

BRIGHTLINGSEA TOWN COUNCIL

Minutes of the Council Meeting held at
The Parish Hall, Victoria Place, Brightlingsea,
on: Thursday 15th January 2026 at 7.00pm.

Present:

Councillors

C Paveley (Mayor)

R Morgan (Deputy Mayor)

D Atkinson, M Barry, J Carr, J Chapman,

K Mitchell and K Pentney

In attendance:

Tracey Pulford – Town Clerk

County Councillor Alan Goggin

7 Members of the public

116. APOLOGIES FOR ABSENCE:

Apologies received from Councillors Howard and Steady.

117. TO RECEIVE THE MINUTES OF THE MEETING HELD ON THE 11TH DECEMBER 2025 AND TO CONFIRM AS A CORRECT RECORD:

Councillor Morgan proposed that the Minutes of the meeting held on the 11th December 2025 were accepted as a true record. Seconded by Councillor Carr. **Agreed.**

118. MAYORS ANNOUNCEMENTS:

The Mayor officially announced that the Council has received Mat Court's resignation, with immediate effect. Councillor Barry expressed his gratitude for all the work Mat has carried out on the Council. He said that we respect his wishes and wish him all the best for the future.

119. DECLARATION OF MEMBERS' INTERESTS:

The Mayor reminded Members to declare interests when necessary.

120. UPDATE FROM COUNTY COUNCILLOR GOGGIN:

A copy of County Councillor Goggin's notes had been circulated to all members. He briefed on the following:-

- Pot holes are an issue. The Government have reviewed 154 Councils and given them a traffic light system of red, amber, green. Red is very poor and green is very good. There are 16 Councils who have received green, and Essex County Council are the only Council in East Anglia to receive green. All of the country has the same issue, but with our efforts we are in the top 16. The pot hole system is not great but Essex are trying their best. The Government has put money into County Councils, which is earmarked for potholes and not every Council used the money for what it was designed for.
- There is a new Highways Portfolio Holder, Mark Platt, his Deputy is Dan Land.
- The date is now confirmed for the road safety signs – February 13th, subject to something more serious cropping up or a delay due to bad weather.
- Queen Street – been speaking to a resident about some repairs.

- Locally I was asked to support a Grant Application for Pens & Dragons, who put in an application for books to help with their library. This application has got past stage one and is now at stage two.
- Attended the Sports Forum meeting on Monday. Congratulations to Councillor Barry – it was a good turnout with a good cross section of people.

Councillors asked the following questions:

- Councillor Barry thanked County Councillor Goggin for his attendance at the meeting on Monday. He then asked a question on elections for the County Council. He said that he understood that Kevin Bentley had been in support for the elections to take place. There has been a lot of noise from Labour Ministers. What is your view and is this the final position? County Councillor Goggin replied that the Government have said that if any County Council wants to defer their election for a reason, the only justifiable reason is whether the current staff can transition to the new systems. The people who make that decision are the Government. Essex County Council will be led by the Government.
- Councillor Morgan read out a question to County Councillor Goggin from Councillor Steady, as follows:-
 “Essex Highways drain clearing has been taking place in Brightlingsea this week. He has spoken to the operatives regarding having a schedule for drain cleaning in the town. Could we please have a copy of the schedule for the rest of the year, so when residents ask a question, we have the answer?” County Councillor Goggin replied that if you go on line to the Essex County Council website the schedule is published, it is a twice a year exercise.

Members of the public asked the following questions:-

- Does the Essex Climate Action Commission link in with the Essex Nature Recovery Strategy? Brightlingsea have just approved green corridors. In Essex you can get a £200 grant. Does this all link in with the coastal strategy? County Councillor Goggin replied that the coastal strategy is different, it focuses on three different conservation sites. I did attend my first meeting and was amazed how many groups were linked in. A discussion took place.

121. 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 – The Sports Strategy meeting that took place on Monday is the start of a series of meetings taking place around the District. We brought together all the sports groups, activists and interested parties to try and establish a dialogue to help people with fund raising, coaching etc. Around 20 representatives attended and further meetings are to be held at Walton on the Naze, Harwich, Mistley/Manningtree and Clacton on Sea.

Councillor Chapman – Thanked Councillor Steady for stepping in at a Cabinet meeting before Christmas. Today Chaired the Staff Awards and will put in a report when it has been made public.

122. TEAMS REPORTS:

Welfare & Residents’ Services Team – A lot of work has been carried out but due to confidentiality they cannot be reported on. However, I attended two meetings this morning with Social Services and local residents. The Covid and Flu vaccinations were very well attended with 90% being Brightlingsea residents.

Communications & Tourism Team – Councillor Carr briefed members on the meeting held on the 12th January 2026. The Communications and Tourism Team report was then accepted, and the following recommendations were **agreed**:-

- Councillor Mitchell and the Chair to liaise on the “you said we did” initiative. Chair to liaise and discuss with Administrative Assistant on identifying collection points.

Councillor Carr also mentioned that the meeting scheduled for today with an Officer of Colchester City Council did not take place, and is now scheduled for February 2026.

123. TO RECEIVE AND APPROVE THE MINUTES OF THE FINANCE MEETING HELD ON 13TH JANUARY 2026 AND TO CONFIRM THE RECOMMENDATIONS THEREIN:

The following amendments were made to the minutes:-

- Those present – insert R Morgan as Chairman, remove J Chapman (Vice Chairman)
- F241 – Amend the year of 2025/2026 to 2026/2027.
- F244 - Amend the amount of £26,595.50 to £26,596.50

A discussion took place on item F.241 and the proposed scheme for parking on the Western Promenade. Councillor Barry briefed members that there are two schemes available, one is similar to the current and operational scheme at Frinton and Holland. This restricts large vehicles, caravans, campervans and lorries, which are not allowed to park in the bays marked out. It also prevents HGVs from parking too. The alternative scheme is for a yellow line, with a time restriction from 9pm until 6am, stopping overnight parking. He added that we need to get the scheme right in the first instance, funding has been agreed by the Finance Committee for signs and lines, but the working needs to be correct to prevent parking overnight on a regular basis. He added that the Council should be guided by Tendring District Council Officers and North Essex Parking Partnership. After discussion it was **agreed** to be guided by Tendring District Council Officers and North Essex Parking Partnership with the maximum amount of £5,800 being spent on the scheme. Also a small committee would be formed of Councillors Barry, Mitchell and Morgan, who would agree the signs.

Councillor Morgan then proposed that the Minutes, with the above amendments, of the Finance and Property Meeting held on the 13th January 2026 are accepted as a true record, and the recommendations (as written below) be accepted:

- Western Promenade No Parking scheme - The Finance Committee agrees in principle to the scheme but would ask Full Council which option they would prefer.
- Budgets 2026/2027 - The budget is accepted, with a Precept request for 2026/2027 being £259,875 (a 4.1% increase), this gives a Council Tax Band D rate of £83.21 (an increase of £3.30/year or 0.275p/month).
- Funding for pop-up banners - 3 new banners are purchased at a cost of £240.00, with the invoice being dated 01.04.26 onwards.
- MMO proposed settlement - The settlement figure of £26,596.50 is to be made to the MMO.

The Minutes were then seconded by Councillor Carr. **Agreed**.

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

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

General Current T2 Account – under delegated authority to the Finance Committee 17 payments totalling £6,882.31 have been authorised and paid. The statement of balances on the following accounts be accepted:-

Barclays Current Account (XXXX7055)	£14,526.49
Barclays Premium Account (XXXX8295)	£28,923.69
Barclays Premium Account (XXXX9433)	£449.50
CCLA Public Sector Deposit Fund	£102,616.47
Instant Access Account (XXXX0373)	£24,670.85
Current T2 Account (XXXX0360)	£86,777.37
Making a total of	£257,964.37

Income for December 2025	£8,969.46
Expenditure for December 2025	£28,767.26
Income to date 1 st April – 31 st December 2025	£452,440.03
Expenditure to date, 1 st April – 31 st December 2025	£331,684.30

Employee payments paid for the month of December 2025 were:	£18,744.20
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Barclaycard payments for December 2025 were:	£213.60
Cashcard payments for December 2025 were:	£132.98

Seconded by Councillor Morgan. **Agreed.**

125. TO NOTE THE MINUTES OF THE PLANNING MEETING HELD ON 16TH DECEMBER 2025 AND 6TH JANUARY 2026 AND NOTE THE PLANNING DECISIONS OF TENDRING DISTRICT COUNCIL:

Councillor Paveley proposed that the recommendations in the Minutes of 16th December 2025 and 6th January 2026 be agreed by Council, together with the planning decisions from Tendring District Council. The Minutes were then seconded by Councillor Morgan. **Agreed.**

Councillor Paveley mentioned the meeting that took place on the 6th January 2026 and that members discussed the application to change the use of Oaklands Care Home into a Children's Care Home. He said that the Council did not support the application due to the fact that we require more information to be able to make a decision. He said that our comment back to Tendring District Council stated that "Whilst Brightlingsea Town Council agrees that there is a need for children in care, there is not enough information on this application to make a realistic decision." He also added that at this meeting, we also agreed to support the District Council in supporting 5 Unitary Councils and strongly disagreed with 3 Unitary Councils.

Councillor Chapman then briefed members on the meeting held on Tuesday 13th January 2026 with the Tendring District Council Officer Gary Guiver on the Local Plan. She said that:-

- The Local Plan has to be reviewed every 5 years.
- The next Local Plan meeting at Tendring is on Thursday 22nd January 2026.

- There will be two rounds of public consultation.
- The plan needs to be submitted to the Secretary of State by the end of the year.
- Mandatory housing targets are now being introduced, and Tendring are given a figure and have to deal with it. The housing targets are going from 550 to 1,063. There are approximately 10,700 houses in the pipeline, but this still leaves a shortage.
- The next meeting will include policies including the Environmental impact and Biodiversity.
- Once the agenda is published, she will send over the relevant pages to members, and any questions should be directed to her to take to the meeting on the 22nd.

Councillor Paveley added that at the meeting, members were advised that Tendring District Council struggled to find available sites in Brightlingsea, when they 'called for sites', there were very few in Brightlingsea and the ones that came up were on the outskirts of the town. If they were developed it would be somewhat disconnected as the land in between had not been filled in. Also, if Tendring District Council cannot demonstrate that they have a 5-year supply line of housing for the numbers required, the rules/regulations drop in, and all applications will be approved unless the District can prove otherwise.

Councillor Chapman advised that the consultation would run for 6 weeks, sometime in February or March 2026 and Brightlingsea's will be held here at the Parish Hall. Councillor Paveley advised all residents to come along and attend the consultation event, and make your comments known.

Councillor Barry added that as a Town we are going through one of the biggest change periods in living memory, not just around Local Government Reorganisation, but in terms of housing developments. We have had significant ones in the past 10 years. Now 300 houses on the outskirts of town. He would encourage residents to come along to the consultation event and take part – this will make a stronger case for the town. Much discussion took place.

126. QUESTIONS FROM THE PUBLIC:

The Mayor said that he has had a few meetings with residents who have listened to the recordings of the meetings. He asked if the resident asking the question could give their name and speak clearly, as they are speaking behind the camera and microphone.

Q1) Biodiversity Planning – I have read that it is about the size of a football pitch, is this right?

A1) Councillor Barry replied that you can not put a quantifiable size on it until the assessment has been made. In terms of the impact when the development is at the planning stage, there will have to be an Environmental Impact Assessment which will then assess the biodiversity impact.

Q2) I am very sad that the Town Council turned down the planning permission for Oaklands for a Care Home. I got the impression that the Council does not want a Children's Care Home, with excuses for parking.

A2) The Mayor replied that he Chaired the meeting, and he read out the response to the application, as follows:-

“Whilst Brightlingsea Town Council agrees that there is a need for children in care, there is not enough information on this application to make a realistic decision. We require more information on traffic management, parking, details of the client group they are looking at, the support facilities that they propose in the local area for that age group. Brightlingsea Town Council would also like to ‘call in’ this application.” He added that we would have no objection to have a children's care home in the town, however this care home is on the busiest road in Brightlingsea, very little parking on site, no details on the application about schooling, no indication that the school can take the children. When we get the answers to the questions,

and the application comes back to the Council, we will reconsider. Councillor Barry added that there was very little information on the numbers of children and what kind of supervision they would have, this needs to be looked at and addressed.

Q3) On the Unitary Council what would be the areas that would come under 3?

A3) Councillor Barry replied that our combination of Councils would be Braintree, Colchester, Tendring and Uttlesford. He said that it was felt that we would have little to do with Uttlesford and would have less representation if we went down this route. The 3 councils would consist of Braintree, Colchester and Tendring.

Q4) Why are the Nature Network Group being allowed to strongly influence this Councils policies? We see things being done, which the Nature Network Group have done, i.e. the car park on the Western Promenade – Nature network said it is a good idea if it stays like that. If the area is not used as a car park the Council will lose money. Some of the grass car park is turning to marsh, if it goes any further it will take over, with foul water in it.

A4) The Mayor replied that he does not have an immediate answer to this, and we will come back to you with an answer.

Q5) What is the latest update on Batemans Tower Café?

A5) Councillor Morgan replied that the Council now receives a monthly report. Councillor Atkinson replied that for the first time they have prepared a very professional programme, to the nearly finished stage. There are a few milestones coming up, the first in 6 weeks' time. There should be some action on the site in the Spring and there are 15 milestones which are clearly identified.

Q6) Under the Local Government Reform, have Tendring, Maldon and Southend been considered as coastal authorities?

Q6) Councillor Barry replied not as a Unitary Authority, no.

127. TOWN CLERK'S REPORT:

- 1) **Agreed** that Councillor Carr would be the Town Council's representative for the 2026 Blessing of the Waters Committee.
- 2) **Agreed** that Winter Fresh Air Festival can use Victoria Place from 5pm until 9pm for its event on Saturday 28th February 2026.
- 3) **Agreed** that the Bright Sheddars can put up a sign/notice on the entrance to Lower Park Playing Fields, in conjunction with the Grounds Manager.

128. CLOSE OF MEETING:

There being no further business, the meeting closed at 8.09 pm.

Chair

Date: 19th February 2026

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
14059	251218 Chronicle	£249.00	1000	10/12/25	Chronicle Publishing Services - Advert - December/January edition of Chronicle	19557
		£249.00			Chronicle Publishing Services - Total	
14060	251218 DesignClark	£60.00	1004/2	15/12/25	Design Clark Limited - Signwright of Mayors Honours Board	2136/6036
		£60.00			Design Clark Limited - Total	
14061	251218 JulieFord	£60.00	1010/2	14/12/25	Julie Ford - Town Beds Maintenance - November 25	BTC00024
		£60.00			Julie Ford - Total	
14062	251218 TBSHygiene	£360.00	1200	09/12/25	TBS Hygiene Ltd - Dog Waste Collection	7898
		£360.00			TBS Hygiene Ltd - Total	
14063	251218 TopGlass	£26.00		17/12/25	Top Glass Window Cleaning -	
1		£14.00	1004/1		Parish Hall Window Cleaning	
2		£12.00	1010/2		Bus Shelter Cleaning	
		£26.00			Top Glass Window Cleaning - Total	
Total		£755.00				

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
14066		£315.68	1004/1	12/12/25	3C - Computer charges 011225-311225	660776
		£315.68		3C - Total		
14067		£3,809.41	1450	02/12/25	Brightlingsea Lido - RTS Annual Allowance for 2025	
		£3,809.41		Brightlingsea Lido - Total		
14074		£138.00	1010/4	12/01/26	Capel Plant - Toilet on Allotments 01.12.25-01.01.26	157745
		£138.00		Capel Plant - Total		
14075		£281.52	1004/1	08/01/26	E & J Fire and Security Ltd - Annual Fire Extinguisher Inspection	SI-29234
		£281.52		E & J Fire and Security Ltd - Total		
14068		£343.20	1008	06/01/26	Glasdon - Dog bin for Strangers Corner (from Mayors allowance)	SI928237
		£343.20		Glasdon - Total		
14077		£162.23	1004/1	12/01/26	NVPC Ltd - PAT Testing	INV-518033
		£162.23		NVPC Ltd - Total		
14073		£316.00	1007	07/01/26	Slcc - Membership Fee 2026	MEM256635-3
		£316.00		Slcc - Total		
14069		£33.48	1006	07/01/26	Spirals - Stationery	
		£33.48		Spirals - Total		
14076		£43.13	1009/1	14/11/25	Street Cars - Wiper Blade for van	15717
		£43.13		Street Cars - Total		
14070		£450.00	1200	07/01/26	TBS Hygiene Ltd - Dog Waste collection 27.12.25-30.01.26	8014
		£450.00		TBS Hygiene Ltd - Total		
14071		£145.06		06/01/26	The Business Supplies Group -	01826085
	1	£78.76	1006		Stationery	
	2	£66.30	1004/1		Hand towels	
		£145.06			The Business Supplies Group - Total	
14072		£89.60	1004/2	06/01/26	Twin Spark Electrical Services - Works to electtics at Parish Hall	MC/own/1006

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
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£89.60 Twin Spark Electrical Services - Total

Total £6,127.31

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Signature _____ Signature _____

Date _____

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 31/12/25 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	£446,674.09	£5,765.94	£452,440.03
Total Receipts	<u>£446,674.09</u>	<u>£5,765.94</u>	<u>£452,440.03</u>
PAYMENTS	Net	Vat	Gross
Council	£315,856.04	£15,828.26	£331,684.30
Total Payments	<u>£315,856.04</u>	<u>£15,828.26</u>	<u>£331,684.30</u>

Closing Balances at 31/12/25

Ordinary Accounts

Barclays Treasury Deposit	£0.00
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Business Premium (Client A/C)	£449.50
Business Premium (Reserve A/C)	£28,923.69
Capital Reserve Account	£0.00
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Instant Access Account	£24,670.85
Unity Current Account T2	£86,777.37
	<u>£257,964.37</u>
Total	<u>£257,964.37</u>

Signed

Chair

Clerk / Responsible Financial Officer

Financial Summary - Cashbook

Summary of receipts and payments between 01/12/25 and 31/12/25 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

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Instant Access Account	£37,458.61
Unity Current Account T2	£13,669.82
Total	<u>£137,208.64</u>

RECEIPTS	Net	Vat	Gross
Council	£8,635.59	£333.87	£8,969.46
Total Receipts	<u>£8,635.59</u>	<u>£333.87</u>	<u>£8,969.46</u>
PAYMENTS	Net	Vat	Gross
Council	£27,699.48	£1,067.78	£28,767.26
Total Payments	<u>£27,699.48</u>	<u>£1,067.78</u>	<u>£28,767.26</u>

Closing Balances at 31/12/25

Ordinary Accounts

Barclays Treasury Deposit	£0.00
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Signed

Chair

Clerk / Responsible Financial Officer