



MANNINGTREE TOWN COUNCIL

APPROVED

**Minutes of the Town Council Meeting
held in the Community Room on
Thursday 21st June, 2018 at 7.30 p.m.**

Present: Cllr. R. Stocks (Chair)
Cllr. M. McClarnon
Cllr. S. Richardson
Cllr. J. Charlesworth

Cllr. L. Lay-Flurrie
Cllr. M. Taylor
Cllr. H. Jones

In attendance: District Cllr. A. Coley
1 member of the public

Mrs. L. Djuve-Wood (Clerk)

18/18 Apologies for Absence

There were none.

19/18 Minutes of the previous meeting

RESOLVED that the minutes of the meeting held on 17th May 2018, having been circulated previously, be approved as a correct record and signed by the Chair.

20/18 Declarations of interest

Cllrs. Stocks, Charlesworth and Lay-Flurrie declared a personal interest in item 14 on the agenda (item 31/18 in the minutes), all acting as trustees of the Manningtree & Mistley Welcome Home & Memorial Fund.

21/18 Public Participation Session

There was one member of the public present.

22/18 Reports from the District and County Councils

District Cllr. Coley was present and provided the council with an update from TDC. Full District and County reports are accessible to the public on the town council's website www.manningtreetowncouncil.org.uk.

23/18 Progress Report from the Clerk

RESOLVED that the following items be discharged:

155/14 To agree a project for consideration by the Highways Panel, to condense the town's road signage onto fewer posts

53/17 f) To consider buying another 20 tonnes of sand for Manningtree beach

109/17 To review Cllr. Stocks' tree report

126/17 To consider appointing a tree surgeon to provide the council with future tree reports

169/17 To consider writing a letter to TDC planning department and English Heritage regarding the current status of the White Hart pub in Manningtree

171/17 To consider arranging a PO postal address for council correspondence and introducing a council dedicated telephone line

173/17 b) To consider the annual incremental increase in clerk's salary in line with her contract

187/17 To consider taking part in Tendring District Council's 100-year WW1 commemoration – Tommy on Tour of Tendring

189/17 b) To re-evaluate the clerk's annual allowance for the use of her home as storage space / office and telephone line

14/18 a) To discuss the annual planting of the flower tubs

24/18 Report from the Planning Committee

A separate planning meeting was held prior to the full council meeting. Separate minutes have been issued for this meeting.

25/18 Reports from Representatives on other committees

The Personnel Committee had met and completed the clerk's annual review. It was established that the clerk's current 11 hours per week is not enough to fulfil the council's current duties and therefore it was

agreed that the clerk's hours should be increased to 13 hours per week.

Cllr. Charlesworth had attended the TDALC AGM meeting where a representative from Essex CC Highways Rangers was also present to explain the Highways Rangers scheme. In addition, Cllr. Charlesworth attended the AONB Forum on the 15 June 2018. He reported that it may take six months before they know the outcome of the attempt to expand the region covered by Dedham AONB. They also discussed: inappropriate housing developments, including one at Manningtree; Dedham AONB has mixed with Suffolk coasts & heath to reduce costs as a result of government cuts and are putting in for European funding; the Stour Festival (www.riverstourfestival.com) is being organised to highlight the river; Fiona Cairns of Suffolk Preservation Society talked about how that organisation is trying to lessen the impact of development and has a team of retained consultants to assist. They are trying to emphasize a local look and feel to new builds rather than off-the-shelf box developments. Finally, NFU also attended the meeting and talked about government directions post Brexit as a replacement of CAP funding.

26/18 Highways/Environment

- a) **To discuss condition of the trees on South Street and whether a Planning Application should be submitted for their removal and replanting or pruning**

RESOLVED that the clerk will complete a new planning application requesting that the two smaller trees be removed and replaced with two new fruit trees and that the larger tree be reduced by 50%. The clerk is to request a new quote from the council's appointed tree surgeon J F Tree Specialist and also apply for the TDC tree planting scheme.

Action: Clerk

- b) **To review the THLP application requesting speed count wires to be fitted on Brook Street and High Street**

RESOLVED that the clerk submit the scheme once approval has been given by County Cllr. Guglielmi.

Action: Clerk

- c) **To consider replacing both bollard lights completely**

RESOLVED that the clerk request a quote from the council's lighting contractor A&J Lighting Solutions for a like for like replacement

Action: Clerk

- d) **To consider a request from a member of the public to apply to have the speed limit of the High Street lowered to 20 mph**

RESOLVED that the council will not pursue a 20 mph speed limit but will include High Street in its request for speed count wires.

- e) **To consider participating in the 2018/19 salt bag scheme**

RESOLVED that the council will not take part in the salt bag scheme this year as it already has enough salt.

27/18 To discuss the new Data Protection Regulation Legislation requirements effective 25th May 2018 (item 141/17)

RESOLVED that the proposed Data Protection Policies and Notices be adopted by the council and that GDPR forms be signed by all councillors and staff. The clerk is to look at online training options for the councillors and start an audit of information currently held by the council.

Action: Clerk

28/18 To consider creating a town council Facebook page

RESOLVED that the council is to create a new Facebook page and that Cllrs. Taylor and McClarnon will be the administrators of the page and are to set up a template.

Action: Cllrs. McClarnon and Taylor

29/18 To consider creating a promotional video for Manningtree

RESOLVED that the clerk is to e-mail Lawford Parish Council, Mistley Parish Council and the Business Chamber to gauge if there is any interest for a joint promotional video.

Action: Clerk

30/18 To consider a request from a member of the public to invite Essex Police & Crime Commissioner, Roger Hirst to a future council meeting

RESOLVED that the council will not invite Essex Police & Crime Commissioner Roger Hirst to a future council meeting at this point in time.

31/18 To consider a request to become sole trustee for the Manningtree & Mistley Welcome Home & Memorial Fund (Appendix 7a, b)

RESOLVED that the council will not offer to become sole trustee for the Manningtree & Mistley Welcome Home & Memorial Fund. The council will continue to offer support as and when needed, including its annual financial contribution.

32/18 To consider introducing a public nomination award for local individuals and organisations to be awarded at the April / May meetings

RESOLVED that the council is to introduce a public nomination award with the award to be presented at the council's annual parish assembly during the month of April each year. **Action: Cllr. Taylor and Clerk**

33/18 To consider a request from Race Discovery to arrange an endurance race in Manningtree and Mistley

RESOLVED that the clerk is to invite a representative from Race Discovery to the next council meeting. **Action: Clerk**

34/18 Finance

a) **To approve monthly bank reconciliation figures for end of May**

RESOLVED that the monthly bank reconciliation be approved.

b) **To review and approve amended Financial Risk Assessment policy**

RESOLVED that the amended Financial Risk Assessment policy be approved.

c) **To consider an S137 grant to the Stour Sailing Club, towards their annual fireworks display, in accordance with the budget**

RESOLVED that an S137 donation of £50 be granted to the Stour Sailing Club, payable at this meeting.

d) **To consider an S137 grant to the Manningtree & Mistley Welcome Home & Memorial Fund, towards their annual fireworks display, in accordance with the budget**

RESOLVED that an S137 donation of £300 be granted to the Manningtree & Mistley Welcome Home & Memorial Fund, payable at this meeting.

e) **To approve payments/cheques for signature in accordance with the 2018/19 budget:**

RESOLVED that the following payments be approved:

Item	Amount
Monthly salary Clerk (including expenses)	£569.47
Craft Nurseries	£1007.98
Environmental Design Monthly Maintenance May	£62.40
Environmental Design Grass Cutting April	£48.00
Environmental Design Grass Cutting May	£48.00
JF Tree Specialist Ltd	£240.00
Wood for Stone (Valuation of War Memorial)	£90.00
Stour Sailing Club S137 Donation	£50.00
Manningtree & Mistley Welcome Home Committee S137 Donation	£300.00
Plus standing order payment to Webfactory	£17.99
Plus previous payment to Came & Company (Insurance)	£551.94

35/18 Consultations

a) **To consider responding to the Marine Conservation Advice March 2018 update**

RESOLVED that the council will not respond to this survey.

b) **To consider responding to the Pannal Parish Council CiL survey- Sustainable Communities Act regarding CIL payments**

RESOLVED that the council will not respond to this survey.

35/18 Items from councillors to be added to the next agenda

a) To consider creating a neighbourhood plan

b) To discuss issues with nesting pigeons on The Ox at Market Cross

c) To discuss bench not securely bolted at Market Cross

There being no further business the Mayor closed the meeting at 9.25 p.m.

Signed.....

Dated.....