

98/18 Highways/Environment

- a) **To consider quarterly litter picking sessions and investing in green recyclable bags**
RESOLVED that the council will agree three dates in 2019 at the December meeting for litter picking.
The clerk will purchase three lots of 30 green recyclable bags. **Action: Clerk**
- b) **To discuss the deteriorating state of the paths and pavements in Manningtree**
RESOLVED that the clerk will write a letter to ECC Highways, copying in County Cllr. Guglielmi, querying why nothing has been done to repair some of the deteriorated paths in Manningtree despite their condition being reported using the online system several months ago. **Action: Clerk**

99/18 To consider a request for the council to submit a planning application for the witches' memorial on behalf of the organiser

RESOLVED that a decision can not be made until the organiser can let the council know what the concrete plans for the memorial and its design are and that the proposed application has the support of both the local community as well as TDC. The clerk is to inform the organiser. **Action: Clerk**

100/18 To discuss and agree upon a council social media policy

RESOLVED that Cllrs. Taylor and McClarnon create a policy using the SLCC policy template, to be approved by the council once completed. **Action: Cllrs. Taylor and McClarnon**

101/18 Monthly Facebook page feedback from Cllr. Taylor

Cllr. Taylor reported the new Facebook page has had 53 likes to date. Viewers cannot currently comment on any of the content but the administrators may change this setting going forward with any comments needing to be approved before published. The administrators are currently looking for photos of the local area to publish on the page. **RESOLVED** that the monthly Facebook page feedback item gets added to the clerk's report for monthly updates.

102/18 To agree the meeting dates for 2019

RESOLVED that the proposed dates be agreed.

103/18 To discuss and agree possible dates to present the Community Engagement Award to Melanie Winning for the Vintage Market

RESOLVED that the clerk e-mail Mrs Winning proposing that the award ceremony is held on Thursday 24th January 2019 at the Red Lion. **Action: Clerk**

104/18 To discuss and agree a council retention policy in line with the new GDPR regulations

RESOLVED that the Retention policy be approved with the following amendments:

- a) Monthly supporting audit documents, i.e. monthly bank reconciliations to be kept for six years;
- b) Customer / resident surveys to be kept whilst relevant;
- c) Grant applications to be kept whilst relevant
- d) Letters – general correspondence, hard copy versions, to be kept whilst relevant;
- e) Letters – general correspondence, digital versions, to be kept whilst relevant;
- f) Remove the category Minutes – Non-Council meetings.

105/18 To consider using a professional company to shred council papers following the GDPR clear-out

RESOLVED that the clerk is to arrange for a professional shredding company to destroy all confidential waste following the GDPR clear-out. **Action: Clerk**

106/18 To discuss a request from the Manningtree & District Frankenberg Partnership Association regarding street naming in Lawford, Manningtree and Mistley

RESOLVED that Cllr. Stocks will inform the association that they will need to speak to Lawford and Mistley parish councils as there are no new streets being created within Manningtree at present time.

Action: Cllr. Stocks

107/18 Finance

- a) **To approve monthly bank reconciliation figures**
RESOLVED that the monthly bank reconciliation figures be approved.
- b) **To consider an annual S137 payment to the Autumn Days Club**
RESOLVED that an S137 payment of £50 be donated to the Autumn Days Club, payable at this meeting.

c) **To approve payments/cheques for signature in accordance with the 2018/19 budget:**

Item	Amount
Monthly salary Clerk (including expenses, covering Aug and Sep)	£793.81
Environmental Design Grass Cutting October	£48.00
Environmental Design Maintenance October	£62.40
A&J Lighting	£376.80
Colne Housing (Foundry Court Hire September)	£13.75
Colne Housing (Foundry Court Hire October)	£13.75
Craft Nurseries (Planting winter / spring flower tubs)	£960.00
Plus standing order payment to Webfactory	£17.99
Plus S137 donation Autumn Days Club	£50.00

108/18 Consultations and Surveys

a) **To consider responding to the England Coast Path - Stour Estuary - Indicative Proposals for Coastal Access Restrictions**

RESOLVED that the council does not have any comments on this proposal.

109/18 Items from councillors to be added to the next agenda

- a) To consider any significant planning applications received (monthly item)
- b) To consider introducing council surgeries
- c) To set three dates for 2019 litter picking sessions
- d) To discuss the Tendring Community Safety Partnership

There being no further business the Mayor closed the meeting at 9:30 p.m.

Signed.....

Dated.....