

## BRIGHTLINGSEA TOWN COUNCIL

Minutes of the Council Meeting held at  
The Parish Hall, Victoria Place, Brightlingsea,  
on: Thursday 16<sup>th</sup> January 2025 at 7.00pm.

Present:

Councillors

J Carr (Mayor)

M Court (Deputy Mayor)

D Atkinson, M Barry, J Chapman,

J Howard, M Judson, K Mitchell,

R Morgan, C Paveley and G Steady

In attendance:

Tracey Pulford – Town Clerk

7 Members of the public

County Councillor Goggin

Before the meeting started, the Mayor informed those present of the sad passing of past Town Councillors and Mayors, David Dixon and John Partridge. A minute's silence was held in their memory.

137. APOLOGIES FOR ABSENCE: Councillor Pentney.

138. TO RECEIVE THE MINUTES OF THE COUNCIL MEETING HELD ON THE 12<sup>TH</sup> DECEMBER 2024 AND TO CONFIRM AS A CORRECT RECORD:

Councillor Morgan proposed that the Minutes of the meeting held on the 12<sup>th</sup> December 2024 were accepted as a true record. Seconded by Councillor Chapman **Agreed.**

139. MAYORS ANNOUNCEMENTS:

The Mayor informed members that the only engagement since the last meeting was on the 16<sup>th</sup> December, where he drew the Community Raffle for Town & Country Estate Agents. He then made a special announcement, that the Town Clerk, Tracey Pulford has just completed 25 years of service at the Council and presented her with a bouquet of flowers and Mayors Award. A round of applause was given.

140. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS:

The Mayor reminded Members to declare interests when necessary.

141. UPDATE FROM COUNTY COUNCILLOR GOGGIN:

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

County Councillor Goggin wished everyone a Happy New Year. He then updated on the following items:-

- Bellfield Avenue – Once they started work on the area, they have found greater problems and the issue is far worse than they first thought. They are now a little bit behind but work still continues.
- There was an issue with a drain at the bottom of Church Hill. He spoke to Julie at the office, who reported it as an emergency, and can report that the problem was fixed yesterday. There

were however, four different reports for the drain, all ordinary reports with no urgency shown. Julie, through her contacts, got the issue fixed. What Julie does, she does well, she got the bollards fixed in Thorrington Road, and outside Brightlingsea Hall, and also the Chapel Road traffic lights. Every credit to her.

- Been discussing grants for the Stroke Association.
- The big issue dominating this month is the Local Government Reform. He said that he would be happy to discuss this in depth at another meeting, once all the relevant information is known. He mentioned that in any discussions he needs to declare a personal interest, as it is his role being talked about, and needs permission to continue. The Mayor replied yes please continue. He then spoke at length about Devolution, the White Paper, other areas already taking part in the scheme. He then briefed about the meeting held at Essex County Council where it was agreed that Essex would want to be part of the first round of the scheme. Much discussion too place.

Councillors then asked the following questions:-

- Councillor Jayne Chapman – Mr Mayor, I do have a question but feel I need to explain for the public's sake on why I ask this question. Can I confirm none of us had made a decision. First, I would like to thank Councillor Barry for organising the meetings last week. The first being with District Councillors that gave representation for 7 Town and Parish Councils. Each Councillor was asked for their thoughts on the White Paper that had been issued just before Christmas on Devolution and Government Reform. Giving you just 12 working days to make comment on. We are all well aware that this has been spoken about for many months, if not years. All of us stated that we were concerned we had not had enough time or enough information to make a judgement on the proposals and the Essex County Council meeting was on Friday. Councillor Barry then arranged a meeting with Councillors from Brightlingsea Town Council on the Tuesday evening, again Councillors expressed some concerns, even those Councillors who believe in Unity Councils. On the Wednesday, Councillor Barry invited yourself to a meeting with Councillors that were available, where we put forward the concerns that had been raised. I'm not going to go through them now, we asked you to support us, even though we surmised which way you would vote we asked that you put forward our concerns and questions and you agreed. You actually had the ideal time when a colleague across the floor said she contacted her constituents and only had one reply. You could have stated that you had met with District and Town Councillors (probably the only Essex County Councillor that had) and although you were supporting the motion these were the concerns which matched many other comments from other colleagues. It was no good putting residents concerns in a closed meeting where there is no evidence or public allowed to listen. But you said nothing. We followed due process, the correct way, by involving you, we could have written in or asked the Leader of Tendring District Council to ask these questions. As for claiming a named vote, most of the chamber had stood and several Essex County Councillors have claimed a name vote. I have to say some of their behaviour leaves a lot to be desired. We would, as District Councillors have been evicted from the Chamber if we had behaved that way. I am, and so are my colleagues disappointed that despite having an in person meeting that our views were not represented. My question is, after giving up many hours of work to represent both Councillors and the public, why you did not ask the questions and give our concerns? Also can I ask that our Communications Team issue a statement so our residents know we are asking questions and trying to keep ahead of the situation.
- Councillor Barry – Thanked Alan and Councillor Chapman for your summary of what went on. My question is about local democracy. The fact that we did what we felt was right, in a very short period of time, to get our views across, to be heard and listened to, to hopefully give the representation of a wider audience. We went through our democratic process to get our views across. There was a chance to have elections in May but you voted against that.

The briefing paper that was prepared states that its abolition takes place in 2028, this would mean that members elected in 2021 would serve a seven-year term, and this is unprecedented. Nothing is stopping Essex County Council having elections in May – that would be the ideal opportunity to test public opinion on a number of issues and carry through a mandatory local election. You voted not to do that. I cannot process that 75 Councillors voted to extend their term of office, with no comeback, no representation and no consultation. He asked again why did you not represent our views as given or speak up from the people you had representations from? Why did you not support the amendment to have the duly constituted local elections in May this year and give people of Essex a chance to have their say on this issue?

- Councillor Morgan – Thanked County Councillor Goggin for his full report and stated that he does understand the comments made by other Councillors. He then asked if he has any idea when we can expect any further news on this major reorganisation?
- Councillor Paveley – Following on from what Councillor Morgan said, and that the District Council is going and will become a Unity. What input/connections are being made, are we going to be consulted about how this relationship works, where is this relationship – the threshold between what we do now and what we will be expected to do? If this has not already been decided, when do we get the opportunity to get involved? It sounds like the responsibilities are coming down to us and we are not sure we have the resources to cover this. We would like to be involved in that debate.
- Councillor Steady – My understanding is that Town & Parish Councils stay the same. The difference between Devolution and Local Government Reform - Devolution is Greater Essex with a Mayor and Local Government Reform is Unitary Council.
- Councillor Judson – Some people are overlooking the fact that Alan Goggin is County Councillor Goggin not Brightlingsea County Councillor Goggin.
- Councillor Court said that this is all being rushed and it doesn't have to. It is not essential to get into Phase 1 to get the best deal. The price of rushing is that we do not have an election. We have no way of choosing who is to represent this town. This has not happened for 50 years and this will affect everyone for generations. Are you happy the elections have been canned for 2025 and if not, why did you vote for them?

As there were no further questions from Councillors, the Mayor asked the public if they had any questions to County Councillor Goggin:-

Q1) If you read the White Paper, on the first bit from the Minister it states that there is a preferred status for Parish Councils. I have spoken to Gary Scott, who knows a lot about what happens at Westminster. There is talk about extra money, but we do not know if that is the case, this is something you need to find out. The Government know what the future is, this is politics at its highest level. When it comes to reform they are talking about planning consent – you have a Town Plan, this will become irrelevant. You have an Emergency Plan – how will this work at it links with Essex and Tendring Councils. This will have to be re-done; lives could be at risk. I urge you to read the White Paper. The money, we have just had a settlement for roads, the East of England Counties have received the least amount of money for the roads. Devolution without any money is a real problem. Whether you agree or not, they were elected and they will decide how it happens. There should be consultation, I agree with you. If you think you can change their point of view when they have a huge majority, you're kidding yourselves.

Q2) Congratulate Councillor Barry over this research and the County Councillors for extending their term of office without any votes.

The Mayor then stated that a separate meeting would be arranged in the near future to answer some of these questions in full, and asked County Councillor Goggin to skim over some of the answers.

County Councillor Goggin replied that you are asking the wrong person. Some of the details coming through, from the White Paper are unanswerable. If this Council and individuals want to make a point, please write to the Government. All Essex County Council have done, on the 10<sup>th</sup> January, was asked to be included in the first round. They cannot make the decision; they are only doing what the rest of the Country are doing. The personal criticism that is coming my way is uncomfortable. Essex County Council had the same amount of notice, as you did. We all expected the White Paper to arrive, what we didn't expect was the deadline of 10<sup>th</sup> January 2025. Technically, the Leader of the Council could have answered the White Paper but chose to organise the Legal Department to produce a briefing, which has to include everything. It has to say that we are applying for a one-year deferment, but it could be two or three. If you are in the first round then you will get the opportunity to agree to all the points. Please do not have a go at me about this.

Why did I not ask a question? There were 40 other Councillors who did not ask a question. We were told that if you have a question, please do not repeat one that has already asked. The meeting we had here was a private meeting. I took on board all of the points raised. I do represent Brightlingsea, as well as St Osyth, Point Clear, Great Bentley, Alresford, Thorrington – they all have a view, which for some is different to yours. I was the Councillor who called for a named vote. That way every single Councillor puts their hand where they wanted. The most contentious thing is to defer for one year. There is a technical issue – Purdah, now called the Pre-Election Period. The election would have been on the 1<sup>st</sup> May, and the Pre-Election Period would have been for six weeks. Therefore, half of March through to May we would not have been allowed to have any debate on the subject.

Regarding the next step – the deadline was the 10<sup>th</sup> January 2025, we are told that the answers should be back from the Government on who the selected ten are, the first week of February. The ambition is that from May next year we will be voting for a Mayor for Greater Essex.

In this room we have three people who go the extra mile for the Town Council. If you put all the Tendring and Essex Councillors together, they will be selecting 70 people from 190 available. There are some good people out there who will not have a role, and we need to make sure they are encompassed somewhere. I believe Brightlingsea Town Council will have more power.

The Mayor thanked County Councillor Goggin for his time on this subject and asked for Council approval to set up another meeting with Councillors. He suggested you put down your questions, and send them to County Councillor Goggin, to allow him time to answer them. County Councillor Goggin mentioned that the Group Leader for Tendring District Council spoke on the 10<sup>th</sup> and spoke against. Sadly, he is in the minority of the Leaders Group.

142. CHAIRMAN OF TENDRING DISTRICT COUNCIL:

The Mayor informed members that the Chairman of Tendring District Council asked to attend the meeting, however, has not turned up tonight.

143. UPDATE FROM DISTRICT COUNCILLORS:

Councillor Barry – Nothing to add.

Councillor Chapman – Attended the Tendring Staff Awards this afternoon and handed out some presentations. It was a very good afternoon and she declared that she received a biscuit.

Councillor Steady briefed members on the meetings held on the 17<sup>th</sup> December 2024, 6<sup>th</sup>, 9<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup> January 2025.

Councillor Howard mentioned the update on the recycling glass banks. Councillor Barry added that Tendring District Council were looking at areas to install additional banks, however, nowhere was found to be suitable. Councillor Howard added why can the overhead power lines at the Lozenge not be raised? Councillor Barry replied that they carried out a risk assessment at the Lozenge site but will make this point to them. Councillor Chapman informed members that more glass banks are to be installed shortly at the YMCA.

Councillor Court mentioned the Citizens Advice Bureau and that their grant is not being renewed, so the service will cease. Is there anything we can do to help? Councillor Chapman replied that no definite decision has been made yet, it is expected at the end of January. Much discussion took place.

Councillor Barry mentioned the Pride of Tendring Awards, that he nominated a Brightlingsea Resident, who has walked the whole of the coastline in the UK.

#### 144. 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 13<sup>th</sup> January 2025. The Facilities & Community Assets Team report was then **accepted** and the following recommendations **agreed**:-

- **A dated register of correspondence should be kept on all future legal matters, so that all files are available on request.**
- **Any formal response to MMO from Exo-Environmental should be considered and approved by the Council prior to sending.**
- **Boat Park – (1) A small inexpensive plaque is printed by Clear to See stating "Brightlingsea Town Council - for enquiries ring 01206 303535." (2) A letter of thanks is sent to the Colne Yacht Club, for their expression of interest, but at present Brightlingsea Town Council will pursue the running of the boat park in the short to medium term, however their interest will be noted. (3) The letter from the Harbour Commissioners is noted and given to our Administrative Officer, however these dues are not the responsibility of Brightlingsea Town Council and Brightlingsea Harbour Commissioners should collect these fees directly from the boat owners.**
- **Western Promenade - (1) Beach Hut 312 is not put on the open market at present but watch the market for the best opportunity. (2) The Grounds Manager advertises on Facebook suitable builders to undertake the work on the Lido Shelter, as the Council is keen to commence this work as soon as practicable.**
- **Lower Park Playing Fields - (1) A feasibility study and costing will be carried out and taken to the next FCA meeting, to view and discuss, prior to seeking funding from different sporting organisations. (2) A topographical survey for Lower Park Playing Fields and the Western Promenade Car Park area be undertaken as soon as possible.**
- **A letter is sent to the Cricket Club stating that they have the wholehearted support from the Council on the Cricket Club proposal and our full support in agreement for a new lease, subject to them raising the necessary funds and the provision of our alternative workshop.**

- **Brightlingsea Rugby Club be informed that the Council will allow them to reuse the Lower Park Playing Fields, with usual booking procedures and insurance caveats.**
- **Boat Park and Jetty – Security and Safety –to be discussed at a future FCA meeting.**

**Environment & Transport Team** – Councillor Howard briefed members on the meeting held on the 7<sup>th</sup> January 2025. The Environment & Transport Team report was then **accepted**, and the following recommendations were **agreed**:-

- Town and Country Estate Agent boards are used to advertise 20's Plenty and are placed in conjunction with the speed devices.

**Welfare & Residents' Services Team** – Councillor Chapman briefed on The Welfare & Residents' Service Team report, which was **accepted**. She also mentioned the Emergency Plan, which will need updating in the next few months.

**Communications & Tourism Team** – The next meeting of the Tourist Advisory Panel is on Friday 24<sup>th</sup> January at 10.30am. Councillor Court gave an update on the Town Guide.

Councillor Barry said that there was an omission on the FCA notes, in that a discussion took place on Local Government Reform, assets, the position of the Town Council and Tendring District Council. He added that the three District Councillors will take forward negotiations with Tendring District Council on Devolution.

145. **TO RECEIVE AND APPROVE THE MINUTES OF THE FINANCE MEETING HELD ON 14<sup>TH</sup> JANUARY 2025 AND TO CONFIRM THE RECOMMENDATIONS THEREIN:**

Councillor Atkinson proposed that the Minutes of the Finance and Property Meeting held on the 14<sup>th</sup> January 2025 are accepted as a true record, and the recommendations (as written below) be accepted:

- **Examining of accounts** – 19 payments in the sum of £7,440.61, are authorised for payment, with Councillors Chapman and Carr signing off the invoices.
- **The Precept request for 2025/2026 would be £247,500 (a 5% increase), with a Council Tax Band D rate of £79.91 (an increase of £3.84/year or 0.07p/month).**
- **A small sub-committee would be formed, consisting of Councillors Atkinson, Court, Morgan and Paveley, to scrutinise all costs and to look at cheaper alternatives.**

Councillor Atkinson mentioned that item F.099 should read 0.07p/week, not month. Councillor Paveley mentioned that under item F.095 it should read 'The Clerk was asked to check on the methodology and time restraints of the account' not terms and conditions.

With these amendments, the minutes were Seconded by Councillor Chapman. The minutes were **agreed** by all present.

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

The Payments and Accounts for the period December 2024 (as attached – see Appendix 1) were proposed by Councillor Chapman as follows:-

General Current T2 Account – under delegated authority to the Finance Committee 19 payments totalling £7,440.61 (9 of these payments were paid before Christmas, totalling £2,554.94) (as attached - see Appendix 2) have authorised and paid, and statement of balances on the following accounts be accepted:-

|                                     |                    |
|-------------------------------------|--------------------|
| Barclays Current Account (XXXX7055) | <b>£8,532.10</b>   |
| Barclays Premium Account (XXXX8295) | <b>£57,933.61</b>  |
| Barclays Premium Account (XXXX9433) | <b>£354.00</b>     |
| CCLA Public Sector Deposit Fund     | <b>£1,001.17</b>   |
| Instant Access Account (XXXX0373)   | <b>£85,795.52</b>  |
| Current T2 Account (XXXX0360)       | <b>£5,535.98</b>   |
| Making a total of                   | <b>£159,152.38</b> |

|                               |                   |
|-------------------------------|-------------------|
| Income for December 2024      | <b>£3,387.10</b>  |
| Expenditure for December 2024 | <b>£32,159.86</b> |

|                                                                             |                    |
|-----------------------------------------------------------------------------|--------------------|
| Income to date 1 <sup>st</sup> April – 31 <sup>st</sup> December 2024       | <b>£361,208.02</b> |
| Expenditure to date, 1 <sup>st</sup> April – 31 <sup>st</sup> December 2024 | <b>£289,014.12</b> |

|                                                             |                   |
|-------------------------------------------------------------|-------------------|
| Employee payments paid for the month of December 2024 were: | <b>£19,282.52</b> |
|-------------------------------------------------------------|-------------------|

Seconded by Councillor Carr. **Agreed.**

147. TO RECEIVE AND APPROVE THE MINUTES OF THE PLANNING MEETING HELD ON THE 14<sup>TH</sup> JANUARY 2025 AND NOTE THE PLANNING DECISIONS OF TENDRING DISTRICT COUNCIL:

Councillor Paveley proposed that the recommendations in the Minutes of 14<sup>th</sup> January 2025 be agreed by Council, together with the planning decisions from Tendring District Council. The Minutes were then seconded by Councillor Carr. **Agreed.**

A discussion took place on the Robinson Road Development.

148. HABITUAL OR VEXATIOUS COMPLAINTS POLICY:

A copy of the Habitual or Vexatious Complaints Policy had again been circulated to all members. Much discussion took place. It was then **agreed** that the following would be incorporated into the policy:-

The proposed workflow with an external body would be:

- Councillor takes complaint to Clerk.
- Clerk sends it to an external body or consultant to assess if it warrants full council consideration.
- Full Council then makes the decision.

The updated Policy would then be brought to the next meeting for ratification.

149. QUESTIONS FROM THE PUBLIC:

Q1) Thanks to the Finance Committee for all their hard work in producing the budgets and Precept for 2025/2026. This is the first time I have come to a meeting and understand it. Also, Unitary Authorities do not always get it right.

Q2) Endorse the previous comments regarding the Finance Committee. I understand that a local business has approached the Town Council about parking outside the Bakers. I was under the impression that all restrictions covered this area – what happened?

A2) The Mayor replied that this is an Essex Parking Partnership issue, and Councillor Barry has a meeting next week with them and will update as soon as possible. Councillor Howard added that this has been mentioned at the Environment and Transport Team meetings, and Councillors seem to remember that it should be included, but there is no post advertising the restrictions.

Q3) How many Springmead Trustees are there?

A3) Councillor Steady replied 5. He added that on the 30<sup>th</sup> and 31<sup>st</sup> January there is an information session being held at the Parish Hall to try and recruit new volunteers and trustees.

The Mayor read out a written question, that was received last month, but too late for the Council meeting:

“In a property meeting earlier this year Councillors Morgan, Court, Carr, Atkinson and Chapman voted to charge fisherman 50 percent less to lay on the Pannell Land alongside the new jetty.

Can those Councillors confirm why they felt they would be the first Council in over one hundred years to breach the terms of a Covenant and had they charged against the terms set out they may have performed an illegal act by ignoring the legally binding covenants. It should be noted placing of a structure upon the same land cannot override the legal implications.

Council Opinion from the 1950's onwards and prior to confirmed by setting charges outlined in brackets on all charging schedules for the Hard that Brightlingsea yachts were included in the rights set by the Deed of Gift probably as they knew they didn't own the land being used as the Gift had been given to the fisherman of the town in 1898. It is no secret that in 1898 the fisherman were the people. The Deed of Gift was revisited in the Court Case over the Hard in 2018 and the Judge reiterated Council Opinion stating the gift clearly related to the inhabitants of the town this had been witnessed by councillors and many members of the public who attended to show support in the court proceedings behind me. Can Councillors confirm why again they feel this Council has the right to override this?

Can Brightlingsea Town Council confirm they understand how public rights are gained, this is not just for access but use as well, especially as you only seem to think the current right is over a thirty-foot-wide area when in actual fact the area removed and returned to the public is far greater than you continue to suggest and the public have rights over its entirety.

Councillor Morgan thanked the resident for their question and added that some of the comments were confusing. He added that it is entirely appropriate for the people using the Heritage Pier to pay for their use. The Council did give an end of the Heritage Pier to the fisherman to offload, for a discount of 50%. Users of a facility should pay something towards it. Regarding the rights of Brightlingsea people, the Deed of Pannell was given to Brightlingsea Town Council. Brightlingsea Town Council represents the residents of the town and to act in their interests. Regarding the Judge Rhys case in 2018, they did not concern itself with the Pannell Land, just the road width – the southern portion below the Pannell Land. The public old jetty was given, by Judge Rhys, to the Town Council. The resident is confusing a few issues. He then suggested that the resident is written to, asking if they would like to meet to discuss further.

Q4) Who would send a road sweeper up a road at school time – they cannot sweep the road due to too many cars being parked.

A4) The Mayor replied that we do not know the answer to this question.

150. TOWN CLERK'S REPORT:

To note only.

151. CLOSE OF MEETING:

There being no further business, the meeting closed at 9.26 pm.

Chair .....

Date: 20<sup>th</sup> February 2025

DRAFT

## **Mayor's Report:**

Attended the following:

|                           |                                                                                     |
|---------------------------|-------------------------------------------------------------------------------------|
| 2 <sup>nd</sup> February  | Winterfest Literacy Festival opening, at the Royal British Legion                   |
| 6 <sup>th</sup> February  | Funeral of Past Mayor, Councillor David Dixon                                       |
| 9 <sup>th</sup> February  | Judging of Winterfest Brightlingsea Bake-off at the Sailing Club                    |
| 15 <sup>th</sup> February | Eco-Showcase at St James' Church                                                    |
|                           | Saturday Club to help celebrate their 25 <sup>th</sup> Anniversary at the YMCA Hall |

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| Agenda Item 05 | AG brief notes for parish meetings. Brightlingsea & St. Osyth. February 2025.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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|                |  <p><i>"I often attend meetings, &amp; take calls on your behalf".</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                | <b>FUTURE ITEMS PLANNED.</b> Residents clinic [18 <sup>th</sup> ]. Pride of Tendring [28 <sup>th</sup> ]. Next round of member led highway repairs announced. Letter from minister to be circulated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 1              | Feb 17. Chase coroners recommendation Flag Hill - Question from resident. B1027 at Priory. Potholes [6] upgraded to emergency. Preliminary discussion filter lane at Thorrington multi-roundabout. Two parishes specifically involved plus others will use..                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2              | <p>Feb 13. Full Council. Budget meeting for 25/26. Many key points. Good press coverage. Huge issue re adult social care and SEND children spiralling costs. No choice.</p> <ul style="list-style-type: none"> <li>• £2 billion budget. One of biggest in country. Balanced.</li> <li>• Increase of 3.75%. Made up of 1.75% general increase plus 2% specifically for adult social care.</li> <li>• This equates to £1.09 per week for a typical band D house for the ECC element of the rates bill.</li> <li>• Plus 16% fees payable to Foster carers.</li> <li>• Plus 12.3 million extra for highways.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3              | Feb 12. Robinson Rd. Site visit. Poor quality repair reported. Alresford red lines around bridge works and station parking.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4              | Feb 10. Chaser grant for Lido. Redundant bus stop cages discussion – plus scrutiny later PSEG Ctte.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 5              | <p>Feb 6. Letter from Jim McMahon MP – Minister of State for local Government &amp; English Devolution confirms that "Greater Essex" has been selected to join the Devolution Priority Programme.</p> <ul style="list-style-type: none"> <li>• He requests an interim programme by 21<sup>st</sup> March.</li> <li>• He mentions this is "a once in a lifetime opportunity" and sees a "more sustainable structure to be created".</li> <li>• The legislation will also postpone the changes to electoral divisions in recent boundary changes legislation for Essex County. This will ensure that any vacancies arising before May 2026 will be filled at by-elections on the current boundaries.</li> <li>• He states "I know you agree that, for too long, Westminster has hoarded power and held back towns, cities, and villages across the country from achieving their true potential. Today marks a significant step forward in taking back control and rebuilding our country from the ground up. And a step closer to seeing an England that grants access and opportunity to all".</li> <li>• He states – "I have decided to make legislation to postpone the local elections in your area from May 2025 to May 2026". "Delay is necessary".</li> </ul> |
| 6              | Feb 5. Monthly parish meetings Thorrington & Alresford. Plus Feb 6 at Great Bentley. Much interest and discussion election deferment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 7              | Feb 4. Further debrief devolution plans                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 8              | <p>Jan 30. Site visits plus buddy.</p> <ul style="list-style-type: none"> <li>• Ladysmith Ave. Speed &amp; volume location request from BTC agreed possible with safety items covered. Advised BTC. Potential problem with just one survey in different area from where collision problem appears to exist. Traffweb tool not a lot of help. Check police reports.</li> <li>• Thorrington. Rondels replaced. One 40 MPH sign in 20 MPH zone to be updated. Will be interesting to see the effect of the extension of 30 MPH limit combined with "smiley face" VAS. Much comment about sign now in the right zone. Will be interesting to see effect as traffic builds. B1027 through Thorrington has more signs and repeaters than any others in my division. Within 30 MPH limits I count 41 plus including 2 VAS's, rondels, shark teeth etc. No excuse for drivers to be "not aware" of speed limit with smiley face VAS added! Money well spent [?].</li> </ul>                                                                                                                                                                                                                                                                                                |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Jan 29. Resident request via BTC for update on Bellfield. AG able to conform still 2 parts including resurfacing in March. Slight overrun but budget further increased to fund extra unknown works. That's good news. Could have been a problem.                                                                                                                                                                                                                                                                                                                                                                          |
| 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Jan 28. Chelmsford. Kent & Essex Fisheries Conservation board [IFCA] meeting. Future budget agreed, [£1.028 million] plus developments plans going forward. Overall increase 1.5% for year. Substantial local government funds plus central govt as legal. Good news is biggest proportion spent here in Tendring at Brightlingsea base.                                                                                                                                                                                                                                                                                  |
| 11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Jan 27. Development re placing of SEND student. February round of entrance options. Not easy. Press reporter updated request delay on Bellfield. Positive.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Jan 24. Chelmsford. Urgent pension board meeting to discuss recent pension statements from government re choice of investments. At £11.748 billion in fund it's a massive size and wins awards for management and information.                                                                                                                                                                                                                                                                                                                                                                                            |
| 13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Jan 23. Chelmsford. AG chairs Place-services-economic growth [PSEG] scrutiny ctte. Questions re Enforcement of Highways growth works. Stricter approach agreed but only after at least one local effort from parish. Overall good responses but some are tardy! Consequences of election cancellation discussed. AG opportunity to be able to mention six parish meetings. Surprised not many other members undertaken same line. Evening. Social event Manningtree. Opportunity to meet Priti Patel MP and discuss local & Essex issues.                                                                                 |
| 14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Jan 22. Assist Thorrington resident with trying to resolve placing for child with special needs at Great Bentley school. Not easy decisions to be made by anyone! Going to appeal sooner than anticipated.                                                                                                                                                                                                                                                                                                                                                                                                                |
| 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Jan 21. Chelmsford. IT department new computer. <ul style="list-style-type: none"> <li>• AG attends Cabinet.</li> <li>• Further briefing re devolution plus budget expectations. Full Council Feb 13 to decide budget.</li> <li>• In evening AG attends Tendring District full Council at Clacton. Motion agreed re devolution. Surprising lack of questions.</li> <li>• Fantastic compliments for Cllr. Lynda McWilliams. Well deserved from all sides of Council. She will be badly missed but what a great servant.</li> </ul>                                                                                         |
| 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Jan 20. Scrutiny board. Remote. Questions re cost of Freedom of information costs. Standard guide is £450 a time. Not always max. Pre-meet for PSEG.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 17                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Jan 16. Outside site visits. <ul style="list-style-type: none"> <li>• Chapel Rd B'sea. Traffic lights. Bellfield update overrun on time. Spoke operatives &amp; residents. Thorrington check signs, &amp; road rondel new 30 MPH limit.</li> <li>• Evening Brightlingsea Parish. Extra time to update on Devolution developments. Good questions to take forward</li> <li>• Late evening St. Osyth Parish. Extra time to update devolution as I see it at moment. Again good questions to take forward.</li> </ul>                                                                                                        |
| 21                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>REPEAT- STILL RELEVANT.</b> DEVOLUTION DISCUSSIONS ARE EVERYWHERE. AFFECTING SOME ISSUES. There are 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. With changes at National level and impending changes locally there is some double-checking of some potentially cancellable projects. Not unexpected but frustrating sometimes. |
| <p style="text-align: center;"><b>AG CONTACT POINTS:- 07860 519117 OR 01206 308023</b></p> <p style="text-align: center;"><b><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> FACEBOOK: - Alan Goggin Essex County Councillor - Established 1947.</b></p> <p style="text-align: center;"><b>“Report it” tool for road or highways issues. <a href="https://www.essexhighways.org/tell-us">https://www.essexhighways.org/tell-us</a></b></p> <p style="text-align: center;">You can tell us about maintenance issues online by using our highways reporting tool.</p> <p style="text-align: center;">If you think there's a risk to public safety, do not report it online, please call ECC immediately on <b>0345 603 7631</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**Councillor Mick Barry**

17/1 – Informal Cabinet – discussion of priorities related to Local Govt Reform (LGR)  
21/1 - Full TDC Council Meeting Clacton Town Hall  
22/1 – Brightlingsea site meeting with Andy Nepean TDC, Paul Seabright NEPP officer, and Cllr Howard regarding proposals for yellow lines along Station Rd area. Other areas were looked at and paperwork received to follow up. Repainting yellow lines at Waterside was possible with resident's support  
22/1 – Meeting with TDC officer James Hill re open spaces and budget management. Discussed potential for transfer of work from TDC to BTC  
22/1 – Meeting with Officers Jennie Wilkinson and Andy White re budgets and priorities  
23/1 – NEPP meeting Colchester. Collaborated with Uttlesford rep in requesting revision of contract and process for all six authorities  
29/1 – Meeting with officers Mike Carran and Lee Healey regarding strategic priorities and budgets.  
31/1 – Cabinet TDC. Budgets presentation. Good external auditors report, near balanced budget with small deficit  
03/2 – LGR briefing and discussion Clacton Town Hall  
06/2 – Meeting with officer re sports strategy planning and conference  
07/2 – Informal Cabinet meeting – draft reports presented for clearance. Citizen's Advice and Careline discussions  
11/2 – FCA discussions re LGR  
11/2 – Full Council TDC – Leaders' budget speech  
12/2 – Portfolio briefings with officers  
15/2 – Attended Brightlingsea ECO Fair with Leader and Environment Portfolio Holder  
18/2 – Meeting with Leader re strategy, priorities and budgets  
19/2 – All members briefing TDC Chief Executive re LGR

**Councillor Jayne Chapman**

21/1 - Full Council Meeting  
31/1 - Cabinet  
04/2 - Essex County Council Devolution and LGR Briefing  
06/2 - Independent group meetings  
06/2 - Administrator meeting  
10/2 - Group Leaders meeting  
10/2 - Planning Policy and Local Plan Committee Meeting  
13/2 - Human Resources and Council Tax pre meeting  
19/2 - All Members Briefing

Local Plan Review, changes to National Policy and updated issues and options. The doubling of Tendring Housebuilding requirement for the period to 2041 will involve assessing more sites and locations across the district. Originally the increase was from 550 to 770 homes a year, the changes to nation policy now mean the numbers are 1034 homes a year from 2026. All wards will be affected. The Government has pushed back the cut-off date for Local plans from July 25 to Dec 26. Officers will now start to engage with Town and Parish and Ward Councillors across the district. These figures require the council to identify land to deliver 7000 to 8000 homes up to 2041, over and above the 9600 homes already planned in the current adopted local plan.

It looks as if Brightlingsea will be expected to take between 100 and 300 homes.

After consultation about Careline the proposal is for Careline to combine with Colchester Help Line, anticipate staff will go over to new company, protecting jobs and avoiding redundancies. This would have happened once the Unitary Councils have been put in place anyway.

**Councillor Graham Steady**

21/1 Full council –main items Report of the Chief Executive -The Governments English Devolution White Paper  
22/1 Audit Training

## Agenda Item 06 – Tendring District Councillors report

23/1 Informal Community Leadership Overview and Scrutiny Committee

24/1 Informal meeting with Partnership Portfolio Holder

27/1 Informal Audit Committee

28/1 Community Leadership Overview and Scrutiny Committee-main items Report of the Corporate Director of Operations and Delivery- consideration and development of a crime and disorder reduction strategy 2025 to 2028

Report of the Assistant Director of Housing and Environment-Water Quality

29/1 Task and Finish Assets

30/1 Main item Report of the internal audit manager on the internal audit Sep 2024 to Dec 2024 and Risk Update

Report of The Finance Director Table of outstanding issues

4/2 Webinar Essex CC Local Government Reform and Devolution

5/2 Task and Finish Assets Report – see below:-

|    | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Welcome by Councillor Mark Cossens                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2. | The group discussed the contents of the presentation provided by the Officers within the Property department.<br>The group want to create the best legacy for the future of the Town / Parish Councils following LGR /Devolution.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3. | The Questions / information the Task and Finish group have requested to be submitted to officers are:<br><ol style="list-style-type: none"> <li>1. How and when will the Asset Management Policy be upgraded. The current policy expired in 2021.</li> <li>2. Understanding in greater detail the ‘Community Asset Transfer’ policy, the rules and legality of Community Asset Transfers.</li> <li>3. Are there any ‘Quick Wins’ that the Property Team are aware of? What could hold up these Quick Wins. Asset disposals to Town and Parish Councils. Could and should a protocol be developed to aid this type of transfer?</li> <li>4. CAROS scheme for groups, are community groups sustainable without it? Challenge the local community groups.</li> <li>5. Can TDC officers provide historical information on how much property assets were paid for by the Council. As an example, the cost of an asset transferred from other ownerships, the previous urban District Councils to Tendring District Council.</li> <li>6. Can the property information maps be displayed without the Social Housing.</li> <li>7. Quality Councils, the Governance of the 3<sup>rd</sup> Tier. Judging the suitability of Town &amp; Parish councils to take over assets or services does being a Quality Council help, or would other proof of good governance be necessary to prove competence of the third tier?</li> </ol> |
| 4. | It was suggested to arrange a full day’s meeting with officers to go over all the questions and information requested.<br><br>It was agreed to plan another meeting once members of the group had looked over the questions and plan a programme.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5. | The meeting concluded at 19.15pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

10/2 Briefing with officers regarding work programme

11/2 Audit Committee Briefing

11/2 Full council Budget Meeting , Budget adopted

13/2 Audit Committee main item Report of Director of Finance-main item Statement of accounts 2023/24 and associated planning for ,annual and year end reports of the external auditor .I HAVE REPORTED BEFORE THAT DUE TO ISSUES NATIONNALLY WITH EXTERNAL AUDITORS TDC ACCOUNTS FOR APPROX 4 YEARS WERE WATING FINAL AUDIT REPORTS . PLEASED TO SAY AFTER THE SUBMISSION OF ABOVE ALL AUDITS WILL BE UP TODATE.

**Facilities and Community Assets Team / Strategic Meeting**

**Notes of Meeting held on Tuesday 11<sup>th</sup> February 2025 at 10.30am the Parish Hall**

**Present:- Councillors  
R Morgan (Chairman)  
D Atkinson, J Chapman,  
K Pentney, C Paveley and G Steady**

**Also in attendance:  
Councillors M Barry, J Carr and M Judson**

1. **Apologies for Absence** – Councillor Howard.
2. **To receive the notes of the Meeting held on 13<sup>th</sup> January 2025** – Noted.
3. **The Hard – Update on the following:-**
  - ***Boat Park – Security and Safety*** – The Committee were shown the new sign to be fixed to the gate of the Boat Park, ready for the 23<sup>rd</sup> February 2025. The numbers of spaces were noted at 66 confirmed, with more coming in. Members discussed the need for a new CCTV camera and recommended that the Finance Committee look at the cost for a new camera system on the Boat Park, along with a roll number padlock to the gates.
  - ***To receive draft response to MMO*** – Members receive a copy of the Confidential report provided by EXO Environmental. Much discussion took place. It was recommended that a small working party consisting of Councillors Atkinson, Barry and Paveley meet to analyse the report and add an addendum report regarding additional information to support the Council position. This report will be discussed under Part B at the February Council meeting.

**Recommendation: Boat Park - The Finance Committee look at the cost for a new camera system on the Boat Park, along with a roll number padlock to the gates. Draft response to MMO - A small working party consisting of Councillors Atkinson, Barry and Paveley meet to analyse the report and add an addendum report regarding additional information to support the Council position. This report will be discussed under Part B at the February Council meeting.**

4. **Unitarisation and Local Government Reform**
  - ***Letter to Tendring District Council*** – The Chairman read out the response to the Councils letter regarding Unitarisation, and thanks were given to Councillor Barry for his help and assistance.
  - ***Brightlingsea Town Council working party*** – The Council looks forward to a meeting with the Chief Executive of Tendring District Council to discuss further.
5. **Western Promenade - Update on the following:-**
  - ***Lido Shelter quotations*** – Four quotations had been received, and the Committee recommended to Finance to review the quotes for budgeting and agreement.
  - ***Pawsons Playground*** – Noted that the ground works are complete, and feedback has been positive. A report from Councillor Steady has been circulated regarding a trench and the offer of free stone, with the cost of transport. It was agreed to recommend to the Finance Committee to purchase the transport of the stone.
  - ***Leases*** – Batemans Tower Cafe – It was reported that an update was due, and members recommended that contact is made with the lease holder for an update.

## Agenda Item 07

**Recommendation:** Lido Shelter quotations – Finance to review the quotes for budgeting and agreement. Pawsons Playground – Recommend to the Finance Committee to purchase the transport of the stone. Leases – Batemans Tower Cafe – Contact is made with the lease holder for an update.

### 6. Lower Park – Update on the following:-

- **Topographical Survey** – Noted that the Topographical Survey is yet to take place but is due on Lower Park and Western Promenade soon.
- **Play surfaces F/A** – A useful and productive meeting was held with the Grounds Manager of the Colne Community School, who gave a positive ambition to work closer with the local community and for the use of the Colne Community School Sports Field and Centre. The team recommended that a further meeting is held with the Colne Community School to discuss how this could be achieved, and the viability of a car park could be installed within the Strangers Corner Sports Field, and whether FA funding would be suitable to achieve this.

**Recommendation:** A further meeting is held with the Colne Community School to discuss how the ambition to work closer with the local community and for the use of the Colne Community School Sports Field and Centre could be achieved, and the viability of a car park could be installed within the Strangers Corner Sports Field, and whether FA funding would be suitable to achieve this.

### 7. Bayard Recreation Ground – Update on the following:-

- **Cricket Club** – Councillor Atkinson gave an update on a meeting held with the Cricket Club and Councillor Morgan. It was agreed that a letter of support would be given, and planning permission would be looked into for the new storage shed, to be sited where the club house is.
- **Playgroup Lease** – Councillor Atkinson gave an update, and it was agreed that remedial works would be completed prior to the signing of the lease and recommended to Finance Committee to look at necessary costs to achieve this.

**Recommendation:** Cricket Club - A letter of support would be given, and planning permission would be looked into for the new storage shed, to be sited where the club house is. Playgroup Lease - Remedial works would be completed prior to the signing of the lease and the Finance Committee to look at necessary costs to achieve this.

### 8. Strangers Corner – Playing Field and Parking:-

- **Update on meeting with the Colne Community School** – This item was discussed under item 6.

### 9. Strategy:-

- **Update on the Town Survey and responses** – It was reported that the Town Survey is getting attraction, and 118 responses have been returned so far. The team felt this is a positive response but would like to see over two hundred responses before any analytical report is provided.

**10. Report from Terry Hamilton – Grounds Manager** – Reported received. The Team was informed that the swings on Pawsons Playground have been removed from use due to some reported wear. It was recommended that the swings are put back into use as soon as possible. It was also reported that there is a requirement to replace one of the gates at a cost of £270.00. It was recommended that this should be taken to the Finance Committee for discussion.

**Recommendation:** The swings are put back into use as soon as possible. The replacement of the gate is taken to the Finance Committee for discussion.

## Agenda Item 07

11. **Any other Business** – Councillor Judson reported that a sign has been put up regarding no cycling on the Promenade, however it was noted that there is no sign the other end.

12. **Date of next meeting** – Tuesday 11<sup>th</sup> March 2025 at 10.00am.

The meeting closed at 12.27 pm.

**Environment and Transport Team**

**Notes of Meeting held on Wednesday 12<sup>th</sup> February 2025 at 5.00pm  
at the Parish Hall, Victoria Place, Brightlingsea CO7 0BP**

**Present:**

**Councillors J Howard (Chairman)**

**K Mitchell (5.30pm onwards), R Morgan, K Pentney and G Steady**

**Also present:**

**Tracey Pulford – Town Clerk**

1. **Apologies for Absence** – Councillors Atkinson and Barry.
2. **To receive the notes of the meeting held on 7<sup>th</sup> January 2025** – Noted.

The Chairman mentioned Item 7 - Wider Essex Climate Action Network and that a Teams meeting took place on Friday 7<sup>th</sup> February 2025. The Clerk confirmed that she joined the meeting, but only for a short while, and will circulate a copy of the slides to the committee members.

3. **Update on meeting with Andy Nepean – TDC and Paul Seabright – Parking Partnership re pinch points and dangerous junctions. Also time limit for parking outside Bakers** – The Chairman briefed members that she and Councillor Barry had met with Andy Nepean and Paul Seabright and had a walk-about of the problem areas. After discussion it was agreed that the residents' surveys for double yellow lines at Station Road/York Road and Lower Park Road junction with Western Road are sent out to the local residents, to gauge residents' opinions. Councillor Howard to confirm the process of parking restrictions outside the Bakers with Paul Seabright.

**Recommendation: The residents' surveys for double yellow lines at Station Road/York Road and Lower Park Road junction with Western Road are sent out to the local residents, to gauge residents' opinions. Councillor Howard to confirm the process of parking restrictions outside the Bakers with Paul Seabright.**

4. **Update on Eco Fair** – Councillor Steady briefed members on the Eco Fair taking place on Saturday 15<sup>th</sup> February at St James' Church 10am until 3pm. He said that he would be attending all day with display boards show casing the Town Council initiatives. At 12 noon Adrian Smith, Tendring District Council Portfolio Holder would also be attending. Thanks were given to Councillor Steady, Julie and Terry for all their help in organising the Council stand.
5. **Update on 20's Plenty Initiative** – Councillor Steady informed members that Town & Country would be happy to work in partnership with the Town Council, advertising '20's Plenty' or 'Children crossing at peak times' on their sale boards. The cost of which is £40.00 and they would be happy to go 50/50, (£12.00 for the board and £8 to site them.) Councillor Howard to contact the Chairman of the Finance Committee about this.

Members also mentioned the 'smiley face' signs, and it was agreed that Councillor Howard would contact County Councillor Goggin to see how much they cost and whether or not he has a budget for one.

**Recommendation: Councillor Howard liaises with the Chairman of the Finance Committee about a budget for the Town & Country signs. Also to liaise with County**

**Councillor Goggin to see how much a 'smiley face' sign costs, and whether or not he has a budget for one.**

6. **Update on Speed and Volume survey on Ladysmith Avenue** – The Clerk confirmed that the purchase order had been sent to Essex County Council on the 21<sup>st</sup> January 2025, but no further update had been received. Town Clerk to chase.

**Recommendation: Town Clerk to chase Essex County Council about the Speed and Volume survey on Ladysmith Avenue.**

7. **Update on meeting at Colne Community School which included parking at Strangers Corner** – Councillor Morgan informed members that the report on the meeting at the Colne Community School was well received at the FCA meeting on Tuesday 11<sup>th</sup> February and it was agreed that the Council should move forward with the ideas. It was agreed that (1) Councillor Barry be invited to attend any future meetings with the Colne Community School; (2) The local resident complaining about parking is contacted, advising that members have met with the School, and will keep them updated on progress; (3) Another meeting is arranged with the Colne Community School in the near future.

**Recommendation: (1) Councillor Barry be invited to attend any future meetings with the Colne Community School; (2) The local resident complaining about parking is contacted, advising that members have met with the School, and will keep them updated on progress; (3) Another meeting is arranged with the Colne Community School in the near future.**

8. **To discuss whether we should start approaching Sainsburys about electric hook ups** – After discussion it was agreed that the Council should write to both Sainsburys and the East of England Co-Op to enquire about the provision of electric car chargers in their car park, as there is a great need, and no provision in Brightlingsea.

**Recommendation: The Council should write to both Sainsburys and the East of England Co-Op to enquire about the provision of electric car chargers in their car park, as there is a great need, and no provision in Brightlingsea.**

9. **Any other Business** – The following was discussed:-
- Bollards by the toilets on the Western Promenade Car Park, which are all loose and/or fallen over. Town Clerk to contact Andy Nepean at Tendring District Council.
  - P3 Volunteer Scheme with Essex County Council – Town Clerk informed members that she had contacted Essex County Council on the 6<sup>th</sup> November 2024 and again on the 15<sup>th</sup> January 2025 but had not yet received any response. Town Clerk to chase again.
  - Co-Op Loading Bay – Councillor Steady to liaise with Councillor Chapman.
  - Street Lights – Western Promenade – Councillor Howard to have a Teams meeting with UK Power Networks on Thursday 13<sup>th</sup> February 2025.
  - Mud on the Road – very bad again this morning. Town Clerk stated that no reports had been received by the office.

**Recommendation: (1) Bollards by the toilets on the Western Promenade - Town Clerk to contact Andy Nepean at Tendring District Council; (2) Town Clerk to chase Essex County Council about the P3 Volunteer Scheme; Co-Op Loading Bay – Councillor Steady to liaise with Councillor Chapman.**

10. **Date of Next Meeting** – Wednesday 12<sup>th</sup> March 2025 at 5.30pm (in the smaller front office). Meeting closed at 6.15pm

## Update on ECO Fair – 15.2.25

15/2 Attended the ECO FAIR held at St James' Church. Good turnout by a cross section of groups, thanks to Judith Gibbons for organising. I am aware of communications being arranged between the groups. As a council we should use the group along with the results of the towns questionnaire to give support and also to communicate our aims and aspirations.

TDC Leader Mark Stevenson and Environmental Portfolio Holder Adrian Smith attended and good discussions were had all round.

Councillors Barry, Court, Carr, Howard, Pentney and our Grounds Manager all paid a visit at various times. My thanks to Julie for her help with the display.



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

**Burial Land**

Landowners and Trinity College, who own all the farmland around All Saints Church, have been written to. This is to try and find more burial land for Brightlingsea.

**Brightlingsea Junior School**

Brightlingsea Junior school had the pleasure of attending the O2 to sing in the choir of 2025.

Schools nationwide are struggling to fund and prioritise music provision. So, the Young Voices Foundation exists to help. They support Schools and communities that otherwise can't afford to participate. There were 8509 pupils and only 2 Schools from this area. Brightlingsea and Alresford.

**Community Voluntary Services Tendring (CVST)**

Community Voluntary Services Tendring (CVST) has announced to staff there will be a round of redundancies due to financial pressures being faced by the organisation.

The main change will be to not continue to deliver the social prescribing service which has seen social prescribers work with GP surgeries across Tendring and the hospitals.

Sharon Alexander, chief officer at CVST, said: "Due to spiralling costs including the significant increase of national insurance and minimum wage, we find ourselves in a very difficult situation and we were left with only one option.

"The economic environment is affecting the voluntary sector and businesses nationwide and CVST has not been able to secure long term funding to meet our costs. It's such a sad time for all of us. "We are supporting staff that are facing redundancy and CVST will continue to run vital services in Tendring including the lottery funded HILL and Infrastructure projects." CVST also runs two thriving community hubs based in Clacton and Harwich. Sharon added: "Our social prescribing team is a highly skilled group of wonderful people, and we are devastated to see them leaving CVST, although support will still be available from GP surgeries and the many voluntary organisations running across the district.

"We, at CVST, will continue, as we always have, to look out for new funding and deliver services, projects and support to the residents and voluntary sector in Tendring."

CVST runs weekly fitness and social groups across Clacton, Harwich, Manningtree, and Walton areas and provides support to everybody who walk through its doors and this will continue. There are also special events throughout the year, and a series of networking and support forums for community and voluntary groups. For more information about groups and activities, visit [www.cvstendring.org.uk](http://www.cvstendring.org.uk)

**BRIGHTLINGSEA TOWN COUNCIL  
FINANCE & PROPERTY COMMITTEE**

Minutes of the Meeting held at the Parish Hall, Victoria Place, Brightlingsea  
on Tuesday 18<sup>th</sup> February 2025 at 10.00 a.m.

Present:

Councillors

D Atkinson (Chairman)

J Carr, J Howard (10.07am onwards), R Morgan and C Paveley

Also in Attendance:

Tracey Pulford - Town Clerk

2 Members of the Public

**F.102 APOLOGIES FOR ABSENCE:** Councillors Chapman and Court.

**F.103 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON THE 14<sup>TH</sup> JANUARY 2025, RECEIVED BY COUNCIL ON THE 16<sup>TH</sup> JANUARY 2025:**

The Chairman asked for an update on the CCLA Bank Account, and the Clerk replied that she now has the Subscription and Redemption forms to complete for transferring money in to and from the account. She added that any request to transfer money from the account has to be received by 11.30am for the transaction to be completed on the same day. Also, now the S106 Monies has been received from Tendring District Council, and the invoices are due to be paid today, she will look at transferring money into the account in the next few days.

The Minutes were then accepted as a true record.

**F.104 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.105 BUDGET AND FINANCIAL REPORT UP TO 31<sup>ST</sup> JANUARY 2025, INCLUDING:**

- **CHAIRMAN'S SUMMARY**

A copy of the Chairman's Summary – February 2025 and Budgets & Actuals 2024/25 had been circulated to all members. Councillor Atkinson briefed members and gave thanks to the Administrative Assistant who has mastered the 'point of sale' till. He added that the money taken by cards has now overtaken cash sales. He added that commission is now being charged, and this would need to be looked at in the future. A discussion took place on the report and figures.

- **FINANCIAL MONTHLY OVERVIEW:**

The Town Clerk informed members that:-

|                                                   |             |
|---------------------------------------------------|-------------|
| Income for January 2025                           | £51,731.88  |
| Expenditure for January 2025                      | £27,142.50  |
| Bank Balances as at 31 <sup>st</sup> January 2025 | £183,741.76 |

● **DEBTORS LIST AS OF 31<sup>ST</sup> JANUARY 2025:**

A copy of the Debtors List as of 31<sup>st</sup> January 2025 had been circulated to all members. A discussion took place on the outstanding debt for the 2024 Town Guide advert, and it was agreed that another 'Final Statement' would be sent by registered post.

This report was then noted.

**Recommendation:** Another 'Final Statement' would be sent by registered post, for the outstanding debt for the 2024 Town Guide advert.

**F.106 BUDGET REVIEW 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 much discussion took place. The Chairman to amend the draft budget, for agreement at Full Council on the 20.02.25.

**Recommendation:** Chairman to amend the draft budget, for agreement at Full Council on the 20.02.25.

**F.107 BUDGET PROCEDURE:**

A copy of a Budget Procedure (task force brief) had been circulated to all members. The Chairman briefed on the report. After discussion it was agreed that if any maintenance issues occur, the Grounds Manager should inform the Town Clerk, who in turn informs the Councillors. Also, the Grounds Manager and Committees are made aware of their budgets, on a monthly basis.

**Recommendation:** If any maintenance issues occur, the Grounds Manager should inform the Town Clerk, who in turn informs the Councillors. Also, the Grounds Manager and Committees are made aware of their budgets, on a monthly basis.

**F.108 EXAMINING OF ACCOUNTS:**

The Town Clerk informed members that there are 22 payments in the sum of £63,974.82 (3 of these payments were paid end of January, totalling £642.20) to be authorised for payment, and the statements of balances on the following accounts be accepted:-

|                                   |            |
|-----------------------------------|------------|
| Current Account (7055)            | 29,787.68  |
| Business Premium Account (9433)   | 8,754.00   |
| Business Premium Account (8295)   | 35,474.89  |
| CCLA Public Sector Deposit Fund   | 1,005.21   |
| Instant Access Account (0373)     | 85,795.52  |
| Current T2 Account (0360)         | 22,924.46  |
| Making a total on all accounts of | 183,741.76 |

|                                                                             |            |
|-----------------------------------------------------------------------------|------------|
| Income, for January 2025                                                    | 51,731.88  |
| Expenditure, for January 2025                                               | 27,142.50  |
| Income, to date 1 <sup>st</sup> April – 31 <sup>st</sup> January 2025       | 412,939.90 |
| Expenditure, to date, 1 <sup>st</sup> April – 31 <sup>st</sup> January 2025 | 316,156.62 |

|                                                            |           |
|------------------------------------------------------------|-----------|
| Employee payments paid for the month of January 2025 were: | 17,572.72 |
|------------------------------------------------------------|-----------|

She also added that Tendring District Council have paid the S106 contribution of £44,377.00 for the works carried out on Pawsons Playground on the 13<sup>th</sup> February 2025.

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

**Recommendation: 22 payments in the sum of £63,974.82 are authorised for payment, with Councillors Paveley and Howard signing off the invoices.**

**F.109 TO DISCUSS THE FOLLOWING QUOTATION – HOMEVIEW SURVEILLANCE FOR BOAT YARD CCTV UPGRADE:**

This item had already been discussed, and it is included in the 2025/2026 budget.

**F.110 S106 REQUEST FOR WESTERN PROMENADE PROJECTS:**

Councillor Paveley briefed members that five quotations had been received, and the preferred supplier is the Alpha Group. He said that a further meeting had been held with them, to include a concrete path from the bin area and a wrap around seating area. A revised quotation has been received for £9,000. The Council Grounds Staff are to move the bin to the side of the CCTV camera, and also to move the sign post. After discussion it was agreed to make an application to Tendring District Council for S106 monies, to complete the refurbishment on the Lido Seafront Shelter.

**Recommendation: To make an application to Tendring District Council for S106 monies, to complete the refurbishment on the Lido Seafront Shelter.**

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

Q1) Regarding S106 monies, if the Local Government Reform takes place, is this money looked after or does it disappear?

A1) Councillor Carr replied that the early indications are that it could disappear. Councillor Atkinson added that the Council is looking at what assets could be transferred over to Brightlingsea from Tendring. Councillor Paveley added that we could see if S106 monies could be used on certain transfers, if there is a cost involved.

Q2) Regarding the refurbishment of the Lido Shelter, there used to be a street light on the corner, but it has been removed. If there any chance that it could be put back?

A2) Councillor Atkinson suggested that £2,000 is added to the request for S106 monies, to accommodate this light.

**F.111 CLOSE OF MEETING:** There being no further business, the meeting closed at 11.30 a.m.

Received by Council on: 20.02.25

Approved by Committee on:

Signed by Chairman:

Signed by Chairman:

# Brightlingsea Town Council

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

Agenda Item 08(b)

| No        | Payment<br>Reference | Gross   | To pay Heading | Invoice<br>date | Invoice<br>no. | Details                                            | Payment<br>Reference<br>Total |
|-----------|----------------------|---------|----------------|-----------------|----------------|----------------------------------------------------|-------------------------------|
| 13389     |                      | £179.74 | £179.74 1004/1 | 20/12/24        | INV-517284     | NVPC Ltd - PAT Testing - Parish Hall and Rec       |                               |
| 13393     |                      | £165.60 | £165.60 1004/2 | 15/01/25        | 694            | C R French - Works to ladies toilet at Parish Hall |                               |
| 13392     |                      | £296.86 | £296.86 1009/1 | 21/01/25        | 143705         | Crawfords Ltd - Replacement van door mirror        |                               |
| Sub Total |                      | £642.20 | £642.20        |                 |                |                                                    |                               |
| Total     |                      | £642.20 | £642.20        |                 |                |                                                    |                               |

Signature Robert Howard      Signature [Signature]

Date 05/02/25      11:14 AM Vs: 9.05'01

# 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        |
|-------|-------------------|-------------------|---------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 13390 |                   | £277.02           | 1004/1  | 12/01/25     | 3C - Computer and service charges                                                                                                           | 629130         |
| 13448 |                   | £277.02           | 1004/1  | 12/02/25     | 3C - Computer and service Charges                                                                                                           | 630660         |
|       |                   | <b>£554.04</b>    |         |              | 3C - Total                                                                                                                                  |                |
| 13425 |                   | £48,692.40        | 1500/2  | 30/01/25     | Abacus Playgrounds (South) - Wetpour Surfacing and Area Preparations (from S106 monies)                                                     | SI-007945      |
|       |                   | <b>£48,692.40</b> |         |              | Abacus Playgrounds (South) - Total                                                                                                          |                |
| 13427 |                   | £138.00           | 1010/4  | 31/01/25     | Capel Plant - Toilet on Allotments 010125-010225                                                                                            | 156415         |
|       |                   | <b>£138.00</b>    |         |              | Capel Plant - Total                                                                                                                         |                |
| 13426 |                   | £1,740.00         | 1500/1  | 03/02/25     | Collective Community Planning Ltd - Initial visit to Bsea, Develop objective evidence base, Support consideration of sites (from NHP grant) | INV-0666       |
|       |                   | <b>£1,740.00</b>  |         |              | Collective Community Planning Ltd - Total                                                                                                   |                |
| 13391 |                   | £810.00           | 1090/3  | 15/01/25     | Constable VAT Consultancy LLP - Advice on Boat Park VAT                                                                                     | 6626           |
|       |                   | <b>£810.00</b>    |         |              | Constable VAT Consultancy LLP - Total                                                                                                       |                |
| 13424 |                   | £261.00           | 1004/1  | 17/01/25     | E & J Fire and Security Ltd - Annual Fire Extinguisher Inspection                                                                           | SI-27706       |
|       |                   | <b>£261.00</b>    |         |              | E & J Fire and Security Ltd - Total                                                                                                         |                |
| 13428 |                   | £1,140.00         | 1003    | 01/02/25     | Exo Environmental Ltd - EMFF Support                                                                                                        | 2025-02-01_BTC |
|       |                   | <b>£1,140.00</b>  |         |              | Exo Environmental Ltd - Total                                                                                                               |                |
| 13429 |                   | £1,127.16         | 2000/5  | 31/01/25     | Glasdon - Clifton Picnic Wheelchair Table and Plaque (HULL)                                                                                 | SI903394       |
| 13430 |                   | £823.67           | 2000/5  | 31/01/25     | Glasdon - Phoenix Seat and plaque (IRONMAN)                                                                                                 | SI903396       |
|       |                   | <b>£1,950.83</b>  |         |              | Glasdon - Total                                                                                                                             |                |
| 13431 |                   | £69.60            | 1062/2  | 31/01/25     | James Todd & Co Ltd - January 2025 Payroll Fee                                                                                              | 78348          |
|       |                   | <b>£69.60</b>     |         |              | James Todd & Co Ltd - Total                                                                                                                 |                |
| 13394 |                   | £131.87           | 1004/1  | 21/01/25     | Pantha Security Systems Ltd - Annual Maintenance Charge - Intruder alarm system                                                             | 125258         |
|       |                   | <b>£131.87</b>    |         |              | Pantha Security Systems Ltd - Total                                                                                                         |                |
| 13434 |                   | £59.20            | 1010/6  | 03/02/25     | R & J Morrell (Clear To See) - New sign for Boat Park                                                                                       | 14396          |
|       |                   | <b>£59.20</b>     |         |              | R & J Morrell (Clear To See) - Total                                                                                                        |                |

Signature

Date

Signature

# Brightlingsea Town Council

## Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

| No           | Payment Reference | Gross             | Heading | Invoice date | Details                                                      | Invoice    |
|--------------|-------------------|-------------------|---------|--------------|--------------------------------------------------------------|------------|
| 13423        |                   | £4,560.00         | 1500/2  | 17/01/25     | R Butcher Surfacing - Works to Pawsons Play Area             | 4912       |
|              |                   | <b>£4,560.00</b>  |         |              | R Butcher Surfacing - Total                                  |            |
| 13442        |                   | £600.00           | 1010/2  | 06/02/25     | Samual Day - Works to damaged wall cappings - Victoria Place | 060225     |
|              |                   | <b>£600.00</b>    |         |              | Samual Day - Total                                           |            |
| 13395        |                   | £7.97             | 1010/3  | 21/01/25     | Sibbons - Carriage bolts                                     | 65283      |
| 13432        |                   | £15.89            | 1010/3  | 03/02/25     | Sibbons - Metal and Wood Blades                              | 65599      |
| 13447        |                   | £116.25           | 1010/3  | 12/02/25     | Sibbons - Postcrete 20kg                                     | 65858      |
|              |                   | <b>£140.11</b>    |         |              | Sibbons - Total                                              |            |
| 13398        |                   | £450.00           | 1200    | 13/01/25     | TBS Hygiene Ltd - Dog Waste Collection 28.12.24-31.01.25     | 6425       |
| 13443        |                   | £360.00           | 1200    | 11/02/25     | TBS Hygiene Ltd - Dog Waste Collection 010225-280225         | 6515       |
|              |                   | <b>£810.00</b>    |         |              | TBS Hygiene Ltd - Total                                      |            |
| 13396        |                   | £71.57            | 1006    | 29/01/25     | The Business Supplies Group - Stationery                     | 1689354    |
| 13397        |                   | £34.18            | 1006    | 22/01/25     | The Business Supplies Group - Stationery                     | 1689657    |
|              |                   | <b>£105.75</b>    |         |              | The Business Supplies Group - Total                          |            |
| 13399        |                   | £12.00            | 1010/2  | 22/01/25     | Top Glass Window Cleaning - Bus Shelter Cleaning             | 220125     |
| 13444        |                   | £12.00            | 1010/2  | 05/02/25     | Top Glass Window Cleaning - Bus Shelter Cleaning             | 050225     |
| 13445        |                   | £14.00            | 1004/1  | 05/02/25     | Top Glass Window Cleaning - Clean Windows at Parish Hall     | 050225     |
|              |                   | <b>£38.00</b>     |         |              | Top Glass Window Cleaning - Total                            |            |
| 13446        |                   | £1,434.64         | 1009/1  | 07/02/25     | Upsons - Works to Ventrac                                    | 105710     |
|              |                   | <b>£1,434.64</b>  |         |              | Upsons - Total                                               |            |
| 13433        |                   | £97.28            | 1010/2  | 03/02/25     | Wurth UK Ltd - Cleaning / Paper towel                        | 4036420043 |
|              |                   | <b>£97.28</b>     |         |              | Wurth UK Ltd - Total                                         |            |
| <b>Total</b> |                   | <b>£63,332.72</b> |         |              |                                                              |            |

Signature

Date

Signature

# Financial Summary - Cashbook

Summary of receipts and payments between 01/01/25 and 31/01/25 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             |
| CCLA Public Sector Deposit Fund SC4 | £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                    | £8,532.10          |
| Business Premium (Client A/C)       | £354.00            |
| Business Premium (Reserve A/C)      | £57,933.61         |
| Capital Reserve Account             | £0.00              |
| CCLA Public Sector Deposit Fund SC4 | £1,001.17          |
| Instant Access Account              | £85,795.52         |
| Unity Current Account T2            | £5,535.98          |
| <b>Total</b>                        | <b>£159,152.38</b> |

| RECEIPTS              | Net               | Vat            | Gross             |
|-----------------------|-------------------|----------------|-------------------|
| Council               | £51,639.75        | £92.13         | £51,731.88        |
| <b>Total Receipts</b> | <b>£51,639.75</b> | <b>£92.13</b>  | <b>£51,731.88</b> |
| PAYMENTS              | Net               | Vat            | Gross             |
| Council               | £26,245.28        | £897.22        | £27,142.50        |
| <b>Total Payments</b> | <b>£26,245.28</b> | <b>£897.22</b> | <b>£27,142.50</b> |

Closing Balances

## Ordinary Accounts

|                                     |                    |
|-------------------------------------|--------------------|
| Barclays Treasury Deposit           | £0.00              |
| Business Current                    | £29,787.68         |
| Business Premium (Client A/C)       | £8,754.00          |
| Business Premium (Reserve A/C)      | £35,474.89         |
| Capital Reserve Account             | £0.00              |
| CCLA Public Sector Deposit Fund SC4 | £1,005.21          |
| Instant Access Account              | £85,795.52         |
| Unity Current Account T2            | £22,924.46         |
|                                     | <b>£183,741.76</b> |
| <b>Total</b>                        | <b>£183,741.76</b> |

*John H. V. J.*

# Financial Summary - Cashbook

Summary of receipts and payments between 01/04/24 and 31/01/25 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             |
| CCLA Public Sector Deposit Fund SC4 | £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        | £409,543.60        | £3,396.30         | £412,939.90        |
| Total Receipts | <u>£409,543.60</u> | <u>£3,396.30</u>  | <u>£412,939.90</u> |
| PAYMENTS       | Net                | Vat               | Gross              |
| Council        | £303,945.20        | £12,211.42        | £316,156.62        |
| Total Payments | <u>£303,945.20</u> | <u>£12,211.42</u> | <u>£316,156.62</u> |

Closing Balances

## Ordinary Accounts

|                                     |                    |
|-------------------------------------|--------------------|
| Barclays Treasury Deposit           | £0.00              |
| Business Current                    | £29,787.68         |
| Business Premium (Client A/C)       | £8,754.00          |
| Business Premium (Reserve A/C)      | £35,474.89         |
| Capital Reserve Account             | £0.00              |
| CCLA Public Sector Deposit Fund SC4 | £1,005.21          |
| Instant Access Account              | £85,795.52         |
| Unity Current Account T2            | £22,924.46         |
|                                     | <u>£183,741.76</u> |
| Total                               | <u>£183,741.76</u> |

Signed \_\_\_\_\_

Chair



\_\_\_\_\_  
Clerk / Responsible Financial Officer



# **BRIGHTLINGSEA TOWN COUNCIL**

Minutes of the Planning Committee Meeting held at  
The Parish Hall, Victoria Place, Brightlingsea on  
Tuesday 28th January 2025 at 10.00 a.m.

Present:

Councillors:

C Paveley (Chairman)  
J Howard (Vice Chairman)  
J Chapman and R Morgan

Also in attendance:

Tracey Pulford – Town Clerk

067. APOLOGIES FOR ABSENCE: None received.

068. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 14<sup>TH</sup> JANUARY 2025

The Minutes of the meeting held on 14<sup>th</sup> January 2025 were approved as a true record.

069. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS:

The Chairman reminded members to declare interests where necessary.

070. TO MAKE RECOMMENDATIONS IN RESPECT OF PLANNING APPLICATIONS SUBMITTED TO ESSEX COUNTY COUNCIL:

The following applications had been received by Essex County Council:

|                                                                                     |                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Town and Country Planning Act 1990 (as amended)</b>                              |                                                                                                                                                                                                    |
| <b>Town and Country Planning (Environmental Impact Assessment) Regulations 2017</b> |                                                                                                                                                                                                    |
| <b>Application No:</b>                                                              | ESS/71/24/TEN                                                                                                                                                                                      |
| <b>Proposal:</b>                                                                    | Continuation of development without compliance with conditions 4 and 7 of planning permission ref: ESS/39/13/TEN to allow an extension of time to complete mineral extraction and site restoration |
| <b>Location:</b>                                                                    | Brightlingsea Quarry, Moverons Lane, Brightlingsea CO7 0SB                                                                                                                                         |

☒ Object      ☐ Support      ☐ Neutral

**Reason for comment:**

☒ Makes observations on the application – *Brightlingsea Town Council recommends refusal, on the grounds of public safety and non-enforcement of licensing rules.*

☐ No comment on the application

☐ No objection to the application

☒ Objects to application

☐ Supports application

071. TO MAKE RECOMMENDATIONS IN RESPECT OF PLANNING APPLICATIONS SUBMITTED TO TENDRING DISTRICT COUNCIL UP TO AND INCLUDING 28<sup>TH</sup> JANUARY 2024:

The following applications had been received by Tendring District Council:

**Application No:** 25/00056/VOC – Application under Section 73 of the Town and Country Planning Act for Variation of Conditions 2 (External Surface Materials) and Condition 3 (Access and Parking) of application 24/00285/FULHH to allow for further improvements to the built environment – 70 Ladysmith Avenue, Brightlingsea

☐ Object ☐ Support ☒ Neutral

**Reason for comment:**

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

**Application No:** 24/01923/FUL – Application for full planning – Erection of external canopy, palisade fencing and gate within the service yard, and alterations to car park including trolley bays – The Co-operative Food Pfs, Samsons Road, Brightlingsea

☐ Object ☒ Support ☐ Neutral

**Reason for comment:**

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

**Application No:** 24/01924/FUL – Planning Application – Installation of external plant and scissor lift within service yard – The Co-operative Food Pfs, Samsons Road, Brightlingsea

☐ Object ☒ Support ☐ Neutral

**Reason for comment:**

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

071. TO NOTE THE FOLLOWING APPLICATIONS WHICH ARE 'FOR INFORMATION ONLY':

None.

072. TO NOTE THE FOLLOWING APPEAL DECISION:

None.

073. CLOSE OF MEETING:

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

Received by Council on: 20.02.25

Signed by Chair:

Approved by Committee on: 11/2/25

Signed by Chair:



# **BRIGHTLINGSEA TOWN COUNCIL**

Minutes of the Planning Committee Meeting held at  
The Parish Hall, Victoria Place, Brightlingsea on  
Tuesday 11<sup>th</sup> February 2025 at 10.00 a.m.

Present:  
Councillors:  
C Paveley (Chairman)  
J Chapman, M Judson and R Morgan

Substitute Members: Councillor J Carr for J Howard

Also in attendance: Tracey Pulford – Town Clerk

074. APOLOGIES FOR ABSENCE: Councillor Howard .
075. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 28<sup>TH</sup> JANUARY 2025
- The Minutes of the meeting held on 28<sup>th</sup> January 2025 were **approved** as a true record.
076. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS:
- The Chairman reminded members to declare interests where necessary.
077. TO MAKE RECOMMENDATIONS IN RESPECT OF PLANNING APPLICATIONS SUBMITTED TO TENDRING DISTRICT COUNCIL UP TO AND INCLUDING 11<sup>TH</sup> FEBRUARY 2024:

The following applications had been received by Tendring District Council:

|                        |                                                                 |
|------------------------|-----------------------------------------------------------------|
| <b>Application No:</b> | 25/00123/FULHH                                                  |
| <b>Proposal:</b>       | Householder Planning Application – Single storey rear extension |
| <b>Location:</b>       | 20 George Avenue, Brightlingsea                                 |

☐ Object ☒ Support ☐ Neutral

**Reason for comment:**

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

|                        |                                                                                                           |
|------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Application No:</b> | 25/00124/LBC                                                                                              |
| <b>Proposal:</b>       | Application for Listed Building Consent – Part replacement of existing rotten decorative softwood timbers |
| <b>Location:</b>       | 66 Red Barn Road, Brightlingsea                                                                           |

☐ Object ☒ Support ☐ Neutral

**Reason for comment:**

- ☒ Makes observations on the application – ***Must be in keeping with the existing building.***  
☐ No comment on the application  
☐ No objection to the application  
☐ Objects to application  
☒ Supports application

|                        |                                                                                 |
|------------------------|---------------------------------------------------------------------------------|
| <b>Application No:</b> | 25/00167/FULHH                                                                  |
| <b>Proposal:</b>       | Householder Planning Application – Rear ground floor extension and conservatory |
| <b>Location:</b>       | 59 New Street, Brightlingsea                                                    |

☐ Object      ☒ Support      ☐ Neutral

**Reason for comment:**

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

078. TO NOTE THE FOLLOWING APPLICATIONS WHICH ARE 'FOR INFORMATION ONLY':

|                        |                                                                                               |
|------------------------|-----------------------------------------------------------------------------------------------|
| <b>Application No:</b> | 25/00107/NMA                                                                                  |
| <b>Proposal:</b>       | Non-Material Amendment to 24/00821/FULHH – drawing change to reflect minor alteration on site |
| <b>Location:</b>       | 51 Colne Road, Brightlingsea                                                                  |

079. TO NOTE THE FOLLOWING APPEAL DECISION:

None.

Before the meeting closed, members updated on the following:

- Enforcement List – to be considered at the next the meeting.
- Robinson Road – report to be carried out on Curlews etc.
- Application for Brightlingsea Quarry – no further news since the objection was submitted
- Planning Policy and Local Plan

080. CLOSE OF MEETING:

There being no further business to discuss, the Meeting closed at 10.15 a.m.

**Received by Council on:** 20.02.25

**Approved by Committee on:**

**Signed by Chair:**

**Signed by Chair:**

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

|                                                                                                              |                                                                                                                    |                                                                                                                                                                                         |                                                                           |
|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <a href="#">24/01897/NMA</a><br>Approval Non<br>Material<br>Amendment<br>16.01.2025<br>Delegated<br>Decision | Mr Rupert Marks -<br>Pioneer Sailing<br>Trust<br><br><b>This application<br/>was for<br/>information<br/>only.</b> | Non Material Amendment<br>to 18/00635/FUL -<br>Alterations to windows<br>and doors, introduction of<br>metal cladding to match<br>existing and alterations to<br>fire escape staircase. | Pioneer Boat Yard<br>Shipyard Estate<br>Brightlingsea<br>Essex<br>CO7 0AR |
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### 01 APPROVED PLANS & DOCUMENTS

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

The development hereby permitted shall be carried out in accordance with the following approved plans/documents;

18/00635/FUL  
425/05A  
425/06A  
425/07A  
425/08A  
425/09A  
425/10A  
and the submitted Flood Risk Assessment.

24/01897/NMA  
425/01 D  
425/02 D  
425/03 E  
425/04 D

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.

|                                                                                            |                                                                                             |                                                                                                                                                           |                                                       |
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| <u>24/01854/FULH</u><br><u>H</u><br>Approval - Full<br>06.02.2025<br>Delegated<br>Decision | Mr Lindley<br><br><b>Brightlingsea<br/>Town Council<br/>supported this<br/>application.</b> | Householder Planning<br>Application -<br>Replacement garage<br>including increasing<br>garage roof height from<br>3.031m currently to<br>3.249m proposed. | 54 Red Barn Road<br>Brightlingsea<br>Essex<br>CO7 0SJ |
|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|

#### 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. P01 - Received 17.12.2024

Drawing No. P02 - Received 17.12.2024

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.

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|                                                                                                              |                                                                                                         |                                                                                                                              |                                                                  |
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| <a href="#">24/01858/FULH</a><br><a href="#">H</a><br>Approval - Full<br>05.02.2025<br>Delegated<br>Decision | Mr and Mrs<br>Jennings<br><br><b>Brightlingsea<br/>Town Council<br/>supported this<br/>application.</b> | Householder Planning<br>Application - single storey<br>rear extension and front<br>infill beneath overhang to<br>form porch. | 42 Park Drive<br>Brightlingsea<br>Colchester<br>Essex<br>CO7 0UB |
|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|

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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).

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Drawing No. P01  
Drawing No. P02

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.

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|--------------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <u>25/00180/WTRE</u><br><u>X</u><br>Approval - Full<br>05.02.2025<br>Delegated<br>Decision | Henry Rintoul | An exception from the normal requirement, to apply to the local planning authority as set out in Section 14 (1) (a) (i) of the Town and Country Planning (Tree Preservation) (England) Regulations 2012. Oak - reduce to a monolith approximately 3-4m tall | Road Clump<br>Brightlingsea Road<br>Brightlingsea<br>Essex<br>CO7 0JE |
|--------------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|



# **Habitual or Vexatious Complaints Policy**

## **Brightlingsea Town Council Habitual or Vexatious Complaints Policy**

**Date Adopted:**

**Date of Review:**

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### **1. Introduction**

1.1 Brightlingsea Town Council is committed to dealing with all complaints equitably, comprehensively, and in a timely manner. We aim to provide high-quality services and to address complaints constructively. The Council does not normally limit contact with complainants; however, a small minority of complainants may pursue complaints in a manner that is obsessive, harassing, unreasonably persistent, or vexatious.

1.2 Such behaviour can impede the investigation of their complaint or place a disproportionate burden on the Council's resources, as well as potentially cause distress to Councillors, employees, and volunteers. This policy sets out how to identify and manage unreasonably persistent and vexatious complainants.

1.3 This policy should be read in conjunction with the Council's Complaints Procedure and its Dignity at Work Policy. It applies to complaints made under the Council's Complaints Procedure, as well as requests made under the Freedom of Information Act

(FOI), Environmental Information Regulations (EIR), Data Protection legislation, or any other related framework.

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## **2. Definitions**

**2.1 Habitual:** Done repeatedly or as a habit. In this context, it refers to complainants who repeatedly and persistently engage with the Council in a manner that is unreasonable.

**2.2 Vexatious:** Denoting an action initiated without sufficient grounds, primarily aimed at causing annoyance or distress. A vexatious complaint is one that, without merit, is pursued in a manner intended to cause inconvenience, harassment, or expense to the Council.

**2.3 Unreasonably Persistent or Vexatious Complainant:** A complainant who, due to the frequency or nature of their contacts with the Council, hinders the Council's ability to consider their own or other people's complaints. The terms may apply jointly or individually.

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## **3. Identifying Habitual or Vexatious Behaviour**

**3.1** Complainants (and/or anyone acting on their behalf) may be deemed unreasonably persistent or vexatious if they meet one or more of the following criteria:

- Refuse to accept that certain issues are not within the Council's remit.
- Persist in pursuing a complaint where the Council's Complaints Procedure has been fully and properly implemented and exhausted.

- Consistently raise new issues or seek to prolong contact by introducing trivial or irrelevant matters during the investigation of a complaint.
- Repeatedly refuse to accept documented evidence as factual or deny receipt of adequate responses, despite correspondence clearly addressing their points.
- Continuously shift the basis of a complaint, making it difficult to resolve.
- Make excessive contact with the Council by any means, placing unreasonable demands on time and resources.
- Use threatening, abusive, or offensive language or behaviour towards staff, Councillors, or volunteers.
- Repeatedly make the same or substantially similar requests or complaints, despite having received a full response.
- Attempt to record meetings or conversations without prior knowledge and consent.
- Adopt a 'scattergun' approach, pursuing a complaint through multiple channels simultaneously, including external agencies, and refusing to engage with the Council's proper channels.

3.2 The list above is not exhaustive, and each case will be judged on its own merits.

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#### 4. Initial Response to Potentially Vexatious Behaviour

4.1 Before classifying a complainant as unreasonably persistent or vexatious, the **Clerk or RFO**, in consultation as a two-person team with the **Chair** (or, if the complaint is being brought by the Chair, a substitute who is not bringing the complaint, in this order: Deputy Chair, Chair of Finance, Staff, Planning, another councillor drawn at random – referred by an asterisk from here on), will ensure:

- The complaint is being, or has been, investigated properly and in line with the Council's Complaints Procedure.
- All appropriate responses and clarifications have been provided.
- The complainant is not raising legitimate new points or evidence significantly different from those already considered.

4.2 If behaviour is deemed concerning, the **Clerk or RFO**, in consultation with the **Chair\***, will contact the complainant to explain why their behaviour is problematic. The complainant will be asked to change their approach and advised of the actions that may be taken if the behaviour does not change.

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## **5. Deeming a Complainant as Habitual or Vexatious**

5.1 If the disruptive behaviour continues after the initial warning, the **Clerk or RFO**, in consultation with the **Chair\***, will prepare a report for the Council. The Council will then decide if the complainant should be treated as habitual or vexatious at either an extra-ordinary public meeting chaired by the **Chair\*** or as an agenda item at an ordinary Full Council meeting.

5.2 If the Council decides to classify a complainant as habitual or vexatious, the **Clerk or RFO** will write to the complainant explaining:

- Why the Council has taken this decision.
- What action the Council will take.
- The length of time any restrictions will apply.
- That legitimate new complaints will still be considered, but the Council may refuse to engage further with repeated or vexatious correspondence.

5.3 A copy of this policy will be enclosed with the letter to the complainant.

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## **6. Possible Restrictions**

6.1 Restrictions imposed on a habitual or vexatious complainant may include (but are not limited to):

- Limiting contact to a single named member of staff or Councillor.
- Restricting contact to letters only (no e-mails, telephone calls, or face-to-face meetings).
- Specifying times and days when contact is acceptable.
- Declining to respond to correspondence unless new and substantive issues are raised.
- In extreme cases, banning the complainant from visiting Council premises or attending Council meetings without prior written consent.

6.2 Restrictions will be proportionate and appropriate to the nature of the complainant's behaviour.

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## **7. Extreme Behaviour**

7.1 Where a complainant's behaviour is so extreme that it threatens the immediate safety and welfare of staff, Councillors, or volunteers, the Council may:

- Report the matter to the Police.
  - Take immediate legal action.
  - Cease all contact with the complainant without further notice.
-

## **8. Duration and Review of Restrictions**

8.1 Restrictions will typically be imposed for an initial period of three to six months, depending on the circumstances. In exceptional cases, this may be extended.

8.2 The Council will review any restrictions at the end of the specified period. If the complainant's behaviour has improved significantly, restrictions may be lifted. If not, restrictions may continue, subject to periodic review.

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## **9. New Complaints from a Complainant Classified as Vexatious**

9.1 A decision to classify a complainant as vexatious does not mean that any new complaint from them will be ignored. Each new complaint will be considered on its merits. However, existing restrictions may still apply if the vexatious behaviour continues.

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## **10. Record Keeping**

10.1 Adequate records will be kept by the **Clerk or RFO** of all contacts with a complainant classified as habitual or vexatious. Records will include:

- The name and address of the complainant.
- The date(s), nature, and details of restrictions imposed.
- Details of any decisions to refuse contact.
- Notes of any telephone calls, correspondence, or meetings.

10.2 These records will be reviewed periodically to inform decisions on whether restrictions should continue or be lifted.

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## **11. Final Notes**

11.1 This policy is intended to support the Council's staff and members in dealing with those rare individuals who use inappropriate methods to further their complaints. It ensures that while the Council remains open, transparent, and accessible, it also protects its members, staff, and resources from persistent harassment and abuse.

11.2 In all cases, the Council will strive to be fair, consistent, and proportionate. This policy does not override a complainant's right to refer the matter to external agencies (e.g., the Local Government Ombudsman) if they remain dissatisfied with the Council's handling of their complaint.

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This policy was adopted by Brightlingsea Town Council on **[insert date]**.

**Town Clerk's Report – Agenda Item 14**  
**Council Meeting 20<sup>th</sup> February 2025**

**Issues requiring action:**

- Food and Drink Festival would like to hold its 2025 event on the Western Promenade from 21<sup>st</sup> – 26<sup>th</sup> August 2025, with event opening on 22<sup>nd</sup> 5-11pm, 23<sup>rd</sup> 11am – 7pm and 24<sup>th</sup> 11am – 5pm. All as in previous years, with the car boot accommodated.
- Bert Stocks Funfair would like to hold its 2025 event on the Western Promenade 7<sup>th</sup> – 13<sup>th</sup> August 2025.
- The 4<sup>th</sup> Brightlingsea Scout Group would like to hold its Classic Car Show and Fun Day on Lower Park Playing Fields on Sunday 7<sup>th</sup> September 2025. They would also like to ask if TDC could be contacted about parking on the Western Promenade with the usual arrangements.
- Children's World Fun Park would like to visit Hurst Green – set up days 22<sup>nd</sup> - 25<sup>th</sup> April, with operating days 26<sup>th</sup> and 27<sup>th</sup> April, operating hours 12:00 – 19:00 both days.

**Issues reported since the last meeting:**

**MUD ON CHURCH ROAD**

No reports this period.

**Planned Works – Next Works Window**

**Fixed:-**

Churchill Close pothole

Robinson Road – 2954213 – being repaired – 29.01.25.

Bellfield Avenue (on corner) – reported to AG as large puddle in drop down area, however, works still progressing so this will be fixed – 29.01.25.

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

Robinson Road, large pothole deteriorated – phoned through had been seen previous day and escalated to assets team – 2954213 – 23.01.25.

Pavement defect in Cedar Avenue – 2959248 – 27.01.25.

Loose drain cover, in High Street, (opp New Street) in centre of road – 2959425 – 28.01.25.

Strangers Corner – previously reported, issue has got worse and deteriorated – two large potholes in centre of road throwing stones up – 2959434 – 28.01.25,

Queen Street – large pothole – 2959435 - 28.01.25.

Queen Street – large, deep pothole at junction – 2959442 - 28.01.25.

Red Barn Road – large area needs redoing again after patching – 2962238 – 11.02.25.

Drain cover/pothole on Church Road, leading out of town just before and opposite Gatehouse Farm – old ref: 3728578 – new reference - 2962499 – 12.02.25/updated photo sent 2962531 rang through as an emergency 13.02.25.

Drain on Church Road, just past Gatehouse Farm as you are heading into town – reference 2962704 – photo attached – 13.02.25 – rang through as an emergency.

Robinson Road – road recently resurfaced near Bell Green – pothole has appeared again – reference 2962708 – 13.02.25.

Victoria Place – Outside Tesco – large pothole deteriorated and updated photo sent – 13.02.25.

Windsor Court – poor surfacing outside Number 4 – reference 2962719 – 13.02.25.

Windsor Court – poor surfacing on pavements – reference – 2962723.

Victoria Place, Slip Road, Pothole house number 30 – 2962760,

Victoria Place, Slip Road – surfacing needs re-tarmacing – in a bad state – 2962769.

Brightlingsea Road, using w3w – unstable tree on main road – rang through and reported as an emergency – 14.02.25.

Robinson Road – nr to Stone Acres – on opposite side of the road – 2963342 – 17.02.25.

**Street Lights/Signs – ECC:**

Beacon Close – reported a street light that looked like it had been hit – reported by resident – 23.01.25

**Tendring District Council:**

Reported recycling centre at the Lozenge, full up with glass bottles and some household rubbish – 22.01.25 – cleared the same day.

Reported unswept road on Queen Street leading up to bend onto Regent Road – 22.01.25 – received response will investigate.

Reported Western Road being swept at school time in the morning – vehicle unable to access road due to high volume of cars – 23.01.25 – received response driver will try and avoid school times, next sweep w/c 03.03.25.

**Town Clerk's Report – Agenda Item 14**  
**Council Meeting 20<sup>th</sup> February 2025**

Overflowing bin at pretty.needed.chill – near Lido Shelter on Prom 03.02.25.

Reported recycling point at YMCA – flytipping of clothes near the clothes bank 11.02.25.

Reported more dumped clothing at YMCA – 12.02.25.