



## Appendix A

# 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 2<sup>nd</sup> June 2025 at 19:30hrs.

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

### 06.25.18 APOLOGIES FOR ABSENCE

Apologies for absence were RECEIVED and ACCEPTED from: Cllr Terri Philp; Cllr Carlo Guglielmi, County Councillor for Tendring Rural West and Cllr Aimee Keteca, District Councillor.

### 06.25.19 DISCLOSURE OF INTERESTS

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

### 06.25.20 PUBLIC QUESTIONS

**Q.1 Traffic Lights:** A member of the public raised a problem with the traffic lights, which had created traffic congestion.

**Response:** Out of sync traffic lights was a frequent occurrence. Residents were encouraged to report faulty lights to Essex County Council (ECC). This could be done through the Report It portal or by telephone. Cllr Potter would provide the telephone number.

**Q.2. Haggars Lane:** An update on the unsightly hoarding was requested.

**Response:** Tendring District Council (TDC) Planning and Licensing Departments confirmed that the hoarding was lawful and safe. No further action could be taken.

**Q.3. Great Bentley Carnival 2025:** This year's Carnival marked the 50<sup>th</sup> anniversary of the event and a request was made to advertise the event on the FPC website.

**Response:** The Clerk, Great Bentley Parish Council should be contacted regarding promotion of the event. Social media (such as Next Door) could be used to publicise it.

### 06.25.21 MINUTES

Members RECEIVED and CONSIDERED the draft Minutes of the Frating Parish Council meeting held on 19<sup>th</sup> May 2025.

It was **RESOLVED**: That the Minutes of the meeting held on Monday 19<sup>th</sup> May 2025 be approved and signed by the Chairman.

### 06.25.22 MATTERS PENDING

Members RECEIVED and CONSIDERED a list of Parish Council's current outstanding actions. An update on some of the outstanding actions was given:

i. Bus Shelter refurbishment was completed.

ii. Changeover of email address for FPC to .gov.uk domain was completed.

iii. First Aid Training (Defibrillator & CPR) would take place at 7 pm on 26<sup>th</sup> June 2025 at the Memorial Hall. A list of attendees was being prepared.

**It was RESOLVED:** That Matters Pending be noted.

In response to a question raised by Cllr Morris, it was confirmed that Matters Pending ensured actions were listed for follow up action prioritising as appropriate.

#### **06.25.23 REPRESENTATIVES' REPORTS**

i. Cllr Carlo Guglielmi (ECC) circulated his report by email prior to the meeting.

ii. Cllr Aimee Keteca (TDC): there were no items to report.

iii. Cllr Bland gave an update on the recent TDALC meeting, which included the re-election of both the Chairman and Vice Chairman, and Clerk. The new Police District Commander Stuart Austin was also in attendance at the meeting; it was reported that he had extensive policing experience and knowledge of Essex. At the meeting the District Commander outlined various policing initiatives including recruitment of Police & Detention Officers, station closures, crime statistics and police survey results. Also discussed at the TDALC meeting were changes of EALC office with the introduction of satellite training hubs e.g. Alresford, and relocation to RCCE offices in Feering. An update on Five Estuaries and North Falls Wind Farm was given.

iv. The Mobile Library visited Frating every 3 weeks but there could be variations to the frequency due to the recruitment of a new driver. Details of visits would be available on the website and Notice Board.

vi. Litter Pick was planned for 21<sup>st</sup> June 2025. Volunteers would be invited through social media.

Equipment was available and there would be a rubbish collection from the Hall.

**It was RESOLVED:** That the representative reports be noted.

#### **06.25.24 INTERNAL AUDIT REPORT**

The internal audit report prepared by Jan Stobart and outlined in Appendix C was RECEIVED and CONSIDERED noting that text highlighted in blue were recommendations for 2025/26.

**It was RESOLVED** that the report be noted.

#### **06.25.25 ANNUAL RETURN – GOVERNANCE STATEMENT 2024/2025**

Members RECEIVED and CONSIDERED Section 1 of the Annual Governance & Accountability Statement for year ending 31/03/25 as outlined in Appendix D, which was prepared for external auditor PKF Littlejohn LLP and required by the Accounts & Audit (Amendment) Regulations 2006.

**It was RESOLVED** that the Annual Governance Statement 2024/25 be agreed and approved.

#### **06.25.26 ANNUAL RETURN – ACCOUNTING STATEMENT 2024/25**

Members RECEIVED and CONSIDERED Section 2 of the Annual Accounting Statement for year ending 31/03/2025 as outlined in Appendix E, which was prepared for external auditor PKF Littlejohn LLP and required by the Accounts & Audit (Amendment) Regulations 2006.

**It was RESOLVED** that the Accounting Statement 2024/25 be agreed and approved.

#### **06.25.27 CERTIFICATE OF EXEMPTION**

Members RECEIVED and CONSIDERED the Certificate of Exemption 2024/25 as outlined in Appendix F certifying FPC as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

**It was RESOLVED** that the Certificate Exemption 2024/25 be agreed and approved.

#### **06.25.28 EXERCISE OF PUBLIC RIGHTS**

Members RECEIVED and CONSIDERED the date for Exercise of Public Rights.

**It was RESOLVED** that the date for Exercise of Public Rights would be 1 July 2025 to 11 August 2025 inclusive.

#### **06.25.29 CIVILITY & RESPECT PLEDGE**

Members RECEIVED and CONSIDERED the National Association of Local Councils (NALC)/Society Local Council Clerks Civility & Respect Pledge as outlined in Appendix G, noting that the EALC training courses for Councillors & Clerks met the requirements of a training programme. In addition, Cllr Morris suggested that tailored training could be provided by TDC Monitoring Officer.

It was **RESOLVED** that this Pledge be adopted; the Clerk would action accordingly and enquire about other training provided by TDC.

#### **06.25.30 FINANCIAL REGULATIONS UPDATED DOCUMENT**

Members RECEIVED and CONSIDERED the updated Financial Regulations 2025 (NALC model document) as outlined in Appendix H, copies of which were made available at the meeting. It was **RESOLVED** that the Financial Regulations 2025 be agreed.

#### **06.25.31 FINANCE**

Members RECEIVED and CONSIDERED:

- i. Schedule of Payments & Receipts 01.04.25 – 31.05.25 Appendix I
- ii. Invoices due for payment May 2025 circulated prior to the meeting
- iii. Statement of Accounts for End of Year 2024-2025 Appendix J
- iv. It was **RESOLVED** that Schedule of Payments & Receipts, Invoices due for payment in May 2025 and Statement of Accounts be approved.
- v. Street Lighting: the Clerk indicated that discussions with SSE on outstanding invoices remained on-going.

It was **NOTED** that an update on payment of SSE invoices would be provided at the next meeting.

#### **06.25.32 CHAIRPERSON'S REPORT**

The Chairman gave the following report:

- i. Frating Park Footpath (drop kerb): this was previously reported in December 2024 noting that it can take some time for ECC to address the issue. However, Cllr Guiglielmi would be requested to provide an update on the status of the work.
- ii. Bus Time-Table Change: the reason for withdrawal of bus service 76x was unknown but further enquiries would be made.
- iii. Drain cleaning and emptying had been done although road sweeping was yet to be completed.
- iv. The overgrown bush on the A133 opposite the new development Holly Farm had recently been cut back.

It was **RESOLVED**: That the Chairman's report be noted; the Clerk would contact Konect Bus Services to clarify reason for cessation of bus service 76x.

#### **06.25.33 CLERK'S REPORT**

The Clerk worked an additional five hours in April 2025 due to course attendance.

It was **RESOLVED**: That the additional hours be noted and agreed.

#### **06.25.34 PLANNING & ENVIRONMENT**

- i. Planning Applications Received:

**None received.**

- ii. Planning Determinations:

**None received.**

However, the Chairman gave an update on the Hill Farm Planning Application 25/00464/Agri 24/03/2025. Notification of barn conversions to Parish & Town Councils was not required as they were deemed agricultural buildings and automatically approved by TDC.

**None received.**

- iii. Planning Appeals:

**None received.**

It was **RESOLVED**: that the Planning Applications be noted.

#### **06.25.35 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.

Cllr Morris suggested that FPC consider major projects and earmark reserves accordingly. The Council was asked to submit proposals to the Clerk for consideration at a future meeting.

#### **06.25.36 DATE OF THE NEXT PARISH COUNCIL MEETING**

The annual parish council meeting was scheduled to take place on Monday 14<sup>th</sup> July 2025 at 19:30hrs at Frating Memorial Hall.

The meeting closed at 20:20 hours.

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