



FRATING PARISH COUNCIL

Clerk to the Council: Mrs. Jennifer Spear

Email: fratingpc@hotmail.com

Website: www.fratingparishcouncil.org.uk

Minutes of the Full Parish Council meeting held at the Memorial Hall, Main Road, Frating CO7 7DJ on Monday 13th May 2024 at 7:30pm.

Present: Cllr T. Cuthbert (Chair) Cllr P. Bland
Cllr. J. Hynes Cllr. T. Philp arrived late.

In Attendance: Mrs J Spear (Clerk), 7 members of the public.

05.24.21 Election of Chairman

Resolved – Cllr P. Bland nominated Cllr. T. Cuthbert, seconded by Cllr. J. Hynes, motion carried, Cllr. T. Cuthbert declared the Chair of Frating Parish Council. The Chair signed the declaration of acceptance of office.

05.24.22 To receive and approve any Apologies for Absence

Cllr. V. Morris and TDC Cllr. L. McWilliams sent their apologies.

05.24.23 To receive any Declarations of Interest

None Declared at this time.

05.24.24 Minutes of the Full Parish Council meeting held on the 01st April 2024 to be approved and signed

Resolved Cllr. P. Bland proposed that the minutes of the Full Council Meeting held on the 01st April 2024 were a true record and these were signed by the Chair.

05.24.25 Election of the Vice Chair

Resolved Cllr. T. Cuthbert proposed Cllr. P. Bland, who accepted the proposal, seconded by Cllr. J. Hynes, all in favour.

Cllr. P. Bland declared Vice Chair of Frating Parish Council.

05.24.26 Public Participation session relating to items on the Agenda

A MOP from RACE wanted to discuss the planning applications of Dalau and Palletplus, Agenda Item 05.24.39b and c, he stated that the deal between Palletplus and Dalau could still be on for the relocation of Palletplus alongside with the possible.

The Chair advised that Palletplus did write a letter to Planning which stated they were not interested in relocated.

The MOP also thanked the clerk for her work while in post.

Two members of the public wanted to ask about the flooding and what is happening at the moment. The Chair advised the MOP where we are at, now with Anglian Water and Essex County Council and that we are waiting for Anglian water to carry out the Infiltration Study. Which they cannot carry out until the water levels drop which we need to happen when it stops raining for a long enough period of time.



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A MOP wanted to ask about the planning application Sunnyholme, Agenda Item 05.24.39d, there is a rumour that the house is going to become a house of multi occupancy in one way or another. The Chair advised that the applicants will have to apply for a change of use for the property for a house of Multiple Occupancy, the parish council did query this when the application was made, and the applicant confirmed that this would not be the case.

05.24.27 Reports from the District and County Councils

Circulated Prior to the Agenda

05.24.28 Committees and Representatives

(i) Tree Warden

Resolved that Cllr. T. Cuthbert remain as the council's tree warden, this was accepted by the council.

(ii) Rights of Way (Footpaths)

Resolved that Cllr. T. Cuthbert remain as the councils Rights of Way Officer, this was accepted by the council.

Cllr. T. Philips arrived at this time.

(iii) Public Transport

Resolved that Cllr. T. Philp remain as the councils public transport liaison, this was accepted by the council.

(iv) War Memorial Hall Frating Management Committee

Resolved that Cllr. T. Cuthbert, remain as the councils representative along with Cllr. P. Bland as the new representative on the War Memorial Hall Frating Management Committee, this was accepted by the council.

(v) TDALC

Resolved that Cllr. P. Bland remain as the Councils TDALC representative, this was accepted by the council.

(vi) Emergency Response (Resilience)

Resolved that Cllr. T. Cuthbert remain as the councils Emergency Response officer, this was accepted by the council.

(vii) Neighbourhood Watch

Resolved that Cllr. T. Philp remain as the councils representative on the Neighbourhood Watch, this was accepted by the council.

05.24.29 Policies & Procedures

a) To review Standing Orders



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Resolved – All in favour that the standing orders are correct, Clerk will update the review date and add to the website.

b) To review Financial Regulations

Resolved – All in favour that the financial regulations are correct, Clerk will update the review date and add to the website.

c) To review the Code of Conduct

Resolved – All in favour that the code of conduct is correct, Clerk will update the review date and add to the website.

d) To review and adopt General Data Protection Regulations

Resolved – All in favour that the GDPR are correct, Clerk will update the review date and add to the website.

c) To review the Freedom of Information Publication Scheme

Resolved – All in favour that the Freedom of Information Publication Scheme is correct. Clerk will update the review date and add to the website.

d) To review and adopt the Document Retention Policy

Resolved – All in favour that document retention policy is correct, Clerk will update the review date and add to the website.

e) To review and adopt the Co-option Policy

Resolved – All in favour that the Co-option policy is correct, Clerk will update and add the updated policy to the website.

f) To review the Complaints Procedure

Resolved – All in favour that the Complaints procedure is correct, Clerk will update the review date and add to the website.

g) To review and adopt the Disciplinary Procedure

Resolved – All in favour that the Disciplinary Procedure is correct, Clerk will update the review date and add to the website.

g) To review and adopt the Staff Grievance Procedure

Resolved – All in favour that the Staff Grievance Procedure is correct, Clerk will update the review date and add to the website.

h) To review and adopt the Social Media Policy

Resolved – All in favour that the Social Media Policy is correct, Clerk will update the review date and add to the website.



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i) To review and adopt the ID Policy

Resolved – All in favour that the ID Policy is correct, Clerk will update the review date and add to the website.

To review and adopt the Equality and Diversity Policy

Resolved – All in favour that the Equality and Diversity Policy is correct, Clerk will update the review date and add to the website.

j) To review and adopt the Dignity at Work Policy

Resolved – All in favour that the Dignity at work policy is correct, Clerk will update the review date and add to the website.

05.24.30 To resolve to the employment of the new clerk, who began work on the 01st May 2024

Resolved – Cllr. T. Cuthbert proposed that Jim Morris take over the position of the New Clerk, all in favour.

a) To agree to the purchase of a new printer

Resolved Cllr. T. Cuthbert proposed to the purchase of a new printer up to a cost of £45, along with the HP Instant Ink subscription of £3.99 a month for 100 sheets, all in favour.

Action – Clerk

Cllr. P. Band asked about the PO Box that had been used previously for post, but the outgoing clerk confirmed that she has used her home address for the limited amount of post and the new clerk will carry this on by using his home address.

05.24.31 Footpaths

To be noted that the Moorhams Hall access, Permissive access, has not been closed for the last 4 years.

This was noted by the Council.

05.24.32 To discuss and agree a few dates to arrange a meeting with James Hill head of Open Spaces at TDC regarding maintenance arrangements for the Closed Churchyard.

Resolved – Cllr. T. Cuthbert, Cllr. T. Philp and Cllr. P. Bland, proposed they would like a date arranged from the 10th June onwards on a Friday before July, the clerk will make contact and arrange this.

Action – Clerk

05.24.33 To discuss and agree the position for the new commonwealth war graves sign at the closed churchyard.

Resolved – Cllr. J. Hynes proposed putting the sign on the wall to the right, all in favour.

Action – Clerk

05.24.34 Clerks Report

a) Flooding



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Clerk advised the last contact with Anglian Water was on the 26th April 2024, confirming they were still waiting for the water levels to drop so they can carry out the infiltration study.

b) The Kings Arms Event

The clerk has been in contact with the owners who confirmed that on the weekend of the event, there is security, wristbands (to control the numbers), and parking marshals with cars being parked in the TBS car park for the event. They will be making sure the clearway will be kept clear.

05.24.35 Chairmans Monthly Report

Footpaths are now starting to grow and will need to keep an eye on these to keep the footpaths clear.

05.24.36 To discuss requesting red lines outside the Frating Pool.

The Cllrs discussed the options here at length, the pub owners advised they also have an issue with the users of the Pool also parking in their car park.

Resolved Cllr. P. Bland proposed that we write to the owners of the Frating pool for the third time and include the report from the publicans they aren't happy with the repeated use of their car park that is reducing the use for their customers, all in favour.

Action – Clerk

05.24.37 To note the VAS reports from April.

These were noted by the council.

05.24.38 To discuss the purchase (budget) and location required of Dog Fouling Signage.

Resolved – Cllr. T. Cuthbert proposed a budget of £100 for the purchase of 2 signs, all in favour.

Action – Clerk

05.24.39 Planning

a) 24/00349/FUL – Holly Farm - re-use of agricultural buildings to create three single dwellings, erection of two garages and the demolition of redundant buildings.

Resolved – Cllr. P. Bland proposed they are not opposed to 3 single storey properties with the retained wilding area at the back of the properties, but the council want to emphasise that the applicants ascertain in the application is not in an area with flooding issues is incorrect. There are current flooding problems being experienced by the existing residents in the village. Frating Parish Council are currently dealing with Essex County Council and also Anglian Water and are awaiting the results of a Water Infiltration study. Any agreement for new buildings need to include a provision for the applicant to make a payment towards the upgrade that is needed to the pipes in the village.

Action – Clerk

b) Dalau

Discussed under Agenda Item 05.24.26.



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c) Palletplus

Discussed under Agenda Item 05.24.26.

d) Sunnyholme

Discussed under Agenda Item 05.24.26.

e) Essex Mineral Plan

The clerk advised that Essex County Council advised that they have received a much larger than expected number of comments and it will take at least 6 months for them to upload them all to the website and publish the results.

Applications Determined

a) Frating Hill – permission for a barn, which has been allowed to change the footprint.

This was noted by the council.

b) Lufkins Reservoir

This was noted by the council.

05.24.40 Finance

a) AGAR – to receive the report from the internal auditor

Resolved – This was noted by the council.

b) AGAR – Annual Governance Statement to consider the questions and respond accordingly

The council reviewed and completed the Annual Governance Statement.

Resolved - that the Annual Governance Statement be approved and signed.

c) AGAR – Audit Accounting Statements – to consider and agree the accounting statement figures

Resolved - that the Accounting Statements as prepared by the Responsible Financial Officer be approved and signed.

d) AGAR – Electors Rights – to note the dates of the Exercise of Public Rights as Monday 03rd June 2024 to Friday 12th July 2024.

Resolved – This was noted by the council.

e) AGAR – To note the statement of variances as supplied with the AGAR.

Resolved – this was noted by the council.

f) AGAR – To note that Frating Parish Council are exempt from the external audit, and to sign the certificate of exemption.

Resolved - that the Certificate of Exemption as prepared by the Responsible Financial Officer be approved and signed.



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g) To discuss and agree to the Parish Councils insurance renewal at £495.91 for 2024/25

Resolved – Cllr. P. Bland proposed that the council accept the renewal, all in favour.

Action – Clerk

h) To review and receive monthly bank reconciliation figures for April. As of 18th April 2024, there was a total of £27,299.17 in both bank accounts.

Resolved – that the April Bank Reconciliation is correct, and this was signed by the Chair.

i) To agree the clerks overtime of 2 hours.

Resolved – Cllr. P. Bland proposed that this is correct, all in favour.

Action – Clerk

j) To approve new payments for May in accordance with the 2024/25 budget, payment list attached.

Resolved – Cllr. P. Bland proposed these payments be made and Cllr. J. Hynes seconded this.

Action – Clerk

k) To note the following Receipts –

i) £7610.00 precept payment

ii) £57.00 LCTS Grant

These were noted by the council

05.24.41 Items from the councillors to be added to the next meeting

30mph sign owned by Essex County Council is not working – report it on the portal.

05.24.42 To discuss and agree to cancel the June meeting and hold a meeting on 05th August 2023 instead.

Resolved Cllr. T. Cuthbert proposed cancelling the June meeting and holding an august meeting instead, all in favour.

Action – Clerk

05.24.43 To Note the date and time of the next meeting.

The next meeting is to be held on Monday 01st July 2024 at 7:30pm

There being no further business the chair closed the meeting at 20:43.

.....signed.....date