

FRINTON & WALTON TOWN COUNCIL

The Council House, Triangle Shopping Centre, Frinton-on-sea, Essex, CO13 0AU

Tel: 01255 676666

email: clerk@fwtc.co.uk

Clerk: Tanya Smith



**TO ALL COUNCILLORS:
YOU ARE SUMMONED TO ATTEND A MEETING
of FRINTON & WALTON TOWN COUNCIL**

To be held at

The Council House, Triangle Shopping Centre, Frinton-on-Sea, CO13 0AU

on

Thursday 4th September 2025 commencing at 7.15pm

T. Smith

**Tanya Smith
Town Clerk**

Dated: 28th August 2025

AGENDA

1	Apologies for Absence To receive via the Clerk, apologies for absence. <i>Apologies are to be received by email to the Clerk no later than 7pm or will otherwise be recorded as absent.</i>
2	Declarations of Members' Interests To receive any pecuniary, registerable, or non-registerable interests relating to items on the agenda.
3	Public Participation The period designated for public participation at a meeting in accordance with Standing Order 3(e) shall not exceed 15 minutes , unless directed by the Chairman of the meeting. Subject to Standing Order 3(f), a member of the public may speak for up to 3 minutes in relation to either business on the agenda, or a matter within the remit of the Town Council. <i>'In accordance with Standing Order 3(e), Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda or a matter within the remit of the Town Council. In accordance with Standing Order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chairman may direct that a written or oral response be given'.</i>
4	Mayor's Announcements The Mayor to give a brief report of engagements undertaken since the last meeting
5	Town Planning Applications as per Schedule Issued by Tendring District Council To consider the attached schedule of applications.
6	Other Planning Matters •To note the following determinations at variance to the Town Council's recommendation: APP 25/00867/FULHH - Side and rear extension – Skippers, Percival Road, Kirby Le Soken TDC approved – Town Council recommended refusal APP 25/00882/FUL - Erection of two self-build bungalows - Pear Trees, Pork Lane, Great Holland TDC refused – Town Council recommended approval APP 24/01893/FULHH - Proposed replacement of timber windows and doors to PVCu (Black)- Brierley, First Avenue, Frinton On Sea TDC refused – Town Council recommended approval APP 25/00953/FUL - Retrospective application for the siting of two mobile catering units - Land at Sea View Court, Pier Approach, Walton On The Naze TDC refused – Town Council recommended approval

	<ul style="list-style-type: none"> •To receive details and consider any necessary action for a Tree Preservation Order application by TDC - reference: TREE PRESERVATION ORDER 25/00003/TPO Deadline for comments 23rd September.
7	<p>Actions Taken Under Scheme of Delegation</p> <ul style="list-style-type: none"> •To ratify the planning application recommendations taken by the mayor and a group of councillors on 13th August 2025 (attached) • To ratify the action taken by the mayor to review and authorise all invoices listed in Schedule 7, in accordance with the Town Council's Scheme of Delegation. (attached)
8	<p>Council Vacancy – Co-option Process</p> <p>To note that the council's co-option process has commenced to fill the current councillor vacancy. Advertising is underway to invite eligible candidates to apply. Details of the vacancy, including the closing date for applications and how to apply, are publicly available on the council's website and noticeboards. Closing date 11th September.</p>
9	<p>Skatepark Event Update</p> <p>To receive an update from the Deputy Clerk (tabled)</p>
10	<p>Financial Matters</p> <ul style="list-style-type: none"> •To approve the Schedule of Accounts Payable No 8 and 8A (herewith) •To receive the Income & Expenditure reports with Investment and Bank Reconciliation reports for July 2025 (herewith for members)
11	<p>Member Bank Reconciliation Checks</p> <ul style="list-style-type: none"> • To receive a verbal update from Cllr R Morgan on the bank reconciliation audit carried out on the 17th June 2025.
12	<p>Appointment of two new bank signatories for Metro Bank Account</p> <ul style="list-style-type: none"> •To agree and approve two new councillors as signatories for the Metro Bank account
13	<p>Notice of Conclusion of Audit 2024/25</p> <p>To receive the Notice of Conclusion of Audit for the year ended 31st March 2025 from the external auditor and consider any measures should any issues be raised</p>
14	<p>NALC Pay Award 2025/26</p> <p>To note for information, confirmation that the NALC Pay Awards for 2025/26 have now been confirmed by NALC. Staff will, as per their contract of employment, receive this award backdated to its effective date of the 1st April 2025. Note this also includes staff who have left their employment during the qualifying period.</p>
15	<p>Remembrance Sunday – Wreath Laying</p> <ul style="list-style-type: none"> • To approve the purchase of 5 poppy wreaths for Remembrance Sunday up to the available budget of £180.00 from '4204/103 Poppy Wreaths/Miscellaneous'. • To agree which councillor will lay wreaths at the following locations on Remembrance Sunday <ul style="list-style-type: none"> • Parish Church, Walton on the Naze • War Memorial Club, Frinton on Sea • War Memorial, Kirby le Soken • Church & War Memorial, and Great Holland
16	<p>Water Leak update – Old Way Public Toilets</p> <p>To receive an update from the Deputy Clerk (tabled)</p>
17	<p>Minutes of the Personnel Committee Meeting</p> <p>To receive the minutes of the Personnel Committee meeting held on 27th August 2005 and note the resignation of the Facilities Manager at the Columbine Community Centre and other actions agreed regarding the current vacancies within the Council.</p>
18	<p>Minutes of last Full Council Meeting</p> <p>To approve as a correct record the minutes of the Town Council meeting held on the 24th July 2025 (herewith)</p>
19	<p>Date of Next Meeting</p> <p>The next meeting of Frinton & Walton Town Council with a short agenda is scheduled to be held at The Council House, Triangle Shopping Centre, Frinton-on-Sea, on 25th September 2025 at 7.15pm.</p>

**SCHEDULE OF PLANS SUBMITTED TO FRINTON & WALTON TOWN COUNCIL
FOR TOWN COUNCIL MEETING Thursday 4th September 2025**

APPLICATION NO./ APPLICANT	PROPOSAL	LOCATION
25/00919/FUL	Planning application for the erection of a replacement workshop.	Titchmarsh Marina Coles Lane Walton On The Naze
25/01114/FUL C/A	Planning Application - Proposed development of 2 x 1 bedroom flats	Adjacent to 145 Connaught Avenue Frinton On Sea
25/01150/VOC	Application under Section 73 of the Town and Country Planning Act for Variation of Conditions 2 (Approved Plans) of application 22/00822/FUL to enable/allow variation to approved drawings to reflect needs have changed and designs that have been updated.	Stonechat Edith Road Kirby Le Soken
25/01167/FULHH	Householder Planning Application - First floor extension.	41 St Marys Road Frinton On Sea
25/01142/FULHH C/A	Householder Planning Application - Front porch and replacement side fence and gate.	39 Third Avenue Frinton On Sea
25/00807/FUL C/A Amended	Temporary siting (five years) of storage container for lifeboat enclosed by timber panel compound.	The Lifeboat House The Parade Walton on the Naze
25/01024/VOC Amended	Variation of conditions 2 (Approved Plans and Documents) of application 24/01672/FULHH to enable/allow change of roof angle and height to apex to be in keeping with the surrounding area.	Toadstools Little Clacton Road Great Holland
25/01176/LUPRO P Information Only	Application for Lawful Development Certificate for Proposed Use or Development for conversion of existing roof space to form habitable area. Dormer window to rear roof slope. 4 Velux windows to front roof slope.	35 Hadleigh Road Frinton On Sea
25/01178/FULHH	Householder Planning Application - Dormer window to front roof slope.	35 Hadleigh Road Frinton On Sea
25/01227/COUNO T C/A Information Only	Prior Approval Application under Part 3, Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for the change of use from Class E to Class C3 to form two dwellings.	21 New Pier Street Walton On The Naze
25/01204/FULHH	Householder Planning Application - Proposed rear extensions and balcony, and front porch	124 Kirby Road Walton On The Naze
25/01088/FUL C/A	Planning Application - Removal and replacement of existing balcony finishes including provision of a new rainwater pipe. Repairs to mortar work of facing brick elevations.	1 Frinton Court The Esplanade Frinton On Sea
25/01195/VOC	Application under Section 73 of the Town and Country Planning Act for Variation of Conditions 2 (Approved Plans) of application 24/00448/FUL to enable variation of plans.	27-29 Thorpe Road Kirby Cross
25/01246/FULHH C/A	Householder Planning Application - erection of garage with annexe at first floor level for use ancillary to main dwelling (following demolition of garage)	Long Acre First Avenue Frinton On Sea
25/00869/FUL C/A	Planning Application - Change of commercial use from Class E to sui generis.	52 - 54 Connaught Avenue

		Frinton On Sea
25/01245/FULHH	Storage shed to rear garden	The Acorns Turpins Lane Kirby Cross
25/01147/TCA	Trees in a Conservation Area Notification - T1 - Repollard twisted willow and reduce silver birch 30%. T2 - Repollard small eucalyptus and prune maple. T3 - reduce by red prunus 30% and reduce maple by 30%. T4 - Repollard large Ash tree. T5 - Repollard large eucalyptus.	Rowney 86 Third Avenue Frinton On Sea
25/01149/WTPO	Works related to Tree Preservation Order (13/00002/TPO) - T1 Reduce Oak tree in front garden by 30%.	Two Gates Turpins Lane Kirby Cross
25/01188/TPO	Works related to Tree Preservation Order (11/00003/TPO) 1 No. Oak - Crown reduction by approx 20%, shaping, as possible. Crown lift, up to 6 Metres over roadway to give clearance to high sided vehicles, and other lower branches, up to approx 4 metres above ground level.	40 Kirby Road Walton On The Naze
25/01216/TCA	Trees in a Conservation Area Notification - T1 - Lime Tree - repollard espallier Lime tree approx. up to 2m off. T2 - Eucalyptus - re-pollard approx. 2m off. T3 - Purple Prunus Tree - reduce to previous approx. reduction of 2m off. T4,5,6,7 - Sycamore Trees - Re-pollard approx. 3-4m off. T8 - Silver Birch Tree - Reduce by approx. 1.5 -2m overall. T9- Gleditsia Tree - Reduce by 1.5-2m overall. T10, 11, 12 - Holm Oak, Conifer and Strawberry Tree growing together as a group reduce to previous points approx. up to 2m overall. T13 - Sycamore Tree - fell to ground level. T14 - Holm Oak - remove lower epicormic growth from trunks up to where main crown starts	3 Raglan Road Frinton On Sea
25/01229/TCA	1 No. Strawberry Tree (Arbutus unedo) – Crown Lift tree in front garden.	50 Fourth Avenue Frinton on Sea

IMPORTANT - THIS COMMUNICATION MAY AFFECT YOUR PROPERTY

**THE TENDRING DISTRICT COUNCIL
TOWN AND COUNTRY PLANNING ACT 1990
TOWN AND COUNTRY PLANNING (TREE PRESERVATION) (ENGLAND) REGULATIONS 2012**

(Land adjacent to Halstead Road, Kirby Le Soken)

TREE PRESERVATION ORDER 25/00003/TPO

THIS IS A FORMAL NOTICE to let you know that on the 14 August 2025 the Council made the above tree preservation order.

A copy of the order is enclosed. In simple terms, it prohibits anyone from cutting down, topping or lopping any of the trees described in the First Schedule and shown on the map without the Council's consent.

Some explanatory guidance on tree preservation orders is given in the enclosed leaflet, *Protected Trees: A Guide to Tree Preservation Procedures*, produced by the *Department for Communities and Local Government*.

The Council have made the order because it is considered that the trees make a significant contribution to the public amenity.

The order took effect, on a provisional basis, on 19 August 2025 it will continue in force on this basis for a further 6 months or until the order is confirmed by the Council, whichever first occurs.

The Council will consider whether the order should be confirmed, that is to say, whether it should take effect formally. Before this decision is made, the people affected by the order have a right to make objections or other representations about any of the trees, groups of trees or woodlands covered by the order.

If you would like to make any objections or other comments, please make sure we receive them in writing by **23 September 2025**. Your comments must comply with Regulation 6 of the Town and Country Planning (Tree Preservation) (England) Regulations 2012, a copy of which is provided overleaf. Send your comments to Head of Planning, Tendring District Council, Town Hall, Station Road, Clacton on Sea, Essex CO15 1SE. All valid objections or representations are carefully considered before a decision on whether to confirm the order is made.

The Council will write to you again when that decision has been made. In the meantime, if you would like any further information or have any questions about this letter, please contact Mr C Dawson, Tree and Landscape Officer, Planning Services, Tendring District Council, Town Hall, Station Road, Clacton on Sea, Essex CO15 1SE- telephone 01255 686155

Dated: 19 August 2025



John Pateman-Gee
Head of Planning and Building Control

**COPY OF REGULATION 6 OF THE TOWN AND COUNTRY PLANNING (TREE PRESERVATION)
(ENGLAND) REGULATIONS 2012**

Objections and representations

6(1) *Subject to paragraph (2), objections and representations -*

(a) shall be made in writing and -

(i) delivered to the authority not later than the date specified by them under regulation 5(2)(c); or

(ii) sent to the authority in a properly address and pre paid letter posted at such time that, in the ordinary course of post, it would be delivered to them no later than that date;

(b) shall specify the particular trees, groups of trees or woodlands (as the case may be) in respect of which the objections or representations are made; and

(c) in the case of an objection, shall state the reasons for the objection.

(2) The authority may treat as duly made objections and representations which do not comply with the requirements of paragraph (1) if, in the particular case, they are satisfied that compliance with those requirements could not reasonably have been expected.

FRINTON & WALTON TOWN COUNCIL

The Council House, Triangle Shopping Centre, Frinton-on-sea, Essex, CO13 0AU

Tel: 01255 676666

email: clerk@fwtc.co.uk

Chair: Cllr Mark Cossens

**Noters of the informal planning review of FRINTON & WALTON TOWN COUNCIL held at
The Council House, Triangle Shopping Centre, Frinton-on-sea, Essex, CO13 0AU
ON Wednesday 13th August 2025**

In attendance: Cllr M Cossens, Cllr A Cossens, Cllr P Clifton, Cllr F Knowles, Cllr I Johnson, Cllr E Chamberlain

- Members met informally to consider the schedule of applications below and concluded the following recommendations:
- Due to the cancellation of the full council meeting, originally scheduled of the 14th August, and in accord with the town council's scheme of delegation, the mayor and a small group of councillors met informally to review and recommend the schedule of planning applications below.
- The recommendations will be uploaded by the Town Clerk on 14th August.
- Recommendations will be formally ratified and the next full council meeting to be held on 4th September.

APPLICATION NO./ APPLICANT	PROPOSAL	LOCATION
25/00935/FULHH	Single Storey rear extension (following demolition of conservatory).	4 Sadlers Close Kirby Cross
RECOMMENDED: APPROVAL		
25/01072/VOC	Application under Section 73 of the Town and Country Planning Act for Variation of Condition 2 (Noise Restrictions and Working Time Limits), Conditions 5 (Vehicular Turning Facility), and Condition 10 (Refuse bins and Collection Areas) of application 24/01145/DETAIL to enable/allow consent to relocate the proposed new dwelling to sit a further 3.690m into the site to increase the distance of the new from the dwelling to the road.	Gladwyn House 180 Thorpe Road Kirby Cross
RECOMMENDED: APPROVAL. The meeting was unsure from the information available as to how condition 2 was altered.		
25/01091/VOC	Application under Section 73 of the Town and Country Planning Act for Variation of Conditions 2 (Approved Plans) of application 21/01902/FULHH to enable substitution of approved drawing to revise the entrance porch to increase roof pitch, kitchen/dining area rear doors amended, utility/boiler roof pitch increased and sun pipes added.	Tasma 16 Third Avenue Frinton On Sea
RECOMMENDED: APPROVAL		

25/01092/VOCPA	Application under Section 73 of the Town and Country Planning Act for Variation of Conditions 1 (Development under Class Q); Condition 2 (Drawings/Documents) of application 23/01603/COUNOT to allow for larch timber boarding and profiled metal cladding.	Barn B Green End Farm Green End Lane Great Holland
RECOMMENDED: APPROVAL		
25/01147/TCA	Trees in a Conservation Area Notification - T1 - Repollard twisted willow and reduce silver birch 30%. T2 - Repollard small eucalyptus and prune maple. T3 - reduce by red prunus 30% and reduce maple by 30%. T4 - Repollard large Ash tree. T5 - Repollard large eucalyptus.	Rowney 86 Third Avenue Frinton On Sea
RECOMMENDED: APPROVAL This is an important corner plot, and the meeting would expect works to keep strictly to the specification laid out in the application.		
25/01149/WTPO	Works related to Tree Preservation Order (13/00002/TPO) - T1 Reduce Oak tree in front garden by 30%.	Two Gates Turpins Lane Kirby Cross
RECOMMENDED: APPROVAL On the understanding that the tree officer inspects the site as this is a large specimen tree and an important feature in the street scene. The meeting noted that a reason wasn't given for the need for the works which should be the case involving a tree with a TPO.		
25/01078/TCA	Trees in a Conservation Area Notification - Remove and replace 5 trees.	50 Fourth Avenue Frinton On Sea
RECOMMENDED: APPROVAL The meeting noted that the trees seem to have little amenity value but would have been interested to know what the replacements were.		
25/00638/FULHH AMENDED	Installation of air source heat pump.	17 Norwood Way Walton on the Naze
CLLR. JACK ROBERTSON wished it recorded that he was abstaining and took no part in the debate. RECOMMENDED: REFUSAL It was considered by some present that the siting location was not considered to be a safe one. However, the main reason would be loss of amenity to the neighbour due to noise. The original location of the heat pump created a theoretical noise level that Environmental officers would consider a reason to refuse (42.81 Fail -planning required). The upper permitted limit is 42 dB(A). The new location only puts noise level slightly below the level considered unacceptable in relation to neighbour's bedroom window (41.29/pass) but would still affect the enjoyment of the garden.		
25/00826/FUL AMENDED	Construction of single dwelling with associated parking and access.	Land adjacent Warley Way Frinton on Sea
RECOMMENDED REFUSAL That due to the importance of 16 Warley Ways special historic and architectural interest as one of the few surviving show homes built in the modernist international style every opportunity should be taken to fill the vacant plot with a building to compliment it. The meetings' view is that we support the comments of the built heritage consultant in regard to getting details right to reflect the importance of the neighbouring property and maximising the design, in particular we would like the round window moved further up the front wall and that the garage door is considered out of keeping with the modernist movement.		

Schedule 7 - 13.08.25					
No:	Invoice	Purpose	Net (£)	Gross (£)	Office Use Only
1	Aquacool Limited	3 x 19l Bottle of Water + 3 x deposit fee + 3 refund deposit fee, (31 July 25) - Columbine	25.47	30.56	DDR
2	Barclays	Bacs File Charges - 13 June - 13 Jul 25	9.00	9.00	DDR
3	Barclaycard	DBS Check	21.50	21.50	DDR
4	Booker Limited	Bar/Catering/Cleaning supplies	160.48	188.22	DDR
5	Booker Limited	Bar/Catering supplies	129.68	155.62	DDR
6	Booker Limited	Cleaning supplies	33.98	40.78	DDR
7	Booker Limited	Catering/Cleaning supplies	39.42	47.01	DDR
8	Booker Limited	Bar/Catering/Cleaning supplies	160.83	191.20	DDR
9	EDF	Council House, Elec meter 1 (01 July - 31 July 25)	77.86	81.75	DDR
10	EDF	Council House, Elec meter 2 (01 July - 31 July 25)	201.82	211.91	DDR
11	EDF	Columbine Electric - 11 Mar - 01 July 25	4336.06	5203.27	DDR
12	EDF	Columbine Electric - 02 Jul - 31 July 25	853.09	1023.71	DDR
13	EE	Telecoms - 3 x Mobiles - 05 Aug - 04 Sept	182.49	218.99	DDR
14	Yorkshire Gas and Power	Electricity - Old Way Toilets	54.86	57.60	DDR
15	BT	Telephone Charges - 1-31 July 25	141.37	169.64	PD - 25.07.25
16	Printing on Sea Ltd	Hi Vis waistcoats x 10	80.00	96.00	PD 07.08.25
17	Access Automation	Replacement of concealed transom closer	185.00	222.00	
18	Alex Robinson Electrical Ltd	Emergency Lighting Survey	150.00	180.00	
19	Corona Energy	Gas - Columbine, August 25	1218.51	1462.21	
20	Amazon	Lug Bracket for Fire Extinguisher - Columbine	4.16	4.99	TS to pay
21	Amazon	Nescafe Coffee Pods x 3 packs - Columbine	28.29	28.29	TS to pay
22	Amazon	Nescafe Latte Coffee Pods - Columbine	23.99	23.99	
23	Amazon	No Smoking signs - Columbine	11.90	14.30	
24	Amazon	Graffiti and Paint Remover set for Shelters	10.82	12.99	
25	Amazon	Safety signs - Columbine	13.74	16.50	
26	Amazon	Turpentine - Columbine	8.62	10.35	
27	Castle Water	Water - Old Way Toilets, 1-31 July 25	1166.57	1287.00	
28	Castle Water	Water - WWL Allotments, 1-31 July 25	20.99	20.99	
29	Castle Water	Water - Council Hse, 01 June - 30 Nov 25	124.38	124.38	
30	Castle Water	Water - PBL Allotments, 01 June - 30 Nov 25	80.85	80.85	
31	Castle Water	Water - War memorial, 01 June - 30 Nov 25	36.24	36.24	
32	E & J Fire and Security Ltd	Disposal of Extinguisher - Columbine	106.80	128.16	
33	Environmental Design Ltd	Maintenance - Agar Road	83.33	100.00	
34	Environmental Design Ltd	Maintenance - The Spinney	333.33	400.00	
35	High Speed Training Ltd	Safeguarding Essentials (L1) x 4	140.00	168.00	
36	Naze Lamb Ltd	Maintenance - Pork Lane, Kirby War Memorial, WWL and PBL allotments	453.33	544.00	
37	Police and Crime Commissioner for Essex	Quarter 1 charges for PCSO's	24170.11	24170.11	
38	Tendring Telecomms & Security Systems Ltd	Annual Monitored Intruder Alarm Service - Columbine	245.00	294.00	
39	The Play Inspection Company Ltd	Outdoor Annual Inspections: Skate Park and Pork Lane Play Area	220.00	264.00	
40	Tizertech	Web Hosting - Columbine Centre	30.00	30.00	
41	TJs Window Cleaning Services	Window Cleaning - 22 July 25	20.00	20.00	
42	Tower Security (Tendring) Ltd	Site Attendance, 23 July 25	41.99	50.39	
43	Tower Security (Tendring) Ltd	Security Patrols - July 25	248.31	297.97	
44	Veolia ES (UK) Ltd	Empty of Bins x 4 - Columbine	163.84	196.61	
45	Veolia ES (UK) Ltd	Duty of Care Fee - Columbine	16.24	19.49	
46	Veolia ES (UK) Ltd	Excess Weight Surcharge (5kg) - Columbine	0.95	1.14	
47	Veolia ES (UK) Ltd	Empty of Bins - Council House	61.90	74.28	

48	Veolia ES (UK) Ltd	Duty of Care Fee - Council House	3.83	4.60	
49	Zafety Supplies Ltd	Evacuation Chair	595.00	714.00	
Totals			36525.93	38748.59	

Due to the cancellation of the Full Council Meeting originally scheduled for 14th August 2025, and in accordance with the Town Council's scheme of delegation, the Mayor has reviewed and authorised all invoices listed in Schedule 7. These approvals will be formally ratified at the next Full Council meeting.

Signed: Chair Date:.....

Print Name:

Schedule 8 - 04.09.25					
No:	Invoice	Purpose	Net (£)	Gross (£)	Office Use Only
1	Apollo Cloud	Telephone Services - 01-31 August 25	121.79	146.15	DDR
2	Barclays	BACS File Charges - 14 July - 12 August 25	9.00	9.00	DDR
3	Booker Limited	Bar/Catering/Cleaning supplies	153.85	182.84	DDR
4	Booker Limited	Bar/Catering/Cleaning supplies	150.15	178.40	DDR
5	Take Payments	CC Terminals (24.08-23.09.25) - Columbine	50.00	60.00	DDR
6	Castle Water	Water - The Spinney, 1 June - 30 Nov 25	47.20	47.20	PD 15.08.25
7	BT	Telephone Charges - 1-31 August 25	141.37	169.64	
8	A J Property Maintenance	Remove and replace toilet - Old Way toilets	375.00	375.00	
9	A J Property Maintenance	Call out and unblock drains - Old Way toilets	75.00	75.00	
10	Amazon	Outdoor Extension Lead - Columbine	29.16	34.99	
11	Chrisbardell Art	Paint for Walton Skatepark Project	300.00	300.00	
12	Designclark Ltd	Signwriting 'The Mayors' Housing Board	90.00	90.00	
13	Environmental Design	Maintenance - The Spinney (August 25)	333.33	400.00	
14	Environmental Design	Maintenance - Agar Road (August 25)	83.33	100.00	
15	Henry Martin & Sons Ltd	Boiler breakdown, reinstate and check all boilers	65.00	78.00	
16	OFCOM	Renewal of Programme Making and Special Events Licence, Columbine	84.00	84.00	
17	PKF Littlejohn LLP	Professional Services - Annual Governance & Accountability Return for Yr ended 31 March 25	1680.00	2016.00	
18	Tendring District Council	Club/Premises Licence - Columbine	180.00	180.00	
19	Tendring Telecoms & Security Systems Ltd	To replace CR123 3V Lithium Battery	68.20	81.84	
20	Tendring Window Surgeons	Supply & fit new double glazing to front sidelight, Columbine	650.00	650.00	
21	TJs Window Cleaning Services	Window Cleaning, 19 August 25	20.00	20.00	
22	Tower Security (Tendring) Ltd	Site Attendance, 11 August 25, Council House	41.99	50.39	
23	Viking Office UK Ltd	Stationery for Skate Park Jam/Council House	286.72	344.06	

Totals

5035.09

5672.51

Signed:

..... **Chair**

Date:.....

Print Name:

.....

SCHEDULE OF ACCOUNTS PAYABLE – NO. 8A

4th September 2025

Salary Month 5 (AUGUST) Payment Made on 26th August 2025

Superannuation Payment for August, to be Made in the Month of September 2025

HMRC/PAYE Payment For August, to be Made in the Month of September 2025

Total salaries/wages/expenses (August 2025)	£ 21,986.94
Employers N.I. (August 2025)	£ 2,478.99
Superannuation – Employer contribution (August 2025)	£ 4,222.80

	£28,688.73
Member's car allowance claim	£ 86.00
Petty cash drawn 20/06/25 – 20/08/25	£ 238.00
Cumulative Total	£29,012.73

Frinton & Walton Town Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
11 August 2025
Our Ref:
EX0081
SAAA Ref:
SB03420

Frinton & Walton Town Council
Completion of the limited assurance review for the year ended 31 March 2025

Dear Mrs Woodland

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Frinton & Walton Town Council for the year ended 31 March 2025. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a “Notice of conclusion of audit” which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the “Notice” along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2025, which must include publication on the smaller authority’s website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the “Notice” must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference EX0081 or Frinton & Walton Town Council as a reference when paying by BACS.

Timetable for 2025/26

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Wednesday 1 July 2026. It is anticipated that the instructions will be sent out during March 2026, subject to arrangements for the 2025/26 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2026, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Wednesday 3 June and Tuesday 14 July 2026; and
 - at the latest, between Wednesday 1 July and Tuesday 11 August 2026.

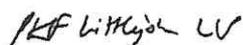
As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

We would like to draw your attention to a change within the Practitioners' Guide 2025 which is mandatory for the 2025/26 period. Paragraphs 1.47 to 1.54 relate to an additional assertion to be included in the 2025-26 AGAR, Assertion 10, regarding email management, websites, compliance with both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018 and the requirement to have an IT policy. The requirements in relation to Assertion 10 are listed in Paragraphs 1.47 to 1.54 and the local authority should review these requirements and take appropriate steps to ensure compliance.

Feedback on 2024/25

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2025. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

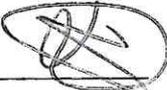
Frinton & Walton Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Frinton & Walton Town Council for the year ended 31 March 2025 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Frinton & Walton Town Council on application to:</p>	
<p>(a) <u>TANYA SMITH - TOWN CLERK & RFO</u> <u>Frinton & Walton Town Council</u> <u>The Council House, Triangle Shopping Centre,</u> <u>Frinton on Sea, Essex, CO15 0AU</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p>
<p>(b) <u>Tuesdays, Wednesdays, Thursdays & Fridays</u> <u>9am - 1pm</u></p>	<p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any local government elector of the area on payment of <u>£3</u> (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>T SMITH -</u> </p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>13-08-2025</u></p>	<p>(e) Insert the date of placing of the notice</p>

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Frinton & Walton Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		Yes* means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

22/05/2025

and recorded as minute reference:

FTC/25/21

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk




www.fwtc.co.uk

Section 2 – Accounting Statements 2024/25 for

Frinton & Walton Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	612,638	787,253	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	653,533	680,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	176,811	185,911	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	279,785	313,105	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	375,944	367,554	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	787,253	972,505	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	804,868	1,000,649	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,482,701	2,479,701	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

7 MAY 2025

I confirm that these Accounting Statements were approved by this authority on this date:

22/05/2025

as recorded in minute reference:

FTC/25/22

Signed by Chair of the meeting where the Accounting Statements were approved

X 

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

Frinton & Walton Town Council – EX0081

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

10/08/2025

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****PERSONNEL COMMITTEE**

held at

The Council House, Triangle Shopping Centre, Frinton-on-Sea**on Wednesday 27th August 2025 at 11.00am**

Present:	Councillors: I Johnson, A Cossens, F Robertson
In the Chair:	Mayor – Councillor M Cossens
Clerk:	T Smith - Town Clerk (part) M Townsend - Deputy Clerk (part)
Absent:	Cllr D Land

PC009/25	Apologies for Absence Apologies were received from Cllr P Clifton
PC010/25	Declarations of Members Interests There were no declarations of interest received.
PC011/25	Minutes of Last Meeting RESOLVED: To approve the minutes of the Personnel Committee meeting held on the 16 th July 2025
PC012/25	Date of Next Meeting The next meeting of the Personnel Committee will be advised as the need for a meeting arises
PC013/25	Exclusion of Press and Public RESOLVED: Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission 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. Staff Resignation, Associated re-recruitment actions, & vacancies •Resignation of the Facilities Manager •Possible Vacancy - Customer Service Assistant •Temporary overtime approval during recruitment process and training •Vacancy – Town Clerk
PC014/25	UNDER EXCLUSION: Resignation of the Facilities Manager Members received a verbal update from the Clerk and noted the resignation of the Facilities Manager, their last day of employment is 5 th October. RESOLVED: To approve amendments to the Facilities Manager job description to better reflect current responsibilities. FURTHER RESOLVED: To revise the contracted hours of the Facilities Manager role to 25 hours a week FURTHER RESOLVED: To commence the recruitment processes of the Facilities Manager and to approve any associated recruitment costs up to £100.00
PC015/25	UNDER EXCLUSION: Potential Vacancy – Customer Service Assistant Members discussed the potential vacancy for the Customer Service Assistant role. It was noted that the position may become vacant in the future. It was noted that key decisions

	<p>were needed to ensure business continuity, support administrative functions, and if relevant, to assist in the training of any new team member.</p> <p>RESOLVED: to pre-approve the initiation of all related recruitment processes should a vacancy arise.</p> <p>FURTHER RESOLVED: To pre-authorise associated recruitment expenditure up to a maximum of £100.00 if required.</p> <p>FURTHER RESOLVED: If required, to extend the hours of the temporary Customer Service Assistant from 1st October to 31st October, for up to two days per week (noting that the current agreement ends on 30th September).</p>
PC016/25	<p>UNDER EXCLUSION: Temporary Overtime Approval During recruitment process and training</p> <p>Members received a verbal update from the Clerk, who explained that, to ensure business continuity and support staff training until new employees are fully in place, overtime may be necessary. The Clerk emphasised that overtime would only be considered if absolutely required.</p> <p>RESOLVED: To approve and authorise the use of temporary overtime hours only if required.</p> <p>FURTHER RESOLVED: Any overtime must be pre-approved in writing by the Clerk before being undertaken.</p>
PC017/25	<p>UNDER EXCLUSION: Vacancy – Town Clerk</p> <p>At this point, the Town Clerk withdrew from the meeting. The Deputy Clerk resumed the role of Clerk and took responsibility for recording the minutes of this item.</p> <p>The Clerk provided a verbal update to members to ensure continued management of business until the recruitment process is finalised. Members discussed amendments to the Town Clerk’s Job Description to ensure it accurately reflects the current duties and responsibilities of the role.</p> <p>RESOLVED: to agree the new updated Job Description for the Town Clerk with some minor adjustments recorded by the Clerk.</p> <p>FURTHER RESOLVED: to approve the vacancy contracted 37 hours Tuesday to Friday.</p> <p>FURTHER RESOLVED: To approve and proceed with the recruitment process of the Town Clerk vacancy.</p> <p>FURTHER RESOLVED: to approve any associated recruitment costs, including (but not limited to) advertising costs, and to engage an external HR adviser up to the cost of £85.00 per hour to support councillors through the recruitment process.</p> <p>FURTHER RESOLVED To approve Cllr M Cossens, Cllr I Johnson and the external HR adviser as the interview panel for the Town Clerk vacancy.</p> <p>FURTHER RESOLVED: To approve the deputy clerk to delegate officers to manage and carry out all other associated tasks for the recruitment process, including advertising with EALC job board, our website and social media.</p> <p>FURTHER RESOLVED: To agree to allow the Interim Town Clerk to remain in office until the vacancy is filled and the new person is in position and resumes responsibility. This mitigates the risk of business not being covered and managed in the absence of a clerk.</p>

The Chair closed the meeting at 12.30pm

Signed by the Chair:

Dated:

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 24th July 2025 at 7.15pm

Present:	Councillors: ET Allen, A Cossens, P Clifton, E Chamberlain, I Johnson, R Everett, A Oxley P Oxley, D Land, F Knowles and M Platt
In the Chair:	Mayor – Councillor M Cossens
Clerk:	Tanya Smith – Town Clerk
Also present:	6 members of the public and no press Michelle Townsend – Deputy Clerk
Absent:	

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 audio recorded for the purpose of minute taking, training and the wellbeing of all attendees.

FTC/25/63	Apologies for Absence Apologies were received from Councillors F Robertson, J Robertson, and R Morgan
FTC/25/64	Declarations of Members' Interests •Cllr Everett in relation to his positions as a member of Tendring District Council (TDC) Planning Committee and therefore abstained from voting.
FTC/25/65	Public Questions •A resident raised concerns that vegetation along Halstead Road had still not been cut back. Cllr M. Platt advised that the enforcement team is currently investigating the matter to determine land ownership and responsibility for the maintenance. •Cllr M. Platt also provided an update confirming that exploratory discussions are ongoing with Tendring District Council regarding bona vacantia land located near Pyesand, Horsey Road, and Walton Road in Kirby-le-Soken, as well as other identified sites. •Members confirmed they were not aware of any future use for the Yew Trees building beyond that stated in the submitted planning application. •A resident raised concern regarding a building on Halstead Road, describing it as significantly overdeveloped and suggesting that no planning applications had been submitted. The Mayor noted he was familiar with the site and believed that appropriate planning permissions had in fact been obtained. •The Mayor advised that he had the pleasure of attending several recent community events, including the unveiling of a plaque for Frinton Summer Theatre, an orchestral recital showcasing local talent, a charity walk in support of Motor Neurone Disease, and the Anglia in Bloom judging. Members expressed their appreciation for the hard work and dedication of the Frinton in Bloom volunteers in maintaining the area's attractive appearance.

FTC/25/66	Town Planning Applications as per Schedule Issued by Tendring District Council The Town Council considered plans for development and recommended accordingly as detailed on the schedule.
FTC/25/68	Other Planning Matters Members noted that there were no determinations at variance to the Town Council's recommendations since the last council meeting.
FTC/25/69	Resignation of Councillor Members noted the resignation of Cllr N Hayes effective 11 th July 2025 (Walton Ward) and the notice for a Casual Vacancy for a Councillor for Walton Ward.
FTC/25/69	Subscription to Purple Guide for Event Management RESOLVED: To approve the annual subscription of £30 for the Purple Guide, to be expended from 4024/103 'membership of associations'. It was noted that this budget was currently £8 over budget and that this subscription will take the budget over by £38.
FTC/25/70	Repairs to Pork Lane Playground Equipment Members considered the report presented by the Town Clerk along with three quotations sourced for repairs to damaged playground equipment. Although contractor A's quotation was slightly higher, members agreed to proceed with their services, noting that they were the only contractor to carry out a site visit and had previously provided satisfactory work. RESOLVED: To appoint contractor A, (Playquip) to replace and fit a new swing seat, carry out general maintenance work, repair and replace parts of the damaged zip line ramp and remove and dispose of associated waste. Total cost agreed £1363, to be expended from 4213/105 'Gt. Holand Play Equip'.
FTC/25/71	Member Bank Reconciliation Checks In the absence of Councillor R Morgan, it was agreed that this item be deferred to a future Full Council meeting.
FTC/25/72	Financial Matters Members were pleased to see that the emergency repairs to the Clock Tower had been completed. However, the Town Clerk reported that a further incident of vandalism affecting all three seafront shelters in Frinton, had been received earlier that afternoon. Members expressed concerns that significant public funds had already been spent on recent repairs to vandalised shelters in both Frinton and Walton and agreed that the ongoing damage is not sustainable. The Town Clerk was requested to report the matter to Essex Police and issue a public appeal via social media. RESOLVED: To approve the schedule of accounts No. 6 in the total sum of £16,810.78 net (£17,900.73 gross) and Schedule 6A in the total sum of £23,628.38. • Members received the Income & Expenditure Report for the month of May 2025. • Members received the Income & Expenditure Report for the month of June 2025.
FTC/25/73	Water Leak – Old Way Toilet The Deputy Clerk confirmed that no further progress had been made since the last meeting, primarily due to a lack of response from Tendring District Council who have been requested to provide documentation, information and approvals relating to the utility services, which is under their ownership. It was noted that discussions had taken place with the Chief Executive earlier in the day in an effort to expedite the matter.
FTC/25/74	Minutes of last Full Council Meeting RESOLVED: That the minutes of the Town Council Meeting held on 3 rd July 2025 be approved and signed by the Mayor.
FTC/25/75	Minutes of Personnel Meeting Members received the minutes of the Personnel Committee Meeting held on 16 th July 2025.
FTC/25/76	Date of Next Meeting The next meeting of Frinton & Walton Town Council will be held at The Council House, Triangle Shopping Centre, Frinton-on-Sea , on the 4th September 2025 at 7.15pm. The Mayor closed the public part of the meeting at 8.17pm.

FTC/25/77	<p>Exclusion of Press and Public</p> <p>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"> • Local Government Reorganisation (LGR) and Devolution Discussions with Tendring District Council
FTC/25/78	<p>UNDER EXCLUSION – Local Government Reorganisation (LGR) and Devolution Discussions with Tendring District Council</p> <p>Members discussed the recent meeting held with Tendring District Council officers regarding Local Government Reorganisation (LGR) and potential areas of interest for further exploration. Frinton & Walton Town Council wishes to express interest in potentially taking on additional responsibilities where appropriate. Members noted the importance of ensuring long-term financial and operational sustainability and emphasised a community-led approach focused on health, wellbeing, and local service delivery.</p> <p>RESOLVED: To write to Tendring District Council formally expressing the Town Council's interest in being part of future discussions around services and asset transfers.</p>

The Chair closed the meeting at **8.40pm**

Chair:

Date:

SCHEDULE OF PLANS SUBMITTED TO FRINTON & WALTON TOWN COUNCIL
FOR TOWN COUNCIL MEETING THURSDAY 24th JULY 2025

APPLICATION NO./ APPLICANT	PROPOSAL	LOCATION
25/00686/VOC C/A	Application under Section 73 of the Town and Country Planning Act for Variation of Condition 1 (Approved Drawings) of application 21/00391/DETAIL to allow for amendments to the design and position of the dwelling and garage.	Land West of 72 The Street Kirby Le Soken
<p>RECOMMENDED REFUSAL on the basis that the proposed double entrance doors are not in keeping with the traditional character of houses and cottages within the conservation area. Additionally, the council supports the comments made by ECC Assistant Built Heritage Consultant concerning the proposed siting of the solar panels, which would result in less than substantial harm to the significance of the heritage asset, Nortans Barn, due to the visual intrusion of modern equipment.</p>		
25/00932/LUPROP Information Only	Application for Lawful Development Certificate for Proposed Use or Development for loft conversion incorporating a box dormer to rear roof slope and 3 no. velux windows to front roof slope.	6 Stablefield Road Walton on the Naze
NOTED		
25/00953/FUL C/A	Retrospective siting of two mobile catering units.	Land at Sea View Court Pier Approach Walton on the Naze

RECOMMENDED APPROVAL		
25/00977/FULHH	Single storey rear extension and rear dormer.	7 Horsey Road Kirby Le Soken
RECOMMENDED APPROVAL		
25/00942/VOC	Variation of Condition 2 (Approved Plans) and Removal of Condition 3 (Agreement of Materials) of application 21/01975/FUL to amend the external materials.	Anchor Lodge Cliff Parade Walton on the Naze
RECOMMENDED APPROVAL		
25/01024/VOC	Variation of condition 2 (Approved Plans and Documents) of application 24/01672/FULHH to enable /allow change of roof angle and height to apex to be in keeping with the surrounding area.	Toadstools Little Clacton Road Great Holland
RECOMMENDED REFUSAL on the basis that the application description does not accord with what has been built and in essence is a retrospective application to correct a significant mistake from the original application.		
25/00974/TCA C/A	Maple tree (T1) – Re-pollard to previous points.	14 Central Avenue Frinton on Sea
RECOMMENDED APPROVAL		
25/00994/WTPO	Works related to Tree Preservation Order (12/00004/TPO) – T2 and T3 – 2 Oaks- Reduce crown by 30% balance crowns, lift crowns approx. 4m above ground level.	22 Chapel Lane Kirby Cross
RECOMMENDED APPROVAL		
25/01027/TCA	TG3 – Bay, SG1 – Tamarisk, T8 – Pine – Cut back parts of the trees overhanging 18 Warley Way to the boundary line.	16 Warley Way Frinton on Sea
RECOMMENDED APPROVAL		
25/01032/WTPO	Works related to Tree Preservation Order (99/00018/TPO) – 1 No. Lime Tree – To be felled, due to possible rot.	8A Pole Barn Lane Frinton on Sea
RECOMMENDED REFUSAL unless the TDC Tree Officer confirms that the tree is affected by rot or disease that warrants removal.		

Schedule 6 - 24.07.25

No:	Invoice	Purpose	Net (£)	Gross (£)	Office Use Only
1	Apollo Cloud	Telephone Services - 01-31 July 25	121.44	145.73	DDR
2	Aquacool Limited	5 x 19l Bottle of Water, Deposit x 5, Refund Deposit x 4 (20June25) - Columbine	48.45	58.14	DDR
3	Barclays	Bacs File Charges - 14 Apr - 12 May 25	9.00	9.00	DDR
4	Barclays	Bacs File Charges - 13 May - 12 June 25	9.00	9.00	DDR
5	Barclaycard	Amazon-Hand Towels x 3 packs £68.91, High Speed Training-PAT Testing for KM £37.20, Tendring District Council-DPS Columbine £23.00, Tesco-Coffee/Tea Bags £10.49, Amazon-Hole Punch £11.95, Amazon-A4 Display Folders £15.99, Amazon-A4 Portfolio Folder £20.99, Adobe-Acrobat Standard (June 25) £12.97 - (includes £18.43 credit from previous Barclaycard statement)	173.49	183.07	DDR
6	Booker Limited	Bar/Cleaning supplies	173.61	208.33	DDR
7	EDF	Council House, Elec meter 1 (01 - 30 June 25)	80.45	84.47	DDR
8	EDF	Council House, Elec meter 2 (01 - 30 June 25)	196.76	206.60	DDR
9	EE	Telecoms - 3 x Mobiles - 05Jul - 04 Aug 25	182.49	218.99	DDR
10	EVO Payments UK Ltd	Merchant Service Charge - 1-31 May 25	8.05	8.05	DDR
11	EVO Payments UK Ltd	Merchant Service Charge - 1-30 June 25	1.92	1.92	DDR
12	Grenke	Telecoms Rental - 01 - 31 July 25	135.60	162.72	DDR
13	Takepayments	CC Terminals (24.07-23.08.25) - Columbine	50.00	60.00	DDR
14	Yorkshire Gas and Power	Electricity - Old Way Toilets	53.83	56.52	DDR
15	BT	Telephone Charges - 1 - 30 June 25	141.37	169.64	PD - 10.07.25
16	Castle Water	Water - Old Way Toilets, 01 - 30 June 25	1132.82	1249.77	PD - 10.07.25
17	Corona Energy	Gas - Columbine, July 2025	1239.76	1487.71	PD - 11.07.25
18	Acorn Mobility Services Limited	Stairlift Service	125.00	150.00	
19	A J Property Maintenance	Repair to Clock Shelter, Frinton	945.00	945.00	
20	Amazon	Laptop Stands x 2	50.98	61.18	
21	Amazon	Place card holders - Columbine	10.28	12.34	
22	Amazon	Coffee Pods x 2 - Columbine	26.07	26.07	
23	Amazon	Batteries - Columbine	14.14	16.97	
24	ASL Limited	Photocopier Charges	281.44	337.73	
25	Birchwood Garden Service	Maintenance	375.00	375.00	
26	Bunzl Cleaning & Hygiene Supplies	Hand Cleanser - Toilets	83.92	100.70	
27	EALC	Training Course - M Townsend	125.00	150.00	
28	Environmental Design Ltd	Maintenance - Agar Road (June 25)	83.33	100.00	
29	Environmental Design Ltd	Maintenance - The Spinney (June 25)	333.33	400.00	
30	Henry Martin & Sons Ltd	Repairs to tap - WWL allotments	184.00	220.80	
31	Naze Lamb Ltd	Maintenance - Pork Lane, War Memorial, WWW & PBL Allotments (June 25)	453.33	544.00	
32	PPL PRS	Event Background Music	186.00	223.20	
33	Swish Hygiene Services	Feminine Hygiene, Columbine, Old Way Toilets and Town Council House (July 25)	113.52	136.22	
34	Tendring District Council	Election Expenses for Elections held on 05 June 25	7440.14	7440.14	
35	Tendring District Council	Land Rent - Bath House Meadow	1625.00	1625.00	
36	Tendring Telecoms & Security Systems	CCTV Service	50.00	60.00	
37	Thorntons Decorating and Eng Supplies	Indicator Doorbolts x 2	15.00	18.00	
38	Thorntons Decorating and Eng Supplies	Blackfriar Line Marking Paint	4.16	4.99	
39	Tower Security (Tendring) Ltd	Site Attendance, 30 May 25	41.99	50.39	
40	Tower Security (Tendring) Ltd	Security Patrols - June 25	240.30	288.36	
41	Veolia ES (UK) Ltd	Empty of Bins and Duty of Care - Columbine	180.08	216.10	
42	Veolia ES (UK) Ltd	Duty of Care Fee - Council House	3.83	4.60	
43	Veolia ES (UK) Ltd	Empty of Bins - Council House	61.90	74.28	

Totals

16810.78 17900.73

SCHEDULE OF ACCOUNTS PAYABLE – NO. 6A

24th July 2025

Salary Month 4 (JULY) Payment Made on 25th July 2025

Superannuation Payment for July, to be Made in the Month of August 2025

HMRC/PAYE Payment For July, to be Made in the Month of August 2025

Total salaries/wages/expenses (July 2025)	£ 17,987.14
Employers N.I. (July 2025)	£ 1,944.43
Superannuation – Employer contribution (July 2025)	£ 3,696.81

	£23,628.38
Member's car allowance claim	£ 00.00
Petty cash drawn 28/05/25 – 19/06/25	£ 00.00
Cumulative Total	£23,628.38