



MANNINGTREE TOWN COUNCIL

APPROVED

**Minutes of the Town Council Meeting
held in the Community Room on
Thursday 16th June, 2016 at 7.30 p.m.**

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

In attendance: District Cllr. A. Coley Mrs. L. Djuve-Wood (Clerk)

21/16 Apologies for Absence

Apologies were received from Cllr. J. Charlesworth and Cllr. M. Taylor.

22/16 Minutes of the previous meeting

RESOLVED that the minutes of the meeting held on 19th May, having been circulated previously, be approved as a correct record and signed by the Chairman.

23/16 Declarations of interest

Cllrs. Jones, Hughes-Stanton and Morsley declared a personal interest in item 9c being members of the Business Chamber.

24/16 Public Participation Session

There were no members of the public present.

25/16 Reports from the District and County Councils

District Cllr. A. Coley had circulated his report, summarised as follows:

- TDC's Local Plan will go before Full Council on July 5th followed by an eight-week consultation period;
- Planning appeals for schemes in Tendring have resulted in a 50/50 success rate over the past year;
- Rose Builders have been granted planning permission for up to 360 homes on a site east of Bromley Road, Lawford;
- A proposal for up to 300 homes for Tendring Farms Ltd on land south of Long Road and West of Clacton Road, Mistley has also been approved subject to the applicants withdrawing an appeal against the council's failure to determine the application within the target timescale;
- More than £1m which is available to spend in Tendring due to increased income and improved agreements with funding partners will go towards a districtwide broadband project; a garden community project; provision of agency staff as and when needed and a public convenience contract;
- Final preparations are under way for the second Clacton Sea and Beach Festival; and
- A ceremony is to be staged in Clacton to demonstrate Tendring's on-going support for the country's Armed Forces.

County Cllr. C. Guglielmi, having given his apologies, was not present and the County report was handed to the Mayor for delivery, summarised as follows:

- A newly redesigned community hub was officially opened in Colchester on Thursday, 2 June, offering residents a number of vital community services under one roof;
- Residents can now register a birth, death or notice of marriage at 18 conveniently placed community hubs across Essex;
- Tendring is set to play host to an exciting new initiative called 'Beat the Street' – a six-week challenge that encourages participants to get active;
- Rogue or doorstep traders, scammers and faulty used car sales are three of the biggest issues combatted by Trading Standards in Essex. To help you avoid the most common tricks con-artists use, Essex Trading Standards has released a series of animated videos;
- Essex Trading Standards will launch their Too Good to Be True scams campaign this summer;
- Trading Standards are warning residents to be vigilant about cold calling by rogue tree surgeons currently operating in Essex

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26/16 Progress Report from the Clerk

105/12 To consider traffic calming measures in Station Road and Manningtree County Cllr. Guglielmi is requesting an update from the Tendring Local Highways Panel.

29/14a) Draft Emergency Plan The Plan is due to be updated. The clerk is looking into adding details on generator facilities.

155/14 To agree a project, for consideration by the Highways Panel, to condense the town's road signage onto fewer posts County Cllr. Guglielmi is requesting an update from the Tendring Local Highways Panel.

32/15 To consider requesting ECC Highways to widen the pavements along 'The Gut' in the High Street County Cllr. Guglielmi is requesting an update from the Tendring Local Highways Panel.

154/15 To discuss alternative salt storage options in light of planning application at 37 Stour Street Cllr. Lay-Flurrie reported that Jewson is happy to store the salt but that it will only be accessible during trading hours and that they will not accept responsibility for any loss or damage. Cllr. Morsley agreed to store a few salt bags to be accessible during Jewson's non-trading hours.

186/15 To discuss funding for New Transparency Code requirements, including new website and a council owned laptop The 2016/17 application is with NALC for consideration.

14a/16 To discuss purchasing sand for Manningtree beach The sand was delivered by TDC on Wednesday 15th June 2016.

15a/16 To appoint one councillor to assist the clerk in agreeing the structure of the new website The clerk and Cllr. Taylor have discussed the structure of the website. The councillors expressed an interest in upgrading to the £14.99 + VAT monthly maintenance package which will allow the council to add an unlimited amount of pages and provide all councillors with their own e-mail address.

17/16 To discuss introducing councillor ID cards EALC has advised the council that a risk assessment needs to be carried out and a policy document issued should the council introduce ID cards. The council needs to retain ownership of all ID cards and councillors will be required to hand them back upon leaving. The EALC has also advised contacting TDC to see if they can assist in the production of the cards. Cllr. Taylor's husband has kindly agreed to take the councillors photos for the cards.

RESOLVED that the following items be discharged:

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

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

13/16 Review of Standing Orders

14a/16 To discuss purchasing sand for Manningtree beach

18a/16 To approve section one, Annual Governance Statement, of the Annual Return 2015/16

18b/16 To approve section two, Accounting Statements, of the Annual Return 2015/16

18c/16 To approve the year-end bank reconciliation figures

19/16 Consider responding to NALC Coastal Town Council's Survey

27/16 Report from the Planning Committee

A Planning Meeting was held prior to the Full Council meeting. Separate minutes have been issued for this meeting.

28/16 Reports from Representatives on other committees

There were none.

29/16 Highways/Environment

- a) **To discuss joint initiative with Lawford and Mistley PC's to consider traffic calming measures and weight restriction signage in the area (items 105/12 and 23/13)**

The clerk reported that Cllrs. M. Rayner and S. Anderson from Mistley Parish Council and Cllrs. Langstone and Peacock from Lawford Parish Council have been appointed to join Manningtree in the campaign. **RESOLVED** that Cllrs. Stocks and Jones represent Manningtree Town Council. The clerk is to arrange the first meeting. **Action: Clerk**

- b) **To discuss next step in campaign to persuade ECC to repair the deteriorating roads and paths in Manningtree (item 133/15)**

The clerk reported that she has received no reply from Mr. Terry Knights. Cllr. Morsley is to source a giant envelope to be presented in person to Mr. Knights by the councillors. He will contact local media for press coverage. **Action: Cllr. Morsley**

- c) **To consider a donation towards the Business Chamber's planting of flowers in the tubs in the town** **RESOLVED** that the council contribute £100 to the Business Chamber towards the flowers in the tubs, payable at this meeting.

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d) To agree the purchase of flowers following Mr H. Drake's kind donation

Cllr. Lay-Flurrie reported that Mrs. Sheffield has purchased and planted £50 worth of flowers on behalf of the council. **RESOLVED** that a cheque is to be issued to Mrs. Sheffield reimbursing the £50, payable at this meeting.

30/16 CCTV/Crime

a) To consider any further action to be taken regarding increased crime in Manningtree

Cllr. Jones has obtained a quote for CCTV cameras from Signal Communications. The clerk was asked to remind Cllr. Taylor to obtain a quote from another provider for comparison at next month's meeting.

31/16 To agree next step regarding buses waiting at Bendall's Court following letter from member of the public

Having considered the letter from the member of the public it was **RESOLVED** that the council will not be following up their original complaint to First in Essex and that item 153/15 be discharged.

32/16 Constitution:

RESOLVED that the following officers be appointed:

- a) Representative to Essex Association of Local Councils – All councillors.
- b) Representative to the Three Parishes Trust – The council cannot have a representative on the Trust.
- c) Salt Monitor – Mr. Alan Double

33/16 Finance

a) To consider an S137 grant in the sum of £50 to Stour Sailing Club, towards their annual fireworks display, in accordance with the budget (Appendix 3)

RESOLVED that a £50 S137 grant be given to the Stour Sailing Club, payable at this meeting.

b) To approve monthly bank reconciliation figures (Appendix 4)

RESOLVED that the monthly bank reconciliation figures be approved.

c) To approve payments/cheques for signature in accordance with the 2016/17 budget:

RESOLVED that the following payments be approved:

Item	Amount
Monthly salary Mr P Mills	£138.73
Monthly salary Mrs L Djuve-Wood	£541.59
Monthly website costs Dr B Saint-James	£85.25
TDALC Affiliation Fee for 2015	£5.00
Environmental Design (grass cutting)	£24.00
Webfactory monthly fee	£11.99
HMRC Quarterly Tax and National Insurance Payment	£115.00
With additional payments to:	
The Business Chamber	£100.00
Mrs K. Sheffield – flowers for tubs	£50.00
The Stour Sailing Club	£50.00

34/16 Consultations and Surveys

a) To consider responding to the Stour & Orwell Estuaries Management Strategy survey (Appendix 5)

Cllr. Lay-Flurrie agreed to consider the survey on behalf of the council. **Action: Cllr. Lay-Flurrie**

b) To consider responding to TDC's rural infrastructure survey (Appendix 6)

Cllr. Morsley agreed to complete the survey on behalf of the council. **Action: Cllr. Morsley**

c) To consider responding to the EALC Neighbourhood Plans questionnaire (Appendix 7)

The council considered the survey. The clerk is to respond accordingly. **Action: Clerk**

d) To consider responding to LCR opinion survey on devolution deals (Appendix 8)

The council considered the survey. The clerk is to respond accordingly. **Action: Clerk**

35/16 Items from councillors to be added to the next agenda

- a) To discuss TDC's potential devolvment of certain public amenities to parish councils, in particular public toilets.
- b) To approve upgrade of Webfactory monthly maintenance package

There being no further business the Mayor closed the meeting at 8.42 p.m.

Signed.....*Lay-Flurrie*.....

Dated.....*21-7-16*.....