



# FRATING PARISH COUNCIL

Memorial Hall, Main Road, Frating, CO7 7DJ.

Clerk to the Council: Kay English

Email: [clerk@fratingparishcouncil.gov.uk](mailto:clerk@fratingparishcouncil.gov.uk)

Website: [www.fratingparishcouncil.gov.uk](http://www.fratingparishcouncil.gov.uk)

## MINUTES of the FRATING PARISH ANNUAL PARISH COUNCIL MEETING held at the Memorial Hall on Monday 11<sup>th</sup> May 2026 at 19:30hrs.

Present: Cllr Paula Bland  
Cllr Terry Cuthbert  
Cllr Jean Hynes  
Cllr Sally Potter  
Kay English, Clerk to the Council  
4 Members of the Public

### 05.26.01 ELECTION OF CHAIRMAN

The Clerk invited nominations for Chairman.

It was **RESOLVED**: That Cllr Terry Cuthbert be declared Chairman of Frating Parish Council (FPC). Nominated by Cllr Bland and Seconded by Cllr Potter. The Chairman signed the Declaration of Acceptance of Office.

### 05.26.02 ELECTION OF VICE-CHAIRMAN

The Chairman invited nominations for Vice-Chairman.

It was **RESOLVED**: That Cllr P Bland be declared Vice-Chairman of Frating Parish Council. Nominated by Cllr Potter and Seconded by Cllr Hynes. Cllr Bland indicated her acceptance of office.

### 05.26.03 APOLOGIES FOR ABSENCE

There were no apologies for absence.

### 05.26.04 DISCLOSURE OF INTERESTS

It was **RESOLVED**: That members would raise relevant disclosures of interest at applicable agenda item.

### 05.26.05 NOMINATIONS FOR FRATING PARISH COUNCILLOR VACANCIES

Applications for councillor vacancies (co-option) were received from Brian Winter and Terri Philp. The Chairman invited each applicant to speak in support of their application outlining their suitability for the position.

It was **RESOLVED** by unanimous vote: That Brian Winter and Terri Philp applications for the position of Frating Parish Council Councillor be accepted. The Clerk would arrange for their signing of Acceptance of Office, receipt of the Members' Code of Conduct and set up of council email address. The Chairman welcomed both as co-opted members of Frating Parish Council.

Cllr Potter left the meeting 19:35 and returned 19:37

#### **05.26.06 PUBLIC QUESTIONS**

**Q.1** A question was raised about the cleaning of road signs.

**Response:** The Chairman explained that Essex County Council Highways does not prioritise sign cleaning, although some signs have recently been cleaned by an external contractor. This would be raised with the newly elected ECC representative.

**Q2.** It was noted that there was an increase in building activity at the property in Haggars Lane.

**Response:** The works would continue to be monitored; however, at present they appeared to be within the scope of the approved planning application.

#### **05.26.07 COMMITTEE & REPRESENTATIVES**

Nominations for Committee and Representatives of the council were proposed and accepted:

i. Open Spaces: Churchyard & Tree Warden: Cllr Sally Potter

ii. Public Rights of Way: Cllr Terry Cuthbert

iii. Emergency Response (Resilience): Cllr Terry Cuthbert & Cllr Jean Hynes

iv. Frating War Memorial Hall: Cllr Terry Cuthbert & Cllr Paula Bland

v. Public Transport: this would be considered at the next meeting.

vii. TDALC: Cllr Paula Bland

It was **RESOLVED:** that the Council representatives as outlined be appointed for the municipal year.

#### **05.26.08 MINUTES**

Members RECEIVED and CONSIDERED the draft Minutes of the Frating Parish Council meeting held on 13<sup>th</sup> April 2026.

It was **RESOLVED:** That the Minutes of the meeting held on Monday 13<sup>th</sup> April 2026 be **APPROVED** and signed by the Chairman.

#### **05.26.09 MATTERS PENDING**

Members RECEIVED and CONSIDERED a list of Parish Council's current outstanding actions as outlined in Appendix B.

It was **RESOLVED:** That the Council's Matters Pending be **NOTED.**

#### **05.26.10 FINANCE**

The Clerk provided an update on the End of Year financial position and Annual Governance & Accountability Return (AGAR) for 2025-2026.

#### **05.26.11 INTERNAL AUDIT REPORT 2026**

The internal audit report as outlined in Appendix C was noted. The Clerk highlighted recommendations proposed by the internal auditor.

It was **RESOLVED** that the Internal Audit Report be **APPROVED.**

#### **05.26.12 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN 2025/2026**

The AGAR (Accounting Statement 2025/26) as outlined in Appendix D was noted.

It was **RESOLVED:** That the AGAR Accounting Statement for 2025/26 be **APPROVED** and signed by the Chairman & Clerk.

#### **05.26.13 END OF YEAR CLOSING ACCOUNTS 2025/2026**

The End of Year Statement of Accounts as outlined in Appendix E was noted.

It was **RESOLVED:** That the End of Year Closing Accounts for 2025/2026 be **APPROVED** and signed by the Clerk.

It was **RESOLVED:** That the End of Year Reconciliation 2025/26 be **APPROVED** and signed by the Vice-Chairman in accordance with FPC Financial Regulations.

#### **05.26.14 ANNUAL GOVERNANCE STATEMENT 2025/2026**

Members of FPC having considered the internal audit report and accounting statements presented by the Clerk, agreed and confirmed each statement as specified in the Annual Governance Statement outlined in Appendix F.

It was **RESOLVED**: That the Annual Governance Statement be **APPROVED** and signed by the Chairman & Clerk.

#### **05.26.15 NOTICE OF PUBLIC RIGHTS and PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN**

The Notice of Public Rights for Accounts year ending 31<sup>st</sup> March 2026 as outlined in Appendix G was received noting an announcement date of 8<sup>th</sup> June 2026 with an inspection period commencing on 1<sup>st</sup> July 2026 and ending on 11<sup>th</sup> August 2026.

It was **RESOLVED**: That the Notice of Public Rights and Publication of Annual Governance & Accountability Return (Exempt Authority) be **APPROVED** in accordance with the Local Audit and Accountability Act 2014 (s25, 26,27) and the Accounts & Audit Regulations 2016.

#### **05.26.16 APPOINTMENT OF INTERNAL AUDITOR 2026/2027**

It was **RESOLVED** that Jan Stobard be appointed as the FPC Internal Auditor for 2026/2027.

#### **05.26.17 RENEWAL OF INSURANCE POLICIES 2026/2027**

It was **RESOLVED**: That Clear Councils would be FPC insurers and invoice of £641.13 outlined in Appendix H be paid subject to further clarification on changes in premium as a result of the transfer of the closed Churchyard.

#### **05.26.18 ANNUAL SUBSCRIPTION CVST 2025/2026**

It was **RESOLVED**: That the Annual Subscription for CVST be renewed at a cost of £30

#### **05.26.19 SCHEDULE OF PAYMENTS & RECEIPTS**

It was **RESOLVED**: That the schedule of payments and receipts for 01.04.2026 – 30.04.2026 outlined in Appendix I be **APPROVED**.

#### **05.26.20 CHURCHYARD GROUNDS MAINTENANCE**

It was **RESOLVED**: That quotes for grounds maintenance of £230+VAT (routine maintenance - grass cutting every 3 weeks); £450+VAT (removal of overgrowth); £300+VAT (installation of bench base) be **APPROVED**.

#### **05.26.21 INVOICES APRIL 2026**

It was **RESOLVED**: That the invoices presented for payment by the Clerk and circulated on 5<sup>th</sup> May 2026 and approved prior to the meeting be **NOTED** and the invoices presented for payment by the Clerk circulated on 11<sup>th</sup> May 2026 be **APPROVED**.

#### **05.26.22 GOVERNANCE**

i. Members RECEIVED and CONSIDERED updated FPC policies: Financial Regulations, Standing Orders, Code of Conduct and new Churchyard Management & Risk Assessment document as outlined in Appendix J

It was **RESOLVED**: That the updated policies and new Churchyard Management & Risk Assessments Document be **APPROVED** with a review date of May 2027.

ii. General Power of Competence

It was **NOTED**: That FPC continued to meet the criteria to use General Power of Competence for decision making as defined in the Localism Act 2011.

#### **05.26.23 CHAIRPERSON'S REPORT**

i. Traffic Lights - issues persist. Cllr Potter had reported the matter several times, citing road safety concerns, both by telephone and via the Essex County Council (ECC) reporting portal. Further reports would be made as needed.

ii. Failing manhole cover near the Kings Arms Public House had been reported along with potholes in Bromley Road. Repairs were anticipated to commence shortly.

**It was RESOLVED:** That the Chairman's report be noted.

#### **05.26.24 CLERK'S REPORT**

i. A replacement laptop was purchased for £599 with software and licences costing £265 and set-up costing £155. Members had been advised previously that the existing laptop was failing. The purchase was made under the Clerk's delegated authority in line with Financial Regulation 5.5, which permits urgent expenditure of up to £1,000 (excl. VAT). The Clerk thanked VCS Websites (Hugh Frostick) for support with set-up and file transfer, minimising disruption to council business. The costs for the equipment, software, licences and set-up were included in the Schedule of Payments (minute 05.26.21) and approved.

ii. The Clerk worked an additional 29 hours in April 2026 due to CiLCA training and end of year audit review.

**It was RESOLVED:** That additional hours of working be **APPROVED**.

#### **05.26.25 REPRESENTATIVES' REPORTS**

i. There was no report from the representative for the Tendring Rural West Division of Essex County Council.

ii. There was no report from the representative for The Bentleys & Frating Ward.

iii. FPC Representative's Report: Cllr Bland gave an update on the Blue Bell Woods event, which was very successful raising funds of nearly £6,000 for Thorrington Church and Essex & Herts Air Ambulance.

At the TDALC meeting concerns were raised about street lighting, specifically LED lamps turning blue or purple as they neared the end of their lifespan. It was noted that an annual maintenance programme was in place for FPC street lighting, which would address this issue as necessary.

Clacton Police Station was not accessible to the public other than an outside telephone. However, Cllr Bland reported that an Open Day was planned for 30<sup>th</sup> May 2026 taking place outside the police station.

Cllr Bland raised the issue of managing war graves and the Chairman agreed to contact local historian Rob Butcher regarding this.

Cllr Bland reported that the new footway sign appeared to be taken down. The Chairman agreed to discuss this with the landowner.

**It was RESOLVED:** That the FPC representative report be **NOTED**.

#### **05.26.26 PLANNING & ENVIRONMENT**

i. Planning Applications Received:

26/00566/FULHH: 3 Frating Hill. Erection of detached garage to front and rear annex.

**It was RESOLVED:** That there were no objections to this application.

ii. 25/00485/FUL: Holly Farm. Removal of Condition 9 (A133) Ghosted right turn lane)

It was **RESOLVED**: That an objection be raised to this application on road-safety grounds as the ghosted right-turn lane was required at this location (on a bend with a 40mph speed limit). The Clerk would submit the Council's comments to TDC Planning accordingly.

iii.Planning Appeals: **None received**.

iv. Street Lighting Maintenance Schedule 2026/27

It was **RESOLVED**: that the Schedule of Maintenance outlined in Appendix K be **APPROVED**.

**05.26.27 LEISURE & FACILITIES**

FPC would host a community event to be held at 7 pm on Monday 3<sup>rd</sup> August 2026: Essex Police Fraud Awareness.

It was **RESOLVED**: that the community event be **NOTED** and advertised in the summer edition of the FPC newsletter and on the website.

**05.26.28 ITEMS FOR INCLUSION ON THE AGENDA OF A FUTURE PARISH COUNCIL MEETING**

Items for inclusion on the agenda for the next meeting should be referred to the Clerk.

**05.26.29 DATE OF THE NEXT PARISH COUNCIL MEETING**

The next parish council meeting was scheduled to take place on Monday 1<sup>st</sup> June 2025 at 19:30hrs at Frating Memorial Hall.

The meeting closed at 20:30 hours.

Signed..... Date.....



## Appendix B

# FRATING PARISH COUNCIL

Memorial Hall, Main Road, Frating, CO7 7DJ.

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## AGENDA ITEM 5 – MATTERS PENDING

### **PLANNING & ENVIRONMENT**

- 04.25.149** Road Safety measures: reduction in speed limit to 30mph  
New Mineral Site A69.

### **COMMUNITY**

- 05.25.13** Thorrington Church, Frating: support and promotion.

### **POLICING**

- Police operation to reduce speeding in the village

**Frating Parish Council**  
**PAYMENTS & RECEIPTS LIST**

25 May 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
13	Subscriptions	05/05/2026	13 April 2026 Full Council	Current Account		Payment - Subscription	RCCE	S	-53.00	-10.60	-63.60
14	Subscriptions	05/05/2026		Current Account		Payment - Subscription	EALC	X	-251.75		-251.75
15	Stationery	05/05/2026		Current Account		Payment - Stationary	Frating Parish Council	X	-9.19		-9.19
19	Subscriptions	05/05/2026		Current Account		Payment - Subscription	Adobe Ltd	X	-19.97		-19.97
16	Contract Maintenance	05/05/2026		Current Account		Payment - Grass Cutting	Landscape Services	S	-125.00	-25.00	-150.00
18	Public Lighting	05/05/2026		Current Account		Payment - Lighting	SSE Energy Solutions	S	-68.54	-13.71	-82.25
17	Other	05/05/2026		Current Account		Payment - S106 Money	Tendring District Council	X	-7.92		-7.92
20	Clerk Salary	05/05/2026		Current Account		Payment - Clerk Salary	Frating Parish Council	Z	-369.23		-369.23
21	Chairperson's Allowance	05/05/2026		Current Account		Payment - Chairperson's Allowa	Frating Parish Council	Z	-34.27		-34.27
23	Audit (External & Internal)	05/05/2026		Current Account		Payment - Internal Audit	Janet Stobart FCCA	E	-175.00		-175.00
22	Bank Charges	05/05/2026		Current Account		Payment - Bank Service Charge	Unity Trust Bank	E	-7.00		-7.00
24	Subscriptions	12/05/2026		Current Account		Payment - Subscription	CVST	E	-30.00		-30.00
25	Website Costs	12/05/2026		Current Account		Payment - IT	VCS Websites	E	-155.00		-155.00
28	Website Costs	12/05/2026	Full Council May 2026	Current Account		Payment - IT	Currys	S	-499.17	-99.83	-599.00
29	Website Costs	12/05/2026	Full Council May 2026	Current Account		Payment - IT	Currys	S	-220.83	-44.17	-265.00
26	Contract Maintenance	12/05/2026		Current Account		Payment - Grass Cutting	Landscape Services	S	-125.00	-25.00	-150.00
27	Contract Maintenance	12/05/2026		Current Account		Payment - Grass Cutting	Landscape Services	S			
30	Insurance	18/05/2026		Current Account		Payment - Insurance	Clear Insurance	S	-534.27	-106.86	-641.13
<b>Total</b>									<b>-2,685.14</b>	<b>-325.17</b>	<b>-3,010.31</b>

## Certificate of Exemption – AGAR 2025/26 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2026 and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2026 and a completed Certificate of Exemption is submitted no later than **30 June 2026** notifying the external auditor.

### FRATING PARISH COUNCIL

certifies that during the financial year 2025/26, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2025/26: £20,730 R AMOUNT £00,000

Total annual gross expenditure for the authority 2025/26: £20,498 R AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2022
- In relation to the preceding financial year (2024/25), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2026.

**Signing this certificate confirms the authority will comply with the publication requirements.**

Signed by the Responsible Financial Officer

Date

I confirm that this Certificate of Exemption was approved by this authority on this date:

DD/MM/YYYY

Signed by Chair

Date

as recorded in minute reference:

SIGNATURE REQUIRED

DD/MM/YYYY

MINUTE REFERENCE

Generic email address of Authority

Telephone number

clerk@fratingparishcouncil.gov.uk GENERIC EMAIL ADDRESS

07702 169070 NUMBER

\*Published web address

www.fratingparishcouncil.gov.uk ONLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2026 Reminder letters for late submission will incur a charge of £40 + VAT.**



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## HEALTH & SAFETY STATEMENT

Reviewed: Full Council 1<sup>st</sup> June 2026

Next review: June 2027

### Statement of Intent:

This is the Health & Safety Policy of Frating Parish Council (FPC).

The Council's Health & Safety Policy is to:

- prevent accidents and cases of work-related ill health
- manage health and safety risks in our workplace
- provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- provide personal protective equipment
- consult with our employees on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure safe handling and use of substances
- maintain safe and healthy working conditions
- implement emergency procedures, including evacuation in case of fire or other significant incident
- review and revise this policy regularly

### Responsibilities:

Overall responsibility for health and safety: **Frating Parish Council**

Day-to-day responsibility for ensuring this policy is put into practice:

- The Clerk
- Chairperson
- Vice-Chairperson
- Any individual member/Councillor
- Any individual member of staff
- Any sub-contractor to the Parish Council
- Any individual volunteer

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- The Clerk - safety, risk assessments, accidents, first aid, monitoring, accident and ill-health investigation, emergency procedures, training.
- Chairpersonl – consulting employees, work-related ill health.

All employees, volunteers and sub-contractors should: co-operate with supervisors and managers on health and safety matters; take reasonable care of their own health and safety; and report all health and safety concerns to an appropriate person (as detailed above).

### **Arrangements for health & safety:**

#### **Risk Assessment**

Risk Assessments will be undertaken when required e.g. change in working conditions and reviewed annually.

#### **Training**

Training in all aspects of health and safety will be provided as required.



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Website: [www.fratingparishcouncil.gov.uk](http://www.fratingparishcouncil.gov.uk)

Reviewed: 1<sup>st</sup> June 2026

Next Review date: June 2027

## GENERAL PRIVACY NOTICE

### Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “UK GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

### Who are we?

This Privacy Notice is provided to you by Frating Parish Council, which is the data controller for your data.

### Other data controllers the council works with:

- Other data controllers such as local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

FPC may need to share your personal data with these organisations so that they can carry out their responsibilities to the council. If FPC and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data.

Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

**The council will process some or all of the following personal data where necessary to perform its tasks:**

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependents;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

**How we use sensitive personal data:**

- We may process sensitive personal data including, as appropriate:
  - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
  - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
  - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
  - In limited circumstances, with your explicit written consent.
  - Where we need to carry out our legal obligations.
  - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

**Do we need your consent to process your sensitive personal data?**

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

**The council will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.

- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

**We use your personal data for some or all of the following purposes:**

- To deliver public services including to understand your needs, to provide the services that you request, and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

**What is the legal basis for processing your personal data?**

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden

tenancy. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

### **Sharing your personal data:**

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading “Other data controllers the council works with”;
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

### **How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

### **Your rights and your personal data:**

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

#### **1) The right to access personal data we hold on you**

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

#### **2) The right to correct and update the personal data we hold on you**

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

### **3) The right to have your personal data erased**

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

### **4) The right to object to processing of your personal data or to restrict it to certain purposes only**

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

### **5) The right to data portability**

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

### **6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

### **7) The right to lodge a complaint with the Information Commissioner's Office**

- You can contact the Information Commissioners Office on **0303 123 1113** or via their website: [ico.org.uk](http://ico.org.uk) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

## **Transfer of Data Abroad**

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

## **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on this website [www.fratingparishcouncil.gov.uk](http://www.fratingparishcouncil.gov.uk). This Notice was last updated in June 2026.

**Contact Details**

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

Email: [clerk@fratingparishcouncil.gov.uk](mailto:clerk@fratingparishcouncil.gov.uk)



# FRATING PARISH COUNCIL

Memorial Hall, Main Road, Frating, CO7 7DJ.

Clerk to the Council: Kay English

Email: [clerk@fratingparishcouncil.gov.uk](mailto:clerk@fratingparishcouncil.gov.uk)

Website: [www.fratingparishcouncil.gov.uk](http://www.fratingparishcouncil.gov.uk)

Date Approved: 1<sup>st</sup> June 2026

Date of Review: June 2027

## RETENTION POLICY

Type of Record Hard Copy/Digital	Minimum Retention Period (years)	Reason (EALC)
Agenda - Council	1	No guidance
Agenda – non Council	1	No guidance
Asset Register	Indefinite	Audit
Audit Documents - reconciliations	6	To facilitate request for review
Audit (AGAR)	Indefinite	Archive
Bank Statements	2	Audit
Budget	6	Audit
Certificates of Insurance	40	No guidance
Customer Surveys	Whilst relevant	UK GDPR
Emails	Whilst relevant	UK GDPR
Gifts Received Register	Indefinite	No guidance
Grant Applications	Whilst relevant	UK GDPR
Hall hire, invoices etc	6	VAT
Investments	Indefinite	Audit
Invoices Paid	6	VAT
Insurance Policies	Whilst valid	Audit/management
Letters – general correspondence	Whilst relevant	UK GDPR
Members' Allowance	6	Limitations Act 1980
Members' Attendance	Minuted	Minuted
Members' Acceptance of Office	Term of Office +4	Management
Members' Declarations of Interest	Term of Office +4	Management
Minutes of Full Council & Committees	Indefinite	Archive

Minutes – draft (all meetings)	Until Approved	UK GDPR
Planning Applications	Current Year	No guidance (TDC)
Postage Book	6	Limitations Act 1980
Project Information	Whilst relevant	UK GDPR
Quotations & Tenders	6	Limitations Act 1980
Receipt & Payments Accounts	Indefinite	Archive
Receipt Books	6	VAT
Standing Orders	Until Updated by NALC	NALC
Time Sheets	3	Audit
Title Deeds, Lease, Agreements	Indefinite	Audit
VAT Records	6 or 20 for VAT on rents	VAT
Wages Book	12	Superannuation

Note: Personal data is any information about a living individual which allows them to be identified from the data (e.g. named, address, photograph). Identification can be directly using the data itself or by combining it with other information, which helps to identify a living individual (e.g. a staffing list). The processing of personal data is government by legislation, which applies in the UK including Data Protection Act 2018 & UK GDPR and rights such as Human Rights Act.



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## **Volunteer Litter Picking Assessment**

This Risk Assessment covers the hazards associated with volunteers' litter picking in the parish of Frating.

There will be a short safety briefing at the beginning of the litter pick and volunteers will be provided with protective equipment as follows:

- HiVis Jackets or Vests
- Gloves
- Litter Picks
- Bin Sacks

Volunteers are responsible for their own safety and expected to wear the personal protective equipment (PPE) provided as well as wear long sleeved tops and trousers, and sturdy footwear. If a volunteer has a medical condition or allergy they must have their own medication with them at all times.

Activity	Hazard	Risk to:	Risk Level	Controls/Mitigation	Residual Risk
Animals, Insects	<ul style="list-style-type: none"> <li>Bites</li> <li>Stings</li> <li>Attacks</li> </ul>	Volunteer General Public	L	<ul style="list-style-type: none"> <li>Avoid contact with stray animals</li> <li>Do not disturb wasp, bee and ant nests in the ground</li> <li>Seek medical attention for animal bites</li> </ul>	L
Batteries, asbestos, misc. items	<ul style="list-style-type: none"> <li>Burns</li> <li>Cuts &amp; Grazes</li> <li>Ingestion</li> </ul>	Volunteer General Public	M	<ul style="list-style-type: none"> <li>Do not remove or touch</li> <li>Report to Tendring District Council (TDC)</li> </ul>	L
Biological hazards (needles, glass)	<ul style="list-style-type: none"> <li>Cuts</li> <li>Infection</li> <li>Disease</li> </ul>	Volunteer	M	<ul style="list-style-type: none"> <li>Use equipment provided</li> <li>Report fly-tipping to TDC</li> <li>Use First Aid plasters &amp; dressings as appropriate</li> <li>Do not touch hazardous waste</li> <li>Wash hands using sanitiser before eating and drinking</li> </ul>	L
Children & Vulnerable Persons	<ul style="list-style-type: none"> <li>Children or vulnerable individuals becoming upset or straying</li> </ul>	Volunteer	M	<ul style="list-style-type: none"> <li>No under 16-year-olds to participate in the litter pick</li> <li>Children over the age of 16 to be supervised by an adult at all times.</li> </ul>	L
Ground Conditions	<ul style="list-style-type: none"> <li>Slips, trips, falls</li> <li>Injury e.g. sprains</li> </ul>	Volunteer General Public	M	<ul style="list-style-type: none"> <li>Wear appropriate footwear</li> <li>Be cautious walking over uneven surfaces</li> <li>Do not leave equipment unattended</li> </ul>	L
Hand Tools	<ul style="list-style-type: none"> <li>Injury caused by incorrect use of PPE and pickers</li> </ul>	Volunteer	M	<ul style="list-style-type: none"> <li>Instruction given on how to use equipment</li> <li>Ensure safe distance from others when using equipment</li> <li>Be aware of surroundings and road users</li> <li>Children/vulnerable persons to be supervised</li> </ul>	L

Lone Working/Anti-Social behaviour	<ul style="list-style-type: none"> <li>Physical &amp; verbal abuse</li> </ul>	Volunteer General Public	L	<ul style="list-style-type: none"> <li>No lone working</li> <li>Use mobile phone</li> <li>Stay within the group</li> <li>Avoid conflict</li> <li>Do not trespass on private property</li> <li>Report ASB/incidents to the police</li> <li>Seek medical attention in the event of injury</li> </ul>	L
Manual Handling	<ul style="list-style-type: none"> <li>Injury</li> <li>strains</li> </ul>	Volunteer	L	<ul style="list-style-type: none"> <li>Use manual handling techniques</li> <li>Do not over-fill bags</li> <li>Do not lift heavy items – report to TDC for removal</li> </ul>	L
Moving vehicles, scooters, bicycles	<ul style="list-style-type: none"> <li>Collision</li> <li>Near miss accident</li> <li>Injury/death</li> </ul>	Volunteer General Public	M	<ul style="list-style-type: none"> <li>Wear HiVis clothing</li> <li>Do not walk on roads</li> <li>Stay on grass verge, paths</li> <li>Face direction of traffic (highway code)</li> <li>Keep safe distance from roads</li> <li>Do not litter pick on road over 40mph</li> </ul>	L
Personal Injury	<ul style="list-style-type: none"> <li>Cuts &amp; grazes</li> <li>Stings from plants, insects</li> <li>Slip, trip, falls</li> </ul>	Volunteer General Public	M	<ul style="list-style-type: none"> <li>Access to First Aid kit</li> <li>Suitable footwear</li> <li>Use PPE provided</li> <li>Be aware of uneven surfaces</li> <li>Wear recommended clothing e.g. long sleeved garments</li> </ul>	L
Plants, trees & shrubs	<ul style="list-style-type: none"> <li>Cuts, grazes</li> <li>Slips, trip, falls</li> </ul>	Volunteer	L	<ul style="list-style-type: none"> <li>Keep away from stinging plants</li> <li>Do not lean into hedges</li> <li>Be aware of low hanging branches</li> <li>Be aware of raised tree roots</li> </ul>	L
Sharp Objects	<ul style="list-style-type: none"> <li>Cuts</li> <li>Infection</li> <li>Injury</li> </ul>	Volunteer	M	<ul style="list-style-type: none"> <li>Use litter picks correctly</li> <li>Wear protective gloves/PPE</li> <li>Seek first aid/medical attention if necessary</li> </ul>	L

Weather	<ul style="list-style-type: none"> <li>• Heat/cold</li> <li>• Sun Exposure</li> <li>• Rain</li> <li>• Wind</li> </ul>	Volunteer	<b>L</b>	<ul style="list-style-type: none"> <li>• Postpone activity</li> <li>• Wear appropriate clothing</li> <li>• Use sun screen if required</li> </ul>	<b>L</b>
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Clerk & RFO: Kay English  
[clerk@fratingparishcouncil.gov.uk](mailto:clerk@fratingparishcouncil.gov.uk)  
 Date: 1<sup>st</sup> June 2026

**Hazard Severity**

Low Risk	Negligible	Unlikely to occur
Medium Risk	Minor – Severe Injury	Occasional occurrence
High Risk	Severy Injury - Death	Likely to occur

**Risk Matrix**

		<b>Severity</b>		
Probability	High			
	Medium			
	Low			
	<b>Impact</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>



# FRATING PARISH COUNCIL

## Dates of Frating Parish Council Meetings

2027

<b>Monday 1<sup>st</sup> February</b>	<b>7.30 pm</b>
<b>Monday 1<sup>st</sup> March</b>	<b>7.30 pm</b>
<b>Monday 5<sup>th</sup> April</b>	
<b>Annual Parish Meeting</b>	<b>7.30 pm</b>
<b>Monday 5<sup>th</sup> April</b>	
<b>Full Council Meeting</b>	<b>7.45 pm</b>
<b>Monday 10<sup>th</sup> May</b>	
<b>Annual Parish Council Meeting</b>	<b>7.30 pm</b>
<b>Monday 7<sup>th</sup> June</b>	<b>7.30 pm</b>
<b>Monday 5<sup>th</sup> July</b>	<b>7.30 pm</b>
<b>6<sup>th</sup> September</b>	<b>7.30 pm</b>
<b>4<sup>th</sup> October</b>	<b>7.30 pm</b>
<b>1<sup>st</sup> November</b>	<b>7.30 pm</b>
<b>6<sup>th</sup> December</b>	<b>7.30 pm</b>

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## PARISH NEWS: Summer 2026

**Dear Frating Resident,**

Welcome to the summer edition of the Frating Parish Council Newsletter! We're excited to share a fresh round of updates on village life, including the official transfer of the Closed Churchyard to the Parish Council a milestone we're delighted to celebrate.

Inside, you'll find plenty to catch up on: a community event on **3<sup>rd</sup> August 2026** with **Essex Police** offering friendly, practical advice on avoiding scams; tips for staying safe on our rural roads; news on new initiatives tackling dog fouling; and a reminder about the mobile library's regular visits.

We're also thrilled to welcome our newest Parish Councillors: Cllr Brian Winter and Cllr Terri Philp. It's great to have them on board as we continue working to support and strengthen our community.

We hope you enjoy this edition and feel as energised as we do about the months ahead.

**Councillor Terry Cuthbert, Chairman**

### **Don't get scammed! Date for your Diary: 3rd August 2026**

We're pleased to announce that **Tammy Blest** from **Essex Police** will be joining us for an engaging and practical session on how to stay safe and avoid scams. It's a great chance to pick up smart tips, ask questions, and feel more confident about protecting yourself and your community. Join us at **7 pm on 3rd August 2026 at the Memorial Hall** it's set to be a lively and valuable evening.

### **Frating Closed Churchyard**

The churchyard officially transferred to the Parish Council on 1<sup>st</sup> April 2026 from Tendring District Council. Since then, work has begun to clear the overgrowth and restore this valued public space. The improvements are already evident, as shown in the photograph and further enhancements will continue over the coming months.



## **Walking along Rural Lanes: How to stay safe**

Rural life offers many benefits but walking on country roads without pavements can sometimes feel less safe. The Parish Council has gathered a set of practical, simple steps you can take to feel more confident when walking along rural lanes. Visit the Parish Council's website for safety guidance and tips to help you stay safe. You can also find helpful advice from recognised road-safety organisations, including the Countryside Code.gov.uk, which offers clear guidance for anyone exploring the countryside.

## **Dog fouling**

Dog fouling remains one of the most anti-social and deeply unpopular environmental issues facing communities. While most dog owners are caring, responsible individuals, some do not clean up after their pets. Dog fouling is an offence and owners who do not pick up after their dogs can face penalties.

To encourage responsible behaviour and help keep our area clean, the Parish Council has installed additional bins making it easier than ever for owners to dispose of waste properly and play their part in maintaining a cleaner, more welcoming environment for all.

## **Mobile Library Service**

The county's mobile library visits Frating Village Hall every three weeks on a **Thursday from 10:30–11:00**. If age, disability, or caring responsibilities make it difficult for you to get to the library, the service's trained volunteers can bring books, audiobooks, music, or information directly to your home. Upcoming visit dates are **11 June, 12 July, and 13 August**. Everyone is warmly welcomed.

## **Frating Memorial Hall**

Want to know how to book the Hall or see what's coming up? Just head over to the Memorial Hall page on the Frating Parish Council website. It's the easiest way to stay in the loop with all the latest events and hire information.

## **The next Frating Parish Council Meetings will be held on:**

Monday, 7.30 pm at the Memorial Hall on **6<sup>th</sup> July, 7<sup>th</sup> September and 5<sup>th</sup> October**.

If you would like to suggest an article for future editions of the newsletter, please contact the Clerk on [clerk@fratingparishcouncil.gov.uk](mailto:clerk@fratingparishcouncil.gov.uk)

Website: [www.fratingparishcouncil.gov.uk](http://www.fratingparishcouncil.gov.uk)