

CLERK'S PROGRESS REPORT 2019/20

Ref:	Item	Status as of 8th March 2019	Status as at 10th May 2019	Item on Agenda for discussion Y/N	Item Resolved Y/N
27/17 c	To discuss the safety aspect of the town's one-way system	ECC Highways has reported that it will be a few weeks yet before the results of the feasibility study are ready.	The feasibility study has been completed and comments from ECC received. On agenda for discussion.	Y	N
69/17 b)	To consider applying for a Traffic Regulation Order to review and amend restrictions of the limited parking bays outside Lucca on the High Street	The clerk is requesting an update.	The clerk has been informed that the request is currently being held as deferred and the council will be contacted as soon as there is any further information in relation to the status of their application.	N	N
127/17	To consider creating a Planned Preventative Maintenance plan (PPM)	To be reviewed annually in October	To be reviewed annually in October	N	N
141/17	To discuss the New Data Protection Regulation Legislation requirements effective 25 <sup>th</sup> May 2018	The clerk is in the process of looking into any further requirements.	The clerk has been informed by EALC that the council's S137 should probably be destroyed as it is most likely not compliant with GDPR and is not a legal requirement	N	N
168/17 c)	To discuss the possibility of requesting the removal of the disabled car parking space on Brook Street	No further update	Still awaiting inspection, clerk is awaiting details of when will be inspected	N	N
51/18	To consider creating a neighbourhood plan	Item on hold until the TDC Local Plan has been approved	On the agenda	Y	N
84/18	To discuss a proposal to initiate a petition for an amalgamation of Manningtree, Mistley and Lawford	Both Manningtree Town Council and Lawford Parish Council have voted in favour to request a Community Governance Review by TDC. Mistley Parish Council may be discussing and forming a view at their meeting on the 11th March 2019.	Mistley Parish Council has previously voted against such an amalgamation and considered at their last meeting that any further request for an amalgamation should be considered by the new council.	N	N
98/18 b)	To discuss the deteriorating state of the paths and pavements in Manningtree	County Cllr. Guglielmi has forwarded the clerk's request to the relevant department. She is awaiting their response.	No further update	N	N
101/18	Monthly Facebook page feedback from Cllr. Taylor	Cllr. Taylor to provide an update	Cllr. Taylor to provide an update	N	N
114/18	To discuss the proposed potential closure of Manningtree Library and to consider responding to the Essex Library Strategy Consultation	Manningtree Town Council submitted their response to the consultation on the 20th February 2019 and wrote a letter to ECC Cllr. Susan Barker requesting a reevaluation of the tier three rating of Manningtree Library.	No further update	N	N
134/18	To consider introducing council surgeries	Put on hold until the council knows what is happening with the Manningtree Library as need a central location	Currently on hold	N	N
154/18 a)	To discuss Tendring Local Highway Panel scheme request to have speed limit within Manningtree reduced to 20 mph	The clerk is sending the THLP scheme to County Cllr. Guglielmi for endorsement before being submitted	The scheme has been submitted to ECC for consideration.	N	N
154/18 b)	To discuss location, plaque and planting of the tree sapling donated by HM the Queen from her estate	The clerk looking into costs for a plaque as well as steel protection for the tree. Wherry Corner was suggested as a potential area for planting.	The clerk met with the contractor Environmental Design who advise no planting before October / November. The proposed location has a large Tamarisk which would need to be removed. Some worries about suitability for a tree in its place due to location.	N	N
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 is querying the risk rating categories to establish which action is more urgent.	All urgent repairs have been completed. Structural issues to be reviewed in three years time.	N	N
156/18	To consider change of venue for council meetings	The clerk is gathering information from three potential venues	On the agenda	Y	N
157/18	To discuss current HMRC PAYE system and its GDPR requirements	The clerk is to update the PAYE system at year end	The clerk has uploaded the new system for 2019/20 and kept a backup of previous data. She is looking into whether paper backups will be sufficient.	N	N
160/18	To consider purchasing sandbags in case of a flooding emergency within Manningtree	The clerk and Cllr. McClarnon is looking into this.	The clerk and Cllr. Stocks to update the council	N	N
164/18	To consider taking part in the Essex Village of the Year Competition 2019	The clerk has submitted the application	Cllrs. Stocks, Taylor and the clerk met with two judges and showed them around the town. The council is awaiting the outcome of the competition.	N	N
176/18 a)	To consider asking TDC to supply another 20 tonnes of sand for Manningtree Beach		The sand has been ordered and will be delivered on 10th June	N	N
179/18	To discuss request from member of the public to start producing Easy Read documents for people with disabilities		Deferred until clerk has received the appropriate training from EALC	N	N
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		The clerk e-mailed the clerk at Tattingstone Parish Council who informed them that part of their website is maintained by a councillor as well as a volunteer village recorder.	N	N
182/18	To discuss and consider the purchase of a new and larger noticeboard by the library		No further update	N	N

Items for Discharge (IFD):
