



MANNINGTREE TOWN COUNCIL

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

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Minutes of the Town Council Meeting held virtually via Zoom on Thursday 18th June, 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 District Cllr. V. Guglielmi
District Cllr. A. Coley 4 members of the public
L. Djuve-Wood (Clerk)

16/20 To receive and approve Apologies for Absence

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

17/20 Declarations of interest

There were none.

18/20 Minutes of the extraordinary town Council meeting held on the 7th May 2020 to be approved and signed

RESOLVED that the minutes of the extraordinary town council meeting held on the 7th May 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.

19/20 Public participation session with respect to items on the agenda and matters of mutual interest

There were four members of the public in attendance. Concerns were raised regarding the Brook Street / Mill Lane junction and motorists queuing on to the High Street when wishing to turn left onto Mill Lane but not having right of way. A request had been made to the Council to consider submitting an LHP scheme to Essex Highways requesting that the right of way priority at the junction be changed. County Cllr. Guglielmi stated that he would support the town council putting forward a scheme asking ECC Highways to look at how the junction can be improved. The item was on the agenda for further discussion.

The Stour Sailing Club Commodore was in attendance to discuss the lack of management of boats being abandoned on the land to the right of the sailing club's east compound. The sailing club would like to work with the landowner to manage the situation and wanted to establish who owns the land. Cllr. Stocks stated that it was not owned by the town council but most likely Tendring District Council. District Cllr. Coley asked the commodore to e-mail him. The clerk was asked to supply her with his e-mail address.

Action: Clerk

A resident voiced their concerns regarding the on-going issues of parking along the very narrow stretches of South Street. He had put in a request to the Council prior to the meeting to submit an LHP scheme to Essex Highways for double yellow lines on certain stretches of the road. Parking along these stretches forces larger vehicles up on the pavement with damage being caused to housing as well as scratching of parked cars. County Cllr. Guglielmi stated that someone from Essex Highways should have made contact with the resident by now to arrange a site visit but which had clearly not happened, and that he would contact the relevant parties and arrange a site visit to get an idea of the best way forward to try and solve these issues.

It was also noted that a number of residents are extremely unhappy about the Lawford Recycling Centre remaining closed when others in the region are reopening. County Cllr. Guglielmi stated that he has been and continue to lobby the county council to consider reopening the centre as soon as possible.

20/20 Reports from the District and County Councils

The Council had received the monthly district and county reports which had both been circulated to all councillors. County Cllr. Guglielmi noted that the High Street is scheduled to be resurfaced on the 8th and 9th July 2020.

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

21/20 Report from Essex Police

The monthly police report had been circulated to councillors.

22/20 Progress Report from the Clerk

The clerk noted the following updates:

- **27/17 To discuss the safety aspect of the town's one-way system** The scheme to replace worn signs and posts and combine signs if and where possible has been funded and will be delivered in this financial year.
- **69/17 To consider applying for a Traffic Regulation Order to review and amend restrictions of the limited parking bays outside Lucca on the High Street** The request has been approved and is scheduled to be completed after the resurfacing of the High Street mid-July, including double yellow lines along the War Memorial.
- **154/18 a) To discuss Tendring Local Highway Panel scheme request to have speed limit within Manningtree reduced to 20 mph** The clerk had resent the LHP scheme request form.
- **22/19 Swift Awareness Project** Cllr. Barker offered to bring ideas regarding this as well as the wildflower verges project to the July meeting. **Action: Cllr. Barker**
- **27/19 To discuss and consider the new Website Accessibility regulations** The clerk had made several amendments to the website following her meeting with Cllr. Taylor. The site will need to be tested before an accessibility statement can be added to the site.
- **97/19 f) To discuss on-going issues with TDC recycling** The clerk had reported the issues at College Court to TDC's housing department.
- **117/19 a) To consider quote and style for streetlight replacement on Stour Street** Whereas the new light had been fitted the council had received complaints from nearby residents that it was too bright. The clerk had instructed the lighting contractor to investigate options of dimming the light.

23/20 Report from other committees and representatives

There were no reports from other committees and representatives.

24/20 To consider candidates for co-option

There were two candidates present, Liz Dunnett and Benjamin Brown, who both provided the council with a short presentation of their backgrounds. **RESOLVED** that Liz Dunnett and Ben Brown both be co-opted as councillors to Manningtree Town Council. The clerk is to e-mail the Declaration of Acceptance of Office, Members' Code of Conduct and Register of Members' Interests forms to the new councillors for them to complete and return to the clerk at their earliest opportunity. **Action: Clerk**

25/20 To review the current response to COVID-19

It was noted that there had been no lifting of restrictions at this point in time from the Government that would affect local councils.

26/20 To consider the following planning applications

- a) **20/00257/LBC, Proposed removal of all asbestos sheeting from studio and insertion of 8 telescopic mole posts (bollards) in yard, 20 High Street, Manningtree**
RESOLVED that the town council has no comment.

27/20 Highways/Environment

- a) **To consider putting forward an LHP scheme request to change the road markings at the Brook Street/Mill Lane junction**
RESOLVED that the council will submit an LHP scheme to Essex Highways asking them to investigate options for how the junction can be improved. **Action: Clerk**

- b) To consider putting forward an LHP scheme request for double yellow lines along parts of South Street**
County Cllr. Guglielmi is to arrange a site visit with ECC Highways to look at how the parking situation can be best resolved.
- c) To consider ownership and insurance request for flower tubs outside Brooks Malting**
Cllr. Tattam noted that the tubs are insured by the Manningtree District Business Chamber.
- d) To consider quotes for potential sand purchase for Manningtree beach**
RESOLVED that the clerk will submit an order to A&S Aggregates for the delivery of 20 tonnes sand at £17.50 per tonnes and instruct Rose Builders to rake the sand at £200.00 net. **Action: Clerk**
- e) To note the replanting of the flower tubs and consider introducing information plaques**
It was noted that the town's flower tubs had been replanted at the beginning of June. **RESOLVED** that the clerk is to contact Craft Nurseries to find out which plants have been planted to allow Cllr. Barker to look into creating information plaques. **Action: Clerk/Cllr. Barker**
- f) To consider campaigning to make Manningtree a pesticide free town**
RESOLVED that Cllr. Barker and Cllr. Brown will investigate alternatives of how Manningtree can gradually become a pesticide free town and bring their findings back to the July meeting. **Action: Cllrs. Barker/Brown**
- g) To consider participating in the Essex County Council Salt Bag Partnership Scheme 2020/21**
RESOLVED that the town council will not participate in this year's salt bag partnership scheme.
- h) To consider replacing dying tree on Quay Street**
It was suggested that the council may wish to consider replacing the tree with an oxygenating plant. Cllr. Brown offered to take some photos and look at options. The clerk was asked to contact Cllr. Lay-Flurrie to see if she has any good ideas. **Action: Cllr. Brown/Clerk**
- i) To consider complaints received regarding the closure of the Lawford Recycling Centre**
It was noted that County Cllr. Guglielmi is currently lobbying Essex County Council to reopen the centre as soon as possible.

28/20 Policies and Procedures

- a) To consider adopting NALC's model policy on equality and diversity**
RESOLVED that Cllrs. Taylor and Dunnett is to study the NALC model policy and bring a tailored model to the July meeting for the council to consider. The clerk noted that the council may also need a dignity at work policy. **Action: Cllrs. Taylor/Dunnett**

29/20 To consider replacing the noticeboard on the High Street

RESOLVED that the council would like to change the noticeboard on the library wall with a larger and more colourful noticeboard. The clerk is to bring options to the July meeting for the council to consider.
Action: Clerk

30/20 To consider request from Stour Sailing Club regarding the management of land to the right of their east compound to deter disposal of boats

It was noted that the sailing club's commodore is contacting District Cllr. Coley regarding this issue.

31/20 To consider nominations for an Extraordinary Community Engagement Award in recognition of community work during the COVID-19 pandemic

RESOLVED that Cllr. Taylor is to put a note on the town council's Facebook page asking members of the public to nominate local businesses and residents who they believe have gone out of their way to service the local community during the COVID-19 pandemic. The clerk is to add the same note to the website. Nominations are to be considered at the July meeting. **Action: Cllr. Taylor/Clerk**

32/20 Finance

- a) To note the completion of the 2019/20 internal audit**
The clerk noted that Miss Valerie Pretty had completed the annual internal audit and that no issues were found.
- b) To approve and sign the Annual Governance and Accountability Return 2019/20 Part 2 – Certificate of Exemption**
RESOLVED that the Certificate of Exemption as prepared by the Responsible Financial Officer be approved and signed.
- c) To approve and sign section one, Annual Governance Statement, of the Annual Return 2019/20**

The council reviewed and completed the Annual Governance Statement. **RESOLVED** that the Annual Governance Statement be approved and signed.

- d) **To approve and sign section two, Accounting Statements, of the Annual Return 2019/20**
RESOLVED that the Accounting Statements as prepared by the Responsible Financial Officer be approved and signed.
- e) **To approve the Year End bank reconciliation figures**
It was noted that the year-end bank reconciliation had already been approved at the May meeting when the council approved the year-end accounts.
- f) **To approve monthly bank reconciliation figures**
RESOLVED that the monthly bank reconciliation figures be approved and signed.
- g) **To review the level of allowances to councillors following the Parish Independent Remuneration Panel Review for 2020/21**
The clerk noted that the mileage rate allowance is the same as last year at 45 pence per mile.
- h) **To review council / staff subscriptions**
The council reviewed and approved the council and staff subscriptions.
- i) **Council to approve and chairman to initial two minor corrections to the minuted payment schedules for November 2019 and February 2020**
RESOLVED that the chairman initial the two minor corrections to the minutes.
- j) **To approve new payments in accordance with the 2020/21 budget**
RESOLVED that the following payments be approved:

Payments:	Net £	VAT £	Gross £
Royal Mail (post box renewal paid prior to meeting)	£231.25	£46.25	£277.50
EALC (new Cllr. training webinar)	£40.00	£8.00	£48.00
A&J Lighting (new Iffley light Stour Street)	£961.75	£192.35	£1,154.10
Environmental Design (monthly maintenance)	£96.00	£19.20	£115.20
Miss V E Pretty (internal audit)	£50.00	£0.00	£50.00
Bradfield Parish Council (shared printer/scanner)	£78.73	£0.00	£78.73
Craft Nurseries (replanting of flower tubs)	£800.00	£160.00	£960.00
Methodist Church (hall hire)	£37.50	£0.00	£37.50
Line Djuve-Wood (salary and expenses)	£707.81	£0.00	£707.81
Webfactory (monthly hosting fee)	£14.99	£3.00	£17.99
	£3,018.03	£428.80	£3,446.83

33/20 Items from councillors to be added to the next agenda

- a) To consider pedestrianising areas of the town including South Street
- b) To consider requesting that a sign be installed near the Manningtree Railway Station advertising Manningtree Beach
- c) To consider ways of deterring motorists idling in the town centre

Councillors are requested to e-mail the clerk with any further agenda items they would like discussed at the next meeting.

34/20 To note date and time of the next meeting

The next meeting is scheduled for Thursday 16th July 2020 at 7:30 p.m.

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

Signed.....

Dated.....