



# 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 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.....