



MANNINGTREE TOWN COUNCIL

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

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Minutes of the Extraordinary Town Council Meeting held virtually via Zoom on Thursday 7th May, 2020 at 7.30 p.m.

Present: Cllr. R. Stocks (Chair) Cllr. M. Taylor
Cllr. S. Tattam Cllr. Sharon Barker
In attendance: County Cllr. C. Guglielmi L. Djuve-Wood (Clerk)

1/20 To receive and approve Apologies for Absence

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

2/20 Declarations of interest

There were none.

3/20 Minutes of the Town Council meeting held on the 19th March 2020 to be approved and signed

RESOLVED that the minutes of the Town Council meeting held on the 19th March 2020 be approved as a correct record and signed by the Chair. As the meeting was held remotely it was **RESOLVED** that the clerk would drop the minutes on Cllr. Stocks' doorstep for signing in accordance with COVID-19 guidelines.

4/20 Public participation session with respect to items on the agenda and matters of mutual interest

There were no members of the public in attendance.

5/20 Reports from the District and County Councils

The Council had received the monthly district and county report which had been circulated to all councillors. County Cllr. Guglielmi gave an update on behalf of Essex County Council, including the planned resurfacing of the High Street, parts of The Walls as well as the roundabout by Cox Hill and the adjacent underpass in Lawford.

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

6/20 Report from Essex Police

The monthly police report had been circulated to councillors.

7/20 Progress Report from the Clerk

- **154/18 a) To discuss Tendring Local Highway Panel scheme request to have speed limit within Manningtree reduced to 20 mph** The clerk had been informed by Essex Highways that it looks like the original request has been lost in the system. They have requested she resends the form.
- **106/19 b) To consider applying for a Council credit card in order to be compliant with the new financial regulations** The clerk has contacted Essex Records Office to establish the incorporation date of the Council which is required to complete the online application. The office is currently closed due to COVID-19.
- **172/19 a) To consider asking TDC to supply another 20 tonnes of sand for Manningtree Beach** The clerk has been informed that TDC can no longer supply sand to parish/town councils, this is a permanent change. Sand will need to be sourced externally which is not possible currently due to the COVID-19 situation

RESOLVED that the following items be discharged:

30/19 h) To consider requesting a grant from the Manningtree District Business Chamber towards the planting and watering of the flower tubs

119/19 To consider supporting a public petition to ask Tendring District Council to undertake a Community Governance Review of Lawford, Mistley and Manningtree to create one instead of three separate parish councils

132/19 Update from the VE 75th Celebrations Working Group

8/20 Report from other committees and representatives

There were no reports from other committees and representatives.

9/20 To review the current response to COVID-19

The clerk noted that there had been no lifting of restrictions at this point in time from the Government.

10/20 To consider the following planning applications

a) 20/00413/FUL, Proposed change of use of the ground floor from A2/approved retail unit to residential flat (including changes to High Street frontage), 2 High Street, Manningtree

RESOLVED that TDC is informed that Manningtree Town Council strongly objects to this planning application. The ground floor space should be kept as non-residential as was agreed upon approval of the previous planning application (17/01479/FUL), whether this be for retail, including food or drink outlets, or offices.

In addition, in regard to the proposed re-roofing of the building (as per application 20/00411/LBC), the Town Council would like to ask that the applicant checks for any emergence of or entrance of Swifts or other wildlife within the roof structure and that should the re-roofing go ahead that it becomes a condition that they include some Swift bricks in the new roof.

11/20 To consider deferring the Annual Full Town Council Meeting to May 2021 in line with options provided by the new government regulations due to COVID-19

RESOLVED that the Annual Full Town Council meeting be deferred to May 2021.

12/20 To consider and note correspondence from ECC regarding planned resurfacing work of the High Street

The clerk noted that she had received correspondence from County Cllr. Guglielmi that resurfacing of the High Street is due to take place at some point in the coming weeks, possibly July.

13/20 Finance

a) To review the 2019/20 financial accounts

The clerk noted that income for the year was £20,791.02 and expenditure £22,183.62. This leaves a closing balance and reserve as at 31st March 2020 of £16,790.46, a reduction of £1,392.60 from last year.

It was agreed that earmarked sums of £12.34 and £200.00 dating back to 2009 and 2010 respectively for improvements to the market place and for the production of a town guide should be released into general reserves.

Following a review of the accounts including income and expenditure versus the budget it was **RESOLVED** that the 2019/20 accounts be approved. The AGAR is to be reviewed and completed at the June meeting following the completion of the internal audit.

b) To review the council's asset register

RESOLVED that the council's asset register be approved.

c) To review the three-year council insurance policy for 2020/21

The clerk noted that the council has a three-year contract with the insurance provider which expires on the 31st May 2021. The total amount payable for the year 2020/21 is £532.51. The clerk is to check under which category the mayoral regalia is insured and ask for a slight increase in the insurance value for office equipment.

Action: Clerk

- d) **To consider a grant donation to the Royal British Legion poppy appeal**
RESOLVED that an S137 donation of £50 be made to the Royal British Legion poppy appeal, payable at this meeting.
- e) **To consider a grant donation to the Manningtree & 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.
- f) **To approve monthly bank reconciliation figures**
RESOLVED that the monthly bank reconciliations be approved.
- g) **To approve new payments in accordance with the 2020/21 budget and to note payments made to date under delegated authority to the clerk due to COVID-19**
RESOLVED that the following payments be approved:

Item	Net £	VAT £	Gross £
April Payments:			
Staff Costs & Expenses April	709.03	0.00	709.03
HMRC Year End Payment	93.72	0.00	93.72
EON	397.33	19.87	417.20
EALC Affiliation Fee	275.09	0.00	275.09
Environmental Design Litter/Weeding March	52.00	10.40	62.40
Environmental Design Grass Cutting March	40.00	8.00	48.00
Environmental Design April Maintenance	96.00	19.20	115.20
Scribe Accounts Software	129.00	25.80	154.80
Webfactory Standing Order	14.99	3.00	17.99
May Payments:			
NALC LCR Magazine	17.00	0.00	17.00
Came & Co Insurance Premium	582.51	0.00	582.51
MMWHF S137 Donation	300.00	0.00	300.00
RBL Poppy Appeal S137 Donation	50.00	0.00	50.00
Staff Costs and Expenses May	705.38	0.00	705.38
Webfactory Standing Order	14.99	3.00	17.99
Total:	3,477.04	89.27	3,566.31

14/20 Items from councillors to be added to the next agenda

- a) To consider nominations for an Extraordinary Community Engagement Award in recognition of community work during the COVID-19 pandemic

15/20 To note date and time of the next meeting

The next meeting is scheduled for Thursday 18th June 2020 at 7:30 p.m.

There being no further business the Mayor closed the meeting at 9:06 p.m.

Signed.....

Dated.....