

**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 30 January 2025 at 7.15pm**

<b>Present:</b>	Councillors: E T Allen, E Chamberlain, A Cossens, R Everett, I Johnson, D Land, A Oxley, P Oxley,
<b>In the Chair:</b>	Mayor - Councillor M Cossens
<b>Clerk:</b>	Mrs M Townsend – Deputy Town Clerk
<b>Also present:</b>	4 members of the public and no press Mrs L Brown – Administrative Officer
<b>Absent:</b>	None

**Mayor’s Welcome**

The Mayor welcomed all attendees and announced the following:

- That there would be an emergency item of business which would be considered after planning matters, due to a tight deadline ahead of the Essex Police, Fire and Crime Panel meeting on Tuesday, 4 February 2025.
- 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.

<b>FTC/25/223</b>	<b>Apologies for Absence</b> Apologies were received from Councillors P Clifton, N Hayes, R Morgan, M Platt, F Robertson, J Robertson and N Turner.
<b>FTC/25/224</b>	<b>Declarations of Members’ Interests</b> Councillor R Everett declared an interest in all planning matters due to his position on the District Council Planning Committee.
<b>FTC/25/225</b>	<b>Public Questions</b> <ul style="list-style-type: none"><li>• A resident from Kirby le Soken once again raised concerns about ongoing issues with streetlamps that had been previously reported. In response, Councillor M Cossens confirmed his belief that these lamps were awaiting electrical reconnection by UK Power Networks. Furthermore the same resident expressed continued concerns about flooding to Walton Road and enquired about any updates. Councillor M Cossens noted the problems and would seek to discuss them further with the Essex County Councillor.</li></ul>

<b>FTC/25/226</b>	<p><b>Mayor's Announcements</b></p> <ul style="list-style-type: none"> <li>The Deputy Town Mayor, Councillor A. Cossens, shared that she participated in the Big Garden Bird Watch alongside staff and students from St. Philomena's School at Crescent Gardens in Frinton-on-Sea. Despite the brisk, windy weather, she reported having a great time spotting and identifying various bird species and thoroughly enjoyed the experience.</li> </ul>
<b>FTC/25/227</b>	<p><b>Town Planning Applications as per Schedule Issued by Tendring District Council</b></p> <p>The Town Council considered plans for development and recommended accordingly as detailed on the schedule.</p>
<b>FTC/25/228</b>	<p><b>Other Planning Matters</b></p> <p>Members noted the variances to planning application decisions made by the District Council as detailed on the agenda.</p>
<p>The Town Mayor Suspended Standing Orders for the next item only, to allow for an Emergency item. To discuss the recent press release from the Police, Fire and Crime Commissioner for Essex announcing funding shortfalls and possible cuts to Police Community Support Officers, and consider any necessary action. There was a need to consider this item of business due to the tight deadline prior to the Essex Police, Fire and Crime Panel meeting on Tuesday 4 February where they would be considering Mr Hirsts proposed precept.</p> <p>Councillor D Land declared an interest in the next item.</p>	
<b>FTC/25/229</b>	<p><b>Emergency Item - Letter Received from Essex Police Authority</b></p> <p>A letter was tabled for Members from Chief Constable B Harrington from Essex Police regarding the policing precept and a funding shortfall, and announcing possible cuts to Police Community Support Officers.</p> <p><b>RESOLVED:</b> That a strongly worded letter be sent the following day to indicate the Town Councils disappointment and dismay that the Town Council had not received prior knowledge of possible funding withdrawal for Police Community Support Officers. The letter also to request an urgent meeting to discuss the contents of the letter. The letter to be addressed to Chief Constable B Harrington, Roger Hirst Police, Fire &amp; Crime Commissioner for Essex, with copies to Jane Gardener Deputy Police, Fire &amp; Crime Commissioner for Essex, Nigel Farage MP, and all members of the Town Council.</p>
<b>FTC/25/230</b>	<p><b>Financial Matters</b></p> <p>The Deputy Clerk responded to a question from Councillor I. Johnson regarding an item on the schedule for a resuscitation face mask which are intended for first aid purposes.</p> <ul style="list-style-type: none"> <li><b>RESOLVED:</b> To approve the schedule of accounts No. 14 in the total sum of £12,757.23 net (£14,537.52 gross) and Schedule 14A in the total sum of £27,142.05.</li> <li>Members received the Income &amp; Expenditure Report for the month of December 2024.</li> </ul>
<b>FTC/25/231</b>	<p><b>Councillor &amp; Staff ID Cards</b></p> <p>Members considered the costings for the provision of ID cards to be issued to all councillors and staff, as detailed in the written report provided. In discussing the details on the cards Councillor E T Allen suggested a future agenda item to look at the possibility of renaming The Council House to The Town Hall. It was agreed that the wording on the cards should align with the format of District Council ID cards, with the Town Council logo enlarged and an expiry date added.</p>

	<ul style="list-style-type: none"> <li>• <b>RESOLVED:</b> To approve the purchase of ID cards, holders and accessories (with the above amendments) for all councillors and staff at a total cost of up to £618.14. The expenditure to be taken from the following cost codes: 4040/101 Fire/Security/Alarms for councillors and officers 4040/160 Fire/Security/Alarms for Post Office staff 4050/201 Security for Columbine staff</li> </ul>
<b>FTC/25/232</b>	<p><b>Council House – Flags/Flag Mast</b></p> <p>Members considered a written report from the Clerk on options available to the Council for the erection and flying of flags at the Council House.</p> <ul style="list-style-type: none"> <li>• <b>RESOLVED:</b> To install a flagpole on the side of the Council House to permanently fly the Union Flag. The Town Clerk to consult with Tendring District Council to determine if any planning permission is required, and to liaise with Councillor ET Allen regarding technical specifications, exact fixing location &amp; flagpole height. Expenditure to be taken from cost code 4269/103 Heritage/Renewal/Upkeep with a budget of up to £1000.</li> </ul>
<b>FTC/25/233</b>	<p><b>VE Day 2025</b></p> <p>Members considered whether the Council wished to acknowledge VE Day 2025 in some way. It was anticipated that community groups would likely organise events, and the Town Council could potentially facilitate these by providing funding support via the grant application process.</p> <ul style="list-style-type: none"> <li>• <b>RESOLVED:</b> To fly the Union Flag from the flagpole on VE Day 2025 in recognition of the occasion.</li> </ul>
<b>FTC/25/234</b>	<p><b>Insurance Claim – Great Holland Bus Shelter</b></p> <p>Members noted the successful claim on the Town Council’s insurance policy for the replacement and installation of the wooden bus shelter in Gt. Holland that was subject to a road traffic collision last August. The supplier and installation contractor chosen by the insurer had been instructed and delivery/installation was expected soon. Furthermore, noted that costs would initially be paid out by the Council and repaid to the Council from the insurer, minus the standard £250 policy excess. Therefore, it is anticipated that cost centre 4201/103 “Bus Shelters” would be overspent for a period of time, until replenished. Installation expected to be week commencing 3 March 2025.</p>
<b>FTC/25/235</b>	<p><b>Minutes of the last Recreation &amp; Amenities Committee meeting</b></p> <p>The minutes of the Recreation &amp; Amenities Committee meeting held on 16 January 2025 were received with the following comments.</p> <p><b>RA/25/43 BEACH HUTS</b> Councillor M Cossens noted that the beach hut page on the Town Councils website had been updated with the new details for hire, following a recent decision of the Recreation &amp; Amenities Committee. Following discussion, it was agreed that there would be some amendments to the page to clarify available hire dates which related to school holiday hires to make it clearer to hirers.</p>
<b>FTC/25/236</b>	<p><b>Water Leak Old Way Public Conveniences</b></p> <p>Members received a verbal update from the Deputy Town Clerk:</p> <ul style="list-style-type: none"> <li>• Following several chases, Wellers Solicitors had apologised for the delay and that draft letters were expected imminently.</li> <li>• Further monitoring of the water meter had taken place with the water supply at the toilets turned off.</li> <li>• Contact has now been received from Protector Insurance (TDC’s insurer).</li> </ul> <p>The Deputy Clerk made a recommendation to the Chair that further discussion on this agenda item be moved to Exclusion due to sensitive information</p>

	received in respect of the insurance arrangements under the lease with Tendring District Council.
<b>FTC/25/237</b>	<b>Minutes of last Full Council Meeting</b> <ul style="list-style-type: none"> <li>• <b>RESOLVED:</b> That the minutes of the Town Council Meeting held on 9 January 2025 were approved as a correct record and signed by the Mayor.</li> </ul>
<b>FTC/25/238</b>	<b>Matters Arising from the last Full Council Meeting</b> There were no matters arising from the minutes of the last full Town Council meeting.
<b>FTC/25/239</b>	<b>Date of Next Meeting</b> The next meeting of Frinton & Walton Town Council is scheduled to be held at The Council House, Triangle Shopping Centre, Frinton-on-Sea, on 20 February 2025 at 19:15. <b>The Chair closed the public part of the meeting at 21:01</b>
<b>FTC/25/240</b>	<b>Exclusion of Press and Public</b> 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: <ul style="list-style-type: none"> <li>• Water Leak Old Way Public Conveniences</li> </ul>
<b>FTC/25/241</b>	<b>UNDER EXCLUSION – Water Leak Old Way Public Conveniences</b> <ul style="list-style-type: none"> <li>• <b>RESOLVED:</b> To bring this item back to the next full Town Council meeting as an agenda item for members to consider options available, to manage the situation with the water leak.</li> </ul>

The Chair closed the meeting at 21:30

Chair:

Date:

**SCHEDULE OF PLANS SUBMITTED TO FRINTON & WALTON TOWN COUNCIL**  
**FOR TOWN COUNCIL MEETING 30 JANUARY 2025**

<b>APPLICATION NO./ APPLICANT</b>	<b>PROPOSAL</b>	<b>LOCATION</b>
25/00020/FULHH	Householder Planning Application - Proposed single storey rear extension (Following demolition of conservatory).	41 Elm Tree Avenue Frinton On Sea Essex CO13 0BB
<b>RECOMMEND APPROVAL</b>		
24/01931/FULHH	Householder Planning Application - Single storey side extension to existing bungalow.	35 Waltham Way Frinton On Sea Essex CO13 9JE
<b>RECOMMEND APPROVAL</b>		
25/00033/WTPO  <i>25/00033/WTPO Continued...</i>	Works related to Tree Preservation Order (10/00037/TPO) - G1- line of 4 declining Lombardy poplar trees - fell 3 Northern most trees. Replant with hedging, inter planted with smaller, more appropriate tree species such as birch, flowering cherry and magnolia. G2- line of 19 declining Lombardy poplar trees - fell 12 northern most trees. G3- line of 14 severely declining Lombardy poplar trees - fell 8 northern most trees.	High Trees Kirby Road Great Holland Essex CO13 0HZ
<b>This was withdrawn by TDC and applicant</b>		
24/01794/TCA <b>C/A</b>	T1 - trim and shape 4 roadside trees. T2 - remove two wild cherry trees. T3 - remove silver birch	16 Central Avenue Frinton On Sea Essex CO13 9NW
<b>RECOMMEND REFUSAL on the grounds that the trees are not diseased and removing them will be detrimental to the street scene.</b>		
25/00010/TCA <b>C/A</b>	Trees in a Conservation Area Notification - To fell 1 x Acer Sycamore	2 Holland Road Frinton On Sea Essex CO13 9DH
<b>RECOMMEND REFUSAL due to lack of information, and they are within a conservation area</b>		
25/00017/TCA <b>C/A</b>	Trees in a Conservation Area Notification - T1 - reduce conifer by 30%. T2 - remove two laburnum. T3 - reduce Whole oak/wisteria.	Thurso 12 Ashlyns Road Frinton On Sea Essex CO13 9ED
<b>RECOMMEND REFUSAL due to insufficient area, trees are within a conservation area. Why are they taking out the Laburnum trees?</b>		

### Schedule 14 - 30.01.25

No:	Invoice	Purpose	Net (£)	Gross (£)	Office Use Only
1	Apollo Cloud	Telephone Services	121.77	146.12	DDR
2	Barclaycard	Indeed Employment Agency - recruitment £210.00, Amazon - Bosch Window Vacuum Cleaner £53.00, Tesco - Tea bags £9.49, 123 Reg - domain name renewal £71.95, Amazon - Face Mask Resuscitation £14.38, Amazon - Desktop Calculator £18.98, Amazon - 2025 Calendar £4.56, Amazon - Collins Diary £8.33, Amazon - Acrobat Standard £12.97	372.96	403.66	DDR
3	Booker	Bar Supplies - Columbine	164.39	193.71	DDR
4	EDF	Council House, Elec (01 - 31 Dec.)	301.99	362.39	DDR
5	EE	Telecoms - 3 x Mobiles	171.54	205.85	DDR
6	EVO Payments UK Ltd	Merchant Service Charge	4.47	4.47	DDR
7	Take Payments	Credit Card Terminals - Columbine	50.00	60.00	DDR
8	Yorkshire Gas and Power	Electricity - Old Way Toilets	66.87	70.21	DDR
9	Worknest	HR Professional Services	2575.00	3090.00	PD 03.01.25
10	Corona Energy	Gas - Columbine	4288.70	5146.44	PD 16.01.25
11	Castle Water	Water - Council House, 01.12.24 - 31.12.24	21.10	21.10	PD 16.01.25
12	Castle Water	Water - Old Way Toilets, 01.12.24 - 31.12.24	700.64	773.55	PD 16.01.25
13	Castle Water	Water - Wittonwood Road Allotments - 01.12.24 - 31.12.24	66.43	66.43	PD 17.01.25
14	Automated Systems Group Limited	Photocopier Charges	244.29	293.15	
15	Birchwood Garden Services	Maintenance	1195.00	1195.00	
16	Henry Martin & Sons Ltd	Replacement tap at WWL Allotment Site	68.00	81.60	
17	Mr C Nunn- Nunns Electrical	Supply and fit replacement hand dryer	225.00	225.00	
18	Mr C Nunn- Nunns Electrical	Supply and fit replacement 4ft LED Strip light	105.00	105.00	
19	Printing on Sea Limited	Post Office Staff Uniform	82.00	98.40	
20	TJ's Window Cleaning Services	Window Cleaning - 08.01.25	20.00	20.00	
21	Tendring District Council	Land Rent	1625.00	1625.00	
22	Veolia ES (UK) Ltd	Empty of Bins & Duty of Care - Columbine	174.28	209.14	
23	Veolia ES (UK) Ltd	Duty of Care Fee - Council House	3.33	4.00	
24	Veolia ES (UK) Ltd	Empty of Bins - Council House	59.50	71.40	
25	Viking	Stationery	49.97	65.90	

**Totals**

**12757.23    14537.52**

**SCHEDULE OF ACCOUNTS PAYABLE – NO. 14A**

**30<sup>th</sup> January 2025**

**Salary Month 10 (JANUARY) Payment Made on 24<sup>th</sup> January 2025**

**Superannuation Payment for January, to be Made in the Month of February 2025**

**HMRC/PAYE Payment For January, to be Made in the Month of February 2025**

Total salaries/wages/expenses (January 2025)	£ 21,054.02
Employers N.I. (January 2025)	£ 1,648.87
Superannuation – Employer contribution (January 2025)	£ 4,298.16
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	£27,007.05
Member’s car allowance claim	£ 00.00
Petty cash drawn 01/01/25 – 21/01/25	£ 141.00
<b>Cumulative Total</b>	<b>£27,142.05</b>