



MANNINGTREE TOWN COUNCIL

Clerk to the Council: Mrs. L. Djuve-Wood

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Minutes of the Full Town Council Meeting held virtually via Zoom on Thursday 21st January, 2021 at 7.30 p.m.

Present:	Cllr. R. Stocks (Chair)	Cllr. M. Taylor
	Cllr. S. Tattam	Cllr. Sharon Barker
	Cllr. B. Brown	Cllr. L. Dunnett
In attendance:	District Cllr. A. Coley	L. Djuve-Wood (Clerk)

120/20 To receive and approve Apologies for Absence

Apologies were received from Cllr. L. Lay-Flurrie and accepted by the Council.

121/20 Declarations of interest

There were none.

122/20 Minutes of the Town Council meeting held on the 10th December 2020 to be approved and signed
RESOLVED that the minutes of the Town Council meeting held on the 10th December 2020 be approved as a correct record and signed by the Chair.

123/20 Public participation session with respect to items on the agenda and matters of mutual interest

There were no members of the public in attendance.

124/20 Reports from the District and County Councils

The Council had received the monthly district and county report which had been circulated to all councillors.

Full District and County reports are accessible to the public on the town council's website www.manningtreetowncouncil.org.uk.

125/20 Report from Essex Police

The monthly police report for Manningtree, Mistley, Lawford, Little Bentley and Tendring had been circulated to councillors. During the month there were reports of burglary, theft and vehicle damage.

126/20 Progress Report from the Clerk

The clerk had no further updates since the circulation of the clerk's report to all councillors.

127/20 Report from other committees and representatives

There were no reports from other committees and representatives.

128/20 To consider the following planning applications

- a) **20/01722/FUL, Variation of condition 3 of approved application 17/01479/FUL to change the condition wording to allow for up to three residential units to be occupied before works are complete, Former Natwest Bank, 2 High Street, Manningtree**

Whereas the Council had no comment to make on this planning application it was **RESOLVED** that District Cllr. Coley would speak to the relevant planning officer regarding how one can ensure that any approval given for early occupation is not abused.

- a) **20/01624/LBC, Proposed insertion of one heritage Velux window to rear side facing attic room, 17 South Street, Manningtree**

RESOLVED that the Council has no comment to make on this planning application.

129/20 Highways/Environment

a) To discuss plans for the Swift awareness project

Cllr. Barker had been in contact with Save Our Suffolk Swifts who are eager to help the Council as much as they can with the Swift project and are providing Cllr. Barker with six swift boxes which she is hoping will be put on prominent buildings, including the High Street. They had also offered to send representatives to help the Council identify good places within the town for the swift boxes once COVID regulations allow and had provided her with lots of publicity material. In the mean time they had offered to meet via Zoom should the Council wish to do so, possibly together with PACE. Cllr. Barker's husband had kindly offered to help with installation of the swift boxes. Cllr. Taylor is to add any publicity to the Council's Facebook page. District Cllr. Coley added that he had had an online meeting with the Managing Director of Tendring Farms who are building 450 houses along Clacton Road / Long Road and they have offered to put up swift and bat boxes on the new dwellings throughout the development.

b) To consider declaring a climate emergency

Cllr, Barker proposed that the Council not only declare a climate emergency but also an ecological emergency. Whereas Tendring District Council has already declared a climate emergency and whereas the Town Council does not have the capacity to deal with measurements at the same scale as the District Council, the Town Council can achieve a lot by engaging with members of the community and demonstrating that this is an emergency. Cllr. Barker suggested that a statement be created for discussion at the February meeting whereby the Council demonstrates that whereas Tendring District Council is dealing with the emergency on a larger scale, the Town Council is looking at the smaller steps that can be taken in terms of taking individual responsibility for improving the environment. Cllr. Brown suggested that the Council could host regular exhibitions where members of the public can explore ideas on how to become more environmentally friendly. It was **RESOLVED** that the Council discuss the details of the climate emergency declaration at their next meeting.

c) To discuss the replacement wildlife sign at Riverside

The clerk noted that she was awaiting a reply from the Environment Agency as to whether or not they had produced the previous sign and if so whether they are still able to do so. The clerk was asked to contact Suffolk Coast and Heaths to see if they can assist in any way.

d) To consider carrying out the annual tree survey

RESOLVED that the clerk contact JF Tree Specialist Ltd requesting that they carry out the annual tree survey.

e) To set a provisional date for the Spring litter pick

RESOLVED that no date be set at present due to the current lockdown.

130/20 To discuss the presentation of the Community Engagement Award and Extraordinary Community Engagement Award 2020/21 to recipients

The clerk explained that whereas the larger existing shield had been engraved and was ready for collection from Turners Service Centre, the smaller shield would not be ready until after lockdown due to closure of the supplier. It was **RESOLVED** that as it is not currently possible to arrange an award ceremony, both shields are to be handed to recipients once ready with a delayed ceremony to be arranged once COVID regulations allow. Cllr. Taylor offered to create a diploma for the Extraordinary Community Engagement Award until such time the smaller shield is ready.

131/20 To consider the following items to enable the Council to apply for the Local Council Award Scheme, Foundation Level:

a) To consider creating an action plan for 2021/22

b) To consider creating a risk management scheme

c) To consider creating a training policy for staff and councillors and training record

d) To consider creating a Community Engagement Policy

It was **RESOLVED** that a working party be created to assist with all of the above policies consisting of Cllrs. Stocks and Dunnett. The clerk is to arrange a working party meeting online.

132/20 Administration

a) To consider replacing the Council's laptop

Following some discussion surrounding brand, type and cost of a new laptop it was **RESOLVED** that the clerk purchase a Dell laptop with an i7 driver.

b) To consider cloud storage options for the town council's files

The clerk had sent out three different cloud storage solutions, including Microsoft 365, Dropbox and Google. Whereas it was felt that Microsoft 365 may offer the Council the best solution and protection, the clerk was asked to request advice from Tendring District Council.

133/20 Finance

a) To receive the monthly finance report and approve monthly bank reconciliation figures

The clerk noted that as at the 31st December 2020 the current account held £318.22 and the savings account £22,047.59. The bank reconciliation was approved.

b) To consider an S137 grant request from the Dedham Vale Area of Outstanding Natural Beauty and Stour Valley Project

RESOLVED that a £100 S137 donation be made to the Dedham Vale Area of Outstanding Natural Beauty and Stour Valley Project payable at this meeting.

c) To note the completion of the Ready Reckoner

The clerk noted that the Ready Reckoner had been completed and sent to Tendring District Council. The 2021/22 annual tax rate for a Band D property is £69.87.

d) To consider credit card options for the town council

RESOLVED that the clerk write to Barclaycard requesting further details as to why the Council's credit card application was declined.

e) To approve new payments in accordance with the 2020/21 budget (to be circulated on the day prior to the meeting)

RESOLVED that the following payments be approved:

Payee	Net £	VAT£	Gross £
Environmental Design (December maintenance)	£52.00	£10.40	£62.40
Dedham Vale AONB & Stour Valley Project (S137)	100.00	£0.00	100.00
SLCC (Annual Subscription 50% to be reimbursed by Bradfield Parish Council)	£208.00	£0.00	£208.00
L Djuve-Wood (Planning Portal)	£45.60	£0.00	£45.60
L Djuve-Wood (Postal fee planning applications))	£8.95	£0.00	£8.95
L Djuve-Wood (Salary and expenses)	£687.40	£0.00	£687.40
Webfactory (monthly fee)	£14.99	£3.00	£17.99
Total:	£1,116.94	£13.40	£1,130.34

134/20 Items from councillors to be added to the next agenda

- a) To discuss and agree the Council's climate emergency declaration

135/20 To note date and time of the next meeting

The next meeting is scheduled for Thursday 18th February 2021 at 7:30 p.m.

There being no further business the Mayor closed the meeting at 8:40 p.m.

Signed.....

Dated.....