



MANNINGTREE TOWN COUNCIL

UNAPPROVED

**Minutes of the Town Council Meeting
held in the Community Room on
Thursday 14th March, 2019 at 7.30 p.m.**

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

In attendance: 2 members of the public
Mrs. L. Djuve-Wood (Clerk)

169/18 Apologies for Absence

Apologies were received from Cllrs. Charlesworth and McClarnon.

170/18 Minutes of the extraordinary full council meeting held on the 18th February 2019 and minutes of the full council meeting held on 21st February 2019 to be approved and signed

RESOLVED that the minutes of the extraordinary full council meeting held on 18th February 2019 and the full council meeting held on 21st February 2019, having been circulated previously, be approved as a correct record and signed by the Chair.

171/18 Declarations of interest

There were none.

172/18 Public Participation Session

There were two members of the public present who wanted to contribute to item 15 on the agenda, to discuss the witches' memorial project. They explained that there had been a lot of discussion surrounding the location of memorial, with the main proposed location being The Green, South Street. There had been mixed feelings from residents regarding the project with concerns that they had not received sufficient information about the proposal and that they hadn't been consulted. There were also concerns that a witches' memorial may become a place of worship. It was explained that the organiser of the memorial had now moved away from the original idea of a sculpture, proposing a bespoke memorial bench instead and a lectern. See item 183/18 for the council's resolution on the matter.

173/18 Reports from the District and County Councils

A monthly update was provided from ECC. Full District and County reports are accessible to the public on the town council's website www.manningtreetowncouncil.org.uk.

174/18 Progress Report from the Clerk

168/17 c) To discuss the possibility of requesting the removal of the disabled car parking space on Brook Street The clerk is to request an update on this item. **Action: Clerk**

81/18 b) To consider application to TDC's tree planting grants programme 2018/19 A grant of £214.93 has been received. The clerk will send a thank you letter. **Action: 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 Mistley Parish Council had decided that any decision regarding asking TDC to conduct a Community Governance Review was a matter for the new council to discuss following the upcoming elections in May. Item to be followed up after the elections.

154/18 a) To discuss Tendring Local Highway Panel Scheme request to have speed limit within Manningtree reduced to 20 mph The scheme has been endorsed by County Cllr. Guglielmi. The clerk is to submit the scheme. **Action: Clerk**

154/18 b) To discuss location, plaque, and planting of the tree sapling donated by HM the Queen from her estate The clerk has sent an e-mail to TDC asking if the remaining S106 money can be used for this purpose.

154/18 c) To discuss the results of the recent electrical and structural survey carried out on all town council owned street lights The clerk has obtained an explanation of the risk ratings applied. She is to request a quote from the council's lighting contractor to repair any electrical fault under risk rating 2. The structural faults are not considered urgent and recommendations are to keep them under review. **Action: Clerk**

RESOLVED that the following items be discharged:

- 14/18 b) To discuss condition of the tree on South Street and whether a Planning Application should be submitted for its removal and replanting
- 64/18 c) To discuss quotation for electrical and structural testing of all street lights
- 81/18 b) To consider application to TDC's tree planting grants programme 2018/19
- 100/18 To discuss and agree upon a council social media policy
- 118/18 e) To consider offer and location of Commonwealth Tree donated by HM the Queen from her estate
- 137/18 To consider request from Town Clerk to register for the CILCA qualification training through the EALC

175/18 Reports from Representatives on various committees

The Mayor and Deputy Mayor, Cllrs. Stocks and Taylor had attended the High Sheriff's Awards.

176/18 Highways/Environment

- a) **To consider asking TDC to supply another 20 tonnes of sand for Manningtree Beach**
RESOLVED that the clerk is to request that TDC supply another 20 tonnes of sand for Manningtree Beach for delivery sometime in June. **Action: Clerk**
- b) **To discuss any watering requirements for the new trees on South Street, Quay Street as well as Sapling once planted**
RESOLVED that the clerk will request that Environmental Design water the trees from May onwards. **Action: Clerk**

177/18 To consider change of venue for council meetings

Item deferred to the next full council meeting.

178/18 To note the Essex County Council Full Council meeting taking place on Tuesday, 12th March, 2019 at 10am at County Hall, Chelmsford to debate the Future of Libraries Strategy

It was noted that the above extraordinary meeting had taken place. Further information on the outcome of the future of Essex libraries is expected in June 2019.

179/18 To discuss request from member of the public to start producing Easy Read documents for people with disabilities

The clerk explained that she had liaised with the EALC on this matter who had stated the town council has a duty to not discriminate under the Discrimination Act and that the council could for example offer easy read agendas upon request. In addition, the SLCC has advised that new legislation is coming into effect later in the year whereby public sector body websites and apps will need to meet certain accessibility standards. The clerk advised that the EALC is looking at offering training for clerks on how to produce easy read documents as well as making websites and apps more accessible. **RESOLVED** that the clerk will register for the EALC training course once it is up and running with a view to become compliant with the above. **Action: Clerk**

180/18 To discuss request from member of the public to add more local information about Manningtree and the surrounding area to the council's website

It was noted that the parish councils whose websites were referred to in the resident's e-mail as offering much more information on the local area than Manningtree Town Council, have someone other than the clerk updating such information i.e Tattingstone Parish Council has a Village Recorder. **RESOLVED** that currently there are not enough working hours available for the clerk to spend more time on the website. The clerk is to e-mail the Tattingstone Parish Council clerk asking if their Village Recorder is part of the council or an independent volunteer. **Action: Clerk**

181/18 To discuss local recycling issues as per request from member of the public

The clerk advised that TDC has already responded to the resident and that they have suggested that she ask local charity shops and the organisation TREE about setting up a drop-off point and "swap shop" for non-recyclable packaging materials. Cllr. Richardson offered to contact the St Elizabeth Hospice to see if they would be interested in such a scheme. **Action: Cllr. Richardson**

182/18 To discuss and consider the purchase of a new and larger noticeboard by the library

RESOLVED that councillors will have a look around the town for a potentially more suitable area for a larger town council noticeboard. **Action: All**

183/18 To discuss the witches' memorial project on South Street

RESOLVED that the council would be supportive of a lectern being placed on the Green on South Street by the existing bench subject to enough funding being sourced, with a view of an actual memorial bench possibly being added at a later stage.

184/18 To consider any significant planning applications received

The council considered planning application **19/00305/FUL**, Rear extension and associated alterations, 1 Parsons Yard, South Street, Manningtree. **RESOLVED** that the council does not have any comments to make on this application.

The council considered planning application **19/00059/LBC**, Replace and strengthen joists and installation of mechanical ventilation to cellar and retrospective consent for internal secondary glazing, 17 South Street, Manningtree. **RESOLVED** that the council does not have any comments to make on this application.

The council considered planning application **19/00323/FUL**, Proposed rear extension and garage conversion, 11 Mill Lane, Manningtree. **RESOLVED** that the council does not have any comments to make on this application.

The council considered planning application **19/00317/LBC**, Proposed replacement rear extension, 18 High Street, Manningtree. **RESOLVED** that the council does not have any comments to make on this application.

185/18 Finance

a) **To approve monthly bank reconciliation figures**

RESOLVED that the monthly bank reconciliation figures be approved.

b) **The Chairman to sign bursary application form to partially cover costs for clerk’s CiLCA course**

RESOLVED that the form be signed.

c) **The clerk to advise on NALC’s pay scales for 2019/20**

The clerk advised that the SCP pay scale range identifiers have been changed to take account of the introduction of the national living wage. The clerk’s current pay scale LC1 SCP23 will be referred to as LC1 SCP14 as of 1st April 2019.

d) **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)	£728.02
Environmental Design Monthly Maintenance	£62.40
Colne Housing (Foundry Court Hire)	£37.50
Plus standing order payment to Webfactory	£17.99
Plus additional payments to:	
A&J Lighting	£150.84
Replacement cheque for Futures in Mind made payable to Phoenix Futures	£50.00

186/18 Items from councillors to be added to the next agenda

- a) To consider painting / repairing the wildlife sign by the Coop / Riverside steps

There being no further business the Mayor closed the meeting at 9.30 p.m.

Signed.....

Dated.....