



MANNINGTREE TOWN COUNCIL

Unapproved

**Minutes of the Town Council Meeting
held in the Community Room on
Thursday 17th March, 2016 at 7.30 p.m.**

159/15 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: 1 Member of the Public Mrs. L. Djuve-Wood (Clerk)

160/15 Apologies for absence

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

161/15 Minutes of the previous meeting

The minutes of the meeting held on 18th February, having been circulated previously, were approved. Proposed by Cllr. Lay-Flurrie, seconded by Cllr. Jones and signed by Cllr. Morsley.

162/15 Declarations of interest

Cllr. Lay-Flurrie declared a personal interest in items 167/15 and 168/15 being Chair of Manningtree & Mistley Welcome Home & Memorial Fund.

163/15 Open Session

There was one member of the public present.

164/15 Reports from the District and County Councils

The District and County reports were not available in time for the meeting. The reports will be circulated once they have been received. It was agreed that in addition to putting the reports in the correspondence wallet, going forward the clerk would highlight the key items of the reports, if received prior to the meeting, in the council's minutes, publish the reports on the Council's webpage and put a copy on the town noticeboards along with the minutes. **Action: Clerk**

165/15 Matters arising from the minutes

29/14 (a) Draft Emergency Plan The clerk noted that the plan had been circulated but that more changes were needed. She suggested distributing the plan on a quarterly basis unless there was a significant amendment required in which case it would be distributed sooner. The clerk was asked to check that all contacts are up to date, that all tables have been fully completed and look into sources of generators for the evacuation centres listed. **Action: Clerk**

69/14 The Council's website The report had been received from the webmaster and was in the correspondence wallet. The clerk noted that the current webmaster would no longer be available at the previous rate of £1 a day as of 1st April 2016. The councillors agreed unanimously to the new proposed daily fee of £2.75 until such time as a new webpage is up and running. Proposed by Cllr. Lay-Flurrie and seconded by Cllr. Stocks.

112/14 Project at Mill Lane/Brook Street to utilise S106 funds Cllr. Lay-Flurrie reported that she is in the process of selecting bulbs. Once that has been completed the project can be verified.

155/14 To agree a project, for consideration by the Highways Panel, to condense the town's road signage onto fewer posts The scheme has been validated and will be considered at the Local Highways Panel's meeting this month.

157/14 To consider re-siting the bench that used to be situated at York Street Cllr. Lay-Flurrie reported that the base is in and the bench is due to be fixed to the base. The councillors agreed unanimously to discharge the item. Proposed by Cllr. Lay-Flurrie and seconded by Cllr. Charlesworth.

Item Discharged

49/15 Report on the Community Room Cllr. Morsley reported that he and the clerk had had a meeting with Mrs Jo Douglas, Supported Housing Team Leader North, Colne Housing regarding the termination of the Community Room contract. Mrs Douglas is to write an official response to the council's letter accepting the termination. The council will not be able to have the room for free going forward but can hire the room for their meetings for £5.50 an hour. The councillors agreed unanimously

to the hourly charge and in the same proposal agreed to donate the Community Room furniture to Colne Housing. Proposed by Cllr. Stocks and seconded by Cllr. Lay-Flurrie. The clerk is to write to all users of the Community Room informing them of the handover once she has received the official response from Mrs Jo Douglas. Some users have pre-paid for their annual bookings and this money needs to be proportionately transferred to Colne Housing from the date of termination. **Action: Clerk**

121/15 To discuss responsibility of maintenance of steps near Riverview The clerk reported that she has instructed Aon to add the steps to the insurance policy, thereby increasing the sum of street furniture insured to £75,000. The insurer has verbally confirmed that the steps will be insured from the date of the instruction. An updated insurance schedule will be received in due course. The item was discharged, proposed by Cllr. Taylor and proposed by Cllr. Lay-Flurrie. **Item Discharged**

133/15 To consider initiating a campaign to persuade ECC to repair the deteriorating roads and paths in Manningtree The clerk reported that she had had a response from both Mr Terry Knights and Mr Trevor Degville. Both responses were in the correspondence wallet. It was agreed that Cllr. Morsley would draft a reply to the letter received from Mr Terry Knights for circulation to the other councillors. **Action: Cllr. Morsley**

136/15 To discuss the potential replacement of the current webmaster The council agreed unanimously to go ahead with instructing Webfactory to create the council's new website. Proposed by Cllr. Stocks and seconded by Cllr. Taylor. The clerk was asked to liaise with Webfactory. **Action: Clerk**

137/15 To consider a request received regarding hire of the Community Room, Foundry Court The clerk reported that she had responded to the user with the council's decision. The item was discharged, proposed by Cllr. Stocks and seconded by Cllr. Charlesworth. **Item Discharged**

138/15 To approve change of account / address details for the Council's bank account from old to new clerk The clerk reported that she has had confirmation from Barclay's Bank that they have implemented the requested changes. The item was discharged, proposed by Cllr. Lay-Flurrie and seconded by Cllr. Hughes-Stanton. **Item Discharged**

149/15 Reports from Representatives on other committees The clerk reported that Mrs Sally Morris, Head Teacher at Manningtree High School, had been in touch with Mr Randall, Youth and Community Based Commissioner at Essex County Council. The council agreed to discharge the item, proposed by Cllr. Taylor and seconded by Cllr. Lay-Flurrie. **Item Discharged**

150/15 The clerk to update the council on CCTV cameras The council is currently liaising with District Cllr. Coley and County Cllr. Guglielmi in regards to the potential installation of new CCTV cameras for the town. Further research is required before a decision can be made.

151/15 To consider any further action to be taken regarding increased crime in Manningtree Cllr. Taylor is arranging an open meeting on the 18th April for shops and businesses to discuss the on-going situation of crime in the area. Councillors will also be present. Cllr. Taylor will contact Tendring Careline to see if they can send a representative to the meeting. The clerk was asked to print some flyers to be handed out to local businesses prior to the meeting taking place. **Action: Cllr. Taylor**

Action: Clerk

152/15 To discuss the New Transparency Code 2015 for Smaller Authorities The clerk reported that the EALC has arranged a course for clerks in regards to the New Transparency Code and the councillors agreed it would be a good idea for the clerk to attend.

153/15 To consider a complaint regarding buses waiting at Bendalls Court The clerk reported that she had sent a letter to First Essex Buses, of which a copy was in the correspondence wallet, but had yet to receive a reply.

154/15 To discuss alternative salt storage options in light of planning application at 37 Stour Street The clerk reported that she had sent a letter to Barclays Bank, of which a copy was in the correspondence wallet, but had not yet had a reply. Cllr. Morsley suggested that the clerk write a letter to Jewsons to enquire if the council would be able to store their items there. **Action: Clerk**

155/15 To discuss complaint received regarding broken glass outside the Skinners Arms The clerk reported that she has written to the Skinners Arms advising them to clear up any broken glass going forward. The councillors all agreed to discharge the item, proposed by Cllr. Charlesworth and seconded by Cllr. Lay-Flurrie. **Item Discharged**

156/15 To discuss request received from a member of the public regarding the Queen's birthday and for the library to be painted The clerk was asked to gently remind the handyman to remove the dead plants from the tubs and to redistribute the soil from the containers to the tubs.

Action: Clerk

166/15 Report from the Planning Committee

No Planning Committee Meeting was held this month but the Mayor reported that planning application No: 15/01928/FUL was approved on the 4th March.

167/15 Reports from Representatives on other committees

Cllr. Hughes-Stanton announced that she had attended the TDC Community Resilience meeting along with the clerk. The clerk will circulate the powerpoint presentations from the meeting to the councillors once she has received them from Catherine Boyer-Besant. Cllr. Hughes-Stanton suggested that it would be a good idea for the other councillors to attend one of the future meetings so that they get a sound understanding of how the emergency plan works.

Cllr. Taylor reported that she had attended the Family Fun at the Furze committee meeting and preparations are all going to plan. She also attended the Police Conference arranged by the EALC. The council should be receiving an e-mail regarding a consultation on the creation of policing hubs and ways of contacting the police.

Cllr. Taylor and Cllr. Stocks attended the EALC new councillor's training along with the clerk which had been arranged by Lawford Parish Council. Several issues had come to light during this training in terms council procedures and it was asked that this goes on the next agenda. The clerk was asked to put together a document detailing all the changes that need to be made for circulation to the councillors prior to the next meeting.

Action: Clerk

168/15 To consider an S137 payment to Citizens Advice Bureau Tendring in the suggested sum of £100 in accordance with the budget

The councillors agreed unanimously that the sum of £100 should be paid to the Citizens Advice Bureau Tendring, this was proposed by Cllr. Charlesworth and seconded by Cllr. Stocks and payable at this meeting.

Action: Clerk

169/15 To consider an S137 payment to Manningtree & Mistley Welcome Home & Memorial Fund in the suggested sum of £300 in accordance with the budget

The councillors agreed unanimously that the sum of £300 should be paid to the Manningtree & Mistley Welcome Home & Memorial Fund, this was proposed by Cllr. Hughes-Stanton and seconded by Cllr. Stocks and payable at this meeting.

Action: Clerk

170/15 To appoint a Trustee to the Manningtree & Mistley Welcome Home & Memorial Fund

All the councillors voted in favour for Cllr. Stocks to be appointed Trustee to the Manningtree & Mistley Welcome Home & Memorial Fund. Proposed by Cllr. Hughes-Stanton and seconded by Cllr. Taylor. The clerk was asked to contact Mrs Pallett, secretary and treasurer to the charity, to pass on Cllr. Stocks' details.

Action: Clerk

171/15 To consider a 100-word piece about Manningtree to Tendring Twinning Association book project

The clerk reported that she had been in touch with a member of the public on advice from Cllr. Lay-Flurrie, who had agreed to write a small piece about Manningtree on behalf of the council. The clerk was asked to circulate the piece to the councillors prior to sending it to the Tendring Twinning Association.

Action: Clerk

172/15 To consider a request from the Manningtree Food Bank to use the Community Room

The council was happy for the new user to use the room.

173/15 To consider the HM Queen Elizabeth II 90th birthday commemorative medal for schools and councils

The council decided to not purchase the commemorative medal. Cllr. Taylor announced that she is arranging a street party for the street where she lives and the councillors agreed to donate the commemorative medal that was gifted to the council to her. Proposed by Cllr. Charlesworth and seconded by Cllr. Lay-Flurrie.

174/15 To discuss the distribution of various newsletters circulated to councillors via e-mail

The councillors were happy for the clerk to continue e-mailing them all the various newsletters on a weekly basis with trade magazines to be added to the correspondence wallet on a monthly basis.

175/15 Finance

To approve the following for payment:

Mr. P. Mills (salary & expenses for March)

: £138.73

| | | |
|---|---|---------|
| Mrs. L. Djuve-Wood (salary & expenses for March) | : | £554.40 |
| Dr. B. Saint-James for quarterly website maintenance | : | £91.25 |
| HMRC Quarterly Tax and National Insurance payment | : | -£2 |
| Plus standing order payment to Colne Housing for £200 for Community Room hire | | |

Proposed by Cllr. Hughes-Stanton and seconded by Cllr. Jones.

176/15 Correspondence

a). Replies sent from mail circulated

i) The clerk was asked to respond to the letter circulated last month from TDALC regarding closure of courts and police stations showing the TDALC the council’s support in their approach. **Action: Clerk**

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

i) TDC e-mail re ANPR Privacy Impact Assessment. The clerk was asked to e-mail Julia Finch at Essex Police to clarify their consultation request. **Action: Clerk**

ii) Briefing Paper re Rural Planning Review;

iii) ECC Letter re the Replacement Waste Local Plan;

iv) ECC e-mail re children’s centres consultation events.

c). Some mail had been received post-agenda and included in the correspondence wallet:-
Website report;

There being no further business the Mayor closed the meeting at 8:52 p.m.

Signed.....

Dated.....