

BRIGHTLINGSEA TOWN COUNCIL

Minutes of the Council Meeting held at
The Parish Hall, Victoria Place, Brightlingsea,
on: Thursday 19th June 2025 at 7.00pm.

Present:

Councillors

C Paveley (Mayor)

R Morgan (Deputy Mayor)

D Atkinson, M Barry, J Carr, J Chapman,
M Court, K Mitchell, K Pentney and G Steady

In attendance:

Tracey Pulford – Town Clerk
County Councillor Alan Goggin
10 Members of the public

23. APOLOGIES FOR ABSENCE:

Apologies received from Councillor Howard.

24. TO RECEIVE THE MINUTES OF THE MEETING HELD ON THE 15TH MAY 2025 AND TO CONFIRM AS A CORRECT RECORD:

Councillor Chapman proposed that the Minutes of the meeting held on the 15th May 2025 were accepted as a true record. Seconded by Councillor Pentney. **Agreed**.

25. MAYORS ANNOUNCEMENTS:

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

The Mayor briefed on the following:-

- The new Sainsbury's Store now employs 70 members of staff, when the Co-Op only employed 40.
- We had a meeting with Sargent Nathan Pearson this morning, where we gave him a hard time regarding motorcycles, cars etc. Last time they were every effective, so let's hope they are this time.

26. DECLARATION OF MEMBERS' INTERESTS:

The Mayor reminded Members to declare interests when necessary.

27. UPDATE FROM COUNTY COUNCILLOR GOGGIN:

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

- Speed and Volume Survey has been completed. It will be 2-3 weeks before the information is received.
- Overgrown vegetation – The starting point, if possible, is to have a chat to the homeowner and get them on your side. If that doesn't work send the letter. I understand that Councillor Mitchell is amending the letter for the Town Council.
- Update on the bus shelter strategy – Essex County Council are responsible for some of the bus shelters, the cost is around £100,000 a year for cleaning, repairing etc. If they are leased

on a proper agreement, the income for the first year is expected to be around £647,000, including a minimum guarantee and a share of the profit of £39,000. Essex County Council have agreed to suspend the unused stops, but not take them away, in the High Street and Chapel Road.

Councillor Morgan asked about overhanging bushes in Wellington Street, and that you spoke to the resident a couple of months ago. Have you managed to resolve this issue? County Councillor Goggin replied that he had spoken to the resident today. They did trim back at the time, but like all vegetation, it re-grows. They will now trim back enough to avoid damaging any bird nests and when the nesting season finishes in September will cut back then.

Councillor Chapman reported that she and County Councillor Goggin attended Lads Needs Dads 10-year celebrations on the 6th June 2025. County Councillor Goggin replied that this is a fantastic organisation, and they are looking at doing this in other areas. They also have a great mentor student relationship.

Local Highways Panel and Devolution – County Councillor Goggin gave an update on Local Highways Panel and Devolution. He said that because of Devolution everything has changed. Extra money has come from the Government and all projects are to be completed or scrapped - they have two years to do this. The decision has been made to freeze all schemes. There is a meeting on the 27th June to discuss all items in the budget. The Mayor asked if there was a backlog for Brightlingsea? County Councillor Goggin replied yes, the hedgehog signs have been agreed in principle, sites agreed and engineers working it. Bellfield Avenue is standing out, but this is not part of the Local Highways Panel.

Members of the public asked the following questions:-

- The B1027 between Martins Farm and St Osyth – when are the pot holes going to be fixed? County Councillor Goggin replied that other works in St Osyth, Point Clear etc were being fixed last week, and these were not down to be fixed at this time.

Councillor Chapman asked if there was any news on the ‘no entry’ signs around the War Memorial. She said that on Monday an off-duty Police Officer witnessed someone coming down the road the wrong way, and a car had to mount the kerb and nearly took out the railings around the Memorial. County Councillor Goggin replied that this is on the list for the 27th. He added that if anyone has any pictures of these incidents, please send them to the Office, so they can forward them to me.

28. UPDATE FROM DISTRICT COUNCILLORS:

A copy of the Tendring District Councillor report had been circulated to all members. An update was given, as follows:-

Councillor Barry had nothing to add, however Councillor Morgan asked is there any chance of extra sports provision in Brightlingsea. Councillor Barry replied that there is, if there is a clearly identified need. He added that the Sigma Trust have informed all users that they are closing all facilities for the school holidays, and this will affect 350 users. He said that this is unacceptable and has made representation. Much discussion took place.

Councillor Chapman informed members that she omitted to add to her report that she had attended Full Council meeting on the 20th May, an all members briefing last night, and updated training on Code of Conduct.

Councillor Steady briefed on the following:-

- The Waste Management contract is due to go out to tender.

- Attended the Police and Fire Commissioners Public Meeting where I asked two questions. Retained fireman are now on a new system – on-call fireman.
- Levelling Up Fund and Capital Regeneration Projects – Clacton received £20m for banners etc and this was area specific and project specific. Brightlingsea is not classed as a rundown area.
- At the Community Leadership Overview and Scrutiny Committee meeting NHS Dental Services were discussed.
- The toilets on the Western Promenade were vandalised recently, but works were completed very quickly by Tendring District Council.

County Councillor Goggin left the meeting at 7.44pm.

29. 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 10th June 2024. The Facilities & Community Assets Team report was then accepted, and the following recommendations were agreed:-

- Remove item 3a from the Terms of Reference, this item to form part of the sub-committee of the Finance Committee.
- Adoption of the Terms of Reference, and to seek to form the Waterside Development Strategy Group (WDSG) as a CIC (Community Interest Company), to request a core partner meeting with the Brightlingsea Harbour Commissioners, and report back to Brightlingsea Town Council for consideration for adoption. The WDSG is to be wholly independent from the Town Council.
- A copy of the letter from Mr. Field is sent to the MMO.
- Councillors Howard and Atkinson, together with the Grounds Manager, would meet with Mr. Parmenter on site on the 18th June 2025.
- Councillor Atkinson continues to work on the Lower Park Playing Fields Topographical Survey and drainage issue; (2) Recommend to the Finance Committee that a budget is allocated for signage on the Western Promenade.
- Councillor Steady to put together a paper on the Living Remembrance.
- The Brightlingsea Town Council survey would be circulated to all interested groups and a link would be put on the Town Council website and Facebook page, via the Communications Team.

Environment & Transport Team – Councillor Pentney briefed members on the meeting held on the 10th June 2025. The Environment & Transport Assets Team report was accepted, and the following recommendations were agreed:-

- PROW – Councillor Court to take recommendations on footpath and alleyway cutting to the 'volunteer group' and then to the Environment and Transport Team to be approved.
- 20's Plenty Placards - Councillor Pentney to make enquiries about the placing of the 'Telraam' device.
- Councillor Pentney to provide the office with the address and photos of the resident in Wellington Street that is fly-tipping household rubbish/black bags by the bin outside Las Naranjas, so it can be reported to Tendring District Council.
- The money allocated for the 'no parking signs' along Church Road could be vired to 'no overnight stay' signs on the Western Promenade.
- Susie Jenkins would be invited to attend a separate evening meeting with Councillors to discuss the Nature Recovery Strategy.

- Town Clerk to contact Councillor Steady for an update on a possible loading bay at Co-Op/Tesco.
- Councillor Mitchell would amend the ‘overgrown vegetation’ letters for Brightlingsea Town Council to use.
- Councillor Court to design a sign, relevant to Brightlingsea, linking with the Visit Brightlingsea website. These designs to be taken to the next TAP meeting.

Welfare & Residents’ Services Team – Councillor Chapman informed members that a Heat Warning has been received, and this was sent to the Communications Team, and posted on the Council website and Facebook pages. A copy will also be included with our Emergency Plan. The Welfare & Residents’ Services Team report was then accepted.

Communications & Tourism Team – Councillor Paveley informed members that a meeting is to be held next Tuesday 24th June 2025. He added that the council is now trialling a new press release form and are in talks about producing a newsletter.

Councillor Carr informed members that the next meeting of the TAP group is scheduled for Friday 27th June 2025. He added that the Tendring Hundred Show is being held on Saturday 12th July 2025, and he is unable to attend. He is therefore looking for a Councillor to lead on this. Councillor Atkinson volunteered to help with taking the equipment to/from the show.

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

Councillor Morgan proposed that the Minutes of the Finance and Property Meeting held on the 17th June 2025 are accepted as a true record, and the recommendations (as written below) be accepted:

- Revised Terms of Reference are agreed by Full Council at its meeting on 19th June 2025.
- The Lease for the works vehicle is extended for one more year at a reduced cost.
- The Quotation from Evolve Business Solutions dated 05.05.25 is accepted.
- Councillor Steady is to bring back formal proposals for all three schemes, including further quotes and also to include the state of the basketball structure, not just the surface.
- Councillors Atkinson and Paveley to sign off the accounts after the meeting - 25 payments in the sum of £21,498.35.
- Councillor Atkinson to be the Councillor Internal Controller for 2025/2026.
- Essex Motor Caravanners Club - In view of the low numbers of vans attending last year, as a one off, the Council will lower the price to £250.00 for a maximum of 20 vans.
- Risk Register – An Investment policy is to be written up.

Seconded by Councillor Atkinson. **Agreed.**

Councillor Pentney asked about the Council owned Beach Hut. Councillor Morgan replied that it is up for sale but no one is interested at the moment.

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

The Payments and Accounts for the period April and May 2025 (as attached – see Appendix 1) were proposed by Councillor Atkinson as follows:-

General Current T2 Account – under delegated authority to the Finance Committee 25 payments totalling £21,498.35 (as attached - see Appendix 2) have been authorised and paid, and statement of balances on the following accounts be accepted:-

April 2025

Barclays Current Account (XXXX7055)	30,363.35
Barclays Premium Account (XXXX8295)	28,646.82
Barclays Premium Account (XXXX9433)	£902.00
CCLA Public Sector Deposit Fund	51,170.56
Instant Access Account (XXXX0373)	40,546.74
Current T2 Account (XXXX0360)	102,786.35
Making a total of	254,415.85

Income for April 2025	161,304.04
Expenditure for April 2025	44,096.86

Employee payments paid for the month of April 2025 were:	17,823.86
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May 2025

Barclays Current Account (XXXX7055)	32,845.09
Barclays Premium Account (XXXX8295)	28,646.82
Barclays Premium Account (XXXX9433)	£902.00
CCLA Public Sector Deposit Fund	51,358.22
Instant Access Account (XXXX0373)	42,748.64
Current T2 Account (XXXX0360)	85,484.31
Making a total of	241,902.08

Income for May 2025	28,053.17
Expenditure for May 2025	40,548.91

Employee payments paid for the month of May 2025 were:	18,367.36
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Income to date 1 st April – 31 st May 2025	189,357.21
Expenditure to date, 1 st April – 31 st May 2025	84,654.77

Seconded by Councillor Paveley. **Agreed.**

32. TO RECEIVE AND APPROVE THE MINUTES OF THE PLANNING MEETING HELD ON THE 20TH MAY, 3RD AND 17TH JUNE 2025 AND NOTE THE PLANNING DECISIONS OF TENDRING DISTRICT COUNCIL AND ESSEX COUNTY COUNCIL:

Councillor Paveley proposed that the recommendations in the Minutes of 20th May, 3rd and 17th June 2025 be agreed by Council, together with the planning decisions from Tendring District Council. The Minutes were then seconded by Councillor Chapman. **Agreed.**

Councillor Paveley mentioned that the Tendring District Council allocation of houses has increased to 1062 from 1048, but this is spread across the whole of the Tendring District.

33. POLICY UPDATE:

Councillor Paveley informed members that the Town Council is updating the Financial Regulations, to the latest current version, also to include the new Investment Policy. He added that Councillor Morgan and himself are going through the Risk Register.

34. QUESTIONS FROM THE PUBLIC:

The following written questions had been received:-

Q1) I met with Councillors Chapman and Steady a year ago to raise issues that are the responsibility of TDC. All are still outstanding, so could we have an update on the following:

Rubbish bin emptying - regularly a problem throughout the town, last week was particularly bad when our regular Veolia worker was on holiday.

Missing bins - still haven't been replaced, e.g., High Street, the Promenade, by the Sailing club and by the lido.

Monthly Street gulley cleaning - 3 cleans have happened in the past 12 months.

Weekly pavement sweep - has not taken place.

A1) Councillor Steady replied as follows:-

- **Rubbish bin emptying** – The regular operator has been on annual leave, and the relief driver was not sure of all locations. Our Grounds Manager highlighted the missed bins and walked him along the Promenade. I myself took the driver to Lime Street. When the regular driver returned, I highlighted the missed bins, and he said that they would be emptied the next day, but I requested that they were dealt with straight away. Tendring District Council are looking at a new policy where they have one bin for all rubbish, and I will be catching up with the Officers about this shortly.
- **Missing bins** – These bins are the responsibility of Tendring District Council.
- **Monthly Street gulley cleaning / weekly pavement sweep** – How do we know if a road has been swept? Some of the lower part of town has difficulties for the van to get down there, due to cars being parked. As a Council we have a robust reporting system for Town Council, District Council and now County Council issues. The rubbish and recycling contract is going out for renewal at the moment; however, the new contract must be more robust – the last contract is 14 years old. The Town Council has a Billy Goat machine/hover and have used that in certain parts of the town, and we are looking at where else we can utilise that, but everything comes down to man power. A copy of the Street Cleaning schedule can be found on Tendring District Council's website.

Q2) We were advised that work would commence on the Bateman building in spring. Why has it not, and does BTC hold a copy of the risk assessment for the building?

A2) Councillor Morgan replied that the Town Council is constantly in conversation with the owner, and had a meeting yesterday with the Project Manager, who gave good assurances that the project will go forward. They are revising the planning position, as the structure will become a fixed structure. The timescale is looking at late this year/early next year. Much discussion took place.

Verbal questions were received as follows:-

Q3) At the year end, did the Parking Partnership have a deficit of surplus?

A3) Councillor Barry replied that he was at meeting this afternoon with the Parking Partnership and they reported that they had a £74,000 surplus and have projected £160,000 for next year. He added that Tendring District Council will not have to make any contribution.

Q4) Is there a waiting list for the Allotments? The plot next to mine, and opposite mine are in a very bad state.

A4) The Town Clerk replied that there is a waiting list, and inspections take place on a regular basis. She will check with the Administrator regarding the plots mentioned.

Q5) On the Environment and Transport Team notes it mentions a bin that has been removed by the toilets on the Promenade. Can you clarify this please?

A5) Councillor Steady replied that this bin was notoriously overflowing, with other bins nearby being half full/empty. Therefore, we took the bin away, and now the nearby bins are being used.

Q6) The lack of parking restrictions outside the Bakers – has anything been done about this?

A6) Councillor Barry replied that someone did come down from the North Essex Parking Partnership, and this is not a restricted area. He said that he will ask how it can be reclassified as a restricted area.

Q7) Would like to ask Councillor Barry with the Sigma Trust not being open during the Summer months, does this apply to the astro turf?

A7) Councillor Barry replied yes.

Q8) Merchant Navy Day – Are you going to do the same again this year?

A8) Councillor Carr replied yes, it is his intention to recreate this event.

35. TOWN CLERK'S REPORT:

Agreed The Pram Race, being held on the 16th August 2025, can start from Hurst Green, with motorcycles lining up on the green to lead the race. Copies of Risk Assessment and Public Liability Insurance Documents should be sent through in advance.

36. CLOSE OF MEETING:

There being no further business, the meeting closed at 8.34 pm.

Chair

Date: 17th July 2025

Mayor's Report:

Attended the following:

19 th May	Tendring District Council Sports Conference in Clacton-on-Sea
21 st May	100 th Birthday celebrations local resident Mr Ron Underwood
28 th May	Teams meeting with our Solicitors Holmes & Hill
29 th May	Official opening of the new Sainsbury's Store. With Mayoress.
30 th May	Attended part of the meeting with the Brightlingsea Harbour Commissioners to discuss Local Government Re-organisation
2 nd June	Met with the Music Festival Organisers regarding parking for the festival
13 th June	Blessing of the Waters event. Had a useful conversation with the Mayor of Sandwich on Local Government Re-Organisation
19 th June	Meeting with the Essex Police Sgt Nathan Pearson 76478, with Councillors

Brightlingsea Town Council

Expenditure transactions - payments approval list **Start of year 01/04/25**

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details
13569		£5,361.30	£5,361.30	1500/2	01/04/25	1275	Alpha Group - Deposit for Shelter Works
Sub Total		£5,361.30	£5,361.30				
Total		£5,361.30	£5,361.30				



Signature

Date

Signature

Brightlingsea Town Council

Expenditure transactions - payments approval list Start of year 01/04/25

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details
13627		£31.10	£31.10	1010/2	01/04/25	1014874664	Travis Perkins - Brown treated board 22x150mmx3.0m
13628		£8.26	£8.26	1010/2	01/04/25	1016529370	Travis Perkins - Gutter sockets/brackets
13626		£6,635.21	£6,635.21	1002/1	27/05/25	544833109	Zurich Ins Co - Insurance YLL-2720447823
Sub Total		£6,674.57	£6,674.57				
Total		£6,674.57	£6,674.57				



Signature

Date

Signature

Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

Approval no 1

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
13629		£297.68	1004/1	30/04/25	3C - Computer Service Charges 01.05.25-31.05.25	642134
		£297.68		3C - Total		
13655	250617 Capelplant	£132.00	1010/4	31/05/25	Capel Plant - Toilet on Alotments 010525/010625	156859
		£132.00		Capel Plant - Total		
13630		£150.00	1070/1	28/05/25	Cinque Port Liberty - Annual Grant - Blessing of the Waters	
13654	250603	£28.00	1008	03/06/25	Cinque Port Liberty - Blessing of the Waters - Lunch for Mayor	
		£178.00		Cinque Port Liberty - Total		
13632		£1,326.48	1080	29/05/25	Edge Designs - Annual Fee 24.06.25-23.06.26 - AdvantEDGE (2nd year)	
		£1,326.48		Edge Designs - Total		
13631		£136.67	2000/5	12/05/25	Glasdon - Memorial Plaque	SI910522
		£136.67		Glasdon - Total		
13656	250617 Holmes&Hills	£2,640.00	1003	29/05/25	Holmes & Hills - Advice re Caravan Park, Promenade Way, Brightlingsea	284941.00022640
		£2,640.00		Holmes & Hills - Total		
13657	250617 Home240	£460.00	1010/2	06/06/25	Homes 240 Electrical Services - works on Boat park as per quote order 0805GMTH	h240/BTC1
		£460.00		Homes 240 Electrical Services - Total		
13658	250617 JamesTodd	£72.96	1062/2	30/05/25	James Todd & Co Ltd - May 2025 Payroll fee	81607
		£72.96		James Todd & Co Ltd - Total		
13659	250617 King	£85.00	1005	13/06/25	Keith J King - Refund owed - Boat Park Space 21	
		£85.00		Keith J King - Total		
13633		£42.00	1007	19/05/25	NALC - Beyond the Precept: Exploring alternative income sources - Cllr Court	INV-00374
		£42.00		NALC - Total		
13666	250617 PettyCash	£188.10		16/06/25	Petty Cash -	
1		£148.23	1004/1		Petty Cash	
2		£39.87	1004/1		Mileage to Gt Dunmow - TH	

Signature

Date

Signature

Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£188.10			Petty Cash - Total	
13660	250617 Playquip	£589.20	1010/3	30/05/25	Playqip Leisure - Supply & fit new flatseats, chains and d-shakles to swings, Bayard Recreation Ground	BRTH/2305
		£589.20			Playqip Leisure - Total	
13634		£5.09	1010/2	23/05/25	Sibbons - Anchor loose Bolt (10)	68348
13661	250617 Sibbons	£60.00	1010/1	31/05/25	Sibbons - Hire of pump for Boating Lake 27/5/25-31/05/25	40923
13662	250617 Sibbons	£12.00	1010/1	04/06/25	Sibbons - Hire of pump for Boating Lake 01/06/25-02/06/25	40959
13663	250617 Sibbons	£60.38		09/06/25	Sibbons -	
1		£7.43	1010/2		Maintenance Items	
2		£52.95	1010/7		PPE trousers	
		£137.47			Sibbons - Total	
13667	250617 TBS	£360.00	1200	13/06/25	TBS Hygiene Ltd - Dog Waste Collection 31.05.25-27.06.25	7075
		£360.00			TBS Hygiene Ltd - Total	
13635		£25.00	1007	22/05/25	Tcvs - Affiliation Fee 01.04.25-31.03.26	200005358
		£25.00			Tcvs - Total	
13653	250603 Ashby	£547.72	1090/3	03/06/25	Terry Ashby - Repayment of Autoglass Bill - Car window smashed when mowing	
		£547.72			Terry Ashby - Total	
13636		£12.00	1010/2	14/05/25	Top Glass Window Cleaning - Bus Shelter cleaning	140525
13637		£14.00	1004/1	29/05/25	Top Glass Window Cleaning - Window Cleaning at Parish Hall	290525
		£26.00			Top Glass Window Cleaning - Total	
13664	250617 TowerSecurity	£881.50	1090/1	13/06/25	Tower Security (Tendring) Ltd - Nightling gate locking	INV-16392
		£881.50			Tower Security (Tendring) Ltd - Total	
13638		£176.73	1010/2	13/05/25	Travis Perkins - Works to seat at Gravel Field	1021146322
		£176.73			Travis Perkins - Total	
13639		£450.00	1001	27/05/25	Trevor Brown CPFA - End of Year Internal Audit	270525

Signature

Date

Signature

Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

Approval no 1

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£450.00			Trevor Brown CPFA - Total	
13640		£357.77	1009/1	13/05/25	Upsons - Ventrac Deck repair	105864
13665	250617 Upsons	£273.00	1009/1	06/06/25	Upsons - Works to machinery	105917
		£630.77			Upsons - Total	
13641		£79.20	1010/2	22/05/25	Wurth UK Ltd - Maintenance items	4036534430
		£79.20			Wurth UK Ltd - Total	
Total		£9,462.48				

Signature

Date

16/06/25 12:01 PM Vs: 9.07.01

Signature

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Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 30/04/25 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	£5,518.62
Business Premium (Client A/C)	£902.00
Business Premium (Reserve A/C)	£28,646.82
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,012.77
Instant Access Account	£37,458.61
Unity Current Account T2	£13,669.82
Total	£137,208.64

RECEIPTS	Net	Vat	Gross
Council	£160,156.73	£1,147.31	£161,304.04
Total Receipts	£160,156.73	£1,147.31	£161,304.04
PAYMENTS	Net	Vat	Gross
Council	£42,056.73	£2,040.13	£44,096.86
Total Payments	£42,056.73	£2,040.13	£44,096.86

Closing Balances

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£30,363.35
Business Premium (Client A/C)	£902.00
Business Premium (Reserve A/C)	£28,646.82
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,170.56
Instant Access Account	£40,546.74
Unity Current Account T2	£102,786.35
Total	£254,415.82

Signed

Chair



Clerk / Responsible Financial Officer



Financial Summary - Cashbook

Summary of receipts and payments between 01/05/25 and 31/05/25 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	£5,518.62
Business Premium (Client A/C)	£902.00
Business Premium (Reserve A/C)	£28,646.82
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,012.77
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Balances at start of period

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Instant Access Account	£40,546.74
Unity Current Account T2	£102,786.35
Total	£254,415.82

RECEIPTS	Net	Vat	Gross
Council	£26,687.98	£1,365.19	£28,053.17
Total Receipts	£26,687.98	£1,365.19	£28,053.17

PAYMENTS	Net	Vat	Gross
Council	£39,061.23	£1,487.68	£40,548.91
Total Payments	£39,061.23	£1,487.68	£40,548.91

Closing Balances

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£32,845.09
Business Premium (Client A/C)	£837.00
Business Premium (Reserve A/C)	£28,646.82
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,358.22
Instant Access Account	£42,748.64
Unity Current Account T2	£85,484.31
Total	£241,920.08

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 31/05/25 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	£5,518.62
Business Premium (Client A/C)	£902.00
Business Premium (Reserve A/C)	£28,646.82
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,012.77
Instant Access Account	£37,458.61
Unity Current Account T2	£13,669.82
Total	£137,208.64

RECEIPTS	Net	Vat	Gross
Council	£186,844.71	£2,512.50	£189,357.21
Total Receipts	£186,844.71	£2,512.50	£189,357.21
PAYMENTS	Net	Vat	Gross
Council	£81,117.96	£3,527.81	£84,645.77
Total Payments	£81,117.96	£3,527.81	£84,645.77

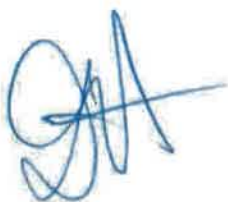
Closing Balances

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£32,845.09
Business Premium (Client A/C)	£837.00
Business Premium (Reserve A/C)	£28,646.82
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,358.22
Instant Access Account	£42,748.64
Unity Current Account T2	£85,484.31
Total	£241,920.08

Signed

Chair

Clerk / Responsible Financial Officer

Mayor's Report:

Attended the following:

21 st June	Brightlingsea Carnival judging
26 th June	Brightlingsea Beach Hut Association Annual General Meeting
27 th June	The Friday Art Group Exhibition at the Museum
1 st July	4-Youth Group Meeting
7 th July	Meeting with the local Police regarding vandalism in the Town
9 th July	Colne Community School Year 7 & 8 Awards
15 th July	Colne Community School Year 9 & 10 Awards

	AG brief notes for parish meetings. Brightlingsea & St. Osyth. July 2025.
	
	<i>"I often attend meetings, & take calls on your behalf"</i>
	FUTURE ITEMS PLANNED. Next round member led projects. Parishes to list top 3 each if want to. Remember small van and cold tarmac for quick repairs and make safes. Extra funding from Government is strangely causing issues not previously envisaged. Extra money yes – but comes with restrictions September submissions from ECC re devolution. Expect Government decision. 3/4/5 unitary is key. Coroner's report for Flag Hill to override most traffic plans and budgets. Result is unbudgeted item from B1027 plans. July 24. Scrutiny review from PSEG. Performance against targets. Highways. Devolution submission preparation for Govt with answers in September possibly. Kent & Essex Fisheries Aug 7.
1	July 15. ECC full council meeting Chelmsford. AG spoke on effect of extra National Insurance changes. Business's & schools. A big discussion regarding the cancelling – last week – of the A12 widening improvements. Much made of the fact that it was cancelled rather than postponed. 4/5 years of planning "wasted". Several local authority plans will have to be changed.
2	July 14. Scrutiny board meeting of chairs. Long term effect on scrutiny re devolution. Some items covered by two – or more scrutiny committees. Long standing repair at Park Drive repaired. Repairs Church Road at evenings in week. Thorrington 3 potholes fixed. Long standing.
3	July 11. Site visit St. Osyth priory B1027. No markings. Report of accident allows to be escalated. New report number 2985346. Existing 12 report numbers. Separate surfaces - not repetition. Emergency status allows visit in 2 hours and result was confirmation of works needed - again. AG focused on extra deterioration since last visited. Big problem could be traffic lights controls during tourist season. Chasing for specific details of next steps. Also, no update yet for spare part for VAS sign Point Clear.
4	July 10. Site visit repairs at Marennes Crescent. Water Board worked in conjunction with highways for subsidence. Finished in 2 days once started. No accidents or injuries reported. Main cause water system leakage again.
5	July 7. Meeting of PCSO's at Brightlingsea. Coffee with the cops. Good exchange of ideas for local needs. Interesting discussion regarding speed and volume surveys. Later site visit at Hard shelter re damage to clock and roof with Cllr Paveley by coincidence. No ballgames sign already there.
6	July 4. Ladysmith Ave B'sea. Speed and volume survey details circulated. Summary shows substantially more volume than many expected. Average speeds less than expected. When APCO speeding threshold applied there is a dramatic change to numbers. ENT cttee. to compare own numbers. Repair reported pothole in Park Drive.
7	July 3. Gt. Bentley evening Parish meeting. Update Lufkins farm.
8	July 2. Pension strategy Board Chelmsford. Evening meetings Thorrington & Alresford parish meetings
9	June 30. Brightlingsea cycle path maintenance agreed.
10	June 29. Great Bentley caravan group. AG call request from police [on a Sunday] re ownership of Bentley Green. Referred to Parish Council. Several parish Councillors involved with presenting paperwork.

Agenda Item 05

1	June 27. Dreadful accident Alresford. Bus and farm unit. Essex kept up to date. 1 arrest. Severe injury to young person on way to Brightlingsea, Thorrington or Brightlingsea. All will hope that the injuries sustained are not long term. Thoughts with families. Also RNLI involved with sea rescue. No details. Essex advised. Thorrington resident and front garden flooding. Engineer advises older style paving no longer permeable with filler. Requested help from MP. Above myself.
1	June 26. First LHP meeting for 5 months. Items discussed for my division include Lufkins Farm, St. Osyth crossroads, Flag Hill coroners report & wild animal signs. Two unknown and unbudgeted items dominated this round of budget spend. Perhaps £35K! There will be a greater emphasis on shared funding wherever possible. Section 106 especially. Plus matched funding requests more normal.
1	June 25. LHP new tactics to be employed/discussed for next 2 years.
3	
1	June 19. Evening meetings at Brightlingsea & St. Osyth parishes.
4	
15	REPEAT-STILL RELEVANT. DEVOLUTION DISCUSSIONS ARE EVERYWHERE. AFFECTING MANY 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. AG CONTACT POINTS:- 07860 519117 OR 01206 308023 cllr.alan.goggin@essex.gov.uk or alan@goggin.co.uk FACEBOOK:- Alan Goggin Essex County Councillor - Established 1947. “Report it” tool for road or highways issues. https://www.essexhighways.org/tell-us You can tell us about maintenance issues online by using our highways reporting tool. If you think there's a risk to public safety, do not report it online, please call ECC immediately on 0345 603 7631

Agenda Item 06 – Tendring District Councillors report

Councillor Mick Barry

- 25.6.25 – All members briefing re code of conduct and interests
- 26.6.25 – Attended Beach Hut AGM gave presentation re LGR
- 27.6.25 – Full Cabinet – Report and proposal re Playzones agreed.
- 2.7.25 – Visit – Frinton Tennis Club with Sport and Activity Manager re Racket training and access to schools.
- 2.7.25 – Meeting with Sigma Trust re access to school facilities
- 4.7.25 – Meeting with officers re EV charging points
- 7.7.25 – Meeting with consultants re Clacton Leisure Centre options appraisal.
- 9.7.25 – TDC – briefing meetings with officers and Cabinet all day
- 11.7.25 – Informal cabinet meeting Clacton
- 15.7.25 – Clacton Gardens green flag
- 16.7.25 – Chelmsford – Local Nature Recovery Event

Received confirmation that the steps have been repaired at Splash Point, for use by outdoor swimmers.



Councillor Jayne Chapman

- 25.6.25 All Members briefing
- 16.7.25 Councillor Development

Councillor Graham Steady

- 23.6.25 Audit pre brief
- 25.6.25 Visit to sewerage treatment works Holland Haven . Suggested visit to Brightlingsea works for town councillors
- 26.6.25 University of Essex AGM. Good performance against budget cuts. Looking for closer liaisons with University and Councils
- Audit Committee Report of Internal Auditor, Corporate Director Finance and IT and proposed new corporate housing complaint policy and adoption
- 9.7.25 Resources and Services overview and scrutiny committee. Annual Capital and treasury strategy 2025/26 and the Leader of the Council update on corporate projects
- Relevant comments regarding LGR
- Make sure S106 money stays in Tendring
- Working with local communities to deliver projects
- Looking at different sites which may benefit from future local control
- Mitigating the level of risk (mentioned quite a few times)

Agenda Item 07

Facilities and Community Assets Team Meeting

Notes of Meeting held on Tuesday 8th July 2025 at 12 noon at the Parish Hall

Present:- Councillors
K Mitchell (Chairman)
J Chapman, J Howard, R Morgan,
C Paveley, G Steady

Also in attendance:
Councillors Atkinson and Barry
Tracey Pulford – Town Clerk

1. **Apologies for Absence** – Councillor Pentney.

2. **To receive the notes of the Meeting held on 10th June 2025** – Noted.

3. **Updates on the following:-**

- **Waterfront Development Strategy** – Councillor Morgan briefed members that an email had been sent to the Harbour Commissioners regarding a Waterside Development Group, and an acknowledgement from the Harbour Master had been received. It was agreed to make this an agenda item at the next meeting.
- **Hard and Boat Park Matters** – Councillor Morgan informed members that no response had yet been received from the MMO. He added that we do have local fishermen wishing to use the Fishers Pontoon. It was agreed to wait until a response has been received from the Harbour Commissioners on the Waterfront Development Group, before chasing the MMO for their response.
Councillor Paveley briefed on the Japanese Knotweed in the Boat Park and said that another quotation has been received from Inspectas Land Remediation, for £2,962, for two treatments a year, for the next three years. It was **agreed** to accept this quotation and obtain approval for the expenditure from the Finance Committee.
- **Batemans Tower Café** – Councillor Atkinson briefed that he, Councillor Morgan and the Grounds Manager had met with the Lease Holder and Project Manager. A draft programme of works is to be sent, which will be updated monthly. As no update has yet been received, it was **agreed** to chase the Project Manager for the update.
- **Leases** – Brightlingsea Leisure Village – A discussion took place. Councillor Paveley informed members that a ‘teams’ meeting is being set up with our solicitors.
Playcentre – Councillor Atkinson briefed members that a programme of work is to be put in place, so the works can take place during the summer holidays.
- **Lower Park and Western Promenade** – Councillor Steady briefed members that the status of the Western Promenade is that it is ‘adopted public highway’. He said that the Council should look at a Public Open Space Protection Order, however evidence needs to be put together for the Police to take this further. **Agreed** that a report will be compiled, listing all issues with cars, criminal damage, vandalism etc. that have taken place on the Western Promenade. Councillor Paveley stated that all incidents **MUST** be reported to the Police. He then mentioned that youths are kicking balls at the Hard Shelter and have broken some roof tiles and also the clock. He said that CCTV footage has been obtained.

Agenda Item 07

Much discussion then took place on the Police in general. It was noted that the Chief Inspector is visiting the Town Council on the 24th July, and if anyone has any issues/concerns, let the Clerk know, so a list can be compiled.

Councillor Morgan informed members that he and Councillor Barry had visited the Sigma Trust to try and resolve the parking issues at Strangers Corner. The outcome of the meeting was that the FA would not agree to taking 1 inch of playing fields for parking, however a notice will be given on the booking system asking all to park in the school car park. Councillor Barry updated members that the Colne School will now be open weekdays, up to 5pm and at weekends during the Summer Holidays.

Lower Park Playing Fields – Councillor Atkinson informed members that the Topographical Survey is now complete, and the quotation for the next stage is £950.00. It was agreed that this expenditure would be taken to the Finance Committee for approval. Members then discussed the next stage of work for the Western Promenade, and it was agreed to put this on hold and the working party would look into it.

Some discussion took place on the Western Promenade, Lower Park and the Community Centre, and it was agreed that a sub committee would be formed, consisting of Councillors Howard, Atkinson, Barry, Steady and Mitchell, to look at the whole area including design, development, Unitary Council, toilets, car park, sewage, lighting – to evaluate all risks etc.

Lido Shelter – Councillor Atkinson informed members that a quotation had been received from Twin Spark Electrical Services for additional works to the Floodlight Power Supply adjacent to the Lido, for a cost of £1,637.67, and as this is within the budget of £11,000 being reclaimed under S106, the work would be agreed.

- **Living Remembrance** – Councillor Steady briefed members that the scheme would be cost neutral to the Council. He added that he is waiting to hear back from Tendring District Council that they have given the option of plaques on the shelter, rather than installing benches. Agreed Councillor Steady will come back to a future meeting with costings.
- **Basketball Court** – Councillor Steady briefed members that this project could be funded from S106 monies and after discussion it was agreed that he would come back to a future meeting with total costs for the project.
- **Lozenge** – Councillor Steady briefed members and it was agreed that an application for £10,000 from S106 monies would be submitted for improvements to the Lozenge. Quotations to be obtained.
- **BTC Town Survey Results and Data** – Councillor Mitchell briefed members, and it was agreed that a press release would be put together by the Comms Team at its next meeting.
- **Community Centre** – Councillor Mitchell briefed members that she and Councillor Court had visited the Community Centre and informed them that any repairs are down to them to fund. They are looking at making some improvements to the area and will liaise with the Council in due course. Councillor Chapman mentioned the recent functions that have taken place on the grass area, and that she believed they should ask/let the Council know beforehand. It was agreed that the lease would be looked at, for permitted user clauses.

Recommendation:

- (a) **Waterfront Development Strategy** – This is made an agenda item for the next meeting.
- (b) **Japanese Knotweed** – Accept the quotation from Inspectas Land Remediation and obtain approval for the expenditure from the Finance Committee.
- (c) **Batemans Tower Café** - Chase the Project Manager for the update of works.
- (e) **Police** - As the Chief Inspector is visiting the Town Council on the 24th July, if anyone has any issues/concerns, let the Clerk know, so a list can be compiled. **Lower Park Playing Fields** – The quotation for £950.00, for the next stage of work, will be taken to the Finance Committee for approval. **Western Promenade** - The next stage of work for the Western Promenade would be put

Agenda Item 07

on hold and the working party would look into it further. Western Promenade/Lower Park/Community Centre - a sub-committee would be formed, consisting of Councillors Howard, Atkinson, Barry, Steady and Mitchell, to look at the whole area including design, development, Unitary Council, toilets, car park, sewage, lighting – to evaluate all risks etc.

(f) Councillor Steady will come back to a future meeting with costings.

(g) Basketball Court – Councillor Steady would come back to a future meeting with total costs for the project.

(h) Lozenge - An application for £10,000 from S106 monies would be submitted for improvements to the Lozenge. Quotations to be obtained.

(i) BTC Town Survey Results and Data - A press release would be put together by the Comms Team at its next meeting.

(j) Community Centre - The lease would be looked at, for permitted user clauses.

4. **Report from Grounds Manager** – A copy of the report from the Grounds Manager had been circulated to all members. This report was noted.

Terry Hamilton joined the meeting and briefed on the Boating Lake and the blue green algae. After discussion it was **agreed** that a letter would be sent to the Model Boat Club and the Scouts advising that they cannot use the lake until they have been notified by the Council that it is safe to do so. Grounds Manager is also to contact the Environment Agency for advice.

Councillor Howard asked about the caravans being parked on the Western Promenade. The Grounds Manager said that he has spoken to the owners a number of times. Councillor Barry said that Andy Nepean and the North Essex Parking Partnership are looking at signs stating ‘no overnight stays’.

Recommendation: Boating Lake - A letter would be sent to the Model Boat Club and the Scouts advising that they cannot use the lake until they have been notified by the Council that it is safe to do so. Grounds Manager is also to contact the Environment Agency for advice.

5. **Any other Business** – None.

6. **Date of next meeting** – Tuesday 12th August 2025 at 5.30pm.

The meeting closed at 2.20pm.

Post Meeting Note: Further to the three schemes mentioned above – Living Remembrance, Basketball Court and Lozenge – After consultation with the Town Clerk,, Grounds Manager and Councillor Chapman, a meeting to be arranged with workforce for them to be an integral part of formulating plans and costings.

Agenda Item 07

Action Points from meeting:

Minute Number	Decision	Actioned by
3 (a) Waterfront Development Strategy	This is made an agenda item for the next meeting.	
3 (b) Japanese Knotweed	Accept the quotation from Inspectas Land Remediation and obtain approval for the expenditure from the Finance Committee.	Finance Committee
3 (e) Western Promenade	A report will be compiled, listing all issues with cars, criminal damage, vandalism etc. that have taken place on the Western Promenade.	Town Clerk / Administrative Assistant / Grounds Manager
Police	As the Chief Inspector is visiting the Town Council on the 24 th July, if anyone has any issues/concerns, let the Clerk know, so a list can be compiled.	All Councillors
Lower Park Playing Fields	The quotation for £950.00, for the next stage of work, will be taken to the Finance committee for approval.	Finance Committee
Western Promenade	The next stage of work for the Western Promenade would be put on hold and the working party would look into it further.	Working Party
Western Promenade/Lower Park/Community Centre	A sub-committee would be formed, consisting of Councillors Howard, Atkinson, Barry, Steady and Mitchell, to look at the whole area including design, development, Unitary Council, toilets, car park, sewage, lighting – to evaluate all risks etc.	Councillors Howard, Atkinson, Barry, Steady and Mitchell
3 (f) Living Remembrance	Councillor Steady will come back to a future meeting with costings.	Councillor Steady
3 (g) Basketball Court	Councillor Steady would come back to a future meeting with the total costs for the project.	Councillor Steady
3 (h) Lozenge	An application for £10,000 from S106 monies would be submitted for improvements to the Lozenge. Quotations to be obtained.	Grounds Manager / Town Clerk
3 (i) BTC Town Survey Results and Data	A press release would be put together by the Comms Team at its next meeting.	Comms Team
3 (j) Community Centre	The lease would be looked at, for permitted user clauses.	Town Clerk / Councillor Atkinson
4 Boating Lake	A letter would be sent to the Model Boat Club and the Scouts advising that they cannot use the lake until they have been notified by the Council that it is safe to do so. Grounds Manager is also to contact the Environment Agency for advice.	Town Clerk to draft letter for Councillor Mitchell to send. Grounds Manager to contact EA

Environment and Transport Team

**Notes of Meeting held on Thursday 10th July 2025 at 4.00pm
at the Parish Hall, Victoria Place, Brightlingsea CO7 0BP**

Present:

**Councillor J Howard (Chairman)
Councillors M Court, M Judson,
K Mitchell, K Pentney and G Steady**

Also present:

Tracey Pulford – Town Clerk

1. To appoint a Chairman to the Committee for 2025-2026

An email from Councillor Barry was read out in his absence:-

“In respect of the election of a Chair, I did propose Councillor Howard and would have done so again if present. If there is a vote, I would like my support for her recorded by whatever means is considered appropriate.!”

Two nominations were put forward for Chairman, Councillor Judson proposed Councillor Howard, seconded by Councillor Steady. Councillor Court proposed Councillor Pentney, Seconded by Councillor Mitchell. A vote was taken as follows:-

Councillor Howard – 3 votes

Councillor Pentney – 3 votes

As the Chairman had the casting vote, Councillor Howard was elected Chairman for 2025/2026.

2. Apologies for Absence – None received.

3. To receive the notes of the meeting held on 10th June 2025 – Noted.

A discussion took place on the following:-

- Signs for the Western Promenade – The Clerk informed members that due to annual leave, she had not had a chance to investigate this.
- Notice Board – Councillors Court and Pentney to liaise with the Grounds Manager over the condition of the notice board stored at the Recreation Ground.

4. Update on the following:-

- PROW (Public Rights of Way)/Volunteering – Councillor Court briefed members that he has spoken to the ‘group’ and the Grounds Manager and now has the list of footpaths agreed. He is however having difficulty in completing the form for Essex County Council. Agreed the Clerk would liaise with Shirley or Nicky at Essex County Council to arrange a meeting with Councillor Court to help with the completion.
- 20’s Plenty Placards – Councillor Steady briefed members that as there are a lot of ‘for sale’ boards up now, it has been agreed to wait to install the 20’s plenty boards, until some of the others have come down. He will, however, get a timeline from Town & Country.
- Update on Telraam/Speed and Volume Survey Results – Councillor Court briefed members that the survey results do not tally with the device results, therefore he

asked if a copy of the survey could be sent to Telraam so they can look at the patterns and make some conclusions. **Agreed** to ask County Councillor Goggin if the survey is a public document and is it okay to circulate a copy?

- Parking at Strangers Corner – Councillor Howard informed members that Councillors Barry and Morgan had met with the Sigma Trust to discuss possible parking at Strangers Corner. Unfortunately, this cannot happen, however they will put a note on the booking system advising that all cars should be parked in the School Car Park. She added that NEPP are coming to the Town in the next few weeks, to look at other areas, and will ask Councillor Barry if she can join the meeting to discuss this area.
- Parking issues – Station Road – An email from Councillor Barry was read out, as follows:

“In respect of lines along Station Road I understand that Andy Nepean is due to visit Brightlingsea again soon with Paul Seabright from NEPP to look at options for Promenade Way and Station Road.

- No Entrance Signs – Victoria Place/War Memorial – A copy of County Councillor Goggins email had been read out as follows:-

“No Entry sign. Victoria Place. Nothing much to add to my comments at the BTC meeting June 19. It was discussed at the LHP meeting on June 26. As it was previously established that there was an original sign that was damaged in some sort of accident, and it was not a new requirement it was felt that it was not an LHP item. I will report to Highways as a repair needed. I feel certain that the Town Hall may have reported as such in the past, but with no action in at least two years it is probable that it has been overlooked in the system. I think it is over two years old? Is it possible to ask Julie or Tracey if there is a history of reports? It may also be that it is eventually an electricity board item. I think there was a similar issue around a light near the Zebra crossing in Victoria Place. That was also taped off and took ages to get resolved via the electricity board. Do we have any report numbers. Cllr. Chapman has kindly already supplied pictures. I have traced a signing defect number 2818004 but dated 19/11/24. Just says assigned to inspector. Also there is number 3896595 which includes a picture of a “stump”! Somehow, I think this is Jaynes recent attempt to report. No specific date shown but I assume its recent. However it appears to have been placed in the middle of the road! My personal enquiry has been allocated number 2985145.”

After discussion it was **agreed** that Councillor Howard would draft a response to County Councillor Goggin, and a meeting would be arranged to view the area in question.

- Overgrown Vegetation Letter – A copy of the amended letter, as amended by Councillor Mitchell, had been circulated to all. After discussion it was **agreed** that this letter would be sent to households with overgrown vegetation encroaching on the pavement etc. Grounds Manager to view vegetation in the first instance and instruct letter to be sent. If no response is received or works are not carried out, contact is made to Essex County Council, with a copy to County Councillor Goggin.

Councillor Pentney asked for an update on the Fly Tipping from a resident in Wellington Street. Town Clerk to liaise with Administrative Assistant.

- Electric Car Charging at Sainsburys – Councillor Howard informed members that a copy of the letter sent to Sainsburys Head Office had now been sent to the local Manager of Sainsburys, but no response has been received. Councillor Pentney said that the Co-Op are leasing the building/land to Sainsburys for 10 years and would be happy to discuss the scheme further if there was no cost to them to install and run the electric charging points. Councillor Pentney to let the Co-Op have the details of the firm she has been in contact with to discuss the situation further.

Recommendation:

- **PROW (Public Rights of Way)/Volunteering** - The Clerk would liaise with Shirley or Nicky at Essex County Council to arrange a meeting with Councillor Court to help with the completion.
 - **20's Plenty Placards** – Councillor Steady to get a timeline from Town & Country for the display of the boards.
 - **Telraam/Speed and Volume Survey Results** - Ask County Councillor Goggin if the survey is a public document and is okay to circulate a copy.
 - **Parking at Strangers Corner** - Councillor Howard to ask Councillor Barry if she can join the meeting with the NEPP to discuss parking issues at Strangers Corner.
 - **No Entrance Signs** - Councillor Howard would draft a response to County Councillor Goggin, and a meeting would be arranged to view the area in question.
 - **Overgrown Vegetation Letter** - This letter would be sent to households with overgrown vegetation encroaching on the pavement etc. Grounds Manager to view vegetation in the first instance and instruct letter to be sent. If no response is received or works are not carried out, contact is made to Essex County Council, with a copy to County Councillor Goggin.
 - **Electric Car Charging at Sainsburys** – Councillor Pentney to let the Co-Op have the details of the firm she has been in contact with to discuss the situation further.
5. **New Waste Contract** – Councillor Steady briefed members and much discussion took place. Members **agreed** that the Comms Team would issue a statement along the lines of “if the bin is full, please take your rubbish home”. Councillor Court mentioned stickers for bins, with W3W locations included. He then asked for £100.00 for stickers, and £150.00 for a handheld label printer. This request to be taken to the Finance Committee.

Recommendation:

- **Comms Team** would issue a statement along the lines of “if the bin is full, please take your rubbish home”.
 - **A request for £100.00 for stickers, and £150.00 for a handheld label printer would be taken to the Finance Committee.**
6. **Bins Interactive Map** - This item was discussed with agenda item 5.

Post Meeting Note: The bins along the back of the Millennium Gardens, the dog bins – one by the Café, one by the Static Caravan Park, and the one by the Sewage Plant and Bottle Bank are the responsibility of Tendring District Council.

7. **Small Animal Wildlife Signs** – A copy of County Councillor Goggin’s email had been read out as follows:-
- “Hedgehog signs. At the same LHP meeting (June 26) this project was approved, having already been listed for approval & discussion. The original concept was that signs could possibly be attached.”
- Councillor Mitchell briefed members, and it was **agreed** to keep this as an agenda item for future meetings.

Recommendation: Keep Small Animal Wildlife Signs as an agenda item for future meetings.

Councillor Court left the meeting at 5.00pm.

8. **Street Lights (a) Robinson Road; (b) Western Promenade** – (a) Agreed to make this an agenda item for the next meeting. (b) Councillor Howard briefed members and **agreed** to take this item forward.

Recommendation: Street Lights Western Promenade – Councillor Howard to take this item forward.

9. **White Lines on the Cycle Path** – Agreed to make this an agenda item for the next meeting.
10. **Sunshine Coast Greenway Cycling and Walking Route** - Agreed to make this an agenda item for the next meeting.
11. **Any other Business** – The following was discussed:-

- A copy of ‘Colin the Crab’ crabbing signs, as designed by Councillor Court, was circulated to all members. After discussion it was **agreed** that 20 laminated signs would be put in the shops etc. Councillor Mitchell to liaise with Clear to See to obtain a price for 10 solid signs, the cost of which to go to Finance Committee for approval.
- An enquiry had been received as follows:-
“There is a bus stop on Hurst Green but no where for people to stand when waiting for the bus. It isn’t too bad during the summer but in the winter months when the ground is muddy you cannot expect folk to stand on a muddy patch. Obviously, people cannot stand in the road either. A bit of hand standing would make a great difference.” The comment from the Grounds Manager is:- The Council would not look at putting concrete bases on Hurst Green, at any time, this is not a muddy area as stated in the email. Also, it could become a congregation point for youths in the evening – we already have had complaints in the past about a bench being put near to somebody’s property and youths being a nuisance at night.
Members agreed that this response would be sent to the resident.

Recommendation:

- **Colin the Crab** - 20 laminated signs would be put in the shops etc. Councillor Mitchell to liaise with Clear to See to obtain a price for 10 solid signs, the cost of which to go to Finance Committee for approval.
- **Hurst Green Bus Stop** – The response from the Grounds Manager would be sent to the resident.

Councillor Pentney asked the following:-

- **Late Night Shopping** – If the Christmas decorations were kept up for longer, would the Town Council provide the Insurance for it? The Clerk replied that as Late Night Shopping is not a Town Council run event, the Council insurance would not cover.
Post Meeting Note: Grounds Manager confirmed that theses decoration would not be of the correct IP standard.
- We would like more electrical sockets in Victoria Place. Would this be possible? Town Clerk advised to contact the Grounds Manager to discuss further.

12. **Date of next meeting:** Thursday 14th August 2025 at 4.30pm

Meeting closed at 5.21 p.m.

Agenda Item 07

Action Points from meeting:

Minute Number	Decision	Actioned by
3) Notice Board	Councillors Court and Pentney to liaise with the Grounds Manager over the condition of the notice board stored at the Recreation Ground.	Councillors Court and Pentney
4) PROW (Public Rights of Way) / Volunteering	The Clerk would liaise with Shirley or Nicky at Essex County Council to arrange a meeting with Councillor Court to help with the completion.	Town Clerk
4) 20's Plenty Placards	Councillor Steady to get a timeline from Town & Country for the display of the boards.	Councillor Steady
4) Telraam/Speed and Volume Survey Results	Ask County Councillor Goggin if the survey is a public document and is it okay to circulate a copy.	Town Clerk
4) No Entrance Signs	Councillor Howard would draft a response to County Councillor Goggin, and a meeting would be arranged to view the area in question.	Councillor Howard
4) Overgrown Vegetation Letter	The letter would be sent to households with overgrown vegetation encroaching on the pavement etc. Grounds Manager to view vegetation in the first instance and instruct letter to be sent. If no response is received or works are not carried out, contact is made to Essex County Council, with a copy to County Councillor Goggin.	Grounds Manager / Administrative Assistant
4) Electric Car Charging at Sainsburys	Councillor Pentney to let the Co-Op have the details of the firm she has been in contact with to discuss the situation further.	Councillor Pentney
5) New Waste Contract	Comms Team would issue a statement along the lines of "if the bin is full, please take your rubbish home".	Comms Team
	A request for £100.00 for stickers, and £150.00 for a handheld label printer would be taken to the Finance Committee.	Finance Committee
7) Small Animal Wildlife Signs	Keep 'small animal wildlife signs' as an agenda item for future meetings.	
8) Street Lights Western Promenade	Councillor Howard to take this item forward.	Councillor Howard
11) 'Colin the Crab' crabbing signs	20 laminated signs would be put in the shops etc. Councillor Mitchell to liaise with Clear to See to obtain a price for 10 solid signs, the cost of which to go to the Finance Committee for approval.	Councillor Mitchell / Finance Committee
11) Hurst Green Bus Stop	The response from the Grounds Manager would be sent to the resident.	Administrative Assistant
Agenda items for next meeting:-	• Small Animal Wildlife Signs. • White Lines on the Cycle Path. • Sunshine Coast Greenway Cycling and Walking Route.	

**BRIGHTLINGSEA TOWN COUNCIL
FINANCE & PROPERTY COMMITTEE**

Minutes of the Meeting held at the Parish Hall, Victoria Place, Brightlingsea
on Tuesday 15th July 2025 at 10.00 a.m.

Present:
Councillors
R Morgan (Chairman)
J Carr, D Atkinson and C Paveley

Also in Attendance:
Tracey Pulford - Town Clerk
2 Members of the public

F.155 APOLOGIES FOR ABSENCE: Councillors Chapman and Howard.

F.156 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON THE 17TH JUNE 2025, RECEIVED BY COUNCIL ON THE 19TH JUNE 2025:

The Minutes were accepted as a true record.

F.157 DECLARATION OF MEMBERS' INTERESTS:

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

F.158 BUDGET AND FINANCIAL REPORT UP TO 30TH JUNE 2025, INCLUDING:

A) FINANCIAL SUMMARY AS OF 30th June 2025

A copy of the "Budgets & Actuals 2025/26 – June" had been circulated to all members. Councillor Atkinson briefed on the budgets. A discussion took place.

B) FINANCIAL MONTHLY OVERVIEW – JUNE 2025

A copy of the Financial Monthly Overview for June 2025 had been circulated to all members. The Clerk informed members that:

Income for June 2025	£10,974.57
Expenditure for June 2025	£35,701.80

C) CREDIT CONTROL AS OF 30TH JUNE 2025

A copy of the Credit Control list as of 30th June 2025 had been circulated to all members. A discussion took place and the report was noted.

A discussion took place on the following:-

- Why do some items on the credit control list not include a figure for the 'total due' days? Agreed that the Clerk would contact AdvantEdge about this.
- Write-Off's – Agreed that Councillor Morgan would liaise with the Town Clerk and Administrative Assistant about these.

Recommendation:

- Town Clerk to contact AdvantEdge about why some items on the credit control list do not include a figure for the 'total due' days.

- **Councillor Morgan would liaise with the Town Clerk and Administrative Assistant about the write-offs.**

F.159 EXAMINING OF ACCOUNTS

Councillors Carr and Morgan agreed to sign off the accounts after the meeting. The Clerk informed members that 15 payments are to be authorised, in the sum of £8,581.01. Out of these 15 payments, four have already been paid totalling £663.12.

Statements of balances on the following accounts are to be accepted:

Current Account (7055)	37,208.94
Business Premium Account (8295)	28,744.13
Business Premium Account (9433)	843.81
CCLA Public Sector Deposit Fund	51,547.13
Instant Access Account (0373)	43,380.95
Current T2 Account (0360)	55,467.89
Making a total on all accounts of	217,192.85

Income, for June 2025	10,974.57
Expenditure, for June 2025	35,701.80
Income, to date 1 st April – 30 th June 2025	200,331.78
Expenditure, to date, 1 st April – 30 th June 2025	120,347.57
Employee payments paid for the month of June 2025 were:	18,329.26

Recommendation: Councillors Carr and Morgan agreed to sign off the accounts after the meeting.

F.160 RISK ASSESSMENT DOCUMENT:

Councillor Paveley informed members that he and Councillor Morgan had gone through the Risk Assessment document, and a copy should be available for the August Finance Meeting.

Recommendation: The Risk Assessment document should be available for the August Finance Meeting.

F.161 PRICING POLICY:

Councillor Morgan briefed members, and it was agreed that the ‘Working Party’ would meet to discuss a pricing policy for the Town Council.

Recommendation: The ‘Working Party’ would meet to discuss a pricing policy for the Town Council.

F.162 WORKING PARTY MEETING:

Councillor Morgan briefed members that Councillors Atkinson, Paveley and himself would be meeting, after this meeting, to set the parameters for the Working Party.

Recommendation: Councillors Atkinson, Paveley and Morgan would be meeting, after this meeting, to set the parameters for the Working Party.

F.163 EMERGENCY MAINTENANCE WORKS:

Councillor Morgan informed members that a tree, behind the Leisure Village, needed urgent works to be carried out, which has taken place this week. The cost of the work is £800.00.

F.164 FINANCIAL REQUESTS FROM THE FCA AND ENT TEAM:

The following financial requests from the FCA Team are as follows:-

Japanese Knotweed	Accept the quotation from Inspectas Land Remediation and obtain approval for the expenditure from the Finance Committee.
-------------------	--

Members **agreed** to accept the quotation for £2,962.00 and agreed to ask for 'stage payments.'

Lower Park Playing Fields	The quotation for £950.00, for the next stage of work, will be taken to the Finance Committee for approval.
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Members **agreed** to accept the quotation for £950.00 for the next stage of work, to look at drainage etc.

The following financial requests from the ENT Team are as follows:-

Bin Stickers	A request for £100.00 for stickers, and £150.00 for a handheld label printer would be taken to the Finance Committee.
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Members **agreed** to accept the quotation for £220.00 excluding VAT.

'Colin the Crab' crabbing signs	20 laminated signs would be put in the shops etc. Councillor Mitchell to liaise with Clear to See to obtain a price for 10 solid signs, the cost of which to go to the Finance Committee for approval.
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Much discussion took place and it was **agreed** that the ENT Team should come back to the Finance Committee with exact locations and how many signs are required. Also agreed that the need to dispose of crabbing lines responsibly, should somehow be included.

Recommendation:

- **The quotation from Inspectas Land Remediation for £2,962.00 is accepted. Also to ask for 'stage payments.'**
- **The quotation for £950.00 is accepted, for the next stage of the work, to look at drainage etc.**
- **The quotation for £220.00 excluding VAT is accepted for the bin stickers.**
- **The ENT Team should come back to the Finance Committee with exact locations and how many signs are required. Also agreed that the need to dispose of crabbing lines responsibly, should somehow be included.**

Councillor Paveley asked about an outstanding invoice from Fisher Jones Greenwood. Town Clerk to check response received.

Members of the public then asked the following questions:-

Q1) At the Lido Shelter, there is a rubbish bin and information board blocking the view. Can these be re-sited?

A1) Councillor Paveley replied that the Town Council are to arrange for the re-siting of these.

Councillor Paveley then wished to 'put on record' how let down the Council have been by the Alpha Group. The work has been carried out piecemeal, and completion is now 4 weeks overdue.

Q2) The sand around the paddling pool, the Tendring District Council guy used to tidy up the area, but now the Town Council have taken on responsibility. How has this come about?

A2) Councillor Paveley replied that Tendring District Council were not clearing the area, so the Town Council have taken it on. He added that the Council has written to the District Council about what assets we could take on when Local Government Reform happens. No response has been received.

Q3) There are sand bags along the back of the Lido, which are all split, open and look a mess. Are they to be removed?

A3) Councillor Atkinson replied that they did provide an important function, but the area will be tidied up before the school holidays.

F.165 CLOSE OF MEETING: There being no further business, the meeting closed at 10.53 a.m.

Received by Council on: 17.07.25

Approved by Committee on:

Signed by Chairman:

Signed by Chairman:

Action Points from meeting:

Minute Number	Decision	Actioned by
F.158 – Credit Control as of 30 th June 2025	Town Clerk to contact AdvantEdge about why some items on the credit control list do not include a figure for the ‘total due’ days.	Town Clerk
	Councillor Morgan would liaise with the Town Clerk and Administrative Assistant about the write-offs.	Cllr Morgan/Town Clerk and Administrative Assistant
F.159 – Examining of Accounts	Councillors Carr and Morgan agreed to sign off the accounts after the meeting.	Cllrs Carr and Morgan
F.160 – Risk Assessment Document	The Risk Assessment document should be available for the August Finance Meeting.	Cllr Paveley / Town Clerk
F.161 – Pricing Policy	The ‘Working Party’ would meet to discuss a pricing policy for the Town Council.	Cllrs Atkinson, Chapman, Morgan and Paveley
F.162 – Working Party Meeting	Councillors Atkinson, Paveley and Morgan would be meeting, after this meeting, to set the parameters for the Working Party.	Cllrs Atkinson, Paveley and Morgan
F.164 – Financial requests from the FCA and ENT Teams	The quotation from Inspectas Land Remediation for £2,962.00 is accepted. Also to ask for ‘stage payments.’ The quotation for £950.00 is accepted, for the next stage of the work, to look at drainage etc. The quotation for £220.00 excluding VAT is accepted for the bin stickers. The ENT Team should come back to the Finance Committee with exact locations and how many signs are required. Also agreed that the need to dispose of crabbing lines responsibly, should somehow be included.	
Outstanding Invoice from Fisher Jones Greenwood	Town Clerk to check response received.	Town Clerk

Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
13704	250715 CapelPlant	£126.00	1010/4	30/06/25	Capel Plant - Toilet on Allotments 010625-010725	156990
		£126.00			Capel Plant - Total	
13707	250715 Jackaman	£1,740.00	1003	30/06/25	D.M. Jackaman - Topographical Surveys as per quotation 17.5.25	06/25/002
		£1,740.00			D.M. Jackaman - Total	
13705	250715 Ernestdoe	£9.71	1010/2	30/06/25	Ernest Doe - Maintenance Items	11049/C
		£9.71			Ernest Doe - Total	
13706	250715 JamesTodd	£72.96	1062/2	30/06/25	James Todd & Co Ltd - June 25 Payroll Fee	82446
		£72.96			James Todd & Co Ltd - Total	
13711	250715 Office IS	£74.93	1006	19/06/25	Office IS - Stationary	1744484
13712	250715 OfficeIS	£16.32	1006	20/06/25	Office IS - Stationary	1745037
		£91.25			Office IS - Total	
13700	250707 Richardson	£200.00	1090/3	23/06/25	R J Richardson - £200 paid in error - now returned	
		£200.00			R J Richardson - Total	
13708	250718 SandwichT C	£29.00	1008	18/06/25	Sandwich Town Council - Mayor Deputies Supper @ Sandwich	
		£29.00			Sandwich Town Council - Total	
13710	250715	£112.00	1010/2	13/06/25	Sibbons - Repairs to water pump	41165
13709	250715 Sibbons	£19.40	1010/3	25/06/25	Sibbons - Gauntlets / coverall	69098
		£131.40			Sibbons - Total	
13701	250708 SwimSafety	£252.00	1010/2	30/05/25	Swim Safety Ltd - Water Quality Test - Blue-Green Algae	INV-4208
		£252.00			Swim Safety Ltd - Total	
13713	250715 TBSHygien e	£360.00	1200	09/07/25	TBS Hygiene Ltd - Dog Waste Collection 280625-250725	7187
		£360.00			TBS Hygiene Ltd - Total	
13714	250715 TopGlass	£14.00	1004/1	25/06/25	Top Glass Window Cleaning - Parish Hall Window Cleaning	250625

Signature

Date


15/7/2025

Signature



Brightlingsea Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

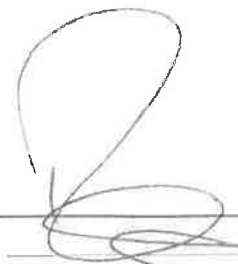
No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
13715	250715 TopGlass	£12.00	1010/2	25/06/25	Top Glass Window Cleaning - Bus Shelter cleaning	250625
		£26.00			Top Glass Window Cleaning - Total	
13716	250715 TowerSecurity	£801.36	1090/1	30/06/25	Tower Security (Tendring) Ltd - Nightly Lock Up - June 25	INV-16511
		£801.36			Tower Security (Tendring) Ltd - Total	
13717	250715 TwinSpark	£597.00	1500/2	12/07/25	Twin Spark Electrical Services - Works to Floodlight, as per quote 15.5.25 - to be reclaimed S106	
		£597.00			Twin Spark Electrical Services - Total	
13718	250715 Upsons	£3,914.77	1009/1	03/07/25	Upsons - Works to Ventrack brush drive motor	105972
		£3,914.77			Upsons - Total	
13702	250708 WorldOptions	£190.92	2000/4	11/06/25	World Options - Distribution of Town Guide	0013987
13703	250708 WorldOptions	£20.20	2000/4	18/06/25	World Options - Distribution of Town Guide	0014910
13719	250715 WorldOptions	£18.44	2000/4	25/06/25	World Options - Distribution of Town Guide	0015427
		£229.56			World Options - Total	
Total		£8,581.01				

Signature

Date


15/7/2025

Signature



Financial Summary - Cashbook

Summary of receipts and payments between 01/06/25 and 30/06/25 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	£5,518.62
Business Premium (Client A/C)	£902.00
Business Premium (Reserve A/C)	£28,646.82
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,012.77
Instant Access Account	£37,458.61
Unity Current Account T2	£13,669.82
Total	£137,208.64

Balances at start of period

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£32,845.09
Business Premium (Client A/C)	£837.00
Business Premium (Reserve A/C)	£28,646.82
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,358.22
Instant Access Account	£42,748.64
Unity Current Account T2	£85,484.31
Total	£241,920.08

RECEIPTS	Net	Vat	Gross
Council	£9,857.05	£1,117.52	£10,974.57
Total Receipts	£9,857.05	£1,117.52	£10,974.57
PAYMENTS	Net	Vat	Gross
Council	£34,126.14	£1,575.66	£35,701.80
Total Payments	£34,126.14	£1,575.66	£35,701.80

Closing Balances

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£37,208.94
Business Premium (Client A/C)	£843.81
Business Premium (Reserve A/C)	£28,744.13
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,547.13
Instant Access Account	£43,380.95
Unity Current Account T2	£55,467.89
	£217,192.85
Total	£217,192.85

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 30/06/25 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	£5,518.62
Business Premium (Client A/C)	£902.00
Business Premium (Reserve A/C)	£28,646.82
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,012.77
Instant Access Account	£37,458.61
Unity Current Account T2	£13,669.82
Total	<u>£137,208.64</u>

RECEIPTS	Net	Vat	Gross
Council	£196,701.76	£3,630.02	£200,331.78
Total Receipts	£196,701.76	£3,630.02	£200,331.78
PAYMENTS	Net	Vat	Gross
Council	£115,244.10	£5,103.47	£120,347.57
Total Payments	£115,244.10	£5,103.47	£120,347.57

Closing Balances

Ordinary Accounts

Barclays Treasury Deposit	£0.00
Business Current	£37,208.94
Business Premium (Client A/C)	£843.81
Business Premium (Reserve A/C)	£28,744.13
Capital Reserve Account	£0.00
CCLA Public Sector Deposit Fund SC4	£51,547.13
Instant Access Account	£43,380.95
Unity Current Account T2	£55,467.89
	<u>£217,192.85</u>
Total	<u>£217,192.85</u>



Signed

Chair

Clerk / Responsible Financial Officer

Agenda Item 09 – Planning Decisions for Brightlingsea Town Council

<u>25/00678/VOC</u> Approval - Full 19.06.2025 Delegated Decision	Mr and Mrs Burch Brightlingsea Town Council supported this application.	Application under Section 73 of the Town and Country Planning Act for Variation of Condition 2 (Approved Plans) of application 25/00123/FULHH to reflect new drawing number with added 1m of length.	20 George Avenue Brightlingsea Colchester Essex CO7 0NE
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01 COMPLIANCE REQUIRED: COMMENCEMENT TIME LIMIT

CONDITION: The development hereby permitted shall be begun not later the expiration of three years from 14th March 2025.

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).

- o Red lined site plan drawing no. P02
- o Drawing No. P01A Proposed Elevations, Layout and Block Plan (inc. materials details)

REASON: For the avoidance of doubt.

NOTE/S FOR CONDITION:

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

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

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

<u>25/00650/FUL</u> <u>HH</u> Approval - Full 26.06.2025 Delegated Decision	Mr and Mrs Abbi Grice Brightlingsea Town Council supported this application.	Householder Planning Application - Front and rear dormers with a rear flat roof extension.	50 Fordwich Road Brightlingsea Colchester Essex CO7 0RE
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01 COMPLIANCE REQUIRED: COMMENCEMENT TIME LIMIT

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

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

NOTE/S FOR CONDITION:

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

02 APPROVED PLANS & DOCUMENTS

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

- Drawing No. P01D
- 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.

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

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

<u>25/00691/FUL</u> <u>HH</u> Approval - Full 24.06.2025 Delegated Decision	Mr Walsh - Inspire Homes Hurst Green Limited Brightlingsea Town Council supported this application.	Householder planning application - Single storey rear extension, demolition of existing garage, and addition of new windows.	5 Hurst Green Brightlingsea Colchester Essex CO7 0HG
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01 COMPLIANCE REQUIRED: COMMENCEMENT TIME LIMIT

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

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

NOTE/S FOR CONDITION:

The development needs to commence within the timeframe provided. Failure to comply with this condition will result in the permission becoming lapsed and unable to be carried out. If

commencement takes place after the time lapses this may result in unlawful works at risk Enforcement Action proceedings. You should only commence works when all other conditions requiring agreement prior to commencement have been complied with.

02 APPROVED PLANS & DOCUMENTS

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

LOCATION PLAN - REC'D 07.05.25

25168-WA-001

25168-WA-004

25168-WA-005

HERITAGE, DESIGN AND ACCESS STATEMENT

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

NOTE/S FOR CONDITION:

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

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

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

03 FURTHER APPROVAL: FENSTRATION DETAILS

<i>Application No. Decision Date of Decision Conditions/Reasons</i>	<i>Applicant's Name</i>	<i>Proposal</i>	<i>Location</i>
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CONDITION: Prior to the commencement of any works to alter or install new or existing fenestration of the hereby approved development, detailed large appropriately scale drawings which shall include details of materials, finishes, method of opening, glazing and colour of all new and/or replacement windows, roof lights and doors and their surrounds to be installed shall be submitted to and approved, in writing, by the Local Planning Authority and shall thereafter be entirely implemented as approved

REASON: In the interests of the character, integrity and preservation of the building and in the interests of visual amenity and principles of good design in accordance with the NPPF.

NOTE/S FOR CONDITION:

The large scale drawings should be of appropriate scale to clearly show the detailing of the fenestration and you are advised to discuss these with the Local Planning Authority in advance.

Double-glazing profiles over 16mm thick are not considered acceptable in the Conservation Area.

<u>25/00696/FUL</u> <u>HH</u> Approval - Full 24.06.2025 Delegated Decision	Mr David Lovell Brightlingsea Town Council supported this application.	Householder Planning Application - Erection of double garage following demolition of existing garage and outbuilding.	14 Stanley Avenue Brightlingsea Colchester Essex CO7 0ND
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01 COMPLIANCE REQUIRED: COMMENCEMENT TIME LIMIT

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

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

NOTE/S FOR CONDITION:

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

02 APPROVED PLANS & DOCUMENTS

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

<i>Application No. Decision Date of Decision Conditions/Reasons</i>	<i>Applicant's Name</i>	<i>Proposal</i>	<i>Location</i>
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- o 0279-A-001 00 - Location and Block Plan
- o 0279-A-002 00 - Proposed Outline Plan
- o 0279-A-200 03 - Proposed Floor Plans and Elevations (including materials details)

REASON: For the avoidance of doubt.

NOTE/S FOR CONDITION:

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

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

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

<u>25/00740/FUL</u> Approval - Full 10.07.2025 Delegated Decision	Mr J Sadler - NEEB Holdings Ltd Brightlingsea Town Council supported this application.	Planning Application - Continued use of land for open storage.	Land Parcel Located to East Side of Morses Lane Morses Lane Industrial Estate Brightlingsea Essex
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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 approved red line plan drawing is DRAWING No. FE_01 received 15 May 2025
DRAWING No. FE_03 REVISION A

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.

02 SPECIFIC RESTRICTION OF DEVELOPMENT - ILLUMINATION RESTRICTION

CONDITION: There shall be no means of external illumination installed and/or operated on/at the site except pursuant to the prior grant of a planning permission on an application made in that regard.

REASON: In the interests of amenity to reduce the impact of night time illumination on the character of the area and in the interests of residential amenity and biodiversity.

03 ONGOING REQUIREMENT IMPOSED - RESTRICTION ON OPERATION TIMES

CONDITION: The B8 use hereby permitted shall only operate between the hours of 08.00hrs and 20.00hrs; Monday to Friday and 08.00hrs and 18.00hrs on a Saturday. There shall be no working and/or use operated on Sundays and Bank Holidays. There shall be no deliveries to the development/use arranged for outside of these approved hours.

REASON: To enable the Local Planning Authority to retain control over the development in the interests of residential amenity within close proximity.

NOTE/S FOR CONDITION:

1) This condition shall engage and restricts the operation of the development from the date of

<i>Application No. Decision Date of Decision Conditions/Reasons</i>	<i>Applicant's Name</i>	<i>Proposal</i>	<i>Location</i>
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this decision. This condition is imposed to ensure the development avoid unreasonable impact on the residential amenity of neighbouring dwellings, especially given the location of the development with considerations to the prevailing character and amenity currently enjoyed in this location. Without the imposing of this condition, the development would be refused due to the risk of harm and this condition is considered necessary, enforceable and reasonable in all other respects. This condition as detailed will apply to the development at all times unless varied or removed legally.

- 2) If the development operates outside of the hours stated this may result in unlawful development/use at risk of Enforcement Action. You are encouraged to discuss any concerns with this condition with the Local Planning Authority.

04 SPECIFIC RESTRICTION ON DEVELOPMENT: RESTRICTION ON CHANGES OF USE

CONDITION: Notwithstanding the provisions of Article 3, Schedule 2 Part 3 of the Town & Country Planning (General Permitted Development)(England) Order 2015, (or any Order revoking and re-enacting that Order with or without modification), the hereby approved development shall be used for open air storage (Class Use B8) and for no other purpose including any other purpose in Class B8 of the Schedule to the Town and Country Planning (Use Classes) Order 1987 (or in any provision equivalent to that Class in any Statutory instrument and re-enacting that Order with or without modification).

REASON: To enable the Local Planning Authority to retain control over the development in the interests of the amenity.

05 APPROVAL REQUIRED: LANDSCAPING SCHEME

CONDITION: Within 6 months of the date of this decision details of soft landscaping for the 'Landscaping Strip', which shall include any proposed changes in ground levels, shown on DRAWING NO. FE_03 REVISION A shall be submitted for approval by the Local Planning Authority. The scheme as approved shall be carried out in the first planting season following approval. Any trees, shrubs or plants that die within a period of five years from the completion of each development phase, or are removed and/or become seriously damaged or diseased in that period, shall be replaced (and if necessary continue to be replaced) in the first available planting season with others of similar size and species, unless the Local Planning Authority gives prior written permission for any variation.

REASON: In the interests of residential amenity, the character and appearance of the area and to enhance protected and Priority species & habitats and allow the LPA to discharge its duties under the s40 of the NERC Act 2006 (Priority habitats & species).

NOTE/S FOR CONDITION:

Should the landscape works include any new hedgerow, please consider the following planting for a native hedge. Native hedge: 50% hawthorn, 25% blackthorn (but beware - this can spread into adjacent fields), 15% field maple, 2% holly, 2% wild privet, 2% guelder rose, 2% dog rose, 2% buckthorn.

06 COMPLIANCE REQUIRED: HEIGHT OF OUTDOOR STORAGE

CONDITION: There shall be no storage of materials on any part of the site above a height of 4 metres unless otherwise agreed in writing by the Local Planning Authority.

REASON: To satisfactorily protect the residential amenities of nearby occupiers.

Town Clerk's Report – Agenda Item 11
Council Meeting 17th July 2025

Issues requiring action:

- 1) The Brightlingsea & District Rotary Club requests permission to use the Millenium Gardens for its Jog Walk Run event, taking place on 14th September 2025, 8am until 2pm.
- 2) Motorhome Fun are enquiring about the hiring of Lower Park Playing Fields for a Motorhome Rally from Monday 1st June 2026 until Wednesday 3rd June 2026.
- 3) James Richard's Circus would like to return to the Western Promenade next June – arriving PM Wednesday 17th until Sunday 21st June with shows Friday, Saturday and Sunday.

Issues reported since the last meeting:

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

Poor re-instatement of sinkhole on Seaview Road – re-reported 19.06.25 – works scheduled again.

Overgrown/overhanging trees in Pertwee Close cul de sac, reference 2982005 – 20.06.25.

Overgrown/overhanging trees at Moverons on RHS near triangle – 2982009 – 20.06.25.

Chestnut Way – (not reported by this office, and ECC were not advised it was urgent via reporting tool or emergency number) but AG has escalated after being made aware. Report of 16.06.25 – reference 2981337 – should be out within 24 hours – 23.06.25.

Reported overhanging Willow Tree which needs some maintenance as it's obscuring views in Marsh Way – new photo submitted – 2984131.

Reported footpath near Colne School for overgrown vegetation – 2985686 - 14.07.25.

Reported upgrowth from outside two properties in Tower Street – 2985699 and 2985725.

Tendring District Council:

Reported dead rat and pigeon in road in Francis Street 25.06.25.

Reported commercial waste flytipping outside a business in Victoria Place – 25.06.25.

Reported Lozenge again for flytipped waste – 07.07.25.

Reported broken steps at Splash Point going into the water – works complete 15.07.25.

Affinity Water/ECC/Drains:

Reported water leak outside Community Centre 26.06.25.

OTHER:

Reported overgrown vegetation opposite Lido coming from Haven – reported to Site Manager 14.07.25