



MANNINGTREE TOWN COUNCIL

UNAPPROVED

**Minutes of the Annual Town Council Meeting
held in the Community Room on
Thursday 16th May, 2019 at 7.30 p.m.**

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

In attendance: 4 members of the public
Mrs. L. Djuve-Wood (Clerk)

1/19 Election of Mayor (Chairman) of the Council and to receive the Mayor's Declaration of Acceptance of Office

RESOLVED that Cllr. Stocks be elected Mayor for 2019/20. The mayor's declaration of Acceptance of Office was signed by Cllr. Stocks and the Clerk.

2/19 Election of Deputy Mayor (Vice Chairman of the Council)

RESOLVED that Cllr. Taylor be elected Deputy Mayor.

3/19 To confirm that all elected members of the Town Council have completed and signed the Declaration of Acceptance of Office, Code of Conduct and the Register of Interests

RESOLVED that all elected councillors have completed and signed the Declaration of Acceptance of Office, Code of Conduct and the Register of Interests (Disclosable Pecuniary Interest form). All Declaration of Acceptance of Office and Code of Conduct forms had also been witnessed and signed by the clerk.

4/19 To receive Apologies for Absence

There were none.

5/19 Declarations of interest

There were none.

6/19 Minutes of the full council meeting held on the 14th March 2019 to be approved and signed

RESOLVED that the minutes of the full council meeting held on 14th March 2019 be approved as a correct record and signed by the Chair.

7/19 Public participation session with respect to items on the agenda and matters of mutual interest

There were four members of the public present. One member of the public emphasised the strong and passionate feeling in Manningtree regarding keeping the Manningtree Library open, which was particularly noticeable during "The Young People's March for Libraries, Manningtree" on the 27th April 2019. Questions were asked as to the Town Council's position on the potential closure of the library and what they're plans may be should Essex County Council not move Manningtree Library from tier 3 to tier 2. Cllr. Stocks replied that the Town Council would very much like to see the library open and moved to tier two. Currently the Town Council is awaiting the results of the ECC Library Consultation and any further action will depend on the consultation outcome. Cllr. Richardson noted that a Plan B would need to be discussed should Manningtree Library not be moved to tier 2.

Questions were asked about the Mayor's vision for the future of Manningtree and the surrounding area. Cllr. Stocks said that she has an upcoming meeting with the newly elected chairs of Mistley Parish Council and Lawford Parish Council as well as the three newly elected TDC councillors for the area, and although it's early days, the three councils are aiming to work together more closely going forward.

A member of the public asked if there was any way the Town Council could assist local people who would like to attend the upcoming Save Our Libraries Essex (SOLE) demonstration / carnival in Chelmsford on the 8th June 2019 with transport. The councillors noted that whereas the Council could not arrange the transport on behalf of residents, it may be possible to provide a local community group with a small S137 donation. The member of the public was advised to contact the clerk should they wish to apply for such a grant.

8/19 Reports from the District and County Councils

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

9/19 Progress Report from the Clerk

84/18 To discuss a proposal to initiate a petition for an amalgamation of Manningtree, Mistley and Lawford Mistley Parish Council had previously 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. The clerk was asked to e-mail the Mistley clerk requesting if this item will be put to the new council for consideration. **Action: Clerk**

154/18 b) To discuss location, plaque, and planting of the tree sapling donated by HM the Queen from her estate Following advice from the council's contractor Environmental Design it was decided that the proposed location for planting at Wherry Corner would not be suitable. There was also concern that a new tree would in time overcrowd existing trees on the greens of South Street and Quay Street and hence those areas were also deemed unsuitable. **RESOLVED** that the tree be donated to Mistley or Lawford Parish Council if they are interested. The clerk is to e-mail both councils.

Action: Clerk

160/18 To consider purchasing sandbags in case of a flooding emergency within Manningtree Following advice from the Environment Agency on the durability of sandbags, it was **RESOLVED** that the council will not be investing in sandbags.

RESOLVED that the following items be discharged:

There were none.

10/19 Constitution

a) **To review Committee Structures and to appoint members to serve on the under mentioned Committees:**

I. Planning Committee

RESOLVED that all planning applications will be considered at Full Council meetings.

II. Finance Committee

RESOLVED that all councillors become members of the Finance Committee, apart from Cllr. Richardson who will cheque the council's accounts on a quarterly basis.

III. Personnel Committee

RESOLVED that Cllrs. Stocks, Taylor, Lay-Flurrie and Richardson be members of the Personnel Committee.

b) **To consider and adopt Committees' terms of reference**

RESOLVED that the council adopt all committees' terms of reference.

c) **To appoint the following representatives:**

I. Representative to the Essex Association of Local Councils (EALC)

RESOLVED that all councillors act as representatives to EALC.

II. Two representatives to the Tendring Association of Local Councils

RESOLVED that the item be deferred to the June meeting.

III. Two representatives to the Cemetery Committee

RESOLVED that Cllrs. Stocks and Richardson become representatives to the Cemetery Committee.

IV. Representative to the Manningtree District Business Chamber

RESOLVED that Cllr. Lay-Flurrie become representative to the Manningtree District Business Chamber.

V. Representative to the Tendring Older People's Forum

RESOLVED that Cllr. Lay-Flurrie become representative to the Tendring Older People's Forum.

VI. Representative to the Frankenberg Partnership Association

RESOLVED that Cllr. Lay-Flurrie become representative to the Frankenberg Partnership Association.

VII. Representative to the Family Fun at the Furze Committee

RESOLVED that Cllr. Richardson become representative to the Family Fun at the Furze Committee.

VIII. Two representatives to the Stour and Orwell Estuaries Management Committee

RESOLVED that Cllrs. Lay-Flurrie and Taylor become representatives to the Stour and Orwell Estuaries Management Committee.

IX. Representative to the Essex and South Suffolk Community Rail Partnership

- RESOLVED** that the item be deferred to the June meeting.
- X. Representative to the Parish Passenger Transport Group**
RESOLVED that the item be deferred to the June meeting.
- XI. Tourism Representative**
RESOLVED that Cllr. Taylor become the council's tourism representative should this become an active role in the near future.
- XII. Tree Warden**
RESOLVED that Cllr. Stocks become the council's tree warden.
- XIII. Emergency Plan Representative**
RESOLVED that Cllr. Stocks become representative to the joint Mistley, Manningtree and Lawford Emergency Plan Committee.
- XIV. Representative to review council accounts on a quarterly basis (can not serve on finance committee)**
RESOLVED that Cllr. Richardson review the council's accounts on a quarterly basis.
- XV. Two Administrators for the council's Facebook page**
RESOLVED that Cllr. Taylor become the council's facebook administrator with one further councillor to be appointed administrator at the June meeting.

11/19 Town Council Policies and Procedures

- a) To review and adopt the Town Council Standing Orders**
RESOLVED that the Town Council Standing Orders be approved and adopted.
- b) To review and adopt the Town Council Financial Regulations and Risk Assessment**
RESOLVED that the Town Council Financial Regulations and Risk Assessment be approved and adopted.
- c) To review and adopt the Data Protection Regulation policy and sign Data Protection forms**
RESOLVED that the Town Council Data Protection Regulation policy be approved and adopted. All councillors signed the Data Protection form.
- d) To review and agree the Town Council Social Media policy**
RESOLVED that the Town Council Social Media policy be approved and adopted.
- e) To review and agree the Town Council Freedom of Information Act – Publication Scheme Policy**
RESOLVED that the Town Council Freedom of Information Act - Publication Scheme be approved and adopted subject to the following amendments:
 - Charge for hard copy information requests - change "2p per sheet" to "No charge."
- f) To review and agree the Town Council Retention policy**
RESOLVED that the Town Council Retention policy be approved and adopted.
- g) To consider and adopt a Town Council Co-option policy**
RESOLVED that the Town Council Co-option policy be approved and adopted.
- h) To review and adopt the Town Council ID policy**
RESOLVED that the Town Council ID policy be approved and adopted subject to the following amendments:
 - ID cards to be returned to the clerk upon a councillor leaving the council.
- i) To review and adopt the Town Council Complaints procedure**
RESOLVED that the Town Council Complaints procedure be approved and adopted.
- j) To review and adopt the Town Council Disciplinary procedure**
RESOLVED that the Town Council Disciplinary procedure be approved and adopted.
- k) To review and adopt the Town Council Grievance procedure**
RESOLVED that the Town Council Grievance procedure be approved and adopted.
- l) To consider and adopt the Town Council Code of Conduct Policy**
RESOLVED that the Town Council Code of Conduct policy be approved and adopted.

12/19 To consider co-option to fill three remaining councillor seats

RESOLVED that the clerk starts advertising for the three remaining councillor positions to be filled by co-option. The co-option is to take place at an extraordinary full council meeting on Tuesday 18th June 2019 at 7:30 p.m.

13/19 To consider change of venue for council meetings

RESOLVED that going forward the council will hold their council meetings at St John's Hall, Manningtree at a cost of £10 per hour.

14/19 Highways/Environment

- a) To discuss and agree the bi-annual planting of the flower tubs as per the budget**

RESOLVED that Cllr. Lay-Flurrie is to instruct Craft Nurseries to replant the tubs in time for the summer.

Action: Cllr. Lay-Flurrie

b) To consider appointing a lighting contractor on a contractual basis

RESOLVED that the clerk will make enquiries with A&J Lighting.

Action: Clerk

c) To consider commenting on ECC's response to THLP Scheme LTN162009 Manningtree Signage Review

RESOLVED that the council is satisfied with ECC Highways recommendation of "install new signs and posts where the existing are worn / combine signs on posts." The clerk is to inform County Cllr. Guglielmi.

Action: Clerk

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

RESOLVED that the clerk will instruct Environmental Design to paint / repair the wildlife sign subject to a satisfactory quote.

Action: Clerk

15/19 To consider a request from a member of public to produce a joint neighbourhood plan between Manningtree, Mistley, Lawford and Brantham

RESOLVED that Cllr. Stocks will bring this item to her meeting with the Chairs of Lawford Parish Council, Mistley Parish Council and the elected TDC councillors for the area.

Action: Cllr. Stocks

16/19 Finance

a) To approve monthly bank reconciliation figures

RESOLVED that the monthly bank reconciliation figures be approved.

b) To review the council's asset register

RESOLVED that the councillors are satisfied with the council's asset register.

c) To review the three-year council insurance policy for 2019/20

RESOLVED that the councillors are satisfied with the council's insurance policy for 2019/20. The clerk is to query the slight increase in premium from last year.

Action: Clerk

d) To review council / staff subscriptions

RESOLVED that the councillors are satisfied with the council's/staff's subscriptions.

e) To consider a request for a donation to Acorn Village

RESOLVED that an S137 donation of £100 be given to Acorn Village, payable at this meeting.

f) To review the level of allowances to councillors following the Parish Independent Remuneration Panel Review for 2019/20

RESOLVED that the councillors are satisfied with the councillors allowances for 2019/20.

g) To approve payments/cheques for signature in accordance with the 2019/20 budget:

RESOLVED that the following payments be approved:

Item	Amount
Monthly salary Mrs L Djuve-Wood (April and May)	£1,426.24
CVST Affiliation Tendring	£25.00
Valerie Pretty – Internal Audit Fee	£50.00
Environmental Design Maintenance	£62.40
LCR NALC Subscription	£17.00
A&J Lighting	£576.00
Came & Company (Insurance)	£567.00
Webfactory monthly fee	£17.99
Royal Mail (PO Box)	£270.00
Acorn Village S137 Donation	£100.00
Plus payments made during April 2019	
Colne Housing (Hire of Community Room)	£18.75
E.ON	£395.18
EALC (Website Accessibility Course)	£78.00
Environmental Design (Monthly Maintenance)	62.40
EALC (Affiliation Fee 2019/20)	£270.83
Friends of Historic Essex Subscription	£12.00
Webfactory monthly fee	£17.99

17/19 To consider any significant planning applications received

The council considered planning application **19/00528/FUL**, Proposed change of use from A1 to A3, 7 South Street, Manningtree. **RESOLVED** that Tendring District Council be informed that Manningtree Town council objects to the application. Whilst Manningtree Town Council admire the entrepreneurial intentions of the applicant, the Town Council feel unable to support this application due to the large number of eateries in the immediate vicinities.

18/19 Items from councillors to be added to the next agenda

- a) To consider asking contractor to water the flower tubs regularly throughout the year.
- b) To consider replacing the bin outside the Royal Mail delivery office.

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

Signed.....

Dated.....