



# MANNINGTREE TOWN COUNCIL

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

*Po Box 12651, Manningtree, Essex, CO11 9AR. Tel. 07419 730258*

*email: [clerk@manningtreetowncouncil.org.uk](mailto:clerk@manningtreetowncouncil.org.uk); Website: [www.manningtreetowncouncil.org.uk](http://www.manningtreetowncouncil.org.uk)*

## **Minutes of the Town Council Meeting held virtually via Zoom on Thursday 17<sup>th</sup> September, 2020 at 7.30 p.m.**

**Present:** Cllr. R. Stocks (Chair) Cllr. M. Taylor  
Cllr. S. Tattam Cllr. Sharon Barker  
Cllr. L. Dunnett Cllr. B. Brown

**In attendance:** District Cllr. A. Coley L. Djuve-Wood (Clerk)

### **57/20 To receive and approve Apologies for Absence**

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

### **58/20 Declarations of interest**

There were none.

### **59/20 Minutes of the extraordinary town Council meeting held on the 6<sup>th</sup> August 2020 to be approved and signed**

**RESOLVED** that the minutes of the extraordinary town council meeting held on the 6<sup>th</sup> August 2020 be approved as a correct record and signed by the Chair.

### **60/20 Public participation session with respect to items on the agenda and matters of mutual interest**

There were no members of the public present. Cllr. Stocks noted that she had received a complaint about The Lane being covered in pigeon droppings. The clerk had contacted Essex County Council to see if they could help with cleaning in any way.

### **61/20 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. Some discussion took place regarding the government's white paper consultations on planning and how they may affect the local plan. The government's consultations were on the agenda for discussion.

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).

### **62/20 Visit from Age Concern North East Essex**

Ms C. Horn and Ms N. Cailles from Age Concern North East Essex attended the Council meeting, providing the councillors with a presentation on the services offered by their organisation, including care support, emotional support and befriending services. The Council was asked to help create and promote a dementia friendly community. It was agreed that Cllrs. Stocks, Taylor and Tattam set up a meeting with Ms Horn to discuss further.

### **63/20 Report from Essex Police**

No report had been received this month.

### **63/20 Progress Report from the Clerk**

The clerk noted the following updates:

- **106/19b) Council credit card:** The clerk is awaiting receipt of the council's first set of minutes from Essex records office to establish its incorporation date, which will allow her to send the credit card application form off to Barclays.

- **134/19 c) Carbon Emission page on council website:** It was agreed at a previous meeting to add a page on the council website to provide residents with information on how they can reduce carbon emission. Cllr. Barker offered to send the Clerk a list of ideas.
- **27/20 a) LHP Scheme re the junction at Brook Street/Mill Lane:** The application has been sent to Essex Highways for consideration.
- **27/20 b) Potential scheme request for double yellow lines along parts of South Street:** Cllr. Stocks informed the Council that following a site visit between County Cllr. Guglielmi, two residents, herself and representatives from Tendring District Council and The North Parking Partnership (NEPP), it had been decided that NEPP would action the request for double yellow lines to be implemented along parts of South Street.
- **27/20 h) Dying tree on South Street:** Cllr. Brown noted that it will not be possible to know for certain whether the tree has survived or not until next Spring.

#### **64/20 Report from other committees and representatives**

There were none.

#### **65/20 To consider the following planning applications**

- a) **20/01034/FUL, Retrospective application to demolish and reinstate part of a wall in a conservation area, Wall opposite 16 York Street, Manningtree**  
**RESOLVED** that the town council has no comment.

#### **66/20 Highways/Environment**

- a) **To consider locations and options for wildflower verges**

Cllr. Barker informed the Council that together with Cllr. Brown they had had a preliminary look at local areas for wildflower verges. She also noted that a member of the public had offered some funding towards the project. Before proceeding a proper plan needs to be established with an aim to plant the wildflower seeds in the Spring. Cllrs. Barker and Brown will continue working on this project and will inform the Council when they are ready to move forward.

- b) **To receive new ideas for the Swift awareness project**

As per the wildflower project Cllr. Barker will inform the Council when she is ready to move forward with this project. The clerk noted that Lawford Parish Council had been in touch asking for an update regarding the cross parish working group that had initially been set up between Manningtree Town Council, Mistley and Lawford Parish Councils to discuss both wildflowers and swift boxes. Cllr. Barker stated that she was very happy advising the other councils on both projects. It was added that in the current environment it would be advisable meeting outdoors ensuring the current COVID rule of six is applied.

- c) **To receive and consider volunteer documentation for weeding group**

Cllr. Barker presented the Council with a draft volunteer policy, risk assessment, street weeding schedule and volunteer induction pack. It was **RESOLVED** to approve the documents. The clerk is to add council logos and ensure correct formatting. She was asked to print 20 copies of the volunteer induction pack once it has been finalised. It was noted that due to current COVID legislation the weeding group must ensure they operate in groups of no more than six people.

- d) **To consider no parking measures on Quay Street green**

**RESOLVED** that the clerk look into pricing options for reflective bollards.

- e) **To consider repairing or replacing damaged bench by beach**

**RESOLVED** that the clerk present the Council with potential options for a replacement bench to be considered at the October meeting.

- f) **To discuss obstructive parking in front of public access point on Quay Street**

It was noted that the North Essex Parking Partnership has repainted the "no parking" notice on the road and that no further action would be required at this point in time.

**g) To discuss PACE's Plastic Free Community campaign**

Cllr. Barker provided the Council with information regarding PACE's plastic free community campaign with the aim to reduce the amount of single-use plastics that we use and dispose of. The Council was asked to show their support for the campaign by helping to raise awareness locally, supporting community events, stopping the use of single-use plastic on Council premises and nominating a councillor to sit on the PACE steering group. **RESOLVED** that the Council fully supports the campaign and that Cllr. Barker be nominated as the Council representative for the PACE steering group.

**67/20 To consider the potential provision of a live entertainment space**

It was proposed that the Market Square potentially be used as a live entertainment space for artists with pre-booking required for a set day and time via the Council. The clerk noted that as this is not Council owned land permission would need to be sought from Tendring District Council. It was **RESOLVED** that the clerk contact TDC for information.

**68/20 To discuss lockdown diaries project**

Cllr. Barker proposed that the Council in liaison with the Manningtree Museum and Local History Group consider collecting and creating an archive of COVID-19 lockdown diaries, written and supplied by members of the public as a record of this particular time in history. It was **RESOLVED** that whereas the Council would like to support the project they do not wish to lead the project, instead nominating a Council representative to work alongside a community group. Cllr. Barker offered to represent the Council.

**69/20 To consider subscribing to Microsoft Office 365**

**RESOLVED** that the Council would not like to purchase Microsoft Office 365. The clerk was asked to look at free options for cloud storage of the Council's documents.

**70/20 To discuss website accessibility statement**

The clerk noted that the website has been updated to be compliant with accessibility requirements where possible. Currently the site can only be marked as partially compliant with certain aspects marked as a disproportionate burden which the Council should consider rectifying. The clerk also needs to create a document showing how the site has been tested. **RESOLVED** that the website accessibility statement be approved in its current form and is to be reviewed and amended as Cllr. Taylor and the clerk look at ways to further improve the website.

**71/20 To consider designs for the new noticeboard on library wall**

Cllr. Taylor and the clerk had measured up the wall area outside the library where the current noticeboard is mounted. It was proposed that the Council consider investing in a larger noticeboard of 1350mm x 1060mm (without header) at a cost of £1,021.51. This noticeboard can accommodate 18 x A4 pages. A straight header with lettering will cost £162.62. A gable or bow style header is more expensive at circa £230 plus lettering. The clerk noted that planning permission would need to be sought from Tendring District Council. It was **RESOLVED** that this project should be added to the budget for 2021/22.

**72/20 To consider nominations for 2020/21 Community Engagement Award**

**RESOLVED** that this item be deferred to the October meeting.

**73/20 Consultations**

**a) To consider commenting on the North Essex Local Plan, Section 1, and proposed Main Modifications and "Implications of the 2018-based Household Projections for the Housing Requirements"**

**RESOLVED** that the Council does not have any comments.

**b) To consider responding to the Government's "Planning for the Future" and "Changes to the Current Planning System" consultations**

It was noted that Manningtree and the surrounding area does not have the infrastructure to deal with further housing demand. **RESOLVED** that the clerk reply requesting that infrastructure is considered and looked at in further detail.

## 74/20 Finance

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

The clerk noted that as at the 28th August the current account had £497.80 and the savings account £19,044.08. The bank reconciliation was approved.

**b) To review the TDC Special Expenses form for 2021/22**

**RESOLVED** that there are no changes to be made to the TDC Special Expenses form.

**c) To consider a grant request from Essex & Herts Air Ambulance**

**RESOLVED** that an S137 donation of £100 be granted to the Essex & Herts Air Ambulance, payable at this meeting.

**d) To approve new payments in accordance with the 2020/21 budget**

The clerk noted that the Council had sourced a wreath for the 75th VJ Day anniversary in-between meetings in August with the Royal British Legion recommending a minimum donation of £18.50.

**RESOLVED** that the Council donate £20, to be paid as an S137 grant.

**RESOLVED** that the following payments be approved:

<b>Payee</b>	<b>Net £</b>	<b>VAT£</b>	<b>Gross £</b>
Line Djuve-Wood (Salary/expenses paid in August)	£711.46	£0.00	£711.46
Webfactory (monthly hosting fee paid in August)	£14.99	£3.00	£17.99
Environmental Design (maintenance July)	£224.00	£44.80	£268.80
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EALC (training)	£40.00	£8.00	£48.00
A&J Lighting (annual inspection)	£502.50	£100.50	£603.00
Status Office Services	£6.66	£1.33	£7.99
CPRE (annual subscription)	£36.00	£0.00	£36.00
Essex and Herts Air Ambulance (S137 donation)	£100.00	£0.00	£100.00
Royal British Legion (S137 donation)	£20.00	£0.00	£20.00
Line Djuve-Wood (Essex Records Office)	£4.25	£0.00	£4.25
Cllr. Michelle Taylor (Signs)	£15.70	£0.00	£15.70
Line Djuve-Wood (Salary/expenses September)	£818.14	£0.00	£818.14
Webfactory (monthly hosting fee September)	£14.99	£3.00	£17.99
	<b>£2,732.69</b>	<b>£205.43</b>	<b>£2,938.12</b>

## 75/20 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

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

## 76/20 To note date and time of the next meeting

The next meeting is scheduled for Thursday 15th October 2020 at 7:30 p.m.

There being no further business the Mayor closed the meeting at 9:50 p.m.

Signed.....

Dated.....