



MANNINGTREE TOWN COUNCIL

APPROVED

Minutes of the Town Council Meeting
held in the Community Room on
Thursday 15th November, 2018 at 7.30 p.m.

Present: Cllr. R. Stocks (Chair) Cllr. L. Lay-Flurrie
Cllr. M. McClarnon Cllr. M. Taylor
Cllr. S. Richardson Cllr. J. Charlesworth
In attendance: District Cllr. A. Coley 2 members of the public
Mrs. L. Djuve-Wood (Clerk)

90/18 Apologies for Absence

There were none. Cllr. Stocks informed the council that Cllr. Jones had resigned with immediate effect. Due to the upcoming elections in May 2019 the council cannot co-opt a new councillor on this occasion.

91/18 Minutes of the previous meeting

RESOLVED that the minutes of the meeting held on 18th October 2018, having been circulated previously, be approved as a correct record and signed by the Chair.

92/18 Declarations of interest

There were none.

93/18 Public Participation Session

There were two members of the public present from the Stour Sailing Club who attended in relation to item 9 on the agenda "To consider a request from the Stour Sailing Club to support their ECC CIF 2018-19 application." **RESOLVED** that item 9 be moved up on the agenda and discussed immediately.

94/18 To consider a request from the Stour Sailing Club to support their ECC CIF 2018-19 application

RESOLVED that the clerk is to write a letter to the Stour Sailing Club stating that the Stour Sailing Club has the council's full support for the application. **Action: Clerk**

95/18 Reports from the District and County Councils

District Cllr. A. 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.

96/18 Progress Report from the Clerk

27/17 To discuss the safety aspect of the town's one-way system The clerk is to ask ECC Highways for an update on when their feasibility study is taking place. **Action: Clerk**

127/17 To consider creating a Planned Prevention Maintenance Plan **RESOLVED** that this item is to be reviewed annually at the council's October meeting.

84/18 To discuss a proposal to initiate a petition for an amalgamation of Manningtree, Mistley and Lawford This item is to go on the January agenda for further discussion. The clerk is to find out how much it may cost to have a flyer delivered to all local households via mail. **Action: Clerk**

RESOLVED that the following items be discharged:

64/18 g) To consider arranging a Manningtree autumn clean-up session

81/18 c) To consider replanting the town's flower tubs

97/18 Reports from Representatives on various committees

Cllrs. Stocks and Taylor had attended the latest TDC Community Resilience meeting. There was nothing of any significance to report other than advising councils on how to best prepare for winter. Cllr. Stocks had also attended the TDC Budget meeting where aside from discussing council finance they were provided with information on the Tendring Community Safety Partnership. Cllr. Stocks asked for the latter to be added to the December agenda for discussion. **Action: Clerk**

98/18 Highways/Environment

- a) **To consider quarterly litter picking sessions and investing in green recyclable bags**

RESOLVED that the council will agree three dates in 2019 at the December meeting for litter picking.
The clerk will purchase three lots of 30 green recyclable bags.

Action: Clerk

- b) **To discuss the deteriorating state of the paths and pavements in Manningtree**

RESOLVED that the clerk will write a letter to ECC Highways, copying in County Cllr. Guglielmi, querying why nothing has been done to repair some of the deteriorated paths in Manningtree despite their condition being reported using the online system several months ago.

Action: Clerk

99/18 To consider a request for the council to submit a planning application for the witches' memorial on behalf of the organiser

RESOLVED that a decision can not be made until the organiser can let the council know what the concrete plans for the memorial and its design are and that the proposed application has the support of both the local community as well as TDC. The clerk is to inform the organiser.

Action: Clerk

100/18 To discuss and agree upon a council social media policy

RESOLVED that Cllrs. Taylor and McClarnon create a policy using the SLCC policy template, to be approved by the council once completed.

Action: Cllrs. Taylor and McClarnon

101/18 Monthly Facebook page feedback from Cllr. Taylor

Cllr. Taylor reported the new Facebook page has had 53 likes to date. Viewers cannot currently comment on any of the content but the administrators may change this setting going forward with any comments needing to be approved before published. The administrators are currently looking for photos of the local area to publish on the page. **RESOLVED** that the monthly Facebook page feedback item gets added to the clerk's report for monthly updates.

102/18 To agree the meeting dates for 2019

RESOLVED that the proposed dates be agreed.

103/18 To discuss and agree possible dates to present the Community Engagement Award to Melanie Winning for the Vintage Market

RESOLVED that the clerk e-mail Mrs Winning proposing that the award ceremony is held on Thursday 24th January 2019 at the Red Lion.

Action: Clerk

104/18 To discuss and agree a council retention policy in line with the new GDPR regulations

RESOLVED that the Retention policy be approved with the following amendments:

- a) Monthly supporting audit documents, i.e. monthly bank reconciliations to be kept for six years;
- b) Customer / resident surveys to be kept whilst relevant;
- c) Grant applications to be kept whilst relevant
- d) Letters – general correspondence, hard copy versions, to be kept whilst relevant;
- e) Letters – general correspondence, digital versions, to be kept whilst relevant;
- f) Remove the category Minutes – Non-Council meetings.

105/18 To consider using a professional company to shred council papers following the GDPR clear-out

RESOLVED that the clerk is to arrange for a professional shredding company to destroy all confidential waste following the GDPR clear-out.

Action: Clerk

106/18 To discuss a request from the Manningtree & District Frankenberg Partnership Association regarding street naming in Lawford, Manningtree and Mistley

RESOLVED that Cllr. Stocks will inform the association that they will need to speak to Lawford and Mistley parish councils as there are no new streets being created within Manningtree at present time.

Action: Cllr. Stocks

107/18 Finance

- a) **To approve monthly bank reconciliation figures**

RESOLVED that the monthly bank reconciliation figures be approved.

- b) **To consider an annual S137 payment to the Autumn Days Club**

RESOLVED that an S137 payment of £50 be donated to the Autumn Days Club, payable at this meeting.

- c) 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, covering Aug and Sep)	£793.81
Environmental Design Grass Cutting October	£48.00
Environmental Design Maintenance October	£62.40
A&J Lighting	£376.80
Colne Housing (Foundry Court Hire September)	£13.75
Colne Housing (Foundry Court Hire October)	£13.75
Craft Nurseries (Planting winter / spring flower tubs)	£960.00
Plus standing order payment to Webfactory	£17.99
Plus S137 donation Autumn Days Club	£50.00

108/18 Consultations and Surveys

- a) To consider responding to the England Coast Path - Stour Estuary - Indicative Proposals for Coastal Access Restrictions

RESOLVED that the council does not have any comments on this proposal.

109/18 Items from councillors to be added to the next agenda

- a) To consider any significant planning applications received (monthly item)
- b) To consider introducing council surgeries
- c) To set three dates for 2019 litter picking sessions
- d) To discuss the Tendring Community Safety Partnership

There being no further business the Mayor closed the meeting at 9:30 p.m.

Signed.....*[Signature]*.....

Dated.....*13.12.18*.....