



MANNINGTREE TOWN COUNCIL

APPROVED

**Minutes of the Town Council Meeting
held in St. John's Ambulance Headquarters on
Thursday 17th October, 2019 at 7.30 p.m.**

Present: Cllr. R. Stocks (Chair) Cllr. M. Taylor
Cllr. L. Lay-Flurrie Cllr. S. Tattam
Cllr. S. Richardson

In attendance: County and District Cllr. C. Guglielmi
District Cllr. A. Coley District Cllr. V. Guglielmi
18 Members of the Public Mrs. L. Djuve-Wood (Clerk)

71/19 To receive and approve Apologies for Absence

Apologies were received from Cllrs. Blacker and McClarnon and approved by the Council.

72/19 Declarations of interest

As the Chairman of the Business Chamber, Cllr. Tattam declared an interest in item 15d on the agenda "To consider a grant request from Manningtree Business Chamber towards the Manningtree Christmas Market 2019" (see item 85/19d in these minutes).

73/19 Minutes of the Town Council meeting held on the 19th September 2019 to be approved and signed

RESOLVED that the minutes of the Town Council meeting held on 19th September 2019 be approved as a correct record and signed by the Chair.

74/19 Q&A Session with County Cllr. Susan Barker about the current Library Strategy and the future of Manningtree Library

Cllr. Stocks introduced County Cllr. Susan Barker and Mr Ian Messer, Customer Outreach and Engagement Coordinator, who accompanied Cllr. Barker to the meeting. Cllr. Stocks informed councillors and members of the public that Cllr. Barker's session would last a maximum of one hour and that the Council had allocated three minutes per question with a limit of one question per person.

Cllr. Barker thanked the Council for inviting her to the meeting. She started out by saying that the library consultation that ECC carried out was great with ECC having received around 22,000 responses to their questionnaire. She emphasised that no library will close within the life of the current strategy, which is five years from July 2019. What happens after that is not yet known. Several expressions of interest (EOI) to run local libraries have been received as a result of the consultation, including an EOI to run Manningtree Library. She stated that she does not know who have submitted the EOI for Manningtree Library, but she could confirm that it is an individual rather than a councillor or a council. She went on to say that ECC does not intend to convert any library into a community library if the community does not want it. Every single decision on moving forward with a community run library will be looked at on its merits. In terms of the EOI for Manningtree Library, the individual concerned has said that once they get the information pack they will reconsider if it is a good thing for Manningtree or not.

Cllr. Barker said that she has visited all libraries in Essex, including Manningtree Library, bar one. She went on to say that it is a beautiful building situated on the High Street and the last thing ECC want is for Manningtree to not have a library. ECC will not be passing on their libraries or library buildings for anyone to do something completely different with it. Any individual or group taking over a library will have to run the library for at least 10 years, and whereas they can use the building for other services they must run a library service as well. In the case of Manningtree Library, should the EOI be taken further, ECC would come back and have a conversation with the town council as well as the public on how to move forward.

There has been a little bit of a rally in the use of libraries since the consultation. The latest footfall and loans figures for Manningtree Library (for the month of September) show that there were 4,412 visits to the library, 4,718 loans and renewals and 2,872 active memberships. In addition, there was an overall 1% increase in children taking part in ECC libraries reading challenge over the summer. ECC are trying new

things to make libraries more attractive to people, including the launch of holding birthday parties in libraries.

Cllr. Barker finished by saying that for the time being, ECC are quite happy for Manningtree Library to stay as it is with staff supplied by ECC, and they will continue to honour that until the end of the 5-year strategy. Libraries in their current form are a declining market and they need to find ways in making them more relevant to what people would want for their communities. If nothing else has come out of the consultation it has at the very least reinvigorated people's interest in libraries.

Cllr. Stocks opened up for questions from members of the public.

There were concerns as to whether or not ECC would make provision for IT related services to continue within a community run library model, to which Cllr. Barker confirmed that whereas the details are still being worked out, a community run library would have IT stations, with the number of stations proportionate to the size and usage of the library, and access to the ECC network with a rotation of books and the ability to reserve books. All library PC's will also be upgraded from Windows 7 to Windows 10 as Windows 7 is no longer supported by Microsoft.

A member of the public stated that naturally there have been concerns amongst local people that there has been an EOI submitted for Manningtree Library. They went on to say that it would be interesting to know to what extent the EOI has been formalised, whether it has been considered that it can be a realistic and workable option and how an individual running a community library on their own will be able to find the number of volunteers needed to run said library. Cllr. Barker answered that whereas she does not know the details of the individual having submitted an EOI for Manningtree Library, ECC will not sign a contract with anyone not wishing to run a library. In any arrangement to run a community library there will be a minimum number of hours, minimum length of time, there will be a clause included to state that should the entity fail to run the premises as a library ECC will take it back and any resale of the building will not be possible for any other use but to run a library. Hopefully the district council would also keep a close eye on any planning application submitted requesting a change of class of use for the premises. In terms of number of volunteers, it all depends on the entity running the library but should the entity fail to manage the running of the library ECC will re-procure the library within the lifetime of its strategy.

Cllr. Barker was asked why ECC is not giving more weight to other uses of the library such as social sessions, writing groups, reading groups, rhyme time and so forth. Cllr. Barker confirmed that outreach is part of the strategy. ECC's Customer Services team visit pre-schools, retirement homes, nurseries and other groups to promote libraries. Whether the need to continue running social groups will be part of the conditions of running a community library is not yet known but Cllr. Barker promised to bring that back to ECC for consideration.

Concerns were expressed regarding proper vetting of volunteers, particularly when working with children and vulnerable people, as well as volunteers own well-being should vandals or intoxicated individuals enter the premises. Cllr. Barker replied that ECC would not encourage single person working arrangements. A DBS check is a requirement for anyone working with children.

There were also questions regarding building insurance to which Cllr. Barker confirmed that it would be up to any new owner of the premises to ensure the building is properly insured.

Further questions were asked about the EOI for Manningtree Library, in particular the timeline for communication with the individual who submitted it and deadlines. Cllr. Barker stated that ECC have contacted all individuals or groups who have put forward an EOI. In terms of Manningtree Library, the individual should have their community library pack within the next month with an idea of what is expected of them. They will then need to prove that they have a business plan, are prepared to run the library for a set number of hours, that they have building insurance and so forth.

A final question was asked what will happen after five years if the individual does not go ahead with the EOI. Cllr. Barker said that the usage, including footfall and book loans, and appetite of library services will have to be looked at again before the end of the current strategy.

Cllr. Stocks thanked Cllr. Barker and Mr Messer for taking the time to visit Manningtree Town Council.

75/19 Public participation session with respect to items on the agenda and matters of mutual interest

There were 18 members of the public present. There were no further questions from members of the public following the session with County Cllr. Barker.

76/19 Reports from the District and County Councils

Monthly updates were provided by County and District Cllr. C. Guglielmi and District Cllr. A. Coley. Full District and County reports are accessible to the public on the town council's website www.manningtreetowncouncil.org.uk.

77/19 Progress Report from the Clerk

29/19 To consider arranging a MFHA Health and Well-Being ECC funded community course. The course took place on Thursday 17th October with a total of 10 participants.

30/19 h) To consider requesting a grant from the Manningtree District Business Chamber towards the planting and watering of the flower tubs. Cllr. Tattam agreed to follow the request up with the Manningtree District Business Chamber. **Action: Cllr. Tattam**

RESOLVED that the following items be discharged:

29/19 To consider arranging a MFHA Health and Well-Being ECC funded community course

78/19 Report from other committees and representatives

There were none.

79/19 Highways/Environment

- a) **To consider quotations for the purchase of a replacement litter bin outside the Royal Mail delivery office**

RESOLVED that this item be deferred to the November meeting as the clerk is yet to hear back from TDC regarding type and cost of bin they may be able to supply. **Action: Clerk**

- b) **To consider quotations for the renewal of the council's maintenance contract**

RESOLVED that this item be deferred for consideration by the Finance Committee at their next meeting with a final decision to be made by Full Council thereafter.

- c) **To discuss on-going issues with parking along the narrow stretches on South Street**

RESOLVED that this item be deferred to the November meeting.

- d) **To discuss complaint about parking at the top of South Street / Trinity Road and request for residents parking permits**

The clerk explained that a residents parking permit scheme can be applied for from the North Essex Parking Partnership. According to information on NEPP's website the applicant would need to prove a need for such a scheme and would need the support from a minimum 75% of residents on the street concerned. **RESOLVED** that the clerk write to the resident in question asking if they have gathered the views of all other residents. **Action: Clerk**

- e) **To consider replacing the wildlife sign by the Coop / Riverside steps**

RESOLVED that the Council would like to replace the wildlife sign. It was agreed that Cllr. McClarnon will contact the local RSPB branch to get advice on its design, ensuring the information to be included on the new board reflects current local wildlife. **Action: Cllr. McClarnon**

- f) **To consider replacing street light on Stour Street (no. 9012) on the corner of St Michael's Court**

RESOLVED that the Council is happy to go ahead with A&J's proposed modern style LED light as long as the old light is not a heritage style light. The clerk is to check what style of light 9012 currently has. **Action: Clerk**

- g) **To consider undertaking annual tree survey**

RESOLVED that the clerk will contact last year's tree surgeon, J F Tree Specialists, requesting that they do another tree survey. **Action: Clerk**

80/19 To consider partaking in the Community Rehabilitation Scheme

RESOLVED that at this point in time the Council does not have any projects that would be suitable for involvement by the Community Rehabilitation Scheme.

81/19 To consider installing CCTV cameras in Manningtree town centre

Cllr. Tattam confirmed that he is currently gathering quotes from various installers of CCTV cameras. Locations will need to be identified before getting final quotes and the Council will also need to approach the owners of any buildings where they would want CCTV cameras mounted. Cllr. Tattam has obtained

the map produced with potential locations from the last time the Council considered installing CCTV cameras. Cllr. Tattam stated that he will put CCTV on the Manningtree District Business Chamber agenda as well to try and secure some funding.

Action: Cllr. Tattam

82/19 To discuss a proposal to initiate a petition for an amalgamation of Manningtree, Mistley and Lawford

RESOLVED that this item be deferred to the March meeting.

83/19 To consider request by the Stour Sailing Club

- a) **for the installation of a lifesaving ring on the wall at the beach front and;**

RESOLVED that prior to the Council making a final decision, the clerk will go back to the Stour Sailing Club asking what liabilities are involved when installing a life-saving ring. **Action: Clerk**

- b) **information on any plans to improve security arrangements at Quay Street**

The clerk noted that she had informed the Stour Sailing Club that the Council is currently looking into the potential installation of CCTV cameras in Manningtree.

84/19 To consider introducing council surgeries

RESOLVED that Cllr. Taylor will canvas views from members of the public on council surgeries by putting a post on the Council's Facebook page.

Action: Cllr. Taylor

85/19 Finance

- a) **To approve monthly bank reconciliation figures**

RESOLVED that the monthly bank reconciliations for September be approved.

- b) **To set a date for the next Finance Committee meeting**

RESOLVED that the next Finance Committee meeting is to be held on Thursday 14th November 2019 at 7:30 p.m. The clerk is to advise on the venue once it has been booked.

Action: Clerk

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

RESOLVED that Cllr. Lay-Flurrie will arrange for Craft Nurseries to replant the flower tubs for the winter months.

Action: Cllr. Lay-Flurrie

- d) **To consider a grant request from the Manningtree Business Chamber towards the Manningtree Christmas Market 2019**

RESOLVED that an S137 donation of £250 be made by the Council to the Manningtree District Business Chamber towards their Christmas Market 2019, payable at this meeting.

Action: Clerk

- e) **To approve payments/cheques for signature in accordance with the 2019/20 budget (to be circulated at the meeting)**

RESOLVED that the following payments be approved:

Item	Amount
Monthly salary Mrs L Djuve-Wood	£756.46
Tending District Council 2019 Election Costs	£148.19
EON	£421.77
McAfee Virus Protection	£89.99
ICO	£40.00
EALC Cllr. Tattam course It's a Knock Out	£108.00
Environmental Design Grass Cutting	£96.00
Environmental Design Maintenance Litter / Weeding	£62.40
Webfactory monthly fee (By Standing Order)	£17.99
Additional Payments:	
Manningtree Distict Business Chamber S137 Donation	£250.00

86/19 To consider the following planning applications (Can the councillors please visit TDC's website to look at the planning applications to be considered, and if considered necessary and if possible, visit the site before the meeting)

- a) **19/00916/LBC, Proposed insulation pipe through one brick of the rear elevation for a combination gas boiler, Jasmine House, 4 Oxford Road, Manningtree**

RESOLVED that the Council has no comments to make on this planning application.

- b) **19/01317/LBC, Proposal to attach railings to both sides of front door steps to residential address, 52 South Street, Manningtree**

RESOLVED that the Council has no comments to make on this planning application.

87/19 Consultations:

c) **To consider commenting on Tendring District Council's Corporate Plan Proposal 2020 - 2024**

RESOLVED that TDC be informed that the Council have considered the proposal and have no issues with it.

Action: Clerk

88/19 Items from councillors to be added to the next agenda

- a) To consider applying for a Council credit card in order to be compliant with the new Financial Regulations.
- b) To consider quotations for the purchase of a replacement litter bin outside the Royal Mail delivery office
- c) To consider quotations for the renewal of the council's maintenance contract
- d) To discuss on-going issues with parking along the narrow stretches on South Street
- e) To discuss the Civic Reception planned for May 2021 between the three parishes of Lawford, Manningtree and Mistley to celebrate the 50th anniversary of the Frankenberg Partnership

There being no further business the Mayor closed the meeting at 9:40 p.m.

Signed.....

Dated.....