



MANNINGTREE TOWN COUNCIL

Unapproved

**Minutes of the Town Council Meeting
held in the Community Room on
Thursday 21st January, 2016 at 7.30 p.m.**

124/15 Present: Cllr. M. Morsley (Mayor) (Chair) Cllr. J. Charlesworth
Cllr. P. Hughes-Stanton Cllr. H. Jones
Cllr. R. Stocks Cllr. M. Taylor

In attendance: District Cllr. A. Coley 6 Members of the Public
Tom Dalby (Harwich and Manningtree Standard)
Mrs. L. Djuve-Wood (Clerk)

125/15 Apologies for absence

Apologies were received from District Cllr. L. Lay-Flurrie and County Cllr. C. Guglielmi.

126/15 Minutes of the previous meeting

The minutes of the meeting held on 17th December, having been circulated previously, were approved. Proposed by Cllr. Stocks, seconded by Cllr. Hughes-Stanton and signed by Cllr. Morsley.

127/15 Declarations of interest

There were no declarations of interest.

128/15 Open Session

There were six members of the public present, all business owners, who brought to the councillors' attention their concern over the spate of burglaries which has taken place in Manningtree over the last 10 months, the lack of operational CCTV cameras and the fact that there is no longer a police force present in the town. The level of crime can no longer be sustained by small business owners, whom have had money and goods stolen as well as physical damage to property. There were questions surrounding how many of the town's current CCTV cameras are in working order and who monitors them. The clerk explained that the Council's CCTV cameras are monitored on a bi-monthly basis. Cllr. Morsley asked the clerk to urgently check that the Council's four CCTV cameras situated along the NatWest wall are still working and to check the quality of the images they produce. He also asked her to look into receiving crime figures from the police on a monthly basis. Cllr. Taylor stressed that the images need to be timed and dated as without this they are of no evidential use and stated that ideally the cameras should be monitored on a weekly basis. She asked if all the shop owners who had been burgled had completed either an individual or collective crime prevention survey. Everyone had had an individual survey done and it was agreed that a collective crime prevention survey is needed for the town as a whole, which can be done by a crime prevention officer. She also suggested that they organise a shop watch. Cllr. Morsley proposed that the press, who was present at the meeting, should run an article on the story in the newspaper. He also requested that business owners work together using social media as a deterrent and to also involve the Business Chamber. Cllr. Taylor offered to act as a liaison in regards to this and will speak to Cllr. Jones who is the Vice Chair of the Manningtree Association of Commerce, Culture and Community (MACCC) to arrange a meeting with all shop owners. District Cllr. Coley stressed that it is crucial that business owners report all crime to the police to ensure that they are aware of the rising numbers.

**Action Cllr. Taylor
Action: Clerk**

129/15 Reports from the District and County Councils

District Cllr. Coley had e-mailed his report that afternoon and it was requested that the Clerk circulate it to all councillors. County Cllr. Guglielmi's report was in the correspondence wallet. **Action: Clerk**

130/15 Matters arising from the minutes

29/14 (a) Draft Emergency Plan The clerk noted that she had updated the Plan with the suggested pages from the Cold Weather Plan. Cllr. Hughes-Stanton requested that all councillors should be added to the telephone tree. **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 this item had been merged with items "128/14 To discuss and consider solutions to the problem of

deteriorating footpaths in Manningtree, including the road and paths in South Street” and item “98/15 To discuss the deteriorating condition of the road surface at the Market Place” to form a new agenda item “To consider initiating a campaign to persuade ECC to repair the deteriorating roads and paths in Manningtree.”

69/14 The Council’s website The report had been received from the webmaster and was in the correspondence wallet.

112/14 Project at Mill Lane/Brook Street to utilise S106 funds

Cllr. Lay-Flurrie to report at the next council meeting.

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 See item 48/14.

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 she had not heard back from County Cllr. Guglielmi regarding his e-mail to the Highways Panel. The clerk was asked to request an update.

Action: Clerk

156/14 To consider supplying a second Town Sign for the Manningtree/Lawford boundary

The clerk reported that she had written a letter to Mrs Kerry King thanking her for all her hard work and effort in completing the project. A copy of the letter was in the Information & Circulation wallet.

Item Discharged

157/14 To consider re-siting the bench that used to be situated at York Street The clerk reported that the plan is to resituate the bench next to the new steps that are to be built by the Environment Agency near Riverview.

15/15 To consider the continuing use of the Market Place for parking now that Tesco are not building a store in Manningtree

A decision regarding Sunday parking is still awaited. The clerk was asked to get an update on this item.

Action: Clerk

49/15 Report on the Community Room Cllr. Morsley reported that a meeting between himself and Colne Housing had yet to take place. The renewal of the Council’s lease cannot be discussed until this meeting has taken place and Cllr. Morsley proposed that the Council should invite Colne Housing to a meeting if it had not taken place within the next month.

68/15 To consider nominations for the Community Engagement Award for 2015/16 Cllr. Morsley reported that the handover ceremony had taken place on Wednesday, 13th January at the Royal British Legion’s meeting in Manningtree and was a success with most councillors in attendance.

Item Discharged

71/15 To discuss flood defences in Manningtree Cllr. Morsley reported that he had been physically unable see if the flood defences are still operating (due to ties and locked gates). However, the flooding problems that were causing a problem previously do not seem to be happening anymore and the recent rain fall coinciding with high tides have not caused a problem, which leads him to believe that the problem has been resolved. He has asked the clerk to request that the Environment Agency regularly service the flaps to ensure they do not get stuck in the future.

Action: Clerk

98/15 To discuss the deteriorating condition of the road surface at the Market Place See item 48/14.

104/15 Meeting dates for 2016 The clerk reported that the meeting dates have been circulated to other interested parties and displayed on the noticeboards and websites.

Item Discharged

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 the budget has been displayed on the noticeboards and websites.

Item Discharged

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 clerk reported that the cheque has been sent as well as a letter congratulating MACCC on the success of the Christmas fair. A copy of the letter was in the Information and Circulation Wallet.

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 clerk reported that the cheque has been sent and a thank you letter received by Mrs D. Grafton, Secretary to the Manningtree & District - Frankenberg Partnership Association. A copy of the letter is in the Information and Circulation Wallet

Item Discharged

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

Item Discharged

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

The clerk reported that she had been in touch with both Mr Andy White from Tendring DC and Mr Kerry

Bentley of the Environment Agency to establish the potential reinstatement costs of the steps for insurance purposes. The Environment Agency is looking to install the steps some time in February. It is impossible to establish a true reinstatement value of the steps without putting it out to tender, and although a figure of around £20,000 to £25,000 is reasonable, this could be lower or higher depending on circumstances. The clerk said that she had contacted AON, the council's current insurance provider, who had confirmed that the council would be covered for any public liability claims under their current cover providing sufficient safety measures had been taken such as coating the steps in non-slip material. In terms of cover for maintenance / reinstatement purposes, the steps would be covered under the 'street furniture' category. The current declared value for which the council is insured in this category is £48,722.00, however this can be increased to £75,000 for an additional premium of £22.66 if added to the cover now until renewal (approximately £45 upon renewal). The clerk also explained that the council could be held liable for the costs of any legal agreement between Tendring District Council and Manningtree Town Council, but that the insurer had recommended that any legal advice could be obtained from the insurers legal advice helpline which would be covered under the current policy. Cllr. Morsley asked the clerk to first and foremost find out from the Environment Agency which coating will be used for the steps. The councillors voted in favour of adding the extra insurance premium subject to the Environment Agency confirming that the correct materials have been used to cover the steps. This was proposed by Cllr. Charlesworth and seconded by Cllr. Jones.

Action: Clerk

131/15 Report from the Planning Committee

A planning meeting was held prior to the full council meeting and separate minutes have been issued for this meeting.

132/15 Reports from Representatives on other committees

Cllr. Charlesworth noted that he is no longer able to attend the Transport Committee meetings as these are now all held during the daytime. Cllr. Morsley proposed that the clerk request a councillor replacement when the next Transport Committee meeting is called, until the roles are renewed later in the year when Cllr. Charlesworth can formally step down from the position.

Action: Clerk

133/15 To consider initiating a campaign to persuade ECC to repair the deteriorating roads and paths in Manningtree

Cllr. Morsley reported that he has written a letter to Mr. Terry Knights, Service Management Office Manager of Essex Highway Maintenance regarding the terrible state of Manningtree's streets and paths, and has asked the clerk to send this to him. He is also in the process of writing a letter to Mr. Trevor Degville, who is in charge of painting of double yellow lines at the North Essex Parking Partnership. The clerk mentioned that she had circulated an e-mail to the councillors earlier in the day that she had received from Cllr. Julie Langstone, Chair of Highways, Lawford Parish Council, containing a copy of an e-mail she had sent to County Cllr. Carlo Guglielmi addressing very similar issues to the above. Cllr. Morsley asked the clerk to respond to Cllr. Langstone informing her of the council's new campaign and of the letters which are being sent.

Action: Cllr. Morsley

Action: Clerk

134/15 To consider organising a public forum and questionnaire regarding housing developments in Manningtree, Mistley and Lawford

Cllr. Morsley read out an e-mail received from a member of the public expressing their concern about the excessive housing developments in the area, asking if a public forum could be organised as well as a questionnaire regarding housing developments in all three parishes to give local residents a democratic opportunity to put forward their views and ideas. Cllr. Morsley was concerned about the logistics and expense of the council organising a questionnaire. The councillors agreed that a questionnaire was not needed as the public already have the opportunity to express their views using the Tendring District Council Planning Portal. In terms of arranging a public forum it was deemed that there would be no real benefit in hosting one and it was suggested that using social media could be as good a vehicle for the public to voice their opinions. Cllr. Morsley suggested writing a draft response to the e-mail to be circulated for councillors' comments.

Action: Cllr. Morsley

135/15 To discuss whether or not the Council would like to take part in the "William Shakespeare 400th anniversary of his death" celebrations on April 23rd 2016 together with the Rotary Club

Cllr. Morsley reported that he had received a request from Mr David Shearmur of the Manningtree Rotary Club asking whether the Council would like to take part in marking the 400th anniversary of William Shakespeare's death. The councillors felt that it was not something they would like to be directly involved in but asked the clerk to write to the Rotary Club telling them they are free to request a donation

from the Council towards any arrangements if they wish to do so.

Action: Clerk

136/15 To discuss the potential replacement of the current webmaster

The councillors felt that the current offer from Mr. Haydon Wilding was too costly and Cllr. Morsley suggested going back to see what the cost would be for Mr Wilding to create a website for the council to manage themselves. It was also suggested that it would be a good idea to get quotes from three other companies.

Action: Cllr. Morsley

137/15 To consider a request received regarding hire of the Community Room, Foundry Court

The clerk reported that she had received a request from Colne Housing regarding someone who would like to hire the room but could only afford to pay £5 an hour instead of the normal rate. The councillors agreed that in principal this would be ok as any income from the community room is beneficial, however, the clerk was asked to check who the potential client is and what the purpose of hiring the room is.

Action: Clerk

138/15 To approve change of account / address details for the Council's bank account from old clerk to new clerk

The clerk explained that she had been in touch with Barclays Bank to try and establish the correct procedure for changing the account / address details over to the new clerk from the previous clerk and to have the clerk added as an authorised official to give instructions and receive account information and to make fund transfers between the council's accounts using online banking. The bank had asked for the council to add the clerk as a signatory in order for the above to be effective which was not deemed appropriate and therefore the clerk had written a letter to the bank explaining the situation. The letter was read out and signed at the meeting and the clerk will send it to Barclays Bank as soon as possible.

Action: Clerk

139/15 Finance

To approve the following for payment:

Mr. P. Mills (salary & expenses for January)	:	£138.53
Mrs. L. Djuve-Wood (salary & expenses for January incl. tax repayment)	:	£646.18
Payment to E.ON for Street Lighting	:	£236.65
Payment to T. Fattorini Ltd for Deputy Mayor Regalia	:	£741.22
Cllr. L. Lay-Flurrie (engraving of trophy)	:	£9.95
SLCC Membership Renewal Fee	:	£118
Plus standing order payment to Colne Housing for £200 for Community Room hire		

Proposed by Cllr. Stocks and seconded by Cllr. Charlesworth.

140/15 Correspondence

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

i) An e-mail from Mr Ben Randall, Youth and Community Based Commissioner at Essex County Council, North East Essex, asking if the councillors would like him to attend one of their council meetings to explain what his department can offer. Following a discussion, the councillors decided it was not necessary for him to come along to a full council meeting but that Cllr. Taylor and Cllr. Jones would meet with him separately. The clerk was asked to respond accordingly.

Action: Clerk

ii) The clerk's contract was signed by Cllr. Morsley, Cllr. Hughes-Stanton and Mrs Djuve-Wood.

iii) The clerk reminded the councillors that the council's staging date for the New Pensions Regulations is the 1st February 2016 and she recommended they sign up with NEST, the government's pension scheme which is free to join, to which all councillors agreed.

Action: Clerk

iv) E-mail from the Rural Community Council of Essex regarding a pilot project for local woodlands.

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

A copy of the letter to Mr Terry Knights; A copy of the e-mail from Cllr. Langstone; County Cllr. Guglielmi's ECC report; website report and TDALC Minutes.

There being no further business the Mayor closed the meeting at 9:03 p.m.

Signed.....

Dated.....