

BRIGHTLINGSEA TOWN COUNCIL

Minutes of the Council Meeting held at
The Parish Hall, Victoria Place, Brightlingsea,
on: Thursday 18th July 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 (from 7.36pm onwards) and G Steady

In attendance:

Tracey Pulford – Town Clerk

11 Members of the public

County Councillor Goggin (until 7.25pm)

38. APOLOGIES FOR ABSENCE: Councillor Morgan, who is currently stuck in traffic, will be joining the meeting later in the evening.

39. TO RECEIVE THE MINUTES OF THE ANNUAL MEETING HELD ON THE 20TH JUNE 2024 AND TO CONFIRM AS A CORRECT RECORD:

Councillor Chapman proposed that the Minutes of the meeting held on the 20th June 2024 were accepted as a true record. Seconded by Councillor Mitchell. **Agreed.**

40. MAYORS ANNOUNCEMENTS:

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

Councillor Carr presented the Council with a new Gavel, given to him after this 'Chairmans Training' at the Essex Association of Local Councils. He asked for members to make a note in their diaries that he is organising a Health Awareness Day on Saturday 14th September 2024 at the Community Centre, which will include various talks by Surgeons.

41. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS:

The Mayor reminded Members to declare interests when necessary.

42. 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 lot of time has been spent on school admissions. A lot of the problems are primarily focused in Alresford. The cohort for that year is normally 20, however with money from Wimpy Developers, the class size had increased to 30, which is the legal limit. There are 14 parents who either put down Alresford for their first and only choice or first choice. Of that 14, one parent has taken the route to teach at home.
- Recently attended the Environment and Transport Team meeting, which was very interesting.
- Had discussions with a local resident about street furniture outside the Doctors Surgery.

Councillor Pentney mentioned the proposed Zebra Crossing in Lower Park Road, and perhaps mirrors on opposite sides of the roads could be used. Councillor Carr said that the ENT Team are putting together a working group to discuss this further.

County Councillor Goggin updated members on Oaklands Care Home. He said that it was inspected by the CQC in February 2024, and it was quoted as 'inadequate'. At that time the Care Home had 15 beds, with 12 occupied, 10 of whom were by Essex County Council Placements. He then read out a statement by Essex County Council, as follows:-

"It is important to note that the inspection was carried out in February 2024. The rating does not reflect the current position. Essex County Council have been working with the providers continuously since then to oversee improvements, undertaking our own comprehensive assessment and instigated an action plan for improvement. The home has received support from the teams in the Government etc., and the Essex County Council teams. The most recent visit was last week. After the visit it left us (Essex County Council) confident in the improved staff training and mitigation of the risks identified by CQC. There was positive feedback from residents and staff about the changes that have taken place since February. There were no recent concerns". He added that Essex County Council will not be removing anyone from that home due to the status of the home.

Members had no questions to County Councillor Goggin; however, members of the public asked the following:-

- We now have a new Government; they have already met the Mayors in the big cities. When are they going to meet County Councils? County Councillor Goggin replied that he is in regular contact with Ex MP Giles Watling, but now he will be picking up the phone to MP Nigel Farage to discuss issues with St Osyth and Point Clear. He said that although it is all change, there is no change. Also, the Leader of Essex County Council has regular meetings at Downing Street.
- The proposed Quarry – Has the information been collated and are the figures out yet? County Councillor Goggin replied no. He added that a lot of people had concerns with the quarry and other things and were not happy with filling out an e-form. It is likely to be September before we get any response. He added that the responses from Brightlingsea, Thorrington and Alresford were the highest cohort from anywhere in the Country.

County Councillor Goggin informed members that at the Libraries in Chelmsford, they are now helping with Visas, and the Home Office are paying for it. Also the numbers of people taking out books has increased.

A member of the public asked the following question:

- What can be done with a one-way system in Ladysmith Avenue? The mayor replied that this was discussed at a recent Environment and Transport Team meeting, and we will lobby on behalf of the resident.

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

The Payments and Accounts for the period April, May and June 2024 (as attached – see Appendix 2) were proposed by Councillor Steady as follows:-

General Current T2 Account - 21 payments totalling £8,130.06 (as attached - see Appendix 3) be authorised for payment and statement of balances on the following accounts be accepted:-

April 2024

Barclays Current Account (XXXX7055)	£25,496.71
Barclays Premium Account (XXXX8295)	£72,147.92
Barclays Premium Account (XXXX9433)	£5,099.97
Instant Access Account (XXXX0373)	£81,862.82
Current T2 Account (XXXX0360)	£6,515.97
Making a total of	£191,123.39

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

May 2024

(Barclays Current Account XXXX7055)	£9,575.27
Barclays Premium Account (XXXX8295)	£66,147.92
Barclays Premium Account (XXXX9433)	£5,099.97
Instant Access Account (XXXX0373)	£81,925.82
Current T2 Account (XXXX0360)	£3,901.69
Making a total of	£166,650.67

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

June 2024

Barclays Current Account (XXXX7055)	£5,731.77
Barclays Premium Account (XXXX8295)	£44,611.82
Barclays Premium Account (XXXX9433)	£5,055.72
Instant Access Account (XXXX0373)	£82,375.81
Current T2 Account (XXXX0360)	£1,337.84
Making a total of	£139,112.96

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

Employee payments paid for the month of June 2024 were:	£16,814.16
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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

Seconded by Councillor Paveley. **Agreed.**

County Councillor Goggin then left the meeting at 7.25pm, to go to the St Osyth monthly Council meeting.

44. TO RECEIVE AND APPROVE THE MINUTES OF THE FINANCE MEETING HELD ON 16TH JULY 2024 AND TO CONFIRM THE RECOMMENDATIONS THEREIN:

Councillor Atkinson proposed that the Minutes of the Finance and Property Meeting held on the 16th July 2024 are accepted as a true record, and the recommendations (as written below) be accepted:

- **Examining of Accounts - 21 payments totalling £8,130.06 are approved for payment, with Councillors Steady and Paveley signing off the invoices.**
- **Members Allowances 2024/2025 – Allowances for 2024/2025 are set at: Members £552.00, Chairmans £696.00.**
- **Vehicle Lease – Councillor Paveley to liaise with the Grounds Manager on a new contract for a new vehicle.**

Seconded by Councillor Paveley. The minutes were then **agreed** by all present.

45. TO RECEIVE THE MINUTES OF THE PLANNING MEETING HELD ON 25TH JUNE AND 9TH JULY 2024 AND TO NOTE PLANNING DECISIONS OF TENDRING DISTRICT COUNCIL:

Councillor Paveley proposed that the recommendations in the Minutes of 25th June and 9th July 2024 be agreed by Council, together with the planning decisions from Tendring District Council. The Minutes were then seconded by Councillor Howard. **Agreed.**

Councillor Paveley informed members that the Stroke Group would like to install some chairs outside the Doctors Surgery, as sometimes people have to wait for a long time in the queue. In consultation with Essex County Council, they will be looking at the proposal, as long as the Town Council gives its full support. They will not be having fold out chairs, but something like the seating in a bus stop. Councillor Paveley then proposed that the Town Council gives its support to this proposal, seconded by Councillor Chapman. **Agreed.**

46. 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 Carr briefed members on the meeting held on the 9th July 2024. The Facilities & Community Assets Team report was then **accepted**, and the following recommendations **agreed**:-

- **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 regrading the Model Boat Club use.**
- **Paddling Pool – Councillor Steady to obtain a timeframe for the works to be completed.**
- **Flagpole in the High Street – 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.**
- **Three Priorities for 2024/2025 – A meeting is arranged for all Councillors to attend, to give their suggestions on any future plans for the town.**

A discussion took place on the Model Boat Club and the Scouts use of boats on the Boating Lake. The Clerk informed members that an email had been received late this afternoon, stating that they have an AGM this evening, and will be asking for volunteers at this meeting. *Councillor Judson declared an interest in this item.*

Councillor Morgan joined the meeting at 7.36pm

Environment & Transport Team – Councillor Howard briefed members on the meeting held on the 9th July 2024. She thanked County Councillor Goggin and also the Grounds Manager for attending this meeting. The Environment & Transport Assets Team report was accepted, and the following recommendations were agreed:-

- **Footpaths and Alleyways** – (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 representative to attend a meeting in the future.
- **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.
- **Shared Space Sign** – Shared Space is progressed with Tendring District Council for along the Promenade.
- **Feeding of Wildlife on the Boating Lake** – An article could be put in the Chronicle about this, possibly drafted by the Grounds Manager and Susie Jenkins.

A discussion took place on Beach Huts, and it was agreed that any huts in poor condition, the owners would be written to. Also, a ‘plan’ would be drawn up regarding the Councils Beach Hut 312, working with the Chair of the Finance Committee.

Welfare & Residents’ Services Team – Councillor Chapman informed members that at the recent Diabetic Eye Screening clinics held at the Parish Hall, several people did not attend (DNA). She also mentioned that at a Group Leaders meeting today, she was advised that Tendring District Council Careline – residents will be receiving letters in the next few days with different options, as Careline are losing money and cannot maintain this service. She added that that no one will be left unprotected or left on their own but will be handed over to a new company. A press release will be released by Tendring District Council tomorrow.

Communications & Tourism Team – Councillor Paveley briefed members on the meeting held on the 12th July 2024. The Communications and Tourism Team report was accepted, and the following recommendations were agreed:-

- **Press Release Flow Chart** – (1) The Flow Chart is accepted as a new process for press/social media release; (2) Process forms part of the Communications Team Policy; (3) To develop a new Communications Policy Document.
- **Notice Boards** – The notice board at the Hard is removed and refurbished so it’s ready to be re-sited at an agreed new location.
- **Press Updates and Releases** – (1) All Team and Committee Chairs and Mayor to provide Communications Team with a “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 the Communications Team, attendance at meetings.

Councillor Howard mentioned the Youth Council. She briefed members that she and the Youth Support Worker had met with the Assistant Head of the Colne Community School about starting up a Youth Council. They are on board with the idea, and they will try to get a Youth Council going Middle of September. She then asked if this item can be made an agenda item for future meetings. Agreed.

47. UPDATE FROM DISTRICT COUNCILLORS:

Councillor Barry – Attended the Jack Petchey Awards at the West Cliff Theatre, where some students from the Colne School attended. He added that if you get an award, you receive £300 for your school, and group leaders get £1,000 for their organisation. He added that Jack Petchey passed away recently, however they hope to carry on these awards for 11-16 years old.

The Lido are holding a Charity Swim on Saturday 7th September, raising funds for the Stroke Association, RNLI and the Lido. It would be lovely if the Council could put in a team of either 6 or 10.

Councillor Paveley mentioned the change in Government, and if there is a change in planning rules, can you pass on any information you receive. Councillor Chapman replied that at a meeting today there is a White Paper on Planning. The Chief Executive feels that the District Council will have less authority and any say on planning. She added that the District Councillors now have a new group – Reform Group, they started off as the Tax payers Alliance. This means that the Conservatives have lost two seats from Committee, but the Independent Group have maintained all their seats.

Councillor Steady briefed on Devolution and the changes since 1974.

48. QUESTIONS FROM THE PUBLIC:

Q1) Having received the new textile recycling bags, who are Essex Textile and are they a private company?

A1) Councillor Chapman replied that they are working with Tendring District Council, and she will make enquiries with the District Council.

Q2) I notice from the previous minutes, questions from the public – questions were asked and have not been answered. Is there any matters arising, as there are potentially four questions that have not been answered – questions 3, 4, 6 and 6?

A2) The Mayor replied that we do not have matters arising or any other business on the agenda. In response to the questions – question 4 – we have not heard back from Tendring, question 6 regarding the Millenium Gardens – he will raise this with the Grounds Manager.

Q3) Anti-Social Behaviour in Victoria Place – There was a serious incident in Victoria Place on Friday involving myself. I was intimidated by five young boys and my dog was targeted. I did phone the Police and gave descriptions of the youths involved, however when giving a statement to the Police, they said that they want people to report all incidents of anti-social behaviour. Can the Council, who have talked about communication, put out to the public that all incidents of anti-social behaviour needs to be reported?

A3) The Mayor replied that he is sorry to hear that you have been through these issues. He said that there are also issues down at the Hard area. Councillor Court briefed that the Council have been working on the Special Constable programme for some time. He added that the issue is that you need to get people to come forward to become Specials. Apparently, they have had only one applicant, and it can take up to six months from start to finish. Much discussion took place. Councillor Chapman added that she will contact the Police to ask for a meeting with Councillors, and then ask them to attend a public meeting for residents to put their concerns forward. The Town Clerk informed members that today she was advised that the youths carrying out the graffiti on the skate-park, have been issued with a 12-month banning order.

Q4) The Heritage Pier – I asked the Council a question three meetings ago, was told it was to be discussed in Part B, however to date I have never received any correspondence. Are you trying to give it away?

A4) The Mayor replied that we are discussing this issue under Part B where we will be having a robust discussion. He also added that the Council is not giving it away.

Q5) I believe you had a meeting about the Heritage Pier, with three Councillors and a local resident. Can you tell me where it was held?

A5) The Mayor replied that it was not about the Heritage Pier, it was about the land. It was an informal chat and the meeting was held in Victoria Café. He added that the resident invited us, not the other way round.

49. TOWN CLERK'S REPORT:

- **Agreed** that the Carnival Association can hold its 2025 Carnival on the Bayard Recreation Ground on Saturday 21st June 2025, subject to usual terms and conditions.
- **Agreed** that a Poetry Launch Event can be held in the Millenium Gardens, sometime from 29th July to the end of August 2024. This free event would be held during the evening, inviting attendees to bring their own picnic, and will be advertised 16 years old plus.
- **Agreed** that Fresh Air Festival can hold its event on the Western Promenade on Saturday 21st September 2024, subject to usual terms and conditions. It was also agreed to remind them that they need to remove their own rubbish from the site, not using the public bins, as last year public bins were overflowing etc.

Councillor Morgan mentioned the recent visit by the Circus, and that it was a fabulous show, and they left the area spotless.

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 Chapman.

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

- To receive the Staff Minutes from the meeting held on the 9th July 2024 and confirm as a correct record.
- Property Update.

51. TO RECEIVE THE STAFF MINUTES FROM THE MEETING HELD ON THE 9TH JULY 2024 AND CONFIRM AS A CORRECT RECORD:

Councillor Chapman proposed that the Minutes of the Staff Meeting held on the 3rd April 2024 be accepted as a true record, and the recommendations (as written below) be accepted:

- **The Environment and Transport Team would look at Essex County Council's P3 (Parish Paths Partnership) scheme.**
- **An article is placed in the Chronicle, via the Communications Team, stating what is the responsibility of Essex County Council, Tendring District Council and Brightlingsea Town Council, also asking householders to keep the area outside their property clean and tidy.**
- **The Rugby Club are contacted to ask if the container on Lower Park Playing Fields can be used by the Town Council to store P3 equipment.**
- **The Terms of Reference are agreed at the Full Council Meeting on the 18th July 2024.**

52. PROPERTY UPDATE:

Replacement Vehicle – Councillor Paveley briefed members that the contract on one of the works vans ends on the 3rd August 2024. He said that he has been looking at all options, and after discussion it was **agreed** that Councillors Atkinson, Paveley and Morgan discuss the new purchase with the Grounds Manager.

The Hard – The Mayor briefed members that a local resident had requested a meeting with him, to discuss the Hard Covenant. He attended the meeting with Councillors Mitchell and Howard. The outcome of the meeting was that the resident wanted to know the Council's interpretation of the modern-day language of the Covenant. Much discussion took place.

Harbour Agreement – Councillor Atkinson briefed members on the current situation.

Brightlingsea Leisure Village – The Mayor informed members that the Council's Solicitors had written to Countrywide Homes and have asked for a response to the questions within 30 days.

Batemans Tower Café – The Mayor informed members that the tenant had written to the Council, advising of the new plans, and a schedule of works. It was **agreed** to invite the Tenant and her Project Manager to a meeting to discuss further.

53. CLOSE OF MEETING:

There being no further business, the meeting closed at 9.46 pm.

Chair

Date: 15th August 2024

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	Tendering Hundred Show, promoting Brightlingsea
16 th July	Sea Cadet Training ship JACK PETCHEY

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
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



Signature



Date

15/07/24 11:43 AM Vs: 9.00.01

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Mayor's Report:

Attended the following:

18 th July 2024	Telephone meeting with the National Lottery, to give feedback on the All Saints' Tower Project
19 th July 2024	Annual Cinque Ports Ceremony of Confirmation of the Deputies at Sandwich
26 th July 2024	Meeting with Administrative Assistant and Councillor Chapman re Health and Awareness Day. With Mayoress.
30 th July 2024	St Osyth Parish Council re Jet Skis
3 rd August 2024	Officially opened the Brightlingsea Free Music Festival
	Brightlingsea Sailing Club Commodores Reception
10 th August 2024	Tendring Darts Masters Competition, to assist with Presentations.
11 th August 2024	VJ Day Memorial Service, at the War Memorial. With Mayoress
12 th August 2024	Tourist Advisory Panel meeting to receive feedback about the stand at the Tendring Hundred Show.

AG Notes for parish meetings. Brightlingsea & St. Osyth, August 2024.	
	 <i>"I attend meetings, & take calls on your behalf"</i>
1	July 9. At last months meeting [18th] I reported on the positive meeting of Environment & Transport [E&T]. Mainly about crossings but also includThanks to Cllr. Howard for the invite. I am pleased to be working jointly with this committee and felt that I added. You may imagine that I was surprised to read the content of the official statement issued by BTC on July 30. It has proven to be awkward, as it did not reflect or include all the contents of the E&T meeting in my view. It However as it followed agreed protocol I am I left to try and present an additional side of the story. To do this most simply I refer to my reported notes from the July 2023 BTC Council 13 months ago. It is not the only note on the subject but best reflects the position in one place. I quote " <i>"Several issues throughout division regarding PROW's, paths and verges. Following on from "No Mow May" catch up needed in some places. Some places impassable. Initial discussion regarding moving towards emergency/danger level. Some successes. This month? Weather dependent. Wider issue discussed with Highways dept re annual cutting schedule. Possible alternative could be some areas cut under a "SLA" [Service Level Agreement] perhaps with council. Perhaps with local volunteers. Funds available for training, strimmers, etc. Pick and choose local preferences. Already in place in some of my division. St.Osyth, Great Bentley, Alresford. Rather than use sub-contractors? Need to seek opinions and discuss. Teams meeting option. Good working relationship with Julie. 1st Class!"</i> Please remember this was last year! It could just as easily have been written last week! It also ignores the point I made about similar actions in other parishes. Most locally St. Osyth, Great Bentley, & Alresford where I am actively involved, but also that 55 parishes, or groups led by parishes, already take part in schemes. Some for many years successfully. Nothing is perfect for all but some would ask why have Brightlingsea not engaged in recent years and especially in the last 13 months?
2	Aug 13. Clinic at Library. Also took opportunity to get advice from in house IT specialist Susie Wills. Brilliant. Every Tuesday 2-4. Resident Flag Hill reports on 3 car accident on B1027. Pictures. He wasn't aware that reduction from 60 to 40 MPH probably be installed by November. Affects all 5 of my parishes. Hope to reduce overall speed on B1027. 6+ years of pressure. Still problem exists with compulsive speeders. Member Led. Experimental surface vehicles. 3KM along Point Clear Road from no 3 Mill St. to concrete at Orchards. Some surfaces okay. Bad to be mega-patched. For B'sea - Hall Cut & Church Road. For Thorington B'sea Rd.
3	Aug 12. Report B'sea. footpath No 5 circulated to BTC & resident. Possible bridge repair next 10 days. Current status – path is closed as not safe. Once repair signed off will deal with growth & fallen tree. School placements for September still an issue for a few families. Especially SEND cases. Resident complains re broadband damage to private road in GB. Need to speak direct to two firms involved.

Agenda Item 05

4	Aug 11. Nice to see Cllr. Talbot makes Sunday Times comments page about local MP?	
5	Aug 7. Attend Thorrington Parish monthly. Plus presentation from Brett Aggregates re Lufkins Farm. Plans circulated. Request B1027 damaged sign update too.	
6	Aug 6. Folkards lane repair.	
7	Aug 5. Site visit B'sea. Cllr. Mitchell + buddy. Potential sites for "Hedgehog" signs. Other wildlife signs too? 3 preferred options to be agreed by BTC	
8	Aug 1. AG guest at Elmstead Market. Report sand pit at Wivenhoe. Discuss Sec 106 funds and speed issues.	
9	July 31. Site visit footpath 5 – Thorrington to B'Sea. Red Barn entrance. Closed for repairs to bridge. Overgrown. Question cut back while closed? Last delt with 2021. Same time of year.	
10	July 30. AG attends powered watercraft meeting St. Osyth. Marine police, landowners, council, harbour master, + Cllrs. Book company Gt. Bentley. Profile. Question bus shelters new deal. Includes those owned by ECC. What about not owned? Question asked.	
11	July 29. Finalising B1027 project details. Some works to start Sept. Possibly biggest scheme on B road in Essex for several years. 229 separate site actions over 5 plus miles. Includes site clearance old signs, replacement with new safer posts. construction, crocodile teeth, repeaters, lining, vegetation clearance, burn off rondels. Some residents advised. Hopefully all complete this year [?] Job packs now issued. Thorrington dropped kerb question. Poppy display question in B'Sea.	
12	July 23. Education. School placement. Complaint from Gt. Bentley resident. SEND requirement. Parent discussed. Appeal due	
13	July 22, Joint scrutiny meeting with other chairman. Realistic assessment of remaining term of Councillors. Briefing Oaklands care home to close. Repeat of concerns. Immediate actions needed for staff and residents. New homes needed for 9 B'sea residents. Little local or close. Not what ECC were told when latest report issued and read at July Town meeting. Working with Cllr. Chapman to ensure rooms found for residents and where possible help for staff made redundant with closure. A difficult time for all. A very serious part of individuals lives. Separate briefing for local transport. Cycling big discussion point. 9 separate classifications of road! City, big town, and rural. Not one size fits all. Whole system only as good as weakest link.	
14	July 18. Scrutiny cttee. Chelmsford. YouTube. Library update. Charge for multiple reservations scrapped. Need another system! Parish meetings at Brightingsea & Sat. Osyth attended. Good public questions & involvement Update on Oaklands Care Home. [Subsequently found circumstances changed with need for 10 residents to be found alternative accommodation]. AG speaks to partners and children. Difficult choices for all. Also questions re jet ski restrictions from Point Clear.	
15	July 16. 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.	

16	REPEAT- 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 not held during August. 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
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**BRIGHTLINGSEA TOWN COUNCIL
FINANCE & PROPERTY COMMITTEE**

Minutes of the Meeting held at the Parish Hall, Victoria Place, Brightlingsea
on Tuesday 13th August 2024 at 10.00 a.m.

Present:

Councillors

D Atkinson (Chairman)
J Carr, J Chapman, M Court,
and C Paveley

Also in Attendance:

Tracey Pulford - Town Clerk
1 Member of the Public

F.034 APOLOGIES FOR ABSENCE: Councillors Howard and Morgan.

F.035 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON THE 16TH JULY 2024, RECEIVED BY COUNCIL ON THE 18TH JULY 2024:

The Chairman mentioned a question that was recently asked, about the guttering at the Parish hall. The Town Clerk advised that the Grounds Manager has recently replaced the downpipe, that had been broken by youths, and has requested a quotation to replace the current with deeper guttering.

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

F.036 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.037 FINANCIAL SUMMARY CASHBOOK REPORT FOR JULY 2024:

The Town Clerk informed members that the Cashbook figures for July were:-

July 2024

Income for July 2024	£34,740.95
Expenditure for July 2024	£27,044.18

April – July 2024

Income to date 1 st April – 31 st July 2024	£189,213.19
Expenditure to date 1 st April – 31 st July 2024	£125,652.34

F.038 DEBTORS LIST AS OF 31ST JULY 2024:

A copy of the Debtors List as at 31.07.24 had been circulated to all members. A discussion took place.

Councillor Paveley briefed members on spending limits, and that the regulations changed in 2015. He stated that the amount has been increased to £30,000, as per the NALC LTN87, and recommended that the Town Council increases their limit, with immediate effect. Seconded by Councillor Chapman. **Agreed.**

Recommendation: The spending limit is increased to £30,000, with immediate effect, as per NALC LTN87.

F.039 BUDGETS UP TO 31.07.24:

A copy of Budgets & Actuals 24/25 – July had been circulated to all members. The Chairman briefed members. Much discussion took place.

Councillor Paveley asked when the 2nd half Precept was due to be received, as the Council still needs to open up another Deposit Account. The Town Clerk advised early October 2024.

F.040 EXAMINING OF ACCOUNTS:

Councillor Chapman informed members that she had examined the accounts for July 2024, and the statements of balances on the following bank accounts be accepted:-

Current Account (7055)	7,652.72
Business Premium Account (8295)	44,611.82
Business Premium Account (9433)	394.72
Instant Access Account (0373)	82,493.64
Current T2 Account (0360)	11,631.43
Making a total on all accounts of	146,784.33

Income, for July 2024	34,740.95
Expenditure, July 2024	27,044.18
Employee payments paid for the month of July 2024 were:	16,293.23

Income, to date 1 st April – 31 st July	189,213.19
Expenditure, to date, 1 st April – 31 st July	125,652.34

She then recommended 26 payments in the sum of £11,669.78 be authorised for payment.

Councillor Paveley agreed to examine the accounts, after the meeting, and seconded the accounts. **Agreed.**

Recommendation: 26 payments totalling £11,669.78 are approved for payment, with Councillors Chapman and Steady signing off the invoices.

F.041 VEHICLE LEASE:

Councillor Atkinson briefed members that the existing Maxus truck was returned on the 30th July 2024. The replacement is a Nissan L2, and the financial arrangements allow the Council to purchase outright at the end of the three-year contract. Thanks were given to both Councillors Paveley and Atkinson, for all their due diligence with this issue.

F.042 SPECIAL EXPENSES 2025/2026:

A copy of the Special Expenses Form 2025-26 had been circulated to all members.

A copy of an explanation by Tendring District Council had also been circulated, which stated:- Special Expenses only apply to a District Council, they do not affect the Parish Precept or Parish Council Tax amount in any way. At District level they need to know which services are carried out by Parishes across the District, from that list of services TDC has to determine which services to treat as Special Expenses for our own Tax calculation.

After discussion it was agreed to defer this item to the next meeting.

Recommendation: Special Expenses for 2025-26 to be deferred to the next meeting.

F.043 SWIMMING POOL SUPPORT GRANT:

Councillor Atkinson declared an interest in this item. He then briefed members that Sport England have awarded the Brightlingsea Lido Trust £41,650.00 to purchase Photo Voltaic panels for the Brightlingsea Lido, and the Town Council as leaseholders have to sign the grant form.

The resident attending the meeting called a point of order that Councillor Atkinson should not take part in any discussion on this meeting.

Councillor Atkinson then left the meeting at 10.48am. Councillor Chapman took the Chair.

Much discussion took place, and Councillor Chapman then recommended that the grant form is signed at the August Full Council Meeting, by the Town Clerk, Mayor and Deputy Mayor. Seconded by Councillor Court. Agreed.

Councillor Atkinson returned to the meeting at 10.57am.

Please see annexed to the Minutes (see attached Appendix 1) - 'Registered Interests' taken from the Code of Conduct, which was adopted by Full Council on the 16th February 2023, taking effect from May 2023.

Before closing the meeting to the public, Councillor Atkinson asked if any member of the public had a question to the committee. There were none.

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 Chapman.

F.044 MOTION TO EXCLUDE THE PUBLIC IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 –To discuss the following:-

- Disputed Debtors

F.045 DISPUTED DEBTORS:

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

The Boating Lake was discussed and it was **agreed** to look at all options for its continued usage of a Boating Lake. The Town Clerk to contact St Osyth, Dovercourt and Maldon to find out how they run their boating lake.

Recommendation: Look at all options for its continued usage of a Boating Lake. The Town Clerk to contact St Osyth, Dovercourt and Maldon to find out how they run their boating lake.

F.046 CLOSE OF MEETING: There being no further business, the meeting closed at 11.36 a.m.

Received by Council on: 18.07.24

Approved by Committee on:

Signed by Chairman:

Signed by Chairman:

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registerable Interests as set out in Table 2

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest : a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management
--

Financial Summary - Cashbook

Summary of receipts and payments between 01/07/24 and 31/07/24 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	£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
Total	£139,112.96

RECEIPTS	Net	Vat	Gross
Council	£34,740.95	£1,546.38	£36,287.33
Total Receipts	£34,740.95	£1,546.38	£36,287.33
PAYMENTS	Net	Vat	Gross
Council	£27,044.18	£1,571.78	£28,615.96
Total Payments	£27,044.18	£1,571.78	£28,615.96

Closing Balances

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£7,652.72
Business Premium (Client A/C)	£394.72
Business Premium (Reserve A/C)	£44,611.82
Capital Reserve Account	£0.00
Instant Access Account	£82,493.64
Unity Current Account T2	£11,631.43
	£146,784.33
Total	£146,784.33

Signed _____

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/24 and 31/07/24 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	<u>£86,958.48</u>

RECEIPTS	Net	Vat	Gross
Council	£189,213.19	£1,938.71	£191,151.90
Total Receipts	<u>£189,213.19</u>	<u>£1,938.71</u>	<u>£191,151.90</u>
PAYMENTS	Net	Vat	Gross
Council	£125,652.34	£5,673.71	£131,326.05
Total Payments	<u>£125,652.34</u>	<u>£5,673.71</u>	<u>£131,326.05</u>

Closing Balances

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£7,652.72
Business Premium (Client A/C)	£394.72
Business Premium (Reserve A/C)	£44,611.82
Capital Reserve Account	£0.00
Instant Access Account	£82,493.64
Unity Current Account T2	£11,631.43
Total	<u>£146,784.33</u>

Signed

Chair

Clerk / Responsible Financial Officer

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
13089	240815 3C	£777.60	1004/1	06/08/24	3C - New Computer - Admin	249940
		£777.60		3C - Total		
13108	240815 CRFrench	£177.60	1010/6	12/08/24	C R French - Works to tap at Hard	606
		£177.60		C R French - Total		
13090	240815 CapelPlant	£138.00	1010/4	31/07/24	Capel Plant - Toilet on Allomtne 01/07/24-01/08/24	155651
		£138.00		Capel Plant - Total		
13091	240815 CVST	£25.00	1007	12/08/24	CVST - Affiliation Fee 2024-2025	
		£25.00		CVST - Total		
13092	240815 ErnestDoe	£40.14	1010/2	16/07/24	Ernest Doe - Blade HRD536	C34870
		£40.14		Ernest Doe - Total		
13093	240815 JamesTodd	£69.60	1062/2	31/07/24	James Todd & Co Ltd - July 2024 Payroll Fee	772634
		£69.60		James Todd & Co Ltd - Total		
13095	240815 JRB	£597.60	2000/3	04/08/24	Jrb Enterprise - Dog Bags	
		£597.60		Jrb Enterprise - Total		
13094	240815 JulieFord	£108.00	1010/2	07/08/24	Julie Ford - Garden Beds Maintenance - Remembrance and Fountain Garden	BTC0016
		£108.00		Julie Ford - Total		
13110	240815	£441.60	1062/1	12/08/24	Members Allowances - Members Allowance 24-25	
13111	240815	£441.60	1062/1	12/08/24	Members Allowances - Members Allowance 24-25	
13112	240815	£556.80	1062/1	12/08/24	Members Allowances - Members Allowance 24-25	
13113	240815	£441.60	1062/1	12/08/24	Members Allowances - Members Allowance 24-25	
13114	240815	£535.00	1062/1	12/08/24	Members Allowances - Members Allowance 24-25	
13115	240815	£552.00	1062/1	12/08/24	Members Allowances - Members Allowance 24-25	
13116	240815	£441.60	1062/1	12/08/24	Members Allowances - Members Allowance 24-25	
13117	240815	£441.60	1062/1	12/08/24	Members Allowances - Members Allowance 24-25	

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
13118	240815	£441.60	1062/1	12/08/24	Members Allowances - Memnbers Allowance 24-25	
13119	240815	£441.60	1062/1	12/08/24	Members Allowances - Members Allowance 24-25	
		£4,735.00			Members Allowances - Total	
13120	240815 PettyCash	£139.31	1004/1	12/08/24	Petty Cash - Petty Cash	
		£139.31			Petty Cash - Total	
13096	240815 Sibbons	£7.95	1010/2	22/07/24	Sibbons - Maintenance items	61241
13097	240815 Sibbons	£114.23		23/07/24	Sibbons -	
1		£69.39	1010/7		H&S Protective Clothing	
2		£44.84	1010/2		Maintenance Items	
13098	240815 Sibbons	£93.61	1010/7	24/07/24	Sibbons - Protective Clothint	61248
		£215.79			Sibbons - Total	
13107	240815 Sjohnson	£550.00	1045	12/08/24	Stephen Johnson - Brightlingsea Tourism Video	
		£550.00			Stephen Johnson - Total	
13099	240815 SutcliffePlay	£317.20	1010/1	19/07/24	Sutcliffe Play - Parts for Western Promenade Playground	OP/1124802
		£317.20			Sutcliffe Play - Total	
13100	240815 TBS	£360.00	1200	15/07/24	TBS Hygiene Ltd - Dog Waste Collection 29.06.24-26.07.24	5707
13109	240815 TBS	£450.00	1200	12/08/24	TBS Hygiene Ltd - Dog Waste Collection 27.07.24-30.08.24	5795
		£810.00			TBS Hygiene Ltd - Total	
13101	240815 TowerSecurity	£714.98	1090/1	30/07/24	Tower Security (Tendring) Ltd - Nightly Lock Up - July 24	INV-15199
13102	240815 TowerSecurity	£50.39	1090/1	30/07/24	Tower Security (Tendring) Ltd - Respose to site - 29.07.24 - Vehicle Release	INV-15205
		£765.37			Tower Security (Tendring) Ltd - Total	
13103	240815 Upsons	£357.48	1009/1	16/07/24	Upsons - Works to Ventrac and Ransomes Parkway Machinery	105380
13104	240815 Upsons	£834.00	1009/1	24/07/24	Upsons - Works to Ransomes Parkway - Axel	105395

Signature

Signature

Date

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
13105	240815 Upsons	£350.87	1009/1	08/08/24	Upsons - Fit new Hydraulic hose	105429
		£1,542.35			Upsons - Total	
13106	240815 VitaxLimited	£661.22	1010/3	06/08/24	Vitax Limited - Whiteliner etc	2325
		£661.22			Vitax Limited - Total	
Total		£11,669.78				

Signature

Signature

Date

BRIGHTLINGSEA TOWN COUNCIL

Minutes of the Planning Committee Meeting held at
The Parish Hall, Victoria Place, Brightlingsea on
Tuesday 23rd July 2024 at 10.00 a.m.

Present:

Councillors:

C Paveley (Chairman)
J Howard (Vice Chairman)
M Judson and R Morgan

Also in attendance:

Tracey Pulford – Town Clerk
2 Members of the Public

023. APOLOGIES FOR ABSENCE: Councillor J Chapman.

024. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 9TH JULY 2024:

The Minutes of the meeting held on 9th July 2024 were **approved** as a true record.

025. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS:

The Chairman reminded members to declare interests where necessary.

026. TO MAKE RECOMMENDATIONS IN RESPECT OF PLANNING APPLICATIONS
SUBMITTED TO TENDRING DISTRICT COUNCIL UP TO AND INCLUDING 23RD
JULY 2024:

The following applications had been received by Tendring District Council:

Application No: 24/00988/FULHH – Householder Planning Application – Two storey and
single storey rear extension

Members discussed the application, and then invited the public to speak about the application.

☒ Object ☐ Support ☐ Neutral

Reason for comment:

☒ Makes observations on the application – *Brightlingsea Town Council objects on the
following:- Overbearing; over-development; overlooking/lack of privacy; loss of light;
overall design.*

☐ No comment on the application

☐ No objection to the application

☒ Objects to application

☐ Supports application

The two residents left the meeting at 10.16am.

Application No: 24/01005/FULHH – Householder Planning Application – Single storey rear extension – 60 Red Barn 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
☐ No comment on the application

Before the meeting closed, the Chairman informed members of the following:-

- 70 Ladysmith Avenue – The Appeal has been ‘allowed’.
- There is a Cabinet Meeting on Friday and the land allocated for potential development is to be discussed. Councillors Steady and Chapman are trying to get the land at Bellfield Close removed from the development list.

027. CLOSE OF MEETING:

There being no further business to discuss, the Meeting closed at 10.23 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>24/00730/VOC</u> Approval - Full 18.07.2024 Delegated Decision	Mr Ayman Rostom Brightlingsea Town Council supported this application.	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.	26 Manor House Way Brightlingsea Colchester Essex CO7 0QR
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01 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.*

23/00473/FULHH

Drawing No. 104 P011

24/00730/VOC

Drawing No. 104 BC011 Revision C

Drawing No. 104 BC012 Revision C

Drawing No. 104 BC017 Revision B

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.

<u>24/00759/FULHH</u> Approval - Full 26.07.2024 Delegated Decision	RH Management Anglia Ltd Brightlingsea Town Council supports the construction and street scene, subject to the officers implementing the required controls required by the Brightlingsea Town Conservation Area.	Householder Planning Application - two storey rear and side extension.	18 Tower Street Brightlingsea Colchester Essex CO7 0AL
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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.

PROPOSED ELEVATIONS - REC'D 22.05.24

Drawing No 18/TSB/3

Drawing No 18/TSB/4

DESIGN ACCESS AND HERITAGE STATEMENT REC'D 22.05.24

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.

03 APPROVAL REQUIRED: TREE PROTECTION

CONDITION: No development shall be commenced until the existing tree/s on the site, agreed, have been protected by the erection of temporary protective fences of a height, size and in positions which shall previously have been approved, in writing, with the Local Planning Authority prior to the commencement of development. The protective fences shall be retained throughout the duration of building and engineering works in the vicinity of the tree/s to be protected and the approved foundation details shall be used in construction.

Any tree/s dying or becoming severely damaged as a result of any failure to comply with these requirements shall be replaced with a tree or trees of appropriate size and species during the first planting season, or in accordance with such other arrangement as may be approved, in writing, with the Local Planning Authority up to first use or first occupation of the development, following the death of, or severe damage to the tree/s.

REASON: For the avoidance of damage to the existing tree and in the interests of visual amenity and the character and appearance of the area. This condition is required to be carried out prior to the commencement of any other development to ensure trees are protected early to ensure avoidance of damage or lost due to the development and/or its construction. If agreement was sought at any later stage, there is an unacceptable risk of lost and damage to trees.

04 APPROVAL REQUIRED - TREE PROTECTION - FOUNDATION DETAILS

No development shall be commenced until details of the proposed foundations to be used in the construction of the development have been submitted to and approved, in writing, by the Local Planning Authority. Such approved details shall be adhered to during the construction phase.

REASON: For the avoidance of damage to the existing tree and in the interests of visual amenity and the character and appearance of the area.

<i>Application No. Decision Date of Decision Conditions/Reasons</i>	<i>Applicant's Name</i>	<i>Proposal</i>	<i>Location</i>
<u>24/00821/FULH</u> <u>H</u> Approval - Full 29.07.2024 Delegated Decision	Mr and Mrs Hambrook-Moore Brightlingsea Town Council supported this application.	Householder Planning Application - Single storey side extension to form additional living space.	51 Colne Road Brightlingsea Colchester Essex CO7 0DU

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. P02
Drawing No. P01

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.

Facilities and Community Assets Team

Notes of Meeting held on Tuesday 6th August 2024 at 10.30am at the Parish Hall

**Present:- Councillors Atkinson, Chapman,
Morgan and Steady**

Also present: Councillors Carr, Court and Mitchell

1. **Apologies for Absence** – Councillors Howard, Paveley and Pentney.
2. **To receive the notes of the Meeting held on 16th July 2024** – Noted.
3. **The Hard – Update on the following:-**
 - **Brightlingsea Harbour Commissioners Lease** – Councillors Morgan and Atkinson briefed members on the current situation. Councillor Morgan added that the following wording should be added to the lease:-
“Brightlingsea Town Council, as Landlord, require public access to the Town Jetty, as existing or its replacement, during the whole lease period. However, Brightlingsea Town Council recognizes the daily responsibility in managing the Town Jetty by the Brightlingsea Harbour Commissioners (BHC) to safely exercise reasonable public controls of numbers due to Pontoon safety loadings, weather conditions, events, and emergency requirements during the lease period”.
A discussion then took place on Crabbing and it was suggested that Batemans Tower should be the preferred location for this.
 - **Heritage Pier and Pannell Land**– Councillor Morgan briefed members that the Land Registry had confirmed that the “First Registration Application, which the Town Council raised an objection to, has now been cancelled”.
 - **Fisherman Charges/Winter Charges on Heritage Pier** – Councillor Morgan briefed members that a local resident is requesting copies of the Colne Smack Dock Registration, and it was agreed that these would be sent.
 - **Covenant – Pannell Land** – It was agreed that a copy of the Covenant for the Pannell Land would be displayed at the Heritage Pier, for all to see.
 - **Heritage Pier – Mooring** – It was agreed that all MMO Coded Fishermen would receive a discount of 50%, during the winter months, if they apply to the Town Council.

Recommendation: (1) Brightlingsea Harbour Commissioners - The following wording should be added to the lease:-

“Brightlingsea Town Council, as Landlord, require public access to the Town Jetty, as existing or its replacement, during the whole lease period. However, Brightlingsea Town Council recognizes the daily responsibility in managing the Town Jetty by the Brightlingsea Harbour Commissioners (BHC) to safely exercise reasonable public controls of numbers due to Pontoon safety loadings, weather conditions, events, and emergency requirements during the lease period”.

(2) Crabbing - Batemans Tower should be the preferred location for crabbing.

(3) Copies of the Colne Smack Dock Registration would be sent to the local resident.

(4) A copy of the Covenant for the Pannell Land would be displayed at the Heritage Pier, for all to see.

(5) All MMO Coded Fishermen would receive a discount of 50%, during the winter months, if they apply to the Town Council.

4. Western Promenade - Update on the following:-

- **Brightlingsea Leisure Village** – A discussion took place on the recent meeting with the Councils Solicitors. After discussion it was agreed to (1) write to Countrywide Homes stating “further to your recent conversation with a Town Councillor, please refer to the Solicitors, as instructed”; (2) contact the Solicitors to see if a response has been received; (3) Let the residents know that the issue is still with our Solicitors.
- **Batemans Tower Café** – A copy of an email dated 01.08.24 had been circulated to all Councillors. Councillor Morgan informed members that another email had been received on the 05.08.24, and it was agreed that this email would be discussed at the next Full Council Meeting, under Part B.
- **Boating Lake and Hut** – No further updates had been received. After discussion it was agreed to ask the Scouts for a definite answer within 30 days, otherwise the Council will go out to tender (which includes the Model Boat Club).
- **Beach Hut 312** – A discussion took place and it was agreed that a full estimate on the repair works would be provided, and this would be discussed further at the next Full Council Meeting.
- **Playzone in Brightlingsea** – The Town Clerk briefed members that three locations had been submitted to Tendring District Council – Lower Park Road, Bayard Recreation Ground and the Western Promenade.

Recommendation – Brightlingsea Leisure Village - (1) write to Countrywide Homes stating “further to your recent conversation with a Town Councillor, please refer to the Solicitors, as instructed”; (2) contact the Solicitors to see if a response has been received; (3) Let the residents know that the issue is still with our Solicitors. (2) Batemans Tower Café – The email of 05.08.24 would be discussed at the next Full Council Meeting, under Part B. (3) Boating Lake - Ask the Scouts for a definite answer within 30 days, otherwise the Council will go out to tender (which includes the Model Boat Club). (4) Beach Hut 312 - a full estimate on the repair works would be provided, and this would be discussed further at the next Full Council Meeting.

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

- **Playgroup correspondence** – The Chairman informed members that the Heads of Terms and now been received, and a further discussion would take place at the next Finance/Full Council Meeting.

Recommendation: Playgroup Correspondence - A further discussion would take place at the next Finance/Full Council Meeting.

6. Lido – Councillor Atkinson briefed members that the Lido had been awarded a grant for £41,000 towards Solar Power/heating.

7. Strategic Project Meeting:- Agreed that this meeting would be postponed until September, due to holidays etc.

8. Report from Terry Hamilton – Grounds Manager – No report had been submitted, however the Clerk informed members of the following:-

- The lease on one of the works vehicles has finished, and the van has been returned.
- The Veolia worker informed our Grounds Manager that the morning cleaner, who cleans for two hours a day, has been placed elsewhere this week. This is why there has been a rubbish problem. When asked why the rubbish had not been cleared away around a bin on the Promenade, they advised that they did not have time.

Agenda Item 08 – Facilities & Community Assets Team Report

9. **Any other Business** – None.

10. **Date of next meeting** – The next meeting is scheduled for Tuesday 10th September 2024 at 9.00am.

The meeting closed at 12.20 pm

Environment and Transport Team

Notes of Meeting held on Thursday 8th August 2024 at 1.30pm
at the Parish Hall, Victoria Place, Brightlingsea CO7 0BP

Present:

Councillors J Howard(Chairman)
M Judson, K Mitchell and G Steady

Also present:

Councillor M Court
County Councillor Goggin

1. **Apologies for Absence** – Councillors Atkinson, Barry and Morgan.
2. **To receive the notes of the meeting held on 9th July 2024** – Noted.

The Chairman updated on the following:-

Item 7 – Recycling – has this been discussed with the Grounds Manager? Councillor Steady replied yes.

Item 9 – Feeding of Wildlife on the Boating Lake - Not further update.

Item 3 – Parish Paths Partnership Scheme – The Rights of Way PROW Lead Officer can attend a meeting to discuss further. It was **agreed** that a Teams meeting would be arranged for Thursday 19th September 2024 at 10am.

Recommendation: A Teams meeting is arranged with the Public Rights of Way PROW Lead Officer for Thursday 19th September 2024 at 10am.

3. **Zebra Crossing at Lower Park** – A meeting is to be arranged with Councillors Howard, Pentney and Steady, to discuss further, to look at the criteria and the possibility of a ‘mirror’ being installed at the site.

Recommendation: A meeting is to be arranged with Councillors Howard, Pentney and Steady, to discuss further, to look at the criteria and the possibility of a ‘mirror’ being installed at the site.

4. **Beach Hut 312** – Councillor Howard informed members that a visit had been made to the beach hut, with the Town Clerk and Administrative Assistant, and the hut is in a poor condition. Councillor Carr said that he had contacted a local handy man to see if they would give a quotation to do the hut up. Councillor Howard added that at the recent Facilities and Community Assets Team meeting it was agreed to put the Beach Hut on the Full Council Meeting agenda, to discuss further.
5. **Essex County Council Pot Hole and other issues initiative** – Councillor Howard reported that Councillors Atkinson and Morgan are due to drive round the town to identify pot holes and other issues. The Bollards on the B1029 at Thorrington were discussed. The Town Clerk was asked to contact Thorrington Parish Council to see if they have included them on their Member-Led Pothole Scheme, as they are in Thorrington, not Brightlingsea.

Recommendation: Town Clerk to contact Thorrington Parish Council to see if they have included them on their Member-Led Pothole Scheme, as they are in Thorrington, not Brightlingsea.

Post meeting note: County Councillor Goggin has advised that these bollards are due to be replaced w/c 19th August 2024.

6. **Lozenge Area** – Councillor Howard informed members that the rubbish dumped around the recycling containers has been cleared now, however there is still an issue with people dumping rubbish, and also drug dealing. A discussion took place and it was agreed that some A3 laminated signs would be produced stating “no fly tipping, CCTV in operation”. Also ask the Finance Committee about purchasing some outdoor cameras, to be installed in the area.

Recommendation: A3 laminated signs would be produced stating “no fly tipping, CCTV in operation”. Also ask the Finance Committee about purchasing some outdoor cameras, to be installed in the area.

7. **Essex-Wide Bus Shelter Contract Briefing** – Councillor Court updated members that having read the briefing, it only lists the bus shelter outside Tesco’s as being Essex County Councils, so who owns the shelter in Regent Road? The Town Clerk informed members that the Town Council installed, paid for and are responsible for the two shelters in Church Road, one opposite the Colne Community School and the other at Strangers Corner. After discussion it was agreed to ask County Councillor Goggin to look into who owns the shelter in Regent Road.

Recommendation: Ask County Councillor Goggin to look into who owns the bus shelter in Regent Road.

8. **20’s Plenty** – This item was not discussed.
9. **Small Wildlife Warning Road Signs** – Councillor Mitchell briefed members that she had met with County Councillor Goggin and an Officer of Essex County Council, and that they had a tour of the town to look at proposed sites for wildlife warning signs. They identified areas in Church Road, Ladysmith Avenue and the top of Chapel Road. She advised members that Essex County Council are on board with the scheme, however the next step is for the officer to make recommendations, and then the Town Council gives it support. County Councillor Goggin also needs to give his support to the scheme. She added that fundraising is taking place for wheelie bin stickers, and the local school is to hold a non-uniform day, with the money being raised going to the Hedgehog Fund.
10. **Parking Restrictions in Victoria Place** – Councillor Howard informed members that a local shop owner is asking for parking restrictions outside their shop in Victoria Place, where there are currently no restrictions. After discussion it was agreed that Councillor Howard would go and talk to the shop owner, and members should look at the current restrictions in the High Street/Victoria Place.

Recommendation: Councillor Howard would go and talk to the shop owner, and members should look at the current restrictions in the High Street/Victoria Place.

11. **Brightlingsea Leisure Village** – Councillor Howard briefed members that following an email from the residents about fly tipping of garden waste, she went and met with two residents and looked at the issue. Apparently, they always put their cutting in this area, but it is getting bigger, and now there is a ‘hippo’ bag also dumped. After discussion it was agreed that Councillor Howard would talk to Councillor Morgan, as Chair of the Facilities and Community Assets Team, and would ask the residents if they have spoken to Nikki, the Site Manager about this, before any further action is taken.

Recommendation: Councillor Howard would talk to Councillor Morgan, as Chair of the Facilities and Community Assets Team, and would ask the residents if they have spoken to Nikki, the Site Manager about this, before any further action is taken.

12. **Chatty Bench** – Councillor Mitchell briefed members on a scheme from ‘Anchor’ and after discussion it was agreed that she would talk to the Grounds Manager to ascertain if a bench and location could be identified. It was also noted that there is a ‘happy to chat’ bench in the Victoria Gardens.

Recommendation: Councillor Mitchell would talk to the Grounds Manager to ascertain if a bench and location could be identified.

13. **Application to Essex County Council for a post outside a residence in Upper Park Road** – Councillor Howard briefed members that Councillor Morgan had visited the resident of Upper Park Road, who is requesting a post be installed on the edge of the pavement, on the corner to protect their home from lorries and cars striking their home. After discussion it was agreed to support this request and ask Essex County Council to take this further.

Recommendation: The Town Council support the request for a post being installed on the edge of the pavement, on the corner, to protect the home in Upper Park Road from lorries and cars striking the property and ask Essex County Council to take this further.

14. **Report from Grounds Manager – Terry Hamilton** – No report had been submitted, however the Clerk informed members of the following:-

- The lease on one of the works vehicles has finished, and the van has been returned.
- The Veolia worker informed our Grounds Manager that the morning cleaner, who cleans for two hours a day, has been placed elsewhere this week. This is why there has been a rubbish problem. When asked why the rubbish had not been cleared away around a bin on the Promenade, they advised that they did not have time.

Councillor Steady added that the dog bin on Hurst Green was not emptied, as a lorry was parked in the road, blocking the road.

Members mentioned the sticker scheme, to be placed on Town Council bins. The cost of these to be taken to a Finance meeting for approval.

15. **Any other Business** – The Town Clerk informed members that that the new Tendring District Council Dog Control and Dog Fouling PSPO (Public Spaces Protection Order) came into effect from the 1st August 2024. Tendring District Council are to provide each Parish Council with a small number of adhesive A4 signs/stickers, to be placed in locations around the town.

Councillor Court spoke about overnight camping on Oyster Tank Road. It was agreed to let the Grounds Manager know when this happens.

Recommendation: Let the Grounds Manager know when overnight parking in Oyster Tank Road happens.

16. **Date of Next Meeting** – Thursday 12th September 2024 at 1.00pm

Meeting closed at 14.48pm.

Agenda Item 08

Welfare & Residents Services Report from Councillor Chapman

After the last council meeting and County Councillor Alan Goggin statement from ECC on the residents at Oaklands Care Home, we were both made aware within a few days that the Care Home would be closing. ECC had at that time 10 Residents who were funded. This meant all Residents had to be rehomed in other care homes in the district. Both Alan and I have been working closely with Staff, Resident's and their Families when contacted.

I have been liaising with Cllr. Goggin on the Essex County Council Care system if after the full consultation of TDC Careline the decision is to stop this support. More information will be available after the deadline and consultation has closed. There are other options available, and I will ask for their remit.

Councillor Mick Barry

26.07.24 - Full Cabinet meeting

31.07.24 - Portfolio briefings all day

01.08.24 - Leisure Centre site visits - Dovercourt, Walton, Clacton re energy use and maintenance issues

06.08.24 - Full TDC Council Meeting

09.08.24 - Meeting am Leader and Finance Director re North Essex Parking Partnership

12.08.24 - Development meeting with partners and stakeholders re Active Wellbeing Centre

Councillor Jayne Chapman

23.07.24 - Pre-Human Resources and Council Tax Committee. Including A.1 People Strategy, A.2 Leave Policy, A.3 Workforce update, A.4 Market Forces Policy.

25.07.24 - All Members briefing Health and Housing

26.07.24 - Cabinet including report of Environment Portfolio Holder. Waste management, recycling & Street cleansing options Appraisal.

Adoption of first 7 conservation area appraisals and management plans and start of Local list project. Report of Tendring Carline Service Review. Consultation to be undertaken with customers, Residents and key stakeholders. Outcome to be reported back to Cabinet in October/November for a decision as to the future provision of Caroline services. Freeze on new customers until after consultation.

6.8.24 - Full Council

8.8.24 - Chair panel for interview of position of Corporate Finance Manager

Essex Textiles - this is the link to their page on the website and some information about how they recycle.

[Tendring \(essextextiles.co.uk\)](https://www.essextextiles.co.uk)

Essex Textiles is a registered and licensed textiles broker that plays a crucial role in **textile recycling**. Here's how the process works:

1. **Collection:** Essex Textiles collects used clothing and textiles from various sources, including households. For example, they partner with local councils to provide home textile recycling collections¹².
2. **Sorting:** Once collected, the materials are sorted by Essex Textiles. They assess the quality of each item. Depending on its condition, the clothing may be:
 - **Resold:** Wearable items in good condition can be resold.
 - **Reused:** Some textiles may be repurposed or reused.
 - Recycled: Items that can't be directly reused are recycled into other products or raw materials¹³.
3. **Environmental Impact:** By diverting textiles from the waste stream, Essex Textiles contributes to resource conservation, energy efficiency, and pollution reduction. Recycling textiles helps reduce the need for virgin resources, conserving water, energy, and raw materials. It also lessens the strain on the environment caused by textile production⁴.

In summary, Essex Textiles plays a vital role in giving old clothes a second chance, contributing to a more sustainable fashion industry and reducing textile waste⁴.

Councillor Graham Steady

22.07.24 - Resources Services Overview Scrutiny Committee. Portfolio Holder for the Environment Cllr Bush gave an update on his portfolio. I asked if more robust action could be taken if conditions of the waste contract are not met and could there be more wriggle room on the waste contract taking residential development and increase in dog ownership into consideration. His answer was that these were being covered in discussion for new waste contract. Questions were asked of The Chief Executive, TDC Officers, Leader of The Council and The Housing Portfolio Holder regarding The Spendalls scheme and control of finances for major projects going forward.

25.07.24 - Audit Committee Update on the change of auditors and the control of expenditure

06.08.24 - Full Council Work programme for scrutiny committees agreed.

To view the recordings of meetings, please click on the following link:

<https://www.tendringdc.gov.uk/livemeetings>

Tendring Beach Clean

Each group starts at 10 am on Sunday 22nd September, they can if they wish sign up to marine conservations Great British Beach Clean.

Strategies for getting people involved. - usually with Facebook but with Councillors involved and possibly some environmental groups that could be interesting. The details of all groups involved will be posted on the Clacton volunteers group page and then reposted on multiple feeds.

If you go to Clacton Volunteer litter Picking on Facebook it shows how it went the last 3 years.

Town Clerk's Report – Agenda Item 13
Council Meeting 15th August 2024

Items requiring action:

EEDA (East Essex District Association) Caravan Club would like to book the Lower Park Playing Fields for the August Bank Holidays in **2028** (Wednesday 23rd until Monday 28th August), **2029** (Wednesday 22nd until Monday 27th August) and **2030** (Wednesday 21st until Monday 26th August). They are visiting again this year from the 21st August until the 26th August, however years 2026 and 2027 have already been booked by another club.)

Items to note:

Current Tendring District Council Consultations:

Tendring District Council Pavement Licence Policy

Start Date: 30/07/24

End Date: 03/09/24

<https://www.tendringdc.gov.uk/consultations/pavement-licence-policy-consultation>

Tendring District Council Licensing Enforcement and Inspection Policy 2024-2028

Start Date: 30/07/24

End Date: 03/09/24

<https://www.tendringdc.gov.uk/consultations/licensing-enforcement-and-inspection-policy-2024-2028-consultation>

Tendring District Council Gambling Policy 2025-2028

Start Date: 30/07/24

End Date: 03/09/24

<https://www.tendringdc.gov.uk/consultations/gambling-policy-2025-2028-consultation>

Issues reported since the last meeting:

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

Folkards Lane via AG all potholes have been filled – 08.08.24.

Faded signs on Cycle Path – old reference number 3505141 – sent to AG by MC – 22.07.24 to see if anything can be done.

Speed limit sign on Mill Street was covered by vegetation reported by a resident 03.08.24 – BTC Grounds Manager agreed to cut round sign in this instance to make it visible – work completed 06.08.24.

Sydney Street – drain cover – 2817736 – made safe and will monitor for future repairs – 02.08.24.

Overgrown/overhanging Willow tree in Marsh Way – reported to ECC 13.08.24 – checked with TDC – no TPO on this tree.

Hall Cut/Church Road/Brightlingsea Road – crews expected w/c 19.08.24 – more information has been requested, ie what & where are being fixed – information received via AG as follows:-

2922627 - Brightlingsea Road, Centre Bollards

2930003 – Brightlingsea Road, Potholes/Ironworks near Gatehouse Farm

2930001 – Church Road, Brightlingsea, near to Colne Community School, carriageway

2929999 – Hall Cut, Carriageway

Footpaths:-

Japanese Knotweed reported in Mill Street – reference 2931246 – 16.07.24.

Top of Marennes Crescent. Not weeds - just taking too much footpath.

Footpath between Pertwee Close and Lodge Road is overgrown.

Footpath 5 – bridge scheduled to be repaired (27.08.24-06.09.24 scheduled), request for urgent clearance of whole pathway put forward 08.08.24.

Footpath 32 – 2925298 – no further action.

Pavement opposite Lido extremely overgrown and overhanging making it difficult to navigate – Grounds Manager spoken to maintenance staff at Haven – they will sort out – 13.08.24.

Town Clerk's Report – Agenda Item 13
Council Meeting 15th August 2024

Street Lights/Signs – ECC:-

Contacted lighting at Essex Highways regarding an overpowering light in Marennas Crescent, they are going out to investigate 07.08.24.

Tendring District Council:-

Hand dryers in Waterside toilets are not working – 15.07.24.

Locks on doors are broken in Station Road toilets – 15.07.24.

Hand dryers in Western Prom toilets not working – 18.07.24.

Application for Assisted Collection for a resident – 17.07.24.

Emailed recycle regarding rubbish at Lozenge again – 17.07.24.

Emailed recycle regarding rubbish at Fiveways again – 22.07.24 (clothes dumped next to clothes bin, 2 x large piles)

Emailed recycle regarding more rubbish at the Lozenge, including more pics - 29.07.24.

Unemptied bin behind beach hut 193 - 31.07.24.

Emailed recycle regarding mattress fly tipped in George Cut – 02.08.24.

Emailed recycle regarding unemptied bins in Victoria Place – 02.08.24.

Affinity Water/ECC/Drains:-

Blocked drain outside Waterside Fish and Chips - 30.07.24 - 2933626.

TH reported a water leak at Hurst Green – 22.07.24 – someone attending site – call to say work would be undertaken 07.08.24.

Other:-

Vegetation cut back by volunteers

- Between 44 and 48 Mill Street
- Pavement opposite Co-Op/petrol station
- Alley running along side Brian house court that comes out in Robinson road
- Some of the footpath opposite where the above comes out in Robinson Road
- Some of Chestnut Way/Marennas Crescent path
- End of Elizabeth Way
- Path between Chapel Road and Whitegate Road
- Top of Tudor Close