FRATING PARISH COUNCIL

Memorial Hall, Main Road, Frating, CO7 7DJ.
Clerk to the Council: Kay English
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MINUTES of the FRATING PARISH COUNCIL MEETING held at the Memorial Hall on Monday 1st September 2025 at 19:30hrs.

Present: Cllr Terry Cuthbert (Chairman)
Cllr Paula Bland (Vice Chairman)
Cllr Jean Hynes (left the meeting early at 8.05 pm)
Cllr Terri Philp
Cllr Sally Potter
Kay English, Clerk to the Council
There were no members of the public.

09.25.52 APOLOGIES FOR ABSENCE
Apologies for absence were RECEIVED and ACCEPTED from: Cllr Veronica Morris.

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

09.25.54 PUBLIC QUESTIONS
There were no members of the public present at the meeting and no questions raised.

09.25.55 MINUTES
Members RECEIVED and CONSIDERED the draft Minutes of the Frating Parish Council (FPC) meeting held on 14th July 2025.
It was RESOLVED: That the Minutes of the meeting held on Monday 14th July 2025 be APPROVED and signed by the Chairman.

09.25.56 MATTERS PENDING
Members RECEIVED and CONSIDERED a list of Parish Council's current outstanding actions. An update on some of the outstanding matters was given:
i.Planning & Environment: At a previous FPC meeting, Cllr Morris suggested capital projects be considered (as proposed by residents) and reviewed at a future Council meeting. In this context, the Clerk agreed to provide a financial statement considering current commitments and risk management, which was circulated before the meeting.
It was RESOLVED: that no further projects would be considered but the situation would be revisited at the end of the financial year.
ii. Additional VAS/Road Safety Measures: The scheduled meeting between Cllr Morris and the Clerk regarding road safety and traffic calming did not take place. However, the Clerk had contacted Cllr Guiglielmi to request his support for reducing Frating village's speed limit to 30mph and sought his advice on the appropriate procedure for implementing this change.
iii.Lufkins – no information or update.
iv. Mineral Site – no information or update.
v. MAG10 Surface Water: this item was covered in the Chairman's report minute 09.25 58.
vi. Churchyard Transfer Update: there was no further update.

vii DPI Forms: The Clerk confirmed that forms, as previously provided, were forwarded to TDC's Standards team.
It was RESOLVED: That Matters Pending be NOTED

09.25.57 REPRESENTATIVES' REPORTS
i. Cllr Carlo Guglielmi (ECC) was not present at the meeting.
ii. Cllr Aimee Keteca (TDC): had given her apologies.
iii. Cllr Bland gave a summary of the July TDALC meeting:

- Warning about QR code scams on signage.
- TDC intends to outsource enforcement for issues such as fly tipping.

iv.Frating Park: The footpath sign was made safe, and the necessary repair was reported for further action.
It was RESOLVED: that the reports and updates be NOTED.
v. Dog/Waste Litter Bin: The options for bin locations were reviewed, including a site on private land. The bin at the bus stop near the Kings Arms had previously been designated for litter only, and TDC may need to evaluate its potential relocation if it was also to be used for dog waste.
It was RESOLVED: that the Clerk would clarify the procedure to follow regarding installation of additional bins.
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09.25.58 CHAIRPERSON'S REPORT
i.Surface Water Flooding (MAG10): A report on the cause of flooding and measures to tackle it was expected on 11th September 2025. Essex Highways had acted at locations particularly affected, such as the Kings Arms PH. It was also mentioned that clarification of land ownership was necessary and that some residents maintained the areas in front of their properties on a voluntary basis to help minimise potential flooding.
ii.Frating Park Footpath (Drop Kerb): Cllr Keteca provided a written update on the withdrawal of funding for the footpath, which was no longer available because of a change in Central Government policy.
ii.Devolution & Local Government Reform: no further update was given.
iii.District Commander Chief Inspector Stuart Austin: An update was provided regarding the Meet & Greet session that took place on 21st July 2025. Future meetings are planned to occur biannually at locations yet to be determined. The police had utilised Frating Memorial Hall car park to monitor speeding along Main Road.
iv. Alresford Viaduct Signage: installation of new signage was scheduled for October 2025.
v. EALC AGM 25th September 2025: Cllrs Cuthbert & Bland would be attending this meeting.
vi. Future Leaders February 2026: Cllrs Cuthbert & Bland would be attending this course, which is designed to encourage greater participation of young people in councillor roles.
vii. Leak near the bus stop: this was reported to Affinity Water and now marked up for repair.
v. S106 monies Transfer of Churchyard: TDC had authorised a budget allocation of £3,100 for the Churchyard upgrade, with maintenance costs excluded from this amount. Upon receipt of the funds, quotations for the required works would be sought.
It was RESOLVED: That the Chairman's report be NOTED.
vi. Clerk's laptop: recent issues with the Clerk's laptop were highlighted.
It was RESOLVED: that Clerk be given the authority to purchase a replacement laptop should problems continue noting that the cost of replacement would be in the region of £700.

09.25.59 CLERK'S REPORT
i.The Clerk worked an additional 9 hours in July 2025 due to attendance on the New Clerk's course, and work associated with account switch to Unity Bank.
It was **RESOLVED**: That the additional hours be noted and AGREED.

09.25.60 PLANNING & ENVIRONMENT
Planning Applications Received:
i**.25/01096/FULHH**
9 Fenn Close
It was RESOLVED: No objections.

ii. **25/01081/FUL**
Land South of Main Road. Holly Farm (build of further 8 dwelling). Comments to be forwarded to TDC Planning Department included: the necessity for improved access with an extended footpath on the southside of the site; consideration of reducing the speed limit to 30mph due to the school's location the need to cross the A133; enhanced access for Frating Park; and preservation orders for established trees such as oaks. The Planning Statement's inaccuracies regarding flooding should also be addressed. Additionally, it was noted that the current plans do not include installation of solar panels.
It was RESOLVED: No objections. The Clerk to forward comments as NOTED.
iii.**25/01224/NDPNOT**
Manheim Colchester Auctions – installation of solar panels. TDC would be informed that this building was in the Parish of Great Bentley.
It was RESOLVED: that the application be noted.

A general discussion was held regarding planning permissions related to the change of use of agricultural land; it was noted that further clarification had been requested from TDC on this matter. Also discussed was the issue of landscaping, which was not completed at several sites despite being a condition of the approved planning application. Ongoing concerns with Pallet Plus were reviewed, particularly in relation to landscaping, lighting, and vehicle access, noting that these matters continue to have a negative impact on residents.

iv.Planning Determinations:
None received.
v.Planning Appeals:
None received.
vi. Vehicle-Activated Sign report: there were no statistics due to technical issues with data extraction.

09.25.61 FINANCE
i.Unity Trust Bank – Account Switch: this was completed on 1st September 2025.
It was RESOLVED: that the change from Barclay's Bank to Unity Trust Bank be NOTED.
II.Schedule of Payments and Receipts 01.07.25 – 31.08.25 (Appendix C)
It was RESOLVED: that the schedule of payments and receipts be APPROVED.
iii.Schedule of Invoices presented by the Clerk (circulated prior to the meeting)
It was RESOLVED: that the schedule of invoices as presented by the Clerk be APPROVED.
iv. Landscape Services: quote of £350+VAT for tree and shrub maintenance.
It was RESOLVED: that the quote be accepted and APPROVED; the Clerk would notify Landscape Services accordingly.

09.25.62 GOVERNANCE
i. Dates of Frating Parish Council Meetings 2026 (Appendix D).
It was RESOLVED: that the meeting dates for 2026 be AGREED.
ii. IT Policy Update (Appendix E)
It was RESOLVED: that the IT policy be APPROVED.
iii.TDC update request on special expenses 2026/27 (Appendix F)
It was RESOLVED: that no changes were required and the Clerk would notify TDC accordingly.

09.25.63 COMMUNITY
Essex County Council's Passenger Transport: Supported Local Bus Service Consultation (Appendix G).
It was RESOLVED: that the consultation be NOTED.

09.25.64 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.

09.25.65 DATE OF THE NEXT PARISH COUNCIL MEETING
The next Parish Council meeting was scheduled to take place on Monday 6th October 2025 at 19:30hrs at Frating Memorial Hall.

09.25.66 EXCLUSION OF PUBLIC & PRESS (FPC Standing Order 3(d)

There were no members of the public present at the meeting. The Clerk left the meeting prior to discussions taking place.

09.25.67 CLERK'S PROBATION & CONTRACT OF EMPLOYMENT

i. Local Government National Salary annual increase 2025/26:
It was **RESOLVED**: that Local Government National Salary increase from 1st April 2025 be NOTED.
ii. Clerk's Probation & Appraisal: The Clerk had successfully completed her probation and satisfactory half-year appraisal.
It was RESOLVED: that the Clerk's salary be increased by one spinal column point effective from 1st September 2025.
iii. CiLCA training:
It was RESOLVED: to support the Clerk with on-going training and progression towards CiLCA qualification to commence in February 2025 and funding was APPROVED subject to conditions.

The meeting closed at 0855 hours.

Signed……………………………………………………………………………. Date…………………………