



MANNINGTREE TOWN COUNCIL

Unapproved

Minutes of the Town Council Meeting

held in the Community Room on

Thursday 17th December, 2015 at 7.30 p.m.

108/15 Present: Cllr. M. Morsley (Mayor) (Chair) Cllr. L. Lay-Flurrie (Deputy Mayor)
Cllr. J. Charlesworth Cllr. P. Hughes-Stanton
Cllr. H. Jones Cllr. R. Stocks
Cllr. M. Taylor

In attendance: Mrs. L. Djuve-Wood (Clerk) Mrs. W. Saint-James (Outgoing Clerk)

109/15 Apologies for absence

Apologies were received from District Cllr. A. Coley and County Cllr. C. Guglielmi.

110/15 Minutes of the previous meeting

The minutes of the meeting held on 19th November, having been circulated previously, were approved. Proposed by Cllr. Lay-Flurrie, seconded by Cllr. Stocks and signed by Cllr. Morsley.

111/15 Declarations of interest

Cllrs. Hughes-Stanton, Jones and Morsley declared a personal interest in item 117/15 being members of MACCC and Cllr. Lay-Flurrie declared a personal interest in item 119/15 being a member of the Frankenberg Partnership.

112/15 Open Session

There were no members of the public present.

113/15 Reports from the District and County Councils

There were no representatives present at the meeting from Tendring District Council and Essex County Council. County Cllr. Guglielmi's report from the County Council was in the correspondence wallet.

114/15 Matters arising from the minutes

23/13 (b) Request to Mistley PC to ask ECC Highways for weight restriction signage at Trinity Road Cllr. Stocks reported that she had encountered a heavy-goods vehicle going down Trinity Road forcing her to reverse the entire stretch of the road. The clerk suggested she contact Mr. A. Lee, Clerk to Mistley Parish Council, regarding this issue.

29/14 (a) Draft Emergency Plan Cllr. Hughes-Stanton brought a copy of the Cold Weather Plan issued by the Emergency Planning Department at Tendring District Council. She noted that the plan needs to be incorporated in the Emergency Plan. The clerk was asked to update the Plan and to contact Mrs. Catherine Boyer-Besant, Emergency Planning and District Continuity Officer at Tendring District Council, for an electronic copy. **Action: Clerk**

48/14 To request the North Essex Parking Partnership to extend the double yellow lines in the High Street from The Crown Hotel to the Manningtree War Memorial Cllr. Morsley reported that he has not yet received a reply from the letter he sent to Mr. Terry Knights at ECC Highways regarding this issue. The Cllr. proposed sending a new letter in the new year. **Action: Cllr. Morsley**

69/14 The Council's website The clerk reported that the audience figures were raised for this period compared to the previous period. There is a concern that the site may have been subject to an attempted injection attack at the end of November. This is currently being investigated by Mr. Bernard Saint-James, the current webmaster. The clerk will report back on any findings at the next meeting. The latest report was in the correspondence wallet. Cllr. Morsley agreed to find out when the new webmaster will be starting. **Action: Clerk**

Action: Cllr. Morsley

112/14 Project at Mill Lane/Brook Street to utilise S106 funds Cllr. Lay-Flurrie reported that there has been considerable progress made. She met with Mr. Trevor Mills and Mr. Matthew Wicks of Tendring District Council who have agreed to reduce the height of the trees to make the space more open, to remove the old shrubs and to purchase new ones, supply all the labour and carry out all the soil improvement. It was decided that Cllr. Lay-Flurrie is to look at types of shrubs to be planted. The project needs to be approved by Clare David, Planning Manager at Tendring District Council, once it has been costed. **Action: Cllr. Lay-Flurrie**

128/14 To discuss and consider solutions to the problem of deteriorating footpaths in

Manningtree, including the road and paths in South Street Cllr. Morsley noted that the paths are getting worse with the outer edges of the path crumbling, leaving them susceptible to cracks during the colder winter months. He proposed writing a draft letter for circulation to his fellow councillors and taking photos of the affected areas, including other deteriorating footpaths in the town centre, for the clerk to issue to Essex County Council Highways Department in the new year. **Action: Cllr: Morsley**

Action: Clerk

155/14 To agree a project, for consideration by the Highways Panel, to condense the town's road signage onto fewer posts The clerk reported that County Cllr. Guglielmi has asked the Highways Panel for an update but that so far no response has been received.

156/14 To consider supplying a second Town Sign for the Manningtree/Lawford boundary It was decided that a thank you letter should be sent to Mrs. Kerry King acknowledging all her hard work and effort in completing this project. **Action: Clerk**

49/15 Report on the Community Room The clerk reported that the Coop has terminated their use of the room, leaving the Council with only three clients going forward. Cllr. Morsley suggested that the renewal of the Council's lease of the Community Room should be discussed at the next meeting. Clerk to add to January's agenda.

Action: Clerk

52/15 To discuss the situation regarding the Handyman

Item Discharged

68/15 To consider nominations for the Community Engagement Award for 2015/16 The clerk reported that the Council has been invited by Jamie and Sharon Robinson to attend the Royal British Legion's next meeting on Wednesday 13th January at 7:00 p.m. for the handover ceremony. All councillors agreed that this would be more inclusive for the members of the Royal British Legion and it was decided to propose a handover at the start of their meeting. The clerk was asked to respond to the invitation. Cllr. Lay-Flurrie has got the award and will ensure it is engraved in time for the ceremony.

Action: Clerk

Action: Cllr. Lay-Flurrie

69/15 To consider purchasing insignia for the Deputy Mayor The clerk reported that the insignia had been ordered and should arrive soon.

Item Discharged

71/15 To discuss flood defences in Manningtree Cllr. Morsley reported that he had had a response from Mr. Kerry Bentley, Flood and Coastal Risk Management Officer at The Environment Agency, advising him that they are not aware of any flood defences being removed. They have and continue to inspect and maintain the specific flap valve in question, but will be talking to Anglian Water Services Limited about future maintenance as the flap valve belongs to them and not The Environment Agency. Cllr. Morsley proposed to inspect whether or not the flap valve has been removed. He will pass on his findings to the clerk who will report back to The Environment Agency.

Action: Cllr. Morsley

Action: Clerk

72/15 The Mayor to report on the clerk's resignation

Item Discharged

98/15 To discuss the deteriorating condition of the road surface at the Market Place Cllr. Charlesworth proposed making all issues concerning road and path condition in to one item in the Clerk's report. The clerk was asked to do this in the new year ensuring all items were cross referenced.

Action: Clerk

100/15 S137 Payment towards Christmas celebrations at Foundry Court in the sum of £50

Item Discharged

101/15 S137 Payment to the Royal British Legion Poppy Appeal in the sum of £35

Item Discharged

102/15 S137 Payment to Mistley with Manningtree Parochial Church Council in the sum of £220

Item Discharged

103/15 S137 Payment for the Manningtree and District Community Bus in the sum of £220

Item Discharged

104/15 Meeting dates for 2016 The clerk is to circulate the meeting dates to other interested parties and to display them on the noticeboards and websites as soon as possible.

Action: Clerk

105/15 To approve the minutes of the Finance Working Party and the Council's budget and precept request for 2016/17 The clerk reported that Manningtree's precept has been reduced by £2 this year and whereas the LCTSS Grant received from Tendring District Council has been reduced by another 5% this year, the tax base has increased. There is a decrease to Band D property of 2.9% and £1.46. The budget is ready to be displayed on the noticeboards and websites after this meeting. **Action: Clerk**

115/15 Report from the Planning Committee

No Planning Committee meeting was held this month and there was nothing to report.

116/15 Reports from Representatives on other committees

Cllr. Hughes-Stanton reported that she attended the Local Community Workshop where there was a discussion regarding human trafficking. She had been given a leaflet detailing what to do if you suspect human trafficking, which was circulated at the meeting. Cllr. Hughes-Stanton also reiterated the importance of incorporating the Cold Weather Plan she had received at the last Emergency Planning meeting in to the Emergency Plan (see item 29/14 (a) under Matters Arising from the Minutes).

117/15 To consider an S137 payment to Manningtree Association of Commerce, Culture and Community towards their Christmas Fair in the suggested sum of £200

The councillors agreed unanimously that the sum of £200 should be paid to MACCC towards their Christmas Fair, this was proposed by Cllr. Charlesworth and seconded by Cllr. Stocks and payable at this meeting. Cllr. Morsley also suggested writing MACCC a letter recognising the fantastic effort put in by the committee and congratulating them on the success of the Christmas Fair. **Action: Clerk**

118/15 To elect a member for the ‘all the Fun at the Furze’ committee

Cllr. Lay-Flurrie proposed Cllr. Taylor as the Council’s representative for ‘all the Fun at the Furze’ committee and all the councillors voted in favour. The clerk was asked to contact Mrs. Pat Peachey at Lawford Parish Council and provide her with Cllr. Taylor’s contact details. **Item Discharged**

119/15 To consider an S137 payment to the Frankenberg Partnership towards their 45th Anniversary celebrations in May 2016. Sum to be agreed at the meeting

The councillors agreed unanimously on a payment of £100 towards the Frankenberg Partnership’s 45th Anniversary celebrations, this was proposed by Cllr. Jones and seconded by Cllr. Stocks and payable at this meeting. **Action: Clerk**

120/15 To consider whether or not to opt out of the New Audit Regime

It was agreed that the current audit process is satisfactory and there is no need to change it. All councillors voted in favour of not opting out of the New Audit Regime, this was proposed by Cllr. Charlesworth and seconded by Cllr. Lay-Flurrie. **Action: Clerk**

121/15 To discuss responsibility of maintenance of steps near Riverview

An e-mail was received from Mr. A. White from Tendring District Council informing the councillors that the Environment Agency is not willing to take on responsibility for maintaining the proposed concrete steps near Riverview. TDC is asking Manningtree Town Council to accept this responsibility. It was agreed that before a decision can be made as to whether or not the Council should adopt these steps, it is necessary to establish what the increase will be in terms of insurance cost. The clerk was asked to investigate. **Action: Clerk**

122/15 Finance

To approve the following for payment:

Dr. B. Saint-James for quarterly website maintenance to November 2015	:	£91.25
Environmental Design (grass cutting October 2015)	:	£48.00
Mrs. W. Saint-James (salary & expenses for December, including holiday payment)	:	£739.78
Mr. P. Mills (salary & expenses from 19 th Oct to Dec)	:	£341.47
Mrs. L. Djuve-Wood (salary & expenses for December)	:	£424.73
Plus standing order payments to Colne Housing for £200 for Community Room hire and £83.00 to Crown Estates for annual lease of the beach and the following additional payments:-		
MACCC S137 payment towards Christmas Fair (item 118/15)	:	£200.00
Frankenberg Partnership payment towards 45 th Anniversary (item 120/15)	:	£100.00
HMRC Quarterly Tax and National Insurance payment	:	£259.08

Proposed by Cllr. Lay-Flurrie and seconded by Cllr. Jones.

123/15 Correspondence

a). The following matters were brought to the Councillors’ attention:-

A response received from District Councillor Neil Stock to the letter from Ramsey & Parkeston Parish Council re. their concerns about the deterioration of TDC services; New Essex Fire Service & Essex Police volunteering scheme for Essex Parishes; Tendring LHP Schemes for 2016/17. Also, the Council has received thank you letters from MACCC and from the Manningtree and District Community Bus for their kind donations, both of which are in the correspondence wallet.

b). Some mail had been received post-agenda and included in the correspondence wallet:-

County Cllr. Guglielmi's ECC report; website report; Essex Playingfield Newsletter ; E-mail re webmaster takeover;

There being no further business the Mayor closed the meeting at 8:40 p.m.

Signed.....

Dated.....