



MANNINGTREE TOWN COUNCIL

UNAPPROVED

**Minutes of the Town Council Meeting
held in the Community Room on
Thursday 21st February, 2019 at 7.30 p.m.**

Present: Cllr. R. Stocks (Chair) Cllr. L. Lay-Flurrie
Cllr. M. McClarnon Cllr. M. Taylor
Cllr. S. Richardson

In attendance: District Cllr. A. Coley
County Cllr. C. Guglielmi
Mrs. L. Djuve-Wood (Clerk)

147/18 Apologies for Absence

Apologies were received from Cllr. Charlesworth.

148/18 Minutes of the previous full council meeting

RESOLVED that the minutes of the full council meeting held on 17th January 2019, having been circulated previously, be approved as a correct record and signed by the Chair.

149/18 Declarations of interest

There were none.

150/18 Public Participation Session

There were no members of the public present.

151/18 Reports from the District and County Councils

Updates were provided from both TDC and ECC. Full District and County reports are accessible to the public on the town council's website www.manningtreetowncouncil.org.uk.

152/18 Progress Report from the Clerk

84/18 To discuss a proposal to initiate a petition for an amalgamation of Manningtree, Mistley and Lawford The clerk informed the council that Lawford Parish Council had also voted in favour of requesting a Community Governance Review to be completed by TDC. Mistley Parish Council is yet to discuss and vote on the issue.

RESOLVED that the following items be discharged:

- 69/17 c) To consider purchasing a speed indicator device for the town
- 64/18 c) To discuss quotation for electrical and structural testing of all street lights
- 64/18 e) To discuss complaint from resident regarding larger vehicles and parking issues on South Street
- 67/18 To consider nominations for the Community Engagement Award
- 118/18 a) To consider request for a memorial bench
- 118/18 b) To discuss the current 24-hour opening hours of the TDC Market Place car park

153/18 Reports from Representatives on various committees

There were none.

154/18 Highways/Environment

- a) **To discuss Tendring Local Highway Panel scheme request to have speed limit within Manningtree reduced to 20 mph**

The Council reviewed the THLP scheme document produced by the clerk. **RESOLVED** that, subject to amendments, the clerk is to send the document to County Cllr. Guglielmi for endorsement before submitting the application. **Action: Clerk**

- b) **To discuss location, plaque and planting of the tree sapling donated by HM the Queen from her estate**

RESOLVED that the clerk will look into costs for a plaque as well as steel protection for the tree.

Wherry Corner was suggested as a potential area for planting.

Action: Clerk

- c) **To discuss the results of the recent electrical and structural survey carried out on all town council**

owned street lights

RESOLVED that the clerk is to query the risk rating categories to establish which action is more urgent.

Action: Clerk

d) To discuss the potential devolution of certain highway services to Parish and Town Councils

RESOLVED that the item be deferred until further information is made available by ECC.

155/18 To consider asking TDC to apply to the Future High Street Fund and / or Heritage High Street Fund on behalf of Manningtree as per request from member of the public

County Cllr. Guglielmi offered to e-mail TDC on the Town Council's behalf and will update the clerk with the relevant feedback.

156/18 To consider change of venue for council meetings

RESOLVED that the council would like to explore alternative venues for council meetings. The clerk is to get cost details for The Masonic Hall, The Methodist Church and The St John's Ambulance Hall. **Action: Clerk**

157/18 To discuss current HMRC PAYE system and its GDPR requirements

The clerk explained that the current PAYE system contains company information of the previous clerk's own company and that HMRC have said this cannot be separated from the town council's data as it is currently on the same system and application. HMRC has advised that the clerk could create a backup file for PAYE data up until the current year end, then delete the current application and reinstall it for the 2019/20 financial year, adding council data from that date only. **RESOLVED** that the clerk is to do the above. As the backup will still contain the previous clerk's company data, and because it cannot be deleted without also deleting previous council data, the clerk was asked to write a letter to the previous clerk requesting permission to do this.

Action: Clerk

158/18 To discuss proposal for witches' memorial bench on The Green, South Street

RESOLVED that the council supports the proposal of a witches' memorial bench alongside the existing bench on South Street subject to a full consultation being taken with local residents. Cllr. McClarnon is to e-mail the organiser with the council's feedback.

Action: Cllr. McClarnon

159/18 To review and discuss the new format for the Lawford, Manningtree and Mistley Emergency Plan

RESOLVED that the new plan be approved.

160/18 To consider purchasing sandbags in case of a flooding emergency within Manningtree

RESOLVED that the council would like to invest in potentially 50 sandbags. Cllr. McClarnon is to calculate space requirements before any order is completed. It was proposed that the sandbags may be able to be stored behind the local fire station.

Action: Cllr. McClarnon

161/18 To discuss and agree upon a council social media policy (item 100/18)

RESOLVED that the proposed social media policy be approved.

162/18 To consider temporary road closure request via TDC

RESOLVED that the council has no objections to the proposed temporary road closures.

163/18 To consider producing flyers and leaflets providing information regarding becoming a Councillor (obtained from EALC) for the 2019 elections

RESOLVED that Cllr. Taylor will produce a poster to go on the council's noticeboards and website along with notices provided by TDC.

Action: Cllr. Taylor / Clerk

164/18 To consider taking part in the Essex Village of the Year Competition 2019

RESOLVED that the clerk will submit the application using the summary put together by Cllr. McClarnon.

Action: Cllr. McClarnon / Clerk

165/18 To consider any significant planning applications received

There were none.

166/18 Finance

a) To approve monthly bank reconciliation figures

RESOLVED that the monthly bank reconciliation figures be approved.

b) To consider an S137 payment to Futures in Mind

RESOLVED that an S137 donation of £50.00 be made to Futures in Mind, payable at this meeting.

c) To consider an S137 payment to Manningtree Community First Responders

RESOLVED that an S137 donation of £100.00 be made to Manningtree Community First Responders, payable at this meeting.

- d) **Minutes July to December 2018 to have payment resolution noted and initialled for lists of payments already authorised and minuted**

RESOLVED that the payment resolutions be noted and initialled by Cllr. Stocks.

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

RESOLVED that the following payments be approved:

Item	Amount
Monthly salary Clerk (including expenses)	£694.29
Environmental Design Maintenance January	£62.40
Electrical Testing Ltd	£1,440.00
JF Tree Specialist Ltd	£1,400.00
TDALC Affiliation Fee 2018-19	£5.00
Colne Housing (Foundry Court Hire)	£28.00
Plus standing order payment to Webfactory	£17.99
Plus additional payments to:	
Environmental Design New Tree Quay Street	£141.60
Futures in Mind S137 Donation	£50.00
Manningtree Community First Responders S137 Donation	£100.00

167/18 Consultations

- a) **To consider responding to the ECC Local Bus Consultation**

RESOLVED that individual councillors respond to this consultation should they wish to do so.

- b) **To consider the Proposed Suffolk Coast and Heaths Area of Outstanding Natural Beauty Boundary Variation**

RESOLVED that the council does not have any comments.

168/18 Items from councillors to be added to the next agenda

There were none.

There being no further business the Mayor closed the meeting at 9.15 p.m.

Signed.....

Dated.....