricity - Old Way Toilets	53.68	56.36
8	BT	Telephone Charges	16.00	19.20
9	BT	Telephone Charges	133.14	159.77
10	Castle Water	Water - Wittonwood Road Allotments	51.58	51.58
11	Castle Water	Water - Council Public Toilets	2.01	2.01
12	A Joshua- A J Property Maintenance	Columbine - Gutter Clearance	200.00	200.00
13	A Joshua- A J Property Maintenance	Columbine - Roof Repair	185.00	185.00
14	Aylesford Electrical Contractors Ltd	Christmas Lighting Scheme	7493.40	8992.08
15	BT	Annual Payphone Service Charge	300.00	360.00
16	Bakers of Danbury Heritage Ltd	Re-Lettering of Kirby le Soken War Memorial	1175.00	1410.00
17	Birchwood Garden Services	Maintenance	1840.00	1840.00
18	Bunzl Cleaning & Hygiene Supplies	Cleaning Supplies - Columbine	83.92	100.70
19	Bunzl Cleaning & Hygiene Supplies	Cleaning Supplies - Columbine	243.40	292.07
20	Frinton Training Services Ltd	First Aid @ Work Training	600.00	720.00
21	Heelis & Lodge	Interim Audit for the year ended 31.03.25.	370.00	370.00
22	Mr C Nunn- The Hamford Handyman	Columbine - Repairs to Doors	136.00	136.00
23	Mr C Nunn- Nunns Electrical	Columbine - Repair to Light	60.00	60.00
24	Mr C Nunn- Nunns Electrical	Public Toilets - Repair to Hand dryer	68.00	68.00
25	Mr C Nunn- Nunns Electrical	Columbine- Renew 4 x Floodlights	350.00	350.00
26	Mr C Nunn-Nunns Electrical	Electrical works for air conditioning unit	425.00	425.00

27	Lambrothers	Cellar Cooling System Works	430.00	516.00
28	Police, Fire and Crime Commissioner	Quarter 2 PCSO Charges	22536.90	22536.90
29	Tendring District Council	Buildings Insurance - Old Way Toilets	74.06	74.06
30	H Sanderson Air Conditioning Ltd.	Servicing of Air Conditioning Systems	200.00	240.00
31	H Sanderson Air Conditioning Ltd.	New Air Conditioning Unit	1450.00	1740.00
32	Tower Security	Security Patrols - October	232.19	278.63
33	Tower Security	Annual Retainer for Council House - Alarms	275.00	330.00
34	TTSS Ltd.	Demo for Fire Alarm System	55.00	66.00
35	Veolia ES (UK) Ltd	Empty of Bins & Duty of Care - Columbine	174.28	209.14
36	Veolia ES (UK) Ltd	Duty of Care Fee - Council House	3.33	4.00
37	Veolia ES (UK) Ltd	Empty of Bins - Council House	59.50	71.40
38	Viking	Stationery	65.88	79.06
Totals			40146.26	42851.33

Signed: **Chair** **Date:**.....

Print Name:

SCHEDULE OF ACCOUNTS PAYABLE – NO. 11A

21ST NOVEMBER 2024

Salary Month 7 (OCTOBER) Payment Made on 25th October 2024

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

Total salaries/wages/expenses (October 2024)	£ 20,435.67
Employers N.I. (October 2024)	£ 1,495.37
Superannuation – Employer contribution (October 2024)	£ 3,937.39

	£25,868.43
Member’s car allowance claim	£ 00.00
Petty cash drawn 23.10.24 – 12.11.24	£ 170.00
Cumulative Total	£26,038.43