

# **BRIGHTLINGSEA TOWN COUNCIL**

Minutes of the Council Meeting held at  
The Parish Hall, Victoria Place, Brightlingsea,  
on: Thursday 17<sup>th</sup> October 2024 at 7.00pm.

## **Present:**

### **Councillors**

J Carr (Mayor)

M Court (Deputy Mayor)

D Atkinson, M Barry, J Chapman,

M Judson, K Mitchell, R Morgan,

C Paveley, K Pentney and G Steady

## **In attendance:**

Tracey Pulford – Town Clerk

15 Members of the public

County Councillor Goggin

89. **APOLOGIES FOR ABSENCE:** Councillor Howard.

90. **TO RECEIVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 19<sup>TH</sup> SEPTEMBER 2024 AND TO CONFIRM AS A CORRECT RECORD:**

Councillor Barry proposed that the Minutes of the meeting held on the 19<sup>th</sup> September 2024 were accepted as a true record. Seconded by Councillor Mitchell. **Agreed.**

91. **MAYORS ANNOUNCEMENTS:**

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

The Mayor then advised members that he wished to show a film created by the Tourist Advisory Panel, which is run by Councillors and residents of the town including the Museum, Harbour and Shops. He said that the video is to showcase the Town, and has been commissioned by a local photographer, Stephen Johnson. Once it has been viewed tonight, it will then go live on You-Tube. A round of applause was given after the showing of the video.

92. **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS:**

The Mayor reminded Members to declare interests when necessary.

93. **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:-

- Bellfield Avenue – Council house estate, and even in 1971 there were pot holes. The roads are made of concrete blocks, and in the 1960's they put tarmac over the top. The thin membrane wears through, and it is impossible to repair. Over the last seven years there have been over 100 repairs of some sort and size. The main problem is the concrete slabs, underneath them is a spring, and the slabs have moved. In 2020 a topographical survey was carried out and the problems were worse than expected. In 2021 the Cabinet member visited the area and agreed that the work was necessary. June 2023, some temporary measures were carried out to the surface, so it was half

decent. Work is now due to start on 28<sup>th</sup> October until 20<sup>th</sup> December, there is a road closure in place. Only 2/3<sup>rd</sup>s of the road will be completed during this time. They are digging up the roads, taking the concrete slabs out. Six weeks later, sometime in February, they will be back to repair the other 1/3<sup>rd</sup> of the road. At the moment the budget is around £800,000. All residents have been informed about the works and closure. During the road closure, the buses will be diverted down Red Barn Road into Chapel Road. Councillor Judson thanked County Councillor Goggin for getting Essex County Council to spend the money on these repairs.

- The Government has paid a lot of money to County Council's to help with repairs. Essex County Council received £12m, some of which is to be spent on teams to work in our area. Just this week works have taken place in Spring Road, Ophir Road, Church Road, Batemans Road, Chestnut Way and Bell Green. The bollards on Thorrington Road have also been replaced.
- At my recent resident's clinic, had one issue for funding for a charity.
- Supported the Lido for a heat pump application, and also the Church for a Youth and Family Activity.
- The B1027 – works starts on 11<sup>th</sup> November. There are 200 changes in restrictions along the B1027, some vegetation, signs, changes to speed limits etc.

Councillors asked the following questions:

- Councillor Barry mentioned the stopping of the Winter Fuel allowance. He also mentioned the shutting of Children's Centres by Essex County Council and said that 74 out of 86 centres have been closed. Much discussion took place.
- Councillor Mitchell asked if there was any further update on the small animal wildlife signs. County Councillor Goggin replied no, but he would look into it.
- Councillor Morgan asked if there was any movement on the bollards on the island outside the Museum as this is a dangerous hazard? County Councillor Goggin read out some correspondence from Portfolio Holder, Tom Cunningham, as follows:-  
 "Dear Alan, Apologies for not responding sooner. I failed to check with yourself as a Divisional member what, if anything, has occurred since the incident that was first brought to my attention. It was only afterwards, when pointed out to me by colleagues that you had already communicated with the driver from Finchley on the 10<sup>th</sup> October. In fact your email was exceptional in providing all the necessary information and routes to follow, should she wish to make a claim for the damage to her vehicle. I was also informed of your visit, way back in April, together with one of our Highway Officers, to explore the installation of a pedestrian crossing, to which you were able to report back to the Town Council. This visit prompted the Highways Officer to investigate further with the Casualty Reduction Team, thereby creating a programme of works to for inclusion in 2024/2025. I understand that the design work is now complete and recently submitted and are awaiting programme and traffic control procurement. Should you wish to inform the Town Council, please do so, explaining my error in not consulting you in the first place."
- Councillor Court mentioned the spread sheet he received from Essex County Council, following his FOI request. He said that there are 1,300 outstanding faults for Brightlingsea, not reports. Much discussion took place.

Members of the public then asked the following questions:-

- A written question was read out by the Mayor:- "We would like to ask why there isn't a 20-mile hour speed limit in place in Brightlingsea on the main roads? My husband's car has been damaged twice in the last couple of months and written off. The speed the vehicles come down Ladysmith Avenue is frightening. There is a

school at the bottom of the road and there is going to be a serious accident or fatality. People are losing their cats because of the speed.

I am in the process of doing an on-line Petition and am doing my own speed watch over the weekend and will present it to our Essex County Councillor.” The Mayor replied that this is a Police and Highways issue, however we can lobby, via the Environment and Transport Team. We will pass this on to this Team, who will investigate further, with Councillor Goggin. Councillor Mitchell mentioned that one of the sites for the small animal signs is for the top of Ladysmith Avenue, so this may help slow the traffic down. Councillor Pentney mentioned that a small group has been formed to look at many issues, including zebra crossings, mirrors at blind spots etc. so this can be looked at further. Councillor Steady added that he is on the Scrutiny Committee at Tendring District Council and one of the remits is Community Speed Watch – so we will be looking at this further. County Councillor Goggin replied that a speed and volume survey could be carried out – however there is a cost of around £311.00. This will cover 24 hours 7 days a week report, covering not only speed but also the type of vehicle. Once you have that information, you can take the issues further. The Mayor thanked the resident for the written question and advised that the Council have received correspondence about speed bumps, and that they would like their comments known that they do not wish speed bumps to be installed.

*County Councillor Goggin left the meeting at 7.42pm.*

94. **UPDATE FROM DISTRICT COUNCILLORS:**

Councillor Barry reported that he attended the Scrutiny Committee meeting on Tuesday about the Sports Strategy. There was good representation from all the partner organisations that we have been working with, including Active Essex, Sport England, Active Wellbeing Society and Community Voluntary Services Tendring. We received some robust questioning from the Scrutiny Committee, and the general consensus was that the strategy is a positive move in the right direction and that it is work in progress and going to produce a lot of measurable results across Tendring for the next 3-4 years.

Councillor Chapman clarified that on the 1<sup>st</sup> October the Waste Management online meeting was for the sub-committee to agree for it to now go to Cabinet for the new contract to go out to tender. The July Cabinet decision is to award the contract.

Councillor Steady reported at the recent meeting held with Veolia and Tendring District Council, we should make representations on the consultation, and include check points along the way to make sure our aims and aspirations are met.

95. **REVIEW OF GOVERNANCE REPORT OF BRIGHTLINGSEA TOWN COUNCIL:**

A copy of the notes from the informal meeting held on Thursday 1<sup>st</sup> February had been circulated to all members. After discussion it was proposed by Councillor Steady, seconded by Councillor Chapman that the report is accepted. Agreed. The Clerk informed members that once agreed the report would be sent to the Monitoring Officer at Tendring District Council.

96. **TEAMS REPORTS:**

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

**Facilities & Community Assets Team** – Councillor Morgan briefed members on the meeting held on the 10<sup>th</sup> October 2024. The Facilities & Community Assets Team report was then accepted, and the following recommendations agreed:-

- The Boat Park is added to the next meeting agenda, for discussion.
- Batemans Tower Café - The Council would seek new legal advice to ascertain Councils position regarding the lease position.
- Boating Lake and Hut - Councillors Morgan and Mitchell to visit and review the boats in due course.
- Kinetic Wheel - Quotations to be obtained for soft safety surfacing on the current grass areas, with funding to be sourced from S106 monies.
- A standard letter is sent to residents re fly tipping including cut grass.

**Environment & Transport Team** – Councillor Carr briefed members on the meeting held on the 11<sup>th</sup> October 2024. Councillor Steady briefed members that he had given his apologies for the meeting, even though they had not been recorded. He also briefed on various issues as listed on the notes. The Environment & Transport Assets Team report was then accepted, and the following recommendations were agreed:-

- Brightlingsea Town Council would enter into the P3 Volunteer Scheme with Essex County Council. Town Clerk to look into Council Insurance re Volunteers.
- Parking Issues - (a) A sub-committee would be formed to look at possible schemes, including parking restrictions outside the Bakers, relining of white/yellow lines etc. The Committee to consist of, Councillors Howard, Morgan, Pentney and Carr. (B) Councillor Howard would contact Mr Gallagher of the Colne Community School to discuss the parking issue when the Playing Fields at Strangers Corner are in use. Councillor Barry to investigate the Byelaw 'Essex Law' regarding parking on grass verges.
- The Great British Beach Clean 2025 is revisited in 6 months' time. Brightlingsea Town Council to look at organising a 'litter pick' in conjunction with the Brightlingsea Litter Pickers.
- Councillor Howard would talk to Mr Gallagher of the Colne Community School about the litter being dropped in Manor Wood and also at Strangers Corner.
- Town Clerk to contact Clear to See and R J Osborn, to obtain a quotation for the printing of the stickers.
- Town Clerk to contact the Beach Hut Association, who have a list of people who can update the beach hut.
- Considerate Parking Initiative - The sub-committee would sit and identify the scale of the issue in Brightlingsea, and also look at other areas who have addressed parking issues in their towns.
- Town Clerk would contact Andy Nepean of Tendring District Council to inform them that it does not state that between 1<sup>st</sup> October – 30 April there are no charges in the car park on the Western Promenade.
- Letters would be sent out to residents if any of the following applies to them or their property - Overhanging vegetation, dumping of household rubbish, fly tipping.
- Town Clerk to email seafronts at Tendring District Council about the white lines/markings at Splash Point.

**Welfare & Residents' Services Team** – Councillor Chapman informed members Covid Vaccinations are taking place at the YMCA on Saturday 2<sup>nd</sup> November 2024. The Welfare & Residents' Service Team report was then accepted.

**Communications & Tourism Team** – Councillor Paveley briefed members that several press releases have gone out regarding the safety of the roundabout in Pawson's Playground

and about the police. Signs are being installed on the Display Boards – Keep Brightlingsea Safe, asking residents to report any criminal activity. There will also be an article on the Brightlingsea Info website, and in the Brightlingsea and Wivenhoe Chronicle. He added that following the recent visit by Chief Inspector Ella Latham, no feedback has been received. Councillor Court mentioned that at the recent Essex Association of Local Councils AGM, the Police and Crime Commissioner has committed to visit Brightlingsea – date to be confirmed. Councillor Chapman added that the Community Police Officer is coming here on Monday to talk with Councillors about various issues.

Councillor Carr recorded the Council's thanks to Councillor Court for adding the Police message to the Display Boards.

Councillor Paveley also mentioned that he attended a Tourism meeting, and at some point, the Council needs to debate what to do with the Tourist Council as far as support it. If you want to push Tourism out, it will cost a lot more than £500.00.

97. **TO RECEIVE AND APPROVE THE MINUTES OF THE FINANCE MEETING HELD ON 15<sup>TH</sup> OCTOBER 2024 AND TO CONFIRM THE RECOMMENDATIONS THEREIN:**

Councillor Atkinson proposed that the Minutes of the Finance and Property Meeting held on the 15<sup>th</sup> October 2024 are accepted as a true record, and the recommendations (as written below) be accepted:

- The new CCLA account is used as an investment account, for the precept.
- Examining of Accounts - 15 payments totalling £4,674.82 are approved for payment, with Councillors Carr and Chapman signing off the invoices.
- S106 monies are applied for to be used for works on the safety surface of Pawsons Playground.
- Grant Application by the Colne Yacht Club - As the Town Council do not have a budget for this and are not in a financial position to support this application, it is refused at this moment in time. The Council also wishes them luck with the event.

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

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

The Payments and Accounts for the period September 2024 (as attached – see Appendix 2) were proposed by Councillor Chapman as follows:-

General Current T2 Account - 15 payments totalling £4,674.82 (as attached - see Appendix 3) be authorised for payment and statement of balances on the following accounts be accepted:-

**September 2024**

|                                     |                   |
|-------------------------------------|-------------------|
| Barclays Current Account (XXXX7055) | <b>£1,520.86</b>  |
| Barclays Premium Account (XXXX8295) | <b>£3,067.52</b>  |
| Barclays Premium Account (XXXX9433) | <b>£401.95</b>    |
| Instant Access Account (XXXX0373)   | <b>£83,207.42</b> |
| Current T2 Account (XXXX0360)       | <b>£1,581.19</b>  |
| Making a total of                   | <b>£89,778.94</b> |
|                                     |                   |
| Income for September 2024           | <b>£7,841.23</b>  |
| Expenditure for September 2024      | <b>£31,822.66</b> |

|                                                                              |                    |
|------------------------------------------------------------------------------|--------------------|
| Employee payments paid for the month of August 2024 were:                    | <b>£18,295.11</b>  |
| Income to date 1 <sup>st</sup> April – 30 <sup>th</sup> September 2024       | <b>£202,666.63</b> |
| Expenditure to date, 1 <sup>st</sup> April – 30 <sup>th</sup> September 2024 | <b>£199,846.17</b> |

Seconded by Councillor Carr. **Agreed.**

A copy of a paper prepared by Councillor Paveley had been circulated to all members. He then stated that up until now we have no delegated authority, so every decision and payment has to come to this committee, which develops quite a workload for the Clerk. To shortcut this, he suggested that delegated authority is given to the Finance Committee to pay the monthly outgoings. This means that the Clerk inputs the monthly payments onto the Bank, and at the finance meeting, the payments can be authorised. This was **agreed** by all present.

99. TO RECEIVE THE MINUTES OF THE PLANNING MEETING HELD ON 20<sup>TH</sup> AUGUST AND 17<sup>TH</sup> SEPTEMBER 2024 AND TO NOTE PLANNING DECISIONS OF TENDRING DISTRICT COUNCIL:

Councillor Paveley proposed that the recommendations in the Minutes of 15<sup>th</sup> October 2024 be agreed by Council, together with the planning decisions from Tendring District Council. He mentioned that the Neighbourhood Plan are finding a new consultant to work with, and have written a report to demonstrate to the new consultant where we are. This would be an excellent opportunity to come to Council to brief members. The Minutes were then seconded by Councillor Judson. **Agreed.**

100. YOUTH COUNCIL:

The Mayor welcomed Jordan Knight to the meeting. Jordan briefed members that the first meeting was held at the Colne School on a Monday morning with 12 representatives from different ages, genders and backgrounds. Some of the items discussed were:-

- The youngsters are struggling with the cost in Brightlingsea – it is cheaper to go to a Colchester Fast Food and have a day out, rather than in Brightlingsea.
- There is a two-person limit in the Co-Op with students from the Colne. They are followed round, and the students find that demeaning. With Council approval a letter to be drafted to be sent to the Co-Op, and Head Office.
- Bus routes are really difficult here. Someone was stuck in Alresford for one hour as the bus did not turn up.

Jordan then asked for Council approval to invite Brightlingsea shop owners to come and talk to the Youth Council, to see what they can offer etc. He said that the Colne School have agreed that the School Council can meet every half term, and he would like this to be a two-way communication, he is feeding back to the Council, but what do the Council want to bring to the Youth Council to discuss. He added that he would like to bring them here, to the Parish Hall, on a school day from 2.30pm until 3.30pm. Much discussion took place. Members then **agreed** that that they would support the letter to the Co-Op and also a High Street Student Discount, and that Jordan should liaise with the Town Clerk about the students visiting the Parish Hall.

The Mayor then thanked Jordan for attending the meeting. A round of applause was given.

101. COMMUNITY INITIATIVES FUND GRANT APPLICATION – SUPPORT FROM THE TOWN COUNCIL:

The Mayor briefed members that the Council needs to confirm its support for the application to the Community Initiatives Fund for the 'Fun for Families & Friends' Project at All Saints' Brightlingsea. He added that this project will enhance their activity programme and will support many Brightlingsea residents. This was agreed by all present.

102. SPRINGMEAD TRUST:

Councillor Steady briefed members and after discussion it was agreed that the Town Council will remain Custodian Trustees, to bring on new Trustees/Management Committee, a public meeting is arranged to encourage more community involvement with the Trust.

103. QUESTIONS FROM THE PUBLIC:

Q1) Written question received today from a local resident - Will Brightlingsea Town Council be submitting an AP1 form to assume a legal stance over the area at the bottom of the Town Hard?

A1) Councillor Morgan replied that as per the correspondence from the Land Registry an application form AP1 has been completed and all the necessary documents to support this have been sent to the Land Registry, as requested by them. We are now waiting to hear back from them.

Q2) Spent the last 12 months at these meetings here and you say you are an open council; how does that sit alongside not having public questions? If there was something discussed tonight, and I was not allowed to ask a question, I would have to wait another month before I could ask it. Also, the way Councillor Atkinson runs his Finance Meetings, is very helpful to the public.

A2) The Mayor replied this needs to be debated further by Council. However, this format follows training and guidance that we have received from Tendring District Council.

Q3) The Police and Crime Commissioner, it would be a good idea for him to hold a public meeting here in Brightlingsea, and a good idea for the public to attend. A meeting in Clacton is planned for next year.

A3) Councillor Court replied that there was a meeting in Tendring, but this has been cancelled. The plan is for them to hold some sort of event in Brightlingsea, next year.

Q4) Thanked Councillor Court for all the hard work on the footpaths, it is really appreciated. Regarding the posters about reporting crime and anti-social behaviour. Two weeks ago we phoned up three times and the Police never turned up. What is the point?

A4) Councillor Court thanked the resident for his kind words, and that it is the volunteers who have carried out the work.

Q5) Regarding the Police, the other day early afternoon, there was lady running around Victoria Place, screaming and being terrified by 12 youths, chasing her. They were kicking footballs, hitting cars, and apparently this is a common thing happening now around Victoria Place.

A5) The Mayor said that we need to keep reporting all these incidents. Councillor Mitchell said that if you call the Police and get no response or they will not take your details, make a complaint. Also, if the Police will not take details of the crime off you, as you are not the victim and have not witnessed it directly, they should take your details for intelligence of what is happening in the town and that is not what they are doing. If you are not a victim, but have information / intelligence, contact Crimestoppers. Jordan Knight said that he will go

back to his Manager, and Community Magnetic Tool and will try to carry out some effective youth work when the youngsters are actually in the area.

104. TOWN CLERK'S REPORT:

Councillor Chapman declared an interest in the items relating to the Brightlingsea Carnival, and left the room whilst discussion took place.

- 1) **Agreed** that the Carnival Association can:-
  - Hold its 2025 Carnival on the Bayard Recreation Ground on Saturday 21<sup>st</sup> June 2025 from 8am until 6pm.
  - Advertise the car boots as in previous years.
  - Hold Car Boot Sales on the Western Promenade on Monday 21<sup>st</sup> April, 5<sup>th</sup> May, 26<sup>th</sup> May, Sunday 27<sup>th</sup> July and Monday 25<sup>th</sup> August 2025.
- 2) **Agreed** that the Remembrance Sunday Running Event can be held on the 10<sup>th</sup> November 2024.
- 3) **Agreed** that the Town Council would enter a tree into the 2024 Brightlingsea Christmas Tree Festival
- 4) **Agreed** that a small group of cachers can litter pick on the 26<sup>th</sup> October around the beach/grass area on the seafront.

105. CLOSE OF MEETING:

There being no further business, the meeting closed at 8.55 pm.

Chair .....

Date: 21<sup>st</sup> November 2024

**Agenda Item 3****Mayor's Report:**

Attended the following:

|                            |                                                                   |
|----------------------------|-------------------------------------------------------------------|
| 20 <sup>th</sup> September | Meet and Greet with Ella Latham at the Colne Yacht Club           |
| 27 <sup>th</sup> September | Cinque Port Liberty Oyster Feast                                  |
| 6 <sup>th</sup> October    | High Sherriff of Essex -- Justice Service at Chelmsford Cathedral |
| 12 <sup>th</sup> October   | Bingo Calling for the Boys Brigade Food Bingo Fundraiser          |

# Financial Summary - Cashbook

Summary of receipts and payments between 01/09/24 and 30/09/24 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         |
| <b>Total</b>                   | <b>£86,958.48</b> |

## Balances at start of period

### Ordinary Accounts

|                                |                    |
|--------------------------------|--------------------|
| Barclays Treasury Deposit      | £0.00              |
| Business Current               | £6,254.19          |
| Business Premium (Client A/C)  | £394.72            |
| Business Premium (Reserve A/C) | £20,911.82         |
| Capital Reserve Account        | £0.00              |
| Instant Access Account         | £82,559.64         |
| Unity Current Account T2       | £3,640.00          |
| <b>Total</b>                   | <b>£113,760.37</b> |

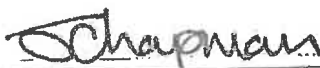
|                       | Net               | Vat              | Gross             |
|-----------------------|-------------------|------------------|-------------------|
| <b>RECEIPTS</b>       |                   |                  |                   |
| Council               | £7,276.18         | £565.05          | £7,841.23         |
| <b>Total Receipts</b> | <b>£7,276.18</b>  | <b>£565.05</b>   | <b>£7,841.23</b>  |
| <b>PAYMENTS</b>       |                   |                  |                   |
| Council               | £30,029.89        | £1,792.77        | £31,822.66        |
| <b>Total Payments</b> | <b>£30,029.89</b> | <b>£1,792.77</b> | <b>£31,822.66</b> |

## Closing Balances

### Ordinary Accounts

|                                |                   |
|--------------------------------|-------------------|
| Barclays Treasury Deposit      | £0.00             |
| Business Current               | £1,520.86         |
| Business Premium (Client A/C)  | £401.95           |
| Business Premium (Reserve A/C) | £3,067.52         |
| Capital Reserve Account        | £0.00             |
| Instant Access Account         | £83,207.42        |
| Unity Current Account T2       | £1,581.19         |
|                                | <b>£89,778.94</b> |
| <b>Total</b>                   | <b>£89,778.94</b> |

Signed



# Financial Summary - Cashbook

Summary of receipts and payments between 01/04/24 and 30/09/24 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               | £2,823.81         |
| 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        | £199,728.56        | £2,938.07        | £202,666.63        |
| Total Receipts | <u>£199,728.56</u> | <u>£2,938.07</u> | <u>£202,666.63</u> |
| PAYMENTS       | Net                | Vat              | Gross              |
| Council        | £191,111.00        | £8,735.17        | £199,846.17        |
| Total Payments | <u>£191,111.00</u> | <u>£8,735.17</u> | <u>£199,846.17</u> |

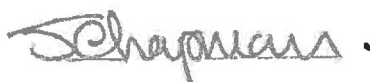
Closing Balances

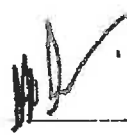
## Ordinary Accounts

|                                |                   |
|--------------------------------|-------------------|
| Barclays Treasury Deposit      | £0.00             |
| Business Current               | £1,520.86         |
| Business Premium (Client A/C)  | £401.95           |
| Business Premium (Reserve A/C) | £3,067.52         |
| Capital Reserve Account        | £0.00             |
| Instant Access Account         | £83,207.42        |
| Unity Current Account T2       | £1,581.19         |
| Total                          | <u>£89,778.94</u> |

Signed

Chair:



  
Clerk / Responsible Financial Officer

## Brightlingsea Town Council

## Expenditure transactions - payments approval list start of year 01/04/24

| No        | Payment<br>Reference | Gross   | To pay  | Heading | Invoice<br>date | Invoice<br>no. | Details                                                   | Payment<br>Reference<br>Total |
|-----------|----------------------|---------|---------|---------|-----------------|----------------|-----------------------------------------------------------|-------------------------------|
| 13183     |                      | £738.04 | £738.04 | 1080/1  | 30/08/24        | INV-15280      | Tower Security (Tendering) Ltd - Lock Up - August<br>2024 |                               |
| Sub Total |                      | £738.04 | £738.04 |         |                 |                |                                                           |                               |
| Total     |                      | £738.04 | £738.04 |         |                 |                |                                                           |                               |

Signature

Chapman

Signature

Date

15/10/24

27/09/24 11:12 AM Vs: 9.02.01

# 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 |
|-------|-------------------|-----------|---------|--------------------------------------|--------------------------------------------------------|---------|
| 13232 |                   | £259.74   | 1004/1  | 12/10/24                             | 3C - Computer Service Charges                          | 614108  |
|       |                   | £259.74   |         | 3C - Total                           |                                                        |         |
| 13231 |                   | £420.00   | 1010/2  | 13/08/24                             | Ace Drainage Limited - CCTV to Bore Hole on Allotments | AD2063  |
|       |                   | £420.00   |         | Ace Drainage Limited - Total         |                                                        |         |
| 13215 |                   | £126.00   | 1010/4  | 30/09/24                             | Capel Plant - Toiler on Allotments 010924-011024       | 155953  |
|       |                   | £126.00   |         | Capel Plant - Total                  |                                                        |         |
| 13233 |                   | £80.00    | 1008    | 10/10/24                             | Cinque Port Liberty - Choosing Day Lunch x 2           |         |
|       |                   | £80.00    |         | Cinque Port Liberty - Total          |                                                        |         |
| 13216 |                   | £1,074.00 | 1007    | 27/09/24                             | Homeview Surveillance Ltd - CCTV Maintenance Agreement | 9776    |
|       |                   | £1,074.00 |         | Homeview Surveillance Ltd - Total    |                                                        |         |
| 13217 |                   | £69.60    | 1062/2  | 30/09/24                             | James Todd & Co Ltd - September 2024 Payroll Fee       | 74258   |
|       |                   | £69.60    |         | James Todd & Co Ltd - Total          |                                                        |         |
| 13220 |                   | £265.03   | 1010/1  | 19/09/24                             | Kent Blaxill - Paint for Boating Lake Shed             | 5311674 |
|       |                   | £265.03   |         | Kent Blaxill - Total                 |                                                        |         |
| 13218 |                   | £145.00   | 1010/6  | 25/09/24                             | Lovesee Glazing - Replace Hard Shelter Glass           | 6467    |
|       |                   | £145.00   |         | Lovesee Glazing - Total              |                                                        |         |
| 13219 |                   | £180.96   | 1006    | 30/09/24                             | Office IS - Stationery                                 | 8273    |
| 13228 |                   | £116.68   | 1004/2  | 08/10/24                             | Office IS - Hand Towels for Parish Hall                | 10436   |
|       |                   | £297.64   |         | Office IS - Total                    |                                                        |         |
| 13221 |                   | £102.00   | 1004/1  | 19/09/24                             | Panther Security Systems Ltd - Engineer Callout Fee    | 123558  |
|       |                   | £102.00   |         | Panther Security Systems Ltd - Total |                                                        |         |
| 13222 |                   | £39.95    | 1010/2  | 16/09/24                             | Sibbons - Security Socket Set                          | 62439   |
| 13223 |                   | £108.11   | 1010/3  | 25/09/24                             | Sibbons - General Maintenance                          | 62669   |
| 13224 |                   | £46.62    | 1010/7  | 27/09/24                             | Sibbons - Protective Clothing                          | 62754   |
|       |                   | £194.68   |         | Sibbons - Total                      |                                                        |         |

Signature

*De Chapman*

Signature

*[Signature]*

Date

15/10/24

# Brightlingsea Town Council

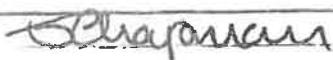
## Expenditure transactions - approval list

Start of year 01/04/24

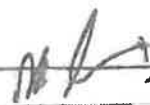
Supplier totals will include confidential items

| No           | Payment<br>Reference | Gross     | Heading | Invoice<br>date | Details                                                          | Invoice    |
|--------------|----------------------|-----------|---------|-----------------|------------------------------------------------------------------|------------|
| 13225        |                      | £12.00    | 1010/2  | 25/09/24        | Top Glass Window Cleaning - Bus Shelter<br>Cleaning              | 250924     |
| 13229        |                      | £12.00    | 1010/2  | 09/10/24        | Top Glass Window Cleaning - Bus Shelter<br>Cleaning              | 091024     |
| 13230        |                      | £14.00    | 1004/2  | 09/10/24        | Top Glass Window Cleaning - Parish Hall Window<br>Cleaning       | 091024     |
|              |                      | £38.00    |         |                 | Top Glass Window Cleaning - Total                                |            |
| 13226        |                      | £691.92   | 1090/1  | 30/09/24        | Tower Security (Tendring) Ltd - Gate Lock up -<br>September 2024 | 15411      |
|              |                      | £691.92   |         |                 | Tower Security (Tendring) Ltd - Total                            |            |
| 13227        |                      | £173.27   | 1010/2  | 26/09/24        | Wurth UK Ltd - Maintenance Items                                 | 4036299559 |
|              |                      | £173.27   |         |                 | Wurth UK Ltd - Total                                             |            |
| <b>Total</b> |                      | £3,936.78 |         |                 |                                                                  |            |

Signature



Signature



Date

15/10/24

## **Mayor's Report:**

Attended the following:

|                           |                                                                                                           |
|---------------------------|-----------------------------------------------------------------------------------------------------------|
| 19 <sup>th</sup> October  | RNA Trafalgar Night Dinner, with Mayoress                                                                 |
| 20 <sup>th</sup> October  | Wivenhoe Town Council Annual Civic Service                                                                |
|                           | Winterfest planning meeting for 2025 event                                                                |
| 21 <sup>st</sup> October  | Meeting with the Police Local Sargeant Nathan                                                             |
| 25 <sup>th</sup> October  | Colchester Oyster Feast at the Talbooth Restaurant in Dedham                                              |
| 27 <sup>th</sup> October  | West Mersea Civic Service                                                                                 |
| 30 <sup>th</sup> October  | Meeting with the Tenant and Project Manager of Batemans Tower Café, with Councillors Atkinson and Paveley |
| 31 <sup>st</sup> October  | Meeting with BHL Residents Association, with Councillors Atkinson, Chapman and Paveley                    |
| 10 <sup>th</sup> November | RNLI Fish and Chip Supper, with Mayoress                                                                  |
|                           | Remembrance Service at the War Memorial                                                                   |
| 11 <sup>th</sup> November | Remembrance Service at the War Memorial                                                                   |
| 17 <sup>th</sup> November | Colne Yacht Club Laying Up Service in St James Church                                                     |

# AG brief notes for parish meetings. Brightlingsea & St. Osyth. November 2024.



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

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <p><b>Coming up.</b> PSEG scrutiny Nov 21<sup>st</sup>. Highway key performance indicators across all fields, plus Essex Air Quality. Nov 26<sup>th</sup>. Kent &amp; Essex fisheries conservation board. Chelmsford. Dec 6<sup>th</sup>. Local Highways panel. Ardeleigh depot. Dec 10<sup>th</sup>. Full Council. The huge amount of work at Bellfield is progressing. It is causing substantial inconvenience but the residents that I have spoken to are looking forward to the outcome.</p> <p><b>FOI.</b> At the last two Town meetings reference has been made to FOI requests regarding outstanding highway repairs in Brightlingsea. A number of 1300[plus?] was mentioned. I promised that I would investigate and seek advice but originally felt that whilst the numbers quoted were correct, they related to "reports" to ECC, rather than specific individual items for repair. In other words, there was an element of duplication by "repeat reporting" of the same defect. A partial recording of the last Town meeting was published on social media around this discussion. Having checked I confirm the following:-</p> <ol style="list-style-type: none"> <li>1. I believe I have found the corresponding FOI. It appears not to have been shared.</li> <li>2. There are indeed 1,338 reports for the 12 years starting 03/02/2012 and ending 13/08/24 – i.e. 12 years.</li> <li>3. In 2012 there are still 38 reports listed. For 2013 this number is 21, and for 2014 this is 139.</li> <li>4. Reports continue every year on a regular basis through to 2014 where the year-to-date figure is 169.</li> <li>5. Whatever the numbers every effort should be made to initiate repairs and maintenance as soon as possible – especially where safety is concerned.</li> <li>6. The data is very comprehensively described and include potholes, footway defects, blocked gulleys, overgrown vegetation, kerbs damaged/misaligned, verges overgrown, road signs obscured/dirty, road marks faded, missing bollards and even debris on the highway.</li> <li>7. I believe the worst site is Church Road with 97 reports between Aug 2012 and Jun 2024. ECC very poor at updating data when works completed. Mentioned at Scrutiny of highways standards.</li> <li>8. The right for residents FOI applications should be defended at all times.</li> </ol> |
| 1 | <p><b>Nov 18. Discussion with Cllr. Steady re BTC report on traffic flow &amp; parking given to AG on site 15<sup>th</sup>.</b> Report originally written July 2023 [started 2021] was meant to be sent to AG as CC, plus Highways, plus parking partnership, plus Tending. Mistake may have occurred as first time AG seen, and no responses from other 3 parties either. Probably not sent. Shame as a good positive report. Bulk of recommendations relate to runs of yellow or red lines. Second paper relates to recent site visits by Cllrs. Morgan &amp; Atkinson. Again bulk of recommendations around request for lineage to resolve parking and congestion. Suggested applications to North Essex Parking partnership via Tending. Priorities from ENT especially as two suggestions out of parish.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2 | <p><b>Nov 15. Site visits X 3. AG plus "buddy".</b></p> <ol style="list-style-type: none"> <li>1. First Thorrington. Together with 3 parish councillors. New 30 MPH limit to start November. Parking issues around post office &amp; shop. Speeding – decide site for Speed &amp; Volume survey. Options re crossing near shop or pedestrian island. No police reports here.</li> <li>2. Next, Frating Abbey Farm Road repairs under members initiative. Longest stretch of over 50+ repairs that I have ever seen in my division. Listed as priority at Thorrington &amp; Gt. Bentley. Plus pictures taken at Lufkins Farm crossroads. Five plus accidents in recent months. Road signage refresh request.</li> <li>3. <b>Next Western Road junction with Lower Park Rd.</b> Together with Cllrs Steady &amp; Kerry. Sadly, on afternoon before there was an accident on this corner involving a small lorry and a young cyclist. Specific details not clear as yet. No mention of blame to vehicle from two local residents who witnessed</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

# Agenda Item 05

|                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                     | after accident. Pleased pedestrian not badly injured. Possible solutions involve red or white lines to reduce parking vehicles blocking views. Back to ENT. Suggested applications to Parking Partnership via Tendring. Impressed with how many parents use the Community Centre car park to collect children in short walk to school. Suggestion from BTC to close the entrance/exit gate at school. Prior to Thursdays accident no police reports at this junction. Again - back to ENT. |
| 3                                                                                                                                                                                                                                                                                                   | <b>Nov 14. Attended County Hall.</b> Highways issues. In evening attended <b>AGM Community Centre</b> . Mentioned grant applications to Chair. Past & future. <b>Bollards outside Tesco island repaired.</b> Believe original problem vandalism not collision with cars!                                                                                                                                                                                                                   |
| 4                                                                                                                                                                                                                                                                                                   | <b>Nov 12. Attended BTC ENT Cttee.</b> refer to minutes but ECC recommend speed & volume survey in Ladysmith. Cost = £368.20. Specific criteria required to be acceptable to police & Highways. Different system from Belgium discussed. Details to be provided to ECC for analysis. In evening attended Fireworks display post event briefing. On the day an excellent turnout & generous bucket collection compared to last year.                                                        |
| 5                                                                                                                                                                                                                                                                                                   | <b>Nov 10. Attended remembrance Sunday service.</b> B'sea. Congratulations again to Royal British Legion. A great turnout. Also attended 11/11 at 11.00 hrs on Monday plus several councillors.                                                                                                                                                                                                                                                                                            |
| 6                                                                                                                                                                                                                                                                                                   | <b>Nov 7. Site visit Bellfield Avenue.</b> Scale of works huge. In evening attended as sickness deputy for Carlo at Elmstead Market, and then to Great Bentley.                                                                                                                                                                                                                                                                                                                            |
| 7                                                                                                                                                                                                                                                                                                   | <b>Nov 6. Member development.</b> Including Police Commissioner. Violence & Vulnerability partnership. One to one meetings reveal more than initially thought. Cllrs Carr & Goggin tighten bolts on slipped sign outside Lower Co-Op                                                                                                                                                                                                                                                       |
| 8                                                                                                                                                                                                                                                                                                   | In evening attended monthly parish meetings at Thorrington & then Alresford.                                                                                                                                                                                                                                                                                                                                                                                                               |
| 8                                                                                                                                                                                                                                                                                                   | <b>Nov 4. Scrutiny board.</b> Resident Gt. Bentley complaint parking around chemist. Reply & refer to parish. No action 12 months + 14 months before.                                                                                                                                                                                                                                                                                                                                      |
| 9                                                                                                                                                                                                                                                                                                   | <b>Oct 31. Corporate scrutiny.</b> Mention of 310,000 whole Essex reports potholes plus. Confirmed not same number items. Must be more accurate at FOI.                                                                                                                                                                                                                                                                                                                                    |
| 1                                                                                                                                                                                                                                                                                                   | <b>Oct 30. Budget day.</b> Briefings to follow. Implications.                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 0                                                                                                                                                                                                                                                                                                   | Thorrington Footpath 13 query with PROW – action to follow?                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1                                                                                                                                                                                                                                                                                                   | <b>Oct 28. Bellfield Ave starts.</b> Whole road repair to Dec 20. Plus finish last third in Feb 25. Bus service alteration.                                                                                                                                                                                                                                                                                                                                                                |
| 1                                                                                                                                                                                                                                                                                                   | Residents understand inconvenience with some pleasant comments.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 1                                                                                                                                                                                                                                                                                                   | <b>Oct 25. Royal visit. Site review.</b> Bollards, street sign, paint lamppost. Instructions from Lord Lieutenant. Also report Vic Place bollards. Also Mayor & I tightened some bolts on a slipping road sign at the Co-Op. Plus chase Hall Cut again.                                                                                                                                                                                                                                    |
| 2                                                                                                                                                                                                                                                                                                   | End of round of members initiative for November. St. Osyth submit new applications as “user ready”.                                                                                                                                                                                                                                                                                                                                                                                        |
| 1                                                                                                                                                                                                                                                                                                   | <b>Oct 21. Request scrutiny at PSEG Boxted Bridge.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3                                                                                                                                                                                                                                                                                                   | Stroke unit possible grant. Also AG approved CIF grant to LIDO.. Bell Green repairs completed.                                                                                                                                                                                                                                                                                                                                                                                             |
| 1                                                                                                                                                                                                                                                                                                   | <b>Oct 17. Place-services scrutiny cttee.</b> Quarterly review service levels. Question big section numbers. Review profit deduction if not reaching target or threshold. Also public questions cycling. B'sea museum bollards. Update. In time royal visit? MP [Sir Bernard] clinic discussion flooding in Thorrington residents drive. AG attends B'sea. & St. Osyth parish monthly meetings. Public & Councillor questions.                                                             |
| 4                                                                                                                                                                                                                                                                                                   | <b>REPEAT- STILL RELEVANT.</b> 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.                                                                                                                         |
| <p><b>AG CONTACT POINTS:- 07860 519117 OR 01206 308023</b><br/> <a href="mailto:cllr.alan.goggin@essex.gov.uk">cllr.alan.goggin@essex.gov.uk</a> or <a href="mailto:alan@agoggin.co.uk">alan@agoggin.co.uk</a></p> <p><b>FACEBOOK:- Alan Goggin Essex County Councillor - Established 1947.</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

**"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**

**Over 9,000 extra road repairs in Essex thanks to new initiative**

*Initiative enables each County Councillor to prioritise what matters most to their local residents.*

Thousands of extra repairs to highways defects across Essex have been carried out following the launch of a new initiative. The Members' Highways Initiative enables Essex County Councillors to identify road and pavement issues which matter most to residents in their divisions. This has included pothole and pavement repairs, kerbs installations, sign replacements and refreshing white carriageway lines.

Launched in April, the Members' Highways Initiative sees each County Councillor have an Essex Highways crew carry out their prioritised works around every eight weeks. 9,406 repairs across the county, in addition to routine works by Essex Highways, have been completed since April as a result of the new initiative. The Members' Highways Initiative is being delivered alongside Priority One, the new resurfacing programme funded by £25 million of further investment.

Councillor Mark Platt, Lead Member on Priority One works at Essex County Council, said: "This is a fantastic start for the Members' Highways Initiative. It empowers County Councillors to identify and tackle what matters most to their local residents, while contributing to a safer, greener and healthier Essex for all.

"I'm pleased to have received positive feedback from colleagues who have received improvements in their divisions so far. The Tell Us tool can still be used to report or track defects at [www.essexhighways.org/tell-us](https://www.essexhighways.org/tell-us), while risks to public safety can be reported by calling 0345 603 7631. The extra repairs made under the Members' Highways Initiative are in addition to £25 million Priority One repairs, capital programmes and usual maintenance and operations work

**Councillor Mick Barry**

Firstly – apologies for absence

- 1) 18<sup>th</sup> October - Meeting with NEPP representatives re enforcement around schools and red lined areas – use of camera car. Technology explained. Had been vetoed by previous administration. After demonstration reassured that this is a preventative measure enforcing safety around school areas so endorsed use of camera car in Tendring area.
- 2) 20<sup>th</sup> October – attended 10k Park Run event – Clacton sea front. Very successful 420+ runners on a very blustery day.
- 3) 21<sup>st</sup> October – Full Cabinet. Very big agenda covering issues around Careline, Social value Policy, Levelling up Partnership spending and Climate Change Action Plan – target dates on achieving net zero now put back to 2050 in line with govt guidelines. Highlight priorities within portfolio progressing positively with action plan for sports strategy taking shape for 2025 – Conference launch May '25, sports tasters and outreach work throughout summer, sports awards in Autumn.
- 4) 23<sup>rd</sup> October – further work with officers on marketing around strategy, Playzones (B'sea unlikely to be assessed in this year's allocation but will be carried forward to 2026) and branding, producing digital platform linking with sport England and local providers.
- 5) 24<sup>th</sup> October – meeting with Essex University research staff from Coastal Community unit. Looking at barriers and challenges re community engagement in sport and activity. Undertaking asset mapping to monitor and evaluate offer and take up.
- 6) 25<sup>th</sup> October – officer meeting re Clacton Leisure Centre maintenance issues.
- 7) 1<sup>st</sup> November – Informal cabinet – report clearance. Levelling up partnership money confirmed with allocation of £19.79 m to capital project spending. Headline allocations - Active wellbeing centre £3m, Urgent Treatment Centre £2 Town Centre building refurb £5m Repurposing Martello Towers £2m Jaywick place development £4.7m. Money allocated by previous govt. projects planned and developed over 2/3 yrs. Delivery now in hands of Project Delivery Team.
- 8) 4<sup>th</sup> November – Active Essex Meeting – with senior managers- strategy alignment promotion by community activators, steering by community navigators.
- 9) 8<sup>th</sup> November – Active Travel meeting – with SCG group, get cycling, CVST, Pedal Power, ECC travel officer, Colchester City council env officer, TDC portfolio holders environment and partnerships also present.

**Councillor Jayne Chapman**

23<sup>rd</sup> October - All Members briefing.

29<sup>th</sup> October - Human Resources and Council Tax pre meeting, discussion on the new employment rights.

5<sup>th</sup> November - Planning meeting - Call In on plans for Holiday and residential park in Robinson Road

15<sup>th</sup> November – Cabinet - Renewal of Statement of Licensing Policy (Gambling Act 2005). Adoption of Licensing and Enforcement and Inspection Policy. Adoption of a Sex Establishment Policy. Adoption of a pavement Licensing policy. Social Value Policy. Report of Tendring District Council Careline Service Review. Results of Consultation and the next steps. These must go through full council.

18<sup>th</sup> November - Task and Finish group meeting.

20<sup>th</sup> November - Staff awards judging Committee.

**Councillor Graham Steady**

5<sup>th</sup> November - Site visit and planning committee meeting regarding application for Lower Farm

13<sup>th</sup> November – Task and Finish meeting regarding asset management

18<sup>th</sup> November - Overview and Scrutiny Review by Chairmen and TDC Leader

Task and Finish meeting regarding joint working between TDC and Town / Parish Councils with TDALC

20<sup>th</sup> November – All members briefing - Garden Community update, Community Governance

## Agenda Item 07

### **Facilities and Community Assets Team**

**Notes of Meeting held on Monday 11<sup>th</sup> November 2024 at 7.00pm the Parish Hall**

**Present:- Councillors Atkinson,  
Morgan, Paveley, Pentney and Steady**

**Also present: Councillor Mitchell**

1. **Apologies for Absence** – Councillors Barry, Carr, Chapman, Court and Howard.
2. **To receive the notes of the Meeting held on 10<sup>th</sup> October 2024** – Noted.
3. **The Hard – Update on the following:-**
  - **Brightlingsea Harbour Commissioners Lease** – A resume of negotiations with the Brightlingsea Harbour Commissioners reading the lease on the Jetty was given. Brightlingsea Harbour Commissioners have confirmed that they are looking to sign the lease in their December meeting.
  - **Land Registry Correspondence** – Still awaiting a response from Land Registry.
  - **Boat Park – preparing for Town Council control from February 2025** – The Council discussed preparing for control from February 2025. A meeting was arranged with Councillors Morgan, Atkinson, and Julie from Office, with James and Jill from the Harbour Office on Friday 15<sup>th</sup> November where the clients list, terms, procedures and booking forms would be handed over. Grounds Manager to view the Boat Yard with Councillors Morgan and Atkinson to see what remedial action needs to be undertaken, including sweeping up and re-lining. Report to follow.

**Recommendation: Grounds Manager to view the Boat Yard with Councillors Morgan and Atkinson to see what remedial action needs to be undertaken, including sweeping up and re-lining. Report to follow.**

4. **Western Promenade - Update on the following:-**
  - **Brightlingsea Leisure Village** – Noted that a meeting took place on 31<sup>st</sup> October 2024 with the Brightlingsea Leisure Village Association – a copy of the notes of this meeting are to be circulated shortly.
  - **Batemans Tower Café** – Noted that a meeting took place on 30<sup>th</sup> October 2024 with the tenant and her Project Manager. It was reported that regular meetings giving updates on progress would take place. A copy of the notes of this meeting are to be circulated shortly.
  - **Soft Safety Surfaces for Pawsons Playground – Quotes & Kinetic Wheel** – FCA fully supported the application of soft surfacing to the whole of Pawsons Playground, using S106 monies. This is to be approved by the Finance Committee.

**Recommendation: The application of soft surfacing to the whole of Pawsons Playground, using S106 monies, to be approved by the Finance Committee.**

5. **Bayard Recreation Ground – Update on the following:-**
  - **Playcentre – Surveyors Report** – Our Surveyor has tended his report and this is to be discussed at the next full Council Meeting, under Part B.
  - **Cricket Club – Meeting and Town Council response** – Further to a meeting with Councillors and Julia Hunt, the Council is to write to Julia Hunt to request a letter confirming that the new

## Agenda Item 07

build Cricket Club will be all inclusive to many organisations within the town and giving an explanation as to how that will be achieved.

**Recommendation: The Council is to write to Julia Hunt to request a letter confirming that the new build Cricket Club will be all inclusive to many organisations within the town and giving an explanation as to how that will be achieved.**

### 6. Playzone Consultation – Noted.

**7. Update on Strategic Project Meeting** – A Strategic Meeting was held at Parish Hall on Thursday 7<sup>th</sup> November 2024, and the following recommendations to Council were agreed:-

#### **Recommendation:**

- (1) Letter to Julia Hunt requesting how the Cricket Club scheme will be open to other organisations. The meeting thought the S106 money could be used to build the new Brightlingsea Town Council storage facility.**
- (2) Should Brightlingsea Town Council distribute widely a Town Survey to ascertain public, group, club, and all interested associations views on Brightlingsea Town Council responsibilities? What we do well or not; what is needed and what schemes explored for the future. Councillors Court and Morgan to initiate a draft survey to be discussed at Council for amendments, additions and alterations taking in comments and views of other local interested organisations (e.g. local Neighbourhood Plan) if agreed by Council.**
- (3) A topographical survey should be undertaken of the low area PLUS to also survey the drainage on Lower Park Playing Fields.**
- (4) Three quotes for the refurbishment of the Seafront Shelter and works completed as soon as finance or S106 monies available.**

**8. Report from Terry Hamilton – Grounds Manager** – A copy of the report from the Grounds Manager had been circulated to all members.

It was **agreed** that the visitor to Oyster Tank Road Car Park that damaged their tyre on the raised drain, would be compensated for their loss, and a letter to be sent to them giving our full and final offer. It was noted that a cone has been placed on the drain, and the Grounds Manager is to take on remedial works to make the area safe.

**Recommendation: The visitor to Oyster Tank Road Car Park that damaged their tyre on the raised drain, would be compensated for their loss, and a letter to be sent to them giving our full and final offer. Grounds Manager to take on remedial works to make the area safe.**

**9. Any other Business** – A discussion took place regarding car parking in Oyster Tank Road car park, whereby an adjacent houseowner complained about the parking of motor homes. After discussion Councillors felt that this is appropriate use during the winter, of the car park, bearing in mind the touring site is closed during the winter months.

**10. Date of next meeting** – The next FCA meeting, including Strategic Meeting on Monday 9<sup>th</sup> December at 6.30pm. The meeting closed at 9.00pm.

**Environment and Transport Team**

**Notes of Meeting held on Tuesday 12<sup>th</sup> November 2024 at 10.30am  
at the Parish Hall, Victoria Place, Brightlingsea CO7 0BP**

**Present:**

**Councillors D Atkinson (Acting Chairman)  
R Morgan and G Steady**

**Also present:**

**Councillors J Carr and M Court  
Tracey Pulford – Town Clerk  
Terry Hamilton (Grounds Manager)  
Rev. Judith Gibbons  
County Councillor Alan Goggin**

1. **Apologies for Absence** – Councillors Barry, Howard and Mitchell.
2. **To receive the notes of the meeting held on 11<sup>th</sup> October 2024** – Noted.

An update was given by the Town Clerk, as follows – (1) Essex County Council have been contacted about entering into the P3 Volunteer Scheme; (2) Councillor Barry has provided information on the 'Essex Act 1987' regarding parking on grass verges, which will be circulated after the meeting.

3. **Judith Gibbons to present ECO Showcase** – Councillor Carr welcomed Rev. Judith to the meeting to discuss the ECO Showcase idea. Rev. Judith then briefed members on the idea of engaging with people outside the Church, and holding a day where organisations, voluntary groups or business come together to highlight what and where people can take their recycled items. She would like to invite organisations such as the Library, Mending Matters, Allotment Association, Bumbles, as well as many others, and also someone from Veolia. She was also thinking of producing a map of all the places where you can upcycle, recycle and restore, and include details of the organisations. The date of the event is possibly the 15<sup>th</sup> February 2025, 10am until 4pm, at St James' Church, with the theme 'Whats your Valentine to the Planet'. As well as a map of recycling, we could also include areas of recreational/green spaces.

Much discussion took place. Councillor Court agreed to share his list of 60-80 groups, Councillor Steady agreed to contact Tendring District Council and ask them to attend, as well as Veolia. Terry Hamilton suggested the idea of 'adopt the front of your house' as we are not using herbicides/pesticides. Councillor Morgan then recommended that the Council takes a stand at the event, and helps with general support. **Agreed.**

**Recommendation: Brightlingsea Town Council takes a stand at the event, and helps with general support.**

*Terry Hamilton and Rev. Judith Gibbons left the meeting at 10.47am.*

4. **Speeding Issues including Ladysmith Avenue, Spring Road and Lower Park Road** – Councillor Carr stated that at the last Council meeting, a resident brought up speeding in Ladysmith Avenue, and it was agreed that this committee would discuss the issue further. Councillor Court suggested that a public meeting is held, to ask the public what are the issues with speeding. He also agreed to circulate the link to the speedwatch data, and a link to a 'Telramm Traffic Monitoring Device'. County Councillor Goggin said that speeding is not a unique problem to Brightlingsea. He added that Essex County Council would carry out a

Speed & Volume Survey after an accident, but if the Council thinks speeding is an issue in a certain area, one could be set up, at a cost of around £400.00. This would show data for 24 hours a day, 7 days a week. The 'Telraam Traffic Monitoring Device' would be recognised by the Police or Essex County Council. Much discussion took place. It was then **agreed** that the Council buys a 'Telraam Traffic Monitoring Device' and also looks at requesting a Speed & Volume Survey from Essex County Council. These requests to be taken to the next Finance Committee meeting for approval. Also to ask the Police if they can carry out speed checks in:- Top of Chapel Road, Ladysmith Avenue, Lower Park Road, Colne Road, Red Barn Road and Samsons Road at around 7am.

**Recommendation: The Council buys a 'Telraam Traffic Monitoring Device' and also looks at requesting a Speed & Volume Survey from Essex County Council. These requests to be taken to the next Finance Committee meeting for approval. Also to ask the Police if they can carry out speed checks in:- Top of Chapel Road, Ladysmith Avenue, Lower Park Road, Colne Road, Red Barn Road and Samsons Road at around 7am.**

5. **Update on meeting with James Drabwell scheduled for 15.11.24, re Western Road/Lower Park Road Junction** – The Town Clerk reported that on Friday 8<sup>th</sup> November 2024, Councillors Howard, Pentney and Steady met at the junction, discussed and took some film evidence, which is to be shared with James Drabwell of Essex County Council. Councillor Howard would also like to present to James the pinch points report that was prepared by Councillors Atkinson and Morgan, and then going forward look in more depth at each suggestion in the report. County Councillor Goggin said that James Drabwell is Secretary to the Local Highways Panel, and they take safety very seriously. Councillor Steady asked for an update on the Local Highways funding, County Councillor Goggin replied that funding for this year is closed.

*County Councillor Goggin left the meeting at 11.28am.*

6. **Recycling Sites – Co-op and Lozenge** – The Town Clerk reported that Councillor Howard wished this item to be included on the agenda, as the Lozenge site had a lot of bags stuffed up the back again and asked if this could be reported to Tendring District Council. Also to ask Tendring District Council where it would leave us if Sainsburys will not keep the recycling site there, which is looking likely. The Clerk said that she would check the Lozenge recycling site about the rubbish. Councillor Steady said that with the new waste contract, a lot of household rubbish would be recycled, however he will check with Damian Williams to see if they are aware of whether Sainsburys are keeping the site or not.

**Recommendation: Town Clerk to check the Lozenge recycling site about the rubbish. Councillor Steady to check with Damian Williams to see if they are aware of whether Sainsburys are keeping the site or not.**

*Post Meeting Note: An email from Tendring District Council has been received advising that Sainsburys have requested that the bring site bins currently located in the car park at Fiveways are to be removed. All bins must be cleared from this site by the week commencing 16.12.24.*

7. **Litter Bin Stickers** – The Town Clerk informed members that two quotations had been received, as follows:-

Quotation 1 – 50 stickers at £72.50 including artwork.

Quotation 2 – A5 stickers, non-removable and gloss coated, offering a high scuff resistance and weather-proofing - 50 stickers at £145.00, 100 stickers at £172.00.

It was agreed to go with Quotation 1 and take this recommendation to the next Finance Meeting.

**Recommendation: Agreed to go with Quotation 1 and take this recommendation to the next Finance Meeting.**

8. **Beach Hut 312** – The Town Clerk informed members that a quotation had been received for the work on Beach Hut 312, to include:- complete re-roof; water resistant laminate flooring, repairs to outside cladding, to construct 2 x bench storage seats, new work top, repair tiled area, re-paint inside and outside for the price of £1,430.00. Councillor Morgan said that it makes no business sense doing this, the Council should not be hiring out a beach hut. After discussion it was agreed to move this item to the next Finance Meeting to discuss the disposal of the asset.

**Recommendation: This item is to be discussed at the next Finance Meeting to discuss the disposal of the asset.**

9. **To invite Councillor Pentney onto the Committee** – Members agreed to Councillor Pentney joining the Environment and Transport Committee.

**Recommendation: Councillor Pentney joins the Environment and Transport Committee.**

10. **Any other Business –**

- The Town Clerk informed members that the Winter Transport meeting is taking place at County Hall on Wednesday 4<sup>th</sup> December 2024 from 10am to 12 noon. This is an open drop-in session, and representatives from all districts are welcome to attend. She will circulate the email invitation to all members after the meeting.
- Councillor Carr informed members that he and Councillor Court will be attending the Community Safety Briefing Event with the Police, Fire and Crime Commissioner (PFCC) of Essex on Tuesday 3<sup>rd</sup> December 2024 from 9.30am – 4pm.
- Councillor Court mentioned that parking at Batemans Tower Car Park is free at the moment, but as there is no signage detailing this, people are unaware. He said that he has asked the Office to print some signs, to be laminated, to be put on the signs at the car park. The Town Clerk advised members that she has contacted Andy Nepean about this and is waiting for his reply.

*Post Meeting Note: Andy Nepean of Tendring District Council has confirmed that new signage is being made for the Western Promenade hard standing car park.*

11. **Date of Next Meeting** – To be arranged.

The Town Clerk thanked Councillor Atkinson for chairing the meeting, in the absence of Councillor Howard.

Meeting closed at 11.55am.

**Welfare & Residents Services  
Report from Councillor Chapman**

CVST Winter Warmer Information Point was held at the Council Office on Monday 21st October. Also present was advice on cheaper gas/electricity, fire Brigade with free smoke alarms and a company that helped you apply for financial help after the loss of the Winter fuel allowance and help to apply for pension credits.

Covid walk in Vaccination day - Over 315 Vaccinations given and 95% given to local residents. Another walk in Vaccination day has been arranged on **Wednesday 11th December** from 9.30 to 2.30pm or until they run out of vaccine at the YMCA Hall.

**BRIGHTLINGSEA TOWN COUNCIL  
FINANCE & PROPERTY COMMITTEE**

Minutes of the Meeting held at the Parish Hall, Victoria Place, Brightlingsea  
on Tuesday 19<sup>th</sup> November 2024 at 10.00 a.m.

Present:

Councillors

D Atkinson (Chairman)

J Chapman (Vice Chairman)

J Carr, M Court, R Morgan and C Paveley

Also in Attendance:

Tracey Pulford - Town Clerk

2 Members of the Public

**F.070 APOLOGIES FOR ABSENCE:** None received.

**F.071 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON THE 15<sup>TH</sup> OCTOBER 2024, RECEIVED BY COUNCIL ON THE 17<sup>TH</sup> OCTOBER 2024:**

The Minutes were accepted as a true record.

Councillor Paveley gave an update on the safety surfacing at Pawsons Playground and that a quotation has been received, from a local company, to remove the spoil for £3,800, which has reduced the original quotation by around £8,000. The total to be requested from S106 monies is now £44,377.00.

**F.072 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.073 BUDGET AND FINANCIAL REPORT UP TO 31<sup>ST</sup> OCTOBER 2024, INCLUDING:**

- **CHAIRMAN'S SUMMARY**

A copy of the Chairman's Summary – October 24 and Budgets & Actuals 2024/25 had been circulated to all members. Councillor Atkinson briefed members and said that these figures are the best realistic estimates with targets to be achieved. A discussion took place.

- **FINANCIAL MONTHLY OVERVIEW:**

The Town Clerk informed members that:-

|                              |             |
|------------------------------|-------------|
| Income for October 2024      | £145,621.86 |
| Expenditure for October 2024 | £25,645.98  |

- **DEBTORS LIST AS OF 31<sup>ST</sup> OCTOBER 2024:**

A copy of the Debtors List as at 31.10.24 had been circulated to all members. A discussion took place on three outstanding amounts for the Town Guide adverts. Agreed that Councillor Court would contact the Cherry Tree, and the Rosebud Public House and Thames Estuary

Lobster Hatchery would be emailed again, asking that payment is made within the next 7 days.

Councillor Paveley informed members that an application has been submitted for a new bank account with CCLA, but we are still waiting for a reply. In the meantime, as our Barclays Unity accounts are over the maximum of £85,000, he suggested that a Post Office account be looked at, so any surplus money could be transferred to this account. Also, it can be used as a petty cash account. This was agreed.

**Recommendation: Outstanding Debts - Councillor Court would contact the Cherry Tree, and the Rosebud Public House and Thames Estuary Lobster Hatchery would be emailed again, asking that payment is made within the next 7 days.**

**New bank account - A Post Office account be looked at, so any surplus money could be transferred to this account. Also, it can be used as a petty cash account.**

#### **F.074 EXAMINING OF ACCOUNTS:**

The Town Clerk informed members that there are 16 payments in the sum of £3,922.86 to be authorised for payment, and statements of balances on the following accounts are as follows:-

|                                   |            |
|-----------------------------------|------------|
| Current Account (7055)            | 33,779.65  |
| Business Premium Account (8295)   | 85,000.00  |
| Business Premium Account (9433)   | 593.95     |
| Instant Access Account (0373)     | 85,000.00  |
| Current T2 Account (0360)         | 5,381.22   |
| Making a total on all accounts of | 209,754.82 |

|                                                                             |            |
|-----------------------------------------------------------------------------|------------|
| Income, for October 2024                                                    | 145,621.86 |
| Expenditure, for October 2024                                               | 25,645.98  |
| Income, to date 1 <sup>st</sup> April – 31 <sup>st</sup> October 2024       | 348,288.49 |
| Expenditure, to date, 1 <sup>st</sup> April – 31 <sup>st</sup> October 2024 | 225,492.15 |
| Employee payments paid for the month of October 2024 were:                  | 16,444.28  |

Councillors Paveley and Chapman agreed to examine the accounts after the meeting.

**Recommendation: 16 payments totalling £3,922.86 are approved for payment, with Councillors Paveley and Chapman signing off the invoices.**

#### **F.075 DISPENSATION POLICY:**

A copy of a proposed Dispensation Policy had been circulated to all members. After discussion it was agreed that the policy is accepted in principle, subject to review by the District Monitoring Officer. The policy is amended to add how the dispensation is implemented, and a copy of the Act is attached to the policy.

**Recommendation: The Dispensation Policy is accepted in principle, subject to review by the District Monitoring Officer. The policy is amended to add how the dispensation is implemented, and a copy of the Act is attached to the policy**

#### **F.076 INTERNAL AUDIT:**

The Chairman briefed members that the Internal Auditor, Trevor Brown, carried out his interim internal audit last Thursday, and a copy of his report has been circulated to all members. After discussion it was **agreed** that:- (1) The report would be reviewed at the next Finance meeting; (2) The Internal Controller would be Councillor Morgan; (3) A Post Office account would be looked into, which would also be used as a petty cash account; (4) Financial Regulations to be reviewed by the end of the financial year.

Councillor Carr and Chapman recorded their thanks to both Councillor Atkinson and the Clerk, for all their efforts in getting the finances to where we are today.

**Recommendation: (1) The Interim Audit Report would be reviewed at the next Finance meeting; (2) The Internal Controller would be Councillor Morgan; (3) A Post Office account would be looked into, which would also be used as a petty cash account; (4) Financial Regulations to be reviewed by the end of the financial year.**

#### **F.077 LOCAL GOVERNMENT PAY AWARD:**

Councillor Chapman briefed members that the Local Government Services Pay Agreement 2024 has been agreed and the new pay rates have increased by £1,290.00. This award is backdated to 1<sup>st</sup> April 2024 and has been implemented in the November salaries. She then mentioned that the new member of staff has carried out the three-month probation period and is now to be offered a permanent contract. Also, they would like to join the Essex County Council Pension Scheme. **Agreed.**

**Recommendation: The new member of staff is offered a permanent contract and also joins the Essex County Council Pension Scheme.**

#### **F.078 BIN STICKERS:**

Councillor Morgan proposed that the quotation for £72.50 including artwork is accepted, and the stickers are ordered. Seconded by Councillor Chapman. **Agreed.**

**Recommendation: The quotation for £72.50 including artwork is accepted, and the stickers are ordered.**

#### **F.079 BEACH HUT 312:**

The Chairman informed members that at the recent Environment and Transport meeting, Beach Hut 312 was discussed and it was agreed that the hut should be disposed of. After discussion it was **agreed** that Councillor Morgan would look at prices to (1) repair the hut and sell, (2) replace the hut and sell or (3) sell in the current condition. Any monies from this sale would be earmarked for the general improvements of assets, taking out the money spent to buy and/or refurbish.

**Recommendation: Councillor Morgan would look at prices to (1) repair the hut and sell, (2) replace the hut and sell or (3) sell in the current condition. Any monies from this sale would be earmarked for the general improvements of assets, taking out the money spent to buy and/or refurbish.**

#### **F.080 SPEED & VOLUME SURVEY AND TELRAAM TRAFFIC MONITORING DEVICE:**

Councillor Court briefed members that at the recent Environment and Transport meeting it was agreed that the Council buys a 'Telraam Traffic Monitoring Device' and also looks at

requesting a Speed & Volume Survey from Essex County Council, however these requests are to be taken to the next Finance Committee meeting for approval. A discussion took place and it was **agreed** that an amount of up to £1,000 would be allocated in the budget for Speed Data Collection Systems.

**Recommendation: An amount of up to £1,000 would be allocated in the budget for Speed Data Collection Systems.**

#### **F.081 BUDGETS FOR 2025-2026:**

A copy of a Draft Budget for 2025/26 had been circulated to all members. The Chairman briefed members on this report and stated that further work is required on the figures, which hopefully will be available at the next meeting.

**Recommendation: Budgets for 2025-2026 to be discussed at the next meeting.**

Before closing the meeting to the public, the Chairman invited questions from the public:-

Q1) Under Standing Orders, if dispensation is granted and you stay in the meeting, public are allowed to speak. Is this for all of the meeting or only the part the Councillor has dispensation on?

A1) The Chairman replied that this needed further investigation, and he would get back to the resident.

Q2) You are stopping the public asking questions, however in your Standing Orders it states that you can ask them. Why?

A2) Councillor Carr replied that we would never stop public asking questions, however if a question is received in writing in advance of the meeting, the answer can be researched fully.

Q3) The area deregistered at the Hard by mistake, if it is reregistered, will you be claiming compensation from Land Registry?

A3) Councillor Carr replied that we cannot answer this question until the Council has heard back from the Land Registry.

Q4) The Heritage Pier – if it stays as it is, what is the financial position?

A4) Councillor Morgan replied that until we receive the answer from the Land Registry, we cannot answer this question. Councillor Paveley reiterated that the Council is trying to protect the land for the benefit of everyone.

**F.082 CLOSE OF MEETING:** There being no further business, the meeting closed at 11.29 a.m.

Received by Council on: 21.11.24

Approved by Committee on:

Signed by Chairman:

Signed by Chairman:

# Financial Summary - Cashbook

Summary of receipts and payments between 01/10/24 and 31/10/24 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         |
| <b>Total</b>                   | <b>£86,958.48</b> |

Balances at start of period

## Ordinary Accounts

|                                |                   |
|--------------------------------|-------------------|
| Barclays Treasury Deposit      | £0.00             |
| Business Current               | £1,520.86         |
| Business Premium (Client A/C)  | £401.95           |
| Business Premium (Reserve A/C) | £3,067.52         |
| Capital Reserve Account        | £0.00             |
| Instant Access Account         | £83,207.42        |
| Unity Current Account T2       | £1,581.19         |
| <b>Total</b>                   | <b>£89,778.94</b> |

| RECEIPTS              | Net                | Vat              | Gross              |
|-----------------------|--------------------|------------------|--------------------|
| Council               | £145,497.37        | £124.49          | £145,621.86        |
| <b>Total Receipts</b> | <b>£145,497.37</b> | <b>£124.49</b>   | <b>£145,621.86</b> |
| PAYMENTS              | Net                | Vat              | Gross              |
| Council               | £24,576.72         | £1,069.26        | £25,645.98         |
| <b>Total Payments</b> | <b>£24,576.72</b>  | <b>£1,069.26</b> | <b>£25,645.98</b>  |

Closing Balances

## Ordinary Accounts

|                                |                    |
|--------------------------------|--------------------|
| Barclays Treasury Deposit      | £0.00              |
| Business Current               | £33,779.65         |
| Business Premium (Client A/C)  | £593.95            |
| Business Premium (Reserve A/C) | £85,000.00         |
| Capital Reserve Account        | £0.00              |
| Instant Access Account         | £85,000.00         |
| Unity Current Account T2       | £5,381.22          |
|                                | <b>£209,754.82</b> |
| <b>Total</b>                   | <b>£209,754.82</b> |

Signed



*Shapman*

# Financial Summary - Cashbook

Summary of receipts and payments between 01/04/24 and 31/10/24 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> |

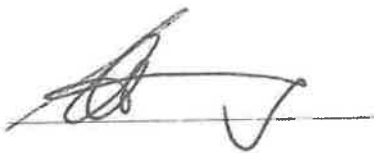
| RECEIPTS       | Net                | Vat              | Gross              |
|----------------|--------------------|------------------|--------------------|
| Council        | £345,225.93        | £3,062.56        | £348,288.49        |
| Total Receipts | <u>£345,225.93</u> | <u>£3,062.56</u> | <u>£348,288.49</u> |
| PAYMENTS       | Net                | Vat              | Gross              |
| Council        | £215,687.72        | £9,804.43        | £225,492.15        |
| Total Payments | <u>£215,687.72</u> | <u>£9,804.43</u> | <u>£225,492.15</u> |

Closing Balances

## Ordinary Accounts

|                                |                    |
|--------------------------------|--------------------|
| Barclays Treasury Deposit      | £0.00              |
| Business Current               | £33,779.65         |
| Business Premium (Client A/C)  | £593.95            |
| Business Premium (Reserve A/C) | £85,000.00         |
| Capital Reserve Account        | £0.00              |
| Instant Access Account         | £85,000.00         |
| Unity Current Account T2       | £5,381.22          |
|                                | <u>£209,754.82</u> |
| Total                          | <u>£209,754.82</u> |

Signed  
Chair

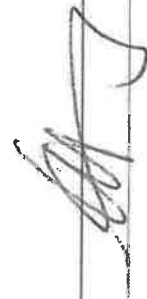


  
Clerk / Responsible Financial Officer

# Brightlingsea Town Council

## Expenditure transactions - payments approval list    Start of year 01/04/24

| No        | Payment<br>Reference | Gross   | To pay  | Heading | Invoice<br>date | Invoice<br>no. | Details                                                      | Payment<br>Reference<br>Total |
|-----------|----------------------|---------|---------|---------|-----------------|----------------|--------------------------------------------------------------|-------------------------------|
| 13278     |                      | £360.00 | £360.00 | 1200    | 08/10/24        | 6037           | TBS Hygiene Ltd - Dog Waste Collection 28.09.24-<br>25.10.24 |                               |
| 13262     |                      | £102.45 | £102.45 | 1010/3  | 21/10/24        | 238            | CJR Pitches & Lawns - PitchPower Assessment                  |                               |
| Sub Total |                      | £462.45 | £462.45 |         |                 |                |                                                              |                               |
| Total     |                      | £462.45 | £462.45 |         |                 |                |                                                              |                               |



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    |
|-------|-------------------|------------------|---------|--------------|---------------------------------------------------------------|------------|
| 13277 |                   | £1,073.00        | 1070/1  | 06/11/24     | BSea Museum - Annual Grant 2024/2025                          |            |
|       |                   | <b>£1,073.00</b> |         |              | BSea Museum - Total                                           |            |
| 13279 |                   | £138.00          | 1010/4  | 31/10/24     | Capel Plant - Chemical Toilet on Allotments 01.10.24-01.11.24 | 156080     |
|       |                   | <b>£138.00</b>   |         |              | Capel Plant - Total                                           |            |
| 13263 |                   | £149.19          | 1009/1  | 30/09/24     | Crawfords Ltd - Oil change on van                             | 141970     |
|       |                   | <b>£149.19</b>   |         |              | Crawfords Ltd - Total                                         |            |
| 13280 |                   | £136.67          | 2000/5  | 11/11/24     | Glasdon - Plaque, screws, fittings - Merrell                  | SI898103   |
|       |                   | <b>£136.67</b>   |         |              | Glasdon - Total                                               |            |
| 13269 |                   | £69.60           | 1062/2  | 31/10/24     | James Todd & Co Ltd - October 2024 Payroll Fee                |            |
|       |                   | <b>£69.60</b>    |         |              | James Todd & Co Ltd - Total                                   |            |
| 13281 |                   | £108.00          | 1010/2  | 05/11/24     | Julie Ford - Garden beds maintenance                          | BTC0017    |
|       |                   | <b>£108.00</b>   |         |              | Julie Ford - Total                                            |            |
| 13264 |                   | £140.18          | 1004/1  | 29/10/24     | Petty Cash - Petty Cash                                       |            |
|       |                   | <b>£140.18</b>   |         |              | Petty Cash - Total                                            |            |
| 13265 |                   | £90.00           | 1010/3  | 15/10/24     | Sibbons - Barrier Fencing, Fencing Pins                       | 63131      |
| 13268 |                   | £67.45           | 1010/2  | 30/10/24     | Sibbons - General maintenance items                           | 63511      |
| 13282 |                   | £25.70           | 1010/3  | 06/11/24     | Sibbons - Pest Control                                        | 63683      |
| 13283 |                   | £90.00           | 1009/1  | 08/11/24     | Sibbons - Repairs to Hedge Trimmer                            | 35851      |
|       |                   | <b>£273.15</b>   |         |              | Sibbons - Total                                               |            |
| 13266 |                   | £63.02           | 1006    | 29/10/24     | Spirals - Stationary                                          |            |
|       |                   | <b>£63.02</b>    |         |              | Spirals - Total                                               |            |
| 13267 |                   | £142.92          | 1010/1  | 17/10/24     | Sutcliffe Play - Straight panel edging, etc                   | OP/1125437 |
|       |                   | <b>£142.92</b>   |         |              | Sutcliffe Play - Total                                        |            |
| 13284 |                   | £450.00          | 1200    | 07/11/24     | TBS Hygiene Ltd - Dog Waste Collection 26.10.24-29.11.24      | 6132       |
|       |                   | <b>£450.00</b>   |         |              | TBS Hygiene Ltd - Total                                       |            |
| 13275 |                   | £28.62           | 1002/1  | 31/10/24     | TDC - Buildings Insurance - Shed                              | 7991756    |

Signature

Date

Signature

18/11/24 12:05 PM Vs: 9.03.01

Page 1

# Brightlingsea Town Council

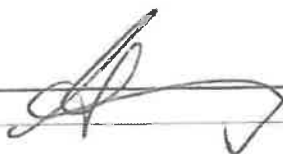
## Expenditure transactions - approval list

Start of year 01/04/24

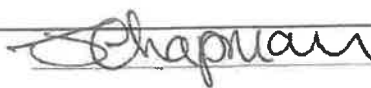
Supplier totals will include confidential items

| No           | Payment<br>Reference | Gross            | Heading | Invoice<br>date | Details                                                        | Invoice   |
|--------------|----------------------|------------------|---------|-----------------|----------------------------------------------------------------|-----------|
|              |                      | <b>£28.62</b>    |         |                 | TDC - Total                                                    |           |
| 13276        |                      | £26.00           |         | 06/11/24        | Top Glass Window Cleaning -                                    |           |
|              | 1                    | £12.00           | 1010/2  |                 | Bus shelter cleaning                                           |           |
|              | 2                    | £14.00           | 1004/1  |                 | Parish Hall Window cleaning                                    |           |
|              |                      | <b>£26.00</b>    |         |                 | Top Glass Window Cleaning - Total                              |           |
| 13274        |                      | £662.06          | 1090/1  | 30/10/24        | Tower Security (Tendring) Ltd - Gate Lock up -<br>October 2024 | INV-15552 |
|              |                      | <b>£662.06</b>   |         |                 | Tower Security (Tendring) Ltd - Total                          |           |
| <b>Total</b> |                      | <b>£3,460.41</b> |         |                 |                                                                |           |

Signature



Signature



Date

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## Agenda Item 09 – Planning Decisions for Brightlingsea Town Council

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|                                                        |                                                                           |                                                                        |                                                                      |
|--------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------------------|
| <a href="#">24/01393/FULH<br/>H</a>                    | Mrs L Young                                                               | Householder Planning<br>Application - Single<br>storey rear extension. | 10 Richard Avenue<br>Brightlingsea<br>Colchester<br>Essex<br>CO7 0LP |
| Approval - Full<br>11.11.2024<br>Delegated<br>Decision | <b>Brightlingsea<br/>Town Council<br/>supported this<br/>application.</b> |                                                                        |                                                                      |

### 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.

|                                                                                                                              |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                   |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <a href="#">24/01493/COUN<br/>OT</a><br>Determination<br>prior approval not<br>reqred<br>13.11.2024<br>Delegated<br>Decision | Mr Arif Ozerin -<br>AM Realty Ltd<br><br><b>Brightlingsea<br/>Town Council<br/>supported this<br/>application.</b> | Prior Approval<br>Application under Part 3,<br>Class MA of the Town<br>and Country Planning<br>(General Permitted<br>Development) (England)<br>Order 2015 (as<br>amended) for conversion<br>of part of the rear of the<br>building which<br>incorporated the ancillary<br>office accommodation to<br>the bank, to create 1 no. 2<br>bedroom / 3 person flat<br>whilst keeping the 'shop'<br>area to the front with<br>some ancillary, office<br>accommodation to the<br>rear. | 18 High Street<br>Brightlingsea<br>Colchester<br>Essex<br>CO7 0AE |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|

#### 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: In order to comply with Schedule 2, Part 3, Class MA of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

NOTE/S FOR CONDITION: The development needs to commence within the timeframe provided. Failure to comply with this condition will result in the prior approval consent 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 CONDITION: Any building permitted to be used as a dwellinghouse by virtue of Class MA is to remain in use as a dwellinghouse within the meaning of Class C3 of Schedule 1 to the

Use Classes Order (as amended) and for no other purpose, except to the extent that the other purpose is ancillary to the use as a dwellinghouse.

REASON: To comply with the requirements of the relevant legislation.

03      **CONDITION:** During the construction/conversion phases of the development no vehicle connected with these works shall arrive on site before 07:30 or leave after 19:00 (except in the case of emergency). Working hours to be restricted between 08:00 and 18:00 Mondays to Saturdays (finishing at 13:00 on Saturdays) with no working of any kind permitted on Sundays or any Public/Bank Holiday whilst construction works and alterations are being carried out.

REASON: Adherence to the above condition will significantly reduce the likelihood of public complaint and potential enforcement action by Pollution and Environmental Control. The condition gives the best practice for Demolition and Construction sites. Failure to follow them may result in enforcement action under nuisance legislation (Environmental Protection Act 1990), or the imposition of controls on working hours (Control of Pollution Act 1974).

04      **CONDITION:** No materials produced as a result of the site development/conversion works or clearance shall be burned on site.

REASON: Adherence to the above condition will significantly reduce the likelihood of public complaint and potential enforcement action by Pollution and Environmental Control. The condition gives the best practice for Demolition and Construction sites. Failure to follow them may result in enforcement action under nuisance legislation (Environmental Protection Act 1990), or the imposition of controls on working hours (Control of Pollution Act 1974).

05      **CONDITION:** Areas within the curtilage of the site for the purpose of loading / unloading / reception and storage of building materials and manoeuvring of all vehicles, including construction traffic shall be provided clear of the highway.

REASON: To ensure that appropriate loading / unloading facilities are available to ensure that the highway is not obstructed during the construction period in the interest of highway safety.

06      **REASON:** Cycle parking shall be provided in accordance with the EPOA Parking Standards. The approved facility shall be secure, convenient, always covered and provided prior to first occupation and retained.

REASON: To ensure appropriate cycle parking is provided in the interest of highway safety and amenity.

07      **CONDITION:** Prior to occupation of the development details of the storage for refuse/recycling bins and any collection areas shall be submitted to and approved, in writing, by the Local Planning Authority. The refuse areas shall be provided as approved prior to first occupation and thereafter retained.

REASON: In the interest of highway safety to ensure that refuse/recycling bins do not

cause any obstruction or danger on the highway and in the interests of an attractive well designed development that is not detrimental to visual amenity in the conservation area.

**NOTE/S FOR CONDITION:**

It is an OFFENCE to carry out works within the public highway, which includes a Public Right of Way, without the permission of the ECC Highway Authority. Any conditions which involve work within the limits of the public highway do not give the applicant permission to carry them out. Unless otherwise agreed in writing all works within the public highway shall be carried out by Essex County Council or its agents at the applicant's expense.

**Town Clerk's Report – Agenda Item 13**  
**Council Meeting 21<sup>st</sup> November 2024**

**Issues reported since the last meeting:**

**MUD ON CHURCH ROAD**

n/a

**Planned Works – Next Works Window**

Bollards – Victoria Place & Station Road

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

Church Road – manhole cover broken – just past All Saints Church – reported to ECC 30.10.24 as an emergency, operator rang it straight through to engineers and defect was fixed.

Marsh Way - 2882561 – reported moss on footway – resident reported again. ECC sent back response to say it doesn't meet minimum requirements, but they will monitor – 04.11.24. – Re-reported with pics attached 06.11.24 - 2948124.

Marsh Way – pavement breaking up and uneven – 06.11.24 – 2948126.

Spring Road – tree with broken branch – 2945181 – reported to ECC as an emergency, online system not working so sent AG pics – awaiting update.

Hall Cut – reported the pavement, where it dips as 4 elderly residents have fallen there in the last couple of weeks – to ask if any modifications could be made to make the area safer – 19.11.24 – 2949693.

**Tendring District Council:**

Reported Sandwich Road and Marsh Way for sweeping – Sandwich Road due 06.11.24 and this has been done, residents happy – Marsh Way due to be done 20.11.24.

Reported area around the Hard Shelter, not been swept for 3 weeks 19.11.24.

Reported rats in the communal gardens in Sayers House – 19.11.24.

**Affinity Water/ECC/Drains:**

Leak outside 30 Eastern Road, coming from round water cover – 06.11.24 – fixed on same day, phone call from engineer.

Leak outside 21 Marsh Way, coming from round water cover – 06.11.24 – job been raised for this issue on same day, phone call from engineer.