



Appendix A

FRATING PARISH COUNCIL

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

Clerk to the Council: Kay English

Email: clerk@fratingparishcouncil.gov.uk

Website: www.fratingparishcouncil.gov.uk

MINUTES of the FRATING PARISH ANNUAL PARISH COUNCIL MEETING held at the Memorial Hall on Monday 1st June 2026 at 19:30hrs.

Present: Cllr Paula Bland
Cllr Terry Cuthbert
Cllr Terri Philp
Cllr Sally Potter
Cllr Brian Winter
Kay English, Clerk to the Council
5 Members of the Public

ANNOUNCEMENT

The Chairman announced the resignation of Cllr Jean Hynes and thanked her for her contribution to the Parish Council over the years.

A welcome was extended to new Parish Councillors Terri Philp and Brian Winter, County Councillor Pat Murray and District Councillor Aimee Keteca.

06.26.30 APOLOGIES FOR ABSENCE

There were no apologies for absence.

06.26.31 DISCLOSURE OF INTERESTS

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

06.26.32 PUBLIC QUESTIONS

Q.1 Concerns were raised regarding the ongoing road works. Difficulties accessing Great Bentley were reported and the works were considered unsatisfactory with tarmac not setting properly and covering of drainage points.

Response: The situation would continue to be monitored to ensure works were completed to an acceptable standard. Cllr Murray advised that County Cllr Mark Webster was the Cabinet Member for Highways & Infrastructure and explained that pothole repairs was now a priority.

It was noted that the surface treatment was tarmac dressing rather than chippings, which was a quick-drying, weather-dependent process that could not be undertaken in rain. Two broken drains were also reported in Bromley Road, where the surface was level with the drains and road markings had been painted over them. The works would be monitored, as further sealing works may be required.

Q.2 The national issue of pothole repairs was noted, with Cambridge highlighted as one of the worst-affected areas.

Response: Cllr Murray explained that Essex is one of the largest counties in the country, therefore faced challenges in delivering its repairs programme.

06.26.33 NOMINATIONS FOR FRATING PARISH COUNCILLOR VACANCIES

An application for a councillor vacancy (co-option) was received from Chris Walpole. The Chairman invited him to speak in support of his application outlining his suitability for the position and background.

It was **RESOLVED** by unanimous vote: That Chris Walpole's application for the position of Frating Parish Council Councillor be accepted. The Clerk would arrange for the signing of Acceptance of Office, receipt of the Members' Code of Conduct and set up of council email address. The Chairman welcomed Chris as a co-opted member of Frating Parish Council.

06.26.34 MINUTES

Members RECEIVED and CONSIDERED the draft Minutes of the Frating Parish Council meeting held on 11th May 2026.

It was **RESOLVED:** That the Minutes of the meeting held on Monday 11th May 2026 be **APPROVED** and signed by the Chairman.

06.26.35 MATTERS PENDING

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

Speeding: Concerns were raised regarding speeding motorcycles leaving the meet in Great Bentley with reports that some riders were using the traffic lights as a speed starting point. The police were asked to carry out speed checks on Main Road and whilst initial engagement was positive, the police later advised that Frating was not a designated "Safe Zone"; clarification on this designation was required. The Council reiterated its request for a police presence, offering parking for police vehicles in the Village Hall car park to act as a deterrent. The Clerk would continue to pursue the matter with the police on behalf of FPC.

Reference was made to Community Speed Watch, which required a minimum of three trained volunteers per session. Anyone interested in volunteering should contact the Clerk.

Cllr Murray reported that he had regular meetings with Chief Inspector Stuart Austin (in relation to Neighbourhood Watch) and noted the ongoing challenges caused by limited policing resources. He also explained that Speed Watch letters could be issued to drivers, but demand currently exceeded capacity. It was noted that data from the Council's vehicle-activated signs would be useful to the police.

It was **RESOLVED:** That the Council's Matters Pending be **NOTED** and the Clerk would contact Essex Police further regarding speeding concerns.

06.26.36 REPRESENTATIVES REPORTS

i. Cllr Pat Murray, Tendring Rural West Division, reported that he was nominated as Vice-Chair at the recent Essex County Council Annual General Meeting. He outlined his background and experience as a councillor, including his previous appointment as Mayor of South Derbyshire District Council. Cllr Murray provided an update on recent county council decisions, including the removal of the Book Library Lending fee, changes to zero-rating and housing development proposals, initiatives to increase the number of foster carers, and flying of the national and Armed Forces flags on public buildings. He further reported that pothole and footway repairs were currently considered an "*emergency situation*", with over 80% of complaints relating to these issues. He reported that Cllr Mark Webster, who held the relevant portfolio, had significant experience in highways. Cllr Murray

also advised that he was Chairman of Neighbourhood Watch and provided examples of Neighbourhood Watch warning stickers, which were made available to FPC. Additional stickers could be purchased at £1 each by contacting him directly.

ii. Cllr Keteca representative for The Bentleys & Frating Ward explained the Cllr Carlo Guglielmi was voted as Vice Chairman Tendring District (TDC).

iii. FPC Representative's Report:

Cllr Bland reported on the recent TDALC meeting:

Cllr Frank Belgrove was re-elected as Chairman and there was a constitutional change to introduce two Vice-Chairs. The annual membership fee remained at £20. Cllr Mark Webster was also in attendance at the TDALC meeting and highway matters were discussed. Cllr Bland raised the problem with traffic-light phasing in Frating and the removal of ghosted right-turns Holly Farm. It was agreed that Cllr Webster would be contacted by email regarding these concerns, noting that the decision on the ghosted right-turn was made by a planning officer.

Also discussed at the TDALC meeting:

Litter on A120: following complaints a litter-picking exercise was undertaken. This work would be given higher priority in future, although some delays had occurred pending grass-cutting. The contact was confirmed as Adrian Smith.

Offshore Windfarms: North Falls was approved, although Ardleigh Parish Council continued to oppose the proposals.

Illegal scooters: dangers associated with illegal scooters were highlighted; members were reminded that such incidents should be reported to Essex Police.

Training: St Osyth Parish Council was arranging local training for new councillors through CouncilWise, with spaces available by contacting their Clerk. Training would take place on a Saturday. The Clerk confirmed that discussions were ongoing with EALC regarding training for FPC's new councillors and further information would be reported to the Council in due course.

Cllr Philp reported problems with litter-bin emptying. The Chairman confirmed that bins were scheduled to be emptied twice weekly. Cllr Philp would continue to monitor the situation and report any further issues to TDC.

Cllr Winter raised concerns regarding vehicle speeding on Tokely Road and Penny Fields estates. It was noted that previous requests to ECC for yellow lines and introduction of a 20mph speed limit had been rejected. It was agreed that a further request for these measures to be reconsidered would be sent to Cllr Webster, together with other outstanding highway matters.

It was **RESOLVED**: That the representatives reports be **NOTED** and Cllr Webster would be contacted regarding FPC concerns on highway matters as outlined.

06.26.37 CHAIRPERSON'S REPORT

i. Traffic Lights: Ongoing problems with the phasing of the traffic lights was discussed, resulting in excessive congestion and queues on the B1029. It was agreed that this matter would be included in the email to be sent to Cllr Mark Webster.

ii. Churchyard: Local Historian Rob Butcher was contacted and would attend a future meeting.

iii. Temporary railings at the crossroads were in place following a road collision.

iv. Alresford Via Duct Signage: ECC had not changed the signage to reflect the new weight restriction. The Chairman confirmed he would pursue the matter with the appropriate officer, noting that it should not take six months to resolve.

It was **RESOLVED**: That the Chairman's Report be **NOTED** with a follow-up to ECC on the traffic light phasing and Alresford Via Duct Signage.

06.26.38 CLERK'S REPORT

The Clerk reported that she had worked an additional 14 hours in May 2026 due to CiLCA training, end-of-year preparations, and setup of the new laptop.

Cllr Bland noted the recent change to the mileage allowance, now set at 55p per mile. The Clerk agreed to investigate this, noting that there may be associated tax implications.

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

06.26.39 PLANNING & ENVIRONMENT

i. Planning Applications Received:

26/00688/FUL: Sonnenburg Plot 1: rear of Hill Farm Clacton Road, Elmstead. Plot was in Frating.

It was **RESOLVED**: That an objection be raised as this was not considered permissive development.

At this point Morehams Hall was mentioned as the planning proposal had increased the original number of units from five to ten. As the original proposal was covered by Permitted Development there were no rights for objection, members noted that this is an example of planning creep. In addition, a planning application had been submitted to TDC adjacent to the A120 Harwich Road, Little Bentley for a drive through restaurant, commercial units and a petrol station, previously an application was submitted for a hotel on this site. It was noted that on the opposite side of the Harwich Road permission had already been given by TDC for commercial units.

ii.Planning Decisions: **None received**.

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

Street naming: Ava Gardens was proposed as the street name for the new development south of Main Road, Frating, in recognition of a long-standing resident of Holly Farm. No objections were raised to this proposal.

It was **RESOLVED**: That the Clerk would advise TDC accordingly.

06.26.40 FINANCE

i.Schedule of Payments and Receipts Appendix C

It was **RESOLVED**: That the Schedule of payments and receipts be **APPROVED**.

ii.Invoices presented for payment by the Clerk circulated prior to the meeting

It was **RESOLVED**: That the payments as presented by the Clerk be **APPROVED**.

06.26.41 GOVERNANCE: AGAR Certificate of Exemption

It was **RESOLVED**: That the Certificate of Exemption 2025/26 be **APPROVED** and signed by the Chairman & Clerk.

06.26.42 GOVERNANCE: POLICY & RISK ASSESSMENT REVIEW

i.Review of policies: Health & Safety; UK GDPR/Data Protection; Privacy Notice & Document Retention.

It was **RESOLVED**: That the policies outlined in Appendix E be **APPROVED**.

ii. Risk Assessment Litter Picking: Proposed changes to the draft Risk Assessment were discussed, including the provision of suitable gloves, participation of children with appropriate supervision and inclusion of roads with a 40mph speed limit. The Clerk advised that additional Personal Protective Equipment (PPE) may be required when operating on roads with speed limits of 40mph or above. The proposed Risk Assessment as outlined in Appendix F was **NOT APPROVED**. The Clerk would obtain further information on the appropriate PPE for undertaking litter picking on a 40mph road and the Risk Assessment would be given further consideration at the next council meeting.

iv. Dates of Parish Council meetings 2027:

It was **RESOLVED**: that the meeting dates as outlined in Appendix G be agreed and publicised.

06.26.43 COMMUNITY, OPEN SPACES

i. Closed Churchyard update

It was noted that additional signage would be required, for example to warn of trip hazards, and a local company would be approached to provide costings. The location of the seating would need to be agreed, and a compost bin was also required. A site survey would be undertaken to determine the exact requirements and appropriate locations.

It was **RESOLVED**: That a site visit for the Churchyard be arranged.

ii. Summer Parish Newsletter (Appendix H)

It was **RESOLVED**: That the summer edition of the newsletter be printed and circulated.

Cllr Bland asked the Chairman to display a Home Library Notice on the Noticeboard.

06.26.44 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.

06.26.45 DATE OF THE NEXT PARISH COUNCIL MEETING

The next parish council meeting was scheduled to take place on Monday 6th July 2026 at 19:30hrs at Frating Memorial Hall.

The meeting closed at 21:05 hours.

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



Appendix B

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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.
Alresford Via Duct Signage

COMMUNITY

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

POLICING

- Police operation to reduce speeding in the village



NON-STATUTORY CONSULTATION



Friday 3rd July to Thursday 13th August 2026

The proposed Tarchon Interconnector Project will create a direct power link between the UK and Germany. Connecting the two energy markets, it will increase energy security and reliability, reduce CO₂ emissions and help to reduce energy costs.

We would like to invite you to take part in our non-statutory consultation. The consultation will take place from 00:01 Friday 3rd July – 23:59 Thursday 13th August 2026, after listening to feedback from our last consultation where you wanted more time to feedback, we have extended this consultation to six weeks.

You can find out more about our proposals by viewing our website (consultation information will be available from Friday 3rd July 2026), attending our webinar and/or coming along to one of our drop-in events as detailed in the table, where you can speak with the project team to ask questions and share your views.

Date	Time	Venue
Friday 3rd July	2pm - 6pm	The Waterfront, Lower Marine Parade, Dovercourt, Harwich, CO12 3SS
Saturday 4th July	11am - 3pm	Great Bromley Village Hall, Parsons Hill, Colchester, CO7 7JA
Tuesday 7th July	2pm - 6pm	Ardleigh Village Hall, Station Road, Colchester, CO7 7RS
Wednesday 8th July	2pm - 6pm	Venture Centre 2000, Bromley Road, Manningtree, CO11 2JE
Thursday 9th July	6.30pm – 9.30pm	Wix Village Hall, Harwich Road, Manningtree, CO11 2RY
Tuesday 14th July	6pm - 8pm	Webinar. Please visit the Tarchon website to sign up. A recording of the webinar will be available afterwards on the project website

CONTACT US

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Frating Parish Council
PAYMENTS & RECEIPTS LIST

25 June 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
38	Clerk Salary	01/06/2026		Current Account		Payment - Clerk Salary	Frating Parish Council	X	-369.23		-369.23
39	Chairperson's Allowance	01/06/2026		Current Account		Payment - Chairperson's Allowance	Frating Parish Council	X	-34.27		-34.27
40	Subscriptions	01/06/2026		Current Account		Payment - Subscription	TDALC	Z	-20.00		-20.00
37	Subscriptions	01/06/2026		Current Account		Payment - Adobe Subscription	Frating Parish Council	X	-19.97		-19.97
33	Stationery	01/06/2026		Current Account		Payment - Stationary	Amazon	X	-17.43		-17.43
31	Expenses	01/06/2026		Current Account		Payment - Expenses	Frating Parish Council	X	-18.94		-18.94
41	Expenses	01/06/2026		Current Account		Payment - Clerk Expenses	Frating Parish Council	X	-32.81		-32.81
32	Contract Maintenance	01/06/2026		Current Account		Payment - Grass Cutting	Landscape Services	S	-230.00	-46.00	-276.00
42	Bank Charges	01/06/2026		Current Account		Payment - Bank Service Charge	Unity Trust Bank	X	-7.00		-7.00
34	Contract Maintenance	01/06/2026		Current Account		Payment - Tree Cutting	Landscape Services	S	-450.00	-90.00	-540.00
35	Contract Maintenance	01/06/2026		Current Account		Payment - Grass Cutting	Landscape Services	S	-125.00	-25.00	-150.00
36	Public Lighting	01/06/2026		Current Account		Payment - Lighting	SSE Energy Solutions	S	-59.71	-11.94	-71.65
44	Lighting Maintenance	15/06/2026		Current Account		Payment - Lighting	A&J Lighting	S	-37.50	-7.50	-45.00
43	Stationery	23/06/2026		Current Account		Payment - Printing	Mary Maskell Printers	Z	-40.00		-40.00
Total									-1,461.86	-180.44	-1,642.30



Appendix E 3-3

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Reviewed by Full Council on 6th July 2026

Next Review Date: July 2027

DISCIPLINARY PROCEDURE

This policy is based on and complies with the 2015 ACAS Code of Practice. It also takes account of the ACAS guide on discipline and grievances at work. The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

The policy will be applied fairly and consistently and in accordance with the Equality Act 2010.

PRINCIPLES

The Council will fully investigate the facts of each case;

- The Council recognises that misconduct and unsatisfactory work performance are different issues; the disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance is dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see the ACAS publication "Performance Management".
- Employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case.
- Employees may be accompanied or represented by a workplace colleague, trade union representative at any disciplinary, investigatory or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee.
- The Council will give employees reasonable notice of any meetings in this procedure. Employees must make all reasonable efforts to attend. Failure to attend a meeting may result it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions.
- The employee can request a postponement and propose an alternative date that is within five working days of the original meeting date.
- Information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process and must remain confidential.
- Recordings of the proceedings are prohibited, unless agreed as a reasonable adjustment that takes account of an employee's medical condition.
- If an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The council will write to the employee to confirm any period of suspension and reasons for

- it.
- The council may consider mediation throughout any stage of the disciplinary process, which requires the council's and employees consent.

MISCONDUCT, GROSS MISCONDUCT & UNSATISFACTORY PERFORMANCE

The following list provides examples of **misconduct** which will normally give rise to formal disciplinary action:

- Unauthorised absence from work;
- Persistent short-term and/or frequent absences from work without a medical reason;
- Minor breaches of Health & Safety rules or procedures;
- Lateness for work or poor time keeping;
- Failure to perform your job to the standard expected or in line with your job description/objectives;
- Disruptive or inappropriate behaviour;
- Misuse of the council's resources and facilities (e.g. telephones, computers, email or the internet);
- Refusal to carry out reasonable requests or instructions;
- Smoking in unauthorised areas;

This list is not exhaustive and offences of a similar nature will result in disciplinary action being instigated. N.B. persistent or frequent absence on medical grounds and long term sickness absence will be dealt with in accordance with the employee's contract.

The following list provides examples of offences which are normally regarded as **gross misconduct**:

- Bullying, discrimination and harassment;
- Incapacity at work due to being under the influence of illegal drugs or alcohol;
- Violent behaviour;
- Theft, fraud, deliberate falsification of records, or other acts of dishonesty;
- Deliberate damage to property of the council, its workers or members;
- Gross negligence;
- Being under the influence of illegal drugs or excessive alcohol;
- Gross insubordination;
- Disclosure of confidential information;
- Unauthorised entry to computer records;
- Serious breach of any of the council's policies;
- Any action, whether committed on or off the premises, that is likely to or does bring the council into disrepute;

This list is not exhaustive and other offences of a similar gravity will result in disciplinary action being instigated at Gross Misconduct level which carries a potential penalty of dismissal. Gross Misconduct is generally any conduct which places extreme pressure on the mutual trust which exists in an employment relationship.

The following list provides examples of **unsatisfactory work performance**, which will normally give rise to formal disciplinary action:

- Inadequate application of management instruction/office procedures;
- Inadequate IT skills;

- Unsatisfactory management of staff;
- Unsatisfactory communication skills.

DISCIPLINARY INVESTIGATION

1. The Council will appoint an investigator who will be responsible for undertaking the investigation. It will be a fact-finding exercise to collect all relevant information. The investigator will be independent and will normally be a Councillor. The terms of reference should deal with the following:
 - What the investigation is required to examine;
 - Whether a recommendation is required;
 - How the findings should be presented. For example, an investigator will often be required to present the findings in the form of a report;
 - Who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
2. The investigation will be asked to submit a report within 20 working days of appointment. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary the Council may decide to commence disciplinary proceedings at the next stage (see paragraph 9).
3. The employee will be notified in writing of the alleged misconduct and asked to attend a meeting with the investigator. The employee will be given at least five working days' notice of the meeting to allow for preparations to be done. The letter will explain the investigatory process and that the meeting is part of that process. The employee should be provided with a copy of the Council's disciplinary procedure. The employee should also be informed that they will have the opportunity to comment on the allegations of misconduct.
4. Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at the investigatory meeting.
5. If there are other persons e.g. councillors, members of the public, who can provide relevant information, the investigator should try to obtain it from them in advance of the meeting.
6. The investigator does not have the authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends whether or not disciplinary action should be taken.
7. The investigator's report will contain recommendations and findings on which they were based. Recommendations will be either:
 - The employee has no case to answer and no further action is needed;
 - The matter is not serious enough to justify use of the disciplinary procedure and can be dealt with informally;
 - The employee has a case to answer and there should be action under the disciplinary procedure.
8. If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

DISCIPLINARY MEETING

9. The disciplinary panel will appoint a Chairman from one of its members. The investigator shall not sit on the disciplinary panel. No Councillor with direct involvement in the matter should be appointed on the panel. The employee will be invited in writing, to attend the disciplinary meeting. The disciplinary panel letter will confirm:

- the name of the Chairman and two other members;
- details of the alleged misconduct, its possible consequences and the employees statutory right to be accompanied;
- a copy of the investigatory report with all supporting evidence and a copy of the disciplinary procedure;
- the time and place for the meeting. The employee will be given reasonable notice of the hearing (at least 15 working days) so that they may have sufficient time to prepare for it;
- witnesses may attend on the employee's and council's behalf and both parties should inform each other of their witnesses' names at least five working days before the hearing;
- that the employee may be accompanied by a companion – a workplace colleague, a trad union representative or a trade union official.

The disciplinary meeting will be conducted as follows:

- The Chairman will introduce the member of the disciplinary panel to the employee;
- The investigator will present the findings of the investigation report;
- The Chairman will set out the council's case and present supporting evidence (including any witnesses);
- Any member of the disciplinary panel and the employee (or companion) can question the investigator or witness;
- The employee (or companion) will have the opportunity to sum up his/her case;
- The Charman will provide the employee with the disciplinary panel's decision with reasons, in writing, within 5 working days of the meeting. The Chairman will also notify the employee of their Right of Appeal.
- The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the disciplinary panel.

DISCIPLINARY ACTION

10. If the disciplinary panel decides that there should be disciplinary action, it may be any of the following:

Oral Warning: issued mostly for instances of minor misconduct. The council will notify the employee: of the reasons for the warning, the improvement required (if appropriate) and the time period for improvement; that further misconduct/failure to improve will result in more serious disciplinary action; of the Right of Appeal; that a note of the oral working will be placed on the employee's file and will remain in force for six months.

Written Warning: if there is a repetition of earlier misconduct, which resulted in an oral warning, or for a more serious misconduct, the employee will normally be given a written warning. A written warning will set out: the reasons for the written warning, the

improvement required (if appropriate) and the period for improvement; that further misconduct/failure to improve will result in more serious action being taken including dismissal; employees Right of Appeal; that a note of the final written warning will be placed on the employees file and remain in force for 18 months.

Dismissal: The Council may dismiss for gross misconduct;

- If there is no improvement within the specified time in the conduct which has been subject of a final written warning;
- If another instance of misconduct has occurred and a final writing warning has already been issued and remains in force.

THE APPEAL

11. An employee who is subject to disciplinary action will be notified of their Right of Appeal. His/her written notice of appeal must be received by the council within five working days of the employee receiving written notice of disciplinary action and must specify the grounds for appeal.

12. The grounds of appeal include:

- A failure by the Council to follow its disciplinary policy;
- The disciplinary panel decision was not supported by evidence;
- The disciplinary action was too severe in the circumstances of the case;
- New evidence has come to light since the disciplinary meeting

13. Where possible the Appeal will be heard by a separate panel of elected members who have not been involved in the original disciplinary hearing, who will view the evidence with impartiality. The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will have the right to be accompanied by a companion – a workplace colleague, a trade union representative or trade union official.

14. The outcome of the appeal and reasons for it will be advised to the employee, in writing, within 10 working days as soon as possible after the meeting and be confirmed in writing. At the appeal hearing any disciplinary penalty imposed will be reviewed but it cannot be increased. The decision taken at the Appeal hearing will be final.

Note-Taking

15. It is recommended that a note-taker be provided to every meeting/hearing which arises because of a disciplinary process as Employment Tribunals are particularly keen to view contemporaneous notes of events which have led to an employment dispute. Councils will need to give this requirement careful consideration to respect employee confidentiality.

Grievances raised during disciplinarys

16. In some circumstances when a disciplinary process has commenced an employee chooses to exercise his/her right to raise an internal grievance about the employment relationship with the council or individual Members. In these circumstance disciplinary matters should be placed on hold until grievances have been addressed.



Appendix E 1-3

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Reviewed by Full Council on 6th July 2026
Next Review Date: July 2027

COMPLAINTS PROCEDURE

Complaints about an Employee of Frating Parish Council

Complaints about an employee of the Council (ie. the clerk) are dealt with as an employment matter.

Complaints about a Councillor of Frating Parish Council

Complaints about a Councillor are subject to the jurisdiction of the Tendring District Council's Standards Board and referred to the Monitoring Officer for further investigation.

Complaints about the administration of the council or about its procedures.

Frating Parish Council adopts a standard and formal procedure for considering complaints either made by complainants directly or which have been referred back to the Council from other agencies.

CODE OF PRACTICE

In the first instance complaints will be dealt with by less formal measures or explanations will be provided to the complainant by the Clerk or Chairman. If the Complainant is dissatisfied with the outcome of the information approached then following procedure will be taken.

Before the Meeting:

1. The complainant should be asked to put the complaint about the Council's procedures or administration in writing to the Clerk, as the Proper Officer.
2. If the complainant does not wish to put the complaint to the Clerk, they may be advised to submit it to the Chairman of the Council.
3. The Clerk shall acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the council for the purposes of hearing complaints.
4. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
5. Seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The Council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

At the Meeting:

- The Council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the Council meeting in public.
- Chairman to introduce everyone.
- Chairman to explain procedure.
- Complainant (or representative) to outline grounds for complaint.

- Members to ask any question of the complainant.
- If relevant, Clerk or other Proper Officer to explain the council's position.
- Members to ask any question of the clerk or other proper officer.
- Clerk or other Proper Officer and complainant to be offered opportunity of last word (in this order).
- 9. Clerk or other Proper Officer and complainant to be asked to leave room while Members decide whether or not the grounds for the complaint have been made, (if a point of clarification is necessary, both parties to be invited back).
- Clerk and complainant return to hear decision, or to be advised when decision will be made.

After the Meeting:

The decision will be confirmed in writing within seven working days together with details of any action to be taken.

Notes:

It may be that the Clerk or other Proper Officer at the meeting represents the position of the council. If the clerk or other proper officer is putting forward the justification for the action or procedure complained of, he or she should not advise the council. All parties should be treated fairly and the process should be reasonable, accessible and transparent.



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Website: www.fratingparishcouncil.gov.uk

Reviewed by Full Council on 6th July 2026

Next Review Date: July 2027

CO-OPTION POLICY

This policy sets out the procedure to ensure compliance with legislation and continuity of procedures in the co-option of members to Frating Parish Council. The co-option procedure is entirely managed by the Parish Council, and this policy will ensure that a fair and equitable process is carried out.

CO-OPTION

The co-option of a Parish Councillor occurs in two instances:

- When an ordinary vacancy has arisen on the Parish Council after the ordinary elections held every four years;
- When a casual vacancy has arisen on the Parish Council and no poll (by-election) has been called.

Ordinary vacancy

An ordinary vacancy occurs when there are insufficient candidates to fill all the seats on the Parish Council at the ordinary elections held every four years. Any candidates who were nominated are automatically elected to the Parish Council and any remaining vacancies are known as "ordinary vacancies". Provided there are enough Parish councillors to constitute a quorum, the Parish Council is usually able to co-opt a volunteer to fill the vacancies.

Casual vacancy

A casual vacancy occurs when a councillor:

- Fails to make his declaration of acceptance of office at the proper time;
- Resigns;
- Dies;
- Becomes disqualified; or
- Fails for six (6) months to attend meetings of the Council and such absence has not been approved by the Council

The Parish Council must notify Tendring District Council of a casual vacancy and then advertise the vacancy and give electors for the ward the opportunity to request an election. This occurs when ten (10) electors write to the District Council stating that an election is requested.

If a by-election is called, a polling station will be set up by Tendring District Council and the residents of Frating will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. The Parish Council will pay the costs of the election. Residents have fourteen days (not including weekends, bank holidays and other notable days), to claim the by-election. Tendring District Council will advise the Clerk of the closing date.

If more than one (1) candidate is then nominated a by-election takes place but if only one (1) candidate is put forward they are duly elected without a ballot.

If ten (10) residents do not request a ballot within fourteen (14) days of the vacancy notice being posted, as advised by Tendring District Council, the Parish Council is able to co-opt a volunteer.

CONFIRMATION OF CO-OPTION

On receipt of written confirmation from the District Council that no by-election has been claimed, the casual vacancy can be filled by means of co-option. The Clerk will:

- Advertise the vacancy for four weeks or such other period as the Parish Council may agree on the Parish Council noticeboards and website
- Advise Tendring District Council that the co-option policy has been instigated

ELIGIBILITY OF CANDIDATES

The Parish Council is able to consider any person to fill a vacancy provided that:

- he/she is 18 or over; and
- he/she is a British citizen, a qualifying Commonwealth citizen or a citizen of any other member state of the European Union;

and at least one of the following apply:

- he/she is an elector for the village and continues to be an elector; or
- has resided in the parish for the past twelve months or rented/tenanted land in the village; or
- has had his/her principal or only place of work in the village for the past twelve months; or
- has lived within three miles of the village for the past twelve months.

There are certain disqualifications for being a town councillor, of which the main are (see s80 of the Local Government Act 1972):

- holding a paid office or employment under the Parish Council;
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years; or
- being disqualified under any enactment relating to corrupt or illegal electoral practices.

APPLICATIONS

Candidates will be requested to:

- Submit information about themselves, by way of completing a short application form (a copy of the application form is attached as Appendix A);
- Confirm their eligibility for the position of town councillor within the statutory rules, (a copy of the eligibility form is attached as Appendix B).

Following receipt of applications, the next suitable Parish Council meeting will have an agenda item 'To co-opt candidate to fill existing vacancy'. Eligible candidates will be invited to attend the meeting.

AT THE CO-OPTION MEETING

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to the Parish councillors (members), give information on their background and experience and explain why they wish to become a member of the Parish Council. The process will be carried out in the public session and there will be no private discussions between members prior to a vote being taken.

As soon as all candidates have finished giving their submissions, the Parish Council will proceed to a vote with each candidate being proposed and seconded by the councillors in attendance and a vote by a show of hands.

For a candidate to be co-opted to the Parish Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process.

Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.

Where the number of candidates is less than or equal to the number of vacancies, the candidates shall be appointed to the council if they meet the s.79 eligibility criteria and they are not disqualified under s.80.

If present, a candidate who is co-opted will sign at the co-option meeting a Declaration of Acceptance of Office, including an undertaking to abide by the Parish Council's Code of Conduct, and may take office thereafter. If not present, a co-opted candidate will sign the Declaration of Acceptance of Office either before or at the next meeting of the Parish Council.

The Clerk will notify Tendring District Council of the co-option of the new parish councillor.

The co-opted parish councillor will complete a Notification of Disclosable Pecuniary and Other Interests form which the Clerk will lodge with the Monitoring Officer at Tendring District Council within 28 days of the co-option.

If insufficient candidates are co-opted, the process should continue, whereby the vacancies are again advertised.

FRATING PARISH COUNCIL CO-OPTION APPLICATION FORM

Please detail any experience you may have that is relevant to Frating Parish Council (if necessary continue onto a separate sheet)

APPENDIX A

**Is there any other information you would like to disclose regarding your application?
(If necessary, please continue on a separate sheet).**

Use of Personal Information

The Parish Council will use your information, including that which you provide on this application form, to assess your suitability to be a Parish councillor.

Declaration & Consent

I have read the section entitled "Use of Personal Information" and by signing this form I consent to the use and disclosure of my information included in this application form.

I declare the information given on this form to be true and correct.

SIGNED..... NAME.....

DATE.....

Please complete and return this form, together with the completed Co-option Eligibility Form to: The Clerk - email: clerk@fratingparishcouncil.gov.uk

APPENDIX B

FRATING PARISH COUNCIL CO-OPTION ELIGIBILITY FORM

1. To be eligible for co-option as a Frating Parish Councillor you must satisfy certain criteria. You must satisfy (a) and (b) below and at least one of the options (c) – (f). Please tick which apply to you:

- a. I am 18 years of age or over; and ☐
- b. I am a British citizen or a citizen of the Commonwealth or a citizen of any other member state of the European Union; and ☐
- c. I am registered as a local government elector for the town; or ☐
- d. I have, during the whole of the twelve months preceding the date of my co-option occupied, as owner or tenant, land or other premises in the parish; or ☐
- e. My principal or only place of work during those twelve months has been in the town; or ☐
- f. I have during the whole of those twelve months resided in the town or within 3 miles of it. ☐

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being a town councillor if he/she:

- a) Is employed by the parish council or holds paid office under the parish council (including joint boards or committees);
- b) Is employed by an entity controlled by the parish council;
- c) Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order; or
- d) Has within five years before the day of co-option, or since his/her co-option, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- e) Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.

Use of Personal Information

The Parish Council will use the information provided on this form to assess your eligibility to be a Parish councillor.

Declaration & Consent

I.....hereby confirm that I am eligible for the vacancy of Frating Parish Councillor and I am not disqualified under s80 of the Local Government Act 1972 from being a parish councillor and that the information given on this form is true and correct.

I have read the section entitled "Use of Personal Information" and by signing this form I consent to the use and disclosure of my information included in this form.

Signature.....

Name.....

Date.....



Appendix F 1-2

FRATING PARISH COUNCIL

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

Clerk to the Council: Kay English

Email: clerk@fratingparishcouncil.gov.uk

Website: www.fratingparishcouncil.gov.uk

Date Approved: 6th July 2026

Date of Review: July 2027

Public Rights of Way

This Risk Assessment covers all Public Rights of Way (PRoW) within the parish boundary including footpaths, bridleways and byways as recorded on the Definitive Map. It focuses on risks to public safety, landowner responsibilities and parish-managed assets such as stiles, gates, finger posts and bridges.

Location/Path Reference	Hazard Identified	Risk Description	Risk Level	Controls/Mitigation	Residual Risk
Footpaths – see list below	Overgrown vegetation; wet weather; erosion	Users forced off path; trip hazards; reduced visibility	L	- Seasonal cutting by landowner; - Monitor of growth - Additional cut if required	L
Footbridge over drainage ditch	Loose handrail	Risk of fall, trips and slips	M	- Installation of Warning Signage - Temporary closure if required	L
Bridleway across farmland – see list below	Deep ruts from tractor tyres	Trip hazard for walkers; risk to horses	M	- Levelling of ground - Report to landowner	L
Stiles	Broken rail	Risk of fall	M	- Report to landowner - Replacement stile or gate	L

Byway – access from B1029 across farmland	Fly-tipping	Obstruction; sharp objects; environmental hazard	M	- Report to Essex County Council - Consider preventative measures e.g. CCTV and signage	L
Crossing of A133	Fast-moving traffic, poor visibility	Risk of collision	M	- Review signage - Hi-Vis clothing	L
Adjacent to watercourse	Eroded bank	Risk of slipping into water	L	- Report to Essex County Council - Consider temporary fencing	L
Inspections	Adverse weather conditions	Inspectors/representatives of Parish Council	L	- Postpone activity - Wear appropriate clothing - Use sun screen if required	L

Footpath (FP) number/locations:

FP1: A133 Main Road to Frating Hall & Church
 FP2: B1029 Great Bentley Road to Great Bentley
 FP3: Rectory Road towards Thorrington
 FP4: Footpath No 3 towards Alresford
 FP5: from Footpath 10 to Frating Hall
 FP6 (in Elmstead)
 FP7: School Road B1029 Hockley Place
 FP8: From Footpath No 1 to Rectory Road
 FP9: (in Thorrington)
 FP10: Frating Park to B1029 Great Bentley Road

Bridleways (BR)

BR1: Farmland east of Frating to Great Bentley
 BR2: Cross-parish route across farmland

Byways (BW) (restricted or open)

BW: Access from B1029 – farmland track

General Findings:

- Most paths remain accessible and in reasonable condition
- Several issues require attention from Essex County Council, particularly structural defects such as bridges
- Landowner cooperation is generally good, though some stiles and vegetation require more frequent maintenance
- Signage is adequate but weathered in some locations

Recommendations:

- Maintain a six-monthly inspection cycle, with additional checks after storms or flooding
- Keep a photographic log of defects for insurance and reporting
- Liaise with Essex County Council and Tendring District Council as appropriate for enforcement and fly-tipping removal
- Consider a volunteer “Parish Path Warden” scheme to support monitoring
- Publish a summary of key issues on the parish website to encourage public reporting

Clerk & RFO: Kay English
clerk@fratingparishcouncil.gov.uk

Date: 6th July 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

Probability	Severity			
	High			
	Medium			
	Low			
	Impact	Low	Medium	High

FRATING WAR MEMORIAL HALL
MAIN ROAD
FRATING
C077DJ

23rd June 2026

FRATING PARISH COUNCIL

The Management Committee of the Frating War Memorial Hall have just completed a project to replace the windows in the Memorial Hall, the existing original wooden windows from 1922 were single glazed and many of them suffering from rot.

The Committee was able to do this with the support of Essex County Council CIF Fund.

The total cost was £11995.00 the CIF Fund was £7000.00 the remaining £4995.00 was from the working reserves of the Management Committee.

We now wish to fully decorate the outside of the Hall, this will also entail some of the rendering being removed and replaced.

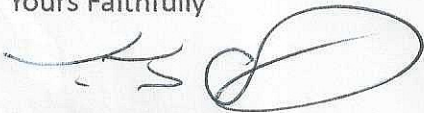
We have chosen a company to carry out the work required and it is going to cost £4250.00 to complete the work.

We still have working reserves but we also wish to in the near future to get the floor of the hall revarnished and look at the possibility of installing Solar Panels to reduce our energy costs.

The Committee have requested that I write to you as the Custodian Trustees to see if you are able to give us a grant for 50% towards the cost= £2125.00

As a Management Committee for the past twenty years we have not approached the Parish Council for funding so we hope you will help us in keeping this important community facility and asset in a good condition for all to use.

Yours Faithfully



Terry Cuthbert
Chairman/Trustee
Frating Memorial Hall

Appendix H

Donation Request from Basics Essex

Dear Parish Clerk,

I hope my email finds you well.

I am reaching out today on behalf of BASICS Essex charity, to kindly enquire as to whether your parish council would consider making a grant / donation towards the cost of leasing our Central Base / Office.

I would be very grateful if you could take a few moments to read the attached documents:

- A Dossier, inclusive of our Case for Support / Grant Application. This document explains our voluntary life saving work and our request in more detail.
- Anonymised Case Studies - Providing you with a greater understanding of our level of response and how we benefit your parish.

BASICS Essex is a volunteer-led Pre-hospital Critical Care charity, providing emergency medical support to communities across Essex.

Having been in operation since 2011, in 2023, we secured funding for the initial lease period of our very first Central Base / Office. This has made a significant difference to our ability to operate effectively and has helped us achieve one of the charity's key strategic goals. The base provides a safe and central location for coordinating operations, training volunteer clinicians, storing drugs and medical supplies securely, supporting fundraising and administration, and welcoming supporters and partners so they can better understand the life-saving work we deliver.

However, the ongoing annual costs associated with maintaining this Central Base / Office is a real challenge, as unrestricted funding for essential core running costs remains particularly difficult to secure. We are therefore approaching parish councils across Essex to respectfully request consideration of a small contribution towards this vital base, which enables us to manage the charity, equip our volunteer clinicians and respond effectively in support of every parish and community we serve.

BASICS Essex Pre-hospital Critical Care Charity do not receive any statutory funding and therefore relies entirely on donations to continue delivering this vital, voluntary, life-saving service.

Thank you in advance for considering our request and for taking the time to review the attached information. I would be delighted to provide you with further information, should it be required.