

BRIGHTLINGSEA TOWN COUNCIL

Minutes of the Council Meeting held at
The Parish Hall, Victoria Place, Brightlingsea,
on: Thursday 16th November 2023 at 7.00pm.

Present:

Councillors

R Morgan (Mayor)

J Carr (Deputy Mayor)

D Atkinson, M Barry, J Chapman,

M Court, J Howard, C Paveley,

G Steady and S Walsh

Also in attendance:

Tracey Pulford – Town Clerk

County Councillor Goggin

9 Members of the public

Before the meeting started, Councillor Chapman thanked members and staff for her card and flowers, following her recent operation.

104. APOLOGIES FOR ABSENCE: None received.

105. TO RECEIVE THE MINUTES OF THE MEETING HELD ON THE 19TH OCTOBER 2023 AND TO CONFIRM AS A CORRECT RECORD:

The Minutes of the meeting held on the 19th October 2023 were accepted as a true record.
Agreed.

106. MAYORS ANNOUNCEMENTS:

A copy of the Mayor's Announcements are annexed to the Minutes.

The Mayor gave a reminder to the Late-Night Shopping Event, which is taking place on Friday 1st December 2023. Councillor Chapman added that the road closure is now in place for the event, from Richard Avenue down to the Kings Head, on the Spirals side of the road. She also added that 40 stalls are booked in, with Choirs and Fire Eaters.

The Mayor gave Congratulations to the Colchester Foodbank Volunteers, which include Brightlingsea, who have won The King's Award for Voluntary Services. This award gives National Recognition for their hard work.

107. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS:

The Mayor reminded Members to declare interests when necessary.

108. TO RECEIVE AND APPROVE THE RECOMMENDATIONS OF THOSE MEMBERS EXAMINING THE ACCOUNTS FOR THE CURRENT PERIOD:

The Payments and Accounts for the period ending September and October 2023 (as shown on the attached appendix) were proposed by Councillor Walsh as follows:-

General Account - 19 BACS Payments totalling £17,961.63 be authorised for payment and statements balances on the following accounts be accepted:-

September 2023

Current Account (7055)	£3,030.21
Business Premium Account (8295)	£42,872.87
Business Premium Account (9433)	£32,442.44
Making a total of:	£78,345.22
Less three unrepresented payments totalling:	£1,040.20
Making a total on all accounts of:	77,302.32

Income for September totals: (This minus figure is due to an adjustment made on the accounts.)	£-8,282.08
Expenditure for September totals:	£25,052.16
Income to date, totals:	£182,616.24
Expenditure to date totals:	£189,402.94
Employee payments made for the month of September 2023 were:	£15,353.00

October 2023

Current Account (7055)	103,898.56
Business Premium Account (8295)	£42,872.87
Business Premium Account (9433)	£32,442.44
Making a total on all accounts of:	£179,213.87

Income for October totals:	£129,640.30
Expenditure for October totals:	£27,270.78
Income to date, totals:	£312,256.54
Expenditure to date totals:	£216,673.72
Employee payments made for the month of October 2023 were:	£15,633.75

The payments were then seconded by Councillor Chapman. **Agreed.**

109. TO RECEIVE AND APPROVE THE MINUTES OF THE FINANCE MEETING HELD ON 7TH NOVEMBER 2023 AND TO CONFIRM THE RECOMMENDATIONS THEREIN:

Councillor Carr proposed that the Minutes of the Finance and Property Meeting held on the 7th November 2023 are accepted as a true record, and the recommendations (as written below) be accepted:

- (1) The Local Government Service Pay Agreement 2023 is to be implemented as soon as possible.
- (2) The Playcentre and Bowls Club would be invited in to discuss the outstanding issues further.
- (3) The Colne Smack Dock Lease – Wait to hear back from them regarding the legal fees paid.

- (4) Outstanding Beach Hut Rent – Check the Terms and Conditions re non-payment. Also, in future do not take part payment, as the Council would inadvertently lose its legal right to pursue the balance of the debt.
- (5) Rugby Club – Send all the relevant information to Councillor Paveley to investigate.
- (6) Councillors Carr, Walsh and Atkinson together with the Town Clerk will meet to discuss next year's budgets.

Councillor Steady mentioned the revised budgets and that the income for the Leisure Village should be £71,000, not £70,000 as the rent increase should have taken place from 8/11/23. Councillor Paveley stated that at the last meeting it was agreed that we would consolidate our bank accounts – has this been done. The Town Clerk replied yes, our three accounts now include a Client Account, Savings Account and the General Current Account.

The minutes were then seconded by Councillor Court. **Agreed.**

110. CASUAL VACANCY:

The Mayor informed members that Tendring District Council have confirmed that “no request for an election was received, so you must now fill the vacancy by co-option.” He said that we asked if we could continue to run with 11 Councillors and if we need to co-opt, can we do so after Christmas in the New Year. They confirmed that “if you believe that you only need 11 Councillors to operate then you can request a Governance Review, but if that is not the case then you need to co-opt. The timeframe for this will depend on your own procedures but we would normally recommend that you advertise for expressions of interest with a deadline date for submission and the criteria for success. If you want to co-opt after Christmas then I would suggest that you make this clear and incorporate it into your notice, perhaps with the date of the meeting in the New Year when you intend to appoint.”

Much discussion took place. Councillor Chapman then proposed that we move to co-option early in the New Year. This was seconded by Councillor Court. **Agreed.**

111. TO RECEIVE THE MINUTES OF THE PLANNING MEETING HELD ON 31ST OCTOBER AND 14TH NOVEMBER 2023 AND TO NOTE PLANNING DECISIONS OF TENDRING DISTRICT COUNCIL:

Councillor Paveley proposed that the recommendations in the Minutes of 31st October and 14th November 2023 be agreed by Council, together with the planning decisions from Tendring District Council.

Councillor Paveley mentioned the Neighbourhood Plan and that the committee is active and meet regularly, but they need some local expertise in some of the sub-groups. He asked Councillors and members of the public to get involved, and anyone interested in joining the groups, please contact the Town Clerk, who will direct you to the Chairman of the Neighbourhood Plan.

The minutes were then seconded by Councillor Howard. **Agreed.**

112. TEAMS REPORTS:

Reports from the Facilities, Community and Assets Team, the Environmental and Transport Team and the Communications and Tourism Team had been circulated to all.

Facilities and Community Assets Team – Councillor Morgan briefed members. A discussion took place on the following:- S106 monies, Kinetic Wheel and the process so far and the Cricket Club development and the Council storage facilities.

The Facilities and Community Assets Team report was then **accepted**, and the following recommendations were **agreed**:-

- As the S106 projects are time limited, ask Tendring District Council for the deadline dates for when the money has to be spent.
- Any projects discussed under S106, a project file is compiled detailing the quotations for that project, together with copies of the minutes from the meeting when the items were discussed.
- Further information is provided by members on their S106 proposals, i.e. details of the scheme, where it is proposed to be sited, costs etc. These details to be discussed at the next FCA meeting.
- Once a project has been committed, Tendring District Council to confirm which application number the scheme comes from.
- The Ships Wheel scheme goes ahead, as the money has already been agreed by the S106 Officer.
- Batemans Tower Café - The builder would be contacted, thanking him for his correspondence, but as the dispute is between him and the Council's tenant, we would be taking no further action. The tenant and Solicitor would be asked to attend a meeting to discuss various issues including insurance.
- Parking Restrictions – Councillor Barry would check with Andy Nepean of Tendring District Council on the way forward.
- The Town Council agrees to 'shared services' in principle, and Councillor Barry would clarify the details further i.e. cash or asset swap.
- A letter of support is given to the Pioneer Sailing Trust to support the Trust's work in restoring heritage vessels.
- Hard Shelter – An Insurance Claim is made against the damage to the roof tiles and guttering.
- Lane to the Pumping Station – To ask Butcher Surfacing for a quotation to repair the road, up to a standard to withhold the vehicles using the lane.
- Ask the Grounds Manager about the condition of the boating lake sheds.

Environment and Transport Team – Councillor Atkinson briefed members. A discussion took place on the Essex County Council Waste Strategy, stickers on bins and shared services.

The Environment and Transport Team report was then **accepted**, and the following recommendations were **agreed**:-

- Councillor Howard to be part of the Environment and Transport Team.
- Councillor Atkinson would carry out more research on the possible removal of the Alresford Creek Ford being removed from the OS mapping, and Ford Lane stopped either side of the creek.
- Councillor Barry would ask Andy Nepean how on-street charging might work, and (2) the Council would contact Essex County Council to ask for guidance.
- The Town Council cannot give individual permission for parking permits in the Oyster Tank Road car park.
- The Considerate Parking stickers would be used, by the Grounds Team, making sure they do not put them in the sight line of the driver. Also an update would be given at a future meeting, on how many stickers have been given out and the parking issues that occurred.
- An updated recycling sheet, detailing all the items that can be recycled at the Parish Hall would be produced.
- Councillor Walsh and the Town Clerk are to attend the ECC Waste Strategy information briefing being held this afternoon at 1pm.

- A letter would be written to the Wharf Operator, stating that it has been brought to our attention that vehicles are not adhering to the restricted times, when travelling to the Shipyard Estate, via Colne Road, which is disturbing residents in their properties, and asking them to request that their drivers adhere to the times stated.

Welfare & Residents Services Team – Councillor Chapman informed members that a Literacy Group have asked if they can use one of the rooms, teaching adults who cannot read or write. She has obtained a grant to pay for this for one year. Councillor Walsh thanked the Council on behalf of her husband, who is organising this.

Communication & Tourism Team – Councillor Carr reported that the Tourist Advisory Panel are meeting on the 30th November to discuss next year's events. The Mayor mentioned the 'Brightlingsea at Christmas' publication, which included an advert from the Town Council, for a cost of £50.00. Members agreed to continue with an advert for the 2023 publication. Councillor Court updated on the Town Guide and thanked the Administrative Assistant for all her help and assistance with this. He also thanked the Businesses in the town for supporting the guide and added that the guide this year would be revenue generated.

Councillor Barry updated on a meeting held yesterday with the Creative and Events Team at Clacton.

113. UPDATE FROM DISTRICT COUNCILLORS:

Councillor Barry gave an update on the recent consultation, which resulted in 750 responses being received, however none were from Town or Parish Councils. He said that the responses were from older people, i.e. over 50's. Out of the 7 items highlighted, only one or two was the responsibility of the District Council. The main ones were the roads, pavements, surgery, pharmacies and waste collection.

Councillor Steady briefed members on the Teams meeting he attended with Transport East and also the Community Leadership Partnership, in which Crime and Disorder was discussed.

Councillor Paveley asked if the Lower Farm Development has been 'called in'. Councillor Chapman replied that the forms have been sent into the Planning Department.

Councillor Chapman reported on the second meeting on the Waste Contract that she had attended. She said that there are 5 options – 1 – re-tender, 2 – bring the contract in-house, 3 – tender the waste recycling but keep the street cleaning in-house, 4 – outsourcing year to year or 5 – shared services - it looks like the whole contract will go out to tender.

The report from the District Councillors was then **accepted**.

114. UPDATE FROM COUNTY COUNCILLOR GOGGIN:

County Councillor Goggin sent best wishes from St Osyth. He then briefed members on the following:-

- Attended meetings on Devolution.
- There is an issue with a parking ticket for a resident, which is outside his remit, so it may be coming Tendring District Council's way.
- Reported a highway risk to public safety outside Jacobs Hall and also in the High Street outside the Brewers.
- There are threats to budgets from increased costs for residential care from adult and children social care.

- Attended a Minerals and Local Plan members briefing.
- Attended a site meeting in Robinson Road with Highways and a local resident regarding a Developer dispute.

Councillor Barry mentioned an email that had been received from a resident, who needed an electric charging point, however the cables would have to go across the path, which is obviously a County Council issue. He asked if the County Council have a strategy for EV Chargers? A discussion took place.

Councillor Howard asked about Quiet Lanes, and whether or not there are any others in the area. County Councillor Goggin replied that the nearest Quiet Lane is in Braintree. He then mentioned that there is money in the Local Highways Budget for signage regarding the Quiet Lane, if the Town Council would match fund.

Councillor Paveley asked where the 13 sites are in the Tendring area. County Councillor Goggin replied that he would find out this information.

115. QUESTIONS FROM THE PUBLIC:

Q1) The Environmental and Transport Team Notes, item 4 – Alresford Creek Ford – have they given you a justification and reason why they want to close or block off and take off the OS Map?

A1) Councillor Atkinson replied that he is looking into this further and will give an update when available.

Q2) Would like to bring to County Councillor Goggin's notice, that mobility scooters are having difficulty as people are parking across dropped kerbs. Can we have parking restrictions, or can the public be made aware of the difficulty they are causing?

Q2) County Councillor Goggin replied that there are no restrictions in parking across dropped kerbs. A discussion took place.

Q3) Heritage Pier – Is it true that the Council have to pay the grant back?

A3) Councillor Carr replied no.

Q4) Regarding the Town Guide, the Harbour also produce a Visitors Guide. Why not put your heads together and produce one guide?

A4) Councillor Chapman replied that the Harbour Commissioners did ask about doing a joint guide, but then they withdrew and do not want to work with us.

Q5) Is there going to be an increase in the Dinghy Park fees?

A5) The Mayor replied that this has not been agreed yet.

Q6) Would like to thank the Council for the work they are doing on the sensory equipment for open spaces.

Q7) The Cricket Club need to get a grant before they can do the work. Will they have the grants in place before the work starts?

A7) Councillor Steady replied yes. The pipeline is full this year, and the next round will commence in 2024.

116. TOWN CLERK'S REPORT:

There were no items requiring action.

Councillor Morgan moved, in accordance with the Public Bodies (Admission to Meetings) Act 1960, in order to discuss items of a sensitive nature and items which are commercially confidential, the press and public be excluded. This was seconded by Councillor Chapman. **Agreed.**

117. MOTION TO EXCLUDE THE PUBLIC IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 –To discuss the following: -

- Property Update – Brightlingsea Harbour Commissioners

118. PROPERTY UPDATE:

A discussion took place on the Brightlingsea Harbour Commissioners, and a counter proposal was **agreed.**

119. CLOSE OF MEETING:

There being no further business, the meeting closed at 21.24 p.m.

Chair

Date: 14th December 2023