



# 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 15<sup>th</sup> October, 2020 at 7.30 p.m.**

<b>Present:</b>	Cllr. R. Stocks (Chair)	Cllr. M. Taylor
	Cllr. S. Tattam	Cllr. S. Barker
	Cllr. L. Dunnett	Cllr. B. Brown
<b>In attendance:</b>	County Cllr. C. Guglielmi	District Cllr. A. Coley
	L. Djuve-Wood (Clerk)	

### **77/20 To receive and approve Apologies for Absence**

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

### **78/20 Declarations of interest**

There were none.

### **79/20 Minutes of the town Council meeting held on the 17<sup>th</sup> September 2020 to be approved and signed**

**RESOLVED** that the minutes of the town council meeting held on the 17<sup>th</sup> September 2020 be approved as a correct record and signed by the Chair.

### **80/20 Public participation session with respect to items on the agenda and matters of mutual interest**

There were no members of the public present.

### **81/20 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 the move into tier 2 for Essex in terms of government COVID regulations.

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).

### **82/20 Report from Essex Police**

The police report had been received and circulated to all councillors in advance. In total two burglaries and four incidents involving theft or interference with motor vehicles were reported.

### **84/20 Progress Report from the Clerk**

The following updates were noted:

- **79/19 Wildflower verges:** Cllr. Barker requested permission to start introducing more pollinator friendly planting, and wildflower planting in some places, starting with Quay Street. She proposed a bed going round the curve at the left-hand end of the Quay Street green filled with all season plants, leading into slightly more wild planting towards the wall. It was agreed that Cllr. Barker is to source bulbs with a spend of up to £50.
- **44/20 f) Proposal to pedestrianise areas in Manningtree:** County Cllr. Guglielmi stated that if the Council could put together a proposal he'd be happy to discuss it. Cllr. Tattam agreed to look at putting together a proposal.
- **67/20 Live entertainment Space:** A response had been received from TDC stating that they are looking into the town council's request for the potential provision of a live entertainment space.

The Clerk also noted that she had reported the street light outage on York Street to ECC who claim they do not own the light. County Cllr. Guglielmi has requested that ECC investigate ownership of the light as it is on the highway and is identical to ECC's other street lights.

The poles supporting the highways sign outside the Coop Funeral Services on Station Road had corroded and the sign was recently hanging by one leg only. The clerk had contacted ECC Highways who attended promptly and removed the sign in order to make safe.

### **85/20 Report from other committees and representatives**

Cllr. Tattam had attended the online TDALC meeting where the main topic was the election of members to various committee positions. The minutes of the meeting had been circulated.

Cllrs. Stocks, Taylor and Tattam had an upcoming meeting arranged with Age Concern.

Cllr. Stocks requested that the Council write to the Rotary Club thanking them for cleaning all the town's street signs.

### **86/20 To consider the following planning applications**

- a) **20/01062/FUL, Change of use of office mixed use to include tattoo/piercing studio and office, 22A High Street, Manningtree**

**RESOLVED** that the town council has no comment.

### **87/20 Highways/Environment**

- a) **To consider options for reflective bollards on Quay Street green**

Cllr. Brown noted that he had had a conversation with the Stour Sailing Club to repurpose old sailing club buoys to line parts of the Quay Street Green instead of bollards. The buoys would be chained up to a concreted anchor. Planning permission would also be needed. It was **RESOLVED** that the Council use buoys instead of bollards and that the clerk contact TDC regarding what will be needed for the planning application. Cllr. Brown is to provide the clerk with the exact details and design of the project.

- b) **To consider options for replacing damaged bench by beach**

It was **RESOLVED** to replace the three larger and older wooden benches with four new benches from Glasdon. The Council decided that they would like to purchase 2 x Phoenix Jubilee Recycled Material Seats with armrests at £845.78 each (excluding VAT) and 2 x Phoenix Recycled Material Seats without armrests at £459.40 each (excluding VAT).

- c) **To consider request from Ramsey & Parkeston Parish Council for Tendring Rangers to carry out maintenance work to the district's mile markers**

**RESOLVED** that the Council is happy for Ramsey & Parkeston Parish Council to instruct Tendring Rangers to include the Manningtree mile marker in their restoration work.

### **88/20 To consider additional measures to make the website more accessible**

The clerk noted that there were certain accessibility requirements which, whereas they could be considered a disproportionate burden for the Council to carry out, the Council should consider implementing, including:

- Ensuring the site can be navigated using tab only with menu and drop down menus / items highlighted as the user navigates the site.
- Adding a Skip to Content button.
- Adding a font increase / decrease button.
- Increasing contrast between page colour and font colour where needed.

Webfactory had quoted a total cost for these changes of £159+VAT. **RESOLVED** that the clerk instruct Webfactory to carry out the work.

### **89/20 To consider nominations for 2020/21 Community Engagement Award**

It was **RESOLVED** that the 2020/21 Community Engagement Award be given jointly to Ms Rosemary Raddon and Mr Michael Checketts for their long-term ongoing and devoted service to

keeping Manningtree weed free and for kickstarting the idea of making Manningtree a glyphosate free town. The Clerk is to write to both individuals informing them of their award.

**90/20 To consider nominations for an Extraordinary Community Engagement Award in recognition of community work during the COVID-19 pandemic**

It was **RESOLVED** that the Extraordinary Community Engagement Award be given to De'Aths Bakery for going beyond their duty in keeping everyone with fresh bread during the first lockdown period. In addition, it was noted that they are always happy to donate food for local litter picking sessions. The clerk is to order a small wooden shield for the award.

**91/20 Finance**

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

The clerk noted that as at the 29th September the current account had £1,174.83 and the savings account £16,247. The bank reconciliation was approved.

**b) To discuss the replanting of the flower tubs in accordance with the budget**

**RESOLVED** that Craft Nurseries be instructed to replant the flower tubs using peat free compost and more pollinating plants.

**c) To consider an S137 donation to the Royal British Legion Poppy Appeal for Remembrance Day Wreath**

**RESOLVED** that an S137 donation of £25 be granted to the Royal British Legion's Poppy Appeal for the Remembrance Day wreath.

**d) 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>
Environmental Design (Sept Maintenance)	£224.00	£44.80	£268.80
EON (Street Lighting)	£401.69	£20.08	£421.77
ICO (Annual Fee)	£35.00	£0.00	£35.00
Royal British Legion (S137 Poppy Appeal)	£25.00	£0.00	£25.00
Line Djuve-Wood (McAfee Expense)	£89.99	£0.00	£89.99
HMRC (Employer NI)	£5.10	£0.00	£5.10
Line Djuve-Wood (Salary & Expenses)	£727.71	£0.00	£727.71
Webfactory (Web Hosting Fee)	£14.99	£3.00	£17.99
<b>Total Sum:</b>	<b>£1,523.48</b>	<b>£67.88</b>	<b>£1,591.36</b>

**92/20 Items from councillors to be added to the next agenda**

- a) To discuss plans for the Swift awareness project
- b) To discuss the replacement of the wildlife sign at Riverside

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

**93/20 To note date and time of the next meeting**

The next full council meeting is scheduled for Thursday 19th November 2020 at 7:30 p.m. In addition, a finance committee meeting is to be scheduled for Thursday 26th November at 7:30 p.m.

There being no further business the Mayor closed the meeting at 9.16 p.m.

Signed.....

Dated.....