

BRIGHTLINGSEA TOWN COUNCIL

Minutes of the Annual Council Meeting held at
The Parish Hall, Victoria Place, Brightlingsea, on:
Thursday 16th May 2024 at 7.00pm.

Present:

Councillors

R Morgan (Mayor)

J Carr (Deputy Mayor)

D Atkinson, M Barry, J Chapman, M Court,
M Judson, C Paveley, K Pentney and G Steady

In attendance:

Tracey Pulford – Town Clerk

17 Members of the public

The Mayor welcomed everyone to the meeting, Councillors, members of the public and Tracey. He said we were expecting Julie to attend, however she is feeling poorly, so has given her apologies. He then wished 'happy birthday' to Councillor Jayne Chapman. A round of applause was given. Councillor Morgan then held up a painting of 'Floating Beach Huts at Brightlingsea 2020' which had been donated to the Council by Jane Watson Art from Wivenhoe and asked that we record our thanks to Jane for the painting. He said that we love to see as many members as possible of the public attending our meetings, it is really important that you are included. The past year for me, as Mayor, how time fly's, the good news is no 'Animal Live Exports' this time round. Gilly and I emersed ourselves supporting and visiting many of our towns amazing functions and organisations. To see the dedication, skill, hard work and the continued involvement which volunteers give to our community has truly opened our eyes, with total appreciation of their selflessness. To you, we salute you all, and to say thank you. A round of applause was given. Gilly and I much enjoyed and shared our Community Day where we raised £500 towards Winterfest, the event being held at no cost to the Council. Many thanks to my fellow Councillors who gave so much of their time and support on that big valuable day, to make this worthwhile and show our support to all the volunteers. Special thanks also to the heritage and historic links of the Cinque Port and our wonderful Museum, the Community Centres that we have in this town that play such a vital role. To our Councillors, I hope that I have served this Council well and represented the view of you all, in a fair and balanced way. Council is always stiving to provide the best service for all our residents of Brightlingsea. We thank past, current and new Councillors, who serve our community. Thank you all. To our staff, this fabulous group of officers and staff who serve our town with such dedication and service, thank you. To Tracey and Julie, the public face of the Council, the smiling face that greats all visitors, for the wonderful support given to me in my year of office, we have brought a token of our appreciation – a round of applause was given. Despite the challenges faced throughout the year, I have loved being your Mayor, despite the pay which is terrible, we have moved forward in Council, particularly in balancing the books, scrutinising Council contracts and old agreements to be fairer in resident's interests to support and encourage public debate and inclusion. To recognise that resident's concerns are real and need our Council support and as a conduit to alert the right authority to concerns raised. Pot holes, mud on road, smells and parking issues are regular issues that this Council has tried to address. They are ongoing issues that my successor, with the backing of Councillors and great staff will carry on the great work from today, I have no doubt. I wish you all the very best and my continued support is there. Finally, thank you to my family and friends, who have given me such comfort and advice, and kept me on the right path and made me realise that happiness is found within. The past is to

learn from and the future embers in opportunity and hope. The final thought I leave you with is smiles are contagious and kindness is free. Thank you. A round of applause was given.

01. ELECTION OF MAYOR FOR 2024-2025:

Councillor Morgan proposed Councillor Carr as Mayor for 2024-2025. Seconded by Councillor Pentney. As there were no other nominations, Councillor Carr was duly elected as Mayor of Brightlingsea for 2024-2025.

The new Mayor was then presented with the Mayors chain for the year.

02. INSTALLATION OF MAYOR:

Councillor Carr read and signed the Declaration of Office as Mayor of Brightlingsea. This was countersigned by the Town Clerk.

Councillor Carr thanked Councillor Morgan for proposing me as Mayor for the ensuing year and for the very hard and diligent work that you have undertaken this past year, your skills at creating more of a business-like attitude to our Town Council is to be applauded.

It is customary for the incoming Mayor to say a few words on the new period. My aspirations are to continue the business-like operation that immediate Past Mayor Councillor Morgan has led on, improving Council meetings and liaison with our town's residents. We would like to use technology, by means of streaming public meetings at a later date. I have always felt that Brightlingsea is THE place to visit and will promote our town through the many tourist initiatives that are available both Government and private enterprise, leading in a similar way with promoting the town's High Street. I have a strong aspiration to develop a 3-year operational strategy for Brightlingsea, linking the importance of having a clear and concise pathway that can be easily understood by anyone. Liaising with both Councillors and residents on where grant funding ought to be spent. Smaller and more achievable projects may be the way of the future. Once again may I thank both Councillors and residents for the honour of being your Mayor, I and my Deputy will over the future period publicise the aspirations of Council. In the meantime, please consult our newly revamped town council website. Finally, I would like to name the charity which I would like to support this year, a Brightlingsea organisation that has showcased the unique method of helping residents which our town is really very good at doing. The Brightlingsea Stroke Group is doing wonderful and very professional work to residents, I hope to work closely with this group to help raise funds. Thank you. A round of applause was given.

03. ELECTION OF DEPUTY MAYOR FOR 2024-2025:

Councillor Carr proposed Councillor Court as Deputy Mayor for 2024-2025. Seconded by Councillor Judson. As there were no other nominations, Councillor Court was duly elected as Deputy Mayor of Brightlingsea for 2024-2025. A round of applause was given.

04. APOLOGIES FOR ABSENCE:

Apologies received from Councillors Howard and Mitchell.

05. TO RECEIVE THE MINUTES OF THE MEETING HELD ON THE 18TH APRIL AND TO CONFIRM AS A CORRECT RECORD:

Councillor Chapman proposed that the Minutes of the meeting held on the 18th April 2024 were accepted as a true record. Seconded by Councillor Barry. **Agreed.**

06. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS:

The Mayor reminded Members to declare interests when necessary.

07. APPOINTMENTS TO COMMITTEES:

Councillor Chapman proposed appointments to the following committees for 2024/2025:-

Finance & Property Committee (7 members)	Chairman: Councillor Atkinson Vice Chairman: Councillor Chapman Councillors Carr, Court, Howard, Morgan and Paveley
Staff Committee (7 members)	Chairman: Councillor Chapman Vice Chairman: Councillor Steady Councillors: Barry, Court, Howard and Judson, with one vacancy
Planning Committee (7 members)	Chairman: Councillor Paveley Vice Chairman: Councillor Morgan Chapman, Howard and Judson, with two vacancies

Seconded by Councillor Barry. **Agreed.**

08. APPOINTMENTS TO TEAMS:

Councillor Steady proposed appointments to the following Teams for 2024/2025:

Facilities & Community Assets (7 members)	Councillors Atkinson, Chapman, Howard, Morgan, Paveley, Pentney and Steady
Environment & Transport (7 members)	Councillors Atkinson, Barry, Howard, Judson, Mitchell, Morgan and Steady
Welfare & Residents' Services (4 members)	Councillors Chapman, Howard, Judson and Mitchell
Communication & Tourism (4 members)	Councillors Carr, Mitchell, Paveley and Pentney

Seconded by Councillor Chapman. **Agreed.**

09. APPOINTMENTS TO OUTSIDE BODIES:

Councillor Morgan proposed the following 'Outside Bodies' for 2024/2025:

Essex Association of Local Councils	Councillor Court
Tendring District Association of Local Councils	Councillor Morgan
Colne Smack Preservation Society	Councillors Judson and Morgan
Local Police Liaison	Councillor Chapman
Churchyard Committee	Councillor Carr and Howard
Coastal Community Network	Councillor Court

Seconded by Councillor Chapman. **Agreed.**

10. APPOINTMENTS OF COUNCIL TRUSTEES:

Councillor Court proposed appointments to the following Trust for 2024/2025:-

Springmead Trust (5 members)	Councillors Atkinson, Carr, Judson, Morgan and Steady
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Seconded by Councillor Paveley. **Agreed.**

11. APPOINTMENTS TO THE FOLLOWING:

Councillor Paveley proposed appointments to the following for 2024/2025:-

Safeguarding Officers (2 members)	Councillors Barry and Chapman
Emergency Plan	Councillors Chapman and Howard

Seconded by Councillor Atkinson. **Agreed.**

12. TO APPROVE CONTINUING MEMBERSHIP OF THE FOLLOWING ORGANISATIONS AND AUTHORISE PAYMENT OF APPROPRIATE SUBSCRIPTIONS:

Councillor Chapman proposed the membership of the following organisations, and authorised payment of the appropriate subscriptions. Seconded by Councillor Atkinson **Agreed.**

	Organisation	Annual Subscription (£) (23/24 figures)
a.	Essex Association of Local Councils	646.89
b.	National Ass. of Local Councils (NALC)	530.06
c.	Tendring Community Voluntary Services (TCVS)	25.00
d.	Rural Community Council of Essex (RCCE)	115.50
e.	Information Commissioner's Office	35.00
f.	Tendring District Association of Local Councils (TDALC)	20.00
g.	Council for Protection of Rural England (CPRE)	36.00
h.	Fields in Trust	65.00
i.	Society of Local Council Clerks (SLCC)	288.00

13. TO REVIEW THE FOLLOWING POLICIES:

- a) Standing Orders
- b) Code of Conduct
- c) Financial Regulations

The Mayor briefed members that the three main policies of the Town Council are the Standing Orders, Code of Conduct and the Financial Regulations. He reminded members that the Clerk has copies of these policies, if any Councillor needs another copy. These policies were then **agreed.**

The Mayor then added that the Mayoress has not yet received the Mayoress badge/chain. He then invited Mrs Jane Carr to come and receive the Mayoress's chain.

14. (A) TO RECEIVE AND APPROVE THE RECOMMENDATIONS OF THOSE MEMBERS EXAMINING THE ACCOUNTS FOR THE CURRENT PERIOD:

Councillor Court informed members that due to still working on the year end figures, it has not been possible to prepare the end of April 2024 statement. He therefore proposed 15 payments totalling £5,700.76 (as attached – see appendix 1) be authorised for payment and statement of balances on the following accounts be accepted:-

Barclays Current Account (XXXX7055)	25,496.71
Barclays Deposit Account (XXXX8295)	72,147.92
Barclays Client Account (XXXX9433)	5,099.97
Unity Deposit Account (XXXX0373)	81,862.82
Unity Current Account (XXXX0360)	6,515.97
Making a total of	£191,123.39
Employee payments paid for the month of April 2024 were:	16,365.64

Seconded by Councillor Paveley. **Agreed.**

(B) TO RECEIVE AND APPROVE THE RECOMMENDATIONS OF THOSE MEMBERS EXAMINING THE ACCOUNTS FOR THE CURRENT PERIOD:

Councillor Atkinson proposed that the Minutes of the Finance and Property Meeting held on the 14th May 2024 are accepted as a true record, and the recommendations (as written below) be accepted:

- **Debtors List- (1) Colne Smack Preservation Society – Once the invoice has been paid, up to an amount of £440.63, the remainder would be written off. (2) Bowling Club – A meeting would be arranged, with Councillors Chapman and Atkinson, and two representatives from the Bowling Club, to discuss further.**
- **Authorisation of Payments - 15 payments totalling £5,700.76 are approved for payment, with Councillors Court and Paveley signing off the invoices.**
- **Town Council Policies - (1) Freedom of Information Act Model Publication Scheme, NALC Data Protection Policy and Equality and Inclusion Policy would be adopted at the May Council meeting. (2) The recording of meetings would be deferred until the new 'Recording of Public Meetings Policy' is in place.**
- **Grants – A review of the grants is being looked at, and the Council will get back to the applicant as soon as possible. Also, suggest that they contact the local Funeral Directors to see if they could help with the project.**

Seconded by Councillor Paveley. **Agreed.**

15. TEAMS REPORTS:

Reports from the Facilities & Community Assets Team, Environment & Transport Team and Welfare & Residents' Services Team had been circulated to all members.

Facilities & Community Assets Team – Councillor Morgan briefed members on the meeting held on the 7th May 2024. A discussion took place on Batemans Tower Café. After discussion the Facilities & Community Assets Team report was then accepted, and the following recommendations were agreed:-

- **The Hard: (1) Pannell Land – Wait for a response from the Land Registry before any further action is taken. (2) The Council contacts Sir Bernard Jenkin for advice. (3) Heritage Pier – The notices on the Heritage Pier need to be updated.**
- **Western Promenade - Batemans Tower Café - (1) write to the scaffolding company to ask if this is being carried out and to ask for a copy of the reports. (2) Double check the insurance policy for the new structure is current and in date. (3) Report to the next meeting about what the Councils position is to take back the site.**
- **Bayard Recreation Ground - Brightlingsea Cricket Club - Councillor Atkinson would look at the storage facilities and its associated costs. Allotments - A letter/email would be sent to all allotment holders stating (1) vehicles will only be permitted onto the allotments from 7.30am onwards; (2) A 'dead slow' sign will be placed at the entrance to alert drivers to drive slowly; (3) Bonfire times should be strictly adhered to with due consideration for neighbouring properties.**

Environment & Transport Team – Councillor Atkinson briefed members on the meeting held on the 7th May 2024. The Environment & Transport Assets Team report was accepted, and the following recommendations were agreed:-

- **Odour Update: The Environmental Agency and Tendring District Council are contacted for an update/position statement on the 'smell' in Brightlingsea.**
- **B1029 – Mud on the road - SRC would be contacted to ensure they are monitoring the situation.**
- **Essex County Council Pot Hole and other issues initiative - (1) the 30mph sign as you come into Brightlingsea would be included in the next round. (2) A list of outstanding pot holes would be compiled and sent to the ENT Team. (3) Councillors Morgan and Atkinson would carry out an inspection of the town, to ensure that all pot holes have been identified.**
- **Zebra Crossing at Lower Park - Ask County Councillor Goggin for details of who to contact at Essex County Council, as a need has been identified, and the location needs to be agreed.**

Welfare & Residents' Services Team – Councillor Chapman reminded members that there is a Disability Sponsored Walk being held this Saturday at the Community Centre at 10am. Everyone who is taking part either walks with a walking frame or walking stick. They will be having a raffle, selling cakes etc., and raising money for the United Church in Chapel Road. Councillor Chapman also reminded members of the Covid Vaccinations at the YMCA Hall on Monday 20th May from 12 noon until 4pm, no appointment needed. The Welfare & Residents' Services Team report was then accepted.

Communications & Tourism Team – Councillor Court mentioned the Tendring Hundred Show, and that the plan for the stand is now being discussed. He also mentioned the website and that the feedback given has been considered. The new draft is in the public domain, and it seems to be getting good comments. The plan is to go live on the 1st June 2024. He then thanked both Tracey and Julie for all their work and input into the new site.

16. UPDATE FROM DISTRICT COUNCILLORS:

A copy of the Tendring District Councillor report had been circulated to all members.

Councillor Barry said that the report submitted, is the report that was submitted at the Annual Town Meeting. He said that it has been a busy year, and we look forward to delivering in the future.

17. UPDATE FROM COUNTY COUNCILLOR GOGGIN:

As County Councillor Goggin had not yet arrived at the meeting, members moved onto the next item of business.

18. QUESTIONS FROM THE PUBLIC:

Q1) Would like to thank Councillor Morgan for all the hard work he has done during his term as Mayor. The town appreciates it, and we hope you enjoy a well-earned rest, now you have time.

Q2) Would like to put on record our thanks to Councillor Chapman for the considerable work she has put in with the owners at Brightlingsea Haven. Jayne, we really appreciate all your advice and help. You will be missed.

Q3) I would like to second the comments regarding Councillor Chapman, we are extremely grateful and we apologise if we have added to your stress. As an Association I would like to extend our thanks to the Council in general, and the team dealing with the park, and in particular our outgoing Mayor, Councillor Morgan, particularly for his recent efforts in opening a meaningful dialogue with the Director of Brightlingsea Haven Limited. My question relates to an email sent by the Association, with a heavy heart this morning. It is our understanding that Councillor Morgan has delivered the missing leases of three-unit owners to staff of Brightlingsea Haven Limited and we understand that these have been passed onto the Directors. It appears to us as an Association that Brightlingsea Haven Limited as an organisation, rather than simply signing these permitted under leases, which are specified and annexed to the head lease, they are trying to fob our three members off with what is described as an Industry Standard Licence. This rings alarm bells, as an Industry Standard License, which are issued by the BHHPA, tend to be rolling licenses for the period of a year. Our fear is that rather than our three members finally getting their missing licenses signed by this company, and getting some peace, they will be given something that has no relation with the leases that the rest of us have enjoyed. My point to Councillor Morgan is that we ask again if he could approach the Director of Brightlingsea Haven Limited to ensure that he, the Director, meets his legal obligations by signing the three permitted under leases on behalf of his company.

A3) Councillor Morgan replied that we have had meetings with your group, and you asked specific questions which we passed on to the Director of Brightlingsea Haven Limited. He said that he has had a meaningful discussion with him, and it was agreed that Councillor Morgan would get back to him once he received the answers from your group. He then asked the resident to construct an email with the counter questions they would like us to put to the Director, as he is happy to contact him with the questions. He added that the Council has worked tirelessly on this matter and hope to get to a peaceful and pleasant ambiance.

Councillor Chapman said 'thank you' for all the kind comments and added that Councillor Court will now be assisting with this issue.

Q4) I notice that you have placed funds with Unity Bank, have you not placed any with Redwood? Have you carried out due diligence with Redwood, 37% interest in it is with Warrington Council?

A4) Councillor Paveley replied that we are looking at banking with Redwood and are going through the process at the moment. The names of Redwood and Unity came up as a recommendation from the EALC. If it has some issues with it, we are not committed to anything at the moment.

Q5) What are your aspirations for the Heritage Pier and the Boat Park? Can a hand rail be installed on the Heritage Pier, at the top, to stop people walking down it in inclement weather? A5) Councillor Morgan replied that the agreement with the Brightlingsea Harbour Commissioners will end February 2025, and this Council will take over the running and daily management of the Boat Park and will upgrade and make it much more fit for purpose. Councillor Morgan said that there are new signs to be installed on the Heritage Pier, with new charges. Councillor Carr said he would look into the installation of a safety barrier, with Councillor Morgan.

19. TOWN CLERK'S REPORT:

Agreed that a student from the Colne Community School can use the Basketball Court on Tuesday 28th May from 12 noon until 4pm for a Basketball Tournament.

Councillor Steady declared an interest in this item, as he knows the family involved.

20. BTC SCHEDULE OF MEETINGS – MAY 2024 TO MAY 2025:

Members **agreed** the list of meetings, as already circulated, from May 2024 – May 2025.

21. CLOSE OF MEETING:

There being no further business, the meeting closed at 7.51 pm.

Chair

Date: 20th June 2024