

BRIGHTLINGSEA TOWN COUNCIL

Minutes of the Annual Council Meeting held at
The Parish Hall, Victoria Place, Brightlingsea,
on: Thursday 15th May 2025 at 7.00pm.

Present:

Councillors

J Carr (Mayor)

M Court (Deputy Mayor)

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

In attendance:

Tracey Pulford – Town Clerk

Julie Crittenden – Administration Assistant

County Councillor Alan Goggin

14 Members of the public

The Mayor welcomed everyone to the meeting and thanked everybody for taking the time to attend the Mayor making meeting tonight. Before the meeting opened, he gave a brief resume on his year as Brightlingsea Town Mayor. During the year he has been fortunate to attend 72 functions both in and out of our town. He was fortunate to attend events in Kent, together with the Deputy of the Cinque Port Liberty. His last official function was on Sunday at the Royal British Legion VE Day Memorial. The Mayoress, Jane has accompanied him on many of these visits.

He added that the opportunity to represent both the residents and our Town has been a massive honour and every single visit has been very memorable, from Blessing of the Waters, cake judging and the visit of HRH The Princess Royal. He has enjoyed every official visit, meeting so many volunteers and residents and always learning something new about the many institutions in our Town. During his year he was fortunate to instigate a Health & Awareness Day with consultant surgeons from the Royal College of Surgeons, these consultants were so impressed with our Town they have asked to return, perhaps in the Autumn. His chosen charity in the year was the Brightlingsea Stroke Support Services Group. With the help of Tracey, Julie, Councillor Chapman and Councillor Morgan we held a VE 80 Day Tea Dance. He was pleased to include the YMCA in his charitable donations and has this evening representation from both of these charities.

Councillor Carr then presented both the Brightlingsea Stroke Support Services and the YMCA with a cheque for £270.00. A round of applause was given.

Our Administrative Staff at the Parish Hall have gone the extra mile, helping and advising me on the correct procedure during my year and would like to formally thank Tracey and Julie for being there for me. He then presented both Tracey and Julie with a bouquet of flowers. A round of applause was given.

My wife Jane has helped me enormously from baking cheese straws for the events to ensuring my turnout is correct. He then presented the Mayoress with a bouquet of flowers. A round of applause was given.

Finally, he wished the Mayor Elect and all Councillors a wonderful year, with a message of “embrace all that is so good in Brightlingsea and enjoy your year”.

01. ELECTION OF MAYOR FOR 2025-2026:

Councillor Judson proposed Councillor Paveley as Mayor for 2025-2026. Seconded by Councillor Barry. As there were no other nominations, Councillor Paveley was duly elected as Mayor of Brightlingsea for 2025-2026.

The new Mayor was then presented with the Mayors chain for the year.

02. INSTALLATION OF MAYOR:

The Mayor read the Declaration of Acceptance of Office and signed it in the presence of the Town Clerk and members of the Council. Councillor Paveley thanked everyone for electing him and said he was looking forward to carrying out his duties as Mayor of Brightlingsea. He added that he has not chosen a charity for the year but would like to work with the youth of the town.

03. ELECTION OF DEPUTY MAYOR FOR 2025-2026:

Councillor Paveley proposed Councillor Morgan as Deputy Mayor for 2025-2026. Seconded by Councillor Pentney. As there were no other nominations, Councillor Morgan was duly elected as Deputy Mayor of Brightlingsea for 2025-2026.

04. APOLOGIES FOR ABSENCE:

Apologies received from Councillors Atkinson and Mitchell.

05. TO RECEIVE THE MINUTES OF THE MEETING HELD ON THE 17TH APRIL 2025 AND TO CONFIRM AS A CORRECT RECORD:

Councillor Chapman proposed that the Minutes of the meeting held on the 17th April 2025 were accepted as a true record. Seconded by Councillor Carr. **Agreed.**

06. DECLARATION OF MEMBERS' INTERESTS:

The Mayor reminded Members to declare interests when necessary.

07. APPOINTMENTS TO COMMITTEES:

Councillor Chapman proposed appointments to the following committees for 2025/2026:-

Finance & Property Committee (7 members)	Chairman: Councillor Morgan Vice Chairman: Councillor Chapman Councillors Atkinson, Carr, Howard, Mitchell and Paveley
Staff Committee (7 members)	Chairman: Councillor Chapman Vice Chairman: Councillor Steady Councillors: Barry, Carr, Court, Howard and Judson
Planning Committee (7 members)	Chairman: Councillor Howard Vice Chairman: Councillor Paveley Councillors: Barry, Chapman, Judson and Morgan, with one vacancy

Seconded by Councillor Carr. **Agreed.**

08. APPOINTMENTS TO TEAMS:

Councillor Morgan proposed appointments to the following Teams for 2025/2026:

Facilities & Community Assets (7 members)	Councillors Chapman, Howard, Mitchell, Morgan, Paveley, Pentney and Steady
Environment & Transport (7 members)	Councillors Barry, Court, Howard, Judson, Mitchell, Pentney and Steady
Welfare & Residents' Services (4 members)	Councillors Chapman, Howard, Judson and Mitchell
Communication & Tourism (5 members)	Councillors Carr, Mitchell, Paveley, Pentney and Steady

Seconded by Councillor Barry. **Agreed.**

09. APPOINTMENTS TO OUTSIDE BODIES:

Councillor Steady proposed the following 'Outside Bodies' for 2025/2026:

Essex Association of Local Councils and Tendring District Association of Local Councils	Councillor Court
Colne Smack Preservation Society	Councillors Carr and Morgan
Local Police Liaison	Councillor Chapman
Churchyard Committee	Councillors Howard and Morgan
Coastal Community Network	Councillor Court

Seconded by Councillor Court. **Agreed.**

10. APPOINTMENTS OF CUSTODIAN TRUSTEES:

Councillor Steady proposed appointments to the following Trust for 2025/2026:-

Springmead Trust (5 members)	Councillors Atkinson, Carr, Judson, Morgan and Steady
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Seconded by Councillor Carr. **Agreed.**

11. APPOINTMENTS TO THE FOLLOWING:

Councillor Paveley proposed appointments to the following for 2025/2026:-

Safeguarding Officers (2 members)	Councillors Barry and Chapman
Emergency Plan	Councillors Chapman and Howard

Seconded by Councillor Carr. **Agreed.**

12. TO APPROVE CONTINUING MEMBERSHIP OF THE FOLLOWING ORGANISATIONS AND AUTHORISE PAYMENT OF APPROPRIATE SUBSCRIPTIONS:

Councillor Paveley proposed the membership of the following organisations, and authorised payment of the appropriate subscriptions. Seconded by Councillor Morgan. **Agreed.**

	Organisation	Annual Subscription (£) (24/25 figures)
a.	Essex Association of Local Councils	666.11
b.	National Ass. of Local Councils (NALC)	544.76
c.	Tendring Community Voluntary Services (TCVS)	25.00
d.	Rural Community Council of Essex (RCCE)	114.30
e.	Information Commissioner's Office	35.00
f.	Tendring District Association of Local Councils (TDALC)	20.00
g.	Council for Protection of Rural England (CPRE)	36.00
h.	Fields in Trust	65.00
i.	Society of Local Council Clerks (SLCC)	300.00
j.	Friends of Historic Essex	12.00

13. TO REVIEW THE FOLLOWING POLICIES:

- a) Standing Orders
- b) Code of Conduct
- c) Financial Regulations

The Mayor briefed members that the three main policies of the Town Council are the Standing Orders, Code of Conduct and the Financial Regulations. He stated that both the Standing Orders and Financial Regulation are in the process of being updated. These policies were then **agreed.**

14. UPDATE FROM COUNTY COUNCILLOR GOGGIN:

County Councillor Goggin congratulated Councillors Paveley and Morgan on their election as Mayor and Deputy Mayor. He also gave congratulations to Councillor Carr, who has blossomed in his year of office, supported by his lovely wife Jane.

A copy of County Councillor Goggin's notes had been circulated to all members, which he briefed on, including:

- The water leak down at the Hard and has arranged for the drains to be cleared.
- Small wildlife signs – should be happening very soon.

Councillor Court asked if there was any update on the Speed and Volume Survey. County Councillor Goggin replied no, but he will make some enquiries.

There were no questions from the public to County Councillor Goggin.

15. UPDATE FROM DISTRICT COUNCILLORS:

A copy of the Tendring District Councillor report had been circulated to all members.

Councillor Barry informed members that there is a Sport and Activity Conference being held on Monday 19th May 2025 – the first one to be held in Tendring. There are over 100 attendees, and we hope it will prove positive and engage our residents to become more active.

Councillor Chapman – at a Group Leaders meeting on Monday we received an update on the Waste Management Contract. Councillor Paveley asked if there was an update on the Local Plan. Councillor Chapman replied that this is to be discussed at a meeting on Wednesday 28th May at 6pm, which can be viewed online. She added that Councillor Steady will be substituting for her at the meeting.

Councillor Steady updated members on:-

- Repairs are ongoing around the path around the paddling pool.
- The faulty bollards have been replaced, with a similar design to the ones on the Western Promenade.
- The drain by the shower has been unblocked.

Before County Councillor left the meeting, he mentioned the Members Initiative Potholes, and if anyone has any suggestions for the next round, to let him know as soon as possible. He then left the meeting at 7.26pm.

16. 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 6th May 2024. The Facilities & Community Assets Team report was then accepted, and the following recommendations were agreed:-

- Inform Brightlingsea in Bloom that the Council Van could not be used for watering.
- Boat Park – one gate locking system would be installed as soon as possible.
- The draft response and conceptual plan will be sent to the MMO immediately.
- Waterside Development Group - Brightlingsea Town Council will meet to agree Terms of Reference of the group, a second meeting will then be arranged with Brightlingsea Harbour Commissioners to establish them as core stakeholders, prior to an invitation to all stakeholders and interested parties in the future.
- Councillor Morgan to meet the resident to explore the Crazy Golf proposals further.
- A letter is sent to the lessee of Batemans Tower Cafe to state that Council seeks advice of its solicitors as to its position regarding the lease terms and any enforcement rights.

Environment & Transport Team – Councillor Steady briefed members on the meeting held on the 6th May 2025. The Environment & Transport Assets Team report was accepted, and the following recommendations were agreed:-

- Double Yellow Lines - Concentrate on Station Road, then to expand to other hot spots.
- PROW - To concentrate on one off picks at problem areas i.e. Gravel Field – Councillor Pentney to advise.
- Update on 20's Plenty Placards - Councillor Steady should liaise with Councillor Court to arrange a suitable time for placement of boards.
- P3 Scheme - Councillor Court to liaise with the Grounds Manager to prepare a plan to be submitted.
- Susie Jenkins is invited to attend the July meeting to give a presentation on the Nature Recovery Strategy.

Welfare & Residents' Services Team – Councillor Chapman informed members that the Peabody and Citizens Advice Bureau services at the Parish Hall are booked with appointments nearly every week. She added that she has helped with 15 housing issues, 19

attendance allowances, 7 blue badges, 7 care packages, 3 wet rooms, 4 families and residents going into care homes, and the YMCA has held 5 Covid vaccination sessions. The Welfare & Residents' Services Team report was then accepted.

Communications & Tourism Team – Councillor Paveley informed members that he intended to call a meeting in the near future to discuss Communications and Tourism.

17. TO RECEIVE AND APPROVE THE MINUTES OF THE FINANCE MEETING HELD ON 13TH MAY 2025 AND TO CONFIRM THE RECOMMENDATIONS THEREIN:

Councillor Chapman proposed that the Minutes of the Finance and Property Meeting held on the 13th May 2025 are accepted as a true record, and the recommendations (as written below) be accepted:

- A) F.136 – A copy of the new format Risk Assessment would be available for the June Finance Meeting.
- B) F.137 - The Asset Register figure of £2,706,570 is to be included on the AGAR – Section 2, box 9.
- C) F.138 - £10,000 is taken from the 2025/2026 reserves and put into 'earmarked reserves' for the improvement of financial efficiency.
- D) The revised, up-to-date model Standing Orders and Financial Regulations published by the National Association of Local Councils (NALC) should be presented to the Council for consideration and adoption as soon as practicably possible.
- E) Full Council should undertake a formal review of the Risk Assessment documentation and the Statement of Internal Control during the year 2025/26 in order to comply with the Accounts and Audit Regulations 2015.
- F) A Cash Card under the Council's name is brought into effect with written instructions for the operation of the Petty Cash Account to be reviewed and approved by the Finance and Property Committee.
- G) The construction of an effective Strategic Plan is still in progress and, on completion, will assist the Council in mapping a way forward over the medium term in order to facilitate the identification, monitoring and control of key projects and their funding arrangements.
- H) The Year End Accounts are agreed and are to be signed off at the Council Meeting on 15th May 2025.
- I) A sub-committee is formed from the Finance Committee, to look at Commercial aspects, i.e. leases etc.
- J) F.139 - Section 1 of the Annual Governance Statement is completed as follows: - questions 1-8 yes; question 5 – no, question 9 Internal Auditor is contacted to ensure the Council is completing correctly.
- K) F.140 - The figures for boxes 1-10 are agreed. For boxes 11a and 11b, Members asked that the Internal Auditor is contacted to ask for assistance that the Council is completing correctly.
- L) F.141 - The additional paperwork to be sent off to the External Auditor was noted.
- M) F.142 – 20 payments in the sum of £15,520.55 are approved with Councillors Chapman and Paveley signing off the invoices at the end of the meeting.
- N) F.143 – Trevor Brown CPFA is appointed as the Internal Auditor for 2025/2026.
- O) F.144 – The Asset Valuation Policy, which will form an addendum to the Model Financial Regulation is agreed.

Seconded by Councillor Carr. **Agreed.**

Councillor Chapman then recorded thanks to Councillor Atkinson for all his hard work as Chairman of the Finance Committee during the past year.

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

Councillor Chapman informed members that due to the end of year, it has not been possible to provide the Accounts for April 2025. These will be provided at the next meeting. She therefore stated that under delegated authority to the Finance Committee, 20 payments totalling £15,520.55 (as attached – see appendix 1) have been authorised and paid.

Seconded by Councillor Paveley. **Agreed.**

19. TO RECEIVE AND APPROVE THE MINUTES OF THE PLANNING MEETING HELD ON THE 22ND APRIL 2025 AND NOTE THE PLANNING DECISIONS OF TENDRING DISTRICT COUNCIL AND ESSEX COUNTY COUNCIL:

Councillor Paveley proposed that the recommendations in the Minutes of 22nd April 2025 be agreed by Council, together with the planning decisions from Tendring District Council and Essex County Council. The Minutes were then seconded by Councillor Howard. **Agreed.**

20. QUESTIONS FROM THE PUBLIC:

Q1) With the recent cyber attacks on M&S and the Co-Op, how can we be assured that the Council IT systems are robust enough to stop attacks on your systems?

A1) The Mayor replied that we pay a significant amount of money to an external IT Company, who run on the basis of Government Regulations and the criteria of protection of data. In their contract with us they agree to operate under these standards, and we pay a license into the protection system.

Q2) Would like to give praise to Councillor Atkinson on his Chairmanship of the Finance Committee. The meetings are run very well and we give congratulations to him. We would also like to thank the past Mayor Councillor Carr for all his support to the Museum. The highlight of the year was the visit of HRH Princess Anne, and one of his last duties was attending the VE Day street party, however one little girl had no sandwiches, as he had eaten them all. Luckily, we had some spare!

21. TOWN CLERK'S REPORT:

1) Agreed the Brightlingsea Free Music Festival can hold its 2025 Music Festival on Hurst Green on Saturday 2nd and Sunday 3rd August 2025. Also, the Council would like a stall space at the festival, as in previous years.

2) Agreed the Fresh Air Festival can hold its 2025 event on the Western Promenade on Sunday 7th September 2025.

Post Meeting Note: As the 7th September is the date for the Classic Car Show and Fun Day, the Fresh Air Festival are changing the date of their event to Saturday 6th September 2025.

22. BTC SCHEDULE OF MEETINGS – MAY 2025 TO MAY 2026:

Members **agreed** the list of meetings, as already circulated, from May 2025 – May 2026.

23. CLOSE OF MEETING:

There being no further business, the meeting closed at 7.51 pm.

Chair

Date: 19th June 2025