



# 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 16<sup>th</sup> July, 2020 at 7.30 p.m.**

<b>Present:</b>	Cllr. M. Taylor (Chair)	Cllr. B. Brown
	Cllr. S. Tattam	Cllr. L. Dunnett
	Cllr. Sharon Barker	
<b>In attendance:</b>	County Cllr. C. Guglielmi	District Cllr. V. Guglielmi
	District Cllr. A. Coley	2 members of the public
	L. Djuve-Wood (Clerk)	

### **35/20 To receive and approve Apologies for Absence**

Apologies were received from Cllrs. R. Stocks and L. Lay-Flurrie and accepted by the Council.

### **36/20 Declarations of interest**

There were none.

### **37/20 Minutes of the town council meeting held on the 18<sup>th</sup> June 2020 to be approved and signed**

**RESOLVED** that the minutes of the town council meeting held on the 18<sup>th</sup> June 2020 be approved as a correct record and is to be signed by the Chair after the meeting in accordance with COVID-19 guidelines.

### **38/20 Public participation session with respect to items on the agenda and matters of mutual interest**

There were two members of the public in attendance. No issues or concerns were raised other than showing support for the suspension of the use of glyphosate in Manningtree.

### **39/20 Reports from the District and County Councils**

The monthly district and county reports had been circulated to all councillors.

Cllr. Coley noted that the district report included a comprehensive update on the use of glyphosate. He also stated that the ownership of the piece of land queried by the Stour Sailing Club at the council's June meeting could not be established. A conversation will have to take place regarding ownership should it prove impossible to identify the landowner.

It was noted that the Manningtree Library and the Lawford Recycling Centre have both reopened.

Cllr. Taylor reiterated the council's thanks to the various COVID-19 support groups in the area during the recent lockdown period.

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).

### **40/20 Report from Essex Police**

The monthly police report had been circulated to councillors. There were reports of various criminal damage to residential dwellings and business premises, theft from motor vehicles as well as possession of cannabis.

### **41/20 Progress Report from the Clerk**

The clerk noted the following updates:

- **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 approved works had been delayed due to adverse weather conditions. A new date is yet to be scheduled.

- **11/19 a) To consider quote and style for streetlight replacement on Stour Street** Following complaints about the strength of the new light, the lighting contractor had fitted a shield inside the light to the satisfaction of nearby residents.
- **27/20 a) To consider putting forward an LHP scheme request to change the road markings at the Brook Street / Mill Lane junction** The clerk had completed the LHP scheme request form but needed supportive photos of the reported congestion issues at the junction before submitting the form. **Action: Clerk**
- **31/20 To consider nominations for an Extraordinary Community Engagement Award in recognition of community work during the COVID-19 pandemic** As no engagement with residents had been carried out to date regarding these nominations, the matter had been deferred to the September meeting. **Action: Cllr. Taylor**

#### **42/20 Report from other committees and representatives**

There were no reports from other committees and representatives.

#### **43/20 To consider the following planning applications**

- 20/00527/LBC, Extended first floor screen balustrade, infilling roof void with added walkover roof light, refurbishment of store to study/office with washroom adding French doors and removal of door for added windows, linked porch and screen balustrade over part courtyard. Timber pergola/frame to courtyard entrance/garden, 5 Stour Street, Manningtree**  
**RESOLVED** that the council has no comment.
- 20/00725/FUL, Proposed new roof lights, linked porch over part courtyard, removal/reposition of doors/windows providing new French doors/screen into courtyard and reinstatement of original fireplace, 40 High Street, Manningtree**  
**RESOLVED** that the council has no comment.
- 20/00793/TCA, 1. No Silver Birch - Re thin crown and bring sides in by 2m, 10 Oxford Road, Manningtree**  
**RESOLVED** that the council has no comment.
- 20/00795/TCA, 1 No. Judas Tree - Fell, 53 South Street, Manningtree**  
**RESOLVED** that the council has no comment.
- 20/00842/TCA, 1 Pittosporum - Prune, 31 Malthouse Road, Manningtree**  
**RESOLVED** that the council has no comment.
- 20/00868/TPO, 1 Sycamore - Re reduce by up to 2.5m. 2 Hollies - Reduce by up to 1m and trim, 35 Malthouse Road, Manningtree**  
**RESOLVED** that the council has no comment.

#### **44/20 Highways/Environment**

- To consider tonnage for Manningtree beach sand purchase**  
Following a meeting with Rose Builders regarding the distribution of sand on the beach, the clerk reported that the previously agreed upon 20 tonnes of sand was not considered sufficient to make much of a difference to the sand levels. In order to top up the entire beach with 4" sand it had been calculated that the council would need to order as much as 140 tonnes sand. If topping up to the high water mark only an estimated 80 tonnes sand would be needed. At the very least 60 tonnes sand was recommended. **RESOLVED** that the council do not order any sand for the beach this year with a view to reviewing the sand budget for next year to allow for a larger order.
- To consider proposals to make Manningtree a pesticide free town**  
Cllrs. Barker and Brown had carried out extensive research on the spraying of glyphosate, including seeking local opinion by talking to residents and using social media as well as writing to Tendring District Council. Cllr. Barker provided the council with a comprehensive report emphasising the following findings and possible solutions:
  - Whereas glyphosate is defined as a herbicide it is widely accepted that it comes under the umbrella term pesticide;

- In November 2017 EU states narrowly voted to relicence glyphosate until 2022 but with minimised use in public spaces. Areas sprayed in Manningtree are all classed as a public spaces;
- In 2015 the World Health Organisation declared glyphosate to be genotoxic;
- 2013 research shows that long term use of pesticides may be linked to a series of problems including developmental problems in children as well as Parkinson disease and asthma;
- Glyphosate may also cause illness in exposed pets, in particular dogs, cats and horses. Councillors had received reports of several unwell pets following the last spraying in Manningtree;
- Blanket herbicide spraying limits the number and variety of plants in the town, which in turn limits the ability of wildlife, including pollinators, to survive and thrive;
- Invertebrates and other lifeforms are likely to be directly impacted by the use of glyphosate, including a negative impact on their cognitive abilities;
- Several smaller places are already glyphosate free, including Brightlingsea and Wivenhoe and Colchester Borough Council have agreed a phased plan to stop the use of glyphosate;
- As an alternative to spraying glyphosate, hand weeding could be done selectively rather than totally to enable plants that are good for wildlife at specific times of year. Several volunteers have already come forward to assist with hand weeding. Communication with residents to explain such action would be key, including the use of appropriate signage.

**RESOLVED** that:

- The Council request a 3-month trial suspension of the use of glyphosate in Manningtree, to be reviewed at the October meeting; **Action: Clerk**
- Weeding will be undertaken by a team of volunteers. The clerk was asked to check with the council's insurance company for any implications in using volunteers and whether a risk assessment needs to be carried out; **Action: Cllrs. Brown / Barker**
- A brown bin is to be ordered from Tendring District Council to be stored behind the public toilets at Market Square; **Action: Clerk**
- Cllrs. Barker and Brown are to compose a press release for local media and social media, including a photo of all councillors. **Action: Cllrs. Brown / Barker**

**c) To consider replacement plants for Quay Street tree**

Cllr. Brown noted that upon further investigation the tree at Quay Street is still alive and that he had been watering it regularly in an attempt to revive it. He offered to carry on regular watering.

**RESOLVED** that Cllr. Brown take on responsibility for watering the tree. **Action: Cllr. Brown**

**d) To consider locations and options for wildflower verges**

Cllrs. Brown and Barker had carried out a tour of Manningtree identifying suitable green spaces for wildflower areas. They suggested some areas were cut as usual and others were left to rewild with appropriate signage to explain why. They noted that more time would be needed to decide what to do and where. Cllr. Barker stated the best course of action would be to prepare the ground in winter and sow wildflower seeds in spring. **RESOLVED** that further discussion take place at the September meeting. **Action: Cllrs. Barker / Brown**

**e) To receive new ideas for the Swift awareness project**

**RESOLVED** that this item be deferred to the September meeting. **Action: Cllrs. Barker / Brown**

**f) To consider pedestrianising areas of the town including South Street**

County Cllr. Guglielmi offered to set up a site meeting to consider viable options. It was agreed he would liaise with Cllr. Tattam and the clerk. **Action: Cllr. Tattam / Clerk**

**g) To consider requesting that a sign be installed near the Manningtree Railway Station advertising Manningtree Beach**

County Cllr. Guglielmi noted that this would be a matter for Lawford Parish Council to consider. He also noted that all signage for the station area is currently under review. **RESOLVED** that this item be put on hold.

**h) To consider ways of deterring motorists idling in the town centre**

County Cllr. Guglielmi agreed to arrange a site visit at the same time as looking at options for pedestrianising areas of South Street.

**i) To set a date for the autumn litter pick**

**RESOLVED** that a date be set for Sunday 8th November 2020. Cllr. Barker offered to sort through the litter after the event for recycling. The clerk asked for District Cllr. Coley's help in reserving additional litter picks and hoops from Tendring District Council to supplement the council's own equipment.

**j) To consider Quay Street mural proposal**

Cllr. Brown reported that he had been in contact with local artist David Downes regarding the painting of a mural on the large brick wall along Quay Street. Mr Downes had offered to undertake the mural at the cost of the paint. Cllr. Brown noted that Mr Downes already had various ideas but that he was also open for suggestions. Cllr. Taylor said Mr Downes should be invited to address the council and that it would need to be established who owns the wall. District Cllr. Coley noted that the council would also need to apply for planning permission from Tendring District Council. Whereas the Council supported the idea in principle it was proposed that local opinion should also be sought. Cllr. Dunnett suggested that if given the go ahead, Mr Downes ideas be presented at the local library for residents to vote on. It was **RESOLVED** that Cllr. Brown investigate the project further. **Action: Cllr. Brown**

**45/20 Constitution**

**a) To nominate a second representative for the cemetery committee**

**RESOLVED** that Cllr. Dunnett be appointed representative to the cemetery committee.

**46/20 Policies and Procedures**

**a) To consider 'equality and diversity' and 'dignity at work' policies**

**RESOLVED** that the policies be approved and adopted subject to the following changes to the 'dignity at work' policy to ensure gender neutrality:

- Harassment paragraph: "men and women at work" to be replaced with "persons at work";
- Formal Steps paragraph: "Chairman" to be replaced with "Chairperson". **Action: Clerk**

**47/20 To consider designs for the new noticeboard on library wall**

Cllr. Tattam called for a bigger and brighter noticeboard to replace the old wooden one on the library wall, possibly on poles rather than attached to the wall itself. The clerk reported that it would be advisable for a new noticeboard to be able to accommodate a minimum of 12-16 A4 sized pages and that a header board be included with the council name and possibly logo imprinted on it. She suggested permission may need to be sought from Essex County Council as they own the library building. Cllr. Tattam suggested planning permission may also need to be sought, particularly if on poles needing fixing to the ground. The cost of a reasonably sized new noticeboard with header is in the range of £600-£1200. In addition, costs would be incurred for the installation. **RESOLVED** that Cllr. Taylor and the clerk visit the library site to measure the wall area available for a larger noticeboard, that they look at designs and options and investigate permissions required. **Action: Cllr. Taylor / Clerk**

**48/20 To consider becoming a Dementia Friendly Community**

The clerk reported that a representative from Tendring Dementia Action Alliance would be attending the September council meeting to provide the council with further information on what becoming a Dementia Friendly Community will involve.

**49/20 Finance**

**a) To note the completion of the Annual Governance and Accountability Return (AGAR) 2019/20 and dates set for the period for the exercise of public rights**

The clerk noted that the AGAR had been completed, that the Exemption Certificate had been e-mailed to PKF Littlejohn and that the AGAR documents were now on the noticeboards and website, with the latter also including all transparency related documents. The dates set for the period for the exercise of public rights were the 20th July to the 28th August 2020.

- b) **To approve monthly bank reconciliation figures**  
**RESOLVED** that the monthly bank reconciliation figures be approved and signed.
- c) **To approve new payments in accordance with the 2020/21 budget**  
**RESOLVED** that the following payments be approved:

<b>Payee</b>	<b>Net £</b>	<b>VAT£</b>	<b>Gross £</b>
CVST (annual membership)	£25.00	£0.00	£25.00
EON (street lighting)	£397.33	£19.87	£417.20
A&J Lighting (street lighting repairs)	£120.00	£24.00	£144.00
Environmental Design (maintenance)	£160.00	£32.00	£192.00
Environmental Design (replace cancelled cheque)	£52.00	£10.40	£62.40
Bradfield Parish Council (ink)	£50.75	£0.00	£50.75
Line Djuve-Wood (salary & expenses)	£709.04	£0.00	£709.04
Webfactory (website hosting)	£14.99	£3.00	£17.99
<b>Total:</b>	<b>£1,529.11</b>	<b>£89.27</b>	<b>£1,618.38</b>

**50/20 Items from councillors to be added to the next agenda**

There were none.

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

**51/20 To note date and time of the next meeting**

The next meeting is scheduled for Thursday 17th September 2020 at 7:30 p.m.

There being no further business the Chair closed the meeting at 9:27 p.m.

Signed.....

Dated.....