

BRIGHTLINGSEA TOWN COUNCIL

Minutes of the Council Meeting held at
The Parish Hall, Victoria Place, Brightlingsea,
on: Thursday 20th June 2024 at 7.00pm.

Present:

Councillors

J Carr (Mayor)

M Court (Deputy Mayor)

D Atkinson, M Barry, J Chapman, J Howard,
M Judson, K Mitchell, C Paveley, K Pentney,
R Morgan and G Steady

In attendance:

Tracey Pulford – Town Clerk

9 Members of the public

County Councillor Goggin and Jordan Knight

Councillor Carr informed members that one item on the agenda had moved to earlier on in the meeting, this being County Councillor Goggin. He asked for questions to be kept brief, as he is then off to St Osyth for their monthly meeting.

22. APOLOGIES FOR ABSENCE: None received.

23. TO RECEIVE THE MINUTES OF THE ANNUAL MEETING HELD ON THE 16TH MAY 2024 AND TO CONFIRM AS A CORRECT RECORD:

Councillor Chapman proposed that the Minutes of the meeting held on the 16th May 2024 were accepted as a true record. Seconded by Councillor Howard. Agreed.

24. MAYORS ANNOUNCEMENTS:

A copy of the Mayor's Announcements are annexed to the Minutes (see attached appendix 1).

Councillor Carr gave thanks to Councillor Chapman for her help with organising the wreath for the 80th Anniversary of D-Day.

25. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS:

The Mayor reminded Members to declare interests when necessary.

26. UPDATE FROM COUNTY COUNCILLOR GOGGIN:

A copy of County Councillor Goggin's notes had been circulated to all members.

County Councillor Goggin reported on the following:-

- A copy of May's notes are being re-presented, as they were not received at the May Meeting. Any questions, please ask.
- Councillor Howard asked about the Seals. County Councillor Goggin mentioned the Kent and Essex Fisheries, who are making sure the fish stocks are good. He said it is lovely to see the seal colonies, however they are destroying the fish colonies.
- School place allocations are taking place at the moment. 97% get their first or second choice, and 3% do not.

- There is an awful situation with children with special needs. There is an increase of 76% with parents applying for SEN certificates.
- Councillor Pentney asked to be involved with the proposed Zebra Crossing on Lower Park Road. Councillor Morgan suggested that this item is brought up at the next Environmental and Transport meeting.
- Councillor Paveley mentioned the school allocations, and what happens regarding transportation if you do not get the school requested. County Councillor Goggin replied that some sort of transport will be provided.

Members of the public then asked the following questions:

- I assume Essex County Council are responsible for footpaths, when are they to be cleared as they are in an overgrown state? County Councillor Goggin replied that Essex County Council is responsible for many of the pathways and alleyways. They are responsible for upward growth but are not responsible for sideward growth. He said that the work is scheduled to be carried out. A discussion took place. Councillor Carr added that footpaths and alleyways are to be discussed at the next meeting of the Environment and Transport meeting in July.

County Councillor Goggin then left the meeting at 7.15pm, to go to the St Osyth monthly Council meeting.

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

Councillor Howard informed members that it has not been possible to provide the end of April and May 2024 statements – these will be provided at the next meeting. She therefore proposed 17 payments totalling £17,712.66 (as attached appendix 2) be authorised for payment and statement of balances on the following accounts be accepted:-

Barclays Current Account (XXXX7055)	9,575.27
Barclays Deposit Account (XXXX8295)	66,147.92
Barclays Client Account (XXXX9433)	5,099.97
Unity Deposit Account (XXXX0373)	81,925.82
Unity Current Account (XXXX0360)	3,477.69
Making a total of	£166,226.67
Employee payments paid for the month of May 2024 were:	17,136.13

Seconded by Councillor Chapman. Agreed.

28. TO RECEIVE AND APPROVE THE MINUTES OF THE FINANCE MEETING HELD ON 18TH JUNE 2024 AND TO CONFIRM THE RECOMMENDATIONS THEREIN:

Councillor Atkinson proposed that the Minutes of the Finance and Property Meeting held on the 18th June 2024 are accepted as a true record, and the recommendations (as written below) be accepted:

- Install Smart Meters on all Council Property.
- Trading Division – establish a working group to review pricing and margins.
- Install a point of sale till, with card reader.
- Review all policies, including risk assessment and asset register, within six months.

- (e) Have an item at every meeting listing any potential write-offs and disputed claims.
- (f) The end of year accounts are prepared earlier in the year and signed off at the May Annual Meeting.
- (g) The Terms of Reference are amended to include:
 - Item 5b – to add ‘where necessary’
 - The end of year accounts are prepared earlier in the year and signed off at the May Annual Meeting.
- (h) The Asset Register figure of £2,704,579 is to be included on the AGAR – Section 2, box 9.
- (i) The Internal Audit Report 2023/2024 from Heelis & Lodge is received and the following recommendations were noted:- (1) To review the level of general reserves alongside the Reserves Policy; (2) There are limited policies available on the council’s website. It is recommended that the website is updated.
- (j) Lido – It was noted, with thanks, that there are no outstanding claims on the BTC past funding support.
- (k) The Year End Accounts are agreed and are to be signed off at the Council Meeting on 20th June 2024.
- (l) Section 1 of the Annual Governance Statement is completed as follows: - questions 1-8 yes; question 9 N/A.
- (m) Section 2 – Accounting Statements 2023/2024 - The figures for boxes 1-10 are agreed, with box 11a as ‘No’ and 11b as ‘N/A’.
- (n) The additional paperwork to be sent off to the External Auditor were noted. Trevor Brown CPFA is appointed as the Internal Auditor for 2024/2025.
- (o) 27 payments totalling £17,712.66 are approved for payment, with Councillors Chapman and Howard signing off the invoices.
- (p) Recommendation: (1) The Recording of Public Meetings Policy would be adopted at the Full Council meeting on the 20th June 2024. (2) The NALC Model Financial Regulations are being looked at by the Town Clerk and Chairman, for adoption at a future meeting.
- (q) Recommendation: Standing Annual Grants - write to all who claim a Standing Annual Grant, stating that the Town Council is carrying out a review of its grants, and ask what the money is spent on, and what would happen if they did not receive this grant. Tendring Families First - acknowledge receipt of the request, however due to the current financial situation, there are no monies available at the moment.

Seconded by Councillor Judson.

Councillor Steady congratulated the Finance Committee and mentioned the deficit of £12,000 when in October last year it was proposed at £63,000. He asked if this could be explained? Councillor Atkinson replied that in June the budgets were revised, and we are pleased to report that the deficit dropped to £12,000. This year we are hoping for a surplus situation.

The minutes were then agreed by all present.

29. TO RECEIVE THE MINUTES OF THE PLANNING MEETING HELD ON 14TH AND 28TH MAY 2024 AND TO NOTE PLANNING DECISIONS OF TENDRING DISTRICT COUNCIL:

Councillor Paveley proposed that the recommendations in the Minutes of 14th and 28th May 2024 be agreed by Council, together with the planning decisions from Tendring District Council. He then added that the two appeals on Vicarage Meadow had both been turned

down, and if they had been approved it would open up development towards the Church. The Minutes were then seconded by Councillor Howard. Agreed.

30. **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 12th June 2024. After discussion the Facilities & Community Assets Team report was then accepted, and the following recommendations agreed:-

- **The Terms of Reference are amended to include Membership – up to 8 members, with a quorate being a minimum of 4.**
- **Batemans Tower Café - Send a reminder email to the tenant reminding them of the due date.**
- **Electrical supply on Hurst Green - We await a formal written application from the organisers.**

Environment & Transport Team – Councillor Atkinson briefed members on the meeting held on the 12th June 2024. After discussion the Environment & Transport Assets Team report was accepted, and the following recommendations were agreed:-

- **Town Clerk to contact SRC to ask the following:- 'we will be interested to know your Companies intentions and future timescales.'**
- **A copy of a letter from a local resident is forwarded to the relevant authority, Essex County Council, for their consideration.**
- **Essex County Council - (1) The Council looks into the Service Level Agreement with Essex County Council and Grounds Manager – Terry Hamilton – and explore the possibility, with a subcommittee being formed to take this forward. (2) Councillor Atkinson would contact the Grounds Manager and the Music Festival to discuss the possibility of an electrical supply being installed on Hurst Green.**

Welfare & Residents' Services Team – Councillor Chapman informed members that another COVID walk in vaccination clinic is being held on Monday 24th June 2024 between 12noon until 4pm, at the YMCA Hall. This is for people over the age of 75, or over the age of 12, with a suppressed immunisation. Councillor Mitchell asked if this could be displayed on the Council website. Agreed.

Communications & Tourism Team – Councillor Paveley informed members that a meeting had been held, where much was discussed, including reviewing the process of how press releases are released. Also, after every meeting the Chairman of that meeting could give the Communications Team a brief update on what was discussed, so this could be released immediately. A notice board in the centre of town was discussed, so public could advertise their events. This would be looked into.

After discussion the Communication & Tourism Team report was accepted.

31. **UPDATE FROM DISTRICT COUNCILLORS:**

Councillor Barry – The consultation on the Sports Strategy has now closed. All responses are being summarised, and an addendum report will go to Cabinet in July or September.

Councillor Chapman – recently met with a local resident about streets that are not being cleaned. This information was sent off to the Officers at Tendring District Council. They are talking about bringing someone down to clean the streets manually, as you cannot get down certain roads due to parking issues. Councillor Chapman also mentioned that the contract that is up for renewal is going out to four companies to tender. Councillor Pentney said that maybe a Community initiative could be introduced, whereby people clean their own areas outside their properties. You could have a ‘best kept road’ competition.

Councillor Steady mentioned the bin emptying, and that some bins appear to be missed. However, if they are half full, the Veolia Contractor does not empty them, which means that in another two to three days, the bins are then overflowing. He said that the Task and Finish Group are going to carry out more scrutiny on the waste contract as well as looking at value for money.

Councillor Howard asked about the bin stickers for Town Council owned bins, and it was noted that prices were needed before this could be progressed any further. Councillor Pentney mentioned the recycling centre at Fiveways, and who the mess should be reported to. The Mayor replied Tendring District Council, but you can also report it via the office. Councillor Chapman added that when the new recycling contract comes into effect, it is likely that we will lose the recycling points around the town, as everything will be collected from the doorstep.

Councillor Steady then left the meeting at 8.07pm to attend the Beach Hut AGM.

32. **REPORT FROM JORDAN KNIGHT – YOUTH SUPPORT WORKER, ESSEX COUNTY COUNCIL:**

Jordan Knight thanked the Council for inviting him back and congratulated the Mayor on his new role. He said that he has great gratitude to be given Brightlingsea to work in, and has been to visit 4-Youth, and also helps with Dungeons and Dragons. A couple of months ago, he met with the Mayor, Councillor Howard and Councillor Barry, to discuss a Youth strategy in the area. Two things to come out of this meeting are an idea about starting a Youth Council – to get young people’s voices and opinions and feed them back to your monthly meeting. He said that he has reached out to the Colne Community School and has had a reply from the Assistant Head. They are happy to have ten pupils attend a Youth Council Meeting, during school time, and then Councillor Howard and I would attend, and get their voice and opinions. This may start in September, after the summer holidays. We would also like to change the view of different leisure activities for young people. Over the summer months, Essex Youth Service does not run, so detach workers can come out in the evenings, at a cheaper rate, hit the hot spots and change the narrative.

Councillor Howard asked if a letter could be sent from the Town Council to the Deputy Head of the Colne Community School to confirm that we are working with Essex Youth Service and Jordan Knight. This was **agreed**.

Councillor Pentney asked to be involved with this youth project.

Councillor Carr said that he had omitted an item earlier in the meeting, and that he has asked Photographer Stephen Johnson to be the official photographer for the council and asked for Councils agreement to this. This was **agreed**.

33. QUESTIONS FROM THE PUBLIC:

Q1) Would like to ask Councillor Chapman, when you said everything is to be collected kerbside, is this glass, tetra packs, textiles? Will we have different bags and boxes?

A1) Councillor Chapman replied textiles would probably be collected in bags, the decision is whether or not to have other wheelie bins. It will, however, be one container for paper, tetra packs etc, and another for margarine tubs and plastics. In 2026 single use plastic is coming in, including crisp wrappers, bread wrappers etc., but it will be mixed slightly. The decision on what is to be used has not yet been made.

Q2) As members of the Essex Association of Local Councils, and Councillor Court is your representative – can you ask them about the youth policy and how this fits in. They also have a committee that has access to Crime and Fire Commission. Can you ask what they thought about the terrible turnout for the vote? This election, none of the candidates put anything about the fire service, the plan, or some of the problems they face.

A2) Councillor Chapman replied that she has been in touch with the Fire Brigade to see if they would hold something like ‘coffee with cops’ and have a ‘coffee with fire brigade’.

Councillor Court said that he would like to learn more about the EALC and NALC, and yesterday he attended a virtual Coastal Community NALC meeting, and off this there is an opportunity for local councils.

Q3) When I recently drove down the Western Promenade, known as our Jewel in the Crown, at the end of it is a wreck of a building. When I joined the Council in 2019 Jean Howard and I went to try and sort it out. I note that in your FCA notes it says that you are awaiting a response from Batemans Tower Café by the 30th June 2024. What is the situation, as the building is not safe?

A3) Councillor Morgan replied that this Council is most worried and concerned about the situation of Batemans Tower Café and have repeatedly asked for updates, copies of structural surveys etc. We have asked the lease holder to report to this council by the end of this month.

A4) After watching a video on Facebook about Tendring tourism, Brightlingsea did not get a look in.

A4) Councillor Carr replied that we have contacted Tendring District Council to ask why Brightlingsea were not on the video, however the Town Council is making its own video. It is in production now, and we have asked members of the public to narrate.

A5) What is the income so far for the Heritage Pier?

A5) Councillor Morgan replied that we have taken our first deposit for usage of it and have received a lot of interest.

Q6) Is anything going to be done about the entrance to the Millenium Gardens on the Western Promenade? There is a nice area where flowers could grow, but now it is full of weeds.

A6) The Mayor replied that we will ask our Grounds Manager and will let you have our response.

Q6) When Councillor Morgan ran his last meeting, I asked a questions about tree planting and the survival rate. Can you confirm what this was?

A6) The Town Clerk replied that she did speak to the Grounds Manager and will do so again.

34. TOWN CLERK'S REPORT:

Agreed that Essex Child and Family Wellbeing Service can hold a ‘Look for a Book’ and similar activities, in the Millenium Gardens on Thursday 8th August 2024.

Councillor Carr then moved, in accordance with the Public Bodies (Admissions 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 Court.

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

- **Property Update.**

- 36. PROPERTY UPDATE:**

Brighthelmsea Leisure Village – The Mayor informed members that he and Councillor Atkinson had been to the Solicitors, and a copy of their advice was circulated to all members. After discussion it was agreed that members would read the Solicitors Advice and let the Clerk know their comments. It was also agreed that a small working group would be formed consisting of Councillors Atkinson, Carr and Court.

Land Registry – Councillor Morgan informed members that a response had been received from the Land Registry, and that they would be writing to us with further information.

37. CLOSE OF MEETING:

There being no further business, the meeting closed at 7:00 pm.

Chair

Date: 18th July 2024

Agenda Item 3

Mayor's Report:

Attended the following:

20 th May	Brightlingsea Sailing Club to meet Brightlingsea Junior School enjoying a sailing day with the club's instructors.
31 st May	A "Walkathon" at the Community Centre, where residents walked circuits of the hall to raise funds. With Mayoress.
6 th June	D-Day 80 Events: At 08.00am - The Proclamation Reading by the Town Crier. At 9.15pm -- Officially lit the D-Day 80 Beacon, together with the reading of the Internal Tribute. Two wreaths were laid on behalf of the Town Council (thank you Cllr Jayne Chapman.)
9 th June	Attended by the Mayoress, Councillors, Staff and members of the public.
15 th June	Blessing of the Waters, with Mayoress
17 th June	Open Gardens, with Mayoress
	Day 1 of 'Chairmans Training'

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
12901	240620 3C	£269.45	1004/2	12/05/24	3C - Computer services - billing period 30/04/24	600433
12902	240620 3C	£259.74	1004/2	12/06/24	3C - Computer services - billing period 31/05/24	601241
12903	240620 3C	£864.00	1007	13/06/24	3C - Annual Support Renewal 1.4.24-31.3.25	249455
		£1,393.19		3C - Total		
12900	240620 A&Dfuel	£889.35	1009/2	04/06/24	A & D Fuels - Gas Oil for works machinery	365815
		£889.35		A & D Fuels - Total		
12904	240620 BseainBloom	£1,289.00	1070/1	17/06/24	Brightlingsea In Bloom - Annual Grant 24/25	
		£1,289.00		Brightlingsea In Bloom - Total		
12905	240620 CapelPlant	£138.00	1010/4	31/05/24	Capel Plant - Toilet on Allotments 01/05/24-01/06/24	155300
12906	240620 CapelPlant	£126.00	1010/4	05/06/24	Capel Plant - Toilet on Allotments 01/02/24-01/03/24	154887
		£264.00		Capel Plant - Total		
12907	240620 Chronicle	£249.00	1000	23/05/24	Chronicle Publishing Services - Advert in May edition	19257
		£249.00		Chronicle Publishing Services - Total		
12897	240528BOW	£50.00	1008	28/05/24	Cinque Port Liberty - Blessing of the Waters - Mayor Lunch	
12909	240620 BlessofWater	£150.00	1070/1	17/06/24	Cinque Port Liberty - Blessing of the Waters Annual Grant 24/25	
12908	240620 CinquePort Lib	£60.00	1008	28/05/24	Cinque Port Liberty - Mayor of Sandwich - Mayor lunch	MoS
		£260.00		Cinque Port Liberty - Total		
12918	240620 Jcarr	£79.98		11/06/24	Councillor J Carr -	
1		£39.99	2000/6		Gazebo for Tendring Hundred Show - recharged to BHC	
2		£39.99	1005		Gazebo for Tendring Hundred Show	
		£79.98		Councillor J Carr - Total		
12911	240620 EALC	£120.00	1007	20/05/24	EALC - Catastrophic Bleeds Course - TH	17746
12912	240620 EALC	£360.00	1007	31/05/24	EALC - Chairman's Training Day 1, 2 and 3 - Cllr Carr	17779

Signature

Joan Hottel

Signature

Schapman

Date

18/6/24

Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£480.00			EALC - Total	
12910	240620 Edge	£246.00	1080	14/06/24	Edge Designs - Finance Support re Budgets	37910
		£246.00			Edge Designs - Total	
12913	240620 EPFA	£14.00	1007	17/06/24	Essex Playing Fields Association - Entry into Best Kept Playing Fields Competition	
		£14.00			Essex Playing Fields Association - Total	
12914	240620 Glasdon	£1,674.47	2000/5	24/05/24	Glasdon - Stanford Seat and Plaque - Banham	SI886887
		£1,674.47			Glasdon - Total	
12915	240620 H&L	£320.00	1001	10/06/24	Heelis & Lodge - End of Year Internal Audit	HL9500
		£320.00			Heelis & Lodge - Total	
12916	240620 Homeview	£418.22	1010/2	11/06/24	Homeview Surveillance Ltd - Works to CCTV Equipment	9592
		£418.22			Homeview Surveillance Ltd - Total	
12917	240620 JamesTodd	£69.60	1062/2	31/05/24	James Todd & Co Ltd - May 2024 Payroll Fee	71399
		£69.60			James Todd & Co Ltd - Total	
12919	240620 JulieFord	£54.00	1010/2	30/06/24	Julie Ford - Works to Garden Beds, Remembrance Gardens May 2024	BTC0015
		£54.00			Julie Ford - Total	
12920	240620 OfficeIS	£53.47	1006	28/05/24	Office IS - Stationery	943
		£53.47			Office IS - Total	
12931	240620 Tuckwell	£182.71	1009/1	15/05/24	P Tuckwell - Parts Sales	621604
		£182.71			P Tuckwell - Total	
12921	240620 PettyCash	£133.67	1004/1	17/06/24	Petty Cash - Petty Cash - Cleaning, Canteen, Misc	
		£133.67			Petty Cash - Total	
12922	240620 Premier	£828.00	1010/3	20/05/24	Premier Sports Turf Contractors - Seed and apply feed to Football Pitches	2561
		£828.00			Premier Sports Turf Contractors - Total	
12923	240620 CleartoSee	£123.10	1010/6	30/05/24	R & J Morrell (Clear To See) - Heritage Pier sign amendments	14146

Signature

Date

John Howard
18/6/24

Signature

S Chapman

Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£123.10			R & J Morrell (Clear To See) - Total	
12924	240620 Sibbons	£4.28	1010/2	24/05/24	Sibbons - General maintenance	59888
12925	240620 Sibbons	£96.20	1010/2	03/06/24	Sibbons - General maintenance	60041
12926	240620 Sibbons	£100.55	1010/2	05/06/24	Sibbons - Gas and lighter for Beacon	60115
12927	240620 Sibbons	£24.08	1010/2	13/06/24	Sibbons - Maintenance items	60302
		£225.11			Sibbons - Total	
12928	240620 Spirals	£52.02	1006	06/06/24	Spirals - Stationery	
		£52.02			Spirals - Total	
12899	240611 Swimsafety	£252.00	1010/2	11/06/24	Swim Safety Ltd - Water Quality Test - 2 samples	INV-3586
		£252.00			Swim Safety Ltd - Total	
12929	240620 TopGlass	£12.00	1010/2	22/05/24	Top Glass Window Cleaning - Bus Shelter cleaning	220524
		£12.00			Top Glass Window Cleaning - Total	
12930	240620 TowerSecurity	£761.11	1090/1	30/05/24	Tower Security (Tendring) Ltd - May 2024 Gate Lockups	
		£761.11			Tower Security (Tendring) Ltd - Total	
12932	240620 Upsons	£966.63	1009/1	06/06/24	Upsons - Ventrac Service and Parts	105297
		£966.63			Upsons - Total	
12898	240531 Zurich	£6,422.03	1002/1	30/05/24	Zurich Ins Co - Insurance for Council property	533891288
		£6,422.03			Zurich Ins Co - Total	
Total		£17,712.66				

Signature

Date

Signature

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Mayor's Report:

Attended the following:

21 st June	Mayor of Sandwich Visit, with Mayoress
22 nd June	Brightlingsea Carnival, with Mayoress. We judged the Carnival Queen Floats
29 th June	Brightlingsea Museum, Wheel of Time exhibition. With Mayoress
6 th July	Officially opened the Brightlingsea Regatta, with Mayoress
7 th July	Women in Harmony Concert at St James' Church, in aid of the RNLI. With Mayoress
9 th July	Colne School Sports Awards Evening
13 th July	Tendring Hundred Show, promoting Brightlingsea
16 th July	Sea Cadet Training ship JACK PETCHEY

AG Notes for parish meetings. Brightlingsea & St. Osyth. July 2024.



"I attend meetings, & take calls on your behalf"

1	July 15. Update Alresford school junior cohort Sept 24. School expanded to accept 30 – up from 20. Extra classroom. Still leave 14 students no available as first choice. 7 independent appeals rejected. All – bar one allocated second/third choice. Originally places available at Gt. Bentley, Elmstead, Gt. Bromley. All full. Now 23 vacancies at Brightlingsea. 3 from 5 OFSTED rated outstanding. Option to home school. Essex Sept intake = 16,000!...
2	July 12. Street furniture seating outside Drs. Surgery. Referred to Council. Licence application process discussed.
3	July 11. High Street resident. Complaint parking on pavement using dropped kerb.
4	July 9. Full Council ECC Chelmsford. I spoke in favour of voluntary restrictions around schools for air quality measurement. In evening. AG attended BTC meeting. Specific discussion roadside and kerbside growth pavements a& Alleyways. Also outside school & their liability. Exceptional growth period. Also crossing and speed control Lower Park Road
5	July 8. Blue badge. Successful application resident after 5 months delay.
6	July 3. AG attends Thorrington & Alresford monthly Parish meetings. Dropped kerb, school allocations,
7	July 1. Discussions school placement for Sept Cohort. Alresford school, Pending appeal. Potential news later this month re bus shelter contract Colne school front hedge site reported to ECC. July 3 – school responded with acceptance of position caused by extra growth this season. They advise scheduled for next few weeks. Advised ECC to avoid duplication at 2828537.
8	June 28. Request from Alresford PC to take forward further discussion re places for September in local schools. Parent/residents have been contacted direct so far. End of week reports include completion of works under member-led scheme near Morella Close GB. Aingers Green, Point Clear Road S.O, B1029[Tauranga]
9	June 26. Site visit Stone Square St. Osyth. Parking issues mix with pedestrians. Some simple observations and some more complicated access only. Interesting to carry forward. Separate visit to self satisfy re signs at Lufkins Farm Gt. Bentley. Zoom meeting re Essex flood partnership. Change to grants reflecting need. Possible up front payment at £8K. Essex is lead flood authority. In 10 years advised that 1900 properties benefited from grants. £8 Million! 90 sites
10	June 25. Wivenhoe Quarry. Site visit pre to committee meeting for public liaison committee meeting with Tarmac and residents/councillors. Interesting to see a working site in early stages. I could relate to sand extraction fears. Note about artificial bat corridor.

Agenda Item 05

1	June 24. Update meeting with LHP “buddy”. Key points re B1027 projects. Parts ordered. Awaiting dates. 5 speed changes on one of most historically dangerous roads in Essex. One of my 4 key promises to myself. All member briefing re dangers of canvassing, clinics and hustings. Sad that this needed but realistic to prepare. I hadn’t understood so much about terrorist complications. Resident request road sweep in Thorrington. Request submitted.
1	June 21. Benfleet. ECC Chairmans annual meeting celebrating volunteer groups and individuals in Essex.
2	Mayor of Sandwich visit to Brightlingsea Cinque port. Discussion with resident and possible English Heritage claim for ancient wall. Pots holes too near.
1	June 20. Back to normal meetings at Brightlingsea & St. Osyth on same night. Same as last 30 plus years.
3	
14	REPEAT FROM LAST YEAR - STILL RELEVANT. Still problems with demand on services, availability of staff and expectations in some areas. Nothing unique to Essex. Some items previously expected to be quick are put on a waiting list. Apologies if this leads to unexpected delays. I am having to exercise some patience in areas I would not have expected. Sad to report. Several meetings deferred dates due to general election. AG CONTACT POINTS:- 07860 519117 OR 01206 308023 cllr.alan.goggin@essex.gov.uk or alan@agoggin.co.uk FACEBOOK:- Alan Goggin Essex County Councillor - Established 1947. “Report it” tool for road or highways issues. https://www.essexhighways.org/tell-us You can tell us about maintenance issues online by using our highways reporting tool. If you think there's a risk to public safety, do not report it online, please call ECC immediately on 0345 603 7631

Brightlingsea Town Council

Agenda Item 06

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
13068		£259.74	1004/1	30/06/24	3C - Computer Service Charges - 010724-310724	604474
		£259.74		3C - Total		
13050		£121.00	1004/2	02/07/24	Brightlingsea In Bloom - Hanging basket, compost, plants for baskets	
		£121.00		Brightlingsea In Bloom - Total		
12999		£100.00	1070/1	19/06/24	Brightlingsea Regatta Committee - Annual Grant	
		£100.00		Brightlingsea Regatta Committee - Total		
12998		£1,193.00	1070/1	01/07/24	BSea Music Festival - Annual Grant	
		£1,193.00		BSea Music Festival - Total		
13059		£120.00	1010/4	30/06/24	Capel Plant - Toilet on Allotments 010624-010724	155492
		£120.00		Capel Plant - Total		
13067		£249.00	1000	11/07/24	Chronicle Publishing Services - Advert in July edition of Chronicle	19282
		£249.00		Chronicle Publishing Services - Total		
13044		£131.40	1004/2	04/07/24	Councillor J Carr - Mileage and car park - Chairmans Training	
13054		£95.00	1045	08/07/24	Councillor J Carr - Tickets for Tendring Hundred Show	
		£226.40		Councillor J Carr - Total		
13049		£1,285.80	1080	04/07/24	Edge Designs - AdvantEDGE - 3 year contract	37968
		£1,285.80		Edge Designs - Total		
13038		£1,440.00	1040	02/07/24	Fisher Jones Greenwood Solicitors - Issues in relation to BLV	351647
		£1,440.00		Fisher Jones Greenwood Solicitors - Total		
13000		£69.60	1062/2	28/06/24	James Todd & Co Ltd - June 2024 Payroll Fee	71786
		£69.60		James Todd & Co Ltd - Total		
13001		£75.05	1006	27/06/24	Office IS - Stationery	3233
		£75.05		Office IS - Total		
13065		£114.30	1007	15/07/24	RCCE - Membership Fee 010424-310325	Band 4
		£114.30		RCCE - Total		

Signature

Date

Signature

Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
13002		£19.00	1008	19/06/24	Sandwich Town Council - Annual Cinque Port Ceremony - Cllr Carr	
		£19.00			Sandwich Town Council - Total	
13003		£80.51	1010/2	17/06/24	Sibbons - Padlock and key set	60371
13004		£127.25		21/06/24	Sibbons -	
1		£84.50	1010/7		Boots S11	
2		£42.75	1010/2		Stimmer line	
13047		£30.33	1010/1	03/07/24	Sibbons - Drill, anchorset, anchor bolt	60777
13051		£335.75	1010/5	09/07/24	Sibbons - Makita HR003GZ01 SDS Drill 40v Bare	60908
13060		£266.21		05/07/24	Sibbons -	
1		£67.47	1010/2		Combination Padlock	
2		£198.74	1010/5		Makita DHR242Z SDS Drill 18v Bare	
13064		£8.89	1010/3	11/07/24	Sibbons - forgefix M8 c 40mm Anchor projecting Bolt (10)	60980
13066		-£198.75	1010/5	08/07/24	Sibbons - Credit Note relating to Invoice 60845 - makita DHR242Z SDS Drill 18v Bare	60864
		£650.19			Sibbons - Total	
13058		£450.00	1200	23/05/24	TBS Hygiene Ltd - Dog Waste Collection 270424-310524	5486
13069		£360.00	1200	24/06/24	TBS Hygiene Ltd - Dog Waste Collection - June 24	5612
		£810.00			TBS Hygiene Ltd - Total	
13005		£208.80	1007	01/07/24	TDC - Annual Play Inspections 2024	7875542
		£208.80			TDC - Total	
13052		£20.00	1007	10/07/24	Tendring District Association Of Local Councils - Affiliation Fee May 24 to April 25	TDALC
		£20.00			Tendring District Association Of Local Councils - Total	
13006		£12.00	1010/2	07/06/24	Top Glass Window Cleaning - Bus Shelter cleaning	070624
13007		£14.00	1004/1	04/06/24	Top Glass Window Cleaning - Parish Hall Window Cleaning	040624
13008		£12.00	1010/2	19/06/24	Top Glass Window Cleaning - Bus Shelter cleaning	190624
13041		£14.00	1004/1	03/07/24	Top Glass Window Cleaning - Parish Hall Window Cleaning	030724

Signature

Date

Signature

Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
13042		£12.00	1010/2	03/07/24	Top Glass Window Cleaning - Bus Shelter Cleaning	030724
		£64.00			Top Glass Window Cleaning - Total	
13039		£691.92	1090/1	30/06/24	Tower Security (Tendring) Ltd - Nightling locking of gates - June 2024	INV-15095
		£691.92			Tower Security (Tendring) Ltd - Total	
13009		£390.40	1010/2	14/06/24	Wurth UK Ltd - Maintenance items	4036190486
		£390.40			Wurth UK Ltd - Total	
		£21.86			Salaries	
Total		£8,130.06				

Signature



Date

Signature



Financial Statement - Cashbook

Statement of receipts and payments between 01/04/24 and 30/04/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£2,823.91
Business Premium (Client A/C)	£8,781.95
Business Premium (Reserve A/C)	£72,147.92
Capital Reserve Account	£0.00
Instant Access Account	£206.09
Unity Current Account T2	£2,998.61
Total	£86,958.48

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Council			
10 Establishment	5.00	0.00	5.00
11 Bank loyalty payments	4.36	0.00	4.36
12 Bank interest & rewards	0.00	0.00	0.00
13 Interest - Base Rate Reward	0.00	0.00	0.00
15 Interest - Instant Access Account	0.00	0.00	0.00
16 LCTS (Local Council Support Scheme)	2,475.00	0.00	2,475.00
17 Precept	115,763.00	0.00	115,763.00
20 Gardens and Allotments	3,484.86	0.00	3,484.86
25 Grants/ S106	0.00	0.00	0.00
30 Property Leases	19,852.29	0.00	19,852.29
35 Recreation Grounds	198.39	0.00	198.39
40 Rents	420.00	0.00	420.00
45 Car Parking Income	0.00	0.00	0.00
50 Verge cutting / services	0.00	0.00	0.00
60 Sales Income	844.00	99.20	943.20
70 Recharge Accounts	0.00	0.00	0.00
98 Suspense	0.00	0.00	0.00
99 VAT Refunds	0.00	0.00	0.00
Council Total	143,046.90	99.20	143,146.10
Total Receipts	143,046.90	99.20	143,146.10

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Council			
1000 Adverts and Publicity	0.00	0.00	0.00
1001 Audit	0.00	0.00	0.00
1002 Insurance	3,503.52	0.00	3,503.52
1003 Legal Fees & Consultancy	625.00	125.00	750.00
1004 Parish Hall	991.59	160.27	1,151.86
1005 Sundries	0.00	0.00	0.00
1006 Stationery & Printing	525.67	105.14	630.81
1007 Subscriptions and Courses	1,210.87	0.00	1,210.87
1008 Mayors Civic Allowance	0.00	0.00	0.00
1009 Transport & Machinery	1,119.17	223.83	1,343.00
1010 Maintenance	341.46	53.89	395.35

Financial Statement - Cashbook

Statement of receipts and payments between 01/04/24 and 30/04/24 inclusive. This may include

1020 Utilities	1,306.19	33.58	1,339.77
1030 NNDR	410.95	0.00	410.95
1035 Improvements	2,264.88	452.98	2,717.86
1040 Lease administration	0.00	0.00	0.00
1045 Special Projects	85.50	17.10	102.60
1060 Salaries	16,365.64	0.00	16,365.64
1062 Fees & Allowances	39.60	7.92	47.52
1070 Grants	4,308.00	0.00	4,308.00
1080 Edge	0.00	0.00	0.00
1085 Structural reconfig & year end expenses	0.00	0.00	0.00
1090 Other	337.76	62.37	400.13
1200 Refuse disposal	628.13	125.63	753.76
1500 Earmarked Funds	3,540.00	0.00	3,540.00
2000 Cost of Sales	7.96	1.59	9.55
9998 Suspense	0.00	0.00	0.00
9999 VAT	0.00	0.00	0.00
Council Total	37,611.89	1,369.30	38,981.19
Total Payments	37,611.89	1,369.30	38,981.19

Closing Balances

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£25,496.71
Business Premium (Client A/C)	£5,099.97
Business Premium (Reserve A/C)	£72,147.92
Capital Reserve Account	£0.00
Instant Access Account	£81,862.82
Unity Current Account T2	£6,515.97
	£191,123.39
Total	£191,123.39




Financial Statement - Cashbook

Statement of receipts and payments between 01/05/24 and 31/05/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£2,823.91
Business Premium (Client A/C)	£8,781.95
Business Premium (Reserve A/C)	£72,147.92
Capital Reserve Account	£0.00
Instant Access Account	£206.09
Unity Current Account T2	£2,998.61
Total	£86,958.48

Balances at start of period

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£25,496.71
Business Premium (Client A/C)	£5,099.97
Business Premium (Reserve A/C)	£72,147.92
Capital Reserve Account	£0.00
Instant Access Account	£81,862.82
Unity Current Account T2	£6,515.97
Total	£191,123.39

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Council			
10 Establishment	0.00	0.00	0.00
11 Bank loyalty payments	11.78	0.00	11.78
12 Bank interest & rewards	0.00	0.00	0.00
13 Interest - Base Rate Reward	0.00	0.00	0.00
15 Interest - Instant Access Account	0.00	0.00	0.00
16 LCTS (Local Council Support Scheme)	0.00	0.00	0.00
17 Precept	0.00	0.00	0.00
20 Gardens and Allotments	289.80	0.00	289.80
25 Grants/ S106	0.00	0.00	0.00
30 Property Leases	250.00	0.00	250.00
35 Recreation Grounds	162.50	0.00	162.50
40 Rents	420.00	0.00	420.00
45 Car Parking Income	0.00	0.00	0.00
50 Verge cutting / services	0.00	0.00	0.00
60 Sales Income	375.41	64.29	439.70
70 Recharge Accounts	0.00	0.00	0.00
98 Suspense	0.00	0.00	0.00
99 VAT Refunds	6,457.86	0.00	6,457.86
Council Total	7,967.35	64.29	8,031.64
Total Receipts	7,967.35	64.29	8,031.64

PAYMENTS

Council

Net (£)

Vat (£)

Gross (£)

Financial Statement - Cashbook

Statement of receipts and payments between 01/05/24 and 31/05/24 inclusive. This may include

1000 Adverts and Publicity	0.00	0.00	0.00
1001 Audit	0.00	0.00	0.00
1002 Insurance	6,422.03	0.00	6,422.03
1003 Legal Fees & Consultancy	0.00	0.00	0.00
1004 Parish Hall	365.21	62.39	427.60
1005 Sundries	0.00	0.00	0.00
1006 Stationery & Printing	0.00	0.00	0.00
1007 Subscriptions and Courses	36.64	0.00	36.64
1008 Mayors Civic Allowance	599.00	109.80	708.80
1009 Transport & Machinery	1,056.94	211.39	1,268.33
1010 Maintenance	2,818.68	385.65	3,204.33
1020 Utilities	679.54	20.09	699.63
1030 NNDR	424.00	0.00	424.00
1035 Improvements	0.00	0.00	0.00
1040 Lease administration	0.00	0.00	0.00
1045 Special Projects	0.00	0.00	0.00
1060 Salaries	17,136.13	0.00	17,136.13
1062 Fees & Allowances	50.75	10.15	60.90
1070 Grants	500.00	0.00	500.00
1080 Edge	0.00	0.00	0.00
1085 Structural reconfig & year end expenses	0.00	0.00	0.00
1090 Other	633.77	115.64	749.41
1200 Refuse disposal	588.83	117.77	706.60
1500 Earmarked Funds	0.00	0.00	0.00
2000 Cost of Sales	159.96	0.00	159.96
9998 Suspense	0.00	0.00	0.00
9999 VAT	0.00	0.00	0.00
Council Total	31,471.48	1,032.88	32,504.36
Total Payments	31,471.48	1,032.88	32,504.36

Closing Balances

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£9,575.27
Business Premium (Client A/C)	£5,099.97
Business Premium (Reserve A/C)	£66,147.92
Capital Reserve Account	£0.00
Instant Access Account	£81,925.82
Unity Current Account T2	£3,901.69
	£166,650.67
Total	£166,650.67

Financial Statement - Cashbook

Statement of receipts and payments between 01/06/24 and 30/06/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£2,823.91
Business Premium (Client A/C)	£8,781.95
Business Premium (Reserve A/C)	£72,147.92
Capital Reserve Account	£0.00
Instant Access Account	£206.09
Unity Current Account T2	£2,998.61
Total	£86,958.48

Balances at start of period

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£9,575.27
Business Premium (Client A/C)	£5,099.97
Business Premium (Reserve A/C)	£66,147.92
Capital Reserve Account	£0.00
Instant Access Account	£81,925.82
Unity Current Account T2	£3,901.69
Total	£166,650.67

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Council			
10 Establishment	0.00	0.00	0.00
11 Bank loyalty payments	9.14	0.00	9.14
12 Bank interest & rewards	730.60	0.00	730.60
13 Interest - Base Rate Reward	0.00	0.00	0.00
15 Interest - Instant Access Account	0.00	0.00	0.00
16 LCTS (Local Council Support Scheme)	0.00	0.00	0.00
17 Precept	0.00	0.00	0.00
20 Gardens and Allotments	331.40	0.00	331.40
25 Grants/ S106	0.00	0.00	0.00
30 Property Leases	250.00	0.00	250.00
35 Recreation Grounds	112.50	0.00	112.50
40 Rents	420.00	0.00	420.00
45 Car Parking Income	0.00	0.00	0.00
50 Verge cutting / services	0.00	0.00	0.00
60 Sales Income	1,564.36	228.84	1,793.20
70 Recharge Accounts	39.99	0.00	39.99
98 Suspense	0.00	0.00	0.00
99 VAT Refunds	0.00	0.00	0.00
Council Total	3,457.99	228.84	3,686.83
Total Receipts	3,457.99	228.84	3,686.83

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Council			

Financial Statement - Cashbook

Statement of receipts and payments between 01/06/24 and 30/06/24 inclusive. This may include

1000 Adverts and Publicity	249.00	0.00	249.00
1001 Audit	320.00	0.00	320.00
1002 Insurance	0.00	0.00	0.00
1003 Legal Fees & Consultancy	0.00	0.00	0.00
1004 Parish Hall	857.23	139.46	996.69
1005 Sundries	0.00	0.00	0.00
1006 Stationery & Printing	289.71	49.78	339.49
1007 Subscriptions and Courses	1,289.88	224.00	1,513.88
1008 Mayors Civic Allowance	60.00	0.00	60.00
1009 Transport & Machinery	2,632.96	399.54	3,032.50
1010 Maintenance	1,935.22	331.21	2,266.43
1020 Utilities	351.14	15.16	366.30
1030 NNDR	424.00	0.00	424.00
1035 Improvements	0.00	0.00	0.00
1040 Lease administration	0.00	0.00	0.00
1045 Special Projects	39.99	0.00	39.99
1060 Salaries	16,814.16	0.00	16,814.16
1062 Fees & Allowances	58.00	11.60	69.60
1070 Grants	1,439.00	0.00	1,439.00
1080 Edge	205.00	41.00	246.00
1085 Structural reconfig & year end expenses	0.00	0.00	0.00
1090 Other	713.79	126.85	840.64
1200 Refuse disposal	410.33	82.07	492.40
1500 Earmarked Funds	0.00	0.00	0.00
2000 Cost of Sales	1,435.38	279.08	1,714.46
9998 Suspense	0.00	0.00	0.00
9999 VAT	0.00	0.00	0.00
Council Total	29,524.79	1,699.75	31,224.54
Total Payments	29,524.79	1,699.75	31,224.54

Closing Balances

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£5,731.77
Business Premium (Client A/C)	£5,055.72
Business Premium (Reserve A/C)	£44,611.82
Capital Reserve Account	£0.00
Instant Access Account	£82,375.81
Unity Current Account T2	£1,337.84
	£139,112.96
Total	£139,112.96




Financial Statement - Cashbook

Statement of receipts and payments between 01/04/24 and 30/06/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£2,823.91
Business Premium (Client A/C)	£8,781.95
Business Premium (Reserve A/C)	£72,147.92
Capital Reserve Account	£0.00
Instant Access Account	£206.09
Unity Current Account T2	£2,998.61
Total	£86,958.48

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Council			
10 Establishment	5.00	0.00	5.00
11 Bank loyalty payments	25.28	0.00	25.28
12 Bank interest & rewards	730.60	0.00	730.60
13 Interest - Base Rate Reward	0.00	0.00	0.00
15 Interest - Instant Access Account	0.00	0.00	0.00
16 LCTS (Local Council Support Scheme)	2,475.00	0.00	2,475.00
17 Precept	115,763.00	0.00	115,763.00
20 Gardens and Allotments	4,106.06	0.00	4,106.06
25 Grants/ S106	0.00	0.00	0.00
30 Property Leases	20,352.29	0.00	20,352.29
35 Recreation Grounds	473.39	0.00	473.39
40 Rents	1,260.00	0.00	1,260.00
45 Car Parking Income	0.00	0.00	0.00
50 Verge cutting / services	0.00	0.00	0.00
60 Sales Income	2,783.77	392.33	3,176.10
70 Recharge Accounts	39.99	0.00	39.99
98 Suspense	0.00	0.00	0.00
99 VAT Refunds	6,457.86	0.00	6,457.86
Council Total	154,472.24	392.33	154,864.57
Total Receipts	154,472.24	392.33	154,864.57

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Council			
1000 Adverts and Publicity	249.00	0.00	249.00
1001 Audit	320.00	0.00	320.00
1002 Insurance	9,925.55	0.00	9,925.55
1003 Legal Fees & Consultancy	625.00	125.00	750.00
1004 Parish Hall	2,214.03	362.12	2,576.15
1005 Sundries	0.00	0.00	0.00
1006 Stationery & Printing	815.38	154.92	970.30
1007 Subscriptions and Courses	2,537.39	224.00	2,761.39
1008 Mayors Civic Allowance	659.00	109.80	768.80
1009 Transport & Machinery	4,809.07	834.76	5,643.83
1010 Maintenance	5,095.36	770.75	5,866.11

Financial Statement - Cashbook

Statement of receipts and payments between 01/04/24 and 30/06/24 inclusive. This may include

1020 Utilities	2,336.87	68.83	2,405.70
1030 NNDR	1,258.95	0.00	1,258.95
1035 Improvements	2,264.88	452.98	2,717.86
1040 Lease administration	0.00	0.00	0.00
1045 Special Projects	125.49	17.10	142.59
1060 Salaries	50,315.93	0.00	50,315.93
1062 Fees & Allowances	148.35	29.67	178.02
1070 Grants	6,247.00	0.00	6,247.00
1080 Edge	205.00	41.00	246.00
1085 Structural reconfig & year end expenses	0.00	0.00	0.00
1090 Other	1,685.32	304.86	1,990.18
1200 Refuse disposal	1,627.29	325.47	1,952.76
1500 Earmarked Funds	3,540.00	0.00	3,540.00
2000 Cost of Sales	1,603.30	280.67	1,883.97
9998 Suspense	0.00	0.00	0.00
9999 VAT	0.00	0.00	0.00
Council Total	98,608.16	4,101.93	102,710.09
Total Payments	98,608.16	4,101.93	102,710.09

Closing Balances

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£5,731.77
Business Premium (Client A/C)	£5,055.72
Business Premium (Reserve A/C)	£44,611.82
Capital Reserve Account	£0.00
Instant Access Account	£82,375.81
Unity Current Account T2	£1,337.84
	£139,112.96
Total	£139,112.96



**BRIGHTLINGSEA TOWN COUNCIL
FINANCE & PROPERTY COMMITTEE**

Minutes of the Meeting held at the Parish Hall, Victoria Place, Brightlingsea
on Tuesday 16th July 2024 at 10.00 a.m.

Present:

Councillors

D Atkinson (Chairman)

J Carr, M Court, J Howard,

R Morgan and C Paveley

Also in Attendance:

Councillor Steady

Tracey Pulford - Town Clerk

2 Members of the Public

F.021 APOLOGIES FOR ABSENCE: Councillor Chapman.

F.022 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON THE 18TH JUNE 2024, RECEIVED BY COUNCIL ON THE 20TH JUNE 2024:

The Minutes were **accepted** as a true record.

F.023 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS:

Members were reminded of the requirement to disclose any interest in relation to items on the agenda when these are discussed.

F.024 FINANCIAL SUMMARY CASHBOOK REPORT FOR APRIL, MAY AND JUNE 2024:

The Town Clerk informed members that the Cashbook figures for April, May and June were:-

April 2024

Income for April 2024	£143,046.90
Expenditure for April 2024	£37,611.89

Bank Balances as at 30.04.24

Current Account (7055)	£25,496.71
Business Premium Account (8295)	£72,147.92
Business Premium Account (9433)	£5,099.97
Instant Access Account (0373)	£81,862.82
Current T2	£6,515.97
Making a total on all accounts of	£191,123.39

May 2024

Income for May 2024	£7,967.35
Expenditure for May 2024	£31,471.48

Bank Balances as at 31.05.24

Current Account (7055)	£9,575.27
Business Premium Account (8295)	£66,147.92
Business Premium Account (9433)	£5,099.97

Instant Access Account (0373)	£81,925.82
Current T2	£3,901.69
Making a total on all accounts of	£166,650.67

June 2024

Income for June 2024	£3,457.99
Expenditure for June 2024	£29,524.79

Bank Balances as at 30.06.24

Current Account (7055)	£5,731.77
Business Premium Account (8295)	£44,611.82
Business Premium Account (9433)	£5,055.72
Instant Access Account (0373)	£82,375.81
Current T2	£1,337.84
Making a total on all accounts of	£139,112.96

April - June 2024

Income to date 1 st April – 30 th June 2024	£154,472.24
Expenditure to date 1 st April – 30 th June 2024	£98,608.16

Councillor Paveley informed members that he is looking into the possibility of the Council opening another savings account, this time with Family Bank. He said that he is waiting to see if they accept applications from Local Councils.

F.025 DEBTORS LIST AS OF 30TH JUNE 2024:

A copy of the Debtors List as at 30/06/24 had been circulated to all members. It was noted that out of £12,811.38 outstanding, £8,500 relates to disputed debtors. The Chairman informed members that progress is being made on the card reader. He also said that in future the debtors list will include 'aged debtors' showing debts 30 days, 60 days and 90 days old.

F.026 BUDGETS:

The Chairman briefed members that the accounts system is up and running with the new budget headings, and reports will be produced showing the annual budget, year to date for the 1st quarter, plus the months figures. He circulated a copy of a report 'Budget Projections & Actuals 2024/2025' for 30th June 2024, and went through the items highlighted, including Bank interest & rewards, Property Leases, Sales Income, Legal Fees and Consultancy, Transport & Machinery, Maintenance, Grants – Standing Annual and Discretionary. Much discussion took place.

F.027 EXAMINING OF ACCOUNTS:

Councillor Steady informed members that he has examined the accounts for April, May and June 2024, and proposed 21 payments in the sum of £8,130.06 be authorised for payment. He said that the statements of balances are as per the cashbook figures, read out earlier in the meeting. Councillor Paveley agreed to second the accounts.

Recommendation: 21 payments totalling £8,130.06 are approved for payment, with Councillors Steady and Paveley signing off the invoices.

F.028 MEMBERS ALLOWANCES 2024/2025:

A copy of the Parish Independent Remuneration Panel Review January 2023 (confirmed 31st March 2023) had been circulated to all members. The Town Clerk informed members that this report is valid for a 4-year period, and the Recommended Maximum Allowance for Brightlingsea is:

Parish Basic Allowance – Maximum	£980.00
Chairman’s enhanced Parish Basic Allowance – Maximum	£1,305.00

She also reminded members that Co-Opted Councillors are unable to claim this allowance.

After discussion it was **agreed** to keep the allowances the same as 2023/2024 at:

Members Allowance	£552.00
Chairman’s Allowance	£696.00

Recommendation: Allowances for 2024/2025 are set at Members £552.00, Chairman’s £696.00.

F.029 VEHICLE LEASE:

Councillor Paveley briefed members that he is looking at the vehicle leases, and the contract for the Maxus is due to finish early August 2024. He said that there are many options available to the Town Council, which he is looking at, at the moment.

Recommendation: Councillor Paveley to liaise with the Grounds Manager on a new contract for a new vehicle.

F.030 INSURANCE CLAIMS:

The Chairman informed members that there are two insurance claims ongoing at the moment:-

Incident on the Western Promenade 2022 – The Town Clerk read out the latest email from Zurich Insurance Company, which stated “We are again contacting Tendring District Council’s Insurers to advise that we hold them responsible for the location.”

Damage to Network Electricity Equipment – Western Promenade Car Park – Damage has occurred to a pole in the Western Promenade Car Park, which made the pole spark etc. and need urgent attention from UK Power Networks. They are blaming a grass cutter for hitting the pole, however the Council has no evidence of any piece of equipment causing or obtaining any damage. This is with UK Power Networks Claims handler who will be responding in due course.

Before closing the meeting to the public, Councillor Atkinson asked if any member of the public had a question to the committee:-

Q1) When are the repairs to the Parish Hall going to be carried out? The gutter has been overflowing for months and is not joined up at the corner. This could cause problems in the future with the brick work. The Chairman replied that he will ask the Grounds Manager to look into this.

Councillor Atkinson then moved, in accordance with the Public Bodies (Admissions 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 Court.

F.031 MOTION TO EXCLUDE THE PUBLIC IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 –To discuss the following:-

- Disputed Debtors

F.032 DISPUTED DEBTORS:

Councillor Chapman arrived at the meeting at 10.52am. Councillor Mitchell arrived at the meeting at 10.53am.

Members discussed the three outstanding disputed debtors and agreed the next course of action.

F.033 CLOSE OF MEETING: There being no further business, the meeting closed at 11.19 a.m.

Received by Council on: 18.07.24

Approved by Committee on:

Signed by Chairman:

Signed by Chairman:

BRIGHTLINGSEA TOWN COUNCIL

Minutes of the Planning Committee Meeting held at
The Parish Hall, Victoria Place, Brightlingsea on
Tuesday 25th June 2024 at 10.00 a.m.

Present:

Councillors:

C Paveley (Chairman)

R Morgan (Vice Chairman)

J Chapman, J Howard and M Judson

Also in attendance:

Tracey Pulford – Town Clerk

008. APOLOGIES FOR ABSENCE: None received.

009. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 28TH MAY 2024:

The Minutes of the meeting held on 28th May 2024 were **approved** as a true record.

010. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS:

The Chairman reminded members to declare interests where necessary.

011. TO MAKE RECOMMENDATIONS IN RESPECT OF PLANNING APPLICATIONS
SUBMITTED TO TENDRING DISTRICT COUNCIL UP TO AND INCLUDING 28TH
MAY 2024:

The following applications had been received by Tendring District Council:

Application No: 24/00821/FULHH – Householder Planning Application – Single storey side
extension to form additional living space – 51 Colne Road, Brightlingsea

☐ Object ☒ Support ☐ Neutral

Reason for comment:

☐ Makes observations on the application
☐ No comment on the application
☐ No objection to the application
☐ Objects to application
☒ Supports application

Application No: 24/00759/FULHH – Householder Planning Application – Two storey rear
and side extension – 18 Tower Street, Brightlingsea

☐ Object ☒ Support ☐ Neutral

Reason for comment:

☐ Makes observations on the application – *Brightlingsea Town Council supports the
construction and street scene, subject to the officers implementing the required controls
required by the Brightlingsea Town Conservation Area*
☐ No comment on the application
☐ No objection to the application
☐ Objects to application
☒ Supports application
☐ No comment on the application

012. TO CONFIRM THE RECOMMENDATIONS, PREVIOUSLY AGREED BY EMAIL, ON THE FOLLOWING APPLICATIONS:

Application No:	24/00730/VOC
Proposal:	Application under Section 73 of the Town and Country Planning Act for Variation of Conditions 2 (Drawings) of application 23/00473/FULHH to enable/allow inclusion of the brick clad store at the rear and the adjustment of the steel pergola to remove some of the columns and beams
Location:	26 Manor House Way, Brightlingsea
Recommendation:	Support

Application No:	24/00737/FULHH
Proposal:	Householder Planning Application – Removal of existing summer house and replace with new single storey side extension with flat roof and bi-fold doors. To be finished in timber cladding to match existing dwelling
Location:	Colts House, Folkards Lane, Brightlingsea
Recommendation:	Support

013. TO NOTE THE FOLLOWING APPLICATION WHICH IS 'FOR INFORMATION ONLY':

Application No:	24/00784/LUPROP
Proposal:	Application for Lawful Development Certificate for Proposed Use of Development for loft conversion
Location:	38 Park Drive, Brightlingsea

This application was noted.

014. TO NOTE THE FOLLOWING APPEAL NOTIFICATION:

Appeal A - Ref:	APP/P1560/W/23/3321310
Location:	Vicarage Field, Church Road, Brightlingsea
Application No:	22/01688/FUL
Decision:	Dismissed
Appeal B – Ref:	APP/P1560/W/23/3321311
Location:	Vicarage Field, Church Road, Brightlingsea
Application No:	23/00169/FUL
Decision:	Dismissed

These appeals were noted.

015. CLOSE OF MEETING:

There being no further business to discuss, the Meeting closed at 10.09 a.m.

Received by Council on:

Approved by Committee on:

9/7/24

Signed by Chair:

Signed by Chair:

BRIGHTLINGSEA TOWN COUNCIL

Minutes of the Planning Committee Meeting held at
The Parish Hall, Victoria Place, Brightlingsea on
Tuesday 9th July 2024 at 10.00 a.m.

Present:

Councillors:

C Paveley (Chairman)
J Chapman and J Howard

Substitute Members:

Councillor Carr for Councillor Morgan
Councillor Steady for Councillor Judson

Also in attendance:

Tracey Pulford – Town Clerk

016. APOLOGIES FOR ABSENCE: Councillor Carr.

017. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 25TH JUNE 2024:

The Minutes of the meeting held on 25th June 2024 were **approved** as a true record.

018. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS:

The Chairman reminded members to declare interests where necessary.

019. TERMS OF REFERENCE:

A copy of the Planning Committee Terms of Reference, as agreed by Full Council on the 15th June 2022, had been circulated to all members. After discussion it was **agreed** that no amendments were required.

020. TO MAKE RECOMMENDATIONS IN RESPECT OF PLANNING APPLICATIONS SUBMITTED TO TENDRING DISTRICT COUNCIL UP TO AND INCLUDING 9TH JULY 2024:

The following applications had been received by Tendring District Council:

Application No: 24/00886/FUL – Planning Application – Converting the existing building into two residential units – 1 Duke Street, Brightlingsea

☐ Object ☒ Support ☐ Neutral

Reason for comment:

☒ Makes observations on the application – *Subject to the Officers implementing the required controls required by the Brightlingsea Town Conservation Area*

☐ No comment on the application

☐ No objection to the application

☐ Objects to application

☒ Supports application

Application No: 24/00975/FUL – Planning Application – Change of use of workshop and adjacent annex to single storey one bedroom house, including alterations and first floor extension – 7 Ladysmith Avenue, Brightlingsea

☒ Object ☐ Support ☐ Neutral

Reason for comment:

☒ Makes observations on the application – *This application does not resolve the outstanding issues raised by the Appeal. Also, Brightlingsea Town Councils comments on the earlier application still stand.*

☐ No comment on the application

☐ No objection to the application

☒ Objects to application

☐ Supports application

☐ No comment on the application

021. TO NOTE THE FOLLOWING APPLICATION WHICH IS 'FOR INFORMATION ONLY:

Application No:	24/00801/LUPROP
Proposal:	Application for Lawful Development Certificate for Proposed Use or Development for rear single storey extension
Location:	14 Bellfield Avenue

This application was noted.

Before the meeting closed members discussed the street scene of the Beach huts, and in particular two beach huts around the Boating Lake that are in poor condition. After discussion it was agreed that Councillors Paveley, Howard, Carr and the Grounds Manager would carry out an inspection of all the huts around the Boating Lake, and the owners written to, where applicable.

022. CLOSE OF MEETING:

There being no further business to discuss, the Meeting closed at 10.18 a.m.

Received by Council on:

Approved by Committee on:

Signed by Chair:

Signed by Chair:

<i>Application No. Decision Date of Decision Conditions/Reasons</i>	<i>Applicant's Name</i>	<i>Proposal</i>	<i>Location</i>
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Agenda Item 07 – Planning Decisions for Brightlingsea Town Council

<u>24/00593/FULH</u> <u>H</u> Approval - Full 17.06.2024 Delegated Decision	Mr and Mrs R Chester Brightlingsea Town Council supported this application.	Householder Planning Application - Single storey side extension.	11 Whitegate Road Brightlingsea Colchester Essex CO7 0EP
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01 COMPLIANCE REQUIRED: COMMENCEMENT TIME LIMIT

CONDITION: The development hereby permitted shall be begun not later the expiration of three years from the date of this permission.

REASON: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

NOTE/S FOR CONDITION:

The development needs to commence within the timeframe provided. Failure to comply with this condition will result in the permission becoming lapsed and unable to be carried out. If commencement takes place after the time lapses this may result in unlawful works at risk Enforcement Action proceedings. You should only commence works when all other conditions requiring agreement prior to commencement have been complied with.

02 APPROVED PLANS & DOCUMENTS

CONDITION: The development hereby permitted shall be carried out in accordance with the drawings/documents listed below and/or such other drawings/documents as may be approved by the Local Planning Authority in writing pursuant to other conditions of this permission or such drawings/documents as may subsequently be approved in writing by the Local Planning Authority as a non-material amendment following an application in that regard (except for Listed Building Consents). Such development hereby permitted shall be carried out in accordance with any Phasing Plan approved, or as necessary in accordance with any successive Phasing Plan as may subsequently be approved in writing by the Local Planning Authority prior to the commencement of development pursuant to this condition.

Drawing No. 01
Drawing No. 02

REASON: For the avoidance of doubt and in the interests of proper phased planning of the development.

NOTE/S FOR CONDITION:

The primary role of this condition is to confirm the approved plans and documents that form the planning decision. Any document or plan not listed in this condition is not approved, unless otherwise separately referenced in other conditions that also form this decision. The second role of this condition is to allow the potential process of Non Material Amendment if found necessary and such future applications shall be considered on their merits. Lastly, this condition also allows for a phasing plan to be submitted for consideration as a discharge of condition application should phasing be needed by the developer/s if not otherwise already approved as part of this permission. A phasing plan submission via this condition is optional

<i>Application No. Decision Date of Decision Conditions/Reasons</i>	<i>Applicant's Name</i>	<i>Proposal</i>	<i>Location</i>
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and not a requirement.

Please note in the latest revision of the National Planning Policy Framework (NPPF) it provides that Local Planning Authorities should seek to ensure that the quality of approved development is not materially diminished between permission and completion, as a result of changes being made to the permitted scheme (for example through changes to approved details such as the materials used). Accordingly, any future amendment of any kind will be considered in line with this paragraph, alongside the Development Plan and all other material considerations.

Any indication found on the approved plans and documents to describe the plans as approximate and/or not to be scaled and/or measurements to be checked on site or similar, will not be considered applicable and the scale and measurements shown shall be the approved details and used as necessary for compliance purposes and/or enforcement action.

<i>24/00590/FULH H Approval - Full 25.06.2024 Delegated Decision</i>	<i>Mrs Jean Saywell Brightlingsea Town Council were neutral on this application – is this overdevelopment? Also, it is not aesthetically pleasing due to varying roof line.</i>	<i>Householder Planning Application - Single storey rear extension to attached annex.</i>	<i>Paxton Dene Church Road Brightlingsea Colchester Essex CO7 0QT</i>
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01 COMPLIANCE REQUIRED: COMMENCEMENT TIME LIMIT

CONDITION: The development hereby permitted shall be begun not later the expiration of three years from the date of this permission.

REASON: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

NOTE/S FOR CONDITION:

The development needs to commence within the timeframe provided. Failure to comply with this condition will result in the permission becoming lapsed and unable to be carried out. If commencement takes place after the time lapses this may result in unlawful works at risk Enforcement Action proceedings. You should only commence works when all other conditions requiring agreement prior to commencement have been complied with.

02 APPROVED PLANS & DOCUMENTS

CONDITION: The development hereby permitted shall be carried out in accordance with the drawings/documents listed below and/or such other drawings/documents as may be approved by the Local Planning Authority in writing pursuant to other conditions of this permission or such drawings/documents as may subsequently be approved in writing by the Local Planning Authority as a non-material amendment following an application in that regard (except for Listed Building Consents).

Drawing No.s
0175-A-200 04 - Proposed Floor Plans and Elevations
0176-A-001 00 - Proposed Outline Plan
0176-A-001 00 - Location and Block Plan

REASON: For the avoidance of doubt.

NOTE/S FOR CONDITION:

The primary role of this condition is to confirm the approved plans and documents that form the planning decision. Any document or plan not listed in this condition is not approved, unless otherwise separately referenced in other conditions that also form this decision. The second role of this condition is to allow the potential process of Non Material Amendment if found necessary and such future applications shall be considered on their merits.

Please note in the latest revision of the National Planning Policy Framework (NPPF) it provides that Local Planning Authorities should seek to ensure that the quality of approved development is not materially diminished between permission and completion, as a result of changes being made to the permitted scheme (for example through changes to approved details such as the materials used). Accordingly, any future amendment of any kind will be considered in line with this paragraph, alongside the Development Plan and all other material considerations.

Any indication found on the approved plans and documents to describe the plans as approximate and/or not to be scaled and/or measurements to be checked on site or similar, will not be considered applicable and the scale and measurements shown shall be the approved details and used as necessary for compliance purposes and/or enforcement action.

03 SPECIFIC RESTRICTION ON DEVELOPMENT: OCCUPATION

CONDITION: This permission shall only authorise the use and occupation of the accommodation hereby approved for purposes incidental and ancillary to the principal dwelling known as Paxton Dene, Church Road, Brightlingsea (or as may be renamed in the future) and does not permit the use of the approved accommodation as a separate household unrelated and not incidental/ancillary to the principal dwelling.

REASON: The proposed annexe would not be acceptable under the established policies of Local Plan and NPPF by representing a net increase in dwelling units were the development to be occupied as an unrelated dwelling and not considered as one household. Furthermore, having regard to its particular relationship with the principal dwelling, there is potential for noise, activity and disturbance detrimental to the amenity of that principal dwelling were the development to be occupied as an unrelated dwelling.

NOTE/S FOR CONDITION

Unless otherwise stated, this condition applies to the site outlined in red and to all new development that forms any net increase in residential accommodation and may include change of use of buildings, change of use of land for the siting of caravans or similar, new buildings and extensions.

[24/00489/FULH](#)
[H](#)
Refusal - Full
03.07.2024
Delegated
Decision

Mr Gary Cambell
**Brightlingsea
Town Council
objected to this
application on the
following reasons:**

Householder Planning
Application - Front porch
and side extension.

48 Mill Street
Brightlingsea
Colchester
Essex
CO7 0SZ

“This development is out of character; over development of the area; would affect the street scene; is in the Coastal Protection Zone and outside the town development area and next to SSSI land and flood zone.”

<i>Application No. Decision Date of Decision Conditions/Reasons</i>	<i>Applicant's Name</i>	<i>Proposal</i>	<i>Location</i>
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- 01 One of the core planning principles of The National Planning Policy Framework (NPPF) as stated at paragraph 130 is to always seek to secure high quality design. Policies SP7 and SPL 3 of the Tendring District Local Plan 2013-2033 aim to ensure that all new development makes a positive contribution to the quality of the local environment, relates well to its site and surroundings particularly in relation to its scale, massing, form, design and materials.

This section of Mill Street comprises a characterful terrace of eight dwellings which typically have modest front porches but are otherwise un-extended to the front. The proposed porch and extension are located to the front and side of the property and would be clearly seen from the street scene of Mill Street. Both the side extension and the wide front porch would appear prominent and out of proportion with the host dwelling and neighbouring terrace of dwellings to the detriment of visual amenity and the character of the surrounding area. This harm would be exacerbated by the use of hardiplank cladding to the first floor of the side extension, making it appear more prominent and out of character with the predominant use of render and brick to the existing terrace. The proposed extensions would therefore be contrary to the aforementioned national and local planning policies.

<u>24/00784/LUPR</u> <u>OP</u> <i>Lawful Use Certificate Granted 04.07.2024 Delegated Decision</i>	<i>Mr Owen Bryan</i> <i>This application was noted.</i>	<i>Application for Lawful Development Certificate for Proposed Use or Development for loft conversion.</i>	<i>38 Park Drive Brightlingsea Colchester Essex CO7 0UB</i>
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- 01 The proposed development constitutes permitted development by virtue of the provisions of Schedule 2, Part 1, Class B of The Town and Country Planning (General Permitted Development) (England) Order 2015.

<u>24/00737/FULH</u> <u>H</u> <i>Approval - Full 11.07.2024 Delegated Decision</i>	<i>Mr Anthony Martin</i> <i>Brightlingsea Town Council supported this application.</i>	<i>Householder Planning Application - Removal of existing summer house and replace with new single storey side extension with flat roof and bi-fold doors. To be finished in timber cladding to match existing dwelling.</i>	<i>Colts House Folkards Lane Brightlingsea Colchester Essex CO7 0SP</i>
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01 COMPLIANCE REQUIRED: COMMENCEMENT TIME LIMIT

CONDITION: The development hereby permitted shall be begun not later the expiration of three years from the date of this permission.

REASON: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004.

NOTE/S FOR CONDITION:

The development needs to commence within the timeframe provided. Failure to comply with this

<i>Application No. Decision Date of Decision Conditions/Reasons</i>	<i>Applicant's Name</i>	<i>Proposal</i>	<i>Location</i>
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condition will result in the permission becoming lapsed and unable to be carried out. If commencement takes place after the time lapses this may result in unlawful works at risk Enforcement Action proceedings. You should only commence works when all other conditions requiring agreement prior to commencement have been complied with.

02 APPROVED PLANS & DOCUMENTS

CONDITION: The development hereby permitted shall be carried out in accordance with the drawings/documents listed below and/or such other drawings/documents as may be approved by the Local Planning Authority in writing pursuant to other conditions of this permission or such drawings/documents as may subsequently be approved in writing by the Local Planning Authority as a non-material amendment following an application in that regard (except for Listed Building Consents). Such development hereby permitted shall be carried out in accordance with any Phasing Plan approved, or as necessary in accordance with any successive Phasing Plan as may subsequently be approved in writing by the Local Planning Authority prior to the commencement of development pursuant to this condition.

- Drawing No. 0190-A-001
- Drawing No. 0190-A-002
- Drawing No. 0190-A-200 01

REASON: For the avoidance of doubt and in the interests of proper phased planning of the development.

NOTE/S FOR CONDITION:

The primary role of this condition is to confirm the approved plans and documents that form the planning decision. Any document or plan not listed in this condition is not approved, unless otherwise separately referenced in other conditions that also form this decision. The second role of this condition is to allow the potential process of Non Material Amendment if found necessary and such future applications shall be considered on their merits. Lastly, this condition also allows for a phasing plan to be submitted for consideration as a discharge of condition application should phasing be needed by the developer/s if not otherwise already approved as part of this permission. A phasing plan submission via this condition is optional and not a requirement.

Please note in the latest revision of the National Planning Policy Framework (NPPF) it provides that Local Planning Authorities should seek to ensure that the quality of approved development is not materially diminished between permission and completion, as a result of changes being made to the permitted scheme (for example through changes to approved details such as the materials used). Accordingly, any future amendment of any kind will be considered in line with this paragraph, alongside the Development Plan and all other material considerations.

Any indication found on the approved plans and documents to describe the plans as approximate and/or not to be scaled and/or measurements to be checked on site or similar, will not be considered applicable and the scale and measurements shown shall be the approved details and used as necessary for compliance purposes and/or enforcement action.

<i>Application No. Decision Date of Decision Conditions/Reasons</i>	<i>Applicant's Name</i>	<i>Proposal</i>	<i>Location</i>
<u>24/00801/LUPR OP</u> Application Withdrawn 08.07.2024 Delegated Decision	Mr Fulton Morrow <i>This application was noted.</i>	Application for Lawful Development Certificate for Proposed Use or Development for rear single storey extension.	14 Bellfield Avenue Brightlingsea Essex CO7 0NT

Environment and Transport Team

Notes of Meeting held on Tuesday 9th July 2024 at 5.30pm
at the Parish Hall, Victoria Place, Brightlingsea CO7 0BP

Present:

Councillors J Howard(Chairman)
D Atkinson, M Barry (from 5.33pm onwards),
K Mitchell and G Steady

Also present:

Councillor M Court, K Pentney
County Councillor Goggin
By Zoom: Terry Hamilton (Grounds Manager)

1. **Apologies for Absence** – Councillors Judson and Morgan
2. **To receive the notes of the meeting held on 12th June 2024** – Noted.
3. **Footpaths, Alleyways and Byways** – Councillor Court updated members and had circulated a paper which he put together a few months ago. He said that the footpaths are not being cut by Essex County Council, and that the Council has three options (1) leave the situation as it is, (2) Look into a Service Level Agreement or (3) Look into the Parish Paths Partnership (P3) Scheme. He added that a volunteer group has already been set up, called Brightlingsea Bramble Brigade.

Terry Hamilton said that it is good that this group is helping to cut the paths, but everyone needs to know what the other is doing.

County Councillor Goggin updated on the situation, and also on the three options, as listed above. Much discussion took place. It was then **agreed** that (1) Let the office know what footpaths have been cut by the volunteers; (2) The Council looks into the P3 Scheme further and invites the Essex County Council representatives to attend a meeting in the future.

Recommendation: (1) Let the office know what footpaths have been cut by the volunteers; (2) The Council looks into the P3 Scheme further and invites the Essex County Council representatives to attend a meeting in the future.

4. **Update on the following:-**

- Access Road by Lozenge – Still ongoing.
- Zebra Crossing – A copy of the Local highways Panel Brochure 5 – Crossing Facilities to be circulated to all members. County Councillor Goggin briefed on the Zebra Crossing that was installed at the Colne Community School. After discussion it was **agreed** that a sub-committee would be formed, consisting of Councillors Howard, Pentney and Steady, to look at the criteria for a zebra crossing.
- Odour – Councillor Steady informed members that, according to Spotted on Facebook, the smell had returned. He has also asked a resident, who has private and confidential information from the Environment Agency, if it would be circulated, as it answers many of the questions people are asking.

Recommendation: Zebra Crossing – (1) A copy of the Local highways Panel Brochure 5 – Crossing Facilities to be circulated to all members (2) A sub-committee would be

formed, consisting of Councillors Howard, Pentney and Steady, to look at the criteria for a zebra crossing.

Town Clerk to contact SRC to ask the following:- ‘we will be interested to know your Companies intentions and future timescales.’

5. **Essex County Council Pot Hole and other issues initiative** – Councillors Atkinson reported that he is to carry out a tour of the town, with Councillor Morgan, and this has not taken place yet.
6. **Western Promenade – Street Light issues** – The Chairman informed members that this situation is ongoing since the flood, and that she would keep it on the agenda until the issue is resolved.
7. **Recycling** – Councillor Steady briefed members on an idea to place small rubbish/recycling bins somewhere along the Western Promenade. The Clerk asked if this had been discussed with the Grounds Manager.

Shared Space Sign – Councillor Steady informed members that in Colchester Castle Park, this scheme is used, and proposed that it is progressed with Tendring District Council for along the Promenade. Agreed.

Recommendation: Shared Space is progressed with Tendring District Council for along the Promenade.

8. **Beach Hut 312** – The Chairman informed members that Brightlingsea Town Council owns Beach Hut 312, but it is need of attention. She said that she, together with the Town Clerk and Administrative Assistant are going to have a look at the condition of hut tomorrow, as we have had an enquiry to hire it out for one week.
(Post meeting note: the hut is in desperate need of attention, so cannot be hired out at the moment.)

9. **Feeding of Wildlife on the Boating Lake** – The Chairman informed members that Councillor Carr had been contacted by a resident, who was verbally abused when they informed some people not to feed bread to the ducks. There is a sign at the boating lake, advising on what is best to feed the wildlife, and it was suggested that maybe an article could be put in the Chronicle about this, possibly drafted by the Grounds Manager and Susie Jenkins.

Recommendation - an article could be put in the Chronicle about this, possibly drafted by the Grounds Manager and Susie Jenkins.

10. **Report from Grounds Manager – Terry Hamilton** – A copy of the report had been circulated to all members. It was noted that the Regatta are to have a ‘wash-up’ meeting, where the issue of rubbish will be discussed.
11. **Any other Business** –
The next Essex County Council Passenger Transport Meeting is being held virtually on Wednesday 24th July from 10am until 12pm. If any Councillor is interested in attending, please let the Town Clerk know.

12. **Date of Next Meeting** – Thursday 8th August 2024 at 1.30pm

Before the meeting closed the Chairman thanked County Councillor Goggin for attending.

Meeting closed at 6.45pm.

Facilities and Community Assets Team

Notes of Meeting held on Tuesday 16th July 2024 at 11.00am at the Parish Hall

Present:-

Councillor Morgan (Chairman)
Councillors Atkinson, Chapman, Howard,
Paveley and Steady

Also present: Councillors Carr, Court and Mitchell

1. **Apologies for Absence** – Councillor Pentney
2. **To receive the notes of the Meeting held on 12th June 2024** – Noted.
3. **The Hard – Update on the following:-**
 - **Brightlingsea Harbour Commissioners Lease** – Version 6 of the draft lease has been sent to the Harbour Commissioners, for their consideration.
 - **Heritage Pier** – A lot of correspondence has been received regarding the Heritage Pier, and later on today, Councillors Carr and Howard will be meeting with a local resident to discuss some issues/concerns.
 - **Land Registry and First Registration Claim** – An update was given on the Land Registry issue, and further information will be updated under Part B of the next Council meeting.
4. **Western Promenade - Update on the following:-**
 - **Brightlingsea Leisure Village** – An update was given on the Brightlingsea Leisure Village issue, and further information will be updated under Part B of the next Council meeting.
 - **Batemans Tower Café**
 - (a) **Development Plans** – A copy of an email dated 27.6.24 from the tenant had been circulated to all members. After discussion it was agreed that a reply would be drafted, to be agreed under Part B of the next Council meeting.
 - (b) **Drain at Tap B1** – A copy of an email from the Beach Hut Manager of Tendring District Council had been circulated to all members. After discussion it was agreed to supply the tenant's details directly to Tendring District Council, so they can contact the tenant about the issue.
 - (c) **Street Trading** – A copy of Tendring District Council's Street Trading document had been circulated to all members. This document states:-
TRADING OF ANY TYPE IS NOT PERMITTED IN THE FOLLOWING STREETS
Street – Promenade Way, Brightlingsea
Effective Date – 1 January 1986
This document can be found on Tendring District Council's website, and also the Town Council website.
 - **Boating Lake and Hut** – Councillor Morgan informed members that he had not received any further response from the Scouts. After discussion it was agreed that the Scouts are written to, asking for an update within 14 days, and that the Council are minded, if no material usage takes place this year, to look for tenders for the hire of boats next year. Regarding the Model Boat Club use, Council is asked for their comments.
 - **Pawsons Playground** – Councillor Steady briefed members.

Recommendation – Batemans Tower Café (1) A reply would be drafted, to be agreed under Part B of the next Council meeting; (2) Supply the tenant's details direct to Tendring District Council, so they can contact the tenant about the issue.

Boating Lake and Hut – (1) The Scouts are written to, asking for an update within 14 days, and that the Council are minded, if no material usage takes place this year, to look for tenders for the hire of boats next year; (2) The Council is asked for their comments regarding the Model Boat Club use.

Paddling Pool – Councillor Steady to obtain a timeframe for the works to be completed.

5. Bayard Recreation Ground – Update on the following:-

- **Playgroup correspondence** – No discussion took place on this item, as it was discussed at the recently held Finance meeting.

8. Flagpole in the High Street – Councillor Carr briefed members that a resident would like a flagpole in the High Street, with a flag flying. They are also prepared to sponsor the first year, with £100.00. After discussion it was agreed to write back to the resident, stating that it is a good idea, however in order for the council to take this request further, we will need to liaise with the residents for design etc. Also, the Council will be talking to the Royal British Legion about the flagpole in the War Memorial Gardens.

Recommendation: The Council writes back to the resident, stating that the flagpole in the High Street is a good idea, however in order for the council to take this request further, we will need to liaise with the residents for design etc. Also, the Council will be talking to the Royal British Legion about the flagpole in the War Memorial Gardens.

7. Three Priorities for 2024/2025:- Much discussion took place and it was agreed that a separate meeting would be held, for all Councillors to attend, and give their suggestions on any future plans for the town.

Recommendation: A meeting is arranged for all Councillors to attend, to give their suggestions on any future plans for the town.

8. Report from Terry Hamilton – Grounds Manager – No report had been submitted.

9. Any other Business – Councillor Steady updated members on the Cricket Club plans.

The Town Clerk informed members that Councillor Pentney had given some ideas for the meeting to consider, as follows:-

- Boating Lake – Duck feeding station/dispenser
- Scouts Row Boats to continue using the Boating Lake
- Seawall Walk – promote the history of the Old Railway Line with wildlife along the river with signage
- Like to see Pedalo's on the Boating Lake (Grounds Manager advised that the lake is too shallow for this).

10. Date of next meeting – The next FCA meeting is scheduled for Tuesday 6th August 2024 at 10.30am. The strategic FCA meeting to discuss future plans is scheduled for Thursday 8th August 2024 at 7.30pm.

The meeting closed at 12.42pm.

Agenda Item 08

Welfare & Residents Services Report from Councillor Chapman

The Diabetic Eye Screening was held at the Parish Hall from Wednesday 26th June until Friday 5th July 2024. Over this period, 227 appointments were booked, with 193 patients attending. 25 patients DNA (did not attend), and 9 patients were either late or cancelled.

Communications and Tourism Team

Notes of meeting held on 12th July 2024 at 1500hrs
Parsh Hall Victoria Place Brightlingsea CO7 0BP

Present:

Councillors C Pavley(Chairman)
J Carr, K Mitchell

1. Apologies Councillor K Pentney (Withdrawn for Comms Team).
2. To receive notes of meeting 12th June 2024 - noted.
3. Press release flow chart – Councillor Pavley explained process and advised discussion had taken place with Admin Officer and Town Clerk who agreed process met requirements. Discussion re review of comms team policy and adoption of process.

Recommendation: (1) Flow chart is adopted as new process for press/social media release; (2) Process forms part of Comms Team Policy; (3) To develop a New Communications Policy Document.

4. Notice Boards – Communications Team looking at better utilisation of Council notice boards and proposed siting of new notice boards. Councillor Mitchell advised board in High Street near old shoe menders may be available for council use and possibility of re-siting council notice board location. Suggestions for consideration of locations for notice boards discussed. Councillor Carr advised notice board at the Hard is not utilised and in wrong location.

Action – Councillor Carr agreed to draw up a paper for notice boards use for August council.

Recommendation: Hard notice board is removed and refurbished so it's ready to be re-sited at an agreed new location.

5. Press updates and releases - Cut-off date for Chronicle discussed.

Communications Team note public feedback re information not being released or out of date and need to establish new procedure to keep public informed and website updated so as not to undermine new website. Councillor Pavley advised of discussion with Brightlingsea Info and need to get ahead of the curve. Discussion took place re need to update website with meetings, policies that are currently missing and release up to date information. Training discussed re web management.

Recommendation: (1) All Team and Committee Chairs and Mayor provide Communications Team with “monthly message” – to be taken from meeting for consideration of publication on website and to social media/press; (2) Involve Admin Team and/or Town Clerk in Communications as part of Communications Team, attendance at meetings.

Date of next meeting Friday 9th August at 1000hrs.

Councillor Mick Barry

- 1) 26.6.24 – meetings with officers re cost savings – leisure and public realm
- 2) 28.6.24 – meeting with Football Foundation and Essex FA re funding for local football club pitch improvements and repair.
- 3) Discussion with officers re open space management and ECC
- 4) 2.7.24 - Informal Cabinet meeting – update on Waste and Street sweeping contract, Norwich to Tilbury Pylons submission.
- 5) 3.7.24 – meeting with officers re portfolio issues sport and leisure.
- 6) 8.7.24 – Meeting re open space management, grass cutting
- 7) Attended Jack Petchey Awards – Westcliff theatre, gave prizes.
- 8) 9.7.24 – Demonstration – Digital ‘Open Active’ platform for managing and sharing information regarding sport and activity in Tendring.
- 9) 11.7.24 – Active Travel Group Meeting – Clacton
- 10) 12.7.24 – Informal Cabinet Meeting –
Post Election Assessment, Conservation Areas
Delivery of Projects – LUF, Town Plan, Dovercourt Capital Regeneration projects
- 11) 15.7.24 – Tour de Tendring debrief, 10k run presentation
- 12) 17.7.24 – meeting re nepp briefing
- 13) 18.7.24 – NEPP meeting Colchester

Councillor Jayne Chapman

Nothing to report.

Councillor Graham Steady

Local Government Reform 1974:-

- TDC formed
- BUDC became BTC
- Some powers and assets transferred to TDC
- BTC did not transfer all assets to TDC
- Some other councils did
- All assets transferred became TDC owned.
- Clacton has no Town Council therefore TDC are Clacton’s “Town” Council

20th June - Resources Services Overview and Scrutiny Committee informal meeting to discuss work programme for

17th July - Community Leadership overview and Scrutiny informal meeting to discuss work programme

18/7 Portfolio Holder working group regarding levelling up

Both work programmes are interesting and full, three items I would like to highlight are:

- Review of assets
- Coastal Communities Unit
- To examine joint working with town and parish councils for mutually beneficial collaboration.

Town Clerk's Report – Agenda Item 11
Council Meeting 18th July 2024

Items requiring action:

- (1) Brightlingsea Carnival Association requests permission to hold its 2025 Carnival on the Bayard Recreation Ground on Saturday 21st June 2025.
- (2) We have received a request from two local residents, who have recently published Poetry Collections, and are planning a Launch Event, and would like to use the Millenium Gardens for this. They are considering a mid-week evening date, free to attendees, will not be providing refreshments but will invite attendees to bring their own – hoping to have a picnic type atmosphere. There may be music during the interval, but this will be considerate of neighbouring properties. The event will be advertised 16 years old plus. The preferred date is sometime from 29th July to end of August 2024.

Issues reported since the last meeting:

ECC Highways potholes/road issues (reported using What 3 Words – with photos attached to report)

Remote Footway reported Ash Close leading to Park Drive – 20.06.24 – 2926621.

Remote Footway reported Marennes Crescent leading to Colne Community school entrance/Church Road – 20.06.24 – 2926622.

Mill Street – overhanging/overgrown vegetation – 02.07.24 – 2928705.

Emailed Colne School regarding hedge outside and this is due to be cut on schedule in school holidays – 03.07.24.

Emailed developer re overhanging hedges near to new development – 04.07.24.

Street Lights/Signs – ECC:

30mph speed limit sign at Church Road has been replaced, 20.06.24.

Tendring District Council:

Fridge freezer dumped in communal gardens of Sayers House by a resident – 20.06.24.

Unemptied bin behind beach hut 207 – reported to TDC – 08.07.24.

Fly tipping at the Lozenge again – 11.07.24, photos attached.