



# MANNINGTREE TOWN COUNCIL

## APPROVED

**Minutes of the Town Council Meeting  
held in the Community Room on  
Thursday 21<sup>st</sup> April, 2016 at 7.25 p.m.**

**177/15 Present:** Cllr. M. Morsley (Mayor) (Chair)      Cllr. Lay-Flurrie (Deputy Mayor)  
                    Cllr. J. Charlesworth                      Cllr. P. Hughes-Stanton  
                    Cllr. R. Stocks                                  Cllr. M. Taylor

**In attendance:** District Cllr. A. Coley  
                    Mr. T. Dalby (Harwich and Manningtree Standard)  
                    Mrs. L. Djuve-Wood (Clerk)

### **178/15 Apologies for absence**

Apologies were received from Cllr. H. Jones and County Cllr. C. Guglielmi.

### **179/15 Minutes of the previous meeting**

The minutes of the meeting held on 17<sup>th</sup> March, having been circulated previously, were approved. Proposed by Cllr. Lay-Flurrie, seconded by Cllr. Stocks and signed by Cllr. Morsley.

### **180/15 Declarations of interest**

There were no declarations of interest.

### **181/15 Open Session**

There were no members of the public present.

### **182/15 Reports from the District and County Councils**

District Cllr. A. Coley delivered the District report, summarised as follows:

- TDC is committing to £164,000 to help provide superfast broadband to all homes and businesses across Tendring;
- A major step forward has been taken towards coming up with a Local Plan for Tendring which will shape housing and economic growth in the area over the next 17 years. The overall number of homes required was agreed at 9,974 at a rate of 550 properties per year or 10,924 if that figure needs to rise to 600 per year, for the period from April 2015 to March 2032;
- Four cycle rides are being staged over the next four weeks to help people gear up for the Tour de Tendring;
- Residents across Tendring are being given an extra two weeks to register for their popular free householder parking permits due to demand;
- Serious concerns have been raised over future fire service cover for parts of Tendring. Essex Fire Service is currently looking at three options which will save £10 million. TDC is worried that none of the options put forward are acceptable as they stand;
- An agricultural field on the outskirts of Mistley looks set to be developed for up to 135 homes. Welbeck Strategic Land's proposal for the site south of Harwich Road was unanimously approved by TDC's Planning Committee at a meeting on the 19th April.

The County report was handed to the Mayor for delivery, summarised as follows:

- The Safer Essex Roads Partnership (SERP) has funded the purchase of two new partnership vehicles. The Essex Air Ambulance received a new Rapid Response Vehicle (RRV) and Essex Police has received a new unmarked covert motorbike;
- The Red Arrows at Clacton, the peace of Mersea Island, and a fire eater in Maldon are the subjects which won the top three prizes in the #InstaEssex photography competition;
- On the back of the recent Storm Katie householders are being warned not to use cowboy builders or rogue traders to clear up damage from the storm;
- ECC has welcomed the long awaited publication of Network Rail's Anglia Route Study that will lead to improvements to rail journeys for passengers, businesses and commuters;
- ECC has re-affirmed its backing for a new crossing, linking Tilbury and Gravesend, following Highways England's Lower Thames Crossing consultation.



### **183/15 Matters arising from the minutes**

**112/14 Project at Mill Lane/Brook Street to utilise S106 funds** Cllr. Lay-Flurrie reported that the project is nearing completion.

**49/15 Report on the Community Room** The clerk reported that she had received a letter from Mrs Jo Douglas of Colne Housing confirming that the lease of the Community Room will be terminated on the 13<sup>th</sup> May 2016 with a final fee due from the council of £95.42 (including £18.00 of one user's pre-paid fees). The clerk is to write to all users of the Community Room informing them of the handover.

**Action: Clerk**

**133/15 To consider initiating a campaign to persuade ECC to repair the deteriorating roads and paths in Manningtree** Cllr. Morsley had written a letter in response to the e-mail received from ECC and Mr Terry Knights. The letter was signed at the meeting and a copy was in the correspondence folder.

**136/15 To discuss the potential replacement of the current webmaster** A cheque for 50% of the fee now due to Webfactory was on the agenda to be signed at this meeting.

**151/15 To consider any further action to be taken regarding increased crime in Manningtree** Cllr. Taylor reported that the open meeting on the 18<sup>th</sup> April for shops and businesses to discuss the on-going situation of crime in the area had taken place but that the low number of attendees was disappointing. She suggested creating an electronic survey requesting the views from shop and business owners as well as residents on the potential installation of CCTV cameras.

**Action: Cllr. Taylor**

**152/15 To discuss the New Transparency Code 2015 for Smaller Authorities** The clerk reported that she had attended the New Transparency Code course arranged by EALC.

**153/15 To consider a complaint regarding buses waiting at Bendalls Court** The clerk reported that she had yet to receive a reply to her letter. A letter had been received from a member of the public in response to this item which was read out to by Cllr. Morsley.

**154/15 To discuss alternative salt storage options in light of planning application at 37 Stour Street** The clerk reported that she had sent a letter to Jewson but had not yet received a reply. Item to be revisited at the May meeting if still awaiting a reply.

**156/15 To discuss request received from a member of the public regarding the Queen's birthday and for the library to be painted** Cllr. Charlesworth offered to take a look at the containers with a view to removing the soil and will advise the clerk accordingly.

**Action: Cllr. Charlesworth**

**168/15 To consider an S137 payment to Citizens Advice Bureau Tendring in the suggested sum of £100 in accordance with the budget**

**Item Discharged**

**169/15 To consider an S137 payment to Manningtree & Mistley Welcome Home & Memorial Fund in the suggested sum of £300 in accordance with the budget**

**Item Discharged**

**170/15 To appoint a Trustee to the Manningtree & Mistley Welcome Home & Memorial Fund**

**Item Discharged**

**171/15 To consider a 100-word piece about Manningtree to Tendring Twinning Association book project**

**Item Discharged**

**172/15 To consider a request from the Manningtree Food Bank to use the Community Room**

**Item Discharged**

**173/15 To consider the HM Queen Elizabeth II 90th birthday commemorative medal for schools and councils**

**Item Discharged**

**174/15 To discuss the distribution of various newsletters circulated to councillors via e-mail**

**Item Discharged**

#### **176/15 Correspondence**

a) A letter was sent to TDALC

**Item Discharged**

b). The clerk had e-mailed Julia Finch at Essex Police regarding the ANPR Privacy Impact Assessment.

**Item Discharged**

### **184/15 Report from the Planning Committee**

A Planning meeting was held prior to the Town Assembly and Full Council meeting and separate minutes have been issued for this meeting.

### **185/15 Reports from Representatives on other committees**

Cllr. Lay-Flurrie had attended the Harwich International Local Authority Liaison Committee on the 23<sup>rd</sup> March and reported that their Superferries business is thriving; both motorist and foot passenger numbers are continuing to grow; the Stena Line - Rotterdam route is doing well; Fred Olsen Cruise Line's ship will be making five visits this year; the Baltic routes have decreased in popularity with the Irish routes increasing in popularity.



Cllr. Stocks attended the Cemetery Committee with Cllr. Jones on the 4<sup>th</sup> April. She reported that there has been a slight increase to the Scale of Fees and that the Committee had agreed to allowing a memorial seat to be erected in the cemetery.

**186/15 To discuss funding for New Transparency Code requirements, including new website and a council owned laptop**

An application form reclaiming the cost of the Transparency Code course attended by the clerk from the NALC Transparency Fund was approved by the Council. Proposed by Cllr. Charlesworth and seconded by Cllr. Stocks. The clerk is to send the application to EALC. The clerk explained that the council can also receive funding for a council owned laptop and website although the council will have to wait until the 2016/17 application form becomes available.

**Action: Clerk**

**187/15 To discuss and consider the Local Council Award Scheme**

The clerk informed the council of the option of applying for the Local Council Award Scheme demonstrating that the council has the minimum documentation and information in place for operating lawfully and according to standard practice. The councillors agreed to revisit this item once the new website has been completed and the council is fully compliant with the new transparency code.

**188/15 To discuss format of agendas, minutes and clerk's reports**

The clerk explained that during an EALC training course for new councillors attended by Cllr. Stocks, Cllr. Taylor and the clerk, they had been made aware of some minor changes needed to the formatting of agendas, clerk's report and minutes. It was agreed that going forward correspondence would be taken off the agenda and a separate correspondence log be kept for distribution to the councillors; that the clerk's report would be in an excel format and any items for discussion be put back on the agenda; and that the minutes signed at the meeting would have 'approved' written at the top with any further amendments not noted following previous circulation of draft minutes to be added by pen. The approved and signed version is to be scanned and uploaded to the website.

**Action: Clerk**

**189/15 To consider creating a personnel committee**

Cllr. Taylor explained that it is a legal requirement for the council to have a personnel committee in order to operate lawfully as employers. It was agreed that a committee be created with Cllr. Morsley, Cllr. Stocks, Cllr. Taylor and Cllr. Hughes-Stanton as committee members. Cllr. Charlesworth was voted in as a back-up committee member. Proposed by Cllr. Lay-Flurrie and seconded by Cllr. Charlesworth. The clerk is to arrange for the first personnel committee meeting to take place as soon as possible and prior to the next full council meeting.

**Action: Clerk**

**190/15 To consider whether any health and safety training is required for the Handyman**

It was agreed that this would be an item for discussion at the first personnel committee meeting.

**191/15 To consider creating a youth committee, including setting up a youth page for the council's website**

It was agreed that Cllr. Taylor would contact Mrs. Morris, Headteacher at Manningtree High School, to gauge interest in having a dedicated youth page on the new website.

**Action: Cllr. Taylor**

**192/15 To consider advice from EALC regarding the adoption of maintenance of the new steps at Riverside**

The clerk informed the council that following an enquiry to EALC regarding the council's asset register, she had received an e-mail from Mrs Joy Darby, EALC Chief Executive Officer, advising the council to seek further clarification from TDC regarding the expectations of the council in relation to the adoption of the steps at Riverside including legal agreements to be put in place. Once TDC has provided the information EALC will be able to advise the council on whether it is wise to agree to the adoption. District Cllr. Coley requested that the clerk copy him in on her e-mail to TDC.

**Action: Clerk**

**193/15 To discuss complaint received from a member of the public regarding unsecured Tesco litter cages on Stour Street**

Cllr. Hughes-Stanton informed the council that she had received a complaint from a member of the public regarding unsecured Tesco litter cages resulting in litter being blown about in windy weather. The clerk was asked to write a letter to Tesco informing them of the complaint.

**Action: Clerk**

**194/15 To consider entering the 2016 Essex Village of the Year Competition**

The councillors decided against entering the 2016 Essex Village of the Year competition. Proposed by Cllr. Lay-Flurrie and seconded by Cllr. Taylor.



**195/15 To consider an S137 payment to Magpas Air Ambulance. Sum to be agreed at the meeting**  
The councillors decided against providing an S137 payment to Magpas Air Ambulance, having recently supported the Essex Air Ambulance. Proposed by Cllr. Lay-Flurrie and seconded by Cllr. Hughes-Stanton.

**196/15 To agree an S137 payment to Lawford Parish Council in the sum of £600, in accordance with the budget, for the council's contribution towards the forthcoming Family Fun at the Furze event.**

The councillors agreed unanimously that the sum of £600 should be paid to Lawford Parish Council towards the forthcoming Family Fun at the Furze event, proposed by Cllr. Taylor, seconded by Cllr. Lay-Flurrie and payable at this meeting.

**197/15 To discuss the application fee for required road closure to repair light on North Street**

The clerk explained that in order to have the light fixed on North Street a £130 Closure by Notice could be applied for instead of the £995 Closure by Order for the required road closure as the works will be under five days. The councillors agreed to the fee. Proposed by Cllr. Stocks and seconded by Cllr. Hughes-Stanton.

**Action: Clerk**

**198/15 To sign a letter to Barclays Bank to enable the cancellation of the standing order to Colne Housing**

The letter was circulated and signed by Cllr. Stocks, Cllr. Hughes-Stanton and Cllr. Lay-Flurrie.

**Action: Clerk**

**199/15 To consider response to Essex County Council's Consultation on review of Essex Parking Standards, Design and Good Practice 2016**

After some consideration the council decided not to reply to the consultation. Proposed by Cllr. Hughes-Stanton and seconded by Cllr. Charlesworth

## **200/15 Finance**

To approve the following for payment:

To approve the following for payment:

Mr. P. Mills (monthly salary & expenses)	:	£138.73
Mrs. L. Djuve-Wood (monthly salary & expenses)	:	£565.74
Website Costs for Dr B. Saint-James (monthly)	:	£38.00
Webfactory 50% Deposit	:	£179.40
Status Office Services (stationery)	:	£9.48
EALC/NALC 2016/17 Affiliation Fees	:	£249.64
EALC New Councillors Training (two Councillors)	:	£82.00
Environmental Design (grass cutting March)	:	£24.00
CVST Affiliation Fee 2016/17	:	£25.00
E.ON (street lighting)	:	£234.08
Annual LCR Subscription Renewal Fee	:	£17.00

In addition, the following additional payments were approved:

Colne Housing (final fee)	:	£95.42
Miss V E Pretty (Internal Audit)	:	£50.00
LPC (S137 payment, Family Fun at the Furze event)	:	£600.00

Proposed by Cllr. Stocks and seconded by Cllr. Hughes-Stanton.

The clerk advised the councillors of the following financial matters:-

- a) A letter had been received from Mrs K. King with a cheque from Mr Hollis Drake for £50 in memory of his wife towards the flower tubs. The clerk to respond with a thank you letter.

**Action: Clerk**

- b) The Internal Audit had been completed and Miss V E Pretty had advised that the council should be presented with monthly bank reconciliations; that the clerk should not be processing her own monthly salary; and that the finance committee should ideally be meeting every quarter but no less than bi-annually. Cllr. Morsley agreed to process the clerk's salary.

**Action: Clerk**

## **201/15 Correspondence**

a) The following matters were brought to the Councillors' attention:-

Letter from the Manningtree and District – Frankenberg Partnership Association in relation to the forthcoming visit from Frankenberg; EALC survey on personnel; an E-mail from Royal British Legion re VE Day Commemoration Service; two e-mails from EALC requesting if the council would like a seat on the Essex Coastal Forum and their e-hub. The councillors asked the clerk to request more information regarding the

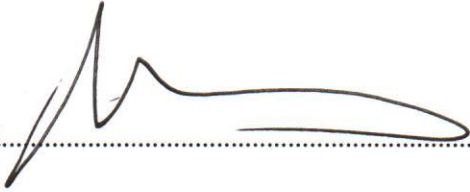
Essex Coastal Forum.

**Action: Clerk**

c). Some mail had been received post-agenda and included in the correspondence wallet:-  
Website report; the ECC report; the district report, minutes from the Cemetery Committee.

There being no further business the Mayor closed the meeting at 9:09 p.m.

Signed.....

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke, written over a dotted line.

Dated.....

19/5/16