



# MANNINGTREE TOWN COUNCIL

## APPROVED

**Minutes of the Town Council Meeting  
held in the Community Room on  
Thursday 19<sup>th</sup> May, 2016 at 7.30 p.m.**

**Present:** Cllr. M. Morsley (Mayor) (Chair) Cllr. L. Lay-Flurrie (Deputy Mayor)  
Cllr. J. Charlesworth Cllr. P. Hughes-Stanton  
Cllr. R. Stocks Cllr. M. Taylor  
Cllr. H. Jones

**In attendance:** Mrs. L. Djuve-Wood (Clerk)

### **01/16 Election of the Mayor (Chairman of the Council)**

Cllr. Taylor proposed Cllr. Morsley and this was seconded by Cllr. Stocks. There being no other nominations Cllr. Morsley was elected Mayor.

### **02/16 To receive the Mayor's Declaration of Acceptance of Office**

Cllr. Morsley signed the Declaration of Acceptance of Office.

### **03/16 Election of the Deputy Mayor (Vice Chairman of the Council)**

Cllr. Stocks proposed Cllr. Lay-Flurrie and this was seconded by Cllr. Charlesworth. Cllr. Taylor proposed Cllr. Stocks but the proposal was not seconded. Cllr. Lay-Flurrie was elected Deputy Mayor.

### **04/16 Apologies for Absence**

Apologies were received from District Cllr. A. Coley and County Cllr. C. Guglielmi. The clerk was asked to investigate whether it is appropriate to record non-council members as absent. **Action: Clerk**

### **05/16 Minutes of the previous meeting**

The minutes of the meeting held on 21<sup>st</sup> April, having been circulated previously, were approved. Proposed by Cllr. Lay-Flurrie, seconded by Cllr. Stocks and signed by Cllr. Morsley.

### **06/16 Declarations of interest**

There were no declarations of interest.

### **07/16 Public Participation Session**

There were no members of the public present.

### **08/16 Reports from the District and County Councils**

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

- Cllr. John Aldridge has been elected as new Chairman of Essex County Council;
- Following Cllr. Roger Hirst's election as the new Police and crime Commissioner for the county, the following changes have been made to the cabinet – Cllr. Simon Walsh, member of Thaxted has joined and taken on the new Environment and Waste portfolio; Deputy Leader Cllr. Kevin Bentley will be responsible for public sector reform and strategic partnerships; and Cllr. John Spence will take on additional responsibility for planning with IT and digital transformation moving under the Leader's portfolio;
- A new county-wide initiative, Essex Waste-Busters, has been put in place to boost recycling in the area and are looking for volunteers;
- As ECC begins its summer roadside grass verge cutting programme, drivers are being asked to be cautious;
- The new "Families Included Prize" has been launched across Essex with the aim to reduce social isolation and loneliness;
- ECC has retained its 'excellent' rating for embedding equality and inclusion into its work.

The District Report did not arrive in time for the meeting. The clerk is to circulate the report to all councillors and include a copy with the minutes on the website once received. **Action: Clerk**

### **09/16 Progress Report from the Clerk**



**105/12 To consider traffic calming measures in Station Road and Manningtree** The clerk reported that Lawford Parish Council would be interested in a joint project with Manningtree and Mistley and that she was still awaiting a response from Mistley Parish Council.

**23/13 Request to Mistley PC to ask ECC Highways for weight restriction signage at Trinity Road** The clerk reported that Lawford Parish Council would be interested in a joint project with Manningtree and Mistley and that she was still awaiting a response from Mistley Parish Council.

**112/14 Project at Mill Lane / Brook Street to utilise S106 funds** The clerk reported that the costing for the project has been finalised and sent to Clare David at TDC for approval.

**The following items were discharged, proposed by Cllr. Lay-Flurrie and seconded by Cllr. Charlesworth:**

- 49/15 Report on the Community Room;
- 188/15 To discuss format of agendas, minutes and clerk's report;
- 189/15 To consider creating a personnel committee;
- 194/15 To consider entering the 2016 Essex Village of the Year Competition;
- 195/15 To consider an S137 payment to MAGPAS Air Ambulance;
- 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;
- 198/16 To sign a letter to Barclays Bank to enable the cancellation of the standing order to Colne Housing;
- 199/15 To consider response to Essex County Council's consultation on review of Essex Parking Standards, Design and Good Practice 2016;
- 200/15 Finance - £50 donation from Mr H Drake;
- 201/15 Representation on the Essex Coastal Forum and E-Hub.

#### **10/16 Report from the Planning Committee**

The Mayor reported on the following applications:

- Application Ref. No. 16/00222/FUL, to raise the existing roof height with the addition of dormer windows to the front and rear with single storey canopy porch extension. Change flat roof to pitch roof on the rear, 42 Brook Street, Manningtree, Essex, CO11 1DR – Application was approved on 9th May 2016; delegated decision.
- Application Ref. No. 16/00509/TCA, 2 trees (unknown species) – reduce in height, Clarisa, Mill Lane, Manningtree, Essex. Application was approved on 6th May 2016.

#### **11/16 Reports from Representatives on other committees**

- a) **Personnel Committee:** Cllr. Stocks reported that the Personnel Committee had had their first meeting on the 4<sup>th</sup> May. The minutes from this meeting are now available on the town noticeboards and the website.
- b) **Finance Committee:** The quarterly Finance Committee meeting was held prior to the Full Council meeting and separate minutes have been issued for this meeting.
- c) **External Committees:**  
Cllrs. Hughes-Stanton and Lay-Flurrie had attended the Dedham vale AONB Forum 2016 where the theme was Landscape Wonders. The council requested that Cllr. Hughes-Stanton scan and circulate the notes from the meeting. **Action: Cllr. Hughes-Stanton**  
Cllr. Taylor had attended the Family Fun at the Furze Committee meeting where Lawford Parish Council had thanked Manningtree Town Council for their donation towards the event. She also asked if any of the councillors would be able to put a board up on their private property advertising the event.

#### **12/16 Constitution:**

The following officers were appointed:

- a) Representative to Essex Association of Local Councils- This post was left open to be considered at a later date.
- b) Two representatives to Tendring Association of Local Councils - Cllr. Charlesworth and Cllr. Stocks
- c) Two representatives to the Cemetery Committee - Cllr. Stocks and Cllr. Jones
- d) Representative to the Chamber of Commerce – Cllr. Lay-Flurrie.
- e) Representative to the Tendring Older People's Forum – Cllr. Lay-Flurrie.
- f) Representative to the Frankenberg Partnership – Cllr. Lay-Flurrie.
- g) Representative to the Family Fun at the Furze Committee – Cllr. Taylor.
- h) Two Representatives to the Stour and Orwell Estuaries Management Committee – Cllr. Hughes-Stanton and Cllr. Lay-Flurrie.



- i) Representative to the Essex and South Suffolk Community Rail Partnership – Cllr. Morsley
- j) Representative to the Parish Passenger Transport Group – Cllr. Charlesworth
- k) Representative to the 3 Parishes Police Committee – Cllr. Morsley
- l) Representative to the Three Parishes Trust – the Clerk was asked to investigate if the council can legally have a representative on this committee. **Action: Clerk**
- m) Salt Monitor – Cllr. Lay-Flurrie was asked to contact Mr. Alan Double to check if he is willing to continue as salt monitor. **Action: Cllr. Lay-Flurrie**
- n). Tourism representative – Cllr. Hughes -Stanton
- o) Tree Warden – Cllr. Morsley
- p). Representative to the Foundry Court Steering Committee – this Committee does no longer exist.
- q) Planning Committee - It was decided that all councillors should remain on the Planning Committee with the committee having devolved powers of decision-making.
- r) Personnel Committee – Cllr. Stocks, Cllr. Morsley, Cllr. Hughes-Stanton, Cllr. Taylor with Cllr. Charlesworth as a reserve member.
- s) Finance Committee - It was decided that all councillors should remain on the Finance Committee.

The above appointments were proposed by Cllr. Hughes-Stanton and seconded by Cllr. Charlesworth and approved unanimously.

### **13/16 Town Council Policies**

- a) The councillors reviewed the standing orders as presented to them by the clerk and no amendments were necessary. Proposed by Cllr. Charlesworth and seconded by Cllr. Jones.

### **14/16 Highways/Environment**

- a) **To discuss purchasing sand for Manningtree beach**  
Following discussion of the two quotes received from TDC and Sandman the council agreed unanimously to proceed with TDC's quote of £449 plus VAT for the supply and delivery of 20 tonnes sand and profiling of the beach. The clerk was instructed to order the sand. Proposed by Hughes-Stanton and seconded by Cllr. Taylor. **Action: Clerk**
- b) **The Mayor to report on scheduled electricity works in the High Street**  
The Mayor reported that he had attended a meeting with Mr David Rollings from UK Power Networks in regard to scheduled electricity work which is to take place at Market Cross by the High street. In order to complete the work UK Power Networks will need to dig up the entire square removing and replacing the existing flagstones. Cllr. Charlesworth was asked to take photos of the current design and the bench located there. Cllr. Morsley will inform the council when the work is due to start and Cllrs. Hughes-Stanton and Lay-Flurrie will keep an eye on the standard of the work taking place.  
**Action: Cllrs. Charlesworth, Morsley, Hughes-Stanton and Lay-Flurrie**
- c) **To discuss the adoption of the steps at Riverside (item 192/15)**  
The clerk informed the council that TDC no longer expect the council to adopt the steps. It was agreed by the councillors to reverse their previous decision and no longer adopt the steps. Proposed by Cllr. Charlesworth and seconded by Cllr. Lay-Flurrie.
- d) **To discuss alternative salt storage (item 154/15)**  
The clerk has not yet had a response from Jewson. It was agreed that Cllr. Lay-Flurrie would arrange to see the Manager at Jewson. **Action: Cllr. Lay-Flurrie**

### **15/16 Website**

- a) **To appoint one councillor to assist the clerk in agreeing structure of the new website**  
Cllr. Taylor agreed to assist the clerk with the new structure of the website.
- b) **To discuss adding a potential youth section on the website (item 191/15)**  
Cllr. Taylor reported that she had attended a meeting at Manningtree High School and that the students are eager to have a youth section on the council's new website. To be revisited in September when the new school year starts.

### **16/16 CCTV/Crime**

- a) **Cllr. Taylor to report on CCTV survey (item 151/15)**  
Cllr. Taylor reported that the response to the CCTV survey had been disappointing with only seven responses, of which four were in favour and one was against CCTV. It was agreed that Cllrs. Taylor and Jones should get two further quotes for the installation of a CCTV system in the town. The clerk was asked to write to the new Police and Crime Commissioner for Essex, Mr Roger Hirst, and invite him to one of the council future meetings. **Action: Cllrs. Taylor and Jones**



**Action: Clerk**

**17/16 To discuss introducing councillor ID cards**

It was agreed that the councillors should all carry ID cards when representing the council at external committees and events. The clerk was asked to contact the EALC to establish any requirements for obtaining ID cards.

**Action: Clerk**

**18/16 Finance**

- a) **To approve section one, Annual Governance Statement, of the Annual Return 2015/16**  
Having carried out a review of the effectiveness of the council's system of internal control and considered their findings the Council prepared and unanimously approved the Annual Governance Statement, proposed by Cllr. Jones, seconded by Cllr. Stocks and signed by Cllr. Morsley and the clerk.
- b) **To approve section two, Accounting Statements, of the Annual Return 2015/16**  
Following the Responsible Financial Officer's presentation of the Accounting Statements to the Council, and having considered the Accounting Statements as a whole, the Accounting Statements were unanimously approved by the Council, proposed by Cllr. Charlesworth, seconded by Cllr. Jones and signed by Cllr. Morsley.
- c) **To approve the Year End bank reconciliation figures**  
The year-end bank reconciliation figures were approved. Proposed by Cllr. Stocks and seconded by Cllr. Jones.
- d) **To approve monthly bank reconciliation figures**  
The monthly bank reconciliation figures were approved. Proposed by Cllr. Taylor and seconded by Cllr. Lay-Flurrie.
- e) **The clerk to report on the renewal of the AON insurance policy**  
The clerk reported that the insurance policy renews automatically from 1<sup>st</sup> June 2016 in accordance with the three year contract the council entered into with Aon on the 1<sup>st</sup> June 2015.
- f) **To approve Transparency Fund application for PC and Website**  
The application was approved, proposed by Cllr. Jones and seconded by Cllr. Hughes-Stanton.
- g) **To approve payments/cheques for signature in accordance with the 2016/17 budget:**  
The following items were approved for payment, proposed by Cllr. Stocks and seconded by Cllr. Jones:

| Item   | Amount  |
|--|---------|
| Monthly salary Mr P Mills                                  | £138.73 |
| Monthly salary Mrs L Djuve-Wood                            | £538.48 |
| Monthly website costs Dr B Saint-James                     | £82.50  |
| Status Office Services Stationery                          | £42.47  |
| EALC Transparency Fund Training (clerk)                    | £15.00  |
| Essex Playing Fields Association Annual Membership Renewal | £30.00  |
| AON Insurance Renewal 2016/17                              | £653.91 |
| Friends of Historic Essex Membership Renewal               | £10.00  |
| Environmental Design (grass cutting)                       | £24.00  |
| Webfactory monthly fee                                     | £11.99  |

**19/16 Consultations and Surveys**

- a) **Consider responding to the NALC Coastal Town Councils' Survey**  
The council considered the survey. The clerk is to respond accordingly.

**Action: Clerk**

**20/16 Items from councillors to be added to the next agenda**

1. To consider a donation towards the Business Chamber's planting of flowers in the tubs in the town
2. To agree the purchase of flowers following Mr. H. Drake's kind donation

There being no further business the Mayor closed the meeting at 9:20 p.m.

Signed.....

Dated.....

16/11/16