



MANNINGTREE TOWN COUNCIL

Unapproved

**Minutes of the Town Council Meeting
held in the Community Room on
Thursday 18th February, 2016 at 7.30 p.m.**

141/15 Present: Cllr. M. Morsley (Mayor) (Chair) Cllr. Lay-Flurrie (Deputy Mayor)
Cllr. J. Charlesworth Cllr. P. Hughes-Stanton
Cllr. H. Jones Cllr. R. Stocks
Cllr. M. Taylor

In attendance: District Cllr. A. Coley 2 Members of the Public
Mrs. L. Djuve-Wood (Clerk)

142/15 Apologies for absence

Apologies were received from County Cllr. C. Guglielmi.

143/15 Minutes of the previous meeting

The minutes of the meeting held on 21st January, having been circulated previously, were approved. Proposed by Cllr. Jones, seconded by Cllr. Stocks and signed by Cllr. Morsley.

144/15 Declarations of interest

There were no declarations of interest.

145/15 Open Session

It was brought to the councillors' attention that Mr David Gillies, the area Crime Prevention Officer will be coming to Manningtree on Wednesday 24/02/16 to visit local businesses affected by crime. The councillors were asked if they had had an opportunity to look into whether or not their CCTV cameras are currently operational. Cllr. Morsley noted that this was a separate item on the agenda, however in the interest of the public attendees, it was agreed to move this item forward for discussion after the Open Session. To aid clarity the minutes are presented in the order in which the items appear on the agenda. District Cllr. Coley announced that he and County Cllr. Guglielmi has had a discussion with Tendring District Council regarding the potential cost of a CCTV system in the high street that is directly linked to and monitored by TDC's Careline. Cllr. Morsley asked Cllr. Coley to keep the Council up to date with any progress relating to this matter.

146/15 Reports from the District and County Councils

Both District Cllr. Coley's report and County Cllr. Guglielmi's report were in the correspondence wallet.

147/15 Matters arising from the minutes

29/14 (a) Draft Emergency Plan The clerk noted that she has updated the Emergency Plan telephone tree with the details of all Manningtree Town Councillors and has sent a request to Lawford Parish Council and Mistleley Parish Council for permission to add all of their councillors to their respective telephone trees. The Plan will be circulated once this has been completed. It was brought to the clerk's attention that the Plan should be updated with the details of the new Head Teacher at Manningtree High School, Mrs Sally Morris. **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 The councillors agreed unanimously to discharge this item as it has been incorporated into item 133/15. Proposed by Cllr. Taylor and seconded by Cllr. Charlesworth. **Item Discharged**

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

128/14 To discuss and consider solutions to the problem of deteriorating footpaths in Manningtree, including the road and paths in South Street The councillors agreed unanimously to discharge this item as it has been incorporated into item 133/15. Proposed by Cllr. Lay-Flurrie and seconded by Cllr. Taylor. **Item Discharged**

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 requested an update from County Cllr. Guglielmi but that so far no response has been received. The clerk was asked to e-mail County Cllr. Guglielmi again. **Action: Clerk**

15/15 To consider the continuing use of the Market Place for parking now that Tesco are not building a store in Manningtree The clerk reported that she had received an update from Mr Ian Taylor at Tendring District Council stating that while the Council is willing and has on occasion agreed to close the car park for special church services or events, there are currently no plans to alter the current 7-day car parking arrangements. A copy of the e-mail was in the correspondence wallet. The councillors agreed with a majority vote to discharge the item but with the option to revisit it in the future should the council receive complaints from the public. Proposed by Cllr. Jones and seconded by Cllr. Stocks.

Item Discharged

49/15 Report on the Community Room The clerk said that she had received an update from Colne Housing regarding the meeting they are due to arrange telling her that no date has been set for the meeting as of yet. Cllr. Morsley suggested writing a letter to Colne Housing advising them of the council's plan to potentially take the option of an early release from the lease of the Community Room. The clerk was asked to investigate with whom previous councillor Mr Michael Dew had agreed to the early release clause and to draft a letter for circulation to all the councillors before sending it to Colne Housing.

Action: Clerk

71/15 To discuss flood defences in Manningtree The clerk reported that she had received a response from the Environment Agency stating that the flap valve has been on their recurring maintenance schedule for approximately two years with four inspection / maintenance visits per year programmed. The Environment Agency is not the owner of the asset but funding is currently available for them to assist the landowner in this maintenance. The councillors agreed unanimously to discharge the item. Proposed by Cllr. Taylor and seconded by Cllr. Lay-Flurrie.

Item Discharged

98/15 To discuss the deteriorating condition of the road surface at the Market Place The councillors agreed unanimously to discharge this item as it has been incorporated into item 133/15. Proposed by Cllr. Charlesworth and seconded by Cllr. Stocks.

Item Discharged

121/15 To discuss responsibility of maintenance of steps near Riverview The Environment Agency has confirmed that they have specified a tamped finish which they consider suitable for outside steps. The steps are currently being installed and the councillors voted unanimously to add them to the council's insurance policy. Proposed by Cllr. Jones and seconded by Cllr. Charlesworth.

Action: Clerk

133/15 To consider initiating a campaign to persuade ECC to repair the deteriorating roads and paths in Manningtree The clerk reported that the letter signed at the last council meeting had been sent to Mr Terry Knights but that so far no response had been received. A second letter had been written and was signed by Cllr. Morsley at the meeting along with a letter written to Mr Degville regarding double yellow lines. The clerk had also responded to Cllr. Langstone at Lawford Parish Council informing her of the council's new campaign. Cllr. Morsley proposed that the council consider its strategy going forward should no response be received to the letters by the next meeting.

Action: Clerk

134/15 To consider organising a public forum and questionnaire regarding housing developments in Manningtree, Mistley and Lawford Cllr Morsley reported that he had responded to the e-mail received by a member of the public regarding the above, explaining why the council will not be taking the suggestion forward. The item was discharged, proposed by Cllr. Lay-Flurrie and seconded by Cllr. Stocks.

Item Discharged

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 The clerk reported that she had responded to Mr David Shearmur on behalf of the council. A copy of the letter was in the correspondence wallet. The item was discharged, proposed by Cllr. Lay-Flurrie and seconded by Cllr. Taylor.

Item Discharged

136/15 To discuss the potential replacement of the current webmaster Cllr. Morsley reported that he had obtained quotes from three web design companies, IT Web Studio, Web Creation UK and Webfactory, in regards to potentially rebuilding the council's existing website to enable the clerk to update the site using a content management system. The councillors discussed the various options and it was decided that whereas the quote from Webfactory was the most likely contender, it was necessary to establish whether or not the quote included periodic maintenance and whether there would be an unlimited number of pages for content writing. Cllr. Morsley offered to e-mail Webfactory with these questions.

Action: Cllr. Morsley

137/15 To consider a request received regarding hire of the Community Room, Foundry Court The councillors agreed unanimously that they would allow the new user to have the room for £5 per hour for another three months and that she could use the small room as long as it was left in the same state as to which it was found. Proposed by Cllr. Stocks and seconded by Cllr. Charlesworth. Cllr. Lay-Flurrie noted that nappies had been left behind after the use of the room and the clerk was asked to remind users that any nappies would need to be removed from the room after use.

Action: Clerk

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

old to new clerk The clerk reported that Barclay's Bank had responded to the Council's request and issued another form for the councillors to sign before they can proceed with the requested changes. The form and an accompanying letter were signed at the meeting for the clerk to return to Barclays Bank.

Action: Clerk

148/15 Report from the Planning Committee

No Planning Committee Meeting was held this month but the Mayor reported that planning application 15/01869/OUT for Mistle Place Park had been withdrawn.

149/15 Reports from Representatives on other committees

Cllr. Taylor and Cllr. Jones reported that they had had a meeting with Mr. Ben Randall, Youth and Community Based Commissioner at Essex County Council, who told them that there is currently a lot of funding available for youth activities. Despite this, he had been trying unsuccessfully to gain access to Manningtree High School to issue a questionnaire for their students to determine what they would like to see in regard to youth activities in Manningtree and the surrounding areas. It was agreed that the clerk would liaise with Cllr. Taylor and Cllr. Jones in writing a letter to the high school asking for their support for Mr. Randall. A copy of the letter is to go to Lawford Parish Council and Mistle Place Parish Council. Mr. Randall will also be contacting the Hub in Manningtree and the Venture Centre in Lawford. Cllr. Taylor stated that during the meeting a suggestion had been put forward for the council to possibly appoint a youth councillor as well as having a dedicated page on the council's website for youth activities.

Action: Clerk

150/15 The clerk to update the council on CCTV cameras

The clerk announced that she had checked the CCTV cameras along with David Floyd of Signal Communications in Lawford and that the cameras are working. The councillors agreed, however, that it is worth looking at potentially replacing the system with a better quality one. Cllr. Taylor suggested establishing what type of system is needed and where the cameras should be placed before looking for any quotes. District Cllr. Coley suggested liaising with Crime Prevention Officer Mr. David Gillies to look at the overall needs of the town. He also noted that he thought it was crucial that the cameras are monitored and that the only place this can be done at an acceptable level of cost is through Tendring District Council's Careline. Cllr. Morsley proposed that the council e-mail Mr Gillies ahead of his visit to Manningtree on Wednesday 24/02/16 to ask if he can give the council some recommendations on cost and requirements for the CCTV system. It was agreed that Cllr. Taylor would liaise with the clerk to contact Mr. Gillies. Cllr. Charlesworth asked whether there is any external funding that can be applied for to help with the cost of a new system. District Cllr. Coley stated that he is currently looking into various funding options and agreed to keep the council informed. Cllr. Morsley suggested that once the cost has been established the council may also wish to explore the possibility of looking at corporate sponsorship.

Action: Cllr. Taylor

Action: Clerk

151/15 To consider any further action to be taken regarding increased crime in Manningtree

Cllr. Taylor reported that the Business Chamber had organised a meeting in January between local businesses to discuss recent crime figures. No police officers or crime prevention officers were present at the meeting although a crime prevention officer will be present at the next meeting. In addition to CCTV cameras it has been suggested that business establish a radio link between each other and that they become members of Tendring Business Against Crime (Tenbac). A closed facebook page has also been set up to aid communication between businesses and allow them to share information with each other. Cllr. Morsley suggested that there should be on-going communication between the council and the Business Chamber. District Cllr. Coley noted that an ANPR camera is needed on the White Bridge to aid in identifying suspect vehicles crossing the Essex/Suffolk border. He also noted that the structure of Neighbourhood Policing in Essex is changing in April. He has, along with County Cllr. Guglielmi, requested that all chairs and vice chairs of all parishes in the area are properly consulted on the new structure through a public meeting, on which they are still waiting to hear back. Cllr. Morsley asked that District Cllr. Coley keep the councillors up to date on any progress. The clerk noted that the council had received a letter from Lawford Parish Council asking about their CCTV cameras of which a copy was in the correspondence wallet. The councillors asked the clerk to respond accordingly.

Action: Clerk

152/15 To discuss the New Transparency Code 2015 for Smaller Authorities

The clerk updated the Council on the new requirements which were issued last year which states that all councils with a turnover of less than £25,000 per annum will have to publish various datasets to their website for the public to be able to access. It was noted that the council already produces most if not all of these

datasets and therefore uploading them to the website should not be an issue. Apart from monthly agendas and minutes, the next data set is due in July 2016.

153/15 To consider a complaint regarding buses waiting at Bendalls Court

The clerk reported that she had received an e-mail from Lawford Parish Council regarding buses waiting at Bendalls Court for some considerable time, making it a hazard to overtake on the opposite side of the road. It was agreed that the clerk would write a polite letter to First Essex enquiring why this is happening and explaining the problems it is currently causing. A copy of the letter is to be sent to Lawford Parish Council.

Action: Clerk

154/15 To discuss alternative salt storage options in light of planning application at 37 Stour Street

Cllr. Lay-Flurrie noted that it would be necessary to move the council's salt and other items out of 37 Stour Street and into a new storage location in light of the new planning application for the site and suggested the council investigate whether the storage room at the back of Barclays Bank would be available for this purpose. Other alternatives were suggested but it was agreed that using the room at the back of Barclays Bank would be the most cost effective option. The clerk was asked to write to Barclays Bank in the first instance to enquire about the use of their space and Cllr. Morsley offered to investigate other storage options.

Action: Clerk

Action: Cllr. Morsley

155/15 To discuss complaint received regarding broken glass outside the Skinners Arms

Cllr. Morsley reported that he had received a complaint from a member of the public regarding broken glass being scattered outside the Skinners Arms. The councillors agreed that it was the pub's responsibility to clear up any broken glass and asked the clerk to write a letter to the owner of the pub politely asking them to do so.

Action: Clerk

156/15 To discuss request received from a member of the public regarding the Queen's birthday and for the library to be painted externally

A member of the public had been in touch with the Mayor and the clerk in regards to the Queen's upcoming birthday and whether the town would be cleaned up for this event, emphasising that the library could do with being painted externally. Cllr. Lay-Flurrie pointed out that the library had been painted recently but due to it being a listed building has restrictions on the type of materials that can be used leaving it vulnerable to fumes from cars amongst other things. Cllr. Hughes-Stanton stated that any maintenance of the library would be the responsibility of Essex County Council. In terms of cleaning up Manningtree Town Centre, Cllr. Lay-Flurrie suggested removing the dead plants in the council's flower tubs. She also noted that someone had vandalised the council's two big black containers and requested that the council have them removed. The clerk was asked to contact Philip Mills, the handyman, to arrange to have the dead plants removed from the tubs and to redistribute the soil from the containers to the tubs. Cllr. Jones offered to make some enquiries in regards to having the containers removed.

Action: Clerk

Action: Cllr. Jones

157/15 Finance

To approve the following for payment:

Mr. P. Mills (salary & expenses for February)	:	£138.73
Mrs. L. Djuve-Wood (salary & expenses for February)	:	£552.80
Payment to EALC re Police Conference (Cllr. Taylor)	:	£20.00
Payment to A&J Lighting for outage at Mill Lane	:	£103.14

Plus standing order payment to Colne Housing for £200 for Community Room hire and an additional payment to A&J Lighting of £103.14 for an outage on Colchester Road.

Proposed by Cllr. Hughes-Stanton and seconded by Cllr. Lay-Flurrie.

158/15 Correspondence

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

- i) An e-mail regarding the Lower Thames Crossing Route Consultation 2016;
- ii) A request from TDALC regarding the closure of courts and police stations;
- iii) A request received regarding the Queen's 90th Birthday Beacon Event;
- iv) An e-mail regarding the Replacement Waste Local Plan

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

County Cllr. Guglielmi's ECC report; Website report; E-mail from Colne Housing; and a letter from Tendring District Council regarding an appeal to planning application 15/00761/OUT.

There being no further business the Mayor closed the meeting at 9:19 p.m.

Signed.....

Dated.....