



# MANNINGTREE TOWN COUNCIL

UNAPPROVED

**Minutes of the Town Council Meeting  
held in St. John's Ambulance Headquarters on  
Thursday 20<sup>th</sup> June, 2019 at 7.30 p.m.**

**Present:** Cllr. R. Stocks (Chair) Cllr. L. Lay-Flurrie  
Cllr. M. Taylor Cllr. S. Richardson  
Cllr. M. McClarnon Cllr. S. Tattam  
**In attendance:** District Cllr. A. Coley 1 member of the public  
Mrs. L. Djuve-Wood (Clerk)

## **23/19 To receive Apologies for Absence**

Apologies were received from Cllr. K. Blacker.

## **24/19 Declarations of interest**

Cllr. Richardson declared an interest in item 13 on the agenda, "To consider any planning applications received" (minuted item 35/19), as she is currently in employment by the owner of the Red Lion Public House.

## **25/19 Minutes of the Annual Town Council meeting held on the 16<sup>th</sup> May 2019 to be approved and signed**

**RESOLVED** that the minutes of the Annual Town Council meeting held on 16<sup>th</sup> May 2019 be approved as a correct record and signed by the Chair.

## **26/19 Public participation session with respect to items on the agenda and matters of mutual interest**

There was a resident, and member of the RSPB, present who came to talk to the council about Swift Awareness Week. Swifts are now on an amber list as numbers have declined dramatically over the last few years. The resident asked for Manningtree Town Council's help in raising awareness over the next few months and look at collective ways of helping the breed increase such as encouraging / promoting nesting boxes in the town and surrounding area. She also asked that the council liaise with Mistley Parish Council and Lawford Parish Council. **RESOLVED** that Cllr. McClarnon will represent Manningtree Town Council in working closely with the resident on this project. The clerk is to e-mail both Lawford Parish Council and Mistley Parish Council to gauge interest. **Action: Cllr. McClarnon / Clerk**

The clerk noted that she had been contacted by a Save Manningtree Library campaigner, who had attended a cross parish community meeting arranged to discuss a response to the library consultation in February 2019. The resident was disappointed that her name had not been added to the document that was produced and sent to ECC requesting that Manningtree Library be moved from tier three to tier two, despite having contributed with useful information during the meeting. As this was not a meeting that had been arranged by Manningtree Town Council, the clerk requested that Cllr. McClarnon, who was part of the independent group, contact the resident. **Action: Cllr. McClarnon**

## **27/19 Reports from the District and County Councils**

A monthly update was provided by District Cllr. A. Coley and Cllr. Stocks read out the report issued by County Cllr. Guglielmi. Full District and County reports are accessible to the public on the town council's website [www.manningtreetowncouncil.org.uk](http://www.manningtreetowncouncil.org.uk).

## **28/19 Progress Report from the Clerk**

**51/18 To consider creating a neighbourhood plan RESOLVED** that the item be put on hold until the TDC Local Plan has been published.

**114/18 To discuss the proposed potential closure of Manningtree Library and to consider responding to the Essex Library Strategy Consultation** It was noted that the results from the analysis of the library consultation would now not be released in June as expected. It was proposed that Manningtree Town Council invite Essex County Cllr. Susan Barker to a future town council meeting. The clerk is to e-mail County Cllr. Barker. **Action: Clerk**



**RESOLVED that the following items be discharged:**

- 154/18 c) To discuss the results of the recent electrical and structural survey carried out on all town council owned street lights
- 156/18 To consider change of venue for council meetings
- 160/18 To consider purchasing sandbags in case of a flooding emergency within Manningtree
- 164/18 To consider taking part in the Essex Village of the Year Competition 2019
- 176/18 a) To consider asking TDC to supply another 20 tonnes of sand for Manningtree Beach
- 180/18 To discuss request from member of the public to add more local information about Manningtree and the surrounding area to the council's website

**29/19 Constitution**

**a) To appoint the following representatives:**

- I. Two representatives to the Tendring Association of Local Councils**  
**RESOLVED** that the item be deferred to the July meeting.
- II. Representative to the Essex and South Suffolk Community Rail Partnership**  
**RESOLVED** that no representative be nominated to this group.
- III. Representative to the Parish Passenger Transport Group**  
**RESOLVED** that Cllr. Richardson become representative to the Parish Passenger Transport Group.
- IV. Two Administrators for the council's Facebook page**  
**RESOLVED** that Cllr. McClarnon is to join Cllr. Taylor in being the council's Facebook administrators.

**30/19 Highways/Environment**

**a) To consider appointing a lighting contractor on a contractual basis**

**RESOLVED** that the Council accept A&J Lighting's quote of £483.00 per year for annual cleaning, testing and inspection of all 21 street lights and £65 call out charge for any other visit. The clerk is to inform the contractor. **Action: Clerk**

**b) To consider taking part in the Salt Bag Partnership Scheme for Winter 2019/20**

**RESOLVED** that the council will not take part in the Salt bag Partnership Scheme for Winter 2019/20 as it already has 1.5 tonnes of salt stored from previous years.

**c) To set a new date for the summer litter pick**

**RESOLVED** that the summer litter picking session be arranged for Sunday 4<sup>th</sup> August 2019 at 10 a.m. meeting at Manningtree beach. The clerk is to arrange to borrow litter picks and hoops from TDC. Cllr. McClarnon is to create the poster advertising the event. **Action: Clerk / Cllr. McClarnon**

**d) To consider asking contractor to water the flower tubs regularly throughout the year**

**RESOLVED** that this item be deferred to the September meeting.

**e) To consider replacing the bin outside the Royal Mail delivery office**

**RESOLVED** that the bin be replaced. The clerk is to look at cost of replacement bin. Cllr. McClarnon is to inspect all town council bins to identify any other bin that may need replacing. **Action: Clerk / Cllr. McClarnon**

**31/19 To discuss and consider the new Website Accessibility regulations**

**RESOLVED** that Cllr. Taylor be nominated to work with the clerk to update the town council's website to ensure it complies with the new website accessibility requirements. The website needs to be compliant by September 2020. **Action: Cllr. Taylor / Clerk**

**32/19 Events:**

**a) To consider a request from Lawford Parish Council to take part in a joint event between the three parishes of Lawford, Mistley and Manningtree to celebrate and commemorate the 75th Anniversary of VE day over the weekend of 8th May 2020**

**RESOLVED** that Manningtree Town Council would like to take part in a joint event to celebrate and commemorate the 75<sup>th</sup> Anniversary of VE day over the weekend of 8<sup>th</sup> May 2020. Cllr. Taylor was nominated to represent the town council. The clerk is to inform Lawford Parish Council. **Action: Clerk**

**b) To consider a request from the Frankenberg Partnership and Lawford Parish Council to take part in a joint Civic reception between the three parishes of Lawford, Mistley and Manningtree in May 2021 to celebrate the 50th anniversary of the Frankenberg Partnership**

**RESOLVED** that the town council would like to take part in arranging a joint civic reception in May 2021 to celebrate the 50<sup>th</sup> anniversary of the Manningtree District Frankenberg Partnership Association. The clerk is to inform the Chairman of the Partnership and Lawford and Mistley Parish Councils. **Action: Clerk**



### 33/19 Training

- a) **To consider taking part in joint new councillor EALC training with Lawford Parish Council and Mistley Parish Council**  
**RESOLVED** that the town council would like to take part in joint training between the three parishes for new councillors. **Action: Clerk**
- b) **To consider arranging a MFHA Health and Well-Being ECC funded community course**  
**RESOLVED** that the town council would like to arrange a MFHA Health and Well-Being course in the autumn if possible. The clerk is to contact EALC to arrange. **Action: Clerk**

### 34/19 Finance

- a) **To approve and sign the Annual Governance and Accountability Return 2018/19 Part 2 – Certificate of Exemption**  
**RESOLVED** that the council sign the Certificate of Exemption.
- b) **To approve and sign section one, Annual Governance Statement, of the Annual Return 2018/19**  
Having carried out a review of the effectiveness of the council's system of internal control and considered their findings, it was **RESOLVED** that the Annual Governance Statement be approved and signed.
- c) **To approve and sign section two, Accounting Statements, of the Annual Return 2018/19**  
Following the Responsible Financial Officer's presentation of the Accounting Statements to the Council, and having considered the Accounting Statements as a whole, it was **RESOLVED** that the Accounting Statements be approved and signed.
- d) **To approve the Year-End bank reconciliation figures**  
**RESOLVED** that the year-end bank reconciliation figures be approved.
- e) **To approve monthly bank reconciliation figures**  
**RESOLVED** that the monthly bank reconciliation figures be approved.
- f) **To consider a grant request from Manningtree and Mistley Welcome Home & Memorial Fund**  
**RESOLVED** that an S137 donation of £300 be made to the Manningtree & Mistley Welcome Home & Memorial Fund, payable at this meeting. **Action: Clerk**
- g) **To consider a grant request from East Anglia's Children Hospices**  
**RESOLVED** that an S137 donation of £100 be made to EACH, payable at this meeting. **Action: Clerk**
- h) **To consider requesting a grant from the Manningtree District Business Chamber towards the planting and watering of the flower tubs**  
**RESOLVED** that the clerk is to write to the Manningtree District Business Chamber asking for a grant towards the planting and watering of the flower tubs. **Action: Clerk**
- i) **To consider adding a third cheque signatory to Barclays Bank**  
**RESOLVED** that Cllr. McClarnon be added as a third signatory on behalf of the council.
- j) **To approve payments/cheques for signature in accordance with the 2019/20 budget:**  
**RESOLVED** that the following payments be approved:

Item	Amount
Monthly salary Mrs L Djuve-Wood (June)	£743.87
HMRC National Insurance Contribution Employee	£81.50
Environmental Design Maintenance May	£62.40
Environmental Design Grass Cutting April and May	£96.00
EALC Essex Equals 29 - CiLCA	£600.00
Foundry Court Room Hire May	£18.75
Craft Nurseries (Planting of Flower Tubs)	£960.00
Webfactory monthly fee	£17.99
S137 payment Manningtree & Mistley Welcome Home Fund	£300.00
S137 payment EACH	£100.00

### 35/19 To consider any significant planning applications received

The council considered planning application **19/00039/FUL**, Change of use of extension approved under 17/01056/FUL to form pizzeria on ground floor, Red Lion Public House, 42 South Street, Manningtree.  
**RESOLVED** that the town council has no comments.

### 36/19 Consultations

- a) **To consider commenting on the EALC Strategic Plan**  
**RESOLVED** that the town council has no comments.
- b) **To consider commenting on the Environment Agency consultation: draft national flood and**

coastal erosion risk management strategy for England  
**RESOLVED** that the town council has no comments.

**37/19 Items from councillors to be added to the next agenda**

- a) To consider the planting of wildflower verges

There being no further business the Mayor closed the meeting at 9.18 p.m.

Signed.....

Dated.....18.7.19